###### 

**Weatherization Manual**

[**Policies and Procedures**](#PolicyManual)

[**Supporting Documents**](#SupportingDocuments)

**for**

**United States Department of Energy (DOE)**

**United States Department of Health and Human Services (HHS)**

**Bonneville Power Administration (BPA)**

**and**

**Matchmaker (MM)**

**Prepared By:**

**Washington State Department of Commerce**

**Energy Division**

# July 2017 Edition





**Policies and Procedures**

**For Managing the Low-Income Weatherization Program**

[Policies - Table of Contents (TOC)](#PolicyTOC)

**for**

**United States Department of Energy**

**United States Department of Health and Human Services**

**Bonneville Power Administration**

**and**

**Matchmaker**

**Prepared By:**

**Washington State Department of Commerce**

**Energy Division**

# July 2017 Edition

# 

**Low-Income Weatherization Program**

**Introduction**

The Weatherization (Wx) Program increases home energy efficiency for low-income families. Thereby the Wx Program lowers energy use, reduces utility bills, and decreases the need for assistance with utility costs. The Wx Program also preserves low-income housing.

**Vision:**

All Washington State low-income housing is energy efficient, safe and affordable.

**Mission Statement:**

The Weatherization Program makes cost effective energy efficiency and related repair improvements to homes occupied by low income people to reduce energy bills and increase home health, safety and durability.

Commerce administers the Weatherization Program. Across Washington state, Local Agencies (LA) and Tribes provide weatherization services to low-income families.

**Funding Sources include:**

* U.S. Department of Energy (DOE) Weatherization Assistance Program
* U.S. Department of Health and Human Services (HHS) – LIHEAP
* Bonneville Power Administration (BPA)
* Washington State Matchmaker Program (MM)
* Electric and Natural Gas Utility Companies

**Low-Income Weatherization Program**

**Precedence**

Weatherization (Wx) projects shall be weatherized in accordance with the State of Washington Weatherization Manual (Policies and Procedures and Supporting Documents) for the appropriate housing type (single-family, mobile, and multi-family). Policy defines allowable Wx Program work.

The Washington State Weatherization [*Field Guide Retrofitting Washington*](#PolicyTOC_FieldGuide) (Wx Field Guide) defines applicable work that meets the specifications, objectives, and desired outcomes outlined in the Standard Work Specifications for Home Energy Upgrades (SWS). The [*Guidelines for Home Energy Professionals* *Standard Work Specifications*](https://sws.nrel.gov/)are reference for any work the WA Field Guide does not address.

***Exception:*** The technical specifications in the Field Guide take precedence over the Wx Manual Policy.

Where the referenced documents specify different requirements, materials, or methods of construction the most restrictive shall govern.

**Policy Memos**

Policy Memo revisions to this publication are posted on the Commerce Extranet Wx Site, Wx Manual page, in the [Published Wx Manuals](file:///C:/Users/judyd/AppData/Roaming/Microsoft/Word/Forms/groupbyyear.aspx) Library. Policy memos make “Emergent Policy Changes” to the Wx Manual. Emergent Policy Changes are effective as of the date on the corresponding Policy Memo, unless another date is specified within the Policy Memo. Revisions are applied to the current Wx Manual available online at both Commerce’s website and Commerce’s Extranet Wx Site. Policy memos take precedence over published Wx Manual. The policy memo changes are automatically submitted for review during the next Proposed Change and Review Process.

**Questions and Answers (Q&A)**

To ask Weatherization Questions, please email [WxQuestions@commerce.wa.gov](mailto:WxQuestions@commerce.wa.gov). Past general questions and answers are posted on the Commerce Extranet Wx Site, HIP Wx Team Site page, in the [Questions-Answers](file:///C:/Users/judyd/AppData/Roaming/HIP-Weatherization/Lists/QA/display.aspx) List. These Q&As are intended to supplement, discuss, and explain Wx requirements. They do not supersede requirements within either the Wx Contracts or the Wx Manual.

**Margin Markings**

Solid vertical lines in the margins within the body of the Wx Manual indicate a substantive change from the requirements in the previous version. Margin marks are not used for correcting a typo or making a formatting change or move. The margin mark locates where the change was made and corresponds with the date of the specific Policy. For changes made prior to 2016 the date is in the Table of Contents ([TOC](#_Table_of_Contents)). Sometimes the revised date is also in the header or footer. For changes made in 2016 and after, the Effective Date is in the new introduction block along with the version replaced. If the margin line is marking a blank line alone, this indicates a deletion.

**Web Addresses:**

National Renewable Energy Laboratory’s (NREL) Standard Work Specifications Tool: <https://sws.nrel.gov/>

Commerce Extranet Weatherization Site: [https://extranet.commerce.wa.gov/](file:///C:/Users/judyd/)

The Weatherization Manual (Wx Manual) is prepared by the Department of Commerce (Commerce). The Wx Manual and Answers to Frequently Asked Questions (FAQs) are subject to change. Neither Commerce, nor any of their employees, makes any warranty, express or implied, or assumes any legal liability or responsibility for the accuracy, completeness, or usefulness of any information, apparatus, product, or process disclosed, or represents that its use would not infringe privately owned rights. Reference herein to any specific commercial product, process, or service by trade name, trademark, manufacturer, or otherwise does not necessarily constitute or imply its endorsement, recommendation, or favoring by Commerce or any agency thereof.

July 2017 Page 1 of 5

Policies and Procedures

For Managing the Low-Income Weatherization Program

# Table of Contents

Cross References: The small policy numbers (i.e. (P1.4)) following titles are the old Wx Policy numbers, for reference.

## See Also: *[2017 Field Guide Retrofitting Washington](https://extranet.commerce.wa.gov/teams/teamsa/HIP-WX-Manual/PublishedWxFieldGuides/2017-Field-Guide-Retrofitting-Washington.pdf)*

## Chapter 1 [Eligible Clients](#Chapter1)

**Section 1.1 Qualifying Clients**

Policy 1.1.1 [Applying Income Eligibility Standards](#Policy1_1_1) (partial P2.1) July 2016

Policy 1.1.2 [Determining Income Eligible Clients](#Policy1_1_2) (P1.2, 1.2.1) July 2017

Policy 1.1.3 [Qualifying Owners or Tenants](#Policy1_1_3) (P1.4) July 2016

**Section 1.2 Enrolling Clients**

Policy 1.2.1 [Prioritizing Eligible Weatherization Clients](#Policy1_2_1) (P1.1) July 2017

Policy 1.2.2 [Searching for Eligible Weatherization Clients](#Policy1_2_2) (P1.1) July 2016

Policy 1.2.3 [Serving Low-Income Native Americans](#Policy1_2_3) (P1.1.1) July 2016

[**Section 1.3 Documenting Eligible Clients**](#Section5_1)

Policy 1.3.1 [Documenting Income Eligibility](#Policy1_3_1) (partial P2.1, all docs) July 2017

Policy 1.3.2 [Setting Period of Eligibility](#Policy1_3_2) (P1.3) July 2016

Policy 1.3.3 [Using Property Owner/Agency Agreements](#Policy1_3_3) (P1.4.1) July 2017

[**Section 1.4**](#Section5_1) **Benefits and Contributions**

Policy 1.4.1 [Accrual of Benefits](#Policy1_4_1) July 2017

Policy 1.4.2 [Leveraging Owner Contributions](#Policy1_4_2) July 2017

## Chapter 2 [Eligible Dwellings](#Chapter2)

[**Section 2.1** [**Dwelling**](#Chapter2)](#Section5_1) **Types**

Policy 2.1.1-SF [Qualifying Single Family Residences](#Policy2_1_1_SF) (NEW) July 2016

Policy 2.1.2-MF [Qualifying Multi-Unit Residences](#Policy2_1_2_MF) (P1.5) July 2017

Policy 2.1.3 [Ineligible Residences and Exceptions](#Policy2_1_3) (P1.6) July 2016

Policy 2.1.4 [Shelters, Group Homes, and Transitional Facilities](#Policy2_1_4) (P1.7) July 2016

Policy 2.1.5 [Subsidized Housing Weatherization](#Policy2_1_5) (P1.8) July 2017

July 2017 Policies and Procedures for Managing the Low-Income Weatherization Program  
 Table of Contents Page 2 of 5

Policy 2.1.6 [Preserving Historic Properties](#Policy2_1_6) (P1.9) July 2016

Policy 2.1.7 [Reweatherizing](#Policy2_1_7) (partial P1.6) July 2016

[**Section 2.2**](#Section5_1)[**Documenting Eligible**](#Chapter3) **Dwellings**

Policy 2.2.1 [Documenting Residence](#Policy2_2_1) (P3.1) July 2016

## Chapter 3 [*Policies moved. References to new locations*](#Chapter3)

## Chapter 4 [Complaints and Dispute Resolution](#Chapter4)

Policy 4.1 [Resolving Complaints and Disputes](#Policy4_1) July 2017

## Chapter 5 [Providing Weatherization Services](#Chapter5)

[**Section 5.1 General**](#Section5_1)

Policy 5.1.1 [General Requirements](#Policy5_1_1) July 2016

Policy 5.1.2 [Weatherization Project Documentation](#Policy5_1_2) July 2016

Policy 5.1.2.1 [Certification of Insulation](#Policy5_1_2_1) July 2015

Policy 5.1.2.2 [Weatherization Information Data System (WIDS)](#Policy5_1_2_2) July 2017

Policy 5.1.3 [Deferral Standards](#Policy5_1_3) April 2009

Policy 5.1.4 [Consumer Conservation Education (Client Ed)](#Policy5_1_4) July 2017

Policy 5.1.5 [Low Cost/No Cost](#Policy5_1_5) July 2015

Policy 5.1.6 [Coordination with Utilities and Related Programs](#Policy5_1_6) July 2015

[**Section 5.2 Energy Audit**](#Section5_2)

Policy 5.2.1-SF [Energy Audit](#Policy5_2_1) Oct 20, 2016

Policy 5.2.1-MF Multifamily Energy Audit (not included) October 2017

Policy 5.2.2 [Energy Audit Pre-Assessment (Pre-Audit)](#Policy5_2_2) July 2015

Policy 5.2.3-SF [Diagnostic Testing](#Policy5_2_3) July 2016

Policy 5.2.3-MF Multifamily Diagnostic Testing(not included) October 2017

Policy 5.2.4-SF [Priority List (PL)](#Policy5_2_4) July 2017

Policy 5.2.5 [Targeted Residential Energy Analysis Tool (TREAT)](#Policy5_2_5) July 2016

[**Section 5.3 Air Sealing**](#Section5_3)

Policy 5.3.1 [Air Sealing](#Policy5_3_1) July 2015

July 2017 Policies and Procedures for Managing the Low-Income Weatherization Program  
 Table of Contents Page 3 of 5

[**Section 5.4 Insulation – Building Envelope**](#Section5_4)

Policy 5.4.1 [General Insulation Requirements](#Policy5_4_1) July 2017

Policy 5.4.2 [Attic Insulation](#Policy5_4_2) July 2016

Policy 5.4.3 [Wall Insulation](#Policy5_4_3) July 2016

Policy 5.4.4 [Floor Insulation](#Policy5_4_4) July 2017

Policy 5.4.5 [Windows and Doors](#Policy5_4_5) July 2016

[**Section 5.5 Heating and Cooling**](#Section5_5)

Policy 5.5.1 [Air Conditioning and Heating Systems](#Policy5_5_1) July 2016

Policy 5.5.2 [Combustion Heating Systems](#Policy5_5_2) July 2017

Policy 5.5.3 [Electric Heating Systems](#Policy5_5_3) July 2016

Policy 5.5.4 [Solid Fuel Burning Appliance Systems](#Policy5_5_4) July 2015

Policy 5.5.5 [Space Heaters](#Policy5_5_5) July 2012

Policy 5.5.6 [Ductless Heat Pumps (DHP)](#Policy5_5_6) July 2015

Policy 5.5.7 [Fuel Switching](#Policy5_5_7) July 2015

Policy 5.5.8 [Thermostats](#Policy5_5_8) July 2015

Policy 5.5.9 [Renewable Energy Systems](#Policy5_5_9) July 2016

[**Section 5.6 Ventilation Ducts**](#Section5_6)

Policy 5.6.1 [Heating and Cooling Ducts](#Policy5_6_1) July 2017

Policy 5.6.2 [Mechanical Ventilation Ducts](#Policy5_6_2) July 2016

Policy 5.6.3 [Dryer Ducts](#Policy5_6_3) July 2016

[**Section 5.7 Baseload**](#Section5_7)

Policy 5.7.1 [Water Heaters](#Policy5_7_1) July 2016

Policy 5.7.2 [Water Pipe](#Policy5_7_2) July 2015

Policy 5.7.3 [Refrigerator Replacement](#Policy5_7_3) July 2017

Policy 5.7.4 [Energy-Efficient Lighting](#Policy5_7_4) July 2017

[**Section 5.8 Repair**](#Section5_8)

Policy 5.8.1 [Weatherization-Related Repair (Incidental Repairs)](#Policy5_8_1) July 2017

Policy 5.8.2 [Matchmaker Policy](#Policy5_8_2) July 2014

Policy 5.8.3 [Weatherization Plus Health - Basic](#Policy5_8_3) May 11, 2016

Policy 5.8.4 [Weatherization Plus Health - Enhanced](#Policy5_8_4) Jan 1, 2016

July 2017 Policies and Procedures for Managing the Low-Income Weatherization Program  
 Table of Contents Page 4 of 5

[**Section 5.9 Mobile**](#Section5_9)

Policy 5.9.1 [Mobile Homes](#Policy5_9_1) July 2015

[**Section 5.10 Multi-Family**](#Section5_10)

*Reserving Space if needed for Multifamily* July 2017

## Chapter 6 [Allowable Costs](#Chapter6)

Section 6.1 [General Standards for Allowable Costs](#Section6_1) July 2015

Policy 6.2 [General Standards of Fiscal Accountability](#Section6_2) July 2017

Policy 6.3 [Administrative Costs](#Section6_3) July 2017

Section 6.4 [Program Operation Costs](#Section6_4) July 2015

Section 6.4.1 [Compliance with Federal Standards for Use of Recycled   
Insulation Materials](#Section6_4_1) April 2009

Policy 6.5 [Training and Technical Assistance Costs](#Section6_5) July 2017

Section 6.6 [Equipment/Vehicles](#_SECTION_6.6_EQUIPMENT) July 2012

Policy 6.7 [Budget Revisions](#Section6_7) Sept 19, 2016

Section 6.8 [Audits](#Section6_8) July 2015

## Chapter 7 [Quality Assurance](#Chapter7)

Policy 7.1 [Local Agency Inspection of Weatherization Work](#Policy7_1) Oct 20, 2016

Section 7.2 [Commerce Program Monitoring](#Section7_2) July 2015

Policy 7.3 [Assessing Local Agency Risk](#Section7_3) July 2017

Policy 7.4 [Weatherization Outcomes](#Section7_4) July 2017

## Chapter 8 [Program Management, Administration, and Reporting](#Chapter8)

Section 8.1 [Soliciting Providers for Weatherization Program Services](#Section8_1) April 2009

Section 8.2 [General Weatherization Work Plan](#Section8_2) July 2017

Section 8.3 [Contracts and Amendments](#Section8_3) July 2017

Section 8.3.1 [Spending Limits](#Section8_3_1) April 2009

Policy 8.4 [Subcontracting](#Section8_4) July 2017

Policy 8.4.1 [Warranties and Owner Release](#Section8_4_1) July 2016

July 2017 Policies and Procedures for Managing the Low-Income Weatherization Program  
 Table of Contents Page 5 of 5

Policy 8.5 [Certification Regarding Lobbying](#Section8_5) July 2017

Policy 8.6 [Issuance of Working Capital Advances](#Section8_6) July 2017

Policy 8.7 [Reporting and Reimbursement of Expenses](#Section8_7) July 2017

Policy 8.8 [Final Contract Closeout Report](#Section8_8) July 2017

Policy 8.9 [Counting Year-End Unit Completions](#Section8_9) July 2017

Section 8.10 [Refunds](#Section8_10) April 2009

Section 8.11 [Program Income](#Section8_11) April 2009

Section 8.12 [Inventory Control](#Section8_12) April 2011

Section 8.12.1 [Disposition of Equipment/Vehicles](#_SECTION_8.12.1_) July 2012

Section 8.12.2 [Weatherization Materials Transfer and Inventory](#Section8_12_2) April 2009

Section 8.13 [Prevailing Wage](#Section8_13) July 2015

## Chapter 9 [Health and Safety](#Chapter9)

[**Section 9.1 Ensuring LocalAgencies and Subcontractors H&S**](#Policy9_1)July 2016

Policy 9.1.1 [Field SafetyTraining](#Policy9_1_1) July 2016

Policy 9.1.2 [Safety Meetings](#Policy9_1_2) July 2016

Policy 9.1.3 [Inspecting On-Site H&S Work Practices](#Policy9_1_3) July 1, 2016

Policy 9.1.4 [Confined Spaces](#Policy9_1_4) July 2017

Section 9.2 [Client Health and Safety](#Section9_2) July 2012

Policy 9.3 [Indoor Air Quality – Mechanical Ventilation](#Section9_3) July 2017

Policy 9.4 [Combustion Safety Testing](#Section9_4) July 2017

Section 9.5 [Smoke Detectors, Carbon Monoxide (CO) Detectors,   
& Fire Extinguishers](#_SECTION_9.5_SMOKE,) July 2015

Policy 9.6 [Biologicals and Unsanitary Conditions,   
including Mold and Moisture](#_SECTION_9.6_BIOLOGICALS_1) July 2017

Section 9.7 [Electrical](#_SECTION_9.7_ELECTRICAL) July 2012

Policy 9.8 [Lead Based Paint](#_SECTION_9.8_LEAD-BASED_1) July 2017

Policy 9.9 [Asbestos](#_SECTION_9.9_ASBESTOS) July 2016

Policy 9.10 [Radon](#_SECTION_9.10_RADON) July 2016

Policy 9.11 [Pests](#_SECTION_9.11_PESTS) July 2012

# [TOC](#PolicyTOC)

# CHAPTER I ELIGIBLE CLIENTS

**Section 1.1 Qualifying Clients**

Policy 1.1.1 [Applying Income Eligibility Standards](#Policy1_1_1)

Policy 1.1.2 [Determining Income Eligible Client](#Policy1_1_2)

Policy 1.1.3 [Qualifying Owners or Tenants](#Policy1_1_3)

**Section 1.2 Enrolling Clients**

Policy 1.2.1 [Prioritizing Eligible Weatherization Clients](#Policy1_2_1)

Policy 1.2.2 [Searching for Eligible Weatherization Clients](#Policy1_2_2)

Policy 1.2.3 [Serving to Low-Income Native Americans](#Policy1_2_3)

[**Section 1.3 Documenting Eligible Clients**](#Section5_1)

Policy 1.3.1 [Documenting Income Eligibility](#Policy1_3_1)

Policy 1.3.2 [Setting Period of Eligibility](#Policy1_3_2)

Policy 1.3.3 [Using Property Owner/Agency Agreements](#Policy1_3_3)

[**Section 1.4**](#Section5_1) **Benefits and Contributions**

Policy 1.4.1 [Accrual of Benefits](#Policy1_4_1)

Policy 1.4.2 [Leveraging Owner Contributions](#Policy1_4_2)

Effective Date: July 2016 Page 1 of 1

**Weatherization Policy**

See also:

[LIHEAP Intake](https://fortress.wa.gov/com/liheappolicy/Page.aspx?nid=2)

[LIHEAP Forms](https://fortress.wa.gov/com/liheappolicy/Page.aspx?nid=59)

[10 CFR 440.22](http://www.gpo.gov/fdsys/granule/CFR-2011-title10-vol3/CFR-2011-title10-vol3-sec440-22)(b)(3)(iii) and (e)

Replaces: Policy 2.1 partial (PM 16-01– February 8, 2016) [Policy 1.3.1, *Documenting Eligibility*](#Policy1_3_1)

**POLICY 1.1.1 Applying Income Eligibility Standards**

1. **Using LIHEAP Income Eligibility Guidelines:** The Weatherization Program follows the Washington State Energy Assistance Program/Low-Income Home Energy Assistance Program (LIHEAP) income eligibility guidelines. See **LIHEAP Intake** link (above) for LIHEAP Policies:
   1. **LIHEAP Policy 1.3.0, *Determining Income Eligibility,*** and
   2. **LIHEAP Policy 1.3.1, *Defining Types of Income, Exclusions and Deductions****.*
2. **Considering Earned Income:** Local agencies must account for all pay periods in the period used to establish eligibility, when considering earned income.
3. **Calculating Average Gross Income:** Local agencies must consider average income reported by current members of the household. See **LIHEAP 1.3.0 (B), *Average Gross Income Will Be Calculated****.*
4. **Establishing Average Monthly Income:** Local agencies must use any DSHS and SSA income documentation received by an applicant for the month prior to application to establish the average monthly income from the income source, unless the client indicates the income varied in amount over the period considered.
5. **Documenting Income Eligibility:** See **Policy 1.3.1, *Documenting Eligibility***.

Effective Date: July 2017Page 1 of 2

**Weatherization Policy**

See also:

[*Weatherization Income Eligibility Guidelines*](https://extranet.commerce.wa.gov/teams/teamsa/HIP-Weatherization/Wx-Documents/WA-State-Low-Income-Wx-Program-2017-Income-Eligibility-Guidelines.pdf)

[WPN 17-3, *2017 Poverty Income Guidelines and Definition of Income*](http://www.waptac.org/data/files/website_docs/government/guidance/2016/2017/wpn%2017-3%20pigs%20final.pdf)

[LIHEAP Intake](https://fortress.wa.gov/com/liheappolicy/Page.aspx?nid=2)

[Policy 1.1.1, *Applying Income Eligibility Standards*](#Policy1_1_1)

[Policy 1.2.1, *Prioritizing Eligible Weatherization Clients*](#Policy1_2_1)

[Policy 1.3.1, *Documenting Income Eligibility*](#Policy1_3_1)

[Policy 1.3.2, *Setting Period of Eligibility*](#Policy1_3_2)

[Exhibit 1.3.1D, *Declaration of No Income*](#Exhibit1_3_1D)

[10 CFR 440.22](http://www.gpo.gov/fdsys/pkg/CFR-2011-title10-vol3/pdf/CFR-2011-title10-vol3-sec440-22.pdf)(a)(1)(2)(3)

[WPN 99-7, 1999](http://waptac.org/data/files/website_docs/government/guidance/1999/wpn%2099-7.docx)

Replaces: Policy 1.1.2 October 1, 2016 [63 FR 41662 - *Verification of Eligibility for Public Benefits*](http://www.gpo.gov/fdsys/granule/FR-1998-08-04/98-20457)

**POLICY 1.1.2 Determining income ELIGIBle Clients**

1. **Using LIHEAP Income Eligibility Guidelines:** Local agencies must follow the income eligibility guidelines for the Washington State Energy Assistance Program/Low-Income Home Energy Assistance Program (LIHEAP) to determine types of eligible income, how to document income, and other eligibility rules. For more information, see:
   1. ***Weatherization Income Eligibility Guidelines***,
   2. **LIHEAP Intake** link (above),
   3. **Policy 1.1.1, *Applying Income Eligibility Standards,*** and
   4. **Policy 1.3.1, *Documenting Income Eligibility***.
2. **Commerce Publishes Wx Income Eligibility Guidelines Annually:** Commerce uses federal poverty guidelines issued annually by the United States Department of Health and Human Services (HHS) to establish client eligibility for the Weatherization Program. See ***Weatherization Income Eligibility Guidelines***
3. **Determining Eligibility:**
   1. Local agencies must determine income eligibility of a [*household*](#Definition_household)prior to providing weatherization services.
   2. Each household member must submit source income documentation for the time period set.

***Exceptions:***

* + 1. Children under nineteen years of age.
    2. Self-Certification. See **Exhibit 1.3.1D, *Declaration of No Income***.

Wx Policy 1.1.2 Determining Income Eligible Clients Page 2 of 2

1. **Applying Eligible Income Guidelines Threshold:** To qualify as eligible clients, the income received by all household members must not exceed 200 percent of federal poverty guidelines or 60 percent of state median income, whichever is greater. See **Policy 1.2.1, *Prioritizing Eligible Weatherization Clients*** for priority.

***Exceptions:***

* 1. For Wx projects using LIHEAP funding, income must not exceed 60 percent of state median income.
  2. Use only [*eligible household members*](#Definition_eligible_household_member) in the household count to determine eligibility.

1. **Applying Income Exclusions:** For high residential energy burden/users, all current income exclusions apply. See **LIHEAP Intake** link (above) for **LIHEAP Policy 1.3.1, *Defining Types of Income, Exclusions and Deductions****.*

For all other eligible client households, all income exclusions apply except**:**

* 1. 20 percent allowance for wage earner.
  2. 10 percent retirement deduction.
  3. 10 percent deduction for unemployment benefits.

1. **Setting Time Period to Document Household Income:**  Local agencies must set a period of time used to document the household’s income. They may use either three (3) or 12 months prior to the date of application.
   1. When three months of income are used, it will be converted to an estimated annual wage by multiplying the most recent three months of income by four.
   2. If the household is determined to be ineligible based on the average income for three months, the applicant must be notified that 12 months of documentation may be provided to re-determine eligibility.
2. **Determining Citizenship Status:** Local agencies must determine the citizenship status of each household member. See **Policy 1.3.1, *Documenting Income Eligibility.***

Effective Date: July 2016Page 1 of 1

**Weatherization Policy**

See also:

[Chapter 1*, Eligible Clients*](#Chapter1)

[Chapter 2*, Eligible Dwellings*](#Chapter2)

Replaces: Section 1.4 – April 2009 [Policy 1.3.3, *Using Property Owner/Agency Agreements*](#Policy1_3_3)

**POLICY 1.1.3 Qualifying applicant eligibility: Owners or tenants**

1. **Qualifying Owners or Tenants:**

Eligible applicants must be owners or tenants of single or multi-family homes, apartments, mobile homes, shelters, or other group facilities that are qualified by Commerce and its funding agencies.

1. **Qualifying Renters:**

If the household is renting, a property owner/agency agreement must be signed by the owner or authorized agent of the building and included in the applicant household file before weatherization work begins. This includes residences designated as existing Section 8 housing. See **Policy 1.3.3, *Using Property Owner/Agency Agreements***, for agreement forms for single and multi-family residences.

1. **Qualifying Clients and Dwelling:**

Additional policies for qualifying clients and dwellings, income standards, verification and documentation are described in **Chapter 1, *Eligible Clients***and **Chapter 2, *Eligible Dwellings****.*

Effective Date: July 2017Page 1 of 1

**Weatherization Policy**

See also:

[Chapter 1, *Eligible Clients*](#Chapter1)

Replaces: Policy 1.2.1 - July 2016 [Policy 1.2.2, *Searching for Eligible Weatherization Clients*](#Policy1_2_2)

**POLICY 1.2.1 Prioritizing ELIGIBle Weatherization Clients**

1. **Providing Weatherization Services:**

Local agencies will provide weatherization program services to eligible households in their service area and ensure that those who want to apply have an opportunity to do so. Commerce recognizes the extensive variations in the availability of eligible clients and relies on the discretion of local agencies to judge local situations. See **Policy 1.2.2, *Searching for Eligible Weatherization Clients***.

1. **Prioritizing Clients:**

Local agencies must give priority for weatherization services to:

* 1. Elderly (60 years of age or older).
  2. Persons with disabilities.
  3. Children nineteen years of age, or under.
  4. *[High Residential Energy Users](#Definition_High_Residential_Energy_User" \o "A low-income household whose residential energy expenditures exceed the median level of residential expenditures for all low-income households in the State.  The median level is $900.  The annual energy expenditures of HREU are >$900.)*
  5. *[Households with High Energy Burden](#Definition_Household_High_Energy_Burden" \o "A low-income household whose residential energy burden (residential expenditures divided by the annual income of that household) exceeds the median level of energy burden for all low-income households in the State.  The median level is eight percent (8%).)*
  6. Native American, with particular emphasis on households residing on reservations.

1. **Giving Preference to Clients:**

Local agencies may give preference for weatherization services to households meeting two or more of the priority criteria listed (e.g. elderly + high energy burden/user).

Effective Date: July 2016Page 1 of 1

**Weatherization Policy**

See also:

Replaces: Section 1.1 partial – July 2015 [10 CFR 440.1](http://www.gpo.gov/fdsys/pkg/CFR-2011-title10-vol3/pdf/CFR-2011-title10-vol3-sec440-1.pdf)

**POLICY 1.2.2 Searching for Eligible WEATHERIZATION Clients**

1. **Finding Applicants:**

Local agencies must identify eligible Weatherization households in their service area.

1. **Submitting Applications:**

Local agencies must ensure that every applicant who wants to submit an application has an equal opportunity to apply.

1. **Performing Outreach**:

Local agencies must advertise the Weatherization Program to find eligible households in their service area. Outreach methods, include, but are not limited to:

* 1. Informing organizations or advocacy groups that have a special interest in, or regular contact with, persons listed in **Policy 1.2.1, *Prioritizing Eligible Weatherization Clients***.
  2. Arranging for applications to be taken by, or at the site of, those organizations or advocacy groups.
  3. Placing multi-lingual posters and materials describing the program in public areas and buildings.
  4. Placing TV and radio ads to reach people who cannot read and those with limited English skills.
  5. Providing interpreters for non-English speaking applicants or applicants with communication challenges.
  6. Working with energy vendors to provide customers with program information.

Effective Date: July 2016Page 1 of 1

**Weatherization Policy**

See also:

[Exhibit 1.2.3A, *Percent of NA Low-Income Households*](#Exhibit1_2_3A)

Replaces: Section 1.1.1 – July 2015 [Policy 1.2.2, *Searching for Eligible Weatherization Clients*](#Policy1_2_2)

**POLICY 1.2.3 SERVING LOW-INCOME NATIVE AMERICANS**

1. **Prioritizing Native Americans for Weatherization Services**

Local agencies must serve low-income Native Americans in their service area, with particular emphasis on households residing on reservations.

1. **Serving Native Americans Proportionately**

Local agencies must serve eligible low-income tribal members in proportion to the percentage of Native American population based on current census data for their service area.

1. **Performing Native American Outreach:**

Local agencies must develop a Native American Outreach Plan each year and submit to Commerce by December 31.

Local agencies may use a variety of outreach methods to recruit Native American clients as noted in **Policy 1.2.2, *Searching for Eligible Weatherization Clients***. Special outreach efforts may be required to achieve desired service levels, such as speaking at tribal community events.

Effective Date: July 2017Page 1 of 5

**Weatherization Policy**

See also:

[LIHEAP Intake](https://fortress.wa.gov/com/liheappolicy/Page.aspx?nid=2)

[LIHEAP Forms](https://fortress.wa.gov/com/liheappolicy/Page.aspx?nid=59)

[Policy 1.1.1, *Applying Income Eligibility Standards*](#Policy1_1_1)

[Exhibit 1.3.1A, *Income and Residence Verification Checklist*](#Exhibit1_3_1A)

[Exhibit 1.3.1B, *Household Information Form (HIF)*](#Exhibit1_3_1B)

[Exhibit 1.3.1C, *Household Member & Income Information Form*](#Exhibit1_3_1C)

[Exhibit 1.3.1D, *Declaration of No Income*](#Exhibit1_3_1D)

[Exhibit 1.3.1E, *Sample Wx Program Utility Information Release Waiver*](#Exhibit1_3_1E)

[Exhibit 1.3.1F, *Qualified Alien Documents*](#Exhibit1_3_1F)

Replaces: Policy 1.3.1 July 2016

**POLICY 1.3.1 Documenting Eligibility**

1. **Documenting Income Eligibility:** Client file must contain income eligibility documentation. These documents can be stored electronically or retained in hard copy for each client.
   1. Types of required documentation:
      1. **Source Documentation:** Clear copies of income documents.
      2. **Verification:** Signed and dated statement by local agencies that the document was seen. See **Exhibit 1.3.1A, *Income and Residence Verification Checklist***. Local agencies may use this exhibit or equivalent documentation to record the “I saw” verification of client status, income, and residence.
      3. **Availability of Supporting Documentation**: For purposes of review and audit, each client file must contain:
         1. **Application:** The client application with the required demographics and income from the entire family living in the residence;
         2. **Eligibility Evidence:** Evidence the client is eligible to receive Wx Services, including but not limited to: a memorandum from a third party certification office stipulating the income levels of the family; or source documentation for each income source listed on the application.
      4. **Multi-family buildings:** Local agencies may use their own certification form to verify income eligibility of residents in public/subsidized multi-family buildings. When centralized records are available, they may substitute for individual Household Information Forms.

Wx Policy 1.3.1 Documenting Eligibility Page 2 of 5

* 1. **Applying for EA and Wx:** For households applying to both the Energy Assistance and Weatherization programs, local agencies must follow applicant file and verification procedures defined by the Washington State Energy Assistance Program/LIHEAP. See **LIHEAP Intake** and **LIHEAP Forms** links above. At a minimum, the documentation in Wx client file must include all of the following:
     1. **Application:** LIHEAP **Exhibit 1.3.1B, *Household Information Form (HIF)****,* or equivalent information
     2. **Eligibility Evidence:**
        1. **Eligibility Determined by Outside Agency/Program:** If income eligibility is determined by an outside agency or program, i.e. Low-Income Home Energy Assistance Program (LIHEAP) or the U.S. Department of Housing and Urban Development (HUD), any document used to determine eligibility, such as a copy of LIHEAP eligibility or a copy of the HUD building list, will suffice as evidence of client eligibility;
        2. **Source Documentation**; or
        3. **Verification:**  The Local Agency Representative must review and verify client’s income eligibility information, determine the client is eligible for Wx Program, and document in the client file. The local agency may use **Exhibit 1.3.1A, *Income and Residence Verification Checklist***, or equivalent documentation.
  2. **Applying for Wx only:** For households applying only for Weatherization, local agencies must collect and document the information included in the client file:
     1. **Application:** LIHEAP**Exhibit 1.3.1B, *Household Information Form (HIF)****,* or equivalent information.
     2. **Income calculation:** LIHEAP **Exhibit 1.1.1(B), *Household Income Information Form***, **Exhibit 1.3.1C, *Household Member & Income Information Form***, or equivalent documentation.
     3. **Eligibility Evidence:**
        1. **Eligibility Determined by Weatherization Program:** If income eligibility is determined by the Weatherization program, any document used to determine eligibility must be documented in the client file as evidence of client eligibility.

Wx Policy 1.3.1 Documenting Eligibility Page 3 of 5

* + - 1. **Source Documentation**;
      2. **Verification:**  The Local Agency Representative must review and verify client’s income eligibility information, determine the client is eligible for Wx Program, and document in the client file. The local agency may use **Exhibit 1.3.1A, *Income and Residence Verification Checklist***, or equivalent documentation; or
      3. **Self-Certification:** After all other avenues of documenting income eligibility are exhausted, self-certification is allowable. However, evidence of the various attempts at proving eligibility must be contained in the client file. This includes a notarized statement signed by the applicant indicating they have no other proof of income.
         1. Signed declaration of income statement must be used when documentation is unavailable.
         2. Clients claiming zero income must sign a declaration of no income. See Weatherization Program **Exhibit 1.3.1D, *Declaration of No Income****.* Local agencies may use this exhibit or equivalent documentation.

1. **Maintaining Client Privacy:** Local agencies will maintain the privacy of the client’s personal information.
   1. Personal information collected, used, or acquired in connection with the Weatherization Program shall be used solely for the purpose of providing weatherization services. Local agencies agree not to release, reveal, publish, transfer, sell, or otherwise make known to unauthorized persons a client’s personal information without his or her express written consent or as provided by law. Written consent must include what client information may be shared and to whom or which agencies/businesses.
   2. Local agencies agree to implement physical, electronic, and managerial safeguards to prevent unauthorized access to personal information. Personal information includes information that would identify an individual’s health, education, business, use or receipt of governmental services, name, address, age, telephone number, social security number, driver’s license number, and finances including financial profiles, credit card numbers, or other identifying numbers.

Wx Policy 1.3.1 Documenting Eligibility Page 4 of 5

* 1. Commerce reserves the right to monitor, audit, and investigate the use of personal information collected, used, or acquired by local agencies. Not properly maintaining clients’ private information could result in termination of a contract or subcontract.
  2. Local agencies agree to indemnify and hold harmless Commerce, the State and its officers, employees, and authorized agents for any damages related to local agencies’ unauthorized use of personal information.
  3. Local agencies shall include this client privacy policy in all subcontracts. In addition, local agencies shall include in subcontracts a clause stating that subcontractors agree to indemnify and hold harmless local agencies, the State and its officers, employees and authorized agents for any damages related to subcontractors’ unauthorized use of personal information. Local agencies are responsible for monitoring the use of personal information collected by subcontractors.

1. **Acquiring Energy Records and Account Information Waivers:** Local agencies must acquire signed client waivers enabling Weatherization Program access to utility and other energy vendor billing records and account information, including account number, the name to which the account is billed and the billing address is accurately recorded for all clients. Account information must be gathered for all energy vendors, both electric and the primary heating source, and must include both consumption and expenditure data. See **Exhibit 1.3.1E, *Sample Wx Program Utility Information Release Waiver***.
2. **Documenting Household Size and Citizenship Status:** Per 62 FR 61344-61416, an eligible household member must be a U.S. citizen or [*qualified alien*](#Definition_Qualified_Alien). Each eligible household member’s citizenship status must be documented.

***Exceptions:***

* 1. Children under the age of 1 are exempt from qualified alien status verification.
  2. Local agencies that are nonprofit charitable organizations and have completed the eligibility criteria opt out process and have a contractual agreement with Commerce for Weatherization Services. These entities are not required to determine, verify, or otherwise require proof of an applicant’s eligibility based on the applicant’s status as a U.S. citizen, U.S. non-citizen national or qualified alien. (62FR 61345 D) According to HHS guidance, if those exempt entities decide not to perform that eligibility determination then the State is responsible to perform it on their behalf.

Wx Policy 1.3.1 Documenting Eligibility Page 5 of 5

1. **Citizenship Documentation must include one of the following:**
   1. United States birth certificate;
   2. A copy of the social security card;
   3. A copy of other documentation or correspondence that shows both the name and social security number;
   4. The local agency can place in the file a signed statement that documentation proving an applicant's social security number was witnessed; or,
   5. See **Exhibit 1.3.1F, *Qualified Alien Documents*** for a list of acceptable documents.

Effective Date: July 2016Page 1 of 1

**Weatherization Policy**

See also:

[Policy 1.1.1, *Applying Income Eligibility Standards*](#Policy1_1_1)

Replaces: Policy 1.3 – July 2015 [Policy 1.3.1, *Documenting Income Eligibility*](#Policy1_3_1)

**POLICY 1.3.2 Setting Period of Eligibility**

1. **Setting Period of Eligibility:**

An applicant will remain eligible for weatherization services for 12 months from the date of verified eligibility.

1. **Continuing Period of Eligibility:**
   1. If weatherization work is expected to begin between 12 and 15 months from the date of verified eligibility, the household must show continued eligibility.
   2. A signed declaration of income statement for the previous three months may be used to update application if necessary.
2. **Expiring Eligibility:**

If weatherization work has not begun after 15 months from the date of application, the household must reapply in full.

1. **Beginning Weatherization Work:**

Weatherization work begins on the date of energy audit.

Effective Date: July 2017Page 1 of 1

**Weatherization Policy**

See also:

[Exhibit 8.4.1A, *Property Owner Release Form*](#Exhibit8_4_1A)

[Exhibit 1.3.3A, *Wx Program Property Owner-Occupant/Agency Agreemen*t](#Exhibit1_3_3A)

[Exhibit 1.3.3B, *Wx Program Rental Property Owner/Agency Agreemen*t](#Exhibit1_3_3B)

[Policy 1.4.2, *Leveraging Owner Contributions*](#Policy1_4_2)

[Exhibit 1.3.3C, Brochure: *Owner-Agency Agreement & the Weatherization Assistance Program*](#Exhibit1_3_3C)

Replaces: Policy 1.3.3 – July 2016 [Exhibit 1.3.3D, Brochure: *Tenant Rights & the Weatherization Assistance Program*](#Exhibit1_3_3D)

**POLICY 1.3.3 Using Property Owner/agency agreements**

1. **Using Property Owner-Occupant/Agency Agreement:** Local agencies will use a property owner-occupant/agency agreement for all owner occupied units. See example **Exhibit 8.4.1A, *Property Owner Release Form***
2. **Using Rental Property Owner/Agency Agreement:** Local agencies will use the property owner/agency agreement provided by Commerce for all rental units. See **Exhibit 1.3.3A, *Wx Program Property Owner/Agency Agreement***or **Exhibit 1.3.3B, *Wx Program Rental Property Owner/Agency Agreement for Multi-Family Buildings.***
   1. **Receiving Commerce Written Approval to Amend:** Local agencies will not amend this agreement without Commerce's written approval.
   2. **Contacting Property Owners:** Local agencies will make every effort to contact property owner directly to discuss the Agreement, its conditions, and the benefits of weatherization to them and their rental tenants.
   3. **Leveraging Owner Contributions:** Local agencies must make every effort to secure owner contributions, wherever possible. See **Policy 1.4.2, *Leveraging Owner Contributions***.
3. **Implementing Covenant Restrictions:** Local agencies may implement covenant restrictions at their local discretion.
4. **Providing Client Information:** Local agencies must provide the following information to clients (owners and tenants) during the course of the weatherization work:
   1. Local agencies must provide information to property owners to help market the agreements: See example: **Exhibit 1.3.3C, *Owner-Agency Agreement & the Weatherization Assistance Program***.
   2. Local agencies must provide information to tenants to inform them of their rights following weatherization of their dwelling units. See example: **Exhibit 1.3.3D, *Tenant Rights & the Weatherization Assistance Program***.

Effective Date: July 2017Page 1 of 1

**Weatherization Policy**

See also:

[10 CFR 440.22(b)(3)(i)](https://www.gpo.gov/fdsys/granule/CFR-2011-title10-vol3/CFR-2011-title10-vol3-sec440-22)

Replaces: Policy 2.1.5 partial–July 2016 [Exhibit 1.4.1, *Accrual of Benefits*](#Exhibit1_4_1)

**POLICY 1.4.1 Ensuring Direct Benefits**

1. **Benefitting Tenants:** Weatherization must directly benefit the client/tenant.
2. **Documenting Direct Benefits:** With any rental property (single family or multifamily) Local agencies must document in the client file that the direct benefits of the weatherization work accrues primarily to the low-income client/tenant (10 CFR 440.22(b)(3)(i)). This is especially important for Wx projects in which the tenants do not directly pay for their own utilities. See **Exhibit 1.4.1, *Accrual of Benefits*** *for list of potential qualifying benefits*.

Effective Date: July 2017Page 1 of 1

**Weatherization Policy**

See also:

Replaces Policy 1.3.3 partial – July 2016

**POLICY 1.4.2 Leveraging Owner Contributions**

1. **Supplementing, not Supplanting, Landlord Responsibilities:** Local agencies must inform the owner of their legal responsibilities and liabilities under RCW 59.18.060.
2. **Leveraging Owner Contributions:** Local agencies must make every effort to leverage owner contributions wherever possible for all weatherization projects. The type and amount of the owner contributions may be negotiated based on market conditions and the discretion of the local agency in order to create good partners and quality weatherization projects.

***Exceptions:***

1. **Low-income Owners:** If the building owner meets the income eligibility and qualifies as low-income themselves, any owner contribution is waived.
2. **Low-income Mission-Based Owners:** If the building owner/organization’s mission is to preserve and provide low-income housing with a covenant that ensures low-income housing for ten years or more, any owner contribution is encouraged but may be waived.
3. **Determining Contributions:** These contributions may include any or all of the following:
4. Cash Contribution: A recommended minimum baseline buy-in is $500 for the first unit, plus an additional $125 for each additional unit
5. In-kind Contributions
6. Extended Rent Freeze
7. Covenant assuring continued low-income tenant occupancy for at least five years.
8. Any combination of the above.
9. **Seizing Opportunities for Deep Energy Savings:** Housing providers often work through large maintenance projects (such as re-roofing or re-siding) on their properties as their funding is available. Deep energy saving opportunities become available during the course of these maintenance projects. Local agencies are encouraged to time the weatherization of buildings with these opportunities in mind, and to install new measures as leveraged funds are made available.

# [TOC](#PolicyTOC)

# CHAPTER 2 ELIGIBLE DWELLINGS

[**Section 2.1** [**Dwelling**](#Chapter2)](#Section5_1) **Types**

Policy 2.1.1-SF [Qualifying Single Family Residences](#Policy2_1_1_SF) (NEW)

Policy 2.1.2-MF [Qualifying Multi-Unit Residences](#Policy2_1_2_MF) (P1.5)

Policy 2.1.3 [Ineligible Residences and Exceptions](#Policy2_1_3) (P1.6)

Policy 2.1.4 [Shelters, Group Homes, and Transitional Facilities](#Policy2_1_4) (P1.7)

Policy 2.1.5 [Subsidized Housing Weatherization](#Policy2_1_5) (P1.8)

Policy 2.1.6 [Preserving Historic Properties](#Policy2_1_6) (P1.9)

Policy 2.1.7 [Reweatherizing](#Policy2_1_7) (partial P1.6)

[**Section 2.2**](#Section5_1)[**Documenting Eligible**](#Chapter3) **Dwellings**

Policy 2.2.1 [Documenting Residence](#Policy2_2_1) (P3.1)

Effective Date: July 2016Page 1 of 1

**Weatherization Policy**

See also:

[Policy 1.2.1, *Prioritizing Eligible Weatherization Clients*](#Policy1_2_1)

Replaces: NA [Policy 1.3.3, *Using Property Owner/Agency Agreements*](#Policy1_3_3)

**POLICY 2.1.1 Qualifying Single Family Residences**

1. Local agencies may weatherize single family residences owned by low-income persons to increase the energy efficiency, reduce their total residential expenditures, and improve their health and safety. See **Policy 1.2.1, *Prioritizing Eligible Weatherization Clients***.
2. Local agencies may weatherize single family residences which are rental dwelling units occupied by eligible tenant households when:
   1. The owner has signed a property owner/agency agreement authorizing the weatherization work, accepting conditions protecting the interests of tenants, and other provisions required by Commerce and the local agency. See **Policy 1.3.3, *Using Property Owner/Agency Agreements***.

Effective Date: July 2017Page 1 of 2

**Weatherization Policy**

See also:

[Policy 1.1.1, *Applying Income Eligibility Standards*](#Policy1_1_1)

[Policy 1.3.1, *Documenting Income Eligibility*](#Policy1_3_1)

[Policy 1.3.3, *Using Property Owner/Agency Agreements*](#Policy1_3_3)

Replaces: Policy 2.1.2 – July 2016 [Policy 2.1.5, *Subsidized Housing Weatherization*](#Policy2_1_5)

**POLICY 2.1.2-MF Qualifying MultiFamily Residences**

1. Local agencies may weatherize multifamily properties when:
   1. **Property Owner/Agency Agreement:** The owner has signed a rental property owner/agency agreement. See **Policy 1.3.3, *Using Property Owner/Agency Agreements***.
   2. **Income Eligibility:** Multifamily building tenant incomes meet LIHEAP Income Eligibility Guidelines. See **Policy 1.1.1 *Applying Income Eligibility Standards.***
      1. **Qualifying 66% or More:** Not less than 66 percent (50 percent for duplexes and four-plexes) of the resident households of the building are:
         1. Currently eligible, or
         2. Will become eligible within 180 days.
      2. **Qualifying 50% to 66%:** Low-income occupancy falls between 50 and 66 percent and the weatherization work will create significant energy savings or additional funds are leveraged from property owners, utilities, or other sources.
      3. **Qualifying Less than 50%:** Multi-family dwellings with less than 50 percent low-income eligibility that also have leveraged funds must obtain prior written approval from Commerce.
      4. **Qualifying Property Lists:** Local agencies may use HUD Multifamily Property Listing Eligible for Weatherization Assistance to qualify a building listed without qualifying individual tenants.
      5. **Using Centralized Records and Rent Rolls:** Local agencies may use their own certification form to verify income eligibility of residents in public/subsidized multi-family buildings (e.g. Housing Trust Fund subsidized housing portfolio). When centralized records are available, they may substitute for individual Household Information Forms (HIF).

Wx Policy 2.1.2-MF Qualifying Multifamily Residences Page 2 of 2

1. **Demographic and Citizenship Information:** Local agencies must collect demographic and citizenship information either from public/subsidized multi-family housing provider in aggregate or from individual tenants. See **Policy 1.3.1, *Documenting Income Eligibility***.
2. **DOE Fund Restrictions:**

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

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

Effective Date: July 2016Page 1 of 2

**Weatherization Policy**

See also:

Replaces: Policy 1.6 – July 2013 [Policy 2.1.4, *Shelters, Group Homes, and Transitional Facilities*](#Policy2_1_4)

**POLICY 2.1.3 Ineligible Residences and Exceptions**

1. No owner-occupied residence shall be weatherized if it is for sale.
2. No renter-occupied residence shall be weatherized if it is for sale, unless both of the following apply:
   1. It can be demonstrated that the residence will continue to be occupied by eligible tenants.
   2. Weatherization work performed is not incorporated into the sale price.
3. No institutional buildings (university, nursing home, hospital, motel, etc.) are to be weatherized, except as noted in **Policy 2.1.4, *Shelters, Group Homes, and Transitional Facilities***.

If a local agency wishes to weatherize an institutional building due to unusual circumstances (excluding exceptions described in **Policy 2.1.4**), the local agency must have prior written approval from Commerce.

1. Re-weatherization is the lowest priority. Local agencies are expected to weatherize new projects and not revisit homes previously weatherized. Justification for re-weatherization must be documented in the client files and WIDS notes.
2. Fund Restrictions and Exceptions
   1. DOE Restrictions
      1. No funds shall be used to install or provide materials for a dwelling unit previously weatherized (re-weatherization) unless:
         1. The dwelling unit has been damaged by fire, flood, or act of nature and repair of the damage to the weatherization materials is not paid for by insurance.
         2. The dwelling unit was weatherized prior to September 30, 1994. Each dwelling unit weatherized prior to September 30, 1994 must receive a new energy audit, which takes into account any previous energy conservation improvements to the dwelling.

Wx Policy 2.1.3 Ineligible Residences and Exceptions Page 2 of 2

* + - 1. The service is to provide eligible low-cost/no-cost weatherization materials.
    1. No funds will be used to improve the value of units designated for acquisition or clearance by a federal, state, or local program within 12 months from the date weatherization of the dwelling unit would be scheduled for completion.
  1. Other Fund Sources

Taking into account any previous energy conservation improvements, regardless of when a home was weatherized or other fund sources used:

* + 1. BPA funds may be used to provide additional cost effective weatherization *on electrically heated homes*.
    2. LIHEAP and Matchmaker may be used to provide additional cost effective weatherization.

Effective Date: July 2016Page 1 of 1

**Weatherization Policy**

See also:

Replaces: Policy 1.7 – April 2009 [Exhibit 2.1.4A, *WAP Application for Shelters, Group Homes, & Transitional Facilities*](#Exhibit2_1_4A)

**Policy 2.1.4 SHELTERS, GROUP HOMES, AND TRANSITIONAL FACILITIES**

1. A local agency may weatherize an emergency 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.
   1. Local agencies 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 (see below, policy 1.b.).
   2. When documentation of individual resident income eligibility is impractical, operators of eligible facilities must complete **Exhibit 2.1.4A, *WAP Application for Shelters, Group Homes, & Transitional Facilities****,* 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.
2. DOE Fund Restrictions. For the purpose of determining how many dwelling units exist in a shelter, local agencies may count one of the following as a dwelling unit:
   1. Each 800 square feet
   2. Each floor

Effective Date: July 2017Page 1 of 2

**Weatherization Policy**

See also:

[Housing and Urban Development (HUD)](http://www.hud.gov/)

Replaces: Policy 2.1.5 - July 2016 [United States Department of Agriculture (USDA) Rural Development](http://www.rurdev.usda.gov/)

**POLICY 2.1.5 SUBSIDIZED HOUSING WEATHERIZATION**

1. Non-subsidized housing and nonprofit subsidized housing have equal priority for weatherization.

This policy applies to the following types of [*Subsidized Housing*](#subsidized_housing_definition):

* 1. All conventional public housing.
  2. Federally subsidized housing:
     1. Housing and Urban Development (HUD).
     2. United States Department of Agriculture (USDA) Rural Development.
     3. Section 8 Housing Choice Vouchers (HUD)

1. Commerce recognizes the extensive variations in public and private subsidies that exist for rental houses and tenants, and relies on the discretion of local agencies to judge local situations.
   1. Non-subsidized housing and nonprofit subsidized housing with Housing Trust Fund investment will be given preference over public and privately owned subsidized housing for weatherization.
   2. Local agencies will apply the following guidelines for subsidized housing, in order of priority:
      1. Non-profit housing when the organization can document its commitment to:
         1. Retaining the unit as low-income housing for at least ten years.
         2. Performing necessary maintenance to maximize the health, safety, and energy efficiency of the unit.
         3. Distributing consumer conservation education information on how to sustain a healthy, safe, and energy efficient home.

Wx Policy 2.1.5 Subsidized Housing Weatherization Page 2 of 2

* + 1. Public housing is defined as units owned by a public housing authority where tenants pay a percentage of income for rent and utilities.
    2. Private federally subsidized housing is defined as units owned by a private developer who received financial benefits from the government to develop and/or maintain the project.
    3. Other funding options for weatherization of subsidized housing:
       1. Owners/managers of public or private subsidized homes who have access to other funding sources for weatherization such as personal resources, flexible subsidy funds, or USDA Rural Developmentmust make every effort to use those funds before local agencies can consider weatherizing their units with funds from Commerce. Applicants must document the lack of funds, which will be included in the client files.
    4. Subsidized tenants receiving rental or utility subsidies under Section 8 HUD Programs may qualify when local agencies can be assured all of the following conditions are met:
       1. The property owner does not have access to HUDor USDA Rural Developmentfunds.Local agencies may give preference to clients without subsidy on the waiting list.

Effective Date: July 2016Page 1 of 2

**Weatherization Policy**

See also:

[36 CFR 800](http://www.ecfr.gov/cgi-bin/text-idx?SID=4cad3d16c3e96e86729670221f3af2ed&mc=true&node=pt36.3.800&rgn=div5)

[Standards for Historic Preservation as required by law under 36 CFR 800](http://www.achp.gov/)

[National Historic Preservation Act (NHPA) of 1966](http://www.achp.gov/nhpa.html)

[*Exhibit 2.1.6A, DOE-WA-State-Historic-Preservation-Programmatic-Agreement*](#Exhibit2_1_6A)

[Exhibit 2.1.6B, *Historic Preservation Checklist*](#Exhibit2_1_6B)

[Department of Archaeology and Historical Preservation (DAHP)](http://www.dahp.wa.gov/)

[DAHP Compliance Documents - Forms](http://www.dahp.wa.gov/compliance-historic-buildings)

[National Park Service (NPS) Preservation Brief 3, Conserving Energy in Historic Buildings](http://www.nps.gov/tps/how-to-preserve/briefs/3-improve-energy-efficiency.htm)

[NPS Preservation Brief 9, The Repair of Historic Wooden Windows](http://www.nps.gov/tps/how-to-preserve/briefs/9-wooden-windows.htm)

Replaces: Policy 1.9 – July 2013 [Secretary of the Interior's Standards for Rehabilitation](http://www.nps.gov/tps/standards/four-treatments/treatment-rehabilitation.htm)

**Policy 2.1.6 Preserving HISTORIC** **Properties**

1. **Weatherizing Historic Properties:** Local agencies that undertake weatherization work with funding from Commerce must ensure that properties listed on or eligible for the National Register of Historic Places abide by the Secretary of the Interior’s Standards for Historic Preservation as required by law under 36 CFR 800 and the National Historic Preservation Act (NHPA) of 1966.

Washington State’s Department of Archaeology and Historical Preservation (DAHP), our State Historic Preservation Office (SHPO) provides guidance for these standards.

1. **Using Federal Funds Requires Environmental Review:** The application for Federal funds necessitates an environmental review for Historic and Cultural Resources. This applies to all weatherization programs, including DOE, HHS, BPA, and the MM Program.
2. **Noncompliance:** Failure to comply with this law will result in disallowed costs.
3. **Documenting Historic Weatherization Properties:** Local agencies must record in WIDS one of the following:
   1. Use the Programmatic Agreement for exempt Wx projects. See **Exhibit 2.1.6A, *DOE-WA State Historic Preservation Programmatic Agreement***,
   2. Submit to SHPO and the property is determined Not Historic Site, or
   3. Submit to SHPO and the property is determined Historic Site.

Wx Policy 2.1.6 Preserving Historic Properties Page 2 of 2

1. **Using Programmatic Agreement to Exempt Wx Project from Section 106 Review:** Local agencies are not required to submit to SHPO Wx projects that meet the Programmatic Agreement (Appendix A and Appendix B) listed exemptions, as they do not have the potential to cause effects on historic properties even when historic properties may be present. See **Exhibit 2.1.6A, *DOE-WA State Historic Preservation Programmatic Agreement***.
2. **Submitting Historic Weatherization Properties to SHPO:** Local agencies must include a copy of **Exhibit 2.1.6B, *Historic Preservation Checklist***and the following DAHP Compliance Documents in the client file, if applicable.
   1. **DAHP EZ-1, Project Review Sheet** for Historic and Cultural Resources Review,including DAHP’s response.
   2. **DAHP EZ-2 Determination of Eligibility** on-line Historic Property Inventory process, including DAHP’s response.
   3. **DAHP EZ-3 Building Rehabilitation Worksheet** for buildings listed or eligible to the National Register of Historic Places, including DAHP’s response.
3. **Additional Information:**
   1. See **National Park Service (NPS) Preservation Brief 3, Conserving Energy in Historic Buildings**. The brief contains information on energy conservation for historic buildings with specific recommendations for positive results in the weatherization of structures. Please share this material with staff, crew, and subcontractors. To access the brief, open the above link.
   2. See **NPS Preservation Brief 9, The Repair of Historic Wooden Windows**. The brief contains information on weatherization and window replacement. Please share this material with staff, crew, and subcontractors. To access the brief, open the above link.
   3. See **Secretary of the Interior's Standards for Rehabilitation**. These are the guidelines DAHP will follow for window treatments. Please share this material with staff, crew, and subcontractors. To access the standards, open the above link.

Effective Date: July 2016Page 1 of 2

**Weatherization Policy**

See also:

Replaces: Policy 1.10 – February 8, 2016 [[10 CFR 440.19](http://www.gpo.gov/fdsys/granule/CFR-2011-title10-vol3/CFR-2011-title10-vol3-sec440-19) (f)(2)](#Section1_7)

**Policy 2.1.7 Reweatherizing**

1. **Reweatherizing is the Lowest Priority:**

Local agencies are expected to weatherize new projects and not revisit homes previously weatherized. Justification for reweatherization must be documented in the client files and WIDS notes.

1. **Determining Previously Weatherized Units**

Local agencies must determine if a dwelling unit was previously weatherized through the Commerce’s Low-Income Weatherization Program.

If the Local Agency cannot verify previously weatherized units through their internal records or WIDS (i.e. when serving a new territory), the Local Agency must complete all the following:

* 1. Look for evidence of previous weatherization as part of the Energy Audit Pre-Assessment (See Policy 5.2.2), such as Insulation Certificate, Furnace Replacement, Wall Insulation, Attic Insulation, or Major Air Sealing, and
  2. Obtain a written confirmation from the client stating to the best of their knowledge the home has not received weatherization through the Commerce’s Low-Income Weatherization Program.

1. **Restricting Fund Sources**
   1. DOE Restrictions
      1. No DOE funds must be used to install or provide materials for a dwelling unit previously weatherized (reweatherization) unless:
         1. The dwelling unit has been damaged by fire, flood, or act of nature and repair of the damage to the weatherization materials is not paid for by insurance.
         2. The dwelling unit was weatherized prior to September 30, 1994. Each dwelling unit weatherized prior to September 30, 1994 must receive a new energy audit, which takes into account any previous energy conservation improvements to the dwelling.

Wx Policy 2.1.7 Reweatherizing Page 2 of 2

* + - 1. The service is to provide eligible low-cost/no-cost weatherization materials.
  1. Other Fund Sources

Taking into account any previous energy conservation improvements, regardless of when a home was weatherized or other fund sources used:

* + 1. BPA funds may be used to provide additional cost effective weatherization *on electrically heated homes*.
    2. LIHEAP and Matchmaker may be used to provide additional cost effective weatherization.

Effective Date: July 2016Page 1 of 1

**Weatherization Policy**

See also:

[LIHEAP Intake](https://fortress.wa.gov/com/liheappolicy/Page.aspx?nid=2)

Replaces: Section 3.1 – April 2009 [Exhibit 1.3.1A, *Income and Residence Verification Checklist*](#Exhibit1_3_1A)

**Policy 2.2.1 Documenting Residence**

1. **Using LIHEAP Residence Verification Guidelines:** The Weatherization Program follows Washington State’s Energy Assistance Program/Low-Income Home Energy Assistance Program (LIHEAP) guidelines for verification of residence. See **LIHEAP Intake** link (above) for **LIHEAP Policy 1.1.0, *Compiling an Applicant File.***
2. **Showing Evidence to Verify Residence:** Applicant must show evidence that the reported address is correct. Client residence is verified based on seeing any of the following documents:
   1. Deed/title
   2. Lease/rental agreement or statement from landlord
   3. Subsidized housing lease
   4. Tax statement
   5. Other, such as the following:
      1. Driver's license
      2. Fuel or other utility bill in the applicant's name
      3. Mortgage payment receipt
      4. Home repair bill
      5. Room and board receipts
      6. Letters addressed to the applicant with canceled postage
      7. Bank statement
3. **Documenting Residence Verification:** Client file must include a copy of **Exhibit 1.3.1A, *Income and Residence Verification Checklist***, or an equivalent form that collects required residence documentation.

# [TOC](#PolicyTOC)

# CHAPTER 3 Policies moved.

# The following are References to the new locations:

## SECTION 3.1 Residence Verification is now in [Policy 2.2.1](#Policy2_2_1)

## SECTION 3.2 Household Verification is now in [Policy 1.3.1](#Policy1_3_1) #4

## SECTION 3.3 Multi-family Income Eligibility Verification is now in [Policy 1.3.1](#Policy1_3_1) #1a(4)

# [TOC](#PolicyTOC)

# CHAPTER 4 COMPLAINTS AND DISPUTE RESOLUTION

Policy 4.1 [Resolving Complaints and Disputes](#Policy4_1)

Effective Date: July 2017Page 1 of 2

**Weatherization Policy**

See also:

[Exhibit 4A*, Sample Dispute Resolution Flow Chart*](#Exhibit4A)

[Exhibit 4B, *Client Complaint Form*](#Exhibit4B)

[Exhibit 4C, *Service Review Request*](#Exhibit4C)

[Exhibit 4D, *Dispute Resolution Fact Sheet*](#Exhibit4D)

Replaces: Chapter 4 – April 2009 [Exhibit 4E, *Dispute Resolution Resources*](#Exhibit4E)

**Policy 4.1 Resolving Complaints and Disputes**

1. **Resolving Client Complaints:** Local agencies have the responsibility to resolve all client complaints, including applicant denials, project deferrals, and work quality issues.
2. **Establishing Dispute Resolution Process:** Local agencies shall establish a clear, objective, and prompt dispute resolution process. It must include mediation and arbitration should internal procedures fail to remedy a complaint. See [**Exhibit 4A*, Sample Dispute Resolution Flow Chart***](#Exhibit4A).This model is an example of a process that meets Commerce’s requirements. The model can be modified to meet an agency’s structure and approach. Remember to carefully consider on a case-by-case basis client grievances that cannot be easily or quickly resolved.
   1. A grievance must be filed in writing for a local agency to take action, except when a client complaint can be resolved quickly. See **Exhibit 4B*, Client Complaint Form*** and **Exhibit 4C, *Service Review Request****.* These exhibits are examples of a process that meets Commerce’s requirements.
   2. Local agencies’ process must include the following client rights:
      1. Have a representative speak on behalf of the client – including an interpreter if needed.
      2. Review and obtain copies of the client’s file.
      3. Present oral and written statements.
      4. Call witnesses and to question or cross-examine witnesses.
   3. The client will be informed of a decision to the resolution process within 10 working days of complaint receipt.
3. **Informing Clients:** Local agencies will inform all clients at time of application of their right to file a grievance. Local agencies will also be responsive to requests for information regarding the dispute resolution process.

Wx Policy 4.1 Resolving Complaints and Disputes Page 2 of 2

1. **Withdrawing Grievance:** Clients may withdraw a grievance at any time with the understanding that they may re-enter the process at the point they withdrew if a complaint is not resolved.
2. Local agencies must:
   1. Document each step of a grievance proceeding, including communication with the client.
   2. Inform Commerce if a grievance is slated for mediation or arbitration.
   3. Inform Commerce of final resolution due to mediation or arbitration.
   4. Make all compliant and grievance documentation, including all resolutions, formal and informal, available to Commerce for review upon request.
3. Commerce role and responsibilities:
   1. Review local agency’s dispute resolution process.
   2. Monitor local agency’s use of approved process.
   3. Be available for technical assistance and consultation.
   4. Redirect local agency to approved dispute resolution process if necessary.
   5. Subject to need, assist the Building Performance Center (BPC), as the State’s designated Peer Circuit Rider, in assigning a local agency representative with appropriate technical expertise to aid local agencies with outside review.
   6. Review complaints that Commerce receives and determine if client has gone through all steps of approved dispute resolution process. In not, refer client back to local agency to complete approved process.
4. **Submitting Dispute Resolution Process:** Local agencies must submit annually their Dispute Resolution Process to handle complaints for Commerce review during the monitoring process.
5. **Recommending Dispute Resolution Centers and Professional Arbitration Services:** Commerce recommends coordinating with the local dispute resolution center and professional arbitration services when crafting a dispute resolution process. See **Exhibit 4D, *Dispute Resolution Fact Sheet*** and **Exhibit 4E, *Dispute Resolution Resources***.

# [TOC](#PolicyTOC)

# CHAPTER 5 PROVIDING WEATHERIZATION SERVICES

**[Section 5.1](#Section5_1)** [**[General](#Section5_1)**](#Chapter2)

Policy 5.1.1 [General Requirements](#Policy5_1_1)

Policy 5.1.2 [Weatherization Project Documentation](#Policy5_1_2)

Policy 5.1.2.1 [Certification of Insulation](#Policy5_1_2_1)

Policy 5.1.2.2 [Weatherization Information Data System (WIDS)](#Policy5_1_2_2)

Policy 5.1.3 [Deferral Standards](#Policy5_1_3)

Policy 5.1.4 [Consumer Conservation Education (Client Ed)](#Policy5_1_4)

Policy 5.1.5 [Low Cost/No Cost](#Policy5_1_5)

Policy 5.1.6 [Coordination with Utilities and Related Programs](#Policy5_1_6)

Effective Date: July 2016Page 1 of 2

**Weatherization Policy**

See also:

[*Field Guide Retrofitting Washington*](#PolicyTOC_FieldGuide)

[Chapter 9, *Health and Safety*](#Chapter9)

[Policy 5.1.3*, Deferral Standards*](#Policy5_1_3)

[Exhibit 5.S10, *Standards for Weatherization Material Specifications*](#Exhibit5_S10).

Replaces: Policy 5.1.1 July 2015 [Variance #11 – *SWS 2.0702.1b*](https://extranet.commerce.wa.gov/teams/teamsa/HIP-WX-Manual/PublishedWxFieldGuides/2.0702.1b.pdf)

**POLICY 5.1.1 GENERAL REQUIREMENTS**

Commerce provides weatherization services based upon the house-as-a-system approach integrating advanced weatherization technologies into service delivery. This approach includes data collection, testing, assessments, and education for all eligible clients. Weatherization Services include:

* Energy audit,
* A complete visual assessment,
* Assessment of electric base load measures:
  + water heaters,
  + refrigerators,
  + compact fluorescent light bulbs (CFL) or light-emitting diode lamps (LED),
  + lighting fixtures, and
  + space heaters,
* Diagnostic tests, energy-related health and safety assessment,
* Consumer conservation education,
* Appropriate low-cost measures,
* Applicable weatherization-related repairs, and
  + A thorough consideration of the client and residence.

1. The Local Agency shall meet program requirements for insurance, licensing, labor standards, warranties and guarantees, applicable permit compliance, applicable code and regulation compliance, applicable staff certifications, and site clean-up and salvage.
2. All work shall be performed in a professional manner following standard residential construction practices.
3. Weatherization projects shall be weatherized in accordance with the State of Washington Weatherization Manual. The more specific requirements take precedence over the general requirements. In an instance when a requirement cannot be met, document in the client file why and what actions were taken. For best practices, refer to the ***Field Guide Retrofitting Washington***.

Wx Policy 5.1.1 General Requirements Page 2 of 2

1. **Health and Safety:** Prior to providing weatherization services, energy-related health and safety hazards necessary to install weatherization materials, must be eliminated. Any hazards created as a result of installing weatherization materials must be eliminated. Energy-related health and safety measures and repairs are intended to protect building occupants and workers. See **Chapter 9, *Health and Safety****,* for additional information.
2. **Deferral:** Deferral may be necessary if there are any problems beyond the scope of the Weatherization Assistance Program. See **Policy 5.1.3*, Deferral Standards***. Agencies must inform clients of any health and safety hazards that may be beyond the scope of the weatherization program.
3. **Warranties:** The Local Agency and all Subcontractors shall provide warranties in writing against any defect in the material, manufacture, design or installation of all materials, equipment, or products that is found within one (1) year from the date of completion of installation. Any defects found within the warranty period shall be remedied without charge and within a reasonable period of time. The warranty information shall be given to the occupant and a copy placed in the client file.

***Variance #11:*** *DOE granted a variance from SWS Section 2.0702.1b allowing: With no additional cost to the client, contractor(s) will provide one year warranty on equipment, materials, and labor.*

1. **Code compliance:** The Local Agency shall require all Local Agency crews and Subcontractors installing all materials, equipment, or products to comply with all applicable federal, state, and local laws and code regulations.
2. **Permits:** A copy of ALL permits obtained for a job, whether by the Local Agency or by a Subcontractor, shall be included in the client or project file.

***Exception*:** If a physical permit is not available, evidence of permit (i.e. documentation of the online record) must be in the client or project file.

1. **Materials:** All materials used shall meet the specifications found in **Exhibit 5.S10, *Standards for Weatherization Material Specifications***.

***Exception*:** The Local Agency shall get written approval to use alternate materials from the Commerce prior to the use of such materials.

1. **Manufacturer's requirements:** The Local Agency and Subcontractors shall conform to all manufacturers’ requirements regarding installation, use and maintenance of all materials, equipment, or products installed or supplied through the weatherization program.

Effective Date: July 2017Page 1 of 3

**Weatherization Policy**

See also:

[10 CFR 440.18 Allowable expenditures](http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr;sid=23fe3d3cfcc461955f6c730af864c7c7;rgn=div5;view=text;node=10%3A3.0.1.4.24;idno=10;cc=ecfr#se10.3.440_118)

[Appendix A - 10 CFR 440, *Standards for Weatherization Materials*](http://www.gpo.gov/fdsys/search/pagedetails.action?browsePath=Title+10%2FChapter+II%2FSubchapter+D%2FPart+440%2FAppendix+A+to+Part+440&granuleId=CFR-2011-title10-vol3-part440-appA&packageId=CFR-2011-title10-vol3&collapse=true&fromBrowse=true)

[DOE Program Guidance](http://www.waptac.org/Rules-0024amp;-Guidance/Program-Guidance.aspx)

[Policy 1.3.1, *Documenting Income Eligibility*](#Policy1_3_1)

[Policy 2.1.6, *Preserving Historic Properties*](#Policy2_1_6)

[Policy 2.1.7, *Reweatherizing*](#Policy2_1_7)

[Policy 2.2.1, *Documenting Residence*](#Policy2_2_1)

[Policy 5.1.2.1, *Certification of Insulation*](#Policy5_1_2_1)

[Policy 5.1.3, *Deferral Standards*](#Policy5_1_3)

[Policy 5.1.4, *Consumer Conservation Education (Client Ed)*](#Policy5_1_4)

[Policy 5.2.1, *Energy Audit*](#Policy5_2_1)

[Policy 5.4.5, *Windows and Doors*](#Policy5_4_5)

[Policy 5.7.3, *Refrigerator Replacement*](#Policy5_7_3)

[Policy 9.8](#Policy9_8)*[, Lead Based Paint](#Policy9_8)*

[Exhibit 5.S3A,](#Exhibit5_S3A) *[Diagnostic Test Report](#Exhibit5_S3A)*

[Exhibit 5.3.1A, *Combustion Safety* and Exhibit 5.3.1A(2), *Daily In-Progress*](#Exhibit5_3_1A)

Replaces: Policy 5.1.2 – July 2016 [Exhibit 9.3, *Mechanical Ventilation Worksheet*](#Exhibit9_3)

**Policy 5.1.2 Weatherization Project Documentation**

1. **Documenting Weatherization Projects:** Client files must include the following documentation, as applicable:
   1. Eligible Clients
      1. Income Eligibility – See **Policy 1.3.1, *Documenting Income Eligibility***
      2. Client Identification
      3. Citizenship/Qualified Alien – See **Policy 1.3.1, *Documenting Income Eligibility***
   2. Eligible Dwellings
      1. Residence Verification – See **Policy 2.2.1, *Documenting Residence***
      2. Unit Photographs – See **Policy 5.2.1, *Energy Audit***
      3. Pre-Wx Billing data and signed client waivers to access utility and other energy vendor billing records and account information – See **Policy 1.3.1, *Documenting Income Eligibility***
   3. Pre-work Owner/Client Authorization
      1. Ownership status

Wx Policy 5.1.2 Weatherization Project Documentation Page 2 of 3

* + 1. Owner/agency agreement: This authorization to start work includes, but is not limited to:

1. Owner/Agency Agreement – rental
2. Owner/Agency Agreement – non-rental
3. Client/Agency Agreement
4. Signed Contract authorizing work to start
5. Signed Scope of Work
6. Property Owner Release Form
   * 1. Owner cash contribution
     2. Wall blow authorization
   1. **Historic preservation status** – See **Policy 2.1.6, *Preserving Historic Properties***
   2. **Reweatherization**: Previous weatherization, including date(s) work performed and installed weatherization measures. See **Policy 2.1.7, *Reweatherizing***.
   3. **Client Education:** Delivery of consumer conservation education, individual or classroom. – See **Policy 5.1.4, *Consumer Conservation Education (Client Ed)***
   4. **Energy Audit Assessment:** Information including but not limited to:
      1. Conditioned floor area
      2. Housing type
      3. Existing levels of insulation
      4. Heating/Air-Conditioning System, type and condition
      5. Water Heater System, type and condition
      6. Existing Hazards List: List of health and safety hazards identified prior to the installation of weatherization materials.
      7. Other necessary information to support any measures installed using an approved priority list or TREAT.
   5. **Diagnostic Testing:** An [**Exhibit 5.S3A, *Diagnostic Test Report***](#Exhibit5_S3A)shall be filled out and be present in the client file.
   6. **Combustion Testing:** An [**Exhibit 5.3.1A, *Combustion Safety Test Report***](#Exhibit5_3_1A) shall be filled out for each combustion appliance and be present in the client file.
      1. Include In-Progress CAZ Testing: An [**Exhibit 5.3.1A(2), *Daily In-Progress Combustion Safety Test Report***](#Exhibit5_3_1A)

Wx Policy 5.1.2 Weatherization Project Documentation Page 3 of 3

* 1. **Mechanical Ventilation:** An **Exhibit 9.3, *Mechanical Ventilation Worksheet***
  2. **Energy Audit:** Verification installed measures have an SIR of 1.0 or greater as determined by TREAT or the Priority List (PL Calc) of Weatherization Measures.

***Exception:***  Results of all electronic audits must be retained in the local agency’s central electronic file.

* 1. **Lead Based Paint** – See **Policy 9.8, *Lead Based Paint***
  2. **Scope of Work:** A comprehensive and weatherization-specific scope of work.
     1. Weatherization Measures (WxM) list
     2. Health & Safety (H&S) Measures list
     3. Weatherization Related Repairs (WRR) Measures list.
  3. **Door and Window Replacement** – See **Policy 5.4.5, *Windows and Doors***
  4. **Refrigerator Replacement** – See **Policy 5.7.3 *Refrigerator Replacement***
  5. **Confined Space** – See **Policy 9.1.4, *Confined Space***
  6. **Insulation Certificate** – See **Policy 5.1.2.1, *Certification of Insulation***
  7. **Work and Worker Related Documents:**
     1. Copies of Applicable Permits
     2. Knob & Tube Inspection
     3. Invoices for Material and Labor
     4. Change Orders
  8. **Deferral Document or Exceptions – See Policy 5.1.3, *Deferral Standards***

1. **Documenting Justification:** All necessary measure-specific justification. Justification for installing any measure must meet funder’s requirements
   * 1. For Blended Measures, LAs must justify measures in accordance with Commerce contracts and policy.
     2. For Utility Measures, LAs must justify measures in accordance with Utility contracts and requirements.

## Policy 5.1.2.1 Certification of insulation

### A. **Policy**

1. Local agencies must complete a certificate of insulation form for each dwelling unit that receives ceiling, wall, floor, perimeter, or duct insulation. See [**Exhibit 5.1.8A*,Certificate of Insulation***](#Exhibit5_1_8A)
2. The certificate of insulation shall contain the following information:
3. Address of residence
4. Date of installation
5. Name, address and phone number of installer
   1. Insulation type
   2. Coverage area
   3. R-value
   4. Installed thickness and settled thickness (and post empty bag with chart)
   5. Number of bags installed in accordance with manufacturer specifications
6. The certificate shall be completed in ink and signed by the installer, one of the following as applicable:
7. Subcontractor, if subcontractor performs the work.
8. Crew chief, if the local agency’s crew performs the work.
9. Posting of certificate

Upon completion of the installation of the insulation, the completed Certificate of Insulation shall be posted in the interior of the area insulated in a location nearby, and visible, from the access to the area. A copy of the certificate shall also be kept in the client file of the Local Agency.

***Exception:*** If the Certificate of Insulation cannot be posted in a visible location near the access to the area of insulation installation, the certificate may be posted near the service panel, electrical panel, or other area easily accessed by service technician. Document the certificate posting location in client file.

1. Posting empty bag/wrapper

Upon completion of the installation of the insulation, the Local Agency or Subcontractor shall post near the Certificate of Insulation an empty bag or wrapper from the insulating material that was installed.

1. Delivery of certificate

The completed certificate shall be kept in the permanent file of the Local Agency. A copy of the certificate will also be given to the client.

**B. Procedure**

1. Programmatic
   1. Local agencies must give the homeowner the original certificate, place a copy in the agency file, and post a copy in the attic or crawl space of the dwelling unit as appropriate.
   2. See [**Exhibit 5.1.8A, *Certificate of Insulation***](#Exhibit5_1_8A).
2. Required Installation Standards and Materials Specifications

See [**Field Guide, *Retrofitting Washington***](https://extranet.commerce.wa.gov/teams/teamsa/HIP-WX-Manual/PublishedWxFieldGuides/2015-Field-Guide-Retrofitting-Washington.pdf)

1. Best Practices

Not applicable.

Effective Date: July 2017Page 1 of 1

**Weatherization Policy**

See also:

Replaces: Policy 5.1.2 partial – July 2016

**Policy 5.1.2.2 Weatherization Information Data System (WIDS)**

1. **Entering Data into WIDS:** All Wx projects must be entered into the Weatherization Information Data System (WIDS).
2. **Reporting Monthly Weatherization Data in WIDS:** Local agencies must enter or upload all applicable Weatherization data into WIDS by the 15th of each month for the previous month’s activities. Data includes, but is not limited to, the required Milestone dates:
   1. **Audit Completed date:** Enter the date the Energy Audit is completed. For multi-family projects with multiple buildings, this is the date when the first building in the project received an energy audit. This moves the building to "Active" status.
   2. **Final Inspection Passed date:** Enter the date the building received and passed a final inspection for all installed measures. This moves the building to "Completed" status.
   3. **Closed date:** Enter the date when all building/project costs have been invoiced and paid by your agency's financial department. This moves the building to "Closed" status.
3. **Counting Production - Closed Status:** The Closed date establishes the time period Commerce counts and reports the Wx Project in the production numbers.
4. **Reporting Leveraged Funding in WIDS:** Denote leveraged funds (including all utility funds) on the WIDS “Costs” tab under other funder (or under the specific utility). For [*Utility-Funded Projects*](#utilityfunded), this information will enable Commerce to demonstrate all the leveraged funding in addition to the [*Blended Projects*](#blended).

## Policy 5.1.3 Deferral Standards

**A. Policy**

1. Local agencies may defer weatherization work if they encounter problems that are beyond the scope of the Weatherization Assistance Program.

Deferring weatherization work does not mean assistance will never be available, but that any work must be postponed until problems can be resolved and alternative sources of help are found.

1. Local agencies must develop guidelines and a standardized form. See[**Exhibit 5.5A, *Weatherization Deferral Form***](#Exhibit5_5A)*,* for an example of a standardized form.

Deferral guidelines may include the following:

* 1. The client has known health conditions that prohibit the installation of insulation and other weatherization materials.
  2. The building structure or its mechanical systems, including electrical and plumbing, are in such a state of disrepair that failure is imminent and the conditions cannot be resolved in a cost-effective manner.
  3. The house has sewage or other sanitary problems that would further endanger the client and the weatherization installers if weatherization work were performed.
  4. The house has been condemned or electrical, heating, plumbing, or other equipment has been "red tagged" by a local or state building official or utility.
  5. Moisture problems are so severe they cannot be resolved under existing health and safety measures and minor repairs.
  6. Dangerous conditions exist due to high carbon monoxide levels in combustion appliances and cannot be resolved under existing health and safety measures.
  7. The client is uncooperative, abusive, or threatening to crew, auditors, inspectors, contractors, or others who must work on or visit the house.
  8. The extent and condition of lead based paint in the house would potentially create further health and safety hazards. See *Deferral Policy Related to Lead Based Paint* in the *WAP Health & Safety Plan.*
  9. In the judgment of the energy auditor, conditions exist which may endanger the health and/or safety of the work crew or contractor. Work should not proceed until the condition is corrected.

1. Local agencies must actively pursue all alternative options on behalf of the client, including referrals, and use good judgment in dealing with difficult situations.

**B. Procedure**

1. Programmatic
   1. Local agency must provide clients with deferral documentation. If the property is a rental, property owners must receive a copy.
   2. Client files must include a copy of deferral documentation.
   3. Deferral documentation must include the information in [**Exhibit 5.5A, *Weatherization Deferral Form***](#Exhibit5_5A)*.* Local agencies may use this form or equivalent documentation.
   4. See [**Chapter 9, *Health and Safety***](#Chapter9)*.*
2. Required Installation Standards & Materials Specifications

See [**Field Guide, *Retrofitting Washington***](https://extranet.commerce.wa.gov/teams/teamsa/HIP-WX-Manual/PublishedWxFieldGuides/2015-Field-Guide-Retrofitting-Washington.pdf)

1. Best Practices

Not applicable.

Effective Date: July 2017Page 1 of 1

**Weatherization Policy**

See also:

Replaces: Policy 5.1.4 – July 2016

**Policy 5.1.4 Consumer Conservation Education (Client Ed)**

1. **Occupant education:** Local agencies must provide the tenants and owners with consumer conservation education, including but not limited to:
   1. Insulation type and levels installed
   2. Operation and Maintainance (O&M) of installed equipment
   3. Recommended fan operation for adequate ventilation and moisture control
   4. Importance of keeping dryer filter and termination clear of lint
   5. Importance of cleaning grease buildup from kitchen range exhaust filter
2. **Consumer Education Delivered:** Local agencies must provide the tenants and owners with consumer conservation education and documentation, including but not limited to:
   1. Client Interview
   2. CO Monitor
   3. Mold & Moisture Form
   4. Pollution Source Survey
   5. CFL Disposal
   6. Asbestos Education
   7. Radon Education
   8. Lead Awareness
   9. Warranties

## Policy 5.1.5 low cost/no cost

### A. **Policy**

1. The purchase and installation of Low-cost No-cost energy conservation measures is allowable.

***Exception:*** No DOE funds may be used to install low-cost/no-cost materials.

1. During the Pre-Assessment, as part of the Consumer Conservation Education, or for a Deferred Wx project the following are considered Low-cost No-cost measures and may be given to the client.
   1. Water flow restrictors.
      1. Low-flow Showerheads
      2. Low-flow Faucet Aerators
   2. Furnace or cooling filters, up to one-year supply.
   3. Items that are primarily directed at reducing infiltration, such as weather-stripping, caulking, and glass repairs.
   4. Brochures and other written information concerning the potential savings from installation of Low-cost No-cost measures.
   5. Compact fluorescent light bulbs.
   6. Water Heater Temperature. See [**Policy 5.7.1, *Water Heaters***](#Policy5_7_1)
2. As Low-cost No-cost items, these measures are not classified as Wx Measures (WxM). If a local agency includes any of the above measures in the project work scope as WxM after conducting an energy audit and applying either the appropriate Priority Measures List or TREAT, the agency must install those measures.
3. Low-Cost/No-Cost Weatherization Activities
   1. Low-cost/no-cost services may be provided to an eligible household even when other measures are not provided.
      1. Up to ten percent of a local agency’s allocation may be used to perform low-cost/no-cost weatherization in eligible dwelling units.
      2. Low-cost/no-cost measures include installation of water-flow controllers, furnace or cooling filters, or items that are primarily directed toward reducing air infiltration (weather-stripping, caulking, and glass patching, etc.).
   2. Units that receive only low-cost/no-cost services may not be counted as completed units in the Weatherization Information Data System (WIDS).
   3. DOE-Specific Limits and Exclusions
      1. Under DOE, low-cost/no-cost materials are limited to $50 per dwelling unit. There is no per dwelling unit limit for HHS, BPA and MM.
      2. No DOE funds may be used to install low-cost/no-cost materials.
      3. Low-cost/no-cost weatherization measures are excluded from the following requirements:
4. One DOE weatherization activity per dwelling unit restriction.
5. DOE average cost per unit expenditure.

Effective Date: July 2017Page 1 of 1

**Weatherization Policy**

See also:

[Policy 5.1.2, *Weatherization Project Documentation*](#Policy5_1_2)

Replaces: Section 5.1.6 – July 2015 [Policy 5.1.2.2, *Weatherization Information Data System (WIDS)*](#Policy5_1_2_2)

**Policy 5.1.6 Coordination with Utilities and Related Programs**

1. **Identifying Related Conservation Projects:** Local agencies must identify and coordinate with related energy conservation projects within their service area. Such projects include those offered through other federal programs, state agencies, energy vendors, and local or privately funded programs.

All coordinated efforts must meet or exceed Commerce standards.

1. **Coordinating in Local Efforts:** Local agencies are expected to participate in local efforts to enhance coordination and cooperation.
2. **Reporting Leveraged Funding in WIDS:** Denote leveraged funds (including all utility funds) on the WIDS “Costs” tab. See [***Policy 5.1.2.2, Weatherization Information Data System (WIDS)***](#Policy5_1_2_2)***.***
3. **Documenting Justification:** All necessary measure-specific justification. Justification for installing any measure must meet funder’s requirements
   * 1. For Blended Measures, LAs must justify measures in accordance with Commerce contracts and policy.
     2. For Utility Measures, LAs must justify measures in accordance with Utility contracts and requirements.
4. **Sharing Responsibility to Provide Wx Services:**  Local agencies may share the responsibility of providing weatherization services using a variety of coordination methods, including:
   * 1. Energy audits
     2. Specific weatherization measures (such as water heater blankets, heating source repair or modification, replacement of lighting fixtures and bulbs)
     3. Outreach
     4. Program publicity
     5. Other

# [TOC](#PolicyTOC)

# CHAPTER 5 PROVIDING WEATHERIZATION SERVICES

[**Section 5.2** [**Energy**](#Chapter2)](#Section5_1) **Audits**

Policy 5.2.1-SF [Energy Audit](#Policy5_2_1)

Policy 5.2.1-MF Multifamily Energy Audit (not included)

Policy 5.2.2 [Energy Audit Pre-Assessment (Pre-Audit)](#Policy5_2_2)

Policy 5.2.3-SF [Diagnostic Testing](#Policy5_2_3)

Policy 5.2.3-MF Multifamily Diagnostic Testing(not included)

Policy 5.2.4-SF [Priority List (PL)](#Policy5_2_4)

Policy 5.2.5 [Targeted Residential Energy Analysis Tool (TREAT)](#Policy5_2_5)

Effective Date: October 20, 2016Page 1 of 5

**Weatherization Policy**

See also:

[Policy 7.1, *Local Agency Inspection of Weatherization Work*](#Policy7_1)

[Policy 5.2.4-SF, *Priority List*](#Policy5_2_4)

[Policy 5.2.5, *Targeted Residential Energy Analysis Tool (TREAT)*](#Policy5_2_5)

[Policy 5.2.3 *Diagnostic Testing*](#Policy5_2_3)

[Policy 9.4 *Combustion Safety Testing*](#Policy9_4)

[Policy 9.3 *Indoor Air Quality – Mechanical Ventilation*](#Policy9_3)

[Policy 9.6, *Biologicals and Unsanitary Conditions, including Mold and Moisture*](#Policy9_6)

[Exhibit 5.S2, *Pollution Source Survey*](#Exhibit5_S2)

[Policy 5.2.2, *Pre-Assessment (Pre-Audit)*](#Policy5_2_2)

[Exhibit 1.3.3A, *Wx Program Property Owner-Occupant/Agency Agreement*](#Exhibit1_3_3A)

[Exhibit 1.3.3B, *Wx Program Rental Property Owner/Agency Agreement*](#Exhibit1_3_3B)

[Exhibit 1.3.3C, *Brochure: Owner/Agency Agreement & WAP*](#Exhibit1_3_3C)

[Exhibit 1.3.3D, *Brochure: Tenant Rights and WAP*](#Exhibit1_3_3D)

[Section 5.5 *Deferral Standards*](#Section5_5)

[Chapter 6, *Allowable Costs*](#Chapter6),

[Exhibit 5.S3A, Diagnostic Test Report](#Exhibit5_S3A)

[Exhibit 5.3.1A, Combustion Safety Form](#Exhibit5_3_1A)

[Exhibit 5.1A, Priority List of Weatherization Measures](#Exhibit5_1A)

[Chapter 9, Health & Safety](#Chapter9)

Replaces: Policy 5.2.1 – July 2015 [Field Guide, *Retrofitting Washington*](#PolicyTOC_FieldGuide)

**Policy 5.2.1 Energy audits**

1. **Energy Audits**

All single family and multi-family dwellings must receive a comprehensive, on-site, energy audit prior to receiving weatherization services**.**

1. **Scope of Energy Audit**

The Local Agency shall evaluate the dwelling for the following:

* 1. Cost effective energy efficiency improvements.
  2. Health and safety issues that may negatively affect occupants.
  3. Building durability issues that may negatively affect or prohibit installation of energy efficiency measures.
  4. Comfort issues that may cause increased energy use.

Wx Policy 5.2.1 Energy AuditsPage 2 of 5

1. **Energy Auditor**

A trained and qualified auditor, someone other than the Quality Control Inspector (QCI) conducting final inspections, shall conduct energy audits and develop the Scope of Work (SOW).

***Exception:*** Local Agencies that are unable to meet this requirement shall notify Commerce in writing with their alternative inspection plan and receive Commerce written approval. See **Policy 7.1, *Local Agency Inspection of Weatherization Work*** for more information on requesting an Auditor/Inspector Separation Waiver.

* 1. Must be certified as either a Building Analyst (BA) or a Quality Control Inspector (QCI) by the Building Performance Institute (BPI).
  2. Training and testing will be provided by the Peer Circuit Rider/Building Performance Center.
  3. Newly hired auditors must have work reviewed including on-site review by a certified BA or QCI until such time that they become certified.

1. **Energy Audit Requirements**

All energy audits will include:

1. Energy Audit Tool: Local Agencies must choose one energy audit tool for each Wx project. Do not use both on a single Wx project.
   * 1. Priority List. See **Policy 5.2.4, *Priority List***
     2. TREAT. See **Policy 5.2.5, *Targeted Residential Energy Analysis Tool (TREAT)***
2. Diagnostic testing. See **Policy 5.2.3 *Diagnostic Testing***
3. Combustion safety testing when combustion appliances are present. See **Policy 9.4 *Combustion Safety***
4. Indoor Air Quality – Mechanical Ventilation. See **Policy 9.3 *Indoor Air Quality – Mechanical Ventilation***
5. Mold Assessment. See **Policy 9.6, *Biologicals and Unsanitary Conditions, including Mold and Moisture***
6. Pollution Source Survey. See **Exhibit 5.S2, *Pollution Source Survey*** example.
7. Pre-Assessment. See **Policy 5.2.2, *Pre-Assessment (Pre-Audit)***

Wx Policy 5.2.1 Energy AuditsPage 3 of 5

1. Analysis of base load costs: The Local Agency shall analyze base load costs for each dwelling unit when fuel histories are available. Base load cost data shall be used to determine cost-effective energy conservation and energy education opportunities.
2. **Review of Energy Audit with client**

The Local Agency shall review the findings of the energy audit and anticipated scope of work with the occupants of the dwelling. Documentation of the audit findings and anticipated scope of work shall be retained in the client file.

***Exception:*** Multi-family dwellings require the local agency to review the findings of the energy audit and anticipated scope of work with the owner. Local agency shall coordinate with the owner to ensure tenants are properly notified of the anticipated scope of work.

1. **Historical preservation considerations**

All energy audits shall note any historical preservation requirements and shall consider these requirements when determining the scope of work that will be used to complete weatherization work on the dwelling unit.

1. **Client authorization**

The Local Agency shall obtain a signature from the client (occupant of the dwelling unit), and the landlord (if it is a rental dwelling) authorizing installation of the measures to be performed on the eligible dwelling prior to work commencing. A copy of the signed authorization shall be retained in the client file.

***Exceptions*:**

* 1. Low-cost/No-cost measures may be installed before audit findings are reviewed with the occupants and landlord.
  2. Multi-family dwellings require the local agency to obtain only the owner’s signature. The local agency must coordinate with the owner to ensure tenants are properly notified to allow access for installation of measures and necessary inspections.

References:

* 1. **Exhibit 1.4.1A, *Wx Program Property Owner/Agency Agreement***
  2. **Exhibit 1.4.1B, *Wx Program Property Owner/Agency Agreement for Multi-Family Buildings***
  3. **Exhibit 1.4.1C, *Owner/Agency Agreement Brochure***

Wx Policy 5.2.1 Energy AuditsPage 4 of 5

* 1. **Exhibit 1.4.1D, *Tenant Rights and the Weatherization Assistance Program Brochure***.

1. **Energy Audit documentation**

The Local Agency shall document the results of all energy audits in the client file. This documentation shall describe the condition of the home at the time of the energy audit and justification for the measures as outlined in the scope of work.

***Exception*:** If during the energy audit assessment it is determined the best course of action is to defer service per Commerce policy **Section 5.5 *Deferral Standards***, a complete energy audit is not required.

1. **Photographic record**

The Local Agency shall record the condition of the dwelling by taking a minimum of two (2) electronic or printed photographs of the dwelling’s exterior elevation that capture the essence of the dwelling. These photographs shall be dated and retained. These photos, or their location, must be documented in the client file.

Allowable Costs

Home energy audits are an allowable cost under DOE, HHS, BPA, and MM funds. See **Chapter 6, *Allowable Costs***, for allowable expenditures.

Specific fund source limitations or allowances are as follows:

BPA: Units must be electrically heated in BPA service territory.

**B. Procedure**

1. Programmatic
   1. Client files must include the following documentation:
      1. List of repairs needed to protect weatherization materials or their function.
      2. List of health and safety hazards identified prior to the installation of weatherization materials.
      3. An **Exhibit 5.S3A, *Diagnostic Test Report*** must be filled out and be present in the client file. For multi-family dwellings type 2-5 refer to the ***Multi-Family Supplement Draft Guidance for Managing the Low-Income Weatherization Program.***
      4. An **Exhibit 5.3.1A, *Combustion Safety Form*** must be filled out for each combustion appliance and be documented in the client file.

Wx Policy 5.2.1 Energy AuditsPage 5 of 5

* + 1. Energy audit assessment information including but not limited to: square footage of the dwelling, type of dwelling, existing levels of insulation, type and condition of space heating system and water heating system, and other necessary information to support any measures installed using an approved priority list or TREAT.
    2. Ownership status, owner/agency agreement, and owner cash contribution.
    3. Historic preservation status.
    4. Previous weatherization, including date(s) work performed and installed weatherization measures.
    5. A comprehensive and weatherization-specific scope of work.
    6. Other applicable information as collected by the local agency, for example: pre-weatherization billing data, energy intensity, and client lifestyle assessment.   
       NOTE: If a TREAT audit is utilized all documentation supporting agency inputs is required in the project file. For multi-family (five units or more), import or enter the most recent energy bill data (minimum 12 months) to calibrate (true up) the TREAT model.
    7. Signed client and property owner authorization, as applicable.
    8. Verification installed measures have an SIR of 1.0 or greater as determined by TREAT or the Priority List of Weatherization Measures.
    9. Delivery of consumer conservation education, individual or classroom.

***Exception:*** For multi-family projects, at a minimum the Consumer Conservation Education requirement may be met by door hanger or packets on each unit.

* + 1. All necessary measure-specific justification.
  1. Results of all electronic audits must be retained in the local agency’s central electronic file.
  2. See **Exhibit 5.1A*, Priority List of Weatherization Measures***.
  3. See **Chapter 6, *Allowable Costs****.*
  4. See **Chapter 9, *Health & Safety***.

1. Required Installation Standards and Materials Specifications

See **Field Guide, *Retrofitting Washington***

**Policy 5.2.2 Energy Audit pre-assessment (Pre-audit)**

### A. **Policy**

1. Local agencies shall perform an Energy Audit Pre-Assessment for eligible clients.
2. Local agencies may choose to do the pre-assessment as a Pre-Audit prior to the Energy Audit with a pre-assessor or as part of the Energy Audit.
3. Pre-assessors do not require BPI certification.
4. Pre-Assessments may include Low-cost/No-cost measures, Consumer Conservation Education, and Smoke and CO detectors**.**
5. Energy Audit Pre-Assessment (visual inspection), shall include inspecting all accessible areas and systems as follows:
6. Attics
7. Crawlspaces
8. Building envelope
9. Air sealing opportunities
10. Roofs
11. Insulation levels
12. Heating systems
13. Ventilation systems
14. Interior surfaces
15. Appliances
16. Lighting (including common areas of multi-family dwellings)
17. Home energy bills
18. Stairs, ramps, landings, handrails
19. Other structural elements
20. Plumbing and electrical where insulation may be installed
21. Plumbing and electrical in areas where humans may come into contact
22. Smoke alarms and CO detectors

Effective Date: July 2016Page 1 of 3

**Weatherization Policy**

See also:

[Exhibit 5.S3, *Diagnostic Test Report*](#Exhibit5_S3)

[Policy 5.6.1, *Heating and Cooling Ducts*](#Policy5_6_1)

[Policy 9.3 *Indoor Air Quality – Mechanical Ventilation*](#Policy9_3)

[Policy 5.6.2, Mechanical *Ventilation Ducts*](#Policy5_6_2)

[Variance #12 – *SWS 3.1001.9h-3.1201.7h-and-3.1201.8h*](https://extranet.commerce.wa.gov/teams/teamsa/HIP-WX-Manual/PublishedWxFieldGuides/3.1001.9h-3.1201.7h-and-3.1201.8h.pdf)

[Variance #17 – *SWS 5.3003.3*](https://extranet.commerce.wa.gov/teams/teamsa/HIP-WX-Manual/PublishedWxFieldGuides/5.3003.3a,c-g.pdf)

Replaces: Policy 5.2.3 - July 2015 [Variance #19 – *SWS 6.6201.2a*](https://extranet.commerce.wa.gov/teams/teamsa/HIP-WX-Manual/PublishedWxFieldGuides/6.6201.2a.pdf)

**POLICY 5.2.3-SF Diagnostic Testing**

1. The Local Agency must perform diagnostic testing on all dwelling units prior to installation of weatherization measures and upon completion of each project. An   
   **Exhibit 5.S3, *Diagnostic Test Report*** must be filled out and be present in the client file.

***Variance #17:*** *DOE granted a variance from SWS Section 5.3003.3 Evaluating Air Flow allowing: WA Standard which requires a client interview, confirmation of flow at each register, measurement of heat rise, pressure pan, and room pressures. Unless duct systems are missing or destroyed and require repair or replace, WA will air seal but not resize ducts.*

* 1. **Single point blower door test:** The Local Agency must perform a single point blower door test at 50pa before any weatherization measures are installed and at the conclusion of any project where air sealing, building shell alteration, duct sealing, insulation, or any other measure that may alter the natural or mechanical air changes of the home is performed. Results of pre- and post-weatherization blower door testing must be documented in the client file.

***Exception:*** Multi-family dwellings five units and greater do not require blower door testing. Blower door testing may be beneficial in low rise (3 stories or fewer), buildings with 25 units or less, and units with doors to the outside (garden apartments).

***Variance #12:*** *DOE granted a variance from SWS Sections 3.1001.9h Sealing access Doors, 3.1201.7h, and 3.1201.8h Repair, Maintenance, and Weather Stripping of Doors allowing: Blower door testing with feel, smoke, or infrared cameras to locate any air leakage sites around doors, windows, and accesses.*

* + 1. **Location:** The Local Agency must install the blower door in a doorway that provides for the most accurate test. The location of the doorway where the tests are taken must be documented in the client file.

Wx Policy 5.2.3 Diagnostic Testing Page 2 of 3

* + 1. **Baseline data:** The Local Agency must document baseline information, such as wind speed, temperature, etc., using a diagnostic test report. See **Exhibit 5.S3, *Diagnostic Test Report***.
  1. **Zonal pressure testing:** The Local Agency must perform zonal pressure testing in all zones (attics, crawlspaces, garages, unconditioned crawlspaces, etc.) with more than 50 sq. ft. of common surface with the intended thermal boundary of the dwelling. The test must be performed prior to the installation of weatherization measures that alter the shell of the dwelling. Zonal pressures must be recorded with reference to (WRT) the living space of the home. Post zonal pressure testing must be done before the installation of attic or crawlspace ventilation. Pre- and post-zonal pressure measurements must be documented in the client file.
     1. **Duct system testing:** The Local Agency must perform pressure pan (or pressure block) testing of all forced air duct systems. Duct system standard for tightness is 1pa or less at each supply register. The standard for return plenums is 5pa or less. See **Policy 5.6.1, *Heating and Cooling Ducts***. Post testing of ducts in enclosed cavities, such as wall bays, dropped ceilings, floor joists, mobile home bellies, etc., must be performed prior to insulating those cavities. Pre- and post-duct pressure pan measurements must be recorded in the client file.

***Exceptions:***

1. Duct systems that are entirely within the heated building envelope and not connected to any exterior wall, attic or ceiling building component or buffered zone, are not required to be tested.
2. The Local Agency may use a duct tester to perform duct tightness testing. The standard for tightness is 100 cfm leakage to outside at 25pa.
3. If asbestos tape is observed inside the duct, no diagnostic testing must be performed prior to encapsulation.
   1. **Dominant duct leak testing:**  The Local Agency must perform dominant duct leakage testing on all homes with ducted forced air heating distribution systems when any part of the system is located outside the thermal and pressure boundary. Dominant duct leakage testing must be performed on mobile homes. Pre- and post-dominant duct leakage measurements may be recorded in the client file. Standard for dominant duct leakage is no more than 1.5pa or 100cfm of leakage to outside.

Wx Policy 5.2.3 Diagnostic Testing Page 3 of 3

* 1. **Room-to room pressure differential testing:**  The Local Agency must test and record the pressure differential between rooms with supply, return, or both ducts and the main body of the dwelling. Pressure differentials of more than 5pa must be corrected. Pre- and post-pressure differential measurements must be recorded in the client file.

***Variance #19:*** *DOE granted a variance from SWS Section 6.6201.2a Room Pressure Testing allowing: WA Standard which for existing systems requires mitigation of excess room pressures when they cause combustion appliances to exceed CAZ depressurization limits and when room pressure imbalance exceeds 5pa,. For new systems installed, WA must conform to the stricter 3pa limit.*

1. **Mechanical Ventilation:** See [**Policy 9.3, *Indoor Air Quality – Mechanical Ventilation***](#Section9_3)and **Policy 5.6.2, *Mechanical Ventilation Ducts***
2. **Diagnostic testing equipment:**  The Local Agency must:
   1. Use a digital manometer to perform all pressure diagnostic testing measurements.
   2. Have blower door(s) maintained and digital manometer(s) calibrated as recommended by the manufacturer.
   3. Keep on file a record of maintenance and calibration for all diagnostic equipment.

Effective Date: July 2017Page 1 of 4

**Weatherization Policy**

See also:

[Exhibit 5.1A(1), *PL CALC – Site Built*](#Exhibit5_1A_1)

[Exhibit 5.1A(2), *PL CALC – Mobile Homes*](#Exhibit5_1A_2)

[Exhibit 5.1(A3), Climate Zone Map and Tables](#Exhibit5_1A_3)

[Exhibit 5.1A(4), *Priority List*](#Exhibit5_1A_4)*s*

[Exhibit 5.1A(6), *Statewide Average Costs*](#Exhibit5_1A_6)

[Exhibit 5.1B, *WxM Ancillary Items, WRR, and H&S*](#Exhibit5_1B)

Replaces: Policy 5.2.4 July 2016 [Policy 5.2.5, *Targeted Residential Energy Analysis Tool (TREAT)*](#Policy5_2_5)

**POLICY 5.2.4-SF PRIORITY LIST (PL)**

1. **Using Priority Lists:**

DOE approved Priority Lists (PLs) for use on site built dwellings (single family (one, one and one-half, and two story site built buildings)) and mobile home dwellings (single- and double-wide). See **Exhibit 5.1A(4), *Priority Lists***.

* 1. Local Agencies must determine the applicable PL for each Wx project: climate zone, building type, heating type, and building configuration.
  2. Local Agencies must implement Priority List Weatherization Measures (PL WxM) in the order in which they are listed on the applicable PL.
  3. The total Weatherization-Related Repairs (WRR) costs of a Wx project must not exceed the cumulative WxM costs.

To calculate the Wx project WRR allowance, for each WxM, add the lesser of either the WxM cost (WxM$) or the calculation ((WxM$ x WxM SIR) – WxM$)].

WRR allowance = [the lesser of WxM1$ or ((WxM1$ x WxM1SIR) – WxM1$)]  
+ [the lesser of WxM2$ or ((WxM2$ x WxM2SIR) – WxM2$)  
+ [the lesser of WxM3$ or ((WxM3$ x WxM3SIR) – WxM3$) + ...

* 1. Local agencies must use leveraged funds or the WRR allowance to bring the Air Sealing SIR to 1.0 or greater, for climate zone 1, gas heated mobile homes, (i.e. Z1GS and Z1GD).

1. **Using Priority List Calculation Sheet:**

Local agencies may use the Priority List Calculation Sheet (PL CALC) instead of the PLs to determine the PL WxM and to calculate the WRR allowance and leveraged funds. See **Exhibit 5.1A(1), *PL CALC – Site Built*** and **Exhibit 5.1A(2), *PL CALC – Mobile Homes***

* 1. Each individual PL WxM and the total package must have an SIR > 1.0.

Wx Policy 5.2.4-SF Using Priority List (PL)Page 2 of 4

* 1. Local Agencies must implement Priority List Weatherization Measures (PL WxM) in descending SIR order as listed on the Outputs tab.
  2. The total Weatherization-Related Repairs (WRR) costs of Wx project must not exceed the Total Package – Allowable WRR Cost Pool calculated in PL CALC.
  3. Leveraged funds may be used to reduce weatherization fund source investments in order to bring the SIR to 1.0 or greater.
  4. The percent gaps for wall insulation is the empty wall cavity percentage of the total wall cavity area that could be insulated. The total wall cavity area does not include windows or framing.

1. **Skipping PL WxM is Prohibited:**

Local agencies must not skip eligible and allowable PL WxM.

***Exceptions:***

* 1. The existing condition(s) in the home meets or exceeds the PL WxM.
  2. The specific PL WxM presumed existing condition (See #5c) does not match the actual existing condition(s) in the home and does not apply.
  3. The Wx project is implementing another PL option for that PL WxM.

1. **Stopping Point of PL:**

If the local agency does not implement a listed WxM for reasons other than the above exceptions, no additional WxM listed lower on the PL can be implemented using the PL as justification.

1. **Requiring the Alternative Energy Audit - TREAT:** Local agencies must use TREAT instead of the PL if any of the following apply:
   1. **Non PL WxM:** To install measures not included in the PL requires the use of TREAT to justify a Wx project and the investment by the Wx program. Failure to use TREAT to justify a Wx project that includes measures not included in the PL will result in disallowed costs.
   2. **Inaccessible WxM:** If a local agency is unable to install a measure because it is not accessible, no additional WxM listed lower on the PL can be implemented using the PL as justification. To perform a complete Wx project and install more measures listed lower on the PL than the inaccessible measure, the local agency must use TREAT to justify the Wx project.

Wx Policy 5.2.4-SF Using Priority List (PL)Page 3 of 4

* 1. **Client Refusal:** If a client declines a WxM above the Air Sealing or Duct Sealing on the PL, the local agency must use TREAT to justify the Wx project.
  2. **Presumed Existing Conditions:** If the actual existing condition in the home does not match any of the available PL WxM presumed existing condition(s) and skipping that PL WxM would not result in a quality Wx project.

The following are the presumed existing condition(s), required final insulation levels, clarifications, and exceptions for specific PL WxM:

* + 1. ***Sloped Ceiling Insulation:*** The PL WxM assumes existing R-0 cathedral ceiling insulation.
    2. ***Knee Wall Insulation:*** The PL WxM assumes existing R-0 knee-wall insulation.
    3. ***Duct Insulation:*** The PL WxM assumes existing R-0 duct insulation and a final insulation level of R-19.

***Exception:*** If it is not possible to insulate ducts to R-19, it is acceptable to insulate ducts to R-11. Document the reasons in the client file.

* + 1. ***Ductless Heat Pump:*** This PL WxM assumes existing electric resistance heating.
    2. ***90%+ Natural Gas Furnace:***This PL WxM assumes an existing 70% Natural Gas Furnace.
    3. ***Water Pipe Insulation:*** This PL WxM assumes an existing R-0 pipe insulation and a final insulation level of R-3. It applies to both hot and cold water pipes. It applies to the first six feet of water pipe from the water heater and the house distribution water piping.
    4. ***Water Heater Insulation:*** This PL WxM assumes an existing R-0 water heater insulation and a final insulation level of R-11.

***Exception:*** Do not insulate any water heater with a label that prohibits insulation. Document the reasons in the client file.

* 1. **Other WxM:** To install measures not specifically permitted by Wx policy requires the use of TREAT to justify a Wx project and the investment by the Wx Program. Failure to use TREAT to justify a Wx project that includes measures not included in the Wx policy will result in disallowed costs.

Wx Policy 5.2.4-SF Using Priority List (PL)Page 4 of 4

1. **Using Wx Costs:**

Local agencies must calculate and maintain their Wx costs for materials and labor (including any applicable prevailing wage rates), for use in the Priority List auditing process, PL CALC.

* 1. PL WxM include ancillary items and their costs. See **Exhibit 5.1B, *WxM Ancillary Items, WRR, and H&S***

***Exception:*** Local agencies may use the statewide average costs for materials and labor. See **Exhibit 5.1A(6), *Statewide Average Costs***.

1. **Ensuring Quality Wx Projects:**

Local agencies must ensure each home’s scope of work results in quality cost effective energy efficiency choices.

* 1. Local agencies must implement the most energy efficient option possible when more than one PL option for the WxM is available (e.g. Choose Attic insulation: Add R-49 (R-0->R-49), instead of Add R-38 (R-0->R-38), if the attic framing will accommodate R-49).
  2. **Air Sealing:** All Wx Projects must include Air Sealing: Priority air sealing and Blower Door guided cost-effective air sealing.

***Exceptions:*** Air Sealing can be limited by

* + 1. The cost effectiveness guideline,
    2. If it creates a CAZ issue, or
    3. If there is an ACM issue.
  1. **Duct Sealing:** All Wx Projects must include Duct Sealing.

1. **Documenting PL Wx Projects**

Local agencies must document each PL Wx project in the client file with either PL CALC or other documentation.

1. **Installing WxM**

Local agencies must install WxM in the order dictated by workflow.

Effective Date: July 2016Page 1 of 5

**Weatherization Policy**

See also:

[Policy 5.2.4-SF, *Priority List (PL)*](#Policy5_2_4)

Replaces: Policy 5.2.5 (PM 15-06 - August 18, 2015) [Exhibit 5.1B, *WxM Ancillary Items, WRR, and H&S*](#Exhibit5_1B)

**POLICY 5.2.5 Targeted Residential Energy Analysis Tool (TREAT)**

1. **Commerce Adopted TREAT as the Authorized Wx Energy Audit Tool:**

TREAT (Targeted Residential Energy Analysis Tools) is the authorized Weatherization (Wx) Program energy audit tool. It is required for analysis of any type of measure, or dwelling unit, not specifically covered by a DOE approved Washington State Low-Income Weatherization Program Priority List. See **Policy 5.2.4, *Priority List***

Wx Projects with Weatheriztion Measures (WxM) not included in the Priority List or specifically permitted by policy, will require use of TREAT to justify the investment by the weatherization program. Failure to use TREAT to justify a Wx project that includes measures not included in the Priority List, or by other policy, will result in disallowed costs.

1. **Using Wx Costs:**

Local agencies must calculate and maintain their Wx costs for materials, labor (including any applicable prevailing wage rates), and fuels annually, for use in the TREAT auditing process.

* 1. Weatherization Measures (WxM) include ancillary items and their costs. See **Exhibit 5.1B, *WxM Ancillary Items, WRR, and H&S***

1. **Ensuring TREAT Proficiency:**

Local agencies are responsible for ensuring that all staff performing computerized energy audits acquire and maintain proficiency using TREAT.

1. **Developing Scope of Work:**

Local agencies must use TREAT to develop a scope of work.

***Exception:*** Use of the Priority List. See **Policy 5.2.4, *Priority List***

Wx Policy 5.2.5 Using TREATPage 2 of 5

1. **Assessing Potential Wx Measures:**

Local agencies must include and improve the energy efficiency for the following Wx Measures in their TREAT model(s):

* 1. Air Sealing
  2. Ceiling Insulation
  3. Wall Insulation
  4. Floor Insulation
  5. Windows and Doors
  6. Heating and Cooling Systems
  7. Duct Sealing
  8. Duct Insulation
  9. Water Heater
  10. Water Pipe
  11. Refrigerator
  12. Lighting
  13. Showerheads
  14. Faucet Aerators

***Exception:*** Clients may decline a Wx Measure. The Local Agency must re-run their improvements TREAT model without the Wx Measure declined. Client refusal must be documented in the client file.

1. **Implementing WxM in Cost Effectiveness Descending Order:**

Local agencies must implement the most cost-effective measures as determined by TREAT in descending order of cost effectiveness, subject to funding availability.

Wx Policy 5.2.5 Using TREATPage 3 of 5

1. **Calculating the Savings to Investment Ratio (SIR):**
   1. Local agencies must install individual conservation measures (Weatherization Measures (WxM)) with a SIR of 1.0 or greater (SIR > 1).

***Exceptions***: A WxM with a SIR > 1 can be deferred if the

* + 1. Local agency does not have adequate funding to install the measure, or
    2. Client refuses measure
  1. Within TREAT, on the “Package Wizard” screen, the individual Wx Measures and the total package of measures must each have a SIR > 1.
  2. Local agencies must include the cost of Weatherization Related-Repairs (incidental repairs) in the cost of the package of measures installed in a dwelling.
  3. Health and Safety Measures are NOT included in the SIR calculation.

1. **Using Leveraged Funds:**

Leveraged funds may be used to reduce weatherization fund source investments in order to bring the SIR > 1.

1. **Justifying Weatherization-Related Repairs:**

Weatherization-Related Repairs (WRR) do not require an individual SIR > 1. However, Local agencies must justify WRR costs by demonstrating they are cost-effective.

Local agencies must account for WRR costs by describing them as **“visual inspections”** in TREAT. Add WRR costs as **“improvements”** into a TREAT package. Such improvements will generate individual SIRs in TREAT as **“N/C”** (not calculated) or 0.

* 1. On the “Package Wizard” screen:
     1. Each WxM within the TREAT package must have an individual SIR > 1, and
     2. The TREAT package (including the WRR costs) must have a package SIR > 1.

***Exception:*** An alternate method to account for WRR cost is to simply add the WRR cost to the related WxM. On the **“Package Wizard”** screen, if the individual SIR > 1 and the package SIR > 1, then the project qualifies for implementation economically.

1. **Maintaining TREAT (Computerized Energy Audit):**

Local agencies must maintain and use the most current version (including updates) of TREAT software.

Wx Policy 5.2.5 Using TREATPage 4 of 5

1. **Defining Parameters and Default TREAT Inputs:**

Local agencies must use the following key project parameters or default inputs. Justification for any variance from these parameters must be clearly documented in the client file project notes.

* 1. **Fuel costs:** Use current costs for applicable fuel types used at the project site based on local survey. Update current fuel costs annually, at a minimum.
  2. **Installed measure costs:** Local agencies must calculate Installed Measure Costs (IMC) incorporating any applicable prevailing wage rates. For use in TREAT, IMCs are verifiable material and labor costs to install Wx Measures and WRR Measures.
  3. **Daily and long term weather:** Use nearest available weather station(s). Other stations may be substituted based on justification of heating degree days.
  4. **Air Infiltration:** Will be based on blower door diagnostics.

***Exception:*** Multi-family dwellings five units and greater do not require blower door testing. If blower door testing is not done, the TREAT default of 0.6 ACH or justified alternative will be used.

* 1. **Thermostat Setting:** Use actual verified set points and occupancy data. If actual data cannot be verified, standard occupied temperature of 70 degrees F and unoccupied temperature of 60 degrees F (includes sleep) must be used. Standard number of occupied hours is 16 per day.
  2. **Number of occupants:** Use actual verified occupancy data. If actual data cannot be verified, standard occupancy of 1.5 people per bedroom must be used. For dwellings less than five units, standard occupancy may be calculated based on number of bedrooms plus one occupant.
  3. **Surfaces and spaces:** Use actual energy audit assessment to determine structural characteristics and thermal boundaries. TREAT allows for combining surfaces or spaces based on significant common characteristics.
  4. **Windows and doors:** Use actual project assessment to determine size, type, and location.

Wx Policy 5.2.5 Using TREATPage 5 of 5

* 1. **Lifespan:** Use the following Measure Life defaults:

|  |  |  |
| --- | --- | --- |
| **Measure** | **Measure Lives** | |
|  | Mobile Homes | Site Built |
| **Air Sealing** | 25 | 45 | |
| **Ceiling Insulation** | 25 | 45 | |
| **Floor Insulation** | 25 | 25 | |
| **Wall Insulation** | 25 | 45 | |
| **Rigid Insulation** | 25 | 45 | |
| *Steel Doors* | 15 | 15 | |
| *Mobile Home Doors* | 15 | N/A | |
| **Rim Joist Insulation** | N/A | 45 | |
| *Windows* | 20 | 20 | |
| *Storm Windows* | 15 | 15 | |
| **Lighting** | 10 | 10 | |
| **Water Heater** | 15 | 15 | |
| Duct Sealing | 15 | 20 | |
| *Duct Insulation* | 15 | 20 | |
| **Refrigerators** | 15 | 15 | |
| *Furnace Replacement* | 15 | 20 | |
| **Ductless Heat Pump** | 20 | 20 | |
| **Ducted Heat Pump** | 20 | 20 | |
| *Shower Heads* | 15 | 15 | |

* 1. **Fans:** Include all building mechanical airflow.
  2. **Base-load:** Use actual verified data from the energy audit assessment, TREAT defaults, or a justified combination.
  3. **Billing Analysis and True Up:** Import or enter the most recent energy bill data (minimum 12 months) to calibrate (true up) the TREAT model.

***Exception:*** For single family, small multi-family (four units or less), and mobile home dwellings the billing analysis TREAT true up is optional. It is strongly recommended, but not required.

1. **Documenting TREAT Wx Projects:** Local agencies must document each TREAT Wx project in the client file with the TREAT computer file (\*.tpg).
2. **Installing WxM:** Local agencies must install WxM in the order dictated by workflow.

# [TOC](#PolicyTOC)

# CHAPTER 5 PROVIDING WEATHERIZATION SERVICES

**[Section 5.3](#Section5_1)** [**[Air](#Section5_1)**](#Chapter2) **Sealing**

Policy 5.3.1 [Air Sealing](#Policy5_3_1)

**POLICY 5.3.1 AIR SEALING**

1. **Policy**
2. Local agencies shall perform air sealing where it is determined by a weatherization audit to be effective based on one of the following considerations:
   1. Energy efficiency if the total cost is justified using an evaluation of cost-effectiveness where the Savings to Investment Ratio (SIR) is 1.0 or greater.
   2. Health
   3. Safety
   4. Building durability
3. **Air sealing locations**

Air seal the building envelope including the heating or cooling duct system, at the pressure boundary and align it with the thermal boundary.

1. **Priority air sealing**

Priority air sealing shall be performed, and shall include air sealing of all large holes, including obvious bypasses, chase ways, and gaps that exist between the unconditioned areas and the conditioned areas.

1. **Determining cost-effectiveness**

Each agency will establish a cost-effectiveness guideline. This guideline will reflect the cost to achieve a 100CFM50 reduction as a result of air sealing. Air sealing shall continue until the additional costs of air sealing cannot be justified in terms of the energy savings it will produce. A savings to investment ratio (SIR) of one or greater shall be used when determining the cost-effectiveness of air sealing. Documentation of the air sealing time and efforts must be present in the client file. After all air sealing in an attic/ceiling addressing health, safety and durability issues is complete, then air sealing should continue until it is determined that further work is not cost effective. Reference materials for establishing a cost effectiveness guideline can be found in *Residential Energy* by John Krigger*, Appendix A-12, Air Sealing Economic Limits.*

1. **Use of pressure diagnostics and blower door**

The Local Agency shall perform a pre- and post-retrofit blower door test on all homes. Blower-door guided air sealing shall be used to assist in determining appropriate air sealing measures. Pre- and post-blower door test results (CFM50) shall be recorded in the client file.

1. **Preferred installation method**

The preferred method for installing air sealing materials is from the attic side, not living space side, of ceilings and attics, from the inside surface of walls, and from the underside of floors.

Allowable Costs

Air sealing is an allowable cost under DOE, HHS, BPA, and MM funds. Air sealing must be included in the SIR calculation for all fund sources and in the DOE per home expenditure average. See [**Chapter 6, *Allowable Costs***](#Chapter6), for allowable expenditures.

Specific fund source limitations or allowances are as follows:

BPA: Units must be electrically heated in BPA service territory.

**B. Procedure**

1. Programmatic
   1. Client files must include the following documentation:
      1. An [**Exhibit 5.S3A, *Diagnostic Test Report***](#Exhibit5_S3A).
      2. Paid invoices for materials, measures, repairs, or modifications.
      3. Verification the installed measure has an SIR of 1.0 or greater if it is based on energy efficiency.
      4. All necessary measure-specific justification.
   2. See [**Chapter 6, *Allowable Costs***](#Chapter6)*.*
2. Required Installation Standards and Materials Specifications

See [**Field Guide, *Retrofitting Washington***](https://extranet.commerce.wa.gov/teams/teamsa/HIP-WX-Manual/PublishedWxFieldGuides/2015-Field-Guide-Retrofitting-Washington.pdf)

# [TOC](#PolicyTOC)

# CHAPTER 5 PROVIDING WEATHERIZATION SERVICES

**[Section 5.4](#Section5_1)** [**[Building](#Section5_1)**](#Chapter2) **Envelope**

Policy 5.4.1 [General Insulation Requirements](#Policy5_4_1)

Policy 5.4.2 [Attic Insulation](#Policy5_4_2)

Policy 5.4.3 [Wall Insulation](#Policy5_4_3)

Policy 5.4.4 [Floor Insulation](#Policy5_4_4)

Policy 5.4.5 [Windows and Doors](#Policy5_4_5)

Effective Date: July 2017Page 1 of 2

**Weatherization Policy**

See also:

[Exhibit 5.S5*, ASTM E 84, Flame Spread and Smoke Development*](#Exhibit5_S5)

[Policy 5.4.2, *Attic Insulation*](#Policy5_4_2)

[Policy 5.4.4, *Floor Insulation*](#Policy5_4_4)

Replaces: Policy 5.4.1 - October 20, 2016 [Policy 5.1.2.1*, Certification of Insulation*](#Policy5_1_2_1)

**POLICY 5.4.1 GENERAL INSULATION REQUIREMENTS**

1. **Insulation:** Insulation must be installed in accordance with manufacturer specifications to prescribed R-values.
2. **Installation standard:**
   1. Dense pack insulation must be installed as follows:
      1. Cellulose insulation used in an enclosed cavity must be installed at 3.5 pounds per cubic foot or greater density.
      2. Blown fiberglass, mineral fiber, rock and slag wool, or spray foam used in an enclosed cavity must be installed at or above the manufacturer’s recommended density to limit airflow that corresponds to an air permeance value of ≤ 3.5 cfm/sq ft at 50 Pascals, as measured using BPI-102 “Standard for Air Resistance of Thermal Insulation Used in Retrofit Cavity Applications – Material Specification” or ASTM C 522, E 283, or E 2178.
   2. Fiberglass batt insulation must be installed as follows:
      1. In contact with the sheathing with no voids or gaps.
      2. Insulation batts must not be overly compressed.

***Exceptions:***

* + - 1. For use in the Priority List or PL CALC for a deemed equivalent floor insulation to R-30 in a 2x10:
         1. Use a R-30HD in a 2x8 floor joist.
      2. For use in TREAT for a floor insulation alternative:
         1. Use a R-30 in a 2x8 floor joist for an effective R-value of 25, or
         2. Use a R-25 in a 2x8 floor joist for an effective R-value of 24.

Wx Policy 5.4.1 General Insulation RequirementsPage 2 of 2

* + 1. Insulation must be cut to fit each joist space.
    2. All ends must fit tight without overlapping.
    3. Insulation must fit tight against structural members, rim joist, foundation walls and pipes.
    4. Insulation in open cavities, such as knee walls, must be supported by stringing, housewrap, or other approved material.

1. **Vapor barrier:** Any vapor barrier that is installed in the building envelope must be located on the warm side of the insulation.
2. **Potential human contact / Fire rating / Open Cavity:**
   1. Fiberglass insulation installed that is subject to routine human contact must be covered with material having a flame spread index of 25 or less and smoke developed index of not greater than 450 when tested in accordance with ASTM E84-01 or UL 723, **Exhibit 5.S5*, ASTM E 84, Flame Spread and Smoke Development****.*
   2. Foam insulation flame spread index must be 75 or less and a smoke developed index of not greater than 450 when tested in the maximum thickness intended for use in accordance with [ASTM](https://sws.nrel.gov/lexicon/5#ASTM) E 84 or [UL](https://sws.nrel.gov/lexicon/5#UL) 723.
   3. Foam insulation must be separated from the interior of the building by an approved thermal barrier at minimum 1/2" gypsum or a material that is tested in accordance with the acceptance criteria of both the Temperature Transmission Fire Test and the Integrity Fire Test of NFPA 275
3. **Access:** Access must be provided into attic spaces and crawl spaces. See[**Policy 5.4.2, *Attic Insulation***](#Policy5_4_2)and **Policy 5.4.4, *Floor Insulation***.
4. **Certificate of insulation:** A certificate of insulation will be completed and posted as per **Policy 5.1.2.1*, Certification of Insulation****.*

Effective Date: July 2016Page 1 of 4

**Weatherization Policy**

See also:

[Variance #8 – *SWS 2.0601.1c & d and 4.1001.2*](https://extranet.commerce.wa.gov/teams/teamsa/HIP-WX-Manual/PublishedWxFieldGuides/2.0601.1c.d-and-4.1001.2c.pdf)*c*

[Variance #9 – *SWS 2.0602.2d*](https://extranet.commerce.wa.gov/teams/teamsa/HIP-WX-Manual/PublishedWxFieldGuides/2.0602.2d.pdf)

[Variance #12 – *SWS 3.1001.9h, 3.1201.7h, and 3.12018h*](https://extranet.commerce.wa.gov/teams/teamsa/HIP-WX-Manual/PublishedWxFieldGuides/3.1001.9h-3.1201.7h-and-3.1201.8h.pdf)

[Variance #13 – *SWS 4.1003.9a-c*](https://extranet.commerce.wa.gov/teams/teamsa/HIP-WX-Manual/PublishedWxFieldGuides/4.1003.9a-c.pdf)

[Variance #15 – *SWS 5.3002.4a and 5.3002.13a*](https://extranet.commerce.wa.gov/teams/teamsa/HIP-WX-Manual/PublishedWxFieldGuides/5.3002.4a-and-5.3002.13a.pdf)

Replaces: Policy 5.4.2 – July 2015 [Variance #23 – *SWS 7.8003.14b*](https://extranet.commerce.wa.gov/teams/teamsa/HIP-WX-Manual/PublishedWxFieldGuides/7.8003.14b.pdf)

**POLICY 5.4.2 Attic Insulation**

1. **Insulate Attics/Ceilings:** Local agencies must insulate Attics/Ceilings if the cost to insulate is justified using an evaluation of cost-effectiveness where the Savings to Investment Ratio (SIR) is 1or greater.
2. **Mark Insulation Depth:** Local agencies must adequately mark insulation depth a minimum of every 300 square feet of attic area, with measurement beginning at the air barrier.
3. **Ceiling loading:** The Local Agency is responsible for ensuring that the ceiling can bear the loads that will be imposed when insulation (new or additional) is installed.

***Variance #13:*** *DOE granted a variance from SWS Section 4.1003.9a-c MH Fiberglass Blown Insulation for Flat, Bowed, or Vaulted Ceilings allowing: 1. MUST clear standing water from roof prior to insulating (only leaks repaired), 2. MAY install air tight (AT) dams around non IC rated fixtures (AT IC fixtures not required), 3. MAY insulate over the top of trusses (prevent heat loss & condensation).*

1. **Recessed lighting fixtures:** If insulation is installed, existing non IC-rated recessed lighting fixtures must be replaced with ENERGY STAR compliant or fixtures comparable in energy use and cost that are also:
   1. Replaced with airtight, Type IC-rated fixtures, and covered with insulation, or
   2. Replaced with a surface mounted fixtures and opening sealed.

***Variance #23:*** *DOE granted a variance from SWS Section 7.8003.14b Fixture Replacement allowing: WA to install ENERGY STAR compliant or replacement lighting fixtures comparable in energy use and cost.*

***Exceptions:***

* 1. Air sealed as approved by the authority having jurisdiction,or
  2. Separated with a minimum of three (3) inch clearance from insulation with a fire-rated (5/8” gyp, aluminum damming, or other fire rated material equivalent to ASTM E 84) airtight closure taller than the surrounding attic insulation. The top of the enclosure shall be left free of insulation.

Wx Policy 5.4.2 Attic InsulationPage 2 of 4

1. Doorbell transformers must remain readily accessible to service.
2. **Soffits and dropped ceilings:** An airtight seal shall be provided around perimeter between light box and interior ceiling. All enclosure seams and penetrations shall be sealed. A sealed rigid barrier enclosure shall be installed in soffits with heat-producing, non IC-rated fixtures prior to installation of insulation to maintain a 3 inch clearance on all sides.
3. **Knob and tube wiring in ceilings/attics:** Insulation may be installed over knob and tube wiring found in attics or ceilings when the following procedures are followed.
   1. Inspection

The wiring shall be surveyed by a licensed electrical contractor who shall certify in writing that the wiring is in good condition with no evidence of improper overcurrent protection, conductor insulation failure or deterioration, and with no improper connections or splices. Repairs, alterations or extensions of or to the electrical system shall be inspected by an electrical inspector as defined in WAC 296-46B-394 Wiring methods and materials -- Concealed knob-and-tube wiring (<http://apps.leg.wa.gov/WAC/default.aspx?cite=296-46B-394>). A copy of the electrician's certification shall be present in the client file.

***Variance #8:*** *DOE granted a variance from SWS Sections 2.0601.1c and d and 4.1001.2c Knob and Tube allowing: WA to cover K&T wiring with insulation if LA has licensed electrician inspection and written certification, overcurrent protection.*

* 1. Overcurrent protection

All knob and tube wiring that is to be covered with insulation shall have overcurrent protection in compliance with the National Electrical Code, Table 310-16, 60°C column. Overcurrent protection shall be either circuit breakers or Type S fuses. Type S fuse adaptors shall not accept a fuse of an ampacity greater than is permitted in the above-referenced National Electric Code.

* 1. Insulation

After inspection and any subsequent repairs and corrections are made, or over current protection installed, fiberglass or cellulose insulation may be installed. Loose or rolled thermal insulating materials may be installed over knob and tube wiring as long as the insulation meets the National Fire Protection Association (NFPA) 101 Life Safety Code, as identified with a flame spread factor of 25 or less as tested using ASTM E 84. See [Exhibit 5.S5, ASTM E 84, Flame Spread and Smoke Development](#Exhibit5_S5). Foam insulation is not allowed for use with knob and tube wiring. If repairs or overcurrent protection are not made or provided, then no insulation shall be installed

Wx Policy 5.4.2 Attic InsulationPage 3 of 4

in contact with the knob and tube wiring, and the owner of the building will be notified in writing of the areas needing repair, or circuits needing overcurrent protection.

1. **Wiring (other than knob and tube):** Insulation may be installed over wiring (other than knob and tube wiring) found in attics or ceilings when the following procedures are followed.
   1. Wiring

All visible wiring shall be inspected by the Local Agency to ensure that the covering is intact and that there is no non-conforming wiring, such as extension cords, speaker wiring, automotive wiring, etc. or wiring less than 14 gauge, that is integrated into the house electrical system in the attic.

* 1. Splices and connections

All open electrical junctions, splices, and connections shall be in UL approved junction boxes that have covers that are attached with screws.

* 1. Electrical boxes

All electrical boxes serviceable from the attic shall be flagged to be seen above the level of the insulation.

* 1. Dams and Enclosures

Insulation dams and enclosures shall be installed as required.

***Variance #9:*** *DOE granted a variance from SWS Section 2.0602.2d Aluminum Wiring allowing: WA requires the safety inspection of the Aluminum wiring system prior to the start of work but not after work is completed.*

1. **Attic Access:** Access shall be provided into attic spaces wherever it is practical for a person to reasonably work. Access shall be from the dwelling interior. Attic access covers and doors from conditioned to unconditioned spaces (attics and crawlspaces) shall be tight fitting or weather-stripped to prevent air leakage. All installed attic access shall be easily movable, such as on hinges or screwed. No nails can be used to secure attic access covers.

***Exception*:** If no interior access is practical, access shall be provided through the exterior of the dwelling. Exterior access shall be sized to allow for entry into the attic. All installed attic access shall be easily movable, such as on hinges or screwed. Nails shall not be used to secure attic access covers.

Wx Policy 5.4.2 Attic InsulationPage 4 of 4

***Variance #12:*** *DOE granted a variance from SWS Section 3.1001.9h Sealing access Doors, 3.1201.7h, and 3.1201.8h Repair, Maintenance, and Weather Stripping of Doors allowing: Blower door testing with feel, smoke, or infrared cameras to locate any air leakage sites around doors, windows, and accesses.*

***Variance #15:*** *DOE granted a variance from SWS Sections 5.3002.4a and 5.3002.13a Attic Walkway allowing: WA requires access and the defined pathway insulated with batts, rather than loose fill insulation. But we do NOT require constructing a walkway and platform.*

Effective Date: July 2016Page 1 of 4

**Weatherization Policy**

See also:

[Variance #12 – *SWS 3.1001.9h-3.1201.7h-and-3.1201.8h*](https://extranet.commerce.wa.gov/teams/teamsa/HIP-WX-Manual/PublishedWxFieldGuides/3.1001.9h-3.1201.7h-and-3.1201.8h.pdf)

[Policy 9.9, *Asbestos*](#Section9_9)

Replaces: Policy 5.4.3 - July 2015 [Policy 9.8, *Lead Based Paint*](#Section9_8)

**POLICY 5.4.3 WALL INSULATION**

1. Walls shall be insulated if the cost to insulate is justified using an evaluation of cost-effectiveness where the Savings to Investment Ratio (SIR) is 1 or greater.

***Exceptions*:** If any of the following conditions exist, then the wall cavity should not be insulated:

* 1. Knob and tube wiring: Wall cavities that contain knob and tube wiring that cannot be certified.
  2. Insulated cavity: Cavities that are fully insulated.
  3. Cavities containing ducts/heaters: Any part of the cavity that is used as, or contains, an HVAC duct, contains a gas wall furnace, or contains an electric wall heater or other heat-producing device.
  4. Uninsulated soffit next to cavity: Cavity is open to an uninsulated soffit with a recessed light fixture or other heat-producing device that cannot be properly dammed.
  5. Cavities next to fireplace or chimney: Cavity is next to a masonry fireplace or chimney with less than three-inch clearance between cellulose and masonry.
  6. Cavity next to pocket door: Wall cavity is connected to an unprotected pocket door cavity.
  7. Repairs needed: Interior or exterior repair is needed and will not be performed as part of the weatherization package of the dwelling, water leaks are present, or substandard interior or exterior sheathing is present.
  8. Solid walls: Walls are solid masonry, concrete, concrete block, wood, or adobe.

1. **Timing of wall insulation:** Wall insulation shall be installed after the following activities have taken place:
   1. Knob and tube wiring inspection.

Wx Policy 5.4.3 Wall InsulationPage 2 of 4

* 1. Minor electrical repairs in walls done by weatherization program.
  2. Required damming and/or blocking is installed.

1. **Dense pack wall insulation:** All closed wall cavities that can be insulated by dense packing, shall be insulated with a loose fill insulation product designed specifically for dense pack applications.

***Exceptions:***

1. If the home's pre-insulation cfm50 shows high building tightness*,* the wall cavities do not have to be insulated using the dense pack method.
   1. On a project-by-project basis, products other than cellulose may be used, with reasons documented in client file.
   2. If one or more sides of the wall cavity are formed by concrete or masonry, the wall cavities do not have to be insulated using the dense pack method, or
   3. Other situations exist that are documented and approved in advance by Commerce.

***Variance #12:*** *DOE granted a variance from SWS Section 3.1001.9h Sealing access Doors, 3.1201.7h, and 3.1201.8h Repair, Maintenance, and Weather Stripping of Doors allowing: Blower door testing with feel, smoke, or infrared cameras to locate any air leakage sites around doors, windows, and accesses.*

1. **Dense pack walls shall be insulated as follows:**
   1. Fill tube method:

Insulation will be installed using the fill-tube method.

* 1. Wall Blow Authorization - Interior/exterior installation

Contractors shall get a signed authorization prior to drilling from the homeowner or landlord allowing the contractor to drill holes in the home. Dense pack insulation may be installed from the exterior or interior.

* 1. Water column (WC) pressure

Insulation blowing machines shall be tested and perform at a minimum of 80 inches WC on the date of installation. This measurement shall be recorded on the certificate of insulation.

Wx Policy 5.4.3 Wall InsulationPage 3 of 4

* 1. Balloon-framed walls

Walls that do not have a top and/or bottom plate (balloon-framed) shall have stops installed in the top and/or bottom of the cavity before insulating. The stops shall be installed in a manner that will withstand dense-pack insulation installation.

1. **Treatment of interior and exterior surfaces:** The following procedures should be followed when treating exterior or interior surfaces for insulation purposes.
   1. Exterior and interior siding shall be inspected prior to any work.
      1. **Asbestos:** Siding that may contain asbestos shall be deferred, presumed to contain asbestos, or tested. Surfaces that either test positive for asbestos or are presumed asbestos, shall not be disturbed unless work is performed by a trained and licensed asbestos professional and work follows procedures in **Policy 9.9, *Asbestos***.
      2. **Lead based paint:** Siding surfaces that may be coated with lead based paint shall be tested or presumed to be coated with lead based paint. For surfaces that either test positive for lead or are presumed lead, work shall follow procedures in   
         **Policy 9.8, *Lead Based Paint*.**
   2. Removing exterior siding

Exterior siding shall be removed or lifted to gain access to the exterior wall for drilling. Siding shall be replaced after insulation is installed. Any siding that is damaged shall be repaired or replaced with matching siding that is primed and painted to match existing siding.

***Exception:*** Drilling exterior siding-Exterior siding not containing asbestos that cannot be removed or lifted before drilling walls may be drilled through with the owner's permission. Holes shall be drilled in a level line, and all holes will be filled with a tight-fitting, wooden plug that is installed using an exterior grade, non-silicone-based adhesive, and then filled and smoothed with exterior-grade spackle, textured to match existing surface(s), allowed to cure per manufacturer's specifications, primed, and painted to match existing siding.

1. **Cavities containing chimney/flue:** A cavity containing a metal chimney or flue without a solid barrier and a three-inch clearance zone shall not be blown with insulation.

Wx Policy 5.4.3 Wall InsulationPage 4 of 4

Allowable Costs

Wall insulation is an allowable cost under DOE, HHS, BPA and MM funds. The measure must be included in the SIR calculation for all fund sources and in the DOE per home expenditure average. See [**Chapter 6, *Allowable Costs***](#Chapter6), for allowable expenditures.

Specific fund source limitations or allowances are as follows:

BPA: Units must be electrically heated in BPA service territory.

**B. Procedure**

1. Programmatic
   1. Client files must include the following documentation:
      1. Copy of the certificate of insulation.
      2. Verification the installed measure has an SIR of 1.0 or greater.
      3. All necessary measure-specific documentation.
   2. Local agencies must give the homeowner the original certificate of insulation and post a copy in the attic or crawl space of the dwelling unit as appropriate.
   3. See [**Exhibit 5.1A(4), *Priority Lists***](#Exhibit5_1A_4).
   4. See [**Section 5.1.2.1, *Certification of Insulation***](#Policy5_1_2_1)*.*
   5. See [**Exhibit 5.1.8A, *Certificate of Insulation***](#Exhibit5_1_8A).
   6. See [**Chapter 6, *Allowable Costs***](#Chapter6).
2. Required Installation Standards and Materials Specifications

See [**Field Guide, *Retrofitting Washington***](https://extranet.commerce.wa.gov/teams/teamsa/HIP-WX-Manual/PublishedWxFieldGuides/2015-Field-Guide-Retrofitting-Washington.pdf)

Effective Date: July 2016Page 1 of 7

**Weatherization Policy**

See also:

[Exhibit 5.4.4, *Floor Support Matrix*](#Exhibit5_4_4)

[Variance#6 – *SWS 2.0401.2a*](https://extranet.commerce.wa.gov/teams/teamsa/HIP-WX-Manual/PublishedWxFieldGuides/2.0401.2a.pdf)

[Variance#10 – *SWS 2.0701.1b*](https://extranet.commerce.wa.gov/teams/teamsa/HIP-WX-Manual/PublishedWxFieldGuides/2.0701.1b.pdf)

[Variance #12 – *SWS 3.1001.9h, 3.1201.7h, and 3.12018h*](https://extranet.commerce.wa.gov/teams/teamsa/HIP-WX-Manual/PublishedWxFieldGuides/3.1001.9h-3.1201.7h-and-3.1201.8h.pdf)

Replaces: 5.4.4- July 2015 [Variance #14 – *SWS 4.1302.1b*](https://extranet.commerce.wa.gov/teams/teamsa/HIP-WX-Manual/PublishedWxFieldGuides/4.1302.1b.pdf)

**POLICY 5.4.4 FLOOR INSULATION**

1. **Insulating Floors for Energy Efficiency:** Floors over unconditioned crawlspaces and basements must be insulated if the cost to insulate is justified using an evaluation of cost-effectiveness where the Savings to Investment Ratio (SIR) is 1.0 or greater.

***Exceptions***:

* 1. Work in areas with less than 18-inch clearance may be waived.
  2. Floor contains knob and tube wiring that cannot be certified safe by a licensed electrician or inspector as defined in RCW 19.28.070.
  3. There is sewage waste on the ground, or any other condition is present that poses a health or safety hazard that cannot be corrected with available repair funds.
  4. The sub-floor, floor or structural members are wet, rotten or unsound and the problem cannot be corrected with available repair funds.
  5. Insect or rodent infestation is present that cannot be eliminated prior to insulating.
  6. Extensive debris or household goods or personal belongings are present.

1. **Insulation support systems:**
   1. Floor Support Matrix:

The floor support matrix must be used to determine insulation support systems. **Exhibit 5.4.4, *Floor Support Matrix***

* 1. Wire Hanger Method Prohibited:

The use of wire hangers or “tiger teeth” is not considered an acceptable method of support for underfloor insulation.

Wx Policy 5.4.4 Floor Insulation Page 2 of 7

* 1. Alternative insulation and methods of support for underfloor insulation:

Other insulation or support methods may be acceptable. They must be installed according to the manufacturer's recommendations and meet the SIR of 1.0 or greater. The Local Agency must notify Commerce field monitor prior to installation.

1. **Ground cover:** Ground cover moisture barrier must be installed in accordance with the following:
   1. Must be installed in a crawlspace when no ground cover exists or when an existing ground cover has been extensively damaged.
   2. All wood or other cellulose fiber-based debris, where practical, must be removed before new ground cover is put in place.
   3. The ground cover must be 6 mil black polyethylene, or its equivalent in perm‑rating, strength, and resistance to soil-chemical degradation.
   4. All joints must be lapped a minimum of 12 inches.
   5. The poly cover must extend at least 6 inches up the foundation wall or pier blocks, but must not contact any wood members.
   6. New ground cover may be installed over existing ground cover that is deteriorated or incomplete.
   7. When existing ground cover is clear it must be covered with black.

***Exception*:** When underfloor insulation is installed over an unconditioned basement and the basement has no exposed soil (has a concrete floor and walls), ground cover is not required.

* 1. Ground moisture barrier will be fastened to ground with durable fasteners or ballast(s) to keep it in place.

1. **Crawlspace access**
   1. All crawlspaces must have an access. The minimum access opening size must be   
      18 x 24 inches.

***Exception*:** Smaller access is allowable when dictated by existing framing.

Wx Policy 5.4.4 Floor InsulationPage 3 of 7

* 1. Exterior access

Exterior access to the crawlspace must have a cover or door that fills the opening, is tight fitting, and can be securely attached using hand-operable mechanical fasteners. Hand tightening fasteners, butterfly clips, or screws are acceptable. Nails must not be used to secure access covers to framing. Cover and framing material exposed to weather, or in contact with soil or concrete, must be pressure treated or cedar. Other types of wood may be used if they are primed and painted with exterior grade paint. Nails, screws, fasteners or other hardware used must be made of galvanized metal, stainless steel, or similar corrosion resistant material.

***Recommendation:*** Cover crawlspace access wells with a shed roof type cover where bulk moisture is an issue. Construct the cover to conform to well dimensions. Include appropriate roofing material, prime or paint, or use treated plywood. Install handles for ease of removal. Do not install vents.

***Variance #10:*** *DOE granted a variance from SWS Section 2.0701.1b Crawlspace access lock allowing: WA requires secure hand-operable mechanical fasteners, NOT a crawlspace access lock.*

* 1. Interior access

Interior access to the crawlspace must have a cover or door that fills the opening and is reasonably tight fitting. Horizontal access covers must provide structural support equivalent to that of ¾ inch plywood. Access covers adjacent to a conditioned space must be insulated to a minimum of R-19 for horizontal openings and to a minimum of R-11 for vertical openings. The insulation must be permanently attached to access covers. Interior access covers must be weather-stripped.

***Variance #12:*** *DOE granted a variance from SWS Sections 3.1001.9h Sealing access Doors, 3.1201.7h, and 3.1201.8h Repair, Maintenance, and Weather Stripping of Doors allowing: Blower door testing with feel, smoke, or infrared cameras to locate any air leakage sites around doors, windows, and accesses.*

1. **Installation of passive ventilation:** Installation of passive ventilation is allowable. The installation of additional ventilation is not required. If ventilation is installed, the code minimum must not be exceeded.
   1. Closeable vents

Closeable vents are allowable.

* 1. Vent opening location

New vent openings must not be located within 12 inches of existing water pipes.

Wx Policy 5.4.4 Floor InsulationPage 4 of 7

* 1. Vent screening and framing

All new and existing vents must be screened with ¼ inch corrosion resistant wire mesh, secured on all four sides, and trimmed so that no exposed edges of the wire mesh are showing from the outside. Expanded metal covers may be used. Wood framing in contact with concrete or ground must be pressure treated or cedar.

***Variance #6:*** *DOE granted a variance from SWS Section 2.0401.2a Vented Crawlspace venting allowing: WA allows but does not require additional crawlspace ventilation to be installed.*

1. **Sealed crawlspace:** Converting a crawlspace with ventilation openings to a sealed crawlspace or “unvented crawlspace” is not allowed.

***Exception***: Prior to beginning work a local agency must provide Commerce with evidence this alteration meets all of the following:

1. Allowed by the local authority having jurisdiction (i.e. building department),
2. Meets all applicable codes, and
3. SIR of 1 or greater, other than allowable Health and Safety components.
4. **Combustion appliances in sealed crawlspaces:** Combustion appliances must not be located in sealed crawlspaces.

***Exception:*** Direct vent, sealed combustion appliances with powered exhaust may be located in a sealed crawlspace.

1. **Unconditioned basement/Crawlspace combination:**
2. Unconditioned basement will be separated from a vented crawl space with a continuous air barrier and ground moisture barrier.
3. Unconditioned basement will be treated as an extension of a closed crawl space.
4. **Conditioned basement/Crawlspace combination:**
5. Conditioned basement will be separated from a vented crawl space with a continuous air barrier, ground moisture barrier, and thermal boundary.
6. Conditioned basement will be separated from a closed crawl space with a continuous air barrier and ground moisture barrier.
7. **Rim joist area:** Rim Joist areas must be air sealed and insulated to R-11 or the highest level practical

Wx Policy 5.4.4 Floor InsulationPage 5 of 7

1. **Exterior perimeter insulation:** When exterior perimeter insulation is installed the Local Agency or Subcontractor must follow the specifications detailed below.
2. Minimum R-Value for walls

Insulation installed must have a minimum thermal resistance of R-10.

1. Insulation installation

Insulation must be installed from the bottom edge of the siding to a depth equal to the local "frost line" (as determined from local building or water utility officials) or two feet below grade, whichever is greater.

***Exception:*** Insulation must not be installed, nor excavation take place, below the level of any foundation footing.

1. Excavation in preparation for insulation

Prior to any excavation, the Local Agency or Subcontractor must reach an agreement with the client regarding protection or removal and replacement of any plants or other items which will be disturbed and damaged by the excavation. Any required excavations must be promptly backfilled after work is completed, and all plants or other items replaced in their original locations, unless released, in writing, from this obligation by the client.

1. Utility locating

The Contractor/installer must be responsible to locate, protect, and if damaged, repair any underground cables, pipes, utility lines or other obstructions during excavation.

1. Surface preparation and attachment of insulation

The foundation surface must be cleaned and prepared in accordance with the insulation manufacturer’s recommendation. Insulation must be attached to the foundation according to manufacturer’s specifications.

1. Protection and flashing of insulation

Insulation material must be protected and flashed to prevent water intrusion, rated for ground contact where required, and be acceptable to the owner. Above grade, the insulation must be covered with a suitable coating that matches adjacent walls (or previous foundation surface) in color and general surface appearance.

Wx Policy 5.4.4 Floor InsulationPage 6 of 7

1. **Interior perimeter insulation:** When interior perimeter insulation is installed the Contractor/Installer must follow the specifications as detailed below.
2. Minimum R-Value

Insulation installed in existing unvented crawlspaces must fill existing cavity or have a minimum thermal resistance of R-10. Building alterations, including converted a vented crawlspace into an unvented crawlspace, must meet requirements of section 8.6 Sealed Crawlspaces and be insulated to R 21.

1. Insulation installation

Insulation must extend from the bottom surface of the subfloor to the top of the below-grade floor/ground and be installed to all manufacturer’s specifications.

1. **Cantilevered floors:** Cantilevered floors must be insulated using one of the following methods.
2. Insulate cantilever open through rim

When the floor joists extend beyond the foundation wall and the rim area is open, extend the insulation batt into the cantilevered area from the crawlspace. The thickness of the batt insulation must be thick enough to satisfy the requirement that insulation be in substantial contact with the underfloor. Air seal penetrations through sheathing or sub floor.

1. Insulate cantilever open under floor

Installer/Contractor must install insulation batt that is the full thickness of the floor joist from the exterior. A cover of 3/8 inch exterior grade sheathing or similar material must protect the insulation installed. If subjected to intermittent moisture (i.e. splashback, etc.), wood sheathing must be primed on all exposed sides or pressure treated plywood used. Air seal penetrations through sheathing or sub floor.

1. Insulate cantilever no access

Installer/Contractor must drill through existing interior or exterior cover, blow insulation into all joist cavities until full, plug holes using plugs and glue recommended for the surfaces being glued. Fiberglass insulation must be blown at a density of 1.5 pounds per cubic foot and cellulose insulation must be blown at a density of 3.5 pounds per cubic foot. Air seal penetrations through sheathing or sub floor.

Wx Policy 5.4.4 Floor InsulationPage 7 of 7

1. **Floor over attached garage:**
2. No access

Installer/Contractor must drill through existing interior or exterior cover, blow insulation into all joist cavities until full, plug holes using plugs and glue recommended for the surfaces being glued. Cellulose insulation must be blown at a density of 3.5 pounds per cubic foot. If the ceiling being drilled for access is drywall or plaster, the holes must be plugged and skim coated with joint compound ready for light sand.

1. Open joists

Underfloor insulation installed in open floor joists over a garage must be covered with material having a flame spread index of 25 or less, and a smoke developed index of not greater than 450 when tested in accordance with ASTM E84-01. See **Exhibit 5.S5, *ASTM E 84, Flame Spread and Smoke Development*.**

***Variance #14:*** *DOE granted a variance from SWS Section 4.1302.1b Waste line Slope allowing: WA does NOT require alteration to existing functional systems such as revising waste line slopes to meet the required ¼” per foot prior to insulating the floor. Waste lines are only repaired or replaced when leaking, disconnected, or clogged.*

Effective Date: July 2016 Page 1 of 6

**Weatherization Policy**

See also:

[Variance #12 – *SWS 3.1001.9h-3.1201.7h-and-3.1201.8h*](https://extranet.commerce.wa.gov/teams/teamsa/HIP-WX-Manual/PublishedWxFieldGuides/3.1001.9h-3.1201.7h-and-3.1201.8h.pdf)

[[Policy 9.8, *Lead Based Paint*](#Section9_8)](https://fortress.wa.gov/com/liheappolicy/Page.aspx?nid=2)

<http://www.nfrc.org/#tabs-nfrclabels|0>

Replaces: Policy 5.4.5 – July 2015 [Exhibit 5.S10: *Standards for Weatherization Materials.*](#Exhibit5_S10)

**POLICY 5.4.5 WINDOWS AND DOORS**

1. Local agencies may repair or replace exterior windows and doors when the cost can be justified for any of the following reasons:
   1. Energy efficiency

The investment of Commerce administered weatherization funds (DOE, HHS, BPA, and MM) is justified using an evaluation of cost-effectiveness where the Savings to Investment Ratio (SIR) is 1.0 or greater. For DOE funding, this is the only allowable option window or door repair or replacement. (See Allowable Costs below)

* 1. Health and safety

The condition is compromising the health and safety of the dwelling unit occupants. If the cost to replace windows and doors is less than the cost to repair, then they shall be replaced.

* 1. Security

The condition is compromising the security of the dwelling unit occupants. If the cost to replace windows and doors is less than the cost to repair or replace components that will reasonably ensure security, then they shall be replaced.

* 1. Durability

For durability reasons if any components have failed or are deteriorated and they have compromised the structural integrity of the fenestration or of the surronding framing. If the cost to replace windows and doors is less than the cost to repair, then they shall be replaced.

* 1. Leveraged funds (sources other than DOE, HHS, BPA, and MM) are available that will cover at least 75 percent of the cost of the windows and doors and their installation.

Examples of leveraged funds are property owner contributions, approved utility contributions, or HRRP funded measures.

Wx Policy 5.4.5 Windows and DoorsPage 2 of 6

* 1. Client comfort (window replacement only)

Specific windows that effect client comfort may be replaced. Written justification of need for each window must be in the client file. No more than two (2) windows may be replaced in a home for client comfort reasons.

* 1. Jalousie windows in mobile or site-built homes may be replaced to bring air leakage down to the air sealing target after all other blower-door directed air sealing has been done. Do not automatically replace windows in bedrooms where the leakage around the window may be needed to provide proper ventilation.

Local agencies may split the cost for jalousie window replacement between air leakage reduction and an increase in thermal efficiency when running the calculations through TREAT.

***Variance #12:*** *DOE granted a variance from SWS Sections 3.1001.9h Sealing access Doors, 3.1201.7h, and 3.1201.8h Repair, Maintenance, and Weather Stripping of Doors allowing: Blower door testing with feel, smoke, or infrared cameras to locate any air leakage sites around doors, windows, and accesses.*

1. **Owner contributions:** Local agencies shall make an attempt to secure owner contributions if window and door repair and replacement are for rental units.
2. **Lead based paint:** The Local Agency shall address painted window or door components in houses built before 1978 using lead safe work practices unless testing indicates no lead based paint is present. See **Policy 9.8,*****Lead Based Paint***
3. **Replacement windows:** Replacement windows shall have a U-factor rating of 0.30 or less and an air leakage rating of less than 0.3 cfm/sq.ft. An area weighted U-factor calculation may be used to demonstrate compliance. The replacement window shall have a label from the National Fenestration Rating Council (http://www.nfrc.org/#tabs-nfrclabels|0) that indicates the U-factor rating, the air leakage rating, the appropriate structural performance rating for the geographical area where the window is installed, and the appropriate solar heat gain coefficient (SHGC) for cooling climates.
4. **Replacement doors:** Replacement doors shall be metal, insulated, and match the style of the existing doors where practical, and shall be hinged. If a new exterior door and jamb is being installed, the door shall have three hinges. All exterior door replacements shall be exterior grade. All replacement doors shall have an insulated core with a minimum R-6 insulation value.

***Exception*:** Wood, fiberglass, or composite doors are allowable if a metal door cannot be used. Wood doors shall be solid core. Veneers on wood doors shall be a minimum of 1/8 inch thick hardwood.

Wx Policy 5.4.5 Windows and DoorsPage 3 of 6

* 1. **Window and Door Photo documentation**

Both a dated electronic or printed "before" photo and written justification that clearly identifies the physical reason the window or door needs replacement shall be retained. The photo documentation or a reference to its location shall be kept in the client file.

* 1. **Window Screens**

All replacement windows that are openable shall have a removable insect screen.

* 1. **Window and Door Exterior and interior trim**

Trim shall be installed in a workmanlike manner and shall match the existing trim as much as is reasonably practical. Existing or new trim shall have all nails set and holes filled with an exterior grade filler. Exterior trim, for replacement windows, doors, and doorframes whether existing or new, shall have any bare wood surfaces primed with an exterior grade primer.

***Exception:*** If cedar trim is used, then no primer or sealer is required.

1. **Storm windows:** A storm window may only be installed over a prime window that is structurally sound. The prime window shall be free of decay, broken windowpanes, worn or damaged rollers, missing, deteriorated or broken glazing, and broken sashes. The Local Agency shall evaluate the costs to replace a window unit with the costs associated with repairing a prime window and installing a storm window to ensure that the most cost-effective treatment is applied.
   1. **Operable storm windows**

Operable storm windows shall be installed over existing operable prime windows, and the storm window shall not interfere with the operation of the prime window. If the operation of the prime window is impeded by paint buildup, mechanical fasteners, or other reasons, a storm window can be installed if the window is restored to an operating condition or if the Local Agency and homeowner agree in writing that the non-opening window is not required for egress or ventilation.

* 1. **Storm window removal**

All storm window installations shall provide an easy method of removing the storm sashes so that both the storm and prime windows can be washed.

* 1. **Jalousie prime windows**

Jalousie windows or other window types with a glass-to-glass contact cannot be weatherized using a storm window. Jalousie windows may be replaced.

Wx Policy 5.4.5 Windows and DoorsPage 4 of 6

1. **Safety glass:** Safety glass shall be used in replacement window units or replacement glazing in locations where required by building codes and areas identified in the following sections.
   1. **Sidelights**

When sidelight windows are replaced or repaired, safety glass is required when all of the following conditions are met:

1. The glazed panel is within 12 inches of the door opening.
2. The glazed panel is within 60 vertical inches of the floor.
3. The window is in the same plane as the door when the door is closed.
   1. **Other safety glass locations**

Safety glass shall be installed when all of these conditions are met:

1. A glazed panel is greater than 9 square feet when measured from the inside of the sashes.
2. The lowest edge of a glazed panel is less than 18 inches above a walking surface.
3. There is a walking surface within 36 horizontal inches of a glazed panel.
   1. **Shower and tub safety glass requirements**

Safety glass is required in shower and bathtub enclosures for exterior windows that are less than 60 inches above the floor of the enclosure.

* 1. **Safety glass requirements**

Safety glass shall conform to the Safety Glazing Certification Council (SGCC) labeling requirements. Installed safety glass shall have a permanently affixed manufacturer's label or etching.

1. **Replacement glazing** Replacement glazing shall meet the specifications found in **Exhibit 5.S10, *Standards for Weatherization Materials.***
2. **Obscure glass:** Obscure glass shall be installed in windows where privacy is important. The Local Agency shall make the owner aware of locations where obscure glass is to be installed.
3. **Replacement door jambs:** Replacement doorjambs shall have a width that is no greater than the finished wall thickness, and not less than ¼ inch of the finished wall thickness.

Wx Policy 5.4.5 Windows and DoorsPage 5 of 6

1. **Door finishes:** Replacement wood doors will be primed and painted or sealed on both sides and on all four edges with exterior grade paint. Metal doors shall have a factory primer.
2. **Locksets and deadbolts:** New replacement doors shall have a new lockset and deadbolt installed. The lockset and deadbolt shall be keyed alike. The Local Agency will provide two keys to the owner or occupant of the dwelling unit. When multiple locksets are installed in the same dwelling unit they shall have matching keys.
3. **Other attached items:** Address numbers that were present on the existing front door or trim shall be reinstalled on the new door. Peepholes shall be installed on solid doors and shall be no more than 60" from the bottom of the door. If an existing door had a mail slot or mechanical doorbell, the Local Agency shall provide alternatives that do not require penetration of the door.

Allowable Costs

Window and Door repair and replacement are allowable costs under DOE, HHS, BPA, and MM funds.

Unless health and safety related, repair and replacement must be included in the SIR calculation for all fund sources and in the DOE per home expenditure average (building cost calculation). See [**Chapter 6, *Allowable Costs***](#Chapter6) and [**Exhibit 6, *Fund Matrix***](#Exhibit6_Fund_Matrix) for allowable expenditures.

Specific fund source limitations or allowances are as follows:

DOE: Window or Door replacement, repair, or installation is not an allowable health and safety cost but may be allowed as an incidental repair or an efficiency measure if justified using an evaluation of cost-effectiveness where the Savings to Investment Ratio (SIR) is 1.0 or greater.

BPA: Units must be electrically heated in BPA service territory.

Wx Policy 5.4.5 Windows and DoorsPage 6 of 6

**B. Procedure**

1. Programmatic
   1. Client files must include or be supported by the following documentation:
      1. Verification installed measure has an SIR of 1.0 or greater if repair or replacement is based on energy efficiency.
      2. Electronic or printed photos of existing windows and doors and written justification if repair or replacement is for health and safety, security, and/or durability.
      3. Proof of leveraging of at least 75 percent of material and labor costs from other funds, when leveraged funds are the reason for window replacement.
      4. A statement from the client if window is replaced for client comfort.
      5. If a jalousie window replacement, blower door test results documenting the effect of replacement after air sealing.
      6. All necessary measure-specific justification.
   2. See [**Chapter 6, *Allowable Costs***](#Chapter6)*.*
2. Required Installation Standards and Materials Specifications

See [**Field Guide, *Retrofitting Washington***](https://extranet.commerce.wa.gov/teams/teamsa/HIP-WX-Manual/PublishedWxFieldGuides/2015-Field-Guide-Retrofitting-Washington.pdf)

# [TOC](#PolicyTOC)

# CHAPTER 5 PROVIDING WEATHERIZATION SERVICES

**[Section 5.5](#Section5_1)** [**[Heating](#Section5_1)**](#Chapter2) **and Cooling**

Policy 5.5.1 [Air Conditioning and Heating Systems](#Policy5_5_1)

Policy 5.5.2 [Combustion Heating Systems](#Policy5_5_2)

Policy 5.5.3 [Electric Heating Systems](#Policy5_5_3)

Policy 5.5.4 [Solid Fuel Burning Appliance Systems](#Policy5_5_4)

Policy 5.5.5 [Space Heaters](#Policy5_5_5)

Policy 5.5.6 [Ductless Heat Pumps (DHP)](#Policy5_5_6)

Policy 5.5.7 [Fuel Switching](#Policy5_5_7)

Policy 5.5.8 [Thermostats](#Policy5_5_8)

Policy 5.5.9 [Renewable Energy Systems](#Policy5_5_9)

Effective Date: July 2016Page 1 of 3

**Weatherization Policy**

See also:

[10 CFR 440.21](http://www.gpo.gov/fdsys/granule/CFR-2011-title10-vol3/CFR-2011-title10-vol3-sec440-21)(b)(c)

[10 CFR 440 Appendix A](http://www.gpo.gov/fdsys/search/pagedetails.action?browsePath=Title+10%2FChapter+II%2FSubchapter+D%2FPart+440%2FAppendix+A+to+Part+440&granuleId=CFR-2011-title10-vol3-part440-appA&packageId=CFR-2011-title10-vol3&collapse=true&fromBrowse=true)

Replaces: Policy 5.5.1 (PM 16-01 – February 8, 2016) WAP Health & Safety Plan

**Policy 5.5.1 AIR CONDITIONING AND HEATING SYSTEMS**

1. **Ensuring Adequate Heating Systems:** Local agencies must ensure that upon completion of weatherization services all dwelling units have a safe, operable, permanently installed, and adequate heating system.
2. **Repairing Systems:**  Local agencies may repair air conditioning and heating systems.
3. **Replacing Systems or Installing New:** Local agencies may replace or install home air conditioning or heating systems if at least one of the following conditions is met:
   1. Existing system is beyond repair.
   2. Existing system can be repaired but only at greater cost than replacement.
   3. Absence of an air conditioning system in the home of an at risk occupant where climate conditions warrant.
   4. Absence of a permanent adequate heating system.
   5. When an evaluation of cost-effectiveness determines the Savings to Investment Ratio (SIR) is 1.0 or greater.
   6. Health and safety.
4. **Inspecting and Testing of Heating Systems:**
   1. **Primary Systems:** Local agencies must inspect and test the system(s) in each dwelling unit for safe operation prior to delivering weatherization services. The Local Agency must document in the client file the condition of heating system prior to weatherization.

Wx Policy 5.5.1 Air Conditioning and Heating SystemsPage 2 of 3

* 1. **Secondary Systems:** Local agencies must inspect secondary systems for safety, and document in the client file any hazards identified. Local agencies must notify the client in writing, including recommendations for future use or non-use. Maintenance, modification, or replacement of secondary systems is ordinarily the responsibility of the building owner. Removing, disconnecting, or correcting the secondary system hazards is only allowable if necessary for health and safety or if the SIR is 1 or greater.

1. **Sizing Systems:**
   1. Local agencies or their subcontractors must perform either Manual J or deemed equivalent (with Commerce prior written approval) heat load calculations. TREAT is deemed equivalent to Manual J. Local agencies must document sizing calculations in the client file.
   2. To properly size equipment and install new systems, local agencies or subcontractors must use the completed post-weatherization project in the sizing calculations.
   3. When sizing a new forced air furnace, local agencies or subcontractors must not exceed 140% of the heat load calculations.

***Exception:*** Natural gas- or oil-fired space heating equipment whose total rated space heating output in any one dwelling unit is 40,000 Btu/h or less is exempt from the sizing limit.

1. **Replacing Systems in Rental Units**, other than low-income owned, also requires the following:
   1. Local agencies must inform the owner of their legal responsibilities and liabilities under RCW 59.18.060.
   2. Local agencies must work with the owner to make a contribution of at least 50 percent, since a new system is a capital improvement to the property.
      1. Owner may make either a cash or in-kind contribution. Contributions other than cash must benefit the client directly or the weatherization program.
      2. If owners refuse to participate, local agency options include the following:
         1. Defer project.
         2. Alternative financing.

Wx Policy 5.5.1 Air Conditioning and Heating SystemsPage 3 of 3

* + - 1. Negotiate extended rent freeze beyond normal property owner/agency agreement.
      2. File a covenant in lieu of the normal property owner/agency agreement assuring continued occupancy by low-income tenants for at least five years.
      3. Negotiate a combination of the above to allow weatherization funds to cover more than 50 percent of the cost of the system replacement.

1. **Requiring Permits:** Local agencies or their subcontractors must obtain required permits prior to the replacement of a system.
2. **Switching Fuels:** The general practice of fuel switching when replacing heating systems is not permitted. See [**Section 5.5.7, *Fuel Switching***](#Policy5_5_7)*,* for acceptable conditions.
3. **Educating Clients:** Local agencies will educate clients about the importance of regular maintenance.

Clients with forced-air systems will be educated on the importance of replacing or cleaning air filters monthly during the heating or cooling season.

Effective Date: July 2017Page 1 of 2

**Weatherization Policy**

See also:

[Policy 9.4, *Combustion Safety*](#Section9_4) *Testing*

[10 CFR 440.21](http://www.gpo.gov/fdsys/granule/CFR-2011-title10-vol3/CFR-2011-title10-vol3-sec440-21)(b)(c)

[10 CFR 440 Appendix A](http://www.gpo.gov/fdsys/search/pagedetails.action?browsePath=Title+10%2FChapter+II%2FSubchapter+D%2FPart+440%2FAppendix+A+to+Part+440&granuleId=CFR-2011-title10-vol3-part440-appA&packageId=CFR-2011-title10-vol3&collapse=true&fromBrowse=true)

WAP Health & Safety Plan

Replaces: Policy 5.5.2 – July 2016 [Variance #17-SWS 5.3003.3a, c-g](https://extranet.commerce.wa.gov/teams/teamsa/HIP-WX-Manual/PublishedWxFieldGuides/5.3003.3a,c-g.pdf)

**Policy 5.5.2 Combustion Heating Systems**

1. **Testing for Safety:** The Local Agency must test all combustion systems for safety pre- and post-weatherization work. Also see **Policy 9.4, *Combustion Safety Testing***.
2. **Testing for Heat Rise:** The Local Agency must test all forced air heating systems for heat rise. If the heat rise is outside the manufacturer’s acceptable range the system fails. If the heating unit fails the heat rise test, The Local Agency must have the appropriate repairs made or defer the project until the problem is corrected.

***Exception:*** If manufacturer’s acceptable heat rise range is unavailable, the default acceptable heat rise range is greater than 40° and less than 70° Fahrenheit.

***Variance #17:*** *DOE granted a variance from SWS Section 5.3003.3 Evaluating Air Flow allowing: WA Standard which requires a client interview, confirmation of flow at each register, measurement of heat rise, pressure pan, and room pressures. Unless duct systems are missing or destroyed and require repair or replace, WA will air seal but not resize ducts.*

1. **Servicing Gas and Oil Heating Systems:** Gas and Oil fired heating systems must be serviced to:
2. Correct hazards identified during combustion safety inspection and testing.
3. Improve combustion or distribution efficiency.
4. Provide the minimum service for a gas or oil heating system where no hazards have been identified:
   1. Clean air handler of furnace or unit heater.
   2. Check and change furnace filter if necessary.

Wx Policy 5.5.2 Combustion Heating SystemsPage 2 of 2

1. **Replacing for Efficiency:** Replacement of a gas or oil fired heating system is allowable to improve efficiency when justified using a Savings to Investment Ratio (SIR) greater than 1.0 as calculated by the computerized audit tool TREAT. Local agencies must:
2. Determine the existing heating system efficiency for use in the existing conditions pre-Weatherization TREAT model, by testing the steady state efficiency with a combustion analyzer, from the manufacturer’s information use the Annual Fuel Utilization Efficiency (AFUE) rating, or by the type and age of the unit.
3. Determine the replacement cost using Commerce established procurement guidelines.
4. Generate the SIR in the improvement package post-Weatherization TREAT model for replacement furnace with 90% AFUE.

***Exception:*** If the improvement package with a 90% furnace cannot achieve a SIR>1, then an improvement package with a 80% furnace and a SIR>1 is allowable. Document justification in client file.

1. **Maximizing Efficiency of New Replacement Systems:** All new oil or gas heating systems installed must have a minimum AFUE rating of 90% unless:
   1. A 90% efficient unit is cost prohibitive (cannot be cost justified by an SIR of 1.0 or greater). Any replacement furnace must be at least 80% efficient and cost justified by an SIR of 1.0 or greater
   2. Leveraged funds may be used to reduce weatherization fund source investments in order to bring the SIR to 1.0 or greater.

Effective Date: July 2016Page 1 of 1

**Weatherization Policy**

See also:

Replaces: Policy 5.5.3 –July 2015 [Variance #17-SWS 5.3003.3a, c-g](https://extranet.commerce.wa.gov/teams/teamsa/HIP-WX-Manual/PublishedWxFieldGuides/5.3003.3a,c-g.pdf)

**POLICY 5.5.3 ELECTRIC HEATING SYSTEMS**

1. **Inspection of electric heating systems:** The minimum requirement for electrically heated dwelling units is:
   1. Visual inspection of the electrical system.
   2. Visual inspection of heating system clearances to combustibles.
   3. Visual inspection of air handler (if present).
   4. Verification that the system is permanently installed and securely attached to the floor, wall, or ceiling.
2. **Heat Rise:** The Local Agency shall test all forced air heating systems for heat rise. If the heat rise is outside the manufacturer’s acceptable range the system fails. If the heating unit fails the heat rise test, The Local Agency shall have the appropriate repairs made or defer the project until the problem is corrected.

***Exception:*** If manufacturer’s acceptable heat rise range is unavailable, the default acceptable heat rise range is greater than 40° and less than 70° Fahrenheit.

***Variance #17:*** *DOE granted a variance from SWS Section 5.3003.3 Evaluating Air Flow allowing: WA Standard which requires a client interview, confirmation of flow at each register, measurement of heat rise, pressure pan, and room pressures. Unless duct systems are missing or destroyed and require repair or replace, WA will air seal but not resize ducts.*

1. **Electric heating system service:** Electric heating systems shall be serviced to:
2. Correct hazards identified during initial inspection.
3. Complete system checks and repairs detailed in the work order form.
4. Improve distribution efficiency.
5. Provide the minimum service where no hazards are identified
6. Fan blades and cabinet of the air handler cleaned free of all visible dirt.
7. Check and change furnace filter if necessary.

## Policy 5.5.4 SOLID FUEL BURNING APPLIANCE SYSTEMS

### A. **Policy**

1. Local agencies may repair and replace solid fuel burning appliance systems. Maintenance, repair, and replacement of primary indoor heating units is allowed where occupant health and safety is a concern. Maintenance and repair of secondary heating units is allowed. For more information on secondary systems, See [**Section 5.5.1, *Air Conditioning and Heating Systems***](#Policy5_5_1).
   1. A supplemental audit for solid fuel burning appliance systems must be completed prior to repair or replacement. See [**Exhibit 5.1.3A, *Solid Fuel Burning Appliance Systems Supplemental Audit Form***](#Exhibit5_1_3A)*.*
   2. Replacement is allowed if an evaluation (supplemental audit) performed by either the local agency or a heating system subcontractor determines either of the following, even when another heating system is in the home:
      1. The life expectancy of a unit or system is less than one year.
      2. It is more cost-effective to replace the unit or system than it is to perform necessary repairs.
2. If a local agency chooses to include repair and replacement of solid fuel burning appliance systems in its weatherization program, the following must be in place:
   1. Necessary permits must be obtained prior to heating system replacement.
   2. All applicable restrictions and code regulations must be met.
   3. Local agencies must have appropriate liability insurance.
   4. Local agencies must have a trained technician perform all installations, maintenance, and inspection. All work must receive approval from subsequent inspections.
3. Wood and pellet stoves: The Local Agency shall have a trained technician perform a safety inspection on all operable solid fuel burning stoves. Repair technician shall list recommended corrections, and corrections made, for safe operation. This information shall be provided to the occupant and a copy kept in the client file.
   1. Information on clean burning practices

The Local Agency shall provide all clients with solid fuel burning information pamphlet on clean and efficient burning techniques.

* 1. Fire Extinguishers

Providing fire extinguishers is an allowed health and safety cost only when a solid fuel burning appliance is present. When a fire extinguisher is provided, the manufacturer's instructions including the owner‘s manual, warranty, and the expected lifetime of the unit information shall be left with the occupant of the dwelling unit.

1. Local agencies must provide consumer conservation education on safe operation, proper maintenance, and clean & efficient burning techniques.
2. Required Standards
   1. Solid Fuel Burning Devices Standards ([Chapter 173-433 WAC](http://apps.leg.wa.gov/wac/default.aspx?cite=173-433))
   2. Certification and labeling by the National Fire Protection Association under NFPA 211, Standard for Chimneys, Fireplaces, Vents, and Solid Fuel-Burning Appliances. The local fire marshal or building inspector will have the most current information on the standard.
   3. Certification by the [Underwriters Laboratory](http://ul.com/) for systems with electrical parts.
   4. [Environmental Protection Agency](http://www.epa.gov/) emission standards or local standards if they are stricter.
   5. The following also apply for mobile homes:
      1. Systems that are certified and labeled for mobile homes.
      2. Permits from the state [Department of Labor and Industries](http://www.lni.wa.gov/).
3. Additional Requirements for Solid Fuel Burning Appliance Systems

Solid fuel burning appliance systems shall be provided with combustion air ducted directly to the appliance. Combustion air shall be provided as recommended by the manufacturer’s specifications.

***Exceptions:***

Combustion air may be supplied to the room in which the solid fuel appliance system is located in lieu of direct ducting, in an existing home, provided that:

* 1. The appliance system is not designed for directly connected outside air or;
  2. The existing construction prohibits the introduction of outside combustion air directly to the appliance system.
  3. The combustion air source shall be located as close to the solid fuel burning appliance system as possible, shall be provided with a back draft damper, and shall be no less than six inches in diameter.

Allowable Costs

Repair and replacement of solid fuel burning appliance systems are allowable costs under DOE, HHS, and MM funds. These measures fall within the total health and safety measures and repairs limits (See [**Chapter 9, *Health & Safety***](#Chapter9).). These measures do not need to be included in the SIR calculation for all fund sources or in the DOE per home expenditure average. See [**Chapter 6, *Allowable Costs***](#Chapter6), for allowable expenditures. Providing fire extinguishers is an allowed health and safety cost only when a solid fuel burning appliance is present.

### B. **Procedure**

1. Programmatic
   1. Client files must include the following documentation:
      1. Supplemental audit ([**Exhibit 5.1.3A, *Solid Fuel Burning Appliance Systems Supplemental Audit Form***](#Exhibit5_1_3A).)
      2. Clear record of who analyzed or worked on the heating system, when, and work performed.
      3. Inspection approval.
      4. Paid invoices for all work contracted out or performed by an outside heating technician.
      5. All necessary measure-specific justification.
      6. Delivery of consumer conservation education.
   2. Local agency files must include the following documentation:
      1. Necessary permits.
      2. Liability insurance.
   3. See [**Chapter 6, *Allowable Costs***](#Chapter6)*.*
   4. See [**Chapter 9, *Health & Safety***](#Chapter9)*.*
2. Required Installation Standards and Materials Specifications

See [**Field Guide, *Retrofitting Washington***](https://extranet.commerce.wa.gov/teams/teamsa/HIP-WX-Manual/PublishedWxFieldGuides/2015-Field-Guide-Retrofitting-Washington.pdf)

## Policy 5.5.5 SPACE HEATERS

### A. **Policy**

1. Local agencies may repair and replace space heaters under one of the following conditions:
   1. Energy efficiency if the total cost is justified using an evaluation of cost-effectiveness where the Savings to Investment Ratio (SIR) is 1.0 or greater.
   2. Client health and safety.
2. Local agencies must follow these general requirements for repair and replacement:
   1. Incidental repairs

Make incidental repairs to space heaters as necessary to address health and safety issues.

* 1. Provisions for working smoke detectors

Inspect to ensure that a working smoke detector is installed on the same floor as the space heater. The cost of smoke detectors may be charged to Health and Safety Costs.

* 1. Other safety hazards

Check to ensure that no obvious building code violations or other safety hazards related to the space heater are evident, for example electric wiring and heater vent pipe.

* 1. Permits and inspections

Secure building permits where required and have qualified inspections made before any heater is put into operation. The cost of permits may be charged to Program Costs.

* 1. Consumer conservation education

Provide consumer conservation education on safety hazards and the proper operation of equipment, including the operation, testing, and battery replacement of smoke detectors.

1. Local agencies must follow the specific requirements listed below for space heater and fuel types.
   1. Space heater type
      1. Stand Alone Electric
         1. Stand Alone Electric space heaters are generally portable and do not include the following:
            1. Baseboard units
            2. Zoned heating system components
            3. Other permanently installed electric heating units
         2. Repair, replacement, or installation is not allowed. Removal is recommended. Inform client of hazards and collect a signed waiver if client refuses removal.
         3. Check circuitry to ensure adequate power supply for existing space heaters.
      2. Unvented combustion space heaters
         1. Not allowed as primary heat source.
         2. Removal is required, except as secondary heat where the unit conforms to ANSI Z21.11.2. Units that do not meet ANSI Z21.11.2 must be removed prior to weatherization but may remain until a replacement heating system is in place.
         3. Inform client of dangers of unvented space heaters. CO, moisture, and NO2, can be dangerous even if CO alarm does not sound.
      3. Vented combustion space heaters
         1. Should be treated as furnaces. See [**Section 5.5.1, *Air Conditioning and Heating Systems***](#Policy5_5_1)
         2. Oil-fired space heaters (always vented), vented kerosene space heaters, and vented gas space heaters should be treated as if they are furnaces.

Local agencies may perform tune-ups and clean heater units, vents, and ducts.

* + - 1. See the following information on fuel types for the repair and replacement of vented gas and kerosene space heaters.
  1. Fuel type
     1. Gas
        1. Unvented gas space heaters are prohibited.
        2. Repair of vented gas heaters is allowed, provided that the following concerns are addressed and documented in the client file:
           1. Cost benefits of repair vs. replacement.
           2. Methods to deal with health and safety concerns for the occupants.
           3. Identification of, and compliance with, applicable codes.
           4. Consumer conservation education on the proper use and maintenance of the equipment.
        3. Replacement of a gas space heater is only allowed when the existing unit is in poor mechanical condition or poses health and safety risks for other reasons.
           1. Gas space heaters may not be installed in bedrooms or bathrooms or comparable areas of shelters and group homes.
           2. Replacement should be with another gas heater.
     2. Kerosene
        1. Unvented kerosene space heaters are prohibited.
        2. Repair of vented kerosene space heaters is allowed, provided that the following concerns are addressed and documented in the client file:
           1. Cost benefits of repair vs. replacement.
           2. Methods to deal with health and safety concerns for the occupants.
           3. Identification of, and compliance with, applicable codes.
           4. Consumer conservation education on the proper use and maintenance of the equipment.
        3. Repairs to existing vented kerosene heaters may be considered when they are the only source of heat and no reasonable alternative exists.

Allowable Costs

Repair and replacement of space heaters are allowable costs under DOE, HHS, BPA, and MM funds. Unless health and safety related, repair and replacement must be included in the SIR calculation for all fund sources and in the DOE per home expenditure average. See [**Chapter 6, *Allowable Costs***](#Chapter6), for allowable expenditures.

Specific fund source limitations or allowances are as follows:

BPA: Units must be electrically heated in BPA service territory.

### B. **Procedure**

1. Programmatic
   1. Client files must include the following documentation:
      1. Verification the measure has an SIR of 1.0 or greater if it is based on energy efficiency.
      2. Justification if health and safety-related.
      3. All necessary measure-specific justification.
      4. Smoke detector installation as applicable.
      5. Copies of mechanical permits where required and results of inspections.
      6. Delivery of consumer conservation education.
   2. See [**Chapter 6, *Allowable Costs***](#Chapter6).
   3. See [**Chapter 9, *Health and Safety***](#Chapter9).
2. Required Installation Standards & Materials Specifications

Not applicable*.*

1. Best Practices

Not applicable.

**POLICY 5.5.6 DUCTLESS HEAT PUMPS (DHP)**

**A. Policy**

1. **New DHP Equipment Requirements**
   1. **Materials** – Equipment shall be a split system Ductless Heat Pump (DHP) with an inverter-driven, variable speed compressor, a variable speed outdoor fan, and a multi-speed or variable speed indoor blower unit. Equipment shall be manufactured by a company listed in the Air Conditioning, Heating and Refrigeration Institute (AHRI) Unitary Directory. The Weatherization Program promotes sustainability. The Local Agencies (LA) performing this work are encouraged to utilize “green” materials and products wherever possible and make every effort to recycle waste material.
2. **Ratings** – Heat pump equipment shall meet the performance, safety, and rating requirements as given in the latest revision of AHRI Standard 240. Units shall be listed by Underwriters’ Laboratories or equivalent and shall display the AHRI symbol of certification. The DHP equipment shall be listed by model number on the most current Bonneville Power Administration’s Qualified Products List. Last accessed from <https://www.bpa.gov/EE/Sectors/Residential/Pages/Ductless-Heat-Pumps.aspx>. The heat pump equipment shall be rated with a Heating Seasonal Performance Factor (HSPF) of 10.0 or greater if utilizing a single head or a HSPF of 9.0 or greater if utilizing multiple heads.
3. **Heat Pump Sizing** – The heat pump system shall be sized in accordance with the manufacturer’s specifications and applicable codes to ensure adequate heat. If the system provides adequate heat at the winter design temperature, a separate back-up system (supplemental heat) is not required. Otherwise, the system shall be designed to include zonal electric resistance heat (either in unit or as separate zone heaters) up to the total capacity required by the house. Sizing of the DHP shall take into consideration the planned thermal improvements to the building through the weatherization program.
4. **Warranty** – Heat pump equipment shall be warranted by the manufacturer against defects in material and workmanship for a minimum of two years from the date of start-up of the equipment. In addition, the compressor shall be warranted by the manufacturer against defects in material and workmanship for a minimum of five years from the date of start-up. This warranty should not be considered to cover equipment failure caused by failure to perform normal maintenance, abuse or external causes beyond the control of the LA. A Statement of Warranty must accompany your invoice and must be provided to the building owner.
5. **Local Agency Requirements**
6. **Training** – The LA shall be responsible for the technical competence and qualifications of his or her salespeople, installers, and service technicians. Technicians must attend the Northwest Ductless Program orientation and be listed on the Northwest Ductless website: <https://goingductless.com/partners>. At least one technician working on the job site must have received certified installation training from the manufacturer of the installed DHP equipment and be certified as a Type II technician as required by 40 CFR Part 82, Subpart F.
7. **Electrical** - All electrical connections and repairs are to be performed by individuals who, working for a licensed electrical contractor, have received appropriate electrician certifications from the Washington State Department of Labor and Industries (L&I). Electrical repairs are to be conducted under the supervision of an electrical administrator. L&I provides both electrician and administrator certifications for various levels of electrical work. The LA is responsible for obtaining required certifications and licensing for self-performance of electrical repairs or for subcontracting electrical repairs to a properly licensed electrical contractor.
8. **Owner Instruction** – The LA shall instruct the building owner in proper operation and maintenance of the DHP system. The LA shall provide the building owner with the manufacturer’s owner’s manual, demonstrate filter replacement/cleaning and demonstrate the operation of indoor thermostat controls and indicator lights. The LA shall explain to the building owner the different operating modes of the heat pump system (e.g. heating, cooling, defrost). All this information shall be provided in the owner’s manual given to the building owner. The LA shall instruct the building owner how to operate the DHP in coordination with the existing zonal systems in the home. Instructions shall include adjusting other zonal thermostats so the DHP is the primary heating system.
9. **Safe Work Practices** – This work will usually not disturb lead based paint nor asbestos. All work that may disturb lead based paint must be performed in accordance with federal and state regulations, including the use of Lead Safe Weatherization practices (LSW) and in compliance with the EPA’s Renovation, Repair, and Painting Rule (RRP). The LA must document crew certification for compliance with LSW and RRP. In addition, the LA must keep abreast of changes in federal or state requirements regarding lead based paint and comply accordingly. Failure to utilize LSW/RRP, where required, may lead to immediate work stoppage, clearance testing, relocation of occupants, clean-up and/or legal claims. The LA is responsible for costs of activities that arise from a failure to follow the lead safe protocol.
10. **New Equipment Installation**

Pursue compliance with federal, state, and local building and environmental codes for the installation of this product. Follow manufacturer’s installation instructions and specifications. The following specifications are not intended to replace manufacturer’s specifications.

1. **Permits** – The LA shall be responsible for all permits required by State and local ordinances for the installation of the heat pump system. The LA shall provide the building owner and the Local Agency with copies of all permits related to the work.
2. **Access** – Equipment shall be located to allow easy service access and adequate working space for servicing any component without removal of piping or other permanently installed fixtures. Components that require frequent attention, such as filters, shall be located in easily accessible areas. Installations located in attics or crawlspaces are not allowed.
3. **Location of Indoor Unit** – Indoor unit shall be located in the main living area, located for best air circulation. Unit shall be installed level and located high on the wall.
4. **Location and Support of Outdoor Units** – Outdoor units shall be located to avoid restrictions in the outdoor airstream. Defrost melt shall not drain onto areas where ice formation may create a hazard (walkways etc.). Outdoor units must be installed level. Outdoor units will be installed with either of the following methods:
5. Units may be anchored to risers which are secured with an adhesive and mechanical connection to an adequate, solid pad which provides proper drainage and prevents a buildup of water, snow or ice. A minimum clearance shall be provided as per manufacturer’s instructions and recommendations. In any installation there shall a minimum of 3” of free and clear area under the outdoor coil drainage area.
6. Units may be mounted on the building exterior wall, secured and supported according to the manufacturer’s instructions following noise and vibration abatement requirements.
7. **Refrigerant Tubing** – Factory tubing flares and fittings are NOT to be reused. Create new flares using appropriate R410a flaring tool and measurement gauge. Apply refrigerant oil to the end of each flare. Connect tubing with R410a nuts (supplied with indoor and outdoor units) using a torque wrench tightened to manufacturer’s specifications.
8. **Refrigerant Charge** – Technician shall follow manufacturer’s guidelines when charging a new system and make any needed adjustments for non-standard line set lengths using a programmable refrigerant charging scale.
9. **Electric Wiring** – When attached to the exterior walls shall be in conduit to protect them from contact and exposure. All field wiring, line and low voltage, shall comply with the manufacturer’s recommendations, the National Electrical Code and all applicable local codes and ordinances. All interior wiring is to run along walls where possible and along the edge of the ceiling where it is necessary to run on the ceiling.
10. **Filters** – Indoor unit shall come with air filters installed from the factory.
11. **Ductless** – The heat pump will be fully ductless. Units using any type of field installed duct system are NOT eligible.
12. **Noise and Vibration Abatement**
13. Outdoor units should be located to avoid transmission of objectionable noise to adjacent properties, sleeping areas or other areas where noise control is critical. Outdoor units shall comply with all state and local noise control ordinances. The LA shall be responsible for any modifications necessary to reduce noise. Unit base shall not be connected to the foundation.
14. **Refrigerant Piping:** This section applies to the copper refrigerant line sets
15. **Materials** – Field-supplied refrigerant piping shall be clean, dehydrated, sealed and seamless copper tubing or the manufacturer’s pre-charged tubing. Fittings shall be wrought copper. Field supplied tubing shall be evacuated to 500 microns and purged and pressure tested as per manufacturer’s recommendation, soft solders shall not be permitted.
16. **Sizing** – To maintain oil return to the compressor and avoid inefficiency and capacity loss, refrigeration piping or refrigeration line set shall be sized and installed in accordance with the manufacturer’s instructions and recommendations. Piping between the two sections of split units shall not exceed the manufacturer’s maximum recommended length, horizontally or vertically, and shall be run parallel to building lines and in a straight and workmanlike manner to prevent oil traps.
17. **Support** – Refrigerant piping shall be properly supported in accordance with manufacturer’s specifications, AHRI and IMC (International Mechanical Code).
18. **Penetrations** – Refrigerant piping passing through openings in the unit cabinet or the building structure shall be installed to prevent wear or sound generation due to contact with the cabinet or building structure. All penetrations in the envelope of the building shall be properly sealed with an insulative sealant.
19. **Insulation** – Refrigerant lines shall be insulated with a minimum of ½” thick continuous closed-cell foam rubber. Insulation must cover entire line set length. Where refrigeration line sets run on the exterior of the building they shall have a rigid line hide weatherproof covering.
20. **Leak Testing, Evacuation and Charging** – Factory as well as field-fabricated joints shall be checked, and any leaks found shall be repaired. Evacuation and charging shall be done in accordance with the manufacturer’s instructions and recommendations.
21. **Condensate System**
22. **Condensate Drain** – Line shall slope downhill to allow for gravity flow of condensate to terminate outside of the building.
23. **Piping Material** – Condensate drain piping shall meet IMC and should be copper, plastic or other corrosion-resistant material.
24. **Drains** – Condensate drain lines shall run to an open drain or location outside of the building foundation. Condensate shall not drain onto areas where ice formation may create a hazard (walkways etc.). Under no circumstances may condensate be drained into a crawl space or direct connected into a sewer line.
25. **Condensate Pump** – Condensate pumps are not recommended unless there is no other alternative. If a condensation pump must be installed, follow the manufacturer’s installation requirements.12.6.7 Indoor Thermostats
26. **Indoor Thermostats**
27. **Wireless Remote Control:** A wireless remote control is standard equipment for adjusting the indoor comfort. Wireless remote controls are to be provided to the building owner.
28. **Existing Equipment**
29. **Existing Heaters:** The building is currently heated by existing heaters. The heater located in the same area as the heat pump is to be disabled and left in place. The corresponding thermostat is to be disabled and also left in place. The other heaters are to remain operational; this includes those within the bedrooms of the apartments and those in the common areas.
30. **Damages**
31. The LA will be held responsible for any and all damages created during the performance of the work.
32. All debris resulting from the work will be removed and legally disposed of with every effort made toward recycling waste material.
33. **Disclaimer:** If a conflict between this policy and the local building department’s equipment installation requirements, the local building official’s requirements take precedence. For complete information regarding installation requirements, features, benefits, operation, and maintenance, review the manufacturer’s installation manual of the product being installed.

## Policy 5.5.7 FUEL SWITCHING

### A. **Policy**

1. Commerce does not permit the general practice of non-renewable fuel switching when replacing heating systems and hot water tanks.
   1. Local agencies must notify Commerce in writing (email acceptable) if they intend to switch fuels as part of their weatherization services using Commerce funds.
   2. Local agencies may switch fuels under the following conditions:
      1. Energy efficiency if the total cost is justified using an evaluation of cost-effectiveness where the Savings to Investment Ratio (SIR) is 1.0 or greater.
      2. Client health and safety.
2. The switched-fuel unit cannot exceed the cost of replacement using the existing fuel unless the difference comes from sources other than Commerce.
3. When switching from electric to oil or gas, all costs associated with the installation of a gas heating system or water heater, and all required elements of the new heating system (providing a new supply line, flue, chimney, ducts), must be considered as part of the total cost.

Allowable Costs

Switching fuel is an allowable cost under HHS and MM funds with prior Commerce written notification. Unless health and safety related, fuel switching must be included in the SIR calculation of each fund source. See [**Chapter 6, *Allowable Costs***](#Chapter6), for allowable expenditures.

### B. **Procedure**

1. Programmatic
   1. Submit written notification (email acceptable) to assigned Commerce field representative. Include supporting documentation if health and safety related.
   2. Client files must include the following documentation:
      1. Copy of written notification submitted to Commerce.
      2. A complete cost analysis justifying the work, including verification the installed measure has an SIR of 1.0 or greater if it is based on energy efficiency.
      3. Justification if health and safety-related.
      4. All necessary measure-specific justification.
   3. See [**Chapter 6, *Allowable Costs***](#Chapter6).
2. Required Installation Standards & Materials Specifications

Not applicable*.*

**POLICY 5.5.8 THERMOSTATS**

**A. Policy**

1. Installation of a thermostat or replacement of an existing thermostat is allowable.
2. **Determining type of thermostat to install:** Contractor shall determine if a standard or a programmable thermostat should be installed, and install the appropriate thermostat. All thermostats shall have a dead-band range of less than two degrees. To meet this requirement bi-metal, line-volt thermostats shall have third party verification
   1. Operating instructions for programmable thermostats

The Local Agency shall ensure that the dwelling unit occupants fully understand the benefits of a programmable thermostat and can demonstrate how to program the thermostat for optimal use, and how to change the back-up battery.

1. **Thermostat power source:** Thermostats shall be source powered. Programmable thermostats shall also have a battery backup.
2. **Required thermostat features:** Thermostats shall be digital, have a built in anti-short-cycle feature and include a positive on-off switch that is easily accessible. Programmable thermostats shall also have a 7-day cycle, or a 5 day-2 day cycle, a set-back capability of at least 10 degrees, and provide at least 4 program periods per day.
3. **Placement:** The top of the thermostat shall be 60 inches from the floor. When an occupant uses a wheelchair, thermostat top shall be 48 inches from floor.
4. **Thermostats for heat pump systems:** Thermostats used with heat pump systems shall be designed so that temperature pick-up is accomplished by using heat pumping as much as possible, and electric resistance elements only when necessary.

Effective Date: July 2016Page 1 of 2

**Weatherization Policy**

See also:

[10 CFR 440.18 Allowable expenditures](http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr;sid=23fe3d3cfcc461955f6c730af864c7c7;rgn=div5;view=text;node=10%3A3.0.1.4.24;idno=10;cc=ecfr#se10.3.440_118)

[Appendix A - 10 CFR 440, Standards for Weatherization Materials](http://www.gpo.gov/fdsys/search/pagedetails.action?browsePath=Title+10%2FChapter+II%2FSubchapter+D%2FPart+440%2FAppendix+A+to+Part+440&granuleId=CFR-2011-title10-vol3-part440-appA&packageId=CFR-2011-title10-vol3&collapse=true&fromBrowse=true)

Replaces: Policy 5.5.9 – April 2009 [DOE Program Guidance](http://www.waptac.org/Rules-0024amp;-Guidance/Program-Guidance.aspx)

**Policy 5.5.9 Renewable Energy Systems**

1. Section 206 of the Energy Policy Act of 2005 (EPACT 2005) amended the Energy Conservation and Production Act (42 U.S.C. 6861 et seq.) to clarify that assistance under Department of Energy’s (DOE) Weatherization Assistance Program for low-income persons may be provided for renewable energy systems and to provide definitions and criteria to be used in assessing eligibility. DOE amended their Final Rule, 10 CFR 440, to codify the EPACT provisions.
2. EPACT 2005 set a ceiling per dwelling for such assistance, subject to annual adjustments as provided in the statute.
   1. These funds are not in addition to the current average cost per unit. The maximum represents the cumulative total average expenditures allowable for labor, materials, and related matters per unit.
   2. See annual adjustments in **Section 3.1** of the annual ***Program Year 20YY Weatherization Grant Guidance*** Weatherization Program Notice (numbered YY-01). See **Subsection 3.1.1 *Adjusted Average Cost per Dwelling Unit*** for guidance on how to apply the average ceilings on DOE Weatherization funds for units using renewable energy systems.
3. EPACT 2005 requires DOE to establish a procedure under which a manufacturer of a technology or system may request the Secretary of Energy to certify the technology or system as an eligible renewable energy system. Approved renewable energy systems will be listed in **Appendix A - 10 CFR 440, *Standards for Weatherization Materials***.
4. Local agencies must verify installed renewable energy system measures have an SIR of 1.0 or greater as determined by TREAT. Client files must include SIR verification and all necessary measure-specific justification.

Wx Policy 5.5.9 Rewnewable Energy SystemsPage 2 of 2

Allowable Costs

Approved renewable energy systems are an allowable cost under DOE funds. Policies for HHS, BPA, and MM funds will be determined.

Specific fund source limitations or allowances are as follows:

BPA: Units must be electrically heated in BPA service territory.

DOE: Approved renewable energy systems will be listed in **Appendix A - 10 CFR 440, *Standards for Weatherization Materials***. Solar Water Heating Devices which conform to SRCC (Solar Rating and Certification Corporation) OG 300 are an example of an approved renewable energy system.

# [TOC](#PolicyTOC)

# CHAPTER 5 PROVIDING WEATHERIZATION SERVICES

**[Section 5.6](#Section5_1)** [**[Ventilation](#Section5_1)**](#Chapter2) **Ducts**

Policy 5.6.1 [Heating and Cooling Ducts](#Policy5_6_1)

Policy 5.6.2 [Mechanical Ventilation Ducts](#Policy5_6_2)

Policy 5.6.3 [Dryer Ducts](#Policy5_6_3)

Effective Date: July 2017Page 1 of 3

**Weatherization Policy**

See also:

[Policy 5.2.3-SF*, Diagnostic Testing*](#Policy5_2_3)

[Exhibit 5.S10, *Standards for Weatherization Material Specifications*](#Exhibit5_S10).

[Duct Leakage Affidavit (Existing Construction)](http://www.energy.wsu.edu/Documents/Duct_Leakage_Affidavit_Existing_Mod.pdf)

[Variance #17 – *SWS 5.3003.3a,c-g*](https://extranet.commerce.wa.gov/teams/teamsa/HIP-WX-Manual/PublishedWxFieldGuides/5.3003.3a,c-g.pdf)

Replaces: Policy 5.6.1 – July 2016 [Variance #26 – *SWS 3.1601.3a*](https://extranet.commerce.wa.gov/teams/teamsa/HIP-WX-Manual/PublishedWxFieldGuides/3.1601.3a-and-4a-6.6002.1c-6.6102.1c-Duct-Support.pdf) *and 4a, 6.6002.1c. 6.6102.1c*

**POLICY 5.6.1 heating and Cooling Ducts**

1. **Insulating and Sealing Ducts:** When ducts are insulated or sealed they must meet the requirements detailed in this policy.

***Variance #17:*** *DOE granted a variance from SWS Section 5.3003.3 Evaluating Air Flow allowing: WA Standard which requires a client interview, confirmation of flow at each register, measurement of heat rise, pressure pan, and room pressures. Unless duct systems are missing or destroyed and require repair or replace, WA will air seal but not resize ducts.*

1. **Surveying, Inspecting, and Testing Ducts:** The Local Agency must conduct diagnostic testing and visually inspect all accessible ducting in the heat distribution system including the plenum, trunk and branch lines. Refer to [**Policy 5.2.3*, Diagnostic Testing***](#Policy5_2_3)*.*
2. **Pressure pan testing required:** Pressure pan testing of duct systems is required.

***Exceptions*:**

1. The Local Agency may elect to have ducts tested using a duct testing device and the associated procedures outlined by the manufacturer as an alternative to pressure pan testing.
2. The entire distribution system is located within the envelope's conditioned space.
3. **Dominant duct leak test required:** Dominant duct leak test is required.
4. **Duct Testing Required when Replacing Air Handler:** Total leakage or leakage to outside duct testing (eg Duct Tester, Duct Blaster) is required for any newly installed furnace. Fill out WSU Duct leakage affidavit form and post on panel with a copy in the client file.
5. **Using Materials:** Materials used for replacement, repair, and sealing of ducts must be approved and listed in **Exhibit 5.S10*, Standards for Weatherization Materials*.**

Wx Policy 5.6.1 Heating and Cooling DuctsPage 2 of 3

1. **Repairing or Replacing Ducts:** The Local Agency or Subcontractor must reconnect all serviceable ductwork found disconnected from boots, trunks, or plenums. Method used for reconnection must be permanent and appropriate to the materials being connected. All ductwork that is torn, crushed, or severely deteriorated must be replaced or repaired.
2. **Sealing Ducts:**
3. When determined necessary by diagnostic testing and visual inspection, leakage in ducts will be reduced to lowest practical level. All the following accessible ducts both inside and outside envelope must be sealed to provide permanent, airtight connections using mastic, mastic and fiber mesh, or aluminum butyl tape:
4. Connections to the air handler cabinet and plenums
5. Ductwork-to-ductwork connections
6. Elbows, holes, joints, and seams, including lateral seams
7. Gaps:
8. Small gaps, seams, cracks, joints, holes, and penetrations less than ¼” must be sealed with fiberglass mesh and mastic, when they within 10 feet from air handler.

***Exception:*** Mastic alone will be acceptable for holes less than ¼” that are more than 10 feet from air handler.

1. Medium gaps, seams, cracks, joints, holes, and penetrations between ¼” and ¾” must be backed using temporary tape (e.g. foil tape) as a support prior to sealing. Then they must be sealed with fiberglass mesh and mastic.
2. Large gaps, seams, cracks, joints, holes, and penetrations greater than ¾” must be repaired using rigid duct material. Fiberglass mesh and mastic will overlap repair joint by at least 1” on all sides.
3. **Timing:** Ducts must be sealed prior to insulating.
4. **Insulating Ducts:** All heating and cooling ducts located outside the heated envelope of the dwelling unit must be insulated to a minimum of R-8 and have an attached vapor retarder.
5. **Flex duct requirements:**
6. Flex duct, existing or installed, in unconditioned spaces must be insulated to a minimum, effective R-8 or buried under attic insulation, whichever is greater.
7. Flex ducts must have an attached vapor retarder. Using a tape approved by the manufacturer, all seams and connection of the dust insulation will be taped.

Wx Policy 5.6.1 Heating and Cooling DuctsPage 3 of 3

1. Flex duct must be of the proper length for connection between two points without excessive bends or sag.
2. Horizontal and vertical runs of flex duct must be supported using nylon, plastic, or metal strapping having a minimum width of ½ inch. Support strapping or hangers must not compress the insulation.
3. Support strapping or hangers must be installed within 1 foot of a joint or connection with a maximum of 4 feet between supports.
4. Flex duct must not be installed in a manner allowing direct contact with the ground.
5. Flex duct must be connected to metal collars or boots. The inner layer of the flex must be secured using a compression strap. The outer layer of insulation must also be secured using a compression strap.
6. **Metal duct:**
7. Metal duct, existing or installed, in unconditioned spaces must be insulated to a minimum, effective R-8 or buried under attic insulation, whichever is greater.
8. Metal ducts must have an attached vapor retarder. Using a tape approved by the manufacturer, all seams and connection of the dust insulation will be taped.
9. Metal ducts must be of proper length without unnecessary elbows or changes in direction.
10. Sections must be securely connected to each other using a minimum of 3 screws for round ducts and 4 for rectangular.
11. Insulation must be permanently secured with rot and stretch proof twine or rust‑proof wire, without unduly compressing the insulation.
12. Horizontal and vertical duct runs must be supported using nylon, plastic, or metal strapping having a minimum width of ½ inch. Support strapping or hangers must not unduly compress the insulation.
13. Support strapping or hangers must be installed within 1 foot of a joint or connection with a maximum of 4 feet between supports.
14. Metal ducts must not be installed in a manner allowing direct contact with the ground.

***Variance #26****: DOE granted a variance from SWS Section 3.1601.3a, 3.1601.4a, 6.6002.1c, and 6.6102.1c Duct Support allowing: Duct support strapping of nylon, plastic, or metal (1/2” or wider) for all ducts.*

1. **Rigid fiberglass duct board:** Rigid fiberglass duct board must not be used to fabricate ducts.
2. **Perimeter wall insulation:** Where perimeter insulation, R-10 or greater, has been installed on the walls surrounding a basement or sealed crawlspace containing heating or cooling ducts, the ducts must not be insulated unless a SIR greater than 1 is demonstrated.

Effective Date: July 2016Page 1 of 2

**Weatherization Policy**

See also:

Replaces: Policy 5.6.2 – July 2015 [Variance #26 – *SWS 3.1601.3a*](https://extranet.commerce.wa.gov/teams/teamsa/HIP-WX-Manual/PublishedWxFieldGuides/3.1601.3a-and-4a-6.6002.1c-6.6102.1c-Duct-Support.pdf) *and 4a, 6.6002.1c. 6.6102.1c*

**POLICY 5.6.2 MECHANICAL VENTILATION DUCTS (Exhaust Venting)**

1. **Ducting Mechanical Ventilation:** All mechanical ventilation fan exhaust ducting (whole building and local) must comply with the following:
2. Extend directly to the outside of the structure (preferably through a vertical surface, rather than through the roof).
3. All exhaust fans must be equipped with a back draft damper located at either the fan outlet or the vent termination.

***Exception:*** Exhaust fans designed and wired to operate continuously do not require a damper.

1. Termination cap for exhaust fan must be screened (minimum opening size ¼”; maximum ½”) or otherwise protected from entry by leaves, pests, or other materials.
2. Duct must connect to a collar of the termination cap. Collar must pass through the building envelope.
3. Entire duct system, including termination cap must have at least the equivalent net free area of the fan outlet.
4. Ducting must be constructed of rigid vent pipe material. Kitchen range hood ducts must have a smooth interior surface and must be constructed of galvanized metal, copper, or stainless steel.

***Exception*** *(does NOT apply to kitchen range hood exhaust fan ducting):* Where rigid vent pipe is impracticable, flex duct may be used for runs no longer than 6 feet from fan to vent cap. For runs longer than 6 feet, flex duct may be used if the duct diameter is increased an additional 50% from the fan outlet diameter. In no installation must the flex duct be allowed to loop. If running flex duct across varying heights (such as ceiling joists), the flex duct must be stretched and secured to a splint to avoid sagging and the collection of condensation.

1. Insulated to minimum R-8 if it passes through unconditioned space.
2. Air-tight and mechanically fastened at each joint using a minimum of three (3) screws, and taped using aluminum butyl tape, to the fan outlet and to the collar of termination cap. For metal ducting, the insert end of the duct must extend into the adjoining duct or fitting in the direction of airflow.

Wx Policy 5.6.2 Mechanical Ventilation Ducts (Exhaust Venting)Page 2 of 2

1. Supported using nylon, plastic, or metal strapping with a minimum width of ½ inch (range hood ducting must be supported with metal strapping). Support strapping or hangers must not compress the insulation. Support strapping or hangers must be installed within 1 foot of a joint or connection and a minimum of every 4 feet thereafter, or per manufacturer’s specifications.

***Variance #26:*** *DOE granted a variance from SWS Section 3.1601.3a, 3.1601.4a, 6.6002.1c, and 6.6102.1c Duct Support allowing: Duct support strapping of nylon, plastic, or metal (1/2” or wider) for all ducts.*

1. **Outdoor air inlets:** When outdoor air inlets for individual rooms are installed, local agencies must:
2. Have a controllable and secure opening.
3. Be sleeved and flashed or otherwise designed so as not to compromise the properties of the wall or window in which they are placed.
4. Be screened (1/2” screen minimum) or otherwise protected to prevent entry of leaves, debris, or pests.
5. Not be located within ten (10) feet of hazardous or unsanitary locations.

Effective Date: July 2016Page 1 of 2

**Weatherization Policy**

See also:

Replaces: Policy 5.6.3 – July 2015 [Variance #26 – *SWS 3.1601.3a*](https://extranet.commerce.wa.gov/teams/teamsa/HIP-WX-Manual/PublishedWxFieldGuides/3.1601.3a-and-4a-6.6002.1c-6.6102.1c-Duct-Support.pdf) *and 4a, 6.6002.1c. 6.6102.1c*

**POLICY 5.6.3 Dryer Ducts (Dryer Vent Pipe)**

1. **Dryer ducting:** Clothes dryer ducting installed shall comply with the following:
2. Extend directly to the outside of the structure.
3. Vent shall terminate in a non-screened vent cap with a damper. The exhaust duct shall terminate not less than 3 feet in any direction from openings into the building.
4. Have a smooth interior finish and shall be constructed of metal a minimum 0.016 inch (0.4 mm) thick. The exhaust duct size shall be 4 inches (102 mm) nominal in diameter.
5. The insert end of the duct shall extend into the adjoining duct or fitting in the direction of airflow. Screws shall not be used to connect dryer ducting.
6. Not exceed 35 feet in length from dryer location to outlet terminal. The maximum length shall be reduced two and one-half (2.5) feet for every 45 degree elbow and five (5) feet for each 90 degree elbow. One foot of flex duct is equal to two feet of smooth duct pipe.
7. Both vertical and horizontal runs shall be supported using nylon, plastic, or metal strapping with a minimum width of ½ inch. Support strapping or hangers shall be installed within one (1) foot of a joint or connection and a maximum of every four (4) feet thereafter.

***Variance #26:*** *DOE granted a variance from SWS Section 3.1601.3a, 3.1601.4a, 6.6002.1c, and 6.6102.1c Duct Support allowing: Duct support strapping of nylon, plastic, or metal (1/2” or wider) for all ducts.*

1. Horizontal runs shall be sloped downward toward the vent discharge.
2. Dryer ducts located in unconditioned space shall be insulated to a minimum R-8.
3. UL listed foil type or semi-rigid sheet metal to rigid metal will be fastened with clamp.
4. Dryer ducts shall be sealed.

Wx Policy 5.6.3 Dryer Ducts (Dryer Vent Pipe)Page 2 of 2

1. **Dryer transition duct:** The dryer transition duct is the ducting between the dryer and the point at which it goes through the wall, floor, or ceiling and leaves the vicinity of the dryer. This ducting shall be listed and labeled in accordance with UL 2158A. The transition duct shall not exceed eight feet in length and be long enough to allow for moving the dryer away from the wall, but not allow excess bending and kinking that can trap lint and water in the ducting. The transition ducting is not meant to pass through a wall, floor, or ceiling. The transition duct shall connect to a smooth metal duct or a metal collar where it penetrates the ceiling, wall, or floor.

# [TOC](#PolicyTOC)

# CHAPTER 5 PROVIDING WEATHERIZATION SERVICES

**[Section 5.7](#Section5_1)** [**[Baseload](#Section5_1)**](#Chapter2)

Policy 5.7.1 [Water Heaters](#Policy5_7_1)

Policy 5.7.2 [Water Pipe](#Policy5_7_2)

Policy 5.7.3 [Refrigerator Replacement](#Policy5_7_3)

Policy 5.7.4 [Energy-Efficient Lighting](#Policy5_7_4)

Effective Date: July 2016Page 1 of 3

**Weatherization Policy**

See also:

[RCW 59.18.060](http://apps.leg.wa.gov/RCW/default.aspx?Cite=59.18.060)

[Exhibit 5.S8, *Safety Label for Domestic Water Heaters*](#Exhibit5_S8)

[Variance #24 – SWS Section 7.8102.1a](https://extranet.commerce.wa.gov/teams/teamsa/HIP-WX-Manual/PublishedWxFieldGuides/7.8102.1a.pdf)

[Variance #25 – SWS Section 7.8103.1d](https://extranet.commerce.wa.gov/teams/teamsa/HIP-WX-Manual/PublishedWxFieldGuides/7.8103.1d.pdf)

Replaces: Policy 5.7.1 – July 2015 [Variance #27 – *SWS 7.8102.2d*](https://extranet.commerce.wa.gov/teams/teamsa/HIP-WX-Manual/PublishedWxFieldGuides/7.8102.2d-Water-Heater-Drain-Pan.pdf)

**POLICY 5.7.1 WATER HEATERS**

1. **Repairing Water Heaters:** Local agencies are obliged to consider repairing water heaters, including replacement of elements, wiring, and thermostats.
   1. Local agencies may replace a water heater if the cost of repair exceeds the cost of replacement or if the broken water heater is more than 10 years old.
   2. When a hot water heater is not repairable, local agencies may replace it with an energy efficient model with the lowest installed cost.
2. **Replacing Water Heaters:** Local agencies may replace water heaters under one of the following conditions:
   1. Energy efficiency if the total cost is justified using an evaluation of cost-effectiveness where the Savings to Investment Ratio (SIR) is 1.0 or greater.
   2. Client health and safety.

***Variance #24:*** *DOE granted a variance from SWS Section 7.8102.1a Water Heater Replacement (Direct or Power Vented allowed: Direct or power vented Energy Star qualified or EF>= 0.58 are required for combustion based water heater replacements. Variance allows atmospherically vented water heaters in un-conditioned space if passes all required combustion safety tests.*

***Variance #25:*** *DOE granted a variance from SWS Section 7.8103.1d DHW Expansion Tank & Backflow Prevention (New Install Only) allowing: Expansion tanks and back flow prevention are required on new Water Heater installation, only.*

1. **Inspecting and Testing Water Heaters:** Local agencies must inspect and test the system(s) in each dwelling unit for safe operation prior to delivering weatherization services.

Test all combustion systems for safety pre- and post-weatherization work.

1. **Replacing Water Heaters in Rental Units:** Replacement of systems in rental units, other than low-income owned, also requires the following:
   1. Local agency must inform the owner of their legal responsibilities and liabilities under RCW 59.18.060.

Wx Policy 5.7.1 Water HeatersPage 2 of 3

* 1. Local agency must work with the owner to make a contribution of at least 50 percent, since a new system is a capital improvement to the property.
     1. Owner may make either a cash or in-kind contribution. Contributions other than cash must benefit the client directly or the weatherization program.
     2. If owners refuse to participate, local agency options include the following:
        1. Defer project.
        2. Alternative financing.
        3. Negotiate extended rent freeze beyond normal property owner/agency agreement.
        4. File a covenant in lieu of the normal property owner/agency agreement assuring continued occupancy by low-income tenants for at least five years.
        5. Negotiate a combination of the above to allow weatherization funds to cover more than 50 percent of the cost of the system replacement.

1. **Insulating Water Heaters:** Water heaters in unconditioned spaces must be insulated.

***Exceptions*:** Do not add external fiberglass insulation if any of the following conditions exist and cannot be corrected with available funding:

1. Internal insulation is R-10 or greater.
2. There is evidence of leaks or other impending failure.
3. External insulation is prohibited by the manufacturer.
4. There is evidence of improper combustion for a gas-fired unit.
5. Vent pipe or draft hood is improperly installed.
6. There is improper or inadequate venting for a gas fired unit.
7. Combustion air supply is improper or inadequate.
8. A temperature and pressure relief valve is not present or is located more than 6 inches from the tank or is capped or plugged.
9. Hazardous or improper electrical connections are present.
10. Thermostat cover plate is not present.
11. Burner access doors are not present.
12. Adequate clearances cannot be maintained.
13. Water Heaters within living space

Wx Policy 5.7.1 Water HeatersPage 3 of 3

1. **Insulating Wrap R-value:** Insulating wraps must have an insulation value of R-11 or greater.

***Exception:*** If clearance does not permit R-11, insulate to the maximum the space allows.

1. **Providing Minimum Clearances for Heat Producing Appliances and Venting:** Clearances between the surface of the wrap or pipe insulation and adjacent heat producing appliances, including vent connectors, must be maintained according to state and local codes.
2. **Meeting Clearances within Enclosed Spaces:** Water heaters must meet the manufacturer's clearance requirements when installed in closets and enclosed spaces.
3. **Setting Temperature:** Prior to the installation of an insulating wrap, the hot water discharge temperature must be set not to exceed 120°F or as prescribed by local code.

***Exception:*** If the client requests a different temperature setting the Local Agency must document this request in writing in the client file.

1. **Installing Wraps:** Insulation wraps must be installed according to the methods and procedures in the Field Guide.
2. **Labelling Wrapped Water Heaters:** A Commerce approved safety label must be installed on the insulating wrap in a visible location. For a sample label with the information required on the label See **Exhibit 5.S8, *Safety Label for Domestic Water Heaters****.*
3. **Installing an Emergency Drain Pan and Drain Line:** An emergency drain pan will be installed with sides that extend a minimum of 2.5” above floor if leakage would cause damage to the home and in accordance with P2801.5 of the 2012 IRC. A ¾” drain line or larger will be connected to tapping on pan and terminated in accordance with P2801.5.2 of the 2012 IRC.

***Variance #27:*** *DOE granted a variance from SWS Section 7.8102.2d Water Heater Drain Pan allowing: 2.5” deep emergency water heater drain pan.*

**POLICY 5.7.2 WATER PIPE**

**A. Policy**

1. The Local Agency shall install insulation on accessible hot and cold water lines.

***Exceptions:*** Water pipes shall not be insulated if any of these conditions are present:

1. Water pipes or valves are leaking or are improperly supported.
2. When electric heat tape is being used to prevent freezing of pipes.
3. **Pipe insulation R-value:** Water pipe insulation installed by the Local Agency shall have a minimum effective insulation value of R-3.
   1. Insulate the first 6 feet of both cold-water inlet and hot-water outlet pipes beginning at the water heater tank.
   2. Insulate hot and cold water distribution pipe in unconditioned space.
4. **Installation standard for foam pipe insulation:** Insulation shall be installed to these standards:
5. Insulation with a lengthwise slit shall be positioned on horizontal pipe so that the slit is on the bottom side of the pipe.
6. Insulation shall be sized to fit and firmly secured to the pipe. Products that are glued shall use the manufacturer's recommended adhesive and all slits in the material shall be sealed.
7. Products that are not glued shall be held in place with elasticized tape, wire, or plastic ties.
8. Elasticized tape shall be applied every nine (9) inches on center, and around each joint between separate pieces of material.
9. If ties are used, they must be made of either galvanized wire or non-slipping plastic.
10. The ties shall be spaced at one inch from each end of the material and thereafter every nine (9) inches on center.
11. Other techniques for attaching pipe insulation may be acceptable if approved in writing by Commerce.
12. Insulation material shall be cut and folded, or otherwise molded, to completely cover all elbows or curved pipe without compressing the insulation or allowing gaps to occur in the insulation.
13. **Installation standard for fiberglass:** If fiberglass batts are used, then the batts shall be at least R-7 when flat. After installation a minimum of R-3 shall be present on any water pipes, including piping for refrigerator ice makers that are not enclosed within the floor insulation. The insulation shall be permanently attached to the pipe with wire, cable ties, twine, strapping tape, or by other approved methods. Waste or drain pipes are excluded from this insulation requirement. Water pipes that are protected by (enclosed within) installed floor insulation are not required to be separately wrapped.
14. **Insulation of pipes exposed to weather:** If insulation is installed on pipes exposed to the weather, then such insulation shall be resistant to degradation from moisture, ultraviolet light, and extremes in temperature, or a jacket or facing shall be installed that protects the insulation from these conditions.

Effective Date: July 2017Page 1 of 3

**Weatherization Policy**

See also:

[Exhibit 5.1.6A, *Economic Analysis of Refrigerator Replacement*](#Exhibit5_1_6A)

[Refrigerator and Freezer Energy Rating Database](http://www.kouba-cavallo.com/refmods.htm)

Replaces: Policy 5.7.3 – July 2016 [Variance #20 – SWS Section 7.8001.1a](https://extranet.commerce.wa.gov/teams/teamsa/HIP-WX-Manual/PublishedWxFieldGuides/7.8001.1a.pdf)

**Policy 5.7.3 REFRIGERATOR REPLACEMENT**

1. Local agencies may replace refrigerators with weatherization funding when the demonstrated savings to investment ratio (SIR) is 1.0 or greater. Freezer-only unit replacements are not allowed.
   1. Local agencies must use Commerce approved methods to determine the SIR. These methods include:
      1. TREAT (Targeted Residential Energy Analysis Tool)
      2. Weatherization program on-line tool: ***Refrigerator Replacement Analysis Tool*** on the Commerce Weatherization page. See **Exhibit 5.1.6A, *Economic Analysis of Refrigerator Replacement***.
   2. Local agency shall use one of the following to determine the energy usage of the existing refrigerator:
      1. **Data logging of existing refrigerator:** use a minimum of 2 hours of data logging information, or
      2. **Database:** Refrigerator and Freezer Energy Rating Database
   3. Leveraged funds can be used to bring the SIR of a marginally cost-effective measure to 1.0 or greater.
   4. All units in an eligible multi-unit project may receive a replacement refrigerator if the SIR is 1.0 or greater.
2. **Document cost-effectiveness**: The Local Agency shall document in the client file that the replacement is cost-effective with an SIR of 1.0 or greater, and the method used to determine the SIR.

Wx Policy 5.7.3 Refrigerator ReplacementPage 2 of 3

1. **Replacement refrigerators:** Replacement refrigerators must meet the following criteria:
   1. EnergyStar or better energy efficiency. A non-EnergyStar refrigerator may be installed provided the SIR for the non-EnergyStar model is demonstrated to be higher than the SIR for the EnergyStar model.

***Variance #20:*** *DOE granted a variance from SWS Section 7.8001.1a Refrigerator & Freezer Replacement allowing: WA allows Energy Star rated or equivalent energy use Refrigerator replacements. DOE prohibits Freezer replacements.*

* 1. Top-mount freezer (two door models).
  2. Models with no extra features such as door ice, through door water dispensing, or automatic icemakers.
  3. Automatic defrost
  4. Based on the size and needs of the family.

1. **Refrigerator sizing:** The smallest size refrigerator that is practical for each household shall be installed. The following guidelines shall be used:

|  |  |
| --- | --- |
| Family of 1 - 2 | 15 cubic foot |
| Family of 3 - 4 | 18 cubic foot |
| Family of 5 or more | 21 cubic foot |

1. **Client agreement:** Residents must agree to the removal of the old refrigerator and all non-functioning, unused, or underused refrigerators by the local agency. The Local Agency and client shall have a written agreement that is documented in the client file that the refrigerator being replaced will be removed by the Local Agency. Additional refrigerators or freezers, whether working or not, may be removed upon written agreement between the owner and the Local Agency.
2. **Establishment of ownership:** If the refrigerator is installed in a rental unit, the ownership of the existing and the replacement refrigerator shall be established, and documented in the client file. This shall be done before the replacement refrigerator is installed.
3. **Disposal of removed refrigerators** The Local Agency shall remove the old refrigerator from the property and dispose of it properly per Section 608 of the 1990 Clean Air Act, as amended by 40 CFR 82, Subpart F, 1995 at an EPA-approved disposal site that reclaims the refrigerant. The client file or central vendor file will contain documentation of the proper disposal from the disposal facility, or a statement signed by a commercial vendor indicating that the vendor will dispose of the refrigerator at an approved disposal site that reclaims the refrigerant.

Wx Policy 5.7.3 Refrigerator ReplacementPage 3 of 3

Allowable Costs

Refrigerator replacement, including costs associated with CFC disposal, is an allowable cost under DOE, HHS, BPA, and MM funds. Refrigerator replacement must be included in the SIR calculation for all fund sources and in the DOE per home expenditure average. See **Chapter 6, *Allowable Costs***, for allowable expenditures.

Specific fund source limitations or allowances are as follows:

BPA: Funds will cover 100 percent of the refrigerator cost. Funds may be used for non-electrically heated homes in BPA service territory.

### B. Procedure

1. Programmatic
   1. Client files must include the following documentation:
      1. Verification installed measure has an SIR of 1.0 or greater using proven methods.
      2. All necessary measure-specific justification.
      3. Client approval.
      4. Ownership status of the replaced refrigerator.
      5. Copies of the manufacturer’s warranty and client’s signature indicating receipt of original warranty.
      6. Refrigerator disposal method.
      7. Reclaimed refrigerant disposal method.
   2. See **Exhibit 5.1.6A, *Economic Analysis of Refrigerator Replacement***
   3. See**Chapter 6, *Allowable Costs***
   4. See **Chapter 9, *Health & Safety***
2. Required Installation Standards and Materials Specifications

See **Field Guide, *Retrofitting Washington***

Effective Date: July 2017Page 1 of 3

**Weatherization Policy**

See also:

[Variance #22 – SWS Section 7.8003.11b](https://extranet.commerce.wa.gov/teams/teamsa/HIP-WX-Manual/PublishedWxFieldGuides/7.8003.11b.pdf)

Replaces: Policy 5.7.4 – July 2016 [Variance #23 – *SWS 7.8003.14b*](https://extranet.commerce.wa.gov/teams/teamsa/HIP-WX-Manual/PublishedWxFieldGuides/7.8003.14b.pdf)

**Policy 5.7.4 ENERGY-EFFICIENT LIGHTING**

1. Retrofit of lighting fixtures, replacement of incandescent screw-in bulbs with light emitting diode (LEDs) or compact fluorescent screw-in bulbs (CFLs), and replacement of halogen or incandescent torchiere lamps with LED or CFL torchieres are allowable weatherization measures under the following provisions:
   1. **Eligible units:**
      1. Owner-occupied dwellings.
      2. Rental units where tenants pay electric bills.
2. All lighting measures installed in rental housing units must directly benefit low-income tenants.
3. Do not install lights in locations where the building owner pays the electric bills, such as common areas or master-metered buildings except when building owner is a nonprofit organization.
   1. **Retrofit of lighting fixtures:** Retrofit of lighting fixtures is allowable if costs are justified with an SIR calculation of 1.0 or greater using TREAT.
      1. **Type of fixtures:** Fixtures that are installed shall be hard-wired fluorescent or LED fixtures that meet all of the following:
4. UL listed.
5. EnergyStar rated or equivalent energy use.
6. Fully warranted for one year after the date of installation.
7. Interior fixtures shall be with electronic ballast only.
   * 1. **Exterior fixtures:** Exterior fixtures shall be constructed of UV resistant materials and rated for installation in damp or wet locations. Magnetic ballast fixtures are allowed.

Wx Policy 5.7.4 Energy-Efficient LightingPage 2 of 3

* + 1. **Installation requirements:** Fixtures shall be installed in accordance with all applicable codes governing installation of electrical devices and shall be installed by a contractor licensed to perform this work.

***Variance #23:*** *DOE granted a variance from SWS Section 7.8003.14b Fixture Replacement allowing: WA to install ENERGY STAR compliant or replacement lighting fixtures comparable in energy use and cost.*

* 1. **Replacement lamps:** Replacement of lamps is allowable if costs are justified with an SIR calculation of 1.0 or greater using the Priority List or TREAT.
     1. **Types of replacement lamps:** LEDs or CFLs that are installed shall be EnergyStar rated or equivalent energy use and be warranted for one year from the date of purchase.
     2. **Light output**: Replacement lamps must provide light output levels that meet or exceed the level of the bulbs that they are replacing.
     3. **Incandescent replacement**: All incandescent screw-in bulbs can be replaced with LEDs or CFLs

***Exceptions*:** Replacement lamps should not be installed if any of the following conditions exist:

1. Socket or fixture is nonfunctional, damaged, or unsafe.
2. Circuit is controlled by a solid-state timer.
3. Circuit is controlled by a non-CFL compatible dimmer.
4. Fixture is located in a storage room, closet, or other seldom used room.
5. Fixture is controlled by an occupancy sensor.
6. The client refuses to have LEDs or CFLs installed.
   * 1. **Torchiere replacement:** With client approval, high intensity incandescent or halogen 1200w or more shall be removed and replaced with EnergyStar rated or equivalent energy use LED or CFL torchiere lamps.
     2. **Outdoor locations:** Replacement lamps may be installed in outdoor locations attached to the dwelling provided they are installed in a fixture that protects the lamp from the weather.

Wx Policy 5.7.4 Energy-Efficient LightingPage 3 of 3

* + 1. **Field testing:** The installer shall test all installed replacement lamps before leaving the dwelling unit, and shall ask the client if the lighting level is adequate, if the client is available.

***Variance #22:*** *DOE granted a variance from SWS Section 7.8003.11b Lamp Replacement (Kelvin) allowing: WA allows replacement lamps up to 5000 Kelvin, for anti-depressant benefit.*

1. Every effort should be made to arrange cost sharing with utilities and use utility funds first.
2. **Client Education:** Local agencies must provide residents with information on the following:
   1. LED and CFL features
   2. Potential savings
   3. Proper use and care
   4. Use and replacement limitations
   5. Where to purchase replacement bulbs
   6. **Proper Disposal of CFLs**: CFLs contain about 4 milligrams of mercury sealed in the glass tubing of the bulb. They must be disposed of as Household Hazardous Waste (HHW) at an approved site.
      1. If the client has existing CFLs or if the Local Agency provides CFLs, the Local Agency must also give to the occupant(s) information on the proper disposal of CFLs in their area.
      2. If applicable, the Local Agency shall document in the client file that the occupant(s) received the CFL disposal information.

Allowable Costs

Retrofit of lighting fixtures, replacement of incandescent screw-in bulbs with light emitting diode (LEDs) or compact fluorescent screw-in bulbs (CFLs), and replacement of halogen or incandescent torchiere lamps with LED or CFL torchieres are allowable costs under DOE, HHS, BPA, and MM funds. Retrofit of fixtures and replacement of halogen or incandescent torchiere lamps with LED or CFL torchieres must be included in the SIR calculation for all fund sources and in the DOE per home expenditure average. See **Chapter 6, *Allowable Costs***, for allowable expenditures.

Specific fund source limitations or allowances are as follows:

BPA: Funds may be used for non-electrically heated homes in BPA service territory.

# [TOC](#PolicyTOC)

# CHAPTER 5 PROVIDING WEATHERIZATION SERVICES

**[Section 5.8](#Section5_1)** [**[Repair](#Section5_1)**](#Chapter2)

Policy 5.8.1 [Weatherization Related Repair (Incidental Repairs)](#Policy5_8_1)

Policy 5.8.2 [Matchmaker Policy](#Policy5_8_2)

Policy 5.8.3 [Weatherization Plus Health - Basic](#Policy5_8_3)

Policy 5.8.4 [Weatherization Plus Health - Enhanced](#Policy5_8_4)

Effective Date: July 2017Page 1 of 2

**Weatherization Policy**

See also:

[Policy 5.2.4-SF, *Priority List (PL)*](#Policy5_2_4)

[Policy 5.2.5, *Targeted Residential Energy Analysis Tool (TREAT*](#Policy5_2_5)*)*

[Section 5.8.2, *Matchmaker Policy*](#Policy5_8_2)

[Chapter 6, *Allowable Costs*](#Chapter6)

[Exhibit 6, *Fund Matrix*](#Exhibit6_Fund_Matrix)

[Chapter 9, *Health & Safety*](#Chapter9)

Replaces: Section 5.8.1 – July 2015 [Exhibit 6.1, *Fiscal Definitions*](#Exhibit6_1)

**POLICY 5.8.1 WEATHERIZATION-RELATED REPAIR (Incidental Repair)**

Building rehabilitation is beyond the scope of the Weatherization Assistance Program. Homes with conditions that require more than incidental repair should be deferred or funded with an allowable funding source. Local agencies may perform repairs needed to protect weatherization measures or their function.

1. **Justifying WRR Cost Effectiveness:** Weatherization-Related Repairs (WRR) must be justified using an evaluation of cost-effectiveness where the Savings to Investment Ratio (SIR) is 1.0 or greater, using one of the following methods:
   1. Priority List: See **Policy 5.2.4-SF, *Priority List (PL)***
   2. TREAT: See **Policy 5.2.5, *Targeted Residential Energy Analysis Tool (TREAT)***
2. **Including WRR Costs in SIR Package:** The costs of WRR must be included in the Wx project total package of costs. Including the WRR costs, the package Savings to Investment Ratio (SIR) must be 1.0 or greater.

***Exceptions:***

* 1. The individual WRR measure does not require an individual SIR of 1.0 or greater.
  2. WRR funded with Matchmaker funds are not included in the SIR calculation.

1. **Documenting WRR:** Client files must include or be supported by the following documentation:
   * 1. Description of repairs and related measures.
     2. Justification for repairs made, including electronic or printed photographs.

Wx Policy 5.8.1 Weatherization-Related Repair (Incidental Repair) Page 2 of 2

* + 1. Justification for measures skipped associated with weatherization-related repair.
    2. Verification installed measures have an SIR of 1.0 or greater.
    3. All necessary measure-specific justification.
    4. Paid invoices for materials, measures, repairs, or modifications.

1. **Budgeting, Tracking, and Reporting WRR Costs:** Weatherization-related repair costs must be budgeted, tracked, and reported separately from energy saving measures and health and safety costs in local agency accounts, in WIDS, and on assessment/audit forms.

## SECTION 5.8.2 Matchmaker Policy

### A. Policy

1. Matchmaker Tier 1 follows existing Weatherization Manual.
2. Matchmaker Program Overview
   * 1. The Matchmaker Program (MM) is a leveraging program that maximizes available state capital funds with matching resources received from utilities, property owners, and other entities and sources. The MM provides services to low or very low-income households for Weatherization
     2. Emergency and minor repair
     3. Moderate rehabilitation\*
     4. Manufactured or mobile home (MH) replacement\*

\*Subject to available funds authorized by Commerce

1. Match Requirements
   1. Every effort will be made to secure match, which can be in the form of a cash or in-kind contribution.
   2. For rental units, an owner contribution is required unless the owner meets low-income eligibility requirements. Rental owner contribution must be documented in the client file.

### B. Procedure

# Tiered Service Delivery

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Tier | Title | Dollar Limit | Purpose | Grant or Loan\*\* | Eligible Applicant |
| 1 | Weatherization Measures (WxM), Health & Safety (H&S), and Weatherization-Related Repair (WRR) Measures | Up to $10,000 Total IMC limit for each unit | Install weatherization measures, make repairs necessary to eliminate hazards within a structure that allow for the installation of weatherization materials, and make repairs necessary for the effective performance or preservation of weatherization materials, not subject to SIR. (See Chapter 9 and Section 5.4) | Grant | * Owner occupied * Rental |
| 2 | Moderate Rehabilitation\* | $10,001 to $25,000 | Perform repairs necessary for the installation of weatherization measures and to preserve affordable housing. Funds are not intended to be used for cosmetic repairs. | Deferred loan preferably interest bearing; interest determined by local agency | * Owner occupied |
| 3 | Mobile Home Replacement (MHR)\* | up to $60,000 per unit. | Gives agencies an option of replacing older substandard MHs that are not cost efficient to repair, under the incorporated Mobile Home Replacement Program Guidelines. | loan with minimal interest |  |

*\* Subject to available funding. Policies to be determined. Training is required to employ*

*Moderate Rehab and MHR. Training to be defined.*

*\*\*To better ensure prudent use of limited funds as well as expanding leveraging to include loan repayments.*

Effective Date: May 11, 2016Page 1 of 4

**Weatherization Policy**

See also:

[HB 1720 – Matchmaker Legislation](http://lawfilesext.leg.wa.gov/biennium/2015-16/Pdf/Bills/House%20Passed%20Legislature/1720.PL.pdf)

[Overview of the Healthy Home Rating System (HHRS)](http://portal.hud.gov/hudportal/documents/huddoc?id=overview_hhrs.pdf)

[Healthy Home Rating System – Operating Guidance](http://portal.hud.gov/hudportal/documents/huddoc?id=operating_guidance_hhrs_v1.pdf)

Replaces: Policy 5.8.3 (PM 15-08 - Dec 8, 2015) [Healthy Home Rating System – Scoring Sheet](http://portal.hud.gov/hudportal/documents/huddoc?id=hhrs_paper_scoring_form.pdf)

**Policy 5.8.3 Weatherization Plus Health - Basic**

The intent of the Weatherization Plus Health (Wx+H) funding is to improve household occupant health with identified health needs such as; asthma, respiratory illness, or preventing slips, trips, and falls. The Basic Wx+H program adds limited Healthy Homes Improvements to the existing suite of approved weatherization activities. The Wx+H Program ensures that homes meet minimum health and safety requirements and reduces disease and injury outcomes from housing related hazards.

1. **Administering a Basic Wx+H Program:**
   1. Local agencies must conduct the Basic Wx+H Program in conjunction with Weatherization Program.

***Exception:*** Local agencies may perform Wx+H without Wx if they confirm and document there are no weatherization opportunities. See **Section 2(c), *Assessing Basic Wx+H Projects*** (below) for additional details.

* 1. Local agencies must serve homes in accordance with the State of Washington Weatherization Manual (Policies and Procedures, and Supporting Documents). The more specific Basic Wx+H requirements take precedence over the general Weatherization policies.

1. **Intake and Needs Assessment:**
   1. **Intake – Prioritizing Clients and Client Need:** Local agencies must prioritize clients consistent with the Weatherization priorities:
      1. Priority for Weatherization Services. See **Policy 1.2.1, *Prioritizing Eligible Weatherization Clients***.

Wx Policy 5.8.3 Weatherization Plus Health - BasicPage 2 of 4

* 1. **Establish Measure Need**: Local agency must establish the need for Basic Wx+H Measures using the following or deemed equivalent documents:
     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).
  2. **Assessing Basic Wx+H Projects:**
     1. Local agencies must assess units to provide Basic Wx+H Measures.
     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 Basic 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 4, *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 Basic Wx+H Measures.

* + 1. 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.

1. **Providing Basic Wx+H Services:**
   1. **Funding Limit for Basic Wx+H Measures:** Local agencies must not exceed $2500 Installed Measure Costs (IMC), including materials and labor of Basic 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.

* 1. **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.

Wx Policy 5.8.3 Weatherization Plus Health - BasicPage 3 of 4

* 1. **Measures:** Local agencies may install any of the following allowable Wx+H Measures with Basic 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. Wx+H Green Cleaning Kit
     3. Wx+H Dust Mite Cover
     4. Wx+H Walk-off Door Mat
     5. Wx+H Water heater Temperature Adjustment
     6. Wx+H CO Detector. See **Policy 9.5, *Smoke Detectors, Carbon Monoxide (CO) Detectors, & Fire Extinguishers****.*
     7. Wx+H Smoke Detector. See **Policy 9.5, *Smoke Detectors, Carbon Monoxide (CO) Detectors, & Fire Extinguishers****.*
     8. Wx+H Remove Toxic Household Chemicals
     9. Wx+H HEPA Vacuum Cleaner
     10. Wx+H HEPA Furnace Filter
     11. Wx+H Slip and Fall Prevention

1. Handrails
2. Grab bars
3. Shower mat
4. Ramps and fixing irregular steps (limited)
   * 1. Wx+H Pest Mitigation. See **Policy 9.11, *Pests****.*
     2. Wx+H Mold and Moisture Reduction. See **Policy 9.6, *Biologicals and Unsanitary Conditions, including Mold and Moisture****.*
5. Dehumidifier
6. Dehumidistat
7. Leak repair
   * 1. Wx+H Mechanical Ventilation (exhaust only). See **Policy 9.3, *Indoor Air Quality – Mechanical Ventilation****.*
8. **Quality Control/Quality Assurance Monitoring/Training**
   1. **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:

Wx Policy 5.8.3 Weatherization Plus Health - BasicPage 4 of 4

* 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.
  1. **Inspecting Basic 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.

***Exception:*** Local agency staff, including contractors and partners, with the required Wx+H training (See **Section 4a, *Training and Certification Required*** above) may verify delivery of Basic Wx+H Measures that do not require installation.

1. **Collecting Data and Evaluating Basic Wx+H Units:**
   1. Local agencies must collect name and date of birth for all occupants of homes receiving Wx+H assessments and measures.
   2. Local agencies must collect data including completion of the Pollution Source Survey and Mold Assessment.
   3. Local agencies must submit survey/assessment data to Commerce, upon request.
   4. Local agencies must input Basic Wx+H Measures and IMC into WIDS.
   5. Commerce will evaluate Basic Wx+H Program effectiveness using the Local agencies’ data.
2. **Documenting Basic Wx+H Projects:** 
   1. Local agencies must document justification for Wx+H Basic Measures in client file with the documents listed in **Section 2, *Intake and Needs Assessment*** (above), based on established need of the occupants, need of the home, or both.
   2. 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.

Effective Date: January 1, 2016Page 1 of 5

**Weatherization Policy**

See also:

[HB 1720 – Matchmaker Legislation](http://lawfilesext.leg.wa.gov/biennium/2015-16/Pdf/Bills/House%20Passed%20Legislature/1720.PL.pdf)

[Overview of the Healthy Home Rating System (HHRS)](http://portal.hud.gov/hudportal/documents/huddoc?id=overview_hhrs.pdf)

[Healthy Home Rating System – Operating Guidance](http://portal.hud.gov/hudportal/documents/huddoc?id=operating_guidance_hhrs_v1.pdf)

Replaces: Policy 5.8.4 (PM 16-02 – May 18, 2016) [Healthy Home Rating System – Scoring Sheet](http://portal.hud.gov/hudportal/documents/huddoc?id=hhrs_paper_scoring_form.pdf)

**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**
   1. 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.

* 1. 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.
  2. While landlord contributions are not required for the Enhanced Wx+H, local agencies should solicit landlord contributions. Document attempts in the client file.

1. **Establishing Community-Service Delivery Partnership**
   1. 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.

Wx Policy 5.8.4 Weatherization Plus Health - EnhancedPage 2 of 5

1. **Intake and Needs Assessment:**
   1. **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.
   2. **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).
  1. **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.

* + 1. Local agencies must perform a Wx Energy Assessment or Wx Energy Pre-Assessment in conjunction with the Wx+H Assessment.

Wx Policy 5.8.4 Weatherization Plus Health - EnhancedPage 3 of 5

***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.

1. **Client Education and Follow-up**
   1. 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.
   2. 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.
2. **Installation of Healthy Homes Measures**
   1. **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.

* 1. **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.
  2. **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. Wx+H Green Cleaning Kit
     3. Wx+H Dust Mite Cover
     4. Wx+H Walk-off Door Mat
     5. Wx+H Water heater Temperature Adjustment
     6. Wx+H CO Detector. See **Policy 9.5, *Smoke Detectors, Carbon Monoxide (CO) Detectors, & Fire Extinguishers****.*
     7. Wx+H Smoke Detector. See **Policy 9.5, *Smoke Detectors, Carbon Monoxide (CO) Detectors, & Fire Extinguishers****.*
     8. Wx+H Remove Toxic Household Chemicals
     9. Wx+H HEPA Vacuum Cleaner

Wx Policy 5.8.4 Weatherization Plus Health - EnhancedPage 4 of 5

* + 1. Wx+H HEPA Furnace Filter
    2. Wx+H Pest Mitigation. See **Policy 9.11, *Pests****.*
    3. Wx+H Mold and Moisture Reduction. See **Policy 9.6, *Biologicals and Unsanitary Conditions, including Mold and Moisture****.*

1. Dehumidifier
2. Dehumidistat
3. Leak repair
4. Sump Pump
5. Drainage system
6. Mold Abatement
   * 1. Wx+H Mechanical Ventilation (exhaust only). See **Policy 9.3, *Indoor Air Quality – Mechanical Ventilation****.*
     2. Wx+H Advanced Mechanical Ventilation
     3. Wx+H Roofing
     4. Wx+H Flooring
     5. Wx+H Gutter and Downspout
     6. Wx+H Comprehensive Cleaning (one time)
     7. Wx+H HVAC System Cleaning
     8. Wx+H Crawlspace Improvements
     9. Wx+H Air Filter/Purifier
     10. Wx+H TBD
7. **Quality Control/Quality Assurance Monitoring/Training**
   1. **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

Wx Policy 5.8.4 Weatherization Plus Health - EnhancedPage 5 of 5

***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.
  1. **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.

1. **Reporting and Evaluation**
   1. Please see current Enhanced Wx+H Contract Scope of Work – Task 7: Reporting and Evaluation and other Enhanced Wx+H Contract sections as applicable.
   2. 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.
   3. 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

# [TOC](#PolicyTOC)

# CHAPTER 5 PROVIDING WEATHERIZATION SERVICES

**[Section 5.9](#Section5_1)** [**[Mobile](#Section5_1)**](#Chapter2)

Policy 5.9.1 [Mobile Homes](#Policy5_9_1)

**POLICY 5.9.1 MOBILE HOMES**

### A. **Policy**

1. The local agency shall weatherize mobile homes in accordance with the State of Washington Weatherization Manual (Policies and Procedures, and Supporting Documents). The following more specific mobile home requirements in **Policy 5.9.1, *Mobile Homes*** take precedence over the general policies.
2. **Underfloor insulation:** Contractors blowing insulation into the cavity between rodent barrier and sub-floor shall install fiberglass insulation only, at a density of 1.5 pounds per cubic foot (lb/cu.ft.). Insulation shall be in substantial contact with the underfloor. Open floor cavities shall be insulated per [**Policy 5.4.4, *Floor Insulation***](#Policy5_4_4).

The belly board (flexible rodent-barrier) must be complete and intact in areas where insulation is blown-in. The rodent barrier shall be supported as required to avoid sagging.

Holes in the rodent barrier shall be patched with like or similar materials that are stitch stapled or mechanically fastened and glued to the existing rodent barrier with adhesive, mastic, or caulk.

Stitch staples shall be at a minimum size 9/16, type galvanized or stainless, and gauge 4M. Patches must be sealed with caulk, glue, mastic, or adhesive (peel & seal) and have a minimum number of 4 staples per patch.

Holes in the rim joist used to install insulation in the cavity between the belly board and sub-floor shall be plugged with wooden plugs glued in place with an exterior-rated sealant.

* 1. **Skirting:**

Repair or replacement is considered a weatherization related repair and must be included in the package of measures and meet an SIR of 1 or greater. If skirting is not present all insulation and ductwork installed by the program must be protected.

1. **Ceiling insulation:** Installation of ceiling insulation in crowned and flat roofs shall be installed to a minimum R-38 or the highest practical R-value, filling the entire attic cavity.
   1. **Ventilation:**

Attics with pitched roofs where the insulation does not fill the cavity shall be ventilated per [Section 6, Attic/Ceiling Insulation](#Section06).

* 1. **Patching insulation access holes in roofing:**

Contractors shall patch all holes created to install attic insulation. Holes shall be patched to prevent intrusion of bulk moisture. Patches on roofs shall be installed in a manner that ensures they are as durable as and last the life of the existing roofing.

Access holes created to install attic insulation shall not compromise the structural integrity of the roof system.

1. **Exterior roof insulation:** Contractors shall determine that the ceiling/roof system is structurally adequate to support the combined weight of all materials imposed on the ceiling/roof system including insulation that may be installed in the attic cavity.
   1. **Attic cavity fill:**

Contractors shall fill the attic cavity between the ceiling and roof with insulation prior to applying exterior ceiling/roof insulation.

* 1. **Insulation and membrane:**

Contractors shall install a minimum 2 inches of rigid extruded polystyrene or polyisocyanurate insulation covered with an EPDM or PVC membrane.

* 1. **Securing insulation boards:**

Contractors shall secure insulation boards to the roof structure using fender washers with a minimum diameter of 1 inch, and screws long enough to penetrate the roof trusses a minimum of 1 inch.

Screws shall be attached to the roof trusses every 30 inches. The maximum distance between screws is 30 inches.

Screw heads shall not project above the rigid board insulation.

* 1. **Roof membranes:**

Roofing membranes shall cover the existing roof and extend down the wall. The membrane shall be secured to the wall in a manner that prevents water intrusion into the wall cavity. The roofing system shall be sufficiently rigid and sloped to prevent “ponding” or “pooling” of water on roof surface after installation.

* 1. **Roofing projections:**

All existing exhaust fan terminations, plumbing vent stacks, and combustion appliance vent stacks must extend through the new exterior roof insulation and terminate in an air-tight and water-tight manner.

1. All combustion appliance vent stacks shall be extended, if necessary, to meet applicable HUD code and appliance manufacturers’ specifications for minimum height of the vent stack termination above the new roof level.
2. New vent caps for exhaust fans must not be of smaller diameter than the duct or pipe projecting through roof, must allow free flow of air, and must supply a net free ventilation area (NFA) not less than 60% of the size of the duct or pipe (Example: A vent cap installed on a 7 inch diameter bathroom fan exhaust duct must have a minimum diameter of no less than 7 inches, and provide an NFA of no less than 23 square inches).
3. Ducts or pipes must be sealed to the inside of the vent cap to prevent the entrance of exhaust air or gases into the ceiling cavity. Where the existing vent duct or fan housing does not adequately project above the roof surface to allow sealing it to the inside of the new vent cap, add a section of not less than 26 gauge galvanized steel duct of the same diameter as the existing duct or fan housing. The rigid duct section must overlap the existing duct or fan housing by a minimum of 1 inch and not extend above the bottom of the vent openings in the vent cap.
4. Fan/duct extensions must be sealed to the outside of the existing duct or fan housing and to the inside of the vent cap with a continuous bead of silicon caulk.
5. Vent caps for all kitchen exhaust fans must be made of metal and sealed to the fan exhaust duct and roof cap with high temperature silicon.
6. All roof penetrations shall be flashed with membrane compatible materials.
7. **Wall insulation:** Mobile home wall insulation can be installed on a case by case basis, where the Savings to Investment Ratio (SIR) is 1 or greater, depending on the type and construction of the mobile home. If installing wall insulation it should be done in a manner that fills the wall cavity.
   1. **Installation**

Insulation shall be installed between the exterior side of the existing insulation and the interior side of the exterior wall.

* 1. **Insulating wall cavities with an existing vapor-retarder**

When a vapor-retarder is present on the interior side of the existing insulation, install the new insulation on the exterior side of the existing insulation.

* 1. **Securing siding**

If metal siding panels have been removed or opened to facilitate installation of insulation reinstall panels in a secure manner to prevent panel separation and water intrusion.

Fasteners used for securing wall panels must be gasketed, corrosion resistant, self-tapping screws.

1. **Exterior water heater closets:** Where it is not practical to insulate water heaters the water heater closet exterior door shall be insulated to minimum R-11. The exterior door and interior of the closet shall be air sealed to prevent air infiltration.
   1. **Exterior water heater closet with combustion appliance**

Exterior water heater closets with a combustion appliance shall have combustion air inlets that meet International Mechanical Code standards.

* 1. **Mobile Home Airsealing**

All considerations from Specifications Section 5 should be included in the air sealing of a mobile home with attention to all accessible marriage lines in a multi-section unit.

# [TOC](#PolicyTOC)

# CHAPTER 5 PROVIDING WEATHERIZATION SERVICES

**[Section 5.10](#Section5_1)** [**[Multi-Family](#Section5_1)**](#Chapter2)

*Reserving Space if needed for Multifamily*

# [TOC](#PolicyTOC)

# CHAPTER 6 ALLOWABLE COSTS

## SECTION 6.1 GENERAL STANDARDS FOR ALLOWABLE COSTS

### A. Policy

1. Allowable weatherization costs must be:
   1. Reasonable for the performance of the contract and of benefit to the program for which the funds are provided.
   2. Allocated to the contract under these policies.
   3. Conform to any limitations or exclusions set forth in these policies or in the contract as to type or amount of cost of items.
   4. Consistent with policies and procedures that apply uniformly to other activities of the organization and are accorded consistent treatment.
   5. Determined in accordance with generally accepted accounting principles.
   6. Adequately documented.
2. Correction of pre-existing code compliance issues is not an allowable cost other than where weatherization measures are being conducted.

### B. Procedure

1. Local agency files must include all required expenditure documentation.
2. See funding source Special Terms and Conditions, Policies and Procedures, or Policies and Guidelines for allowable costs specific to each funding source.
3. See [**Chapter 5, *Providing Weatherization Services***](#Chapter5), for allowable weatherization measures and fund source limitations & allowances.

Effective Date: July 2017Page 1 of 2

**Weatherization Policy**

See also:

[Section 8.7, *Reporting and Reimbursement of Expenses*](#Section8_7)

[Section 6.8, *Audits*](#Section6_8)

[Section 8.4, *Subcontracting*](#Section8_4)

[Chapter 8, *Program Management, Administration, and Reporting*](#Chapter8)

[Section 6.6, *Equipment*](#Section6_6)

[Section 8.12, *Inventory Control*](#Section8_12)

Replaces: Section 6.2 – July 2012 [OMB 2 CFR Part 200, *Uniform Guidance*](https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl)

**Policy 6.2 GENERAL STANDARDS OF FISCAL ACCOUNTABILITY**

1. **Method of Compensation:**

Commerce will reimburse local agencies for all allowable costs upon receipt of authorized requests for reimbursement as directed by Commerce. See **Section 8.7, *Reporting and Reimbursement of Expenses***.

1. **Accounting and Auditing:**

Local agencies are responsible for complying with all applicable guidelines and procedures, demonstrating responsible management of cash flow, inventory control, equipment purchase, and administrative costs. See **Section 6.8, *Audits***.

1. **Subcontracting:**
   1. Subcontractors must be selected using competitive procedures among potential bidders for weatherization services. See **Section 8.4, *Subcontracting***.
   2. Procurement procedures and pertinent contracts will be reviewed during the annual monitoring process.
2. **Record-keeping:**
   1. Local agencies must keep records that fully disclose the following:
      1. Amount and disposition of funds received.
      2. Total Installed Measure Cost of a weatherization project.
      3. Total Building Cost by funding source,
      4. Source and amount of funds used from all funding sources.

Wx Policy 6.2 General Standards of Fiscal Accountability Page 2 of 2

* 1. Records must be retained for six years from the last financial audit or the completion of the length of commitment, whichever is later.

1. **Reporting:**

Local agencies will provide reports or answers in writing to specific questions or surveys requested by Commerce or its funding sources by the specified deadline. See **Chapter 8, *Program Management, Administration, and Reporting*.**

1. **Purchasing Equipment:**
   1. All purchases of equipment with values exceeding $5,000 require Commerce written approval.
   2. Requests for vehicles purchased with DOE funding require prior written DOE approval. Allow 90 days for DOE review.
   3. See **Section 6.6, *Equipment*** for additional policies, including procurement with multiple fund sources and equipment sharing with non-weatherization programs.
2. **Securing Commerce's Interest in Motor Vehicles, Equipment, and Fixtures:**

Local agencies are responsible for ensuring Commerce's financial interest in motor vehicles, equipment, and fixtures with purchase values of $10,000 or more, purchased under Commerce contracts. See **Section 6.6, *Equipment***, for additional policies.

1. **Inventory Control**

Local agencies are required to maintain an inventory of materials and non-expendable tools and equipment. See **Section 8.12, *Inventory Control***.

1. **Authorized Expenditures**

**OMB 2CFR Part 200, *Uniform Guidance*** is used as general guidelines for determining which weatherization costs are allowed.

* 1. Exceptions exist where costs conform to specific categories in the applicable contract, policies and procedures, weatherization budget, state law, or local ordinance.
  2. Commerce determines the proper interpretation of the federal or state procedures as they relate to costs allowed or prohibited under this program.

Effective Date: July 2017Page 1 of 3

**Weatherization Policy**

See also:

Replaces: Section 6.3 – July 2012 [Section 6.4, *Program Operation Costs*](#Section6_4)

**Policy 6.3 Administrative Costs**

1. **Defining Administrative Costs:** Administrative costs are costs associated with those functions of a general nature not clearly identifiable with a program. These functions include planning, budgeting and accounting, and establishment and direction of local agency policies, goals, and objectives.
2. **Allowing Administrative Costs:**  Allowable administrative costs include costs associated with functions such as:
   1. General board/committee meetings.
   2. Executive Director.
   3. General staff meetings.
   4. Office management.
   5. Accounting, auditing, and budgeting.
   6. Corporate legal services.
   7. Personnel management.
   8. Purchasing and distribution of supplies.
   9. Insurance and bonding.
   10. Receptionist, switchboard, mail distribution, filing, and other central clerical services.
   11. Word processing and computer services.
   12. Computer equipment used for administrative functions.
   13. Organizational and procedure studies.
   14. General record keeping.
   15. Office space/facilities lease or rental – including outstations.
   16. Utilities in the office space/facilities.

Wx Policy 6.3 Administrative Costs Page 2 of 3

* 1. Postage.
  2. Duplicating/copying.
  3. Telephone equipment and services.
  4. Administrative staff training.
  5. Applicable state and local taxes.
  6. General personal liability and property insurance (Liability insurance for onsite work is a program cost. See [**Section 6.4, *Program Operation Costs***](#Section6_4).).

DOE allows general personal liability and property insurance to be charged to the liability line item of the contract.

1. **Charging Program Services to Program Support, not Administration**:

Personnel typically identified as administration may relate, at times, more directly to program activities than to administration. Even some hours of “management staff” may be properly allocated to program support costs, but only if the positions are not included in an indirect cost pool.

1. **Cost Allocation Plans:**

Local agencies must ensure their Cost Allocation Plans used to spread central administrative costs across local agency programs are in accordance with the OMB circulars.

1. **Indirect Rates:**
   1. Local agencies may apply a federally approved indirect cost rate to charge administrative costs only if both of the following conditions are met:
      1. The agency has an approved indirect cost agreement with a cognizant federal agency.
      2. The indirect cost agreement precludes the application of the indirect rate to direct client benefits in this program.
   2. The application of indirect cost charges may not result in exceeding applicable contract budget limits.
2. **Submitting Cost Allocation Plans:**

Each local agency must annually submit a copy of its cost allocation plan to Commerce with its General Weatherization Work Plan.

Wx Policy 6.3 Administrative Costs Page 3 of 3

1. **Documenting Administrative Costs:**

Local agency files must include the following documentation:

* 1. All applicable administrative costs.
  2. Auditor approval of cost allocation plan.
  3. Indirect cost agreement approval letter.

## SECTION 6.4 PROGRAM OPERATION COSTS

### A. Policy

1. Program operation costs are costs that can be clearly identifiable with a program and are comprised of Weatherization Measures, Health and Safety Measures, Weatherization-Related Repair Measures, Program Support, Vehicle and Equipment, and Other Program Operations (See [**Exhibit 6.1, *Weatherization Program Fiscal Definitions***](#Section6_4_1))..
   1. **Weatherization, Health and Safety, and Weatherization-Related Repair Installed Measure Costs** – Examples include:
      1. Securing building permits when necessary for the installation of weatherization measures.
      2. Approved renewable energy systems (DOE funds only). See [**Section 5.7, *Renewable Energy Systems***](#Section5_7)
      3. Material Costs
         1. Material costs charged by a subcontractor.
         2. Purchase and delivery of materials. See [**Section 6.4.1, *Compliance with Federal Rules for Use of Recycled Insulation Materials***](#Section6_4_1), for procurement guidance for recycled insulation materials.
         3. Storage or warehousing of weatherization materials.
         4. Payment of staff involved in purchasing, inventory, and distribution of weatherization materials.
         5. Payment for labor involved in fabricating materials.
      4. Labor Costs
         1. Labor costs charged by a subcontractor.
         2. Local agency weatherization crew costs (salary and benefits).
         3. Supervisory on-site labor such as crew chiefs.
   2. **Program Support Costs** - Examples include:
      1. Weatherization audit and inspection.
      2. Consumer Conservation Education.
      3. Direct supervision of program services and other direct program management/oversight responsibilities.
      4. Intake and outreach staff.
      5. Printing.
      6. Office space and utilities.
      7. Telephone calls.
      8. Copying.
      9. Postage.
      10. Equipment, vehicle, and tool maintenance—including computer and other electronic equipment and software used by weatherization program activities.
      11. Lease or rental of tools, equipment, and vehicles.
      12. Low-Cost/No-Cost Wx Activities. See [**Policy 5.1.5 *Low-Cost/No-Cost***](#Policy5_1_5)*.*
   3. **Vehicle and Equipment** **Costs**- Examples include:
      1. Purchase of vehicles.
      2. Equipment and tool purchase—including computer and other electronic equipment and software used by weatherization program
   4. **Other Program Operations Costs -** Examples include:
      1. Financial Audit
      2. Liability Insurance
         1. Program-related liability insurance—including POI insurance.
         2. Payments for liability insurance covering personal injury and property damage for on-site work.
         3. Liability insurance for onsite work.
      3. Leveraging expenses used to increase the amount of weatherization assistance from non-Federal sources, including private sources such as utilities.
2. Combined Funds
   1. When non-Commerce funds (such as utility funds) are combined with Commerce funds on a weatherization project, Commerce's share will be the minimum amount necessary to complete the weatherization work after funds from the other sources are used.
   2. Commerce funds for weatherization must not be used to supplant other funds or programs.
3. Building Cost and Unit Cost Calculations
   1. For each Weatherization project, Building Costs are calculated for any given time period and funding source(s) and are the sum of the following:
      1. Installed Measure Costs (IMC) from WIDS
         1. Weatherization Measures (Wx)
         2. Weatherization-Related Repair Measures (WRR)
      2. Program Support Costs from the monthly Requests for Reimbursement. The Program Support costs are allocated in a reasonable and consistent manner in accordance with OMB circulars.
   2. Single Family Projects are one unit per building. The Unit Cost (cost per unit) is the same as Building Cost.
   3. Multi-Family Projects are multiple units per building. To determine Unit Cost for each building, divide the total calculated Building Cost by the total number of units entered in WIDS.
   4. Program Support costs calculated on a Monthly and Quarterly basis for use in assessing agency performance will be considered to be temporary only.
   5. The final total Building and Unit Costs will be determined for each funding source at contract closeout.
   6. The following costs are NOT included in Building Cost (Unit Cost):
      1. Administration
      2. Health and Safety Measures Costs
      3. Other Program Operations Costs
         1. Financial Audits
         2. Liability Insurance
         3. Leveraging Costs
      4. Training and Technical Assistance Costs
      5. Special Project Costs
4. State and Local Taxes
   1. Charge applicable state and local taxes on purchases to the same budget category and funding source as the purchased item or service.
   2. Local agencies making weatherization improvements under the weatherization program for low-income homeowners or renters are eligible for exemption from state sales tax and use tax. See Washington State Department of Revenue Special Notice: [*Sales and Use Tax Exemption for the Weatherization Assistance Program*](http://dor.wa.gov/Docs/Pubs/SpecialNotices/2008/sn_08_Weatherization.pdf)**.** Purchases of qualified materials must be accompanied by a [*Buyers’ Retail Sales Tax Exemption Certificate.*](http://dor.wa.gov/docs/forms/excstx/exmptfrm/buyersretailtxexmptcert_e.pdf)

### B. Procedure

1. Local agencies must organize all bookkeeping and production records systems to account for the different cost allowances and budget categories of the various funding sources involved.
2. Local agencies must report program expenditures to Commerce as required.
3. See sections [**5.3, *Health and Safety Measures and Repairs***](#Section5_3), and [**5.4, *Weatherization-Related Repair***](#Section5_4).
4. See [**Chapter 5, *Providing Weatherization Services***](#Chapter5), for allowable weatherization measures and fund source limitations & allowances.

## SECTION 6.4.1 COMPLIANCE WITH FEDERAL RULES FOR USE OF RECYCLED INSULATION MATERIALS

### A. Policy

1. Commerce and local agencies must comply with Environmental Protection Agency (EPA) regulations regarding the use of recycled materials (40 CFR 247.12, Comprehensive Procurement Guideline for Products Containing Recovered Materials ([**www.epa.gov/**](http://www.epa.gov/)).
   1. Local agencies are required to make good faith efforts to procure insulation products that contain recycled materials.
   2. Exceptions to this policy may be made only if the following conditions can be documented:
      1. Inability of the product to perform its intended purpose.
      2. Unavailability of the product at a reasonable price.
      3. Inability to obtain the product within a reasonable period of time.
      4. Inadequate number of vendors for obtaining and verifying estimates of recovered materials content to insure a satisfactory level of competition at the time of procurement.
2. In addition to meeting procurement specifications, local agencies must establish an affirmative procurement program consisting of four items (a through d).
   1. Preference program for purchasing designated items.
      1. EPA regulations provide three general approaches:
         1. Minimum content standards that identify the minimum content of recovered materials that an insulation product must contain.
         2. Case-by-case procurement, allowing competition between insulation products made of new materials and those with recovered materials.
         3. An alternative approach that accomplishes the same objectives as a) and b).
      2. EPA regulations recommend that the procuring agency use minimum content amount for commercially available insulation products that may contain recovered materials. These include:
         1. Cellulose, loose fill, and spray-on (75 percent post-consumer recovered paper by weight).
         2. Perlite composite board (23 percent post-consumer recovered paper by weight).
         3. Rock wool (50 percent recovered materials).
   2. Promotion program.
   3. Procedures for obtaining estimates and certifications of recovered materials content and for verifying the estimates and certifications.
   4. Annual review and monitoring of the effectiveness of the program.
3. Further guidance is provided in the See [**Field Guide, *Retrofitting Washington***](https://extranet.commerce.wa.gov/teams/teamsa/HIP-WX-Manual/PublishedWxFieldGuides/2015-Field-Guide-Retrofitting-Washington.pdf)

### B. Procedure

1. Local agencies must allow Commerce access to all affirmative procurement program documentation upon request.
2. Local agency files must contain the following documentation:
   1. Procurement conditions that prohibit compliance with 40 CFR 247.12.
   2. Verification the agency is in compliance with EPA’s affirmative procurement program.
3. See [**Field Guide, *Retrofitting Washington***](https://extranet.commerce.wa.gov/teams/teamsa/HIP-WX-Manual/PublishedWxFieldGuides/2015-Field-Guide-Retrofitting-Washington.pdf)

Effective Date: July 2017Page 1 of 2

**Weatherization Policy**

See also:

[10 CFR 440.23](https://www.gpo.gov/fdsys/search/pagedetails.action?collectionCode=CFR&browsePath=Title+10%2FChapter+II%2FSubchapter+D%2FPart+440%2FSection+440.23&granuleId=CFR-2009-title10-vol3-sec440-23&packageId=CFR-2009-title10-vol3&collapse=true&fromBrowse=true)

[Exhibit 6.5A,](#Exhibit6_5A) *[Training and Technical Assistance Expense Form](#Exhibit6_5A)*

Replaces: Section 6.5 – April 2010 [Exhibit 6.5B, *Peer Exchange Proposal Form*](#Exhibit6_5B)

**Policy 6.5 TRAINING AND TECHNICAL ASSISTANCE**

1. Expenditure of contract funds awarded specifically for training and technical assistance (T&TA) purposes are subject to the following conditions:
   1. Training must have direct application and benefit to local agency weatherization programs and assigned staff.

Local agencies must document how other programs will share the training costs, if the training is not strictly for the benefit of the weatherization program staff.

* 1. Priority is given to direct training opportunities for staff, crews, and subcontractors.
  2. Staff salaries while attending training, providing training, traveling to and from training, and participating in on-the-job training is an allowable expense. Equipment and materials related to training may also be purchased with these funds, with appropriate written justification and prior approval from Commerce.
  3. Subcontractors under contract to Local agencies training fee, travel, and per diem expenses are an allowable expenses, if investment in the subcontractor is a benefit for the Wx Program.
  4. T&TA funds cannot be used for:
     1. Salaries not related to training activities;
     2. Vehicle or equipment purchases;
     3. Program costs; or
     4. Subcontractor salary.

1. Local agencies must complete the **Exhibit 6.5A, *Training and Technical Assistance Expense Form***.
   1. Local agencies must include all names and titles of individuals attending training.
   2. Local agencies must keep Training and Technical Assistance Expense Forms on file for review by Commerce field representatives.

Wx Policy 6.5 Training and Technical Assistance Page 2 of 2

1. Commerce may occasionally reimburse local agency costs for providing, or travel to receive, training and technical assistance through the Peer Exchange Program.
   1. Prior Commerce approval is required for this reimbursement.
   2. Local agencies must submit the **Exhibit 6.5B, *Peer Exchange Proposal Form*** to Commerce.

## SECTION 6.6 EQUIPMENT

### A. Policy

1. Equipment/Vehicle Purchases
   1. All purchases of equipment/vehicles purchased with Weatherization (Wx) Program funds and which have a unit cost of $5,000 or greater require Commerce written approval.
   2. Local agencies must submit an [Equipment/Vehicle Purchase Request/Approval Form (Exhibit 6.6A)](#Exhibit6_6A).
      1. Required - Three quotes from different vendors.
      2. Required - statement that low bid will be selected or sufficient justification of “best value selection,” if low bid is not recommended for awarding agency approval.
   3. The grantee’s procurement system should include at the least the following:
      1. A code or standard of conduct that shall govern the performance of its officers, employees, or agents engaged in the awarding of grants using federal funds.
      2. Procedures that ensure all procurement transactions shall be conducted in a manner to provide, to the maximum extent practical, open and free competition.
   4. Minimum procedural requirements as follows:
      1. Follow a procedure to assure the avoidance of purchasing unnecessary or duplicative items.
      2. Solicitations shall be based upon a clear and accurate description of the technical requirements of the procured items.
      3. Positive efforts shall be made to use small and minority-owned businesses.
      4. Some form of price or cost analysis should be performed in connection with every procurement action.
   5. Equipment and vehicles should be acquired with grant funds from Commerce only after all other options have been explored.
   6. Lease versus purchase should be evaluated carefully on all equipment and vehicles.
   7. If equipment is shared with other local agency programs, a rental fee is required and may be implemented based on a proportionate use of the equipment.
   8. Insurance – Local agencies shall provide insurance liability coverage for equipment at a minimum of $1,000,000 liability coverage per occurrence.
   9. DOE Allowance
      1. 10 CFR 440.18 States: For the purposes of determining the average cost per dwelling limitation, costs for the purchase of vehicles or other certain types of equipment as defined in 10 CFR part 600 are encouraged and should be amortized over the useful life of the vehicle or equipment.
      2. Requests for equipment/vehicles purchased with DOE funding require prior written DOE approval. Allow 90 days for DOE review.
      3. Trade-in of previously acquired equipment of $5,000 or more is allowed with DOE approval; see Section 8.12.1A Disposal of Equipment.
      4. DOE would not need to approve a vehicle lease that does not include a “purchase option.” If a lease-purchase option is proposed, regardless of the purchase price, DOE would need to approve the purchase of the vehicle.
      5. Whenever equipment/vehicle purchased with DOE funding is shared with a non-Federal outside organization, a fee must charged no less than private sector rates.
2. Securing Commerce's Interest in Motor Vehicles, Equipment, and Fixtures

Local agencies are responsible for ensuring Commerce's financial vested interest in motor vehicles, equipment and fixtures with purchase values of $5,000 or more, purchased under Commerce contracts. This shall include insurance coverage in the amount of $1,000,000 minimum liability per occurrence.

* 1. Motor Vehicles: Certificates of Title. Local agencies will name Commerce as legal owner/lien holder on Certificates of Title for motor vehicles. See RCW 46.12.095, Requirements for perfecting security interest. (See Procedure)
  2. Equipment: Uniform Commercial Code (UCC) -UCC (1) filings. Visit Washington State Department of Licensing’s Website (<http://www.dol.wa.gov/>) to download appropriate forms. Visit Special Terms and Conditions of agency Weatherization Program Grant Contract with Commerce under Treatment of Assets. (See Procedure)
  3. Fixtures: UCC (2) filings. Filing will be done at the County Auditor’s Office in which the property is located. Visit Special Terms and Conditions of agency Weatherization Program Grant Contract with Commerce under Treatment of Assets. (See Procedure)

### B. Procedure

1. Local agency will submit request for approval (Equipment/Vehicle purchase request/approval form – Exhibit 6.6A) for purchase of equipment/vehicle to Commerce's assigned staff employee.
   1. Fill out Equipment/Vehicle purchase request/approval form – Exhibit 6.6A, completely, (front, back, date and sign).
   2. Send Form – Exhibit 6.6A to Commerce’s assigned staff employee.
   3. Submit Form – Exhibit 6.6A with required 3 bids/quotes attached.
2. Upon Commerce’s approval of Local Agency’s Equipment/Vehicle purchase request/approval form, Local Agency may proceed with procurement process that conforms to Agency, State, and Federal procurement guidelines.
3. Procurement records and files must include the following documentation:
   1. Selection or rejection.
   2. The basis for the cost or price.
   3. Justification for lack of competitive bids if offers are not obtained.
   4. DOE approval for any trade-in of previously acquired equipment of $5,000 or more; when making a replacement purchase.
   5. Approved form. See [**Exhibit 6.6A, *Equipment Purchase Request/Approval Forms***](#Exhibit6_6A)
   6. DOE approval for equipment/vehicles purchased with DOE funds.
4. Securing Commerce’s Interest: Motor Vehicles - Original Certificate of Title for motor vehicles. See RCW 46.12.095, Requirements for perfecting security interest (<http://apps.leg.wa.gov/rcw/>) for information regarding Certificates of Title for motor vehicles.
   1. Local agencies will name Commerce as legal owner/lien holder on Certificates of Title for motor vehicles. See RCW 46.12.095, Requirements for perfecting security interest (<http://apps.leg.wa.gov/rcw/>).
   2. Local agencies will forward original Certificate of Title for vehicles to Commerce with the expenditure report on which they are claimed.
5. Securing Commerce’s Interest: Equipment - UCC filings. Check Washington State Department of Licensing’s Website (<http://www.dol.wa.gov/>) to download appropriate forms. Visit Special Terms and Conditions of agency Weatherization Program Grant with Commerce under Treatment of Assets.
   1. Every five years local agencies will complete and submit to Commerce for approval, signed Uniform Commercial Code Financing Statements (Form UCC1), listing equipment other than motor vehicles and other than fixtures listed below, with acquisition costs of $5,000 or more and purchased under Commerce contracts. Go to (<http://apps.leg.wa.gov/rcw/>); see RCW 62A.9A, Secured transactions, sales of accounts, contract rights and chattel paper – Part 5, Filing.
   2. Commerce will be named as Secured Party.
   3. UCC1 statements will include the phrase: "all presently owned and after-acquired inventory and equipment."
   4. Commerce will determine which items it wishes to continue its secured interest in from previous filings.
   5. If approved, Commerce will sign the completed statements and file them with the Department of Licensing, UCC Division, Olympia, WA 98504.
   6. Commerce and local agencies will keep copies of all UCC filings.
6. Securing Commerce’s Interest: Fixtures - UCC (2) filings. Filing will be done at the County Auditor’s Office in which the property is located. Visit Special Terms and Conditions of agency Weatherization Program Grant with Commerce under Treatment of Assets.
   1. Local agencies will complete and submit to Commerce for approval signed Uniform Commercial Code (UCC2) Forms for fixtures (assets attached to realty) with acquisition costs of $5,000 or more and purchased under Commerce contracts. Go to (<http://apps.leg.wa.gov/rcw/>); see RCW 62A.9A, Secured transactions, sales of accounts, contract rights and chattel paper – Part 5, Filing.
   2. UCC2 Forms may be obtained at the local county Auditor’s Office.
   3. Commerce will be named as Secured Party.
   4. If approved, Commerce will sign the completed statements and file them with the local county Auditor's Office in the county where the real estate is located.
   5. Commerce and local agencies will keep copies of all UCC filings.

Effective Date: September 19, 2016Page 1 of 2

**Weatherization Policy**

See also:

[Exhibit 6, *Fund Matrix*](#Exhibit6_Fund_Matrix)

[Exhibit 6.7, *Budget Revision Request Form*](#Exhibit6_7)

Replaces: Section 6.7 – July 2015 same as, *Weatherization Grant Budget Change Request Form*

**POLICY 6.7 BUDGET REVISIONS**

1. **Locating Approved Local Agency Budgets:** Approved budgets for local agencies are included on the Face Sheet and Attachment B – Budget of the grant document.
2. **Transferring Funds between Budget Category Line Items:**
   1. **Less than or equal to 5%:** Local agencies may make budget revisions less than or equal to five percent (5%) of the Program Operations total without submitting a *Budget Revision Request Form*.
   2. **More than 5%:** Local agencies must submit budget revisions more than five percent (5%) of the Program Operations total in writing (email acceptable) with **Exhibit 6.7, *Budget Revision Request Form*** to a Commerce Weatherization Program Manager. Local agencies must receive budget revision approval prior to submitting expenditure reports reflecting the revisions.
3. Allowable budget category line item transfers include:
   1. Administrative funds may be transferred to Program Operations.
   2. Program Operations are broken down into the following categories. Local agencies may transfer funds between these categories based on certain parameters. Please see **Exhibit 6, *Fund Matrix*** for more details.
      1. Weatherization Measures (WxM)
      2. Health and Safety Measures (H&S)
      3. Weatherization-Related Repair Measures (WRR)
      4. Program Support Costs (PSC)
      5. Vehicle and Equipment
      6. Other Program Operations Costs (Financial Audit, Liability Insurance, and Leveraging)

Wx Policy 6.7 Budget Revisions Page 2 of 2

* 1. All Training and Technical Assistance (T&TA) transfers require written approval from a Commerce Weatherization Program Manager.
     1. Local Agency must submit any T&TA budget category fund transfer requests in writing with an **Exhibit 6.7, *Budget Revision Request Form***. Local agencies must receive budget revision approval prior to submitting expenditure reports reflecting the revisions.
     2. Local agencies may only transfer T&TA funds to WxM. Funds from other categories cannot be transferred into T&TA.
     3. Before approval, Commerce will evaluate whether an agency has sufficient staff training.
     4. If the request is approved, the T&TA budget category amount must comply with the funder’s minimum and maximum T&TA expenditure requirements.

1. **No Adjusting after Contract Termination:** No changes to the contract are allowed after the contract is terminated.
2. **Documenting Budget Adjustments:** Local agencies must retain records of all Commerce approved budget revisions and provide those records upon request.

## SECTION 6.8 AUDITS

### A. Policy

1. All program funds made available to Commerce local agencies will be audited annually in accordance with the following:
   1. Generally accepted accounting principles.
   2. The Office of Management and Budget (OMB) Compliance Supplement for Single Audits of State and Local Governments.
   3. OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations or Uniform Guidance – Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, as appropriate.
   4. DOE 10 CFR 600, Financial Assistance Rules.
   5. All state and federal laws and regulations governing the programs in which local agencies participate.
2. Costs of audits will be incorporated into Commerce's contracts, charged to the local agency’s Other Program Operations category of expenditure.

If local agencies meet the threshold contained in OMB Circular A-133 or Uniform Guidance, DOE allows the costs of financial audits to come off the top of the contract.

1. Local agency auditing will be conducted by any of the following entities:
   1. Office of State Auditor.
   2. A single independent Certified Public Accountant (CPA) firm selected by Commerce.
   3. CPA firms selected by the local agency at Commerce's discretion.
2. All auditors employed must provide positive assurance to local agencies that they meet required independent CPA provisions, including annual training.

### B. Procedure

Local agencies must allow Commerce access to all audit reports upon request, and if applicable, audit-finding action plans.

# [TOC](#PolicyTOC)

# CHAPTER 7 Quality Assurance

Policy 7.1 [Local Agency Inspection of Weatherization Work](#Policy7_1)

Section 7.2 [Commerce Program Monitoring](#Section7_2)

Policy 7.3 [Assessing Local Agency Risk](#Section7_3)

Policy 7.4 [Weatherization Outcomes](#Section7_4)

Effective Date: October 20, 2016Page 1 of 3

**Weatherization Policy**

See also:

[Exhibit 7.1A, *Quality Control Inspection (QCI) Form*](#Exhibit7_1A)

Replaces: Policy 7.1 – July 2015 [PM 15-03, *Wx Policy Memo QCI Expectations*](https://extranet.commerce.wa.gov/teams/teamsa/HIP-WX-Manual/PublishedDocuments/PM-15-03-WX-POLICY-MEMO-QCI-Expectations.docx)

**POLICY 7.1 LOCAL AGENCY INSPECTION OF WEATHERIZATION WORK**

1. **Written Internal Monitoring Procedures:** Local agencies must define written internal monitoring procedures to perform regularly as a means for quality control, compliance assurance, and risk assessment. Such procedures must include written inspection procedures including the use of **Exhibit 7.1A, *Quality Control Inspection (QCI) Form*** to ensure comprehensive and consistent inspections of all units weatherized.
2. **Final Inspection Required Prior to Completed Unit Reporting:** No dwelling unit will be reported to Commerce as completed until the local agency has performed a final inspection and certified that appropriate work has been completed in a quality manner.
3. **Validating Work Prior to Payment:** Local agencies must validate and document subcontractor’s work performed prior to paying them, by confirming work is complete, verifying work is appropriate and allowable, and certifying work is performed in compliance with the Wx Field Guide and in a quality manner. Measures installed in the field require a final or an in-progress inspection
4. **Timing of Inspections:** Inspections must take place within 30 days of completion of work on the residence.
5. **Inspector Requirements:** A certified Quality Control Inspector (QCI), someone other than the auditor or the installer(s), must conduct final inspections

***Exception:*** Local Agencies that are unable to meet this requirement for any reason including, but not limited to, staff losses or changes, must contact Commerce within 10 business days. Local Agencies may apply for a waiver from the Auditor/Inspector separation requirement. This waiver requires prior written Commerce approval.

* 1. Inspector must be certified as a Home Energy Professional Quality Control Inspector.

***Exception:*** To perform multi-family building final inspections, in addition to the Home Energy Professional Quality Control Inspector (QCI) certification, multi-family inspectors must also receive the supplemental multi-family training and pass the test.

Wx Policy 7.1 Local Agency Inspection of Weatherization WorkPage 2 of 3

* 1. The Peer Circuit Rider/Building Performance Center will provide training and testing.
  2. Newly hired inspectors must have work reviewed by a certified QCI until they are certified.

1. **Eligibility for the Auditor/Inspector Separation Waiver:** Local Agencies may apply for an Auditor/Inspector Separation Waiver as part of their Quality Management Plan if the agency:
   1. Has only one QCI certified staff member responsible to perform both audits and inspections,
   2. Is transitioning between certified technical staff,
   3. Experiences technical staff losses, or
   4. Has another reason.
2. **Applying for the Auditor/Inspector Separation Waiver:** To request the Auditor/Inspector Separation Waiver, Local Agencies must:
   1. Submit the Auditor/Inspector Separation Waiver Request in writing.
   2. Provide an outline of internal controls documenting how the agency will ensure compliance.
   3. Provide the timeframe for use of the waiver.
   4. If waiver request is due to loss of staff, provide request within 10 days.
3. **Qualifying for the Auditor/Inspector Separation Waiver:** To initially qualify for the Auditor/Inspector Separation Waiver, Commerce will review and assess the following local agency information:
   1. Documentation provided in waiver request,
   2. Risk assessment score,
   3. Previous monitoring and inspection reports,
   4. Third party QCI inspection reports for the past year (if applicable),
4. **Using the Auditor/Inspector Separation Waiver:** To continue to use the Auditor/Inspector Separation Waiver, local agencies must:
   1. Attach in WIDS for every project, all of the following:
      1. Scope of Work
      2. Audit *(Standardized Audit Form)*

Wx Policy 7.1 Wx Policy 7.1 Local Agency Inspection of Weatherization WorkPage 3 of 3

* + 1. Quality Control Inspection (QCI) Form *(Standardized QCI Form)*
  1. A minimum 10% of the total annual unit production must be inspected and monitored by Commerce, and
  2. If required by Commerce, Local Agencies must use the Peer Circuit Rider program or identify a peer agency for peer exchange to consult with for 3rd party perspective.

1. **In-Progress Inspector Exceptions:** In low volume, low dollar, and low risk project situations, an in-progress inspection may be completed by appropriate staff even if they do not have QCI certification.
   1. Since the QCI signs off on the completed project as a whole and all of the individual measures at the end, the responsibility remains with the QCI. Local agencies are ultimately responsible and liable for their QCI staff or contractors’ work. Local agencies are expected to determine reasonable risk and reach agreement with their QCI on this process prior to final inspection. For example, a specialty contractor installs a fan and the project manager or crew lead inspects fan to determine if it works.
   2. In project situations other than low volume, low dollar, and low risk in-progress inspections require a QCI; e.g. attic insulation in multifamily weatherization represents a high dollar investment that needs an approved inspection by a QCI prior to payment.
2. **Documenting Inspections:** Local Agencies must:
   1. Use the required QCI Form: **Exhibit 7.1A, *Quality Control Inspection Form***
   2. Document in the client file the signed and dated documentation (hard copy or electronic copy attached to WIDS project) of all inspections:
      1. In-progress Inspections (if applicable): Requires appropriate staff approval and documentation.
      2. Final Inspections: Requires QCI declaration if unit passes QC inspection (or not), QCI signature, QCI number, and expiration date. If the unit does not pass QC inspection, another Final Inspection is required.
      3. Monitored Inspections: Requires a QCI approved final inspection and a Commerce signature.
3. **Avoiding Third Party QCI Conflict of Interest:** Any third party QCI is prohibited from inspecting their company’s work due to conflict of interest.

## SECTION 7.2 COMMERCE PROGRAM MONITORING

### A. **Policy**

1. Commerce conducts annual program monitoring in accordance with the Protocols section of the [***Weatherization Monitoring Manual***](http://www.commerce.wa.gov/Documents/HIP-Weatherization-Monitoring-Manual-Oct-2012.pdf).
2. Local agencies will provide Commerce field representatives with all requested information and assistance in a professional, cooperative manner and by date requested.
   1. Local agencies will complete and submit to Commerce an annual General Weatherization Work Plan and Monitoring Questionnaire.
   2. Questions may be addressed to the local agency during desk review prior to the monitoring visit. The local agency will respond to all Commerce questions in a timely fashion.
   3. Local agencies are expected to ensure that necessary diagnostic equipment and appropriate employees are available throughout the duration of the Commerce site visit, including employees who may have flexible work schedules.
   4. Requests to change a monitoring visit must be received in writing 30 days prior to scheduled visit (emergencies excluded).
   5. Executive directors are strongly encouraged to participate in monitoring exit conferences.
   6. Local agencies will within 30 days of receipt of the monitoring report make corrections to work quality issues and submit a written response to Commerce.
   7. An immediate (24 hour) correction notice may be issued to a local agency for serious Health and Safety violations found during site inspections.
3. All Wx measures must be installed in compliance with Commerce requirements. Commerce is responsible to monitor and inspect [*Blended Projects*](#Definition_Blended_Project) and [*Blended Measures*](#Definition_Blended_Measure). Commerce will not monitor, inspect, or issue discrepancies, corrections, or findings for [*Utility-Funded Projects*](#Definition_Utility_Funded_Project) or [*Utility-Funded Measures*](#Definition_Utility_Funded_Measure).

***Exception:***If in the course of a Blended Project inspection a Health and Safety (H&S) hazard is discovered for a Utility-Funded Measure, Commerce will write a correction and expect the local agency to fix or remove the H&S hazard.

### B. Procedure

See the [***Weatherization Monitoring Manual***](http://www.commerce.wa.gov/Documents/HIP-Weatherization-Monitoring-Manual-Oct-2012.pdf) on Commerce’s Weatherization Documents Web page.

Effective Date: July 2017 1 of 1

**Weatherization Policy**

See also:

Replaces: Policy 7.3 July 2015

**Policy 7.3 ASSESSING LOCAL AGENCY RISK**

This policy applies to local agencies, which administer the Weatherization (Wx) Program and use Commerce administered funds.

1. **Risk Assessment:** Commerce completes an annual Weatherization Program Risk Assessment for each local agency.
2. **Monitoring Plan:** Risk assessment scores will drive the development of each Local agency’s monitoring plan for the July 1-June 30 fiscal year.

Effective Date: July 2017Page 1 of 1

**Weatherization Policy**

See also:

Replaces: Policy 7.4 – July 2015

**Policy 7.4 Weatherization Outcomes**

This policy applies to local agencies, which administer the Weatherization (Wx) Program and use Commerce administered funds.

1. Each fiscal year Commerce, in partnership with the Advisory Committee, will determine a set of outcome measures.
2. Data for the outcome measures will be pulled from WIDS and submitted invoices at the end of each quarter:
   1. October for July-September (Quarter 1 – Summer)
   2. January for October-December (Quarter 2 – Fall)
   3. April for January-March (Quarter 3 – Winter)
   4. July for April-June (Quarter 4 – Spring)
3. Commerce measures Weatherization Outcomes quarterly for each local agency.

# [TOC](#PolicyTOC)

# CHAPTER 8 PROGRAM MANAGEMENT, ADMINISTRATION, AND REPORTING

## SECTION 8.1 SOLICITING PROVIDERS FOR WEATHERIZATION PROGRAM SERVICES

### A. Policy

1. Primary service delivery is provided by community-based, nonprofit, and local government agencies. Commerce defines the above entities as local agencies.

Commerce gives special consideration in designating local public or nonprofit agencies that received funds for energy related assistance programs under the 1964 Economic Opportunity Act.

1. Local agencies must have demonstrated, and continue to demonstrate, fiscal accountability and program effectiveness.

If, in a particular geographic area, a program or local agency has been terminated, or failed to meet Commerce's requirements in the previous program year, a successor agency that operates in substantially the same manner will be considered.

Effective Date: July 2017Page 1 of 1

**Weatherization Policy**

See also:

Replaces: Section 8.2 – July 2015

**Policy 8.2 – General Weatherization Work Plan - *Deleted***

*This policy left intentionally blank*

Effective Date: July 2017Page 1 of 1

**Weatherization Policy**

See also:

Replaces: Section 8.3 – July 2014

**Policy 8.3 – Contracts and Amendments - *Deleted***

*This policy left intentionally blank*

## SECTION 8.3.1 SPENDING LIMITS

### A. Policy

1. Commerce may impose spending limits on contracts, restricting the amount of money a local agency may spend, regardless of the total amount of the contract.

For example, spending limits may be used to limit expenditures until the local agency meets certain conditions or Commerce receives full program funding.

1. Within the limit set by Commerce, administrative expenditures cannot exceed a percent of the spending limit that is higher than the percent of the administrative funds in the contract award.

For example, if the contract provides seven percent of the total award for administration, up to seven percent of the spending limit may be spent for administrative costs.

1. Commerce will only reimburse local agencies up to the amount of the spending limit until the local agency receives email or written notification from Commerce that the spending limit is lifted.

### B. Procedure

Local agency files must include a hard copy of Commerce notification.

Effective Date: July 2017Page 1 of 1

**Weatherization Policy**

See also:

[Exhibit 8.4A, *Certification Regarding Debarment, Suspension, or Ineligibility and Voluntary Exclusion*](#Exhibit8_4A)

Replaces: Section 8.4 – April 2010  [*– Primary Tier Covered Transactions*](#Exhibit8_4A).

**Policy 8.4 SUbcontracting**

1. **Subcontracting Weatherization Services:** Local agencies may subcontract labor and installation services in accordance with procurement standards described in Commerce’s contract *General Terms and Conditions, and Special Terms and Conditions.* 
   1. When contracting with installers, manufacturers, or suppliers, local agencies shall follow standard business practices for selecting the best weatherization material or installation for the best price.
   2. Local agencies are responsible for ensuring that subcontractors are familiar with program measures, installation specifications, and current techniques and methodologies.
2. **Certifying Annually:** Local agencies must certify annually that neither the organization nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in a weatherization contract with Commerce by any federal department or agency as part of the General Weatherization Work Plan. See **Exhibit 8.4A, *Certification Regarding Debarment, Suspension, or Ineligibility and Voluntary Exclusion – Primary Tier Covered Transactions***.
   1. Local agencies are prohibited to enter into contracts with parties that are suspended or debarred, or whose principals are suspended or debarred.
   2. Covered transactions include procurement contracts for goods and services equal to or in excess of $100,000 or more.
3. **Reviewing Information:** Commerce reserves the right to review and approve the selection process and the contract form used by local agencies.
4. **Documenting Subcontracts:** Local agency files must include all contracts entered into with subcontractors.

Effective Date: July 2016Page 1 of 1

**Weatherization Policy**

See also:

[Exhibit 8.4.1A, *Property* *Owner Release Form*](#Exhibit8_4_1A)

Replaces: Section 8.4.1 – July 2013 [Variance #11 – *SWS 2.0702.1b*](https://extranet.commerce.wa.gov/teams/teamsa/HIP-WX-Manual/PublishedWxFieldGuides/2.0702.1b.pdf)

**Policy 8.4.1 WARRANTIES and OWNER RELEASE**

1. Local agency subcontractors must provide a one-year warranty against defects in materials, manufacture, design, or installation of work performed under contract.
   1. Local agencies and their subcontractors must provide homeowners with the original warranty paperwork for materials and appliances installed or provided.
   2. Local agencies must confirm homeowner receipt of all warranty information.

***Variance #11:*** *DOE granted a variance from SWS Section 2.0702.1b Extended Warranty allowing: With no additional cost to the client, contractor(s) will provide one year warranty on equipment, materials, and labor.*

1. Local agencies must receive owner authorization to install measures on a dwelling unit. **Exhibit 8.4.1A, *Property* *Owner Release Form***, is an example of acceptable documentation.

### B. Procedure

1. Client files must include the following documentation:
   1. Confirmation of homeowner receipt of warranty information.
   2. Scope of Work.
   3. **Exhibit 8.4.1A, *Property Owner Release Form***, or equivalent documentation.

Effective Date: July 2017Page 1 of 1

**Weatherization Policy**

See also:

[Exhibit 8.5A, *Federal Certification Regarding Lobbying*](#Exhibit8_5A)

Replaces: Section 8.5 – April 2009 [Standard Form LLL, *Disclosure of Lobbying Activities*](https://obamawhitehouse.archives.gov/sites/default/files/omb/assets/omb/grants/sflllin.pdf)

**Policy 8.5 Certification Regarding Lobbying**

1. **Filing Lobbying Certification Annually:** Local agencies that receive $100,000 or more in federal funds, in one or more awards during the fiscal year, must file a Federal Certification Regarding Lobbying annually. See **Exhibit 8.5A, *Federal Certification Regarding Lobbying****.*
   1. The same requirements apply to all levels of subcontract, sub grant, and contracts under grants, loans, and cooperative agreements.
2. **Certifying Federal Funds will not be used for Lobbying:** Local agencies must certify that they will not use federal funds to lobby for support of federally funded programs.
3. **Disclosing Lobbying Activities:** If any funds other than federal are used for lobbying at the federal level, as defined in the certification, such activity must be reported on the **Standard Form LLL, *Disclosure of Lobbying Activities****.*
4. **Documenting Certifications and Disclosures:** Local agency files must include the following documentation:
   1. Copies of all certifications and disclosures signed by the local agency and submitted to Commerce. See [**Exhibit 8.5A, *Federal Certification Regarding Lobbying***](#Exhibit8_5A)
   2. Copies of all certifications and disclosures signed by subcontractors and submitted to the local agency. See [**Exhibit 8.5A, *Federal Certification Regarding Lobbying***](#Exhibit8_5A)
   3. Copies of **Standard Form LLL, *Disclosure of Lobbying Activities***, as applicable.

Effective Date: July 2017Page 1 of 2

**Weatherization Policy**

See also:

Replaces: Section 8.6 - July 2015 Contract Management System (CMS) Portal via [SAW](https://secureaccess.wa.gov/)

**Policy 8.6 Issuance of Working Capital Advances**

1. **Requesting Working Capital Advance:** A local agency may request an initial working capital advance one month prior to planned expenditures using the “Advance Request” line in request for reimbursement through the Contract Management System (CMS) Portal.
   1. Requests for an advance may not exceed the local agency’s planned expenditures for the first sixty days’ Administration/Program or 10 percent of the total Administration/Program.
   2. Commerce will issue the advance once both parties sign the weatherization program contract and the local agency submits the request for advance.
   3. The working capital advance must be liquidated within sixty days of issue.
   4. Examples:
      1. If a local agency has a $10,000 advance and sends in a request for reimbursement showing $8,000 in expenditures and estimates that its expenditures for the next month will be close to $10,000, then the local agency should enter $8,000 in the “Advance Request” space on its request for reimbursement. Commerce will apply the $8,000 the local agency spent towards liquidation of its original advance to show that those funds were expended first. Commerce will issue a new advance for $8,000 leaving the local agency with the $2,000 remaining from the initial advance and new advance of $8,000 for a total of $10,000.
      2. If a local agency has a $10,000 advance and sends in a request for reimbursement with $12,000 of expenditures but wants to maintain only a $10,000 advance, the local agency should enter $10,000 in the “Advance Request” space.
      3. If a local agency has a $10,000 advance and sends in a request for reimbursement for $10,000 but knows it will only need $5,000 for the next month, the local agency should request an advance of $5,000.

Wx Policy 8.6 Issuance of Working Capital Advances Page 2 of 2

* + 1. If a local agency has a $10,000 advance and sends in a request for reimbursement for $2,000 and requests an advance of $2,000, Commerce will issue it. However, if the local agency only spends another $2,000 the following month and it requests additional funds, the advance will not be approved and the expenditures will be applied against the $10,000 advance. Future requests for reimbursement will also be applied against the advance until local agency expenditures increase or the advance is completely liquidated.

1. **Deducting Reimbursements from Advance:** When Commerce receives a request for reimbursement after the advance is issued, the requested reimbursement will be deducted from the advance.
2. **Requesting Additional Advance:** When an advance is reduced and performance verifies need, the local agency may submit a request for an additional advance on any month’s request for reimbursement to bring them up to the sixty days of Administration/Program or ten percent of the total Administration/Program.
3. **Returning Over-Projected Advance:** After sixty days, if the local agency has over-projected its advance needs or has more than ten percent cash on hand, Commerce may request that the excess amount be returned by a check accompanying that month's request for reimbursement.

When cash advance needs have been over-projected and are reconciled, the local agency may request an additional advance for sixty days of Administration/Program or ten percent of the total Administration/Program. Commerce may, however, adjust the advance request based on the previous sixty days expenditures.

1. **Requiring Justification and Prior Approval:** Written justification and prior approval is required for advance payments exceeding ten percent (10%) of the total contract amount.
   1. Local agencies must submit their requests using the “Advance Request” section on the request for reimbursement (A19 forms) through the CMS Portal and also submit a justification for requesting the additional advance.
   2. Additional advances will be approved to meet occasional special needs required to meet exceptional production demands, not as a regular fiscal policy.
2. **Billing any Outstanding Advance:** In any given year, all outstanding local agency advance amounts must be applied to allowable program costs on the June 19-1A Reimbursement Request Form and submitted to Commerce no later than July 15th. Outstanding advance amounts not cleared as above by July 15th will be billed to the local agency for payment.

Effective Date: July 2017Page 1 of 3

**Weatherization Policy**

See also:

[10 CFR 440.25](https://www.gpo.gov/fdsys/granule/CFR-2000-title10-vol3/CFR-2000-title10-vol3-sec440-25)

[10 CFR 600](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title10/10cfr600_main_02.tpl)

Commerce General Terms and Conditions and Specific Terms and Conditions

Contract Management System (CMS) Portal via [SAW](https://secureaccess.wa.gov/)

[Exhibit 8.8, *Final Contract Closeout Report- example*](#Exhibit8_8A)

Replaces: Section 8.7 – July 2016 [Exhibit 1.3.1E, *Sample Weatherization Program Utility Information Release Waiver*](#Exhibit1_3_1E)

**POLICY 8.7 REPORTING AND REIMBURSEMENT OF EXPENSES**

1. **Monthly Reimbursements:** The payment system for local agencies is based on monthly reimbursement in the amount of actual expenditures from the previous month.

No payment will be made until Commerce receives an accurate and complete request for reimbursement (A19 forms) through the Contract Management System (CMS) Portal.

1. **Budget Categories:** Subsequent to the issuance of a working capital advance, Commerce will reimburse local agencies for expenditures which are within the budget categories reported on the request for reimbursement.
2. **Reporting Requirements**
   1. **Monthly Requests for Reimbursement**
      1. Local agencies must submit their requests for reimbursement with verified electronic signature monthly, on or before the 15th of each month for the previous month’s expenditures.
      2. Local agencies must report each month on a separate form.
      3. Local agencies must report each fund source on a separate form.
      4. Local agencies must submit each separate A19 form electronically through the CMS Portal.
      5. Local agencies should include unpaid obligations in requests for reimbursement on an accrual accounting basis.

***Exception:*** Unpaid obligations may be included in reports on a cash accounting system as part of a negotiated reporting requirement waiver. See *Reporting Requirement Waivers* in this policy.

Wx Policy 8.7 Reporting and Reimbursement of Expenses Page 2 of 3

* + 1. Local agencies must submit monthly requests for reimbursement even if there was no production or fiscal activity during the previous month.
    2. Commerce will make an effort to correct incomplete or inaccurate requests for reimbursement by phone or email. If an incomplete or inaccurate request for reimbursement is returned for correction, the local agency must submit a corrected request for reimbursement within ten working days from the date returned.
    3. Local agencies must retain documentation (electronic or hard copy) to support the Request for Reimbursement (A19) amounts and provide to Commerce, upon request.
  1. **Final Contract Closeout Report**
     1. Local agencies must submit a Final Contract Closeout Report for each funding source that accurately reflects the work completed and funds expended during the program year.
     2. Local agencies must submit electronic reports to Commerce no later than 45 days after the program year closes.

***Exception:*** Instead of electronic reports, local agencies may submit hard copy reports.

* + 1. Local agencies must submit the complete list of WIDS project numbers the contract funded.

1. **Reporting Requirement Waivers**
   1. Commerce may consider waivers for situations such as delayed reporting or to allow local agencies on a cash accounting system to claim documented unpaid obligations on their request for reimbursement form.

Waivers that allow delayed reporting will not affect the working capital advance payment limit.

* 1. Local agencies must request reporting requirement waivers in writing in accordance with Commerce *General Terms and Conditions*.

Wx Policy 8.7 Reporting and Reimbursement of Expenses Page 3 of 3

1. **Evaluation Data Collection and Reporting**

Commerce will, from time to time, conduct an evaluation of its low-income weatherization program to determine the extent to which it is accomplishing its objectives and at what cost.

For example, Commerce will assist DOE in its national evaluation. In preparation for the evaluation, DOE requests that Commerce work with its local agencies during the evaluation period to ensure that signed client waivers are acquired enabling program access to utility and other energy vendor billing records and that account information, including account number, the name to which the account is billed and the billing address, for all energy vendors, both electric and the primary heating source, is accurately recorded for all clients. Account information must include both consumption and expenditure data. See **Exhibit 1.3.1E, *Sample Weatherization Program Utility Information Release Waiver***, for a sample client waiver.

* 1. Whenever possible, local agencies are encouraged to obtain 12 months pre-weatherization billing data (usage and cost).
  2. Additional evaluation data collection responsibilities will be defined as needed.

Effective Date: July 2017Page 1 of 1

**Weatherization Policy**

See also:

[Exhibit 8.8A, *Sample Final Contract Closeout Report (Forms 1-6*)](#Exhibit8_8A)

[Exhibit 8.8B, *Sample Weatherization Contract Closeout Checklist*](#Exhibit8_8B)

[Section 8.9, *Counting Year-End Unit Completions*](#Section8_9)

[Section 8.10, *Refunds*](#Section8_10)

[Section 8.11, *Program Income*](#Section8_11)

Replaces: Section 8.8 – April 2009 [Section 8.12.2, *Weatherization Materials Transfer and Inventory*](#Section8_12_2)

**Policy 8.8 Final Contract Closeout Report**

1. **Submitting Final Contract Closeout Reports:** Local agencies must submit a final report for each funding source that accurately reflects the work completed and funds expended during the program year. See [**Exhibit 8.8A, *Sample Final Contract Closeout Report (Forms 1-6)***](#Exhibit8_8A)and [**Exhibit 8.8B, *Sample Weatherization Contract Closeout Checklist***](#Exhibit8_8B)*.*
2. **Submitting Timely Reports:** Local agencies must submit reports to Commerce 45 days after the program year closes.

Failure to provide timely closeout reports in accordance with Commerce requirements may result in penalties which may include, but not be limited to, Commerce denying or delaying local agency applications in future funding rounds.

1. **Requiring Reports:** Local agencies must submit closeout reports after the close of the contract period, during the transfer of obligations to another local agency, or upon termination of the contract for any reason.
2. **Returning Funds:** Unexpended funds returned to Commerce at the end of a contract period must be returned with Administrative and Program Support funds in proportion to contract awards.

Effective Date: July 2017Page 1 of 1

**Weatherization Policy**

See also:

Replaces: Section 8.9 – April 2009 [Policy 8.8, *Final Contract Closeout Report*](#Policy8_8)

**Policy 8.9 Counting Year-End Closed Units**

1. At the close of a contract period, local agencies must claim as unit production only units which are final inspected by a Quality Control Inspector (QCI) and closed.
   1. Units must be counted in the contract period in which they are closed.
   2. Units partially weatherized but not completed, inspected, and closed cannot be counted in the total production of that contract period.
2. DOE’s overall investment cannot exceed the average annual cost per unit.
3. Local agencies may use their 45-day closeout period to complete commitments initiated before the end of their contract period.

Commitments may include unit inspection and file closure to count them in program year production.

1. All goods, services, and equipment must be received by the last day of the contract to be charged to that contract.

## SECTION 8.10 REFUNDS

### A. Policy

1. Local agencies may receive and re-spend refunds from property owners who choose to sell their property to non-low-income purchasers after the weatherization work has been completed by the local agency with funds awarded under prior year contracts. See exhibits [**1.4.1A, *Weatherization Program Property Owner/Agency Agreement***](#Exhibit1_4_1A), and [**1.4.1B, *Weatherization Program Property Owner/Agency Agreement for Multi-Family Buildings***](#Exhibit1_4_1B), for conditions.
2. Refunds must be used first to weatherize units in the current contract period.
3. Units weatherized with refunds must be included in the total unit count for the contract period in which they were spent. Units must be reported monthly on the [***Monthly Weatherization Report for Completed Units* (Exhibit 8.7B)**](#Exhibit8_7B).
4. Do not include refund dollar amounts in monthly requests for reimbursement. Refund dollar amounts will be accounted for in the [***Final Contract Closeout Report* (Section 8.8**)](#Section8_8).

### B. Procedure

1. Local agency files must include the following documentation:
   1. Applicable property owner/agency agreements (exhibits [**1.4.1A, *Weatherization Program Property Owner/Agency Agreement***](#Exhibit1_4_1A), and [**1.4.1B, *Weatherization Program Property Owner/Agency Agreement for Multi-Family Buildings*)**](#Exhibit1_4_1B).
   2. [***Monthly Weatherization Report for Completed Units* (Exhibit 8.7B)**](#Exhibit8_7B).
   3. [***Final Contract Closeout Report* (Exhibit 8.8A)**](#Exhibit8_8A).
2. See [**Section 1.3.3, *Using Property Owner/Agency Agreements***](#Policy1_3_3).

## SECTION 8.11 PROGRAM INCOME

### A. Policy

1. Local agencies must track program income and expend it first to avoid reporting at year’s end.
2. Local agencies must report program income if left unexpended in final contract closeout reports (See [**Section 8.8, *Final Contract Closeout Report***](#Section8_8)) to account for general program income earned from the following:
   1. Activities supported by a contract award.
   2. Income resulting from grants.
3. Unless restricted by contract, local agencies may retain program income received from services provided and usage or rental fees.
4. Local agencies may use program income as follows:
   1. To pay all or part of the local agency share of allowable project costs during the same budget period.
   2. To pay for costs not included in the total approved budget if Commerce determines that such costs are directly related to the objectives of the Federal statute under which the grant was awarded (weatherization related activities for low-income clients).
5. Commerce and its funding sources have no right to any portion of general program income earned or accrued after the project ends or the contract is terminated.

### B. Procedure

1. Local agencies must have in place a system for tracking all program income.
2. Local agencies must report all program income at the end of each contract period. See [**Section 8.8, *Final Contract Closeout Report***](#Section8_8)*,* for policies and forms.

## SECTION 8.12 INVENTORY CONTROL

### A. Policy

1. Local agencies must establish a written inventory policy.

Written inventory policies must include the coordination of all functions – including scheduling, completions, purchasing, storage, and cash flow.

1. Local agencies must maintain records, perform inventories, and maintain control systems to prevent loss, damage, or theft of equipment, tools, materials, and supplies**.**
2. Local agencies must use a [*Master Control System*](#Definition_master_control_system).
3. Quarterly physical counts must be done to verify book records.
4. A daily usage system must be a central feature of the inventory system.
5. An automatic ordering system for frequently used materials must exist.
6. All non-expendable purchases with a value of $5000 or more, and which have a useful life of more than a year, must be tagged with a unique number to reflect funding sources and must be logged into property control records for identification purposes.
7. All materials received must be accounted for by invoices from vendors which describe the material(s), number of units, unit cost, total costs, shipping charges, if any, and sales tax.

### B. Procedure

1. Local agency files must include a written inventory policy.
2. See [**Section 8.8, *Final Contract Closeout Report***](#Section8_8), for policies and procedures pertaining to equipment inventory.

## SECTION 8.12.1 DISPOSITION OF EQUIPMENT/VEHICLES

### A. Policy

1. Equipment/Vehicles purchased for $5,000 or more:
   1. Local agencies are required to maintain an inventory for all purchases of equipment/vehicles with a useful life of one year or more and a purchase price of $5000 or more. When wanting to acquire replacement equipment/vehicle, the Local Agency (LA) may use the equipment/vehicle to be replaced as trade-in, subject to approval by DOE for DOE related program purchases, all others by Department of Commerce (Commerce).
   2. If an LA no longer has a need for the equipment/vehicle purchased with weatherization funds for a purchase price of $5000 or more, the LA must:
      1. Notify Commerce in writing (Equipment/Vehicle Disposition Form) of its intent to dispose of vehicle/equipment. The notice must include a complete description, including the condition of the equipment/vehicle.
      2. The LA will offer equipment/vehicle to LA within the Weatherization Program Network at no cost except for transfer costs.
         1. This process is coordinated with the Commerce representative.
         2. Equipment/Vehicle will be offered to LA on a first come, first served basis.
         3. If no LA wants the equipment it may, with written Commerce approval, be sold.
         4. Once it is determined that there are no Local Agencies wanting the equipment/vehicle being offered, the sale will proceed as stated in items 2. or 3. below.
2. Equipment/Vehicle with a Fair Market Value of $5,000 or more:
   1. The LA must advertise the equipment in a local community publication, asking for sealed bids to be submitted by a specific date. The opening bid date must be published in the advertisement.
   2. Equipment/Vehicle must be sold to the highest bidder.
   3. The awarding agency (Federal Government) shall have a right to an amount calculated by multiplying current Market Value or proceeds from the sale by the awarding agency’s share of the capital asset/vehicle/equipment. The remaining proceeds must be used as program income for program which originally purchased this equipment.
3. Equipment/Vehicle with a current per unit Market Value under $5,000
   1. Commerce will approve or recommend method of sale or disposition.
   2. If there are Local Agencies wanting the equipment/vehicle, then it will be offered on first-come first-served bases without cost except transfer costs.
   3. The local agency must use the income in the program which originally purchased the equipment/vehicle.
   4. Proceeds from equipment/vehicle sale must be tracked and reported as program income.
4. Equipment/Vehicles beyond repair with a minimum Fair Market Value:
   1. With Commerce’s approval it can be sold for scrap value. Proceeds are to be treated and reported as program income.
   2. Copies of paperwork from salvage sale must be provided to Commerce for their records.

### B. Procedure

1. Equipment/Vehicle Disposition:

At any time during the life cycle of an equipment/vehicle whose purchase price was $5,000 or more the agency may use the equipment/vehicle to be replaced as a trade-in, subject to approval by DOE for DOE related purchases and Washington State Department. of Commerce for all other funded purchases. For all other Equipment/Vehicle dispositions the following procedure will be followed.

1. Notice/Request for Disposition:

When an agency determines equipment/vehicle is no longer needed, agency is required to notify Commerce Representative using the Equipment/Vehicle Disposition Form. Notice shall be in e-mail form stating reason “Equipment/Vehicle” is no longer needed or useful. Notice shall identify equipment/vehicle and provide Model#, Serial# and VIN#, and other required information in Part 1 of Equipment/Vehicle Disposition Form.

1. Equipment/Vehicle whose Fair Market Value is $5,000 or more:
   1. Commerce will give their approval or not to proceed with the disposition process by signing the completed Part 1 section of the disposition form.
   2. Once approved for disposition, the LA is required to send one e-mail to all LAs within the Weatherization Network with a cc to the Commerce representative as required in Part 2 of the Equipment/Vehicle Disposition Form.
      1. E-mail shall offer equipment/vehicle at no cost to LAs within the Weatherization Network. Equipment/Vehicle will be offered on a first-come, first served bases.
      2. E-mail shall include specifications/description, age, condition, & photos if available.
         1. After 14 days the initiating LA will know whether someone wants or doesn’t want this equipment/vehicle at no cost other than transfer fees.
2. LA wishing to dispose of equipment/vehicle will submit the Equipment/Vehicle Disposition Form-Part 2, to the Commerce representative indicating whether an LA within the Weatherization Network wants or doesn’t want this equipment/vehicle.
   * + 1. Commerce will review and approve or disapprove this request (Equipment/Vehicle Disposition Form) to proceed with either the sale or transfer process on part 2 of the Equipment/Vehicle Disposition Form. The decision will be based on most of the information contained in the completed Disposition Form parts 1 and 2.
3. If on a first-come first-served basis an agency was selected, Commerce and the LA that has the equipment/vehicle will begin transfer process.
4. If no LA was interested Commerce will authorize agency to begin formal sales bid process. Sale shall be publically posted and follow LA’s Notice of Sale Offering (must be documented). Highest bidder, (following proper procurement practices) shall be selected and notified. Commerce will collect proceeds from sale and follow process for returning funds to awarding agency.
5. Equipment/Vehicle with a Fair Market Value of $5,000 or less:

If fair market value as determined by highest bidder is less than $5,000, then the sales process will begin with copies being sent to Commerce for their records.

* 1. An Equipment/Vehicle subject to the provisions of this policy whose Fair Market Value (determined by industry comparable pricing, condition, age, and useful life) is less than $5,000, is NOT subject to DOE approval and MAY be allowed to dispose of said item, with the approval of Washington State Dept. of Commerce.
  2. Proceeds from this sale may be retained and if so, must be used by Local Agency’s Weatherization Program operations only as program income.

1. Documentation Required:

Local agency files must include at a minimum the following:

* 1. Copy of completed equipment/vehicle disposition form.
  2. Copy of email notice offering equipment/vehicle to LA
  3. Copy of award communication.
  4. Equipment/Vehicle sales receipt.

1. Equipment/Vehicles beyond repair with a minimum Fair Market Value:
   1. With Commerce’s approval may be sold for scrap value. Proceeds are to be treated and reported as program income.
   2. Copies of paperwork from salvage sale must be provided to Commerce for their records.
2. Income Reporting & Close-out Requirements:

See [**Section 8.11, *Program Income***](#_SECTION_8.11_PROGRAM) & See [**Section 8.8, *Final Contract Closeout Report***](#_SECTION_8.8_FINAL), for policies and procedures pertaining to reporting program income during contract closeout.

## SECTION 8.12.2 WEATHERIZATION MATERIALS TRANSFER AND INVENTORY

### A. Policy

1. Local agencies may transfer materials inventory from one contract to another, within the same program, and between different programs.

Transfers within the Same Program

* 1. At the close of a program contract period, unused materials may be purchased by the same program in the next contract period.
  2. Local agencies must report the value of materials as a receipt and expenditure to the new contract for the program purchasing them, and as a credit to the program which is selling them. The credit is shown on the Final Contract Closeout Report as a reduction in expenditures to date for materials. See [**Section 8.8, *Final Contract Closeout Report*,**](#Section8_8) for additional information and forms.

1. Materials inventory transfers may be made at any time during a contract period, as well as at the close of a contract when there is a remainder of unused materials on hand.
2. Local agencies must document the receipt and transfer of materials.
3. Transfers must be reported in the month the transfer takes place on the monthly request for reimbursement form ([**Exhibit 8.7A, *Sample Weatherization Program Request for Reimbursement*)**](#Exhibit8_7A).
4. In the case of a transfer at the end of a contract, the transfer must be reported in the [***Final Contract Closeout Report* (Section 8.8)**](#Section8_8).

### B. Procedure

1. Local agency files must include the following documentation:
   1. Copies of requests for reimbursement forms ([**Exhibit 8.7A**](#Exhibit8_7A)).
   2. Copies of applicable forms in the [***Final Contract Closeout Report* (Exhibit 8.8A)**](#Exhibit8_8A).
2. See [**Section 8.8, *Final Contract Closeout Report***](#Section8_8)

## POLICY 8.13 PREVAILING WAGE

### A. Policy

**POLICY PURPOSE**

It is the responsibility of Low Income Weatherization Assistance Program funded agencies (further known as Local Agencies) to comply with The Prevailing Wage Law ([Chapter 39.12 RCW](http://apps.leg.wa.gov/rcw/default.aspx?cite=39.12)) by ensuring laborers performing work on low-income weatherization projects are paid the prevailing rate of wage for each county when applicable.

**POLICY**

To ensure correct state prevailing wages are paid to employees, contractors, and subcontractors who perform labor work on weatherization projects, Local Agencies must follow all applicable laws when bidding, contracting, and paying for weatherization work. Local Agencies must review all Washington State Department of Labor and Industries (L&I) approved “Intents to Pay Prevailing Wage” and “Affidavits of Wages Paid” to ensure reasonable worker classifications were applied based on the scope of work. Local Agencies may not release final payment to contractors until all “Affidavits of Wages Paid” for the project have been approved by L&I.

**Policy Disclaimer**

This policy is intended as a guide in the interpretation and application of the relevant statues and regulations and may not be applicable to all situations. This policy does not replace applicable RCW or WAC standards.

This policy is effective as of the date of approval and supersedes all previous interpretations and guidelines. Changes may occur after the date of approval due to subsequent legislation, administrative rule, or judicial proceedings.

**PROCEDURE**

The following is a list of general procedures Local Agencies, their contractors, and subcontractors who perform labor on low-income weatherization projects shall follow to comply with the law. This list is not intended to address all situations and/or circumstances. Local Agencies who employ workers performing labor on a weatherization job site are required to fulfill both the Local Agency and Contractor duties listed in this procedure.

|  |  |
| --- | --- |
| **Responsible Entity** | **Actions** |
| **Local Agency** | **Bidding and Contracting** |
| 1. **Post** bid specification and contracts that state the following: 2. Laborers shall be paid according to their worker classification and list the [applicable state prevailing wage rates](http://www.lni.wa.gov/TradesLicensing/PrevWage/WageRates/default.asp) in effect at the time of the bid.   b. Ensure all contractors and subcontractors (including owner/operators and sole proprietors) file [Intents to Pay Prevailing Wage and Affidavits of Wages Paid](http://www.lni.wa.gov/TradesLicensing/PrevWage/IntentAffidavits/default.asp) with L&I.  c. Any dispute in connection with prevailing wages and weatherization contracts which the parties cannot resolve among themselves shall be referred to the director of L&I for arbitration, and that the director’s decision shall be final, conclusive and binding on all parties to the dispute.  *Note: For contracts where the award was delayed more than six months after the bid was received, the prevailing wage rate in effect on the date of the award shall apply for the duration of the contract.* |
| **Contractors and Sub-contractors** | **Bid Documentation and Intent to Pay Prevailing Wages** |
| **Include the following documentation in all bids:**   1. List of potential worker classifications as provided by L&I that could reasonably be utilized on the low-income weatherization project. 2. List current [state prevailing wage rates](https://fortress.wa.gov/lni/wagelookup/prvWagelookup.aspx) for applicable worker classifications in the county(ies) where the work will be performed.   **Once a contract (or sub-contract) is awarded:**   1. **File** [Intents to Pay Prevailing Wage](http://www.lni.wa.gov/TradesLicensing/PrevWage/IntentAffidavits/File/default.asp) with L&I and if applicable, verify subcontractors have also filed Intents to Pay Prevailing Wage forms with L & I. 2. **Provide** [Intent ID #](http://www.lni.wa.gov/TradesLicensing/PrevWage/IntentAffidavits/View/default.asp) or a copy of the L&I approved Intents to Pay Prevailing Wage form for all laborers, including subcontractors to Local Agency. |
| **Local Agencies** | **Verifying Contractor Eligibility** |
| 1. **Verify** all contractors and subcontractors are:    1. [Registered and licensed](http://www.lni.wa.gov/TradesLicensing/Contractors/HireCon/) as contractors, as required by Washington law.    2. Not identified on the current [Debarred Contractor List](http://www.lni.wa.gov/TradesLicensing/PrevWage/AwardingAgencies/DebarredContractors/) maintained by L&I*.*   *Note: if a contractor is identified on the Debarred Contractor List, they cannot perform work on federal or state funded projects.* |

|  |  |
| --- | --- |
| **Local Agencies** (with employees who perform labor work)**, Contractors, and Subcontractors** | **Payroll Records** |
| 1. **Provide** laborers performing work on a low-income weatherization project, an itemized statement detailing prevailing wage hours worked, rates of pay, classification of work performed, gross wages, and list of all deductions, included with each paycheck. 2. **Maintain** Payroll Records for three (3) years for any laborers performing work on a low-income weatherization project. Payroll records shall show the following items: employee’s name, address, Social Security number, worker classification, hourly rate of usual benefits, any overtime hours worked each day and week, including agreements to work up to 10-hour days, and the actual rate of wages paid.   *Note: Employees who perform labor work in multiple counties should have the county where the work was performed included on their paycheck documentation.* |
| **Contractors** (if applicable) | **Paying Subcontractors** |
| 1. **Verify** all vouchers/invoices submitted by subcontractors include language stating prevailing wages for projects identified have been paid in accordance with the approved statements of Intents to Pay Prevailing Wages and Affidavits of Wages paid as filed with L&I. 2. **Issue** progress (partial) payments to subcontractors only after they have provided proof of approved Intents to Pay Prevailing Wage from L&I for all laborers performing work on weatherization projects. 3. **Issue** final payment\*to subcontractors only after they have received proof of approved Affidavits of Wages Paid from L&I.   *\*If no progress payment is issued, Contractors will need to complete steps1-3 before submitting invoices to Local Agencies.* |
| **Local Agencies** | **Paying Contractors** |
| 1. Verify all **vouchers/invoices** submitted by contractors and subcontractors include language stating prevailing wages for projects identified have been paid in accordance with the approved statements of Intent to Pay Prevailing Wages and Affidavits of Wages paid as filed with L&I. 2. **Issue progress (partial) payments** to contractors only under the following circumstances:    1. Contractors and subcontractors have provided proof of approved Intents to Pay Prevailing Wage for all laborers performing work on weatherization projects.    2. Approved Intents to Pay Prevailing Wages provided by contractors and their subcontractors are reviewed by the Local Agency to verify the worker classification(s) listed aligns with the worker classifications reasonably expected to be utilized on weatherization projects. Classifications approved on the Intents should also align with contractor and subcontractor original bid documentation. 3. **Issue Final Payment\*** to contractors only under the following circumstances:    1. Verify contractors and subcontractors received approval from L&I for their Affidavits of Wages Paid.    2. Verify the work classifications listed on the Affidavit aligns with the work classification(s) included in the contractors and subcontractors bid.   *\*If no progress payment is issued, Local Agency will need to complete all steps above.* |
| **Local Agencies, Contractors, and Subcontractors** | **Proof of Payroll** |
| 1. **If requested by an interested party,** [Washington State Certified Payroll](http://www.lni.wa.gov/TradesLicensing/PrevWage/FormPub/default.asp) records must be filed within ten days with L&I, the Local Agency, and the Department of Commerce. RCW 39.10.010 (4) |

# [TOC](#PolicyTOC)

# CHAPTER 9 HEALTH AND SAFETY

[Section 9.1 Ensuring LocalAgencies and Subcontractors H&S](#Policy9_1)

Policy 9.1.1 [Field SafetyTraining](#Policy9_1_1)

Policy 9.1.2 [Safety Meetings](#Policy9_1_2)

Policy 9.1.3 [Inspecting On-Site H&S Work Practices](#Policy9_1_3)

Policy 9.1.4 [Confined Spaces](#Policy9_1_4)

Section 9.2 [Client Health and Safety](#Section9_2)

Section 9.3 [Indoor Air Quality – Mechanical Ventilation](#Section9_3)

Section 9.4 [Combustion Safety Testing](#Section9_4)

Section 9.5 [Smoke Detectors, Carbon Monoxide (CO) Detectors, & Fire Extinguishers](#_SECTION_9.5_SMOKE,)

Section 9.6 [Biologicals and Unsanitary Conditions, including Mold and Moisture](#_SECTION_9.6_BIOLOGICALS_1)

Section 9.7 [Electrical](#_SECTION_9.7_ELECTRICAL)

Section 9.8 [Lead Based Paint](#_SECTION_9.8_LEAD-BASED_1)

Section 9.9 [Asbestos](#_SECTION_9.9_ASBESTOS)

Section 9.10 [Radon](#_SECTION_9.10_RADON)

Policy 9.11 [Pests](#_SECTION_9.11_PESTS)

Effective Date: July 1, 2016Page 1 of 4

**Weatherization Policy**

See also:

[Field Guide – *Retrofitting Washington*](#PolicyTOC_FieldGuide)

[OSHA 29 CFR 1910](https://www.osha.gov/pls/oshaweb/owasrch.search_form?p_doc_type=STANDARDS&p_toc_level=1&p_keyvalue=1910)

[OSHA 29 CFR 1926 Sub-Part AA](https://www.osha.gov/pls/oshaweb/owasrch.search_form?p_doc_type=STANDARDS&p_toc_level=1&p_keyvalue=1926)

[General Safety and Health Standards - Chapter 296-24 WAC](http://apps.leg.wa.gov/wac/default.aspx?cite=296-24)

[General Occupational Health Standards - Chapter 296-62](http://apps.leg.wa.gov/wac/default.aspx?cite=296-62)

[Policy 9.1.4 Confined Spaces](#Policy9_1_4)

[Confined Spaces - Chapter 296-809 WAC](http://apps.leg.wa.gov/wac/default.aspx?cite=296-809)

[L&I Confined Spaces – Chapter 296-809, WAC](http://www.lni.wa.gov/safety/rules/chapter/809/)

Replaces: Section 9.1 - July 2015 [WAP Memorandum 013](http://waptac.org/data/files/website_docs/government/guidance/2015/wapmemorandum%20_013_osha_08312015.pdf)

**SECTION 9.1 ENSuring LOCAL AGENCies AND SUBCONTRACTORs H&S**

1. **Minimizing Risk to Workers:**

Local Agencies and Subcontractors in the Weatherization Assistance Program (WAP) must provide weatherization services in a manner that minimizes risk to workers.

1. **Remedying Energy-Related Health and Safety Hazards:**

Local Agencies must remedy energy-related health and safety hazards, which are necessary before or because of, the installation of weatherization materials.

1. **Providing General Health and Safety Guidelines:** The standards included here provide only general guidelines for health and safety concerns. Also see Field Guide.

Detailed specifications regarding worker health and safety are found in OSHA Safety and Health Standards (29 CFR 1926\1910) published by the U.S. Department of Labor; and corresponding WISHA Rule WAC 296-62. Worker safety rules of general application are also contained in State of Washington General Safety and Health Standards, Chapter 296-24 WAC, published by the Department of Labor and Industries. These standards are applicable to all workers providing services using funding under the DOE WAP program.

* 1. **Taking Reasonable Precautions:** Workers must take all reasonable precautions against performing work on homes that will subject workers or occupants to health and safety risks. Minor repairs and installation may be conducted only when necessary to effectively weatherize the home; otherwise these measures are not allowed.

The prevention of occupationally induced injuries and illnesses will be given precedence over production activities. To the greatest degree possible, the contractor will ensure that all equipment and facilities are in compliance with the Washington Industrial Safety and Health Act (WISHA) standards. Weatherization personnel are required to exhibit caution and care during the course of the workday.

Wx Section 9.1 Exsuring Local Agencies and Subcontractors H&SPage 2 of 4

* 1. **Identifying the Crew Leader/Foreman as the Responsible Party:** The crew leader/foreman is responsible for being in compliance with any instructions pertaining to health or safety as they apply to crew production activities:
     1. Contact client before performing work. Provide the opportunity for discussing crew activities that will occur and occupant safety while work is in progress. When subcontractors are used, the program manager will be responsible for client contact.
     2. Ensure each crewmember is reasonably protected when production activities are being conducted.
     3. For pre-1978 buildings: Satisfy Section L. Lead Based Paint Hazard Control. Inform the client of the nature of the work to be done, and encourage that children be off-site while the work is taking place.
  2. **Enforcing the Use of Personal Protective Equipment: Th**e use of personal protective equipment will be strictly enforced. Hearing and ear protection are required for individuals working around high decibel equipment. Each crew person will wear a respirator, protective eyewear, and protective clothing when necessary. Respiratory protection is required for individuals working in high-dust environments, including when using loose fill insulation blowing equipment, installing materials in attic and floor areas, and during prolonged use of grinding or power saw equipment. When working in an environment in which lead based paint dust will be generated, each employee within the work area may be required to wear a properly-fitted National Institute of Occupational Safety and Health (NIOSH)-approved HEPA respirator and protective clothing which will be removed upon vacating the work area. (See OSHA and WISHA rules, Section L.3, Other Federal Government Regulations.)
  3. **Maintaining Hand and Power Tools:** All hand and power tools and similar equipment shall be maintained in a safe condition. This equipment will be inspected daily, and any equipment found defective shall be tagged and removed from service until it has been repaired or replaced. Protective guards are to be in place and functioning properly while a power tool is in use.

All electrical equipment, tools, and extension cords shall be grounded properly. All electrical power for 120-volt or greater will be protected by a ground fault circuit interrupter (GFCI). Any extension cords found defective (insulation worn or cut, or frayed wires) are to be removed from the job site and disposed of properly.

It is recommended that, when using power tools on surfaces that contain lead based paint, a HEPA dust collection attachment be used. Tools shall be cleaned after use.

Wx Section 9.1 Exsuring Local Agencies and Subcontractors H&SPage 3 of 4

* 1. **Instituting General Fall Protection:** Portable ladders shall be placed on a substantial base at a four-to-one pitch. Extension ladders are to be extended a minimum of 36 inches above the landing (i.e., where roof access occurs), or where not practical, be provided with grab rails and be secured against movement while in use. Portable metal ladders shall not be used where they may contact electrical conductors.

The use of ladders with broken or missing rungs or steps, broken or split side rails, or with other faulty or defective construction is prohibited. When ladders with such defects are discovered, they shall immediately be withdrawn from service.

Extra precaution is required while weatherization activities are conducted on the roof area. When an individual is above 16 feet or adequate stability cannot be maintained, safety gear, such as harness or safety straps, is required.

* 1. **Performing Housekeeping Activities:** All scrap lumber, waste material, and debris shall be removed from the immediate area as work progresses. An area outside the home should be designated for storing such material, which should be removed from the premises at the end of each workday or when the job is completed. (Local agencies and subcontractors are encouraged to recycle materials whenever possible.)

Equipment shall be removed from the immediate work area and properly stored when no longer required or when each phase of the weatherization process is completed. Individuals shall be equipped with a tool belt or vest, in which hand tools not in use are then properly stored and readily accessible when required.

When lead based paint dust is generated during the course of work, the area must be cleaned no later than the end of each workday. All materials used in the debris collection system removed in a lead safe manner, the area thoroughly vacuumed using a HEPA vacuum, and wash and wipe down the area with a detergent solution.

* 1. **Working in Confined Spaces (Attic/Crawl):** When possible, cut out holes required for venting before work is started, installing vents after weatherization activities are completed. This procedure provides both additional ventilation and light.

Precaution shall be taken when working in areas with low clearance. Work in areas with less than 18-inch clearance may be waived.

Before weatherization activities are conducted, the following is required:

* + 1. The Competent Person – Confined Spaces must determine if the area is a permit-required or a non-permit confined space.
    2. Health and safety corrective action documented on the Job Order Sheet is to be completed.

Wx Section 9.1 Exsuring Local Agencies and Subcontractors H&SPage 4 of 4

* + 1. Specific instructions are read and understood. Further clarification may be required from the Energy Analyst.
    2. An adequate and safe means of access is provided.
    3. Each individual has accessed the area and become familiar with existing conditions.
  1. **Removing Pollutants:** Removal of pollutants is allowed and is required if they pose a risk to workers. If pollutants pose a risk to workers and removal cannot be performed or is not allowed by the client, the unit must be deferred. If the project is deferred, the local agency must use a deferral form to document observed conditions and household pollutants. The client must be provided with proper disposal site information for household pollutants requiring removal.

Effective Date: July 1, 2016Page 1 of 1

**Weatherization Policy**

See also:

[WAC 296-155-120](http://apps.leg.wa.gov/WAC/default.aspx?cite=296-155-120)

[Policy 9.1.4 Confined Spaces](#Policy9_1_4)

Replaces: Section 9.1(partial) - July 2015 [WPN 11-06](http://www.waptac.org/data/files/website_docs/government/guidance/2011/wpn%2011-6.pdf)

**POLICY 9.1.1 Field SAFETY Training**

1. **Maintaining Weatherization Health and Safety Program:** The local agency Weatherization Program Manager is responsible for maintaining the local agency’s weatherization health and safety program. Specific responsibilities may be delegated to adequately trained and competent personnel.
2. **Training Employees on Field Safety:** All local agency and subcontractor weatherization field employees (including but not limited to auditors, inspectors, crew leads, crew members, and weatherization workers) must receive the following Field Safety Training safety training prior to conducting field work.
   1. OSHA 10 training.
   2. Current First Aid and CPR training - valid first-aid certificate and CPR proficiency cards. (Per WAC 296-155-120)
   3. Confined Spaces training – valid Competent Person-Confined Space certification

***Exceptions:*** The following are exceptions to the timing and responsibility of the required field safety training:

* 1. Newly hired or reassigned field employees must receive safety training within three (3) months of starting field work. Until training is complete, employees must work with a trained employee.
  2. Subcontractors conducting specialty work such as electrical, plumbing, heating, ventilation and air conditioning under the Weatherization Program are themselves responsible for ensuring that they and their employees are in compliance with any local, state and national worker safety training requirements applicable to their work.

***References:*** WPN 11-06, DOE clarification response 12/30/2012

Effective Date: July 1, 2016Page 1 of 1

**Weatherization Policy**

See also:

[L&I Safety Meetings and Committees](http://www.lni.wa.gov/Safety/GettingStarted/DayToDaySafety/SafetyMeetings.asp)

Replaces: Section 9.1(partial) - July 2015 [Sample Safety Meeting Topics](http://www.lni.wa.gov/Safety/GettingStarted/DayToDaySafety/SafetyMeetingTopics.asp)

**POLICY 9.1.2 SAFETY Meetings**

1. **Conducting Safety Meetings:** Local agencies must conduct safety meetings monthly.
2. **Attending Safety Meetings:** Local agencies Weatherization staff, especially field staff must attend monthly safety meetings.
3. **Content and Purpose of Safety Meetings:** The content of meetings should focus primarily on issues of current importance, for example, OSHA requirements, new information on safety procedures, or product-related information Safety Data Sheets (SDS). During the meeting, employees should be encouraged to ask questions.
   1. The main purpose will be to ensure employees retain and understand information covered during the meeting.
      1. Limit the amount of information covered to just one issue, when possible, such as lifting, tool maintenance, electrical equipment, or understanding of Safety Data Sheets (SDS).
      2. Posters relating to such matters are available and should be displayed during the month that particular issue is discussed.
4. **Documenting Safety Meetings:** Local agencies must document each safety meeting with recorded minutes kept on file. Minutes must include:
   1. List of employee attendance; and
   2. Topics discussed and concerns.

Effective Date: July 1, 2016 *(retroactive)*Page 1 of 1

**Weatherization Policy**

See also:

Replaces: Policy 9.1.3 - July 2016 [OSHA’s Hazard Communication Standard (HCS)](https://www.osha.gov/dsg/hazcom/index.html)

**POLICY 9.1.3 Inspecting On-Site H&S Work Practices**

1. **Inspecting On-Site H&S Work Practices:** The Local Agency must conduct an announced, on-site inspection of each crew monthly, including:
   1. Ascertaining the extent of the client's understanding of weatherization activities being performed. If health and safety issues are documented, this information must also be included in the discussion.
   2. Inspecting condition of personal safety equipment and confirming that all crew members are adequately supplied. Crew members must wear prescribed equipment if warranted by the activities being conducted.
   3. Checking each crew vehicle (as required by OSHA for all jobsites) is supplied with a:
      1. Complete first aid kit designed to provide basic first aid;
      2. Adequately charged hand-operated fire extinguisher, designed for all three types of fire (electrical, wood, and liquid). Ensure service date has not expired; and
      3. Binder containing the local agency’s Hazard Communication Plan including a list of hazardous chemicals (common and chemical name), location where they are used, usage and hazardous information (signs/symptoms of exposure and required first aid), and list of Safety Data Sheets. (Note: Copies of SDS are not required if master files are accessible by all crew members.) For more information and for Hazard Communication Plan templates, see OSHA’s Hazard Communication Standard (HCS).
   4. Inspecting hand and power tools and similar equipment. Any found to be defective should be tagged and removed from service. Equipment not in use shall be properly stored.
   5. Inspecting work area to ensure activities are conducted in a safe manner, including provision of adequate light, proper disposal of debris, connection of power equipment to a ground fault circuit interrupter, and resolution of health and safety issues.
2. **Documenting Inspections:** Local agencies must document each inspection performed including: Date; Concerns discovered, and Actions required or taken to correct concerns.

Effective Date: July 2017Page 1 of 1

**Weatherization Policy**

See also:

[Confined Space Training (6/9/2016 Webinar)](http://oppco.us2.list-manage.com/track/click?u=8d7fb54b07f5a4d1df68e1599&id=947ee782ec&e=4859f9bc7f)

[OSHA’s *Confined Spce Litigation Settlement* (OSHA’s Confined Space Q&A)](https://www.osha.gov/confinedspaces/ls_ResidentialConstruction_05242016.html)

[Exhibit 9.1.4, *Confined Space Evaluation Form*](#Exhibit9_1_4), example

[OSHA 29 CFR 1926 Sub-Part AA](https://www.osha.gov/pls/oshaweb/owasrch.search_form?p_doc_type=STANDARDS&p_toc_level=1&p_keyvalue=1926)

[Protecting Construction Workers in Confined Spaces: Small Entity Compliance Guide](https://www.osha.gov/Publications/OSHA3825.pdf)

[OSHA’s Confined Spaces FAQs](https://www.osha.gov/confinedspaces/faq.html)

[L&I Confined Spaces – Chapter 296-809, WAC](http://www.lni.wa.gov/safety/rules/chapter/809/)

[WAC 296-809](http://apps.leg.wa.gov/wac/default.aspx?cite=296-809)

Replaces: Policy 9.1.4 - July 2016 [WAP Memorandum 013](http://waptac.org/data/files/website_docs/government/guidance/2015/wapmemorandum%20_013_osha_08312015.pdf)

**POLICY 9.1.4 CONFINED SPACES**

1. **Complying with Confined Spaces Requirements:** Local Agencies must comply with Washington Industrial Safety and Health Act of 1973 (WISHA) requirements for practices and procedures to protect employees engaged in construction activities at a worksite with one or more confined spaces (e.g. Attics, Crawlspaces, etc.). See Occupational Safety and Health Administration (OSHA) 29 CFR 1926 Sub-Part AA and Division of Occupational Safety and Health (DOSH) part of Department of Labor and Industries (L&I) Confined Spaces – Chapter 296-809, WAC.
2. **Adopting and Implementing a Confined Spaces Program:** Local Agencies and their subcontractors must adopt and implement a Confined Space Program based on WAC 296-809.
3. **Training for Competent Person-Confined Space:** Local Agencies’ auditors and crew leads must receive “Confined Space” training.

***Exceptions:***

* 1. Self-training is available.
  2. It is strongly recommended all weatherization workers take confined space training.

1. **Certifying a Competent Person-Confined Space:** At a minimum, each [*Competent Person-Confined Space*](#Definition_competent_pers_confined_space) must meet all the following requirements:
   1. Completed Confined Space Training (Watch 6/9/2016 webinar to meet requirement.)
   2. Completed OSHA 10 Training
   3. Read and understand the OSHA’s *Confined Space Litigation Settlement*
   4. Send attestation to the Building Performance Center (BPC) that the above a – c are complete. The BPC will issue a Competent Person-Confined Space certificate.
2. **Documenting Confined Space compliance:** Local Agencies must document in the client file the name of “Competent Person-Confined Space”, each [*Confined Space*](#ConfinedSpace) assessed, determination of whether each space was permit-required or a non-permit confined space, and required documentation for any permit-required confined spaces.

## SECTION 9.2 CLIENT HEALTH AND SAFETY

### **A.** Policy

The Weatherization Assistance Program provides weatherization services in a manner that minimizes risk to clients. The Weatherization Assistance Program remedies energy-related health and safety hazards, which are necessary before, or because of, the installation of weatherization materials.

The Weatherization Assistance Program defers work on dwellings without providing weatherization services when problems are encountered that are beyond the scope of the Weatherization Assistance Program. For the policies and procedures for deferral, see [**Section 5.1.3, *Deferral Standards***](#Policy5_1_3).

When a person’s health is fragile or the work activities would constitute a health or safety hazard, the occupants at risk will be required to leave the home until work is completed. Temporary relocation of at-risk occupants may be allowed on a case-by-case basis, but requires prior written approval from Commerce. Alternatively, the work may be deferred until such time that the conditions or circumstances are more favorable.

### **B.** Procedure

1. **Awareness**

Awareness of potential hazards is essential to providing quality services. DOE’s preferred approaches to common hazards are provided in [***Weatherization Program Notice* (WPN) *11-6***](http://waptac.org/data/files/website_docs/government/guidance/2011/wpn%2011-6a_updated.pdf)**.** Other energy-related hazards are considered on a case-by-case basis.

1. **Prevention**

Prevention is the best solution to any health and safety hazard. The Weatherization Assistance Program takes all reasonable precautions when performing work on homes that will subject clients to health and safety risks. Before beginning work on the residence, the agency must take into consideration the health concerns of each occupant, the condition of the dwelling, and the possible effect of work to be performed on any particular health or medical condition of the occupants. See [**Exhibit 5.S1, *Mold Assessment and Release example***](#Exhibit5_S1)and [**Exhibit 5.S2**, ***Pollution Source Survey example***](#Exhibit5_S2)***.***

Effective Date: July 2017Page 1 of 5

**Weatherization Policy**

See also:

[*Weatherization Program Notice* (WPN) *11-6*](http://waptac.org/data/files/website_docs/government/guidance/2011/wpn%2011-6a_updated.pdf)

[*http://waptac.org/*](http://waptac.org/)

[Exhibit 9.3, *Mechanical Ventilation Worksheet*](#Exhibit9_3)

[ASHRAE 62.2-2016 –](http://www.residentialenergydynamics.com/REDCalcFree/Tools/ASHRAE6222016) *[Residential Energy Dynamics (RED) Calc Tool](http://www.residentialenergydynamics.com/REDCalcFree/Tools/ASHRAE6222016)*

Replaces: Policy 9.3 – July 2016 [Variance #18 – SWS Section 6.6201.1a.b](https://extranet.commerce.wa.gov/teams/teamsa/HIP-WX-Manual/PublishedWxFieldGuides/6.6201.1a.b.pdf)

**Policy 9.3 INDOOR AIR QUALITY – MECHANICAL VENTILATION**

1. The Local agency must comply with ***ASHRAE Standard 62.2 – 2016***including *Appendix A: Existing Buildings* to provide mechanical ventilation to alleviate excess moisture and the buildup of indoor pollutants for single family dwellings and small multi-family buildings three (3) stories and less, when performing weatherization activity.

**Purpose:**This standard defines the roles of, and minimum requirements for, mechanical and natural ventilation systems and the building envelope intended to provide [*Acceptable Indoor Air Quality*](#_Acceptable_Indoor_Air) (IAQ) in low-rise residential buildings.

1. DOE’s ***Weatherization Program Notice* (WPN) *11-6*** available at (*http://waptac.org/*), allows exception to the implementation of ASHRAE Standard 62.2 as follows:

Implementing ASHRAE 62.2 is not required where acceptable indoor air quality already exists as defined by ASHRAE 62.2.

NOTE: At this time, the State of Washington does not have the scientific data to support the objective determination of Acceptable Indoor Air Quality as required by DOE to allow this exception. Exceptions are not allowed.

1. Local agency must ensure completion of Mechanical Ventilation Worksheet, pre- and post-weatherization, documenting compliance with ***ASHRAE Standard 62.2 – 2016*** *Ventilation and Acceptable Indoor Air Quality in Low-Rise Buildings (Appendix A: Existing Buildings)*. See **Exhibit 9.3, *Mechanical Ventilation Worksheet***

***Exception:*** ASHRAE 62.2-2016 – Residential Energy Dynamics (RED) Calc Tool. If RED is used, Commerce may ask Local agencies for calibration to assure consistent results with **Exhibit 9.3, *Mechanical Ventilation Worksheet***.

1. **Whole building (house) mechanical ventilation required:** Whole building mechanical ventilation is required to comply with ASHRAE Standard 62.2 including Appendix A: Existing Buildings.

***Exception:*** Whole-building ventilation is not required when *Qfan* is less than or equal to 15 cfm.

Wx Policy 9.3 Indoor Air Quality – Mechanical Ventilation Page 2 of 5

1. **Whole building ventilation system types**

A mechanical exhaust system, supply system, or combination thereof must be installed for each dwelling unit to provide whole building ventilation.

1. The whole building ventilation system must consist of one or more supply or exhaust fans and associated ducts and controls.
2. Local exhaust fans must be permitted to be part of a mechanical exhaust system.
3. Outdoor air ducts connected to the return side of an air handler must be permitted as supply ventilation if manufacturer’s requirements for return air temperature are met.
4. **Whole building fan requirements**
5. **Existing fans:**  
   Existing fans providing whole building ventilation (in part or in whole) are exempt from any sone rating (ASHRAE Standard 62.2, Appendix A, Section 4.1).
6. **Newly installed fans:**  
   Fans installed to provide whole building ventilation must have a sound rating of 1.0 sones or less as determined by the Home Ventilation Institute ([www.hvi.org/](http://www.hvi.org/))

***Exception*:** Air handlers, HRV/ERVs, inline fans and remote mounted fans are exempt from sound rating requirements if mounted a minimum of four (4) feet from the grill.

1. **Control of whole building mechanical ventilation**

A readily accessible manual ON-OFF control, including but not limited to a fan switch or a dedicated branch-circuit overcurrent device, must be provided for either intermittent or continuous systems. Controls must include text or an icon indicating the system’s function.

***Exception:*** For multifamily dwelling units, the manual ON-OFF control is not required to be readily accessible.

Wx Policy 9.3 Indoor Air Quality – Mechanical VentilationPage 3 of 5

1. **Local exhaust in kitchens:** A working exhaust fan must be present in kitchens where a gas combustion range, cooktop, or oven is present.
2. **Ventilation level**

A kitchen exhaust fan installed by the local agency must be Heating Ventilation Institute ([www.hvi.org/](http://www.hvi.org/)) rated to deliver a minimum of 100 cfm intermittent at 0.25 inches water gauge or 5 air changes per hour continuous. Kitchen exhaust fans must be rated for sound at a maximum of 3.0 sones, unless their maximum rated airflow exceeds 400 cfm. When existing equipment does not meet this requirement the whole building ventilation rate may be adjusted to overcome the deficit.

1. **Fan rating**

Exhaust fans installed directly over a range or oven must be rated for installation in this location.

1. **Kitchen fan control**

Kitchen fans must be controlled by the manufacturer's switch or a wall mounted switch.

***Variance #18:*** *DOE granted a variance from SWS Section 6.6201.1a.b Kitchen Fan Airflow Testing allowing: WA allows kitchen fan air flows to be estimated using the air leakage chart, the measured blower door reading and the negative pressure reading from a manometer set to main body WRT to house, in Pascals with the kitchen fan on. See Air leakage chart*

1. **Local exhaust in bathrooms:** A bathroom exhaust fan installed by the Local Agency must be rated to deliver a minimum of 50 cfm intermittent at 0.25 inches water gauge or 20 cfm continuous. When existing equipment does not meet this requirement the whole building ventilation rate may be adjusted to overcome the deficit.
2. **Sound rating:**

Exhaustfans installed by local agency:

1. Intermittent: 3.0 sones or less
2. Continuous: 1.0 sone or less
3. **Energy use**

Exhaust fans installed to provide local bathroom exhaust must have an operating watt draw of 50 watts or less.

Wx Policy 9.3 Indoor Air Quality – Mechanical VentilationPage 4 of 5

1. **Bathroom fan control**

A readily accessible manual ON-OFF control must be provided for each demand controlled mechanical exhaust system. Automatic control devices such as but not limited to the following must be permitted provided they do not impede manual ON-OFF control: humidity sensors, shut-off timers, occupancy sensors, multiple-speed fans, combined switching, IAQ sensors, etc.

***Exception:*** For multifamily dwelling units, an automatic control device must be permitted to override manual OFF control, provided that it does not override manual ON control.

1. **Crawlspace and garage ventilation:** Exhaust fans may be installed for operation in crawlspaces or garages to exhaust pollutants and maintain a pressure boundary relative to the dwelling unit. Fans installed must be rated for continuous use. Ventilation flows must not be included in the ASHRAE 62.2 mechanical ventilation calculation. Ducts in the garage and ducts penetrating the walls or ceilings separating the dwelling from the garage must be constructed of a minimum 26-gauge sheet steel and must have no openings into the garage.
2. **Sizing crawlspace and garage fans**

Local agency must size the fan to maintain negative pressure relative to the dwelling unit during normal operating conditions.

1. **Crawlspace and garage fan controls**

Exhaust fans installed in crawlspaces must be wired to exhaust continuously with a switch near the fan to allow shut down of fan for maintenance.

1. **Verification of fan performance**

Local agency must verify that fan performance during normal operating conditions creates a negative pressure with reference to the dwelling unit.

1. **Fan rating**

Fans installed for the purpose of maintaining a pressure boundary must be rated for continuous operation.

1. **Fan termination point**

Fans installed for the purpose of maintaining a pressure boundary must not terminate within five (5) feet of a door, window, combustion appliance air-intakes, or fresh air intakes.

Wx Policy 9.3 Indoor Air Quality – Mechanical VentilationPage 5 of 5

1. **Ventilation system testing:**
2. All performance test results must be documented on the Mechanical Ventilation Worksheet and placed in the client file.
3. All existing and accessible exhaust, supply, and combination systems must be performance tested. Testing must be performed with a flow hood, flow grid, exhaust fan flow meter, or other air flow measuring device used in conjunction with a digital manometer.

***Exceptions***:

* + 1. When performance testing of the kitchen hood is not practical or possible, one of the following methods may be used to estimate flow:

(a) The airflow rating at a pressure of 0.25 inch wc (62.5 Pa) may be used, provided the duct sizing meets the prescriptive requirements of ASHRAE Standard 62.2 Table 5.3. If airflow ratings for the existing equipment are available at 0.1 inches wc (25 Pa) but not at 0.25 inch wc (62.5 Pa), those values may be used, provided they are reduced by 25%.

(b) Use the Air Leakage Chart on Exhibit 5.S3A in conjunction with blower door measurement, (Tooley chart), or

* + 1. Clothes dryer fans are not required to be tested.

1. Newly installed or modified ventilation systems must be performance tested.   
   (#8 Exceptions, listed above, still apply.) At completion of Weatherization work, all mechanical ventilation rates must be set (adjusted) for run time and CFM to achieve minimum ACH required by ASHRAE 62.2.
2. **Client Education:** Provide client with information on function, use and maintenance of ventilation system and components. Include disclaimer that ASHRAE 62.2 does not account for high polluting sources or guarantee indoor air quality.

Effective Date: July 2016Page 1 of 6

**Weatherization Policy**

See also:

[Exhibit 5.3.1A, *Combustion Safety Test Report*](#Exhibit5_3_1A)

[Exhibit 5.3.1B, *Technical Support Document*](#Exhibit5_3_1B)

[Table 3.1: *Carbon Monoxide Test Action Levels for Ovens*](#Table3_CO_Test_Action_Levels_OvensRanges)

[Table 4: *CAZ Depressurization Limits*](#Table4_CAZ_Depressurization_Limits)

[Variance #1 – *SWS Sections 2.0201.1a and 2.0201.3a*](https://extranet.commerce.wa.gov/teams/teamsa/HIP-WX-Manual/PublishedWxFieldGuides/2.0201.1a-and-2.0201.3a.pdf)

[Variance #2 – *SWS Sections 2.0201.1e, 2.0201.3e, and 2.0299.1*](https://extranet.commerce.wa.gov/teams/teamsa/HIP-WX-Manual/PublishedWxFieldGuides/2.0201.1e-2.0201.3e-and-2.0299.1.pdf)

[Variance #3 – *SWS Sections 2.0201.1f, 2.0201.3f, 2.0203.2a.c, 2.0203.3c, 2.0203.4c, 2.0203.5a.b, and 2.0203.6c*](https://extranet.commerce.wa.gov/teams/teamsa/HIP-WX-Manual/PublishedWxFieldGuides/2.0201.1f-2.0201.3f-2.0203.2a.c-2.0203.3c-2.0203.4c-2.0203.5a.b-and-2.0203.6c.pdf)

[Variance #4 – *SWS Sections 2.0201.1g and 2.0201.3g*](https://extranet.commerce.wa.gov/teams/teamsa/HIP-WX-Manual/PublishedWxFieldGuides/2.0201.1g-and-2.0201.3g.pdf)

Replaces: Policy 9.4 – July 2015 [Variance #5 – *SWS Sections 2.0203.1a-b, 2.0203.2d-e, 2.0203.4a.b, 2.0203.5c-d, and 2.0205.1*](https://extranet.commerce.wa.gov/teams/teamsa/HIP-WX-Manual/PublishedWxFieldGuides/2.0203.1a-b-2.0203.2d-e-2.0203.4a.b-2.0203.5c-d-and-2.0205.1.pdf)

**Policy 9.4 COMBUSTION SAFETy testing**

1. **Testing for Combustion Safety:** All homes with combustion appliances must be tested for combustion safety both pre- and post-weatherization work. See **Exhibit 5.3.1A, *Combustion Safety Test Report*** and **Exhibit 5.3.1B, *Combustion Safety* *Technical Support Document***, for required form and supporting material.
2. **Pre-Weatherization Combustion Safety Testing**

Local agency BPI BA certified auditor shall perform a Combustion Safety Test for every combustion appliance prior to installing any conservation measures that alter the building shell, HVAC system, or interior configuration (including comfort air sealing or altering of interior doors) of the dwelling. An **Exhibit 5.3.1A, *Combustion Safety Test Report*** shall be filled out for each appliance and be placed in the client file.

1. **Post-Weatherization Combustion Safety Testing**

Local agency BPI QCI certified inspector shall perform a Combustion Safety Test for every combustion appliance at the conclusion of the weatherization project.

1. **In-progress Combustion Safety Testing**

Local agency or Subcontractor, trained in combustion safety testing shall perform a worst-case depressurization test **Exhibit 5.3.1B, *Combustion Safety* *Technical Support Document, page 3***and draft test ***page 6. Line # 13)***at the end of the work day when work has been done that alters the building shell, HVAC system, or interior configuration (including comfort air sealing, altering of interior doors) of the dwelling unit. If the system fails, the local agency shall take immediate action before leaving the dwelling unit to ensure that the occupant's health and safety is not compromised.

***Exception:*** In-progress testing of residential heating appliances during seasonal times of high outdoor temperatures may be deferred as long as all the following conditions are documented and met:

Wx Policy 9.4 Combustion Safety TestingPage 2 of 6

* + 1. The heating appliance is turned off and client subscribes they have been informed why they are not to use it.
    2. Local agency shall perform a final and complete Combustion Safety Test for every combustion appliance at the conclusion of the weatherization project.

***Variance #5:*** *DOE granted a variance from SWS Sections 2.0203.1a-b, 2.0203.2d-e, 2.0203.4a.b, 2.0203.5c-d, and 2.0205.1 Combustion Safety Testing allowing: WA to add combustion air only when performance testing (worst case draft and depressurization testing and combustion testing) indicates additional combustion air is needed.*

1. **Draft and Spillage Tests:** Local agency shall perform spillage and draft tests for all natural and induced draft space heating systems and water heaters. Draft and spillage shall first be tested under worst-case (**Exhibit 5.3.1B*, Combustion Safety Technical Support Document page 3****)* conditions, and then repeated for natural conditions if the appliance fails under worst-case.
2. **Single Chimney with Multiple Appliances**

When a chimney is shared by multiple appliances, the appliance with the smallest Btu input rating shall be tested first, and remaining appliances shall be tested in order of increasing input rate.

1. **Multiple Fuel Sources Vented into a Single Chimney**

Multiple fuel sources vented into a single chimney are cause for deferral of services until the situation is corrected.

1. **Draft Testing**

Local agency shall measure vent draft pressure at steady-state operating conditions of all heating and hot water combustion appliances.

***Exceptions:***

* + 1. Sealed Combustion or Power Vented (90% +): No draft measurement required. Recommend technician confirm draft at termination. If it is unsafe to access termination point for testing due to the height of the roof or weather conditions an alternative is to access flue products by disconnecting the drain line.
    2. Solid fuel-burning appliances.

Wx Policy 9.4 Combustion Safety TestingPage 3 of 6

* + 1. Gas fireplace inserts.

1. Atmospheric or Natural Draft (70%): Draft testing shall be done in the center of the longest, straightest, accessible section of the vent connector. Holes made for the purpose of measuring draft shall be drilled using 5/16th bit. Once test is complete, seal hole with High Temperature RTV silicone caulk. Cover with aluminum tape or plug with a 3/8 inch tap bolt made of stainless steel or nylon.
2. Induced Draft (80%): Draft testing shall be done a minimum of three (3) feet downstream of the inducer motor. The preferred location for CO testing is the same hole used for draft testing. Holes made for Draft and CO testing shall be drilled using a 5/16th bit. Once test is complete, seal the inner liner with High Temperature RTV silicone caulk and a 3/8 inch tap bolt made of stainless steel or nylon or seal interior hole with RTV silicone and cover exterior hole with aluminum tape.

Appliances shall draft at or above (i.e. have more draft) the minimum acceptable draft level detailed in Table 1 in the **Exhibit 5.3.1B, *Combustion Safety Technical Support Document***. If the draft test fails, the local agency shall make appropriate repairs before proceeding with weatherization services or defer the project until problem is corrected.

1. **Spillage**

Local agency shall test for spillage on all atmospheric draft and induced draft appliances. Any appliance that continues to spill flue gases beyond the maximum established time limits identified in Table 2 in the **Exhibit 5.3.1B, *Combustion Safety Technical Support Document*** fails the spillage test. If the unit fails, the test shall be done in natural conditions. The local agency shall make appropriate repairs or defer the project until the problem is corrected.

Induced draft heating systems shall be checked for spillage at the base of the chimney liner or flue. If a chimney is shared between an induced draft heating system and a natural draft water heater, spillage shall be checked at the water heater draft diverter.

***Exception:*** Wood stoves and fireplaces shall not be tested for spillage.

***Variance #3:*** *DOE granted a variance from SWS Sections 2.0201.1f, 2.0201.3f, 2.0203.2a.c, 2.0203.3c, 2.0203.4c, 2.0203.5a.b, and 2.0203.6c Combustion Safety Testing allowing: WA to continue to use WA Combustion Safety Test Report Form, TSD, and the action levels established by the BPI Building Analyst Technical Standards. WA uses spillage not to exceed one minute.*

Wx Policy 9.4 Combustion Safety TestingPage 4 of 6

1. **Carbon Monoxide Above Acceptable Levels:** If CO is above acceptable levels, weatherization funds may be used to clean and repair appliances owned by low-income occupants.

In rentals, if the tenant does not own the appliance, weatherization funds can be used for cleaning, but not for repair.

1. **Carbon Monoxide Tests:** Local agency shall perform a CO test in all combustion appliances.

***Exception:*** Carbon monoxide testing of wood burning appliances flue gases is not required.

1. Local agency shall measure CO in the undiluted flue gases in the flue of the appliance, using a digital gauge that measures in parts per million (ppm). For all combustion appliances, CO shall be measured at steady-state operating conditions. CO levels must be recorded and appropriate actions taken, as detailed in [Table 3: Combustion Safety Test Action Level Table](#Exhibit5_3_1A_Combustion_Tables).
   * 1. **Atmospheric or Natural Draft (70%):** CO testing shall be done in the undiluted flue products at the heat exchanger cell outlets.
     2. **Induced Draft (80%):** CO testing can be done anywhere in the vent connector or at the vent termination if the appliance is vented by itself. The preferred location for CO testing is the same hole used for draft testing. Holes made for Draft and CO testing shall be drilled using a 5/16th bit. Once test is complete seal the inner liner with High Temperature RTV silicone caulk and a 3/8 inch tap bolt made of stainless steel or nylon or seal interior hole with RTV silicone and cover exterior hole with Aluminum tape.
     3. **Sealed Combustion or Power Vented (90% +):** CO shall be tested, preferably at the termination. If it is unsafe to access termination point for testing due to the height of the roof or weather conditions, an alternative is to access flue products by disconnecting the drain line
2. Local agency shall not drill holes in flues for power vented or sealed combustion units. CO shall be measured at the exterior outlet of the flue.

Wx Policy 9.4 Combustion Safety TestingPage 5 of 6

1. **Gas Ovens:**

Gas ovens CO shall be tested in accordance with the **Exhibit 5.3.1B, *Combustion Safety Technical Support Document***.

For Action Levels see BPI’s **Table 3.1: *Carbon Monoxide Test Action Levels for Ovens*** in the Technical Support Document(Line 18 in Combustion Test Report)

1. **Ambient Carbon Monoxide:**

Local agency shall monitor ambient CO levels upon entering the combustion appliance zone and during the test period for all appliances. If ambient levels exceed 9 ppm at any time, turn off the appliance immediately and make appropriate repairs. The maximum allowable ambient CO level in a dwelling where weatherization work has been completed is 9 ppm.

***Variance #1:*** *DOE granted a variance from SWS Sections 2.0201.1a and 2.0201.3a Combustion Safety Testing allowing: WA to continue to use WA Combustion Safety Test Report Form, TSD, and the action levels established by the BPI Building Analyst Technical Standards. For ambient CO level, WA currently uses 9ppm.*

***Variance #4:*** *DOE granted a variance from SWS Sections 2.0201.1g and 2.0201.3g Combustion Safety Testing allowing: WA to continue to use WA Combustion Safety Test Report Form, TSD, and the action levels established by the BPI Building Analyst Technical Standards. WA sets CO Action Levels in Table 3 Combustion Safety Test Action Level that range from 0 to >400 with associated actions.*

1. **After Appliance Replacement or Service:** After combustion appliance replacement or service, no additional weatherization work can be done unless the CO levels are within acceptable ranges.

***Exception***: ovens and ranges

1. Combustion Appliance Zone Depressurization: Local agency shall perform a worst-case depressurization test in each combustion appliance zone. When combustion appliance zone (CAZ) depressurization limits are exceeded under worst-case conditions, the depressurization shall be brought within acceptable limits as detailed in Table 4: *CAZ Depressurization Limits*.

***Exception:*** If local agency is unable to meet CAZ Depressurization Limits or standards, the reasonable efforts attempted, the actions taken, and the education provided to the client shall be documented in the client file.

***Variance #2:*** *DOE granted a variance from SWS Sections 2.0201.1e, 2.0201.3e, and 2.0299.1 Combustion Safety Testing allowing: WA to continue to use WA Combustion Safety Test Report Form, TSD, and the action levels established by the BPI Building Analyst Technical Standards. WA Table 4 CAZ Depressurization Limits range from -2 to -50.*

Wx Policy 9.4 Combustion Safety TestingPage 6 of 6

1. Documenting Combustion Safety Testing:
   1. Local agency shall document in the client file repairs and the actions taken to correct all combustion safety failures.
   2. Results of pre- and post-weatherization combustion safety report for every appliance tested. See Exhibit 5.3.1A, *Combustion Safety Test Report*.
   3. Receipts or invoices for any corrective work.
   4. Documentation of installation, location, and model type.
2. **Deferral:** If deferral is required, the local agency shall notify the owner/client in writing of the health and safety issue.
3. **Un-vented fuel burning space-heating appliances:** Local agency shall not proceed with weatherization of dwellings that have existing un-vented fuel burning space-heating appliances until they are removed. Local agency shall notify the owners and the occupants of any hazards that exist with un-vented space heaters, and of the program requirements that un-vented space heaters be removed before weatherization services can be delivered.
4. **Required equipment:** Local agency shall:
5. Use a digital manometer to perform all pressure diagnostic-testing measurements.
6. Use a digital CO measurement device that is capable of measuring 1ppm to   
   1000 ppm.
7. Have diagnostic testing equipment calibrated and maintained as recommended by the manufacturer.
8. Keep on file a record of maintenance and calibration for all diagnostic equipment.

Allowable Costs

Combustion safety testing and appliance cleaning & repair are allowable costs under DOE, HHS, BPA and MM funds. These measures fall within the total health and safety measures and repairs limits (See **Chapter 9, *Health and Safety***). These measures do not need to be included in the SIR calculation for all fund sources or in the DOE per home expenditure average. See **Chapter 6*, Allowable Costs***, for allowable expenditures.

Specific fund source limitations or allowances are as follows:

BPA: Units must be electrically heated in BPA service territory.

## SECTION 9.5 SMOKE Detectors, CARBON MONOXIDE (co) DETECTORS, AND FIRE EXTINGUISHERS

### **A.** Policy

1. **Smoke Detectors:** Installation of smoke detectors is allowed where detectors are not present or are inoperable. Replacement of operable smoke detectors is not an allowable cost. When installed, smoke detectors shall be installed in accordance with manufacturer’s requirements.
   1. **Detector standards**

Detectors installed by the local agency shall have a minimum ten-year operating life, and shall be clearly marked as "UL approved."

* 1. **Detector power options**

Detector shall be powered by one of the following methods:

1. **Hardwired:** Hardwired detectors are allowable only when the installation is approved in advance by Commerce. Hardwired detectors shall have a lithium battery backup.
2. **Battery-operated:** Battery-operated detectors shall have a lithium battery. They shall make an audible alarm when the battery is at the end of its life cycle.

***Exceptions*:**

1. Existing hardwired smoke detectors that are not working may be replaced with a new hardwired smoke alarm.
2. Smoke alarms with a visual alarm for hearing impaired individuals shall be installed in addition to a standard smoke alarm.
   1. **Labeling devices**

All installed detectors shall be labeled in a permanent fashion with a visible date of installation while detector is mounted on the wall.

* 1. **Manufacturer's instructions**

The manufacturer's instructions including the owner‘s manual, warranty, and the expected lifetime of the unit information shall be left with the occupant of the dwelling unit.

* 1. **Education of dwelling unit occupants**

Local agency shall provide the occupant(s) of the dwelling unit with verbal and written information regarding the operation of the smoke detector(s), the importance of testing, and battery replacement.

* 1. **Installation location(s) for smoke detectors**

Smoke detectors shall be installed on walls or ceilings per manufacturer's requirements.

* 1. **Testing**

Local agency shall test each detector for proper operation after installation.

1. **Carbon Monoxide (CO) Detectors:** Local agencies shall install a minimum of one carbon monoxide (CO) detector in every dwelling unit where detectors are not present or are inoperable. Replacement of operable CO detectors is not an allowable cost. CO detectors shall be installed in accordance with manufacturer’s requirements.
   1. **Detector standards:** Detectors shall have:
2. A 5-year warranty for residential models or 1-year warranty for commercial low-level models.
3. An electrochemical sensor.
4. A digital display that indicates CO levels in Parts Per Million (ppm).
5. The capability to accurately detect and display low levels of carbon monoxide to 15 ppm.
6. A label to verify testing and listing to the UL 2034 Standard.

***Exception***: CO Detectors need not be UL listed if a low level detector is desired. To comply with this exception, these commercial low-level detectors must meet or exceed all of the following:

* + - * 1. (1) through (4) above.
        2. ACGIH and NIOSH Standards.
  1. **Detector power options**

1. **Hardwired detectors:** Hardwired detectors are allowable. Hardwired detectors shall have a 9-volt, lithium battery backup.
2. **Battery-operated detectors:** Battery-operated detectors shall have a lithium battery. They shall make an audible alarm when the battery is at the end of its life cycle.
3. **Plug-in detectors:** Plug-in detectors shall have a tamper-resistant connection to a continuously energized 120-v AC power source. They shall not be on a switched plug or on a GFCI protected circuit. Plug-in detectors shall have a battery backup.
   1. **Labeling devices**

All installed detectors shall be labeled in a permanent fashion with the date of installation or replace-by-date as per manufacture’s specification is visible while detector is mounted on the wall.

* 1. **Manufacturer's instructions**

The manufacturer's instructions including the owner’s manual, warranty, and the expected lifetime of the unit information shall be left with the occupant of the dwelling unit.

* 1. **Education of dwelling unit occupants:**

Local agencies shall provide the occupant(s) of the dwelling unit with verbal and written information regarding the following:

* + 1. Dangers of CO.
    2. How to operate and reset the CO detector.
    3. How to read the CO detector.
    4. How to respond to CO levels above 10 ppm.
    5. How to change the batteries.
  1. **Installation location(s) for CO detectors**

In dwelling units with combustion appliances or attached garages a minimum of one operable carbon monoxide detector shall be installed in the vicinity of each sleeping area and on each level with a combustion appliance.

Detectors must not be located contrary to manufacturer’s specifications. Where practical, detectors shall be mounted:

* + 1. In a visible location.
    2. On walls between five (5) and six (6) feet from the floor.
    3. No closer than five (5) feet from combustion appliances, chimneys, flues, or inside corners.
  1. **Installation in sleeping rooms**

A CO detector shall be installed inside any closable sleeping room that contains a combustion appliance.

* 1. **Testing**

Local agency shall test each detector for proper operation after installation as per test procedures in the owner’s manual provided by the manufacturer.

1. **Fire Extinguishers:** Providing Fire Extinguishers is allowed only when solid fuel is present.

Allowable Costs

Smoke detector, carbon monoxide detector, and fire extinguisher installation is an allowable health and safety cost under DOE, HHS, BPA, and MM funds. This measure falls within the total health and safety measures and repairs limits. These measures do not need to be included in the SIR calculation for all fund sources or in the DOE per home expenditure average. See [**Chapter 6*, Allowable Costs***,](#Chapter6) for allowable expenditures

Specific fund source limitations or allowances are as follows:

BPA: Units must be electrically heated in BPA service territory.

### B. **Procedure**

1. Programmatic
   1. Client files must include documentation of the following:
      1. Carbon monoxide detector installation.
      2. Detector location(s).
      3. Detector model type.
      4. Delivery of consumer conservation education.
   2. Local agencies must keep a copy of carbon monoxide detector model specifications for all models installed in agency files.
   3. See [**Chapter 6*, Allowable Costs***](#Chapter6)*.*

Effective Date: July 2017Page 1 of 5

**Weatherization Policy**

See also:

[Policy 5.1.3*, Deferral Standards*](#Policy5_1_3)

[Exhibit 5.5A*, Weatherization Deferral Form example*](#Exhibit5_5A)

[RCW 59.18.060](http://apps.leg.wa.gov/RCW/default.aspx?Cite=59.18.060)

[Exhibit 5.S1, *Mold Assessment and Release Form example*](#Exhibit5_S1)

[*A Brief Guide to Mold, Moisture and Your Home*](https://www.epa.gov/mold/printable-version-brief-guide-mold-moisture-and-your-home)

<http://www.epa.gov/mold/moldresources.html>

[*A Brief Guide to Mold in the Workplace*](http://www.osha.gov/dts/shib/shib101003.html)

[Policy 5.4.2, *Attic Insulation*](#Policy5_4_2)

[Policy 5.4.4, *Floor Insulation*](#Policy5_4_4)

[Section 9.1, *Local Agency and/or Subcontractor Health and Safety*](#_SECTION_9.1_LOCAL)

[Policy 9.3, *Indoor Air Quality - Mechanical Ventilation*](#Section9_3)

[www.AHAM.org](http://www.AHAM.org)

[Variance #7 – SWS Sections 2.0402.1a-e and 2.0402.2b](https://extranet.commerce.wa.gov/teams/teamsa/HIP-WX-Manual/PublishedWxFieldGuides/2.0402.1a-e-and-2.0402.2b.pdf)

Replaces: Policy 9.6 – July 2016 [Variance #16 – SWS Sections 5.3002.4b and 5.3002.13b](https://extranet.commerce.wa.gov/teams/teamsa/HIP-WX-Manual/PublishedWxFieldGuides/5.3002.4b-and-5.3002.13b.pdf)

**Policy 9.6 BIOLOGICALS AND UNSANITARY CONDITIONS, INCLUDING MOLD AND MOISTURE**

Remediation or repair of conditions leading to, or promoting, biologicals and unsanitary conditions, including mold and moisture related problems is allowed within the guidelines as detailed in this section.

1. **Biological concerns and unsanitary conditions** (odors, mustiness, bacteria, viruses, raw sewage, rotting wood, etc.): Remediation of conditions that may lead to or promote biological concerns and unsanitary conditions is allowed. Remediation does not include septic system repair or replacement. Addressing bacteria and viruses is not an allowable cost. Deferral may be necessary in cases where a known agent is present in a home that may create a serious risk to occupants or weatherization workers. See **Policy 5.1.3*, Deferral Standards*.** For rentals, sanitary conditions are the landlord’s responsibility. Local agency must inform the owner of their legal responsibilities and liabilities under RCW 59.18.060.
2. **Mold:**
3. **Documentation of mold condition(s):** Local agency shall record mold conditions found prior to weatherization in the client file. See **Exhibit 5.S1, *Mold Assessment and Release Form example***. Documentation shall include the location and an estimate of the area in square feet as well as photographs and a narrative description of all observed mold conditions found on surfaces in the unit. Where severe mold and moisture issues cannot be addressed, deferral is required. See **Policy 5.1.3*, Deferral Standards.***

***Variance #16:*** *DOE granted a variance from SWS Sections 5.3002.4b and 5.3002.13b Mold and Asbestos Testing allowing: WA does not allow mold testing. WA allows, but does not require asbestos testing.*

Wx Policy 9.6Biologicals and Unsanitary Conditions, Including Mold and MoisturePage 2 of 5

1. **Client pre-work notification:** If weatherization work will be done, the local agency shall provide to the occupant and owner of the dwelling unit a written description of the proposed work that is to be performed, which includes notification that the work to be performed is expected to alleviate the mold and moisture creating conditions. The occupant and owner shall sign a statement acknowledging receipt of the information. A copy of the signed statement and the pre-weatherization mold report shall be retained in the client file. See **Exhibit 5.S1, *Mold Assessment and Release Form example****.*

***Exception:*** Multi-family dwellings five (5) units and greater do not require tenant signature on the Mold Assessment and Release form unless mold conditions are identified in the unit. Although Local Agencies must perform a Pollution Source Survey and Mold Assessment for each unit and document occurrences, separate forms for each unit are not required. The owner’s representative may sign off for the unit-by-unit Mold Assessment and Release and Pollution Source Survey.

1. **Additional client notification materials:** In dwelling units where mold conditions have been identified, the Local Agency shall give to the dwelling's occupant(s) a copy of the EPA booklet *"A Brief Guide to Mold, Moisture, and Your Home"* available at ([**http://www.epa.gov/mold/moldresources.html**](http://www.epa.gov/mold/moldresources.html))before the start of any work. Local agency shall document in the client file that this booklet was received by the occupant(s). This verification will include a signed statement from the occupant(s) that they received the EPA booklet.
2. **Worker training:** Local agency shall provide training in the mold inspection and documentation protocols established by the Department of Energy for all staff charged with assessing projects for weatherization. Procedures for worker protection are found inU.S. Department of Labor Occupational Safety and Health (OSHA) *“A Brief Guide to Mold in the Workplace.”* See also **Section 9.1, *Local Agency and/or Subcontractor Health and Safety****.*
3. **Moisture Related Problems:** Limited water damage repairs that can be addressed by weatherization workers and correction of moisture and mold creating conditions are allowed when necessary in order to weatherize the home and to ensure the long term stability and durability of the measures.

Local agency shall identify and document in the client file problems in the dwelling unit resulting from high moisture levels. The cause or source of the high moisture levels shall be alleviated prior to the completion of weatherization services. Where remediation cannot be accomplished with available funds, weatherization services shall be deferred until the cause or source of the problem(s) has been alleviated. See **Policy 5.1.3*, Deferral Standards***. See also **Exhibit 5.5A*, Weatherization Deferral Form example****.*

* 1. **Plumbing:** Prior to completion of weatherization services the local agency or Property Owner shall repair any plumbing leak found to be wetting insulation and/or floor, wall, or ceiling components of the dwelling.

Wx Policy 9.6Biologicals and Unsanitary Conditions, Including Mold and MoisturePage 3 of 5

* 1. **Roof:** Local agency shall inspect the roof, flashing details, and penetrations for indications of leaks prior to insulating. Attics or ceiling cavities may be insulated when, in the judgment of the local agency, the roof in its current or repaired condition following a weatherization repair is expected to last, without leaking, a minimum of five (5) years. Attics covered by roofs that do not meet this standard shall not be insulated. Refer to **Policy 5.4.2, *Attic Insulation***.
  2. **Inside surfaces of roof framing/sheathing:** Local agency shall inspect the inside surfaces of the roof framing and sheathing for indicators such as mold, rot, water damage, condensation, etc., that pose heat loss, indoor air quality, health, safety and/or durability problems. If these problems exist, the cause of the problem shall be corrected before completion of weatherization.
  3. **Drainage, gutters, down spouts, extensions, flashings, sump pumps, landscape, and related items:** If necessary to prevent rainwater from entering the crawlspace or basement, missing or faulty gutter or downspout components shall be repaired or installed.

Major drainage issues are beyond the scope of the Weatherization Assistance Program. Homes with conditions that require more than incidental repair must be deferred.

***Variance #7:*** *DOE granted a variance from SWS Sections 2.0402.1a-e and 2.0402.2b Moisture and Drainage allowing: WA does NOT require grading, water proofing or foundation wall exterior drain, crawlspace grading, or sump pump install.*

* 1. **Below grade vents and penetrations in foundation walls:** When crawlspace vents and other penetrations are found to be installed below grade they shall be inspected to determine whether water from outside is entering the crawlspace through the vents or penetrations. Local agency shall eliminate the path of water into crawlspace through the vents or penetrations.
  2. **Ground cover:** All crawlspaces shall have ground cover installed as outlined in **Policy 5.4.4, *Floor Insulation*,** #3 Ground Cover*.*
  3. **Sump pumps:** A sump pump may be repaired or replaced to prevent water from accumulating under a dwelling.
  4. **Mechanical crawlspace ventilation:** In crawlspaces with seasonal standing water an exhaust fan may be installed.
  5. **Source specific ventilation**: See **Policy 9.3, *Indoor Air Quality - Mechanical Ventilation***. A working exhaust fan shall be present in:

1. Kitchens with gas combustion appliances.

Wx Policy 9.6Biologicals and Unsanitary Conditions, Including Mold and MoisturePage 4 of 5

1. Any bathroom with a working shower or bathtub.

***Exceptions:***

* + - * 1. Bath exhaust may not be required where occupancy and usage patterns indicate infrequent use and there is no evidence of moisture problems. The reason for not installing a fan must be documented in the client file.
        2. Bath exhaust may not be required when whole building ventilation is functioning as designed.
  1. **Whole building ventilation:** A whole building ventilation system may be installed to alleviate high moisture conditions. See***Policy 9.3, Indoor Air Quality - Mechanical Ventilation****.*
  2. **Client controlled conditions:** Local agency shall inform the client of any observed client controlled conditions contributing to high moisture levels in the dwelling. Local agency shall document in the client file those recommendations that would help lower moisture levels.
  3. **Dehumidifiers:** A dehumidifier may be replaced, repaired or installed to prevent water damage to a dwelling unit having persistent and unresolved high moisture levels.

**Post-weatherization dehumidifier installation:** Local agencies made aware of a moisture problem developing as a result of, or still remaining after, installation of weatherization measures may return to a closed weatherization job. Local agency may install a dehumidifier, if it is determined to be the most effective and cost-efficient method for reducing moisture buildup.

1. **Dehumidifier:** The installation of a dehumidifier is allowable, provided it is determined to be the most effective and cost-efficient method of reducing moisture problems or high moisture buildup in a home. Dehumidifiers shall be installed only after other measures with less of an energy penalty have been found ineffective at reducing moisture problems.
   1. **EnergyStar rated and AHAM certified:** The dehumidifier installed shall be Energy Star rated and certified by the Association of Home Appliance Manufacturers (AHAM) Specification DH‑1 (www.AHAM.org).

Wx Policy 9.6Biologicals and Unsanitary Conditions, Including Mold and MoisturePage 5 of 5

* 1. **Sizing:** Local agency shall sizedehumidifiers for installation according to the general guidelines below. Dehumidifier shall be controlled by a humidistat to automatically maintain the desired humidity level. Dehumidifier capacity shall be determined by the rated capacity test contained in AHAM Specification DH‑1.

|  |  |
| --- | --- |
| Floor Area of House  (sq. ft.) | Dehumidifier Capacity  (Pints/24 hours) |
| Up to 1,000 | 25 |
| 1,000‑2,000 | 30 |
| 2,000‑3,000 | 35 |

* 1. **Low temperature location:** When the dehumidifier is to be located in a basement or other area where the normal operating temperatures are expected to be below   
     65 degrees Fahrenheit, the local agency shall install a dehumidifier rated to operate in “low temperature” conditions.
  2. **Electrical safety:** Local agency shall observe all manufacturer warnings regarding electrical safety. Local agency shall not allow drain hoses, water drainage, or disposal near electrical circuits, cords, or devices.
  3. **Hose to drain required:** Local agency shall install a hose to drain the dehumidifier's water bucket. Hose shall be mechanically attached to the water bucket outlet and terminate at a drain or sump. Hose installed shall not create a tripping hazard.

## SECTION 9.7 ELECTRICAL

### **A.** Policy

1. Electrical, other than Knob-and-Tube Wiring
   1. Minor electrical repairs are allowed where health or safety of the occupant is at risk.
   2. Upgrades and repairs are allowed when necessary to perform specific weatherization measures.
2. Electrical, Knob-and-Tube Wiring
   1. Minor upgrades and repairs necessary for weatherization measures and where the health or safety of the occupant is at risk are allowed.
   2. Local agency must provide sufficient over-current protection prior to insulating over knob-and-tube wiring.

### **B.** Procedure

1. Programmatic
   1. Client files must include the following documentation:
      1. Knob-and-Tube inspection report performed by a licensed electrician.
      2. Minor electrical repair justification.
      3. Paid invoices for all work done by a licensed electrician.

Effective Date: July 2017Page 1 of 4

**Weatherization Policy**

See also:

[*Final Rule, 40 CFR Part 745, Subpart E, Residential Property Renovation, Pre-Renovation Lead Information Rule*](http://www.epa.gov/fedrgstr/EPA-TOX/2008/April/Day-22/t8141.pdf)

[Policy 5.1.3*, Deferral Standards*](#Policy5_1_3)

[EPA *- Renovate*](#Exhibit5_S10) *Right: Important Lead Hazard Information for Families, Child Care Providers, and Schools*

[EPA *- Small Entity Compliance Guide to Renovate Right*](http://nepis.epa.gov/Exe/ZyNET.exe/P1004H4G.TXT?ZyActionD=ZyDocument&Client=EPA&Index=2006+Thru+2010&Docs=&Query=&Time=&EndTime=&SearchMethod=1&TocRestrict=n&Toc=&TocEntry=&QField=&QFieldYear=&QFieldMonth=&QFieldDay=&IntQFieldOp=0&ExtQFieldOp=0&XmlQuery=&File=D%3A%5Czyfiles%5CIndex%20Data%5C06thru10%5CTxt%5C00000009%5CP1004H4G.txt&User=ANONYMOUS&Password=anonymous&SortMethod=h%7C-&MaximumDocuments=1&FuzzyDegree=0&ImageQuality=r75g8/r75g8/x150y150g16/i425&Display=p%7Cf&DefSeekPage=x&SearchBack=ZyActionL&Back=ZyActionS&BackDesc=Results%20page&MaximumPages=1&ZyEntry=1&SeekPage=x&ZyPURL)

[Exhibit 9.8A, *Pre-Renovation Form*](#Exhibit9_8A)

[Exhibit 9.8B, *Test Kit Documentation Form*](#Exhibit9_8B)

[Exhibit 9.8C, *Renovation Recordkeeping Checklist*](#Exhibit9_8C)

[WPN 08-6, *Interim LSW Guidance with Attachments*](http://waptac.org/data/files/Website_docs/Government/Guidance/2008/WPN%2008-6%20Guidance%20and%20Attachments.pdf)

Replaces: Policy 9.8 - July 2016 [WPN 09-6, *LSW Additional Materials and Information*](http://waptac.org/data/files/Website_docs/Government/Guidance/2009/WPN%2009-6%20Final%20Guidance%20Document.pdf)

**POLICY 9.8 Lead Based Paint**

1. **Lead Compliance:** All weatherization agencies must comply with the requirements of both Lead Safe Weatherization (LSWx) and the Environmental Protection Agency (EPA) Lead; Renovation, Repair and Painting Program (RRP) *Final Rule, 40 CFR Part 745, Subpart E, Residential Property Renovation, Pre-Renovation Lead Information Rule* or applicable state Washington Administrative Code (WAC).
2. **Lead Safe Weatherization Protocols** apply to dwelling units:
3. Constructed before 1978; presumed lead based paint.

***Exception:*** Dwelling unit tested and determined to be free of lead based paint.

1. Tested positive for lead.
2. **Following Protocols:** Local agencies must follow both LSWx and RRP protocols. Lead Safe Weatherization includes compliance with the current EPA Renovation, Repair and Paint Rule.
3. **Credentials:** All work in target housing (pre-1978 homes or test positive for lead) must have:
4. A Certified Renovator assigned to the project.
5. LSWx trained workers, crews, contractors, subcontractors, and monitors if they are disturbing paint.

***Exception:*** Workers who are in their first nine months of employment are exempt from the worker certification requirement, but they must be working with a certified lead safe weatherization worker any time they are performing lead safe weatherization work.

1. **Audit:** All homes must receive a comprehensive, on-site, home energy audit prior to receiving weatherization services. Include the cost of this audit in the average cost per home.

Wx Policy 9.8 Lead Based Paint Page 2 of 4

1. **Containment:** Per LSWx, lead containment is *ALWAYS* required in target housing (pre-1978 homes or test positive for lead):
2. [*Level 1 containment*](#Definition_lead_level_1_containment) is required for less than or equal to [*de-minimus level*](#Definition_lead_de_minimus_level) work.
3. [*Level 2 containment*](#Definition_lead_level_2_containment) is required for more than de-minimus level work.
4. **Cleaning:** After all lead work, cleaning is required.

***Exception:*** Work on de-minimus level is allowed without clean verification

***Exception to the Exception:*** The de-minimus level exemption shall NOT apply to any of the following work:

1. Window replacement,
2. Demolition of painted surface areas, or
3. Using any of the prohibited work practices, including but not limited to:
   * + - 1. Open-flame burning or torching;
         2. Machines to remove paint through high-speed operation without HEPA exhaust control;
         3. Operating a heat gun at temperatures at or above 1100 degrees Fahrenheit.
4. **Lead Documentation:** Local agency must document in the client file all of the following that apply:
5. **Presumed Lead:** **Exhibit 9.8B, *Test Kit Documentation Form***, or equivalent is required when lead based paint is presumed to exist in the dwelling unit.
6. **Testing Lead:** **Exhibit 9.8B, *Test Kit Documentation Form*** or XRF testing documentation is required for any lead testing. Documentation must include: the test results performed to identify lead based paint hazards, location, who performed the test, name of renovator.
7. **LSWx Work Performed:** **Exhibit 9.8C, *Renovation Recordkeeping Checklist***, or equivalent is required when any work disturbing painted surfaces is performed on a dwelling unit which presumed or test positive for lead. Documentation must include the information listed on the Checklist, at a minimum.
8. **Photos**: Photo documentation that LSWx was properly implemented (e.g. photos of the site, lead safe containment set-up, etc.) Photos are required if presumed or test positive for lead. (See WPN 08-6).
9. **Lead Levels:** As a result of the work, the OSHA/DOSH airborne lead level will not exceed 30 micrograms per cubic meter.
10. **Training and Worker certification**: All individuals (Auditors, QCI, Wx Workers, Crew, Contractors, Subcontractors, and Certified Renovators) and firms performing weatherization work and disturbing paint in target housing (pre 1978 and test positive for lead) must have the following training and worker certification:

Wx Policy 9.8 Lead Based PaintPage 3 of 4

1. **Lead Safe Weatherization and Work Practices** (LSWx “benchmark”) training based on the Montana State University (MSU) curriculum and receive a certificate of completion from the federal or state agency, or state approved training entity; and
2. **Renovation, Repair, and Painting** (RRP) training and must be a current Certified Renovator.

***Exception:*** Lead Risk Assessor certification will suffice for the RRP certified renovator requirement.

The Work Practices component shall be hands-on training, and include all of the 11 required RRP hands-on activities, plus an additional four (4) hours of hands-on training in work practices that includes setting up a window J-bag and performing a window change-out; performing a thermostat change-out; setting up a trough for an exterior wall drill and practicing drilling using water mist, shaving cream and a shrouded drill hooked up to a HEPA vac; drilling through sheetrock using mist, shaving cream and a vac held near the hole saw; setting up a zip wall; and performing a HEPA vac filter change-out.

1. **Documenting Records of Certification:** Local agency shall keep records of certification at the local agency's office for all workers performing lead safe work. Subcontractors shall provide the local agency with records of certification of workers who are performing lead safe weatherization work.
2. **Lead Safe Wx Costs:**
3. The cost of LSWx (labor, material, and related costs) is a health and safety cost (H&S), insofar as it exceeds the cost of allowable energy conservation measures (WxM). Charge the cost effective LSWx amount to WxM where you still achieve an SIR>1, then charge the remainder to H&S.
4. Equipment purchases used specifically for testing for lead or other health risks are a health and safety cost.
5. **Defer Homes beyond the Scope of Wx:** Deferral is required when the extent and condition of lead based paint in the house would potentially create further health and safety hazards. See **Policy 5.1.3, *Deferral Standards*.**
6. **Client Notification:** A lead hazard information pamphlet and written notification of the scope, location, and expected starting and completion dates of proposed work will be provided to owners and tenants of homes and multi-family housing built prior to 1978. See **Exhibit 9.8A, *Pre-Renovation Form***. If a determination is made in accordance with applicable EPA rules that lead based paint is not present in the areas affected by the proposed work, a copy of the determination must be included with the notice.
   1. Local agencies will provide the EPA pamphlet, *“*[*Renovate*](#Exhibit5_S10) *Right: Important Lead Hazard Information for Families, Child Care Providers, and Schools”* or reproductions of it when copied and presented in full before renovation activities begin.

Wx Policy 9.8 Lead Based PaintPage 4 of 4

* 1. Notification will be provided in the native language of the client if EPA has made non-English versions of the pamphlet available. If a pamphlet in the client’s native language is not available, the English version shall be presented.
  2. Notification by certified mail must be provided no more than 60 days and no fewer than seven (7) days before renovation activities begin. The notification requirement applies even if only common areas, and not individual dwelling units, will have worked performed.

1. **Client Receipt Documentation:** Local agency shall document in the client file that the occupant(s) received the EPA pamphlet. Local agencies must secure written acknowledgement that the owner has received notification. If the property is a rental, local agencies must obtain written acknowledgment from the tenant head of household. See the *EPA Small Entity Compliance Guide to Renovate Right.*

If local agencies are unable to secure written acknowledgement from an adult occupant, the local agencies must comply with one of the following:

* 1. Certify in writing that notification has been delivered to the dwelling and that the local agency has been unsuccessful in obtaining a written acknowledgment. Seethe Future Sample Pre-Renovation Form as found in the EPA pamphlet, *“*[*Renovate*](#Exhibit5_S10) *Right: Important Lead Hazard Information for Families, Child Care Providers, and Schools”*.
  2. Obtain a certificate of mailing at least seven (7) days prior to the renovation.

Effective Date: July 2016Page 1 of 3

**Weatherization Policy**

See also:

[*Competent Person-Asbestos (per WAC 296-62-07728*](http://apps.leg.wa.gov/wac/default.aspx?cite=296-62-07728)*)*

[*WA State Certified Asbestos Supervisor (per WAC 296-62-07703*](http://apps.leg.wa.gov/WAC/default.aspx?cite=296-62-07703)

[Exhibit 9.9, *Asbestos Standard Operating Procedures (SOP)*](#Exhibit9_9)

[Policy 5.1.3, *Deferral Standards*](#Policy5_1_3)

[www.epa.gov](http://www.epa.gov/)

[*An Introduction to Indoor Air Quality (IAQ) Asbestos*](http://www.epa.gov/iaq/asbestos.html)

[*Asbestos in the Home*](http://www.epa.gov/asbestos/pubs/ashome.html)

Replaces: Section 9.9 – July 2013 [Variance #16 – *SWS Sections 5.3002.4b and 5.3002.13b*](https://extranet.commerce.wa.gov/teams/teamsa/HIP-WX-Manual/PublishedWxFieldGuides/5.3002.4b-and-5.3002.13b.pdf)

**POlicy 9.9 ASBESTOS**

Disturbing [*Asbestos Containing Material (ACM)*](#_Asbestos-containing_material_(ACM)) in the course of performing weatherization work is allowed by properly trained and certified workers.

1. **Competent Person – Asbestos Required:** When ACM is present or assumed, and will be disturbed during the course of work, a local agency shall contract with a Certified Asbestos Firm or utilize properly trained and certified workers [*Competent Person - Asbestos*](#Definition_competent_person_asbestos) *(per WAC 296-62-07728*). For examples see **Exhibit 9.9, *Asbestos Standard Operating Procedures (SOP)***specific to the materials being disturbed. These SOP examples were prepared by a WA State Certified Asbestos Supervisor *(per WAC 296-62-07703)*.
2. **Defer Work:** Local agencies may defer specific measure(s) or the entire weatherization project due to ACM. See **Policy 5.1.3 *Deferral Standards***.
3. **Asbestos Abatement Prohibited:** Asbestos abatement is not approved as a health and safety weatherization cost.
4. **Client Notification:** Local Agencies must provide asbestos safety information to every client. The following booklets are available at EPA’s website www.epa.gov: *An Introduction to Indoor Air Quality (IAQ)* and *Asbestos* and *Asbestos in the Home.* Local agency shall document in the client file that the occupant received the asbestos safety information.
5. **Diagnostic Testing Restricted:** When friable ACM is present or assumed a blower door test shall not be performed.
6. **Asbestos Testing:** Testing material(s) for ACM is allowable. All testing must be performed by a certified Asbestos Hazard Emergency Response Act (AHERA) Building Inspector. If a local agency tests for ACM, test results must be provided to the client. Include in client file, test results and client signature of the receipt of test results.

***Variance #16:*** *DOE granted a variance from SWS Sections 5.3002.4b and 5.3002.13b Mold and Asbestos Testing allowing: WA does not allow mold testing. WA allows, but does not require asbestos testing.*

Wx Policy 9.9 AsbestosPage 2 of 3

1. **Building Surfaces**:
   1. Removal of siding is allowed to perform energy conservation measures. All precautions must be taken not to damage siding. Asbestos siding should never be cut or drilled. Where possible, insulate through home interior.
   2. For incidental removal or disturbance of acoustical ceiling texture (ACT) sometimes referred to as “popcorn” the local agency ***Competent Person-Asbestos*** must follow a Standard Operating Procedure (SOP). For example, see **Exhibit 9.9, *Asbestos Standard Operating Procedures (SOP)*.**
2. **Vermiculite**:
   1. Once vermiculite is observed, do not disturb the vermiculite or any surfaces supporting or enclosing it. Examples: Do not enter attic. Do not cut hole for fan. If vermiculite is observed in wall (evident in crawlspaces or around outlets or junction boxes) do not cut into wall.

***Exception***: In situations where protection of the client living area can be established, weatherization work may continue by workers with the proper training, certification, and a Standard Operating Procedure.

* 1. Commerce does not recommend asbestos testing on vermiculite as it is not a homogenous material and the results are not conclusive.
  2. Removal (abatement) is not allowed.
  3. When vermiculite insulation is observed in walls or attic, do not perform blower door testing.

1. **Asbestos tape and covering materials on pipes, ducts, furnaces, and other small covered surfaces**:
   1. Assume asbestos is present in covering materials.
   2. Encapsulation is allowed by a ***Competent Person-Asbestos***. The local agency must follow a Standard Operating Procedure (SOP).
   3. Removal may be allowed by a ***Competent Person-Asbestos*** on a case by case basis.
   4. If asbestos tape is observed inside the duct, no diagnostic testing shall be performed prior to encapsulation.

Wx Policy 9.9 AsbestosPage 3 of 3

### Procedure

1. Programmatic
   1. Client files must include the following documentation:
      1. Signed and dated acknowledgments of receipt of asbestos safety information.
      2. ACM test results.
      3. Paid invoices for all contractor billing including tests done by an AHERA inspector.
   2. Contractor and crew certifications.

Effective Date: July 1, 2016Page 1 of 1

**Weatherization Policy**

See also:

<https://www.epa.gov/radon>

[EPA – *Consumer’s Guide to Radon Reduction: How to Fix your Home*](https://www.epa.gov/sites/production/files/2016-02/documents/2013_consumers_guide_to_radon_reduction.pdf)

Replaces: Policy 9.10 – July 2012 [EPA *- A Citizen’s Guide to Radon*](https://www.epa.gov/sites/production/files/2016-02/documents/2012_a_citizens_guide_to_radon.pdf)

**POLICY 9.10 Radon**

1. **Ground Cover:** Whenever site conditions permit, local agencies must cover exposed dirt with a vapor barrier.
2. **Radon Testing:** Local agencies are allowed to test for radon in locations with high radon potential.
3. **Client Notification:** Regardless of the level of radon discovered in the home, local agencies must provide radon information to all clients. Local agency must document in the client file that the occupant(s) received the radon safety information.
   1. **High Radon Levels:** Local agencies must provide EPA’s [“Consumer’s Guide to Radon Reduction: How to Fix Your Home”](http://www.epa.gov/radon/pdfs/consguid.pdf) to any clients in homes with known high radon levels. Local agency must document in the client file that the occupant(s) received the EPA pamphlet.
4. **Defer Work:** In homes with identified radon problem, work that would exacerbate this problem must be deferred.
5. **Radon Abatement Prohibited:** Radon abatement is not an allowable activity under the Weatherization Program. However, those costs associated with taking precautions in a dwelling known to have radon problems are allowable weatherization expenditures. These costs are allowable if an energy audit indicates that weatherization techniques would help in radon remediation.
6. **Establish Radon-Related Strategies:** Local agencies must establish sound radon-related strategies in doing weatherization work on homes and taking precautions in homes where there may be a radon concern.
7. **Radon Mitigation Notification:** If radon levels are found to be present in the home, prior to beginning work installing a mitigation system, the local agency must provide Commerce with evidence this alteration meets all of the following:
   1. Allowed by the local authority having jurisdiction (ie: building department),
   2. Meets all applicable codes, and
   3. SIR of 1 or greater, other than allowable Health and Safety components.

## SECTION 9.11 PESTS

### **A.** Policy

Pest removal is allowed only where infestation would prevent weatherization. Infestation of pests may be cause for deferral where it cannot be reasonably removed or poses health and safety concern for workers. See [**Policy *5.1.3, Deferral Standards***](#Policy5_1_3)**.** Screening at points of access is allowed to prevent intrusion.

The local agency shall inform the client of observed pest conditions and document in the client file.



**Supporting Documents**

**For Managing theLow-Income Weatherization Program**

[Supporting Documents - Table of Contents (TOC)](#SupportingDocumentsTOC)

**for**

**United States Department of Energy (DOE)**

**United States Department of Health and Human Services (HHS)**

**Bonneville Power Administration (BPA)**

**and**

**Matchmaker (MM)**

**Prepared By:**

**Washington State Department of Commerce**

**Energy Division**

# July 2017 Edition



Supporting Documents

for Managing the Low-Income Weatherization Program

Cross References: The small exhibit numbers (i.e. (Ex 1.1.A)) following titles are the old Wx exhibit numbers, for reference.

# [Acronyms](#Acronyms) July 2016

# [Definitions](#Definitions) July 2017

# Exhibits

## Chapter 1 Eligible Clients

**Section 1.1 Qualifying Clients**

**Section 1.2 Enrolling Clients**

Exhibit 1.2.3A [Percent of Native American Low-Income Households](#Exhibit1_2_3A) (Ex 1.1.A) July 2016

[**Section 1.3 Documenting Eligible Clients**](#Section5_1)

Exhibit 1.3.1A [Income and Residence Verification Checklist](#Exhibit1_3_1A) (Ex 1.4.1A) July 2016

Exhibit 1.3.1B [Household Information Form](#Exhibit1_3_1B) (LIHEAP Ex 501) July 2017

Exhibit 1.3.1C [Household Member and Income Information Form](#Exhibit1_3_1C) (Ex 1.4.1A) July 2016

Exhibit 1.3.1D [Declaration of No Income](#Exhibit1_3_1D) (LIHEAP Ex 504D) July 2016

Exhibit 1.3.1E [Sample Wx Program Utility Info Release Waiver](#Exhibit1_3_1E)(Ex 2C) July 2016

Exhibit 1.3.1F [Qualified Alien Documents](#Exhibit1_3_1F) July 2016

Exhibit 1.3.3A [Wx Program Property Owner/Agency Agreement](#Exhibit1_3_3A) (Ex 1.4.1A) July 2016

Exhibit 1.3.3B [Wx Program Property Owner/Agency Agreement   
For Multi-Family Buildings](#Exhibit1_3_3B) (Ex 1.4.1B) July 2016

Exhibit 1.3.3B Wx Program Rental Property Owner/Agency Agreement  
(not included) October 1, 2017

Exhibit 1.3.3C [Owner-Agency Agreement & WAP](#Exhibit1_3_3C) (Ex 1.4.1C) July 2016

Exhibit 1.3.3D [Tenant Rights & WAP](#Exhibit1_3_3D) (Ex 1.4.1D) July 2016

[**Section 1.4 Benefits**](#Section5_1) **and Contributions**

Exhibit 1.4.1 [Accrual of Benefits](#Exhibit1_4_1) July 2017

## Chapter 2 Eligible Dwellings

[**Section 2.1** [**Dwelling**](#Chapter2)](#Section5_1) **Types**

Exhibit 2.1.4A [Wx Assistance Program Application for   
Shelters, Group Homes, and Transitional Facilities](#Exhibit2_1_4A) (Ex 1.7A) July 2016

Exhibit 2.1.6A [Historic Preservation Programmatic Agreement](#Exhibit2_1_6A) July 2016

Exhibit 2.1.6B [Historic Preservation Checklist](#Exhibit2_1_6B) (Ex 1.9A) July 2016

[**Section 2.2**](#Section5_1)[**Documenting Eligible**](#Chapter3) **Dwellings**

## Chapter 3 *Policies Moved - No Exhibits*

## Chapter 4 Complaints and Dispute Resolution

Exhibit 4A [Sample Dispute Resolution Flow Chart](#Exhibit4A) April 2009

Exhibit 4B [Client Complaint Form](#Exhibit4B) April 2009

Exhibit 4C [Service Review Request](#Exhibit4C) April 2009

Exhibit 4D [Dispute Resolution Fact Sheet](#Exhibit4D) April 2009

Exhibit 4E [Dispute Resolution Resources](#Exhibit4E) April 2009

## Chapter 5 Providing Weatherization Services

Exhibit 5.1A(1) [Priority List Calculation Sheet – Site Built](#Exhibit5_1A_1) Aug 18, 2015

Exhibit 5.1A(2) [Priority List Calculation Sheet – Mobile Home](#Exhibit5_1A_2) Aug 18, 2015

Exhibit 5.1A(3) [Climate Zone Map and Tables](#Exhibit5_1A_3) July 2015

Exhibit 5.1A(4) [Priority Lists](#Exhibit5_1A_4) July 2017

Exhibit 5.1A(5) *Deleted*

Exhibit 5.1A(6) [Statewide Average Costs](#Exhibit5_1A_6) Aug 18, 2015

Exhibit 5.1B [WxM Ancillary Items, WRR and H&S](#Exhibit5_1B) July 2015

Exhibit 5.1.3A [Solid Fuel Burning Appliance Systems Supplemental Audit](#Exhibit5_1_3A) April 2009

Exhibit 5.1.6A [Economic Analysis of Refrigerator Replacement](#Exhibit5_1_6A) April 2009

Exhibit 5.1.8A [Certificate of Insulation](#Exhibit5_1_8A) April 2009

Exhibit 5.3.1A [Combustion Safety Test Report](#Exhibit5_3_1A) Oct 20, 2016

Exhibit 5.3.1A(2) [Daily In-Progress Combustion Safety Test Report](#Exhibit5_3_1A_2) July 2015

Exhibit 5.3.1B [Combustion Safety Technical Support Document](#Exhibit5_3_1B) July 2013

Exhibit 5.4.4 [Floor Support Matrix](#Exhibit5_4_4) July 2015

Exhibit 5.5A [Weatherization Deferral Form](#Exhibit5_5A) April 2009

Exhibit 5.S1 [MOLD Assessment and Release Form](#Exhibit5_S1) April 2009

Exhibit 5.S2 [Pollution Source Survey](#Exhibit5_S2) April 2009

Exhibit 5.S3A [Diagnostic Test Report](#Exhibit5_S3A) July 2016

Exhibit 5.S3B [Diagnostic Technical Support Document](#Exhibit5_S3B) July 2017

Exhibit 5.S5 [ASTM E 84, Flame Spread and Smoke Development](#Exhibit5_S5) April 2009

Exhibit 5.S6 Deleted July 2013

Exhibit 5.S7A [Work Order for Cleaning and Tuning Electric Furnaces](#Exhibit5_S7A) April 2009

Exhibit 5.S7B [Work Order for Cleaning and Tuning Gas Furnaces](#Exhibit5_S7B) April 2009

Exhibit 5.S7C [Work Order for Cleaning and Tuning Oil Furnaces](#Exhibit5_S7C) April 2009

Exhibit 5.S7D [Work Order for Oil Retrofit](#Exhibit5_S7D) April 2009

Exhibit 5.S8 [Safety Label for Domestic Water Heaters](#Exhibit5_S8) April 2009

Exhibit 5.S9 [Cost Effective Guidelines Example](#Exhibit5_S9) July 2016

Exhibit 5.S10 [Standards for Weatherization Materials](#Exhibit5_S10) April 2009

## Chapter 6 Allowable Costs

Exhibit 6 [Fund Matrix](#Exhibit6_Fund_Matrix) July 2016

Exhibit 6.1 [Wx Program Fiscal Definitions](#Exhibit6_1) July 2012

Exhibit 6.5A [Training and Technical Assistance Expense Form](#Exhibit6_5A) April 2009

Exhibit 6.5B [Peer Exchange Proposal Form](#Exhibit6_5B) April 2009

Exhibit 6.6A [Equipment Purchase Request/Approval Form](#Exhibit6_6A) July 2012

Exhibit 6.6B [Equipment Reserve Fund Application](#Exhibit6_6B) April 2009

Exhibit 6.7 [Weatherization Grant Budget Change Request Form](#Exhibit6_7) Sep 19, 2016

## Chapter 7 Quality Assurance

Exhibit 7.1 [Quality Control Inspection (QCI) Form](#Exhibit7_1A) July 2017

## Chapter 8 Program Management, Administration, and Reporting

Exhibit 8.3A [Sample Weatherization Contract Face Sheet](#Exhibit8_3A) April 2009

Exhibit 8.3B [Example Exhibit A (Applicable Terms and Conditions)](#Exhibit8_3B) April 2009

Exhibit 8.3C [Sample Weatherization Contract Amendment Face Sheet](#Exhibit8_3C) April 2009

Exhibit 8.3D [Signature Authority](#Exhibit8_3D) April 2009

Exhibit 8.4A [Certification Regarding Debarment, Suspension, or Ineligibility and Voluntary Exclusion –Primary Tier Covered Transactions](#Exhibit8_4A) April 2009

Exhibit 8.4.1A [Property Owner Release Form](#Exhibit8_4_1A) April 2009

Exhibit 8.5A [Federal Certification Regarding Lobbying](#Exhibit8_5A) April 2009

Exhibit 8.6A Working Capital Advance - CMS Portal via [SAW](https://secureaccess.wa.gov/myAccess/saw/select.do) July 2017

Exhibit 8.7A Request for Reimbursement (A19) - CMS Portal via [SAW](https://secureaccess.wa.gov/myAccess/saw/select.do) July 2017

Exhibit 8.8A [Sample Final Contract Closeout Report (Forms 1-6)](#Exhibit8_8A) July 2017

Exhibit 8.8B [Sample Weatherization Contract Closeout Checklist](#Exhibit8_8B) July 2017

Exhibit 8.12.1A [Equipment/Vehicle Disposition Form](#Exhibit8_12_1A) April 2012

## Chapter 9 Health and Safety

Exhibit 9.1.4 [Confined Space Evaluation Form](#Exhibit9_1_4), example July 2016

Exhibit 9.3 [Mechanical Ventilation Worksheet (MVW)](#Exhibit9_3) July 2017

Exhibit 9.3(2) [MVW – Intermittent Fan Flow Calculator](#Exhibit9_3_2) July 2014

Exhibit 9.3A [MVW – Technical Support Document](#Exhibit9_3A) July 2014

Exhibit 9.8A [Pre-Renovation Form](#Exhibit9_8A) July 2016

Exhibit 9.8B [Test Kit Documentation Form](#Exhibit9_8B) July 2016

Exhibit 9.8C [Renovation Recordkeeping Checklist](#Exhibit9_8C) July 2016

Exhibit 9.9 [Asbestos Standard Operating Procedures](#Exhibit9_9) July 2012

# [References](#References) April 2009

Managing the

Low-Income Weatherization Program

# Acronyms

### A

AAA American Arbitration Association

ACEEE American Council for Energy Efficient Economy

ACF Administration for Children and Families

ANSI American National Standards Institute

### B

BPA Bonneville Power Administration

BPC Building Performance Center

BPI Building Performance Institute

### C

CAA Community Action Agency

CAP Community Action Program

CAT Computerized Audit Tool

CFL Compact Fluorescent Light Bulb

CFR Code of Federal Regulations

CIAP Comprehensive Improvement Assistance Program (under HUD)

CO Carbon Monoxide

CPA Certified Public Accountant

CTED Community, Trade and Economic Development (Washington State Department of) now known as Department of Commerce (Commerce)

### D

DAHP Department of Archaeology and Historic Preservation

DOE Department of Energy (United States Department of)

DRC Dispute Resolution Center

DSHS Department of Social and Health Services (Washington State Department of)

### E

EOW Energy OutWest

EPA Environmental Protection Agency (United States Department of)

### F

### G

GA General Assistance

GAO General Accounting Office

### H

H & S Health & Safety

HHS Health and Human Services (United States Department of)

HRRP Home Repair and Rehabilitation Program

HUD Housing and Urban Development (United States Department of)

### I

IAQ Indoor Air Quality

IGR Independent Group Residence

IRC International Residential Code

IRS Internal Revenue Service (United States Department of)

### J

### K

### L

LIHEAP Low-Income Home Energy Assistance Program

LSW Lead Safe Weatherization

### M

MM Matchmaker, formerly Energy Matchmaker (EM)

MVL Minimum Ventilation Level

### N

NEC National Electrical Code

NHPA National Historic Preservation Act

NPS National Park Service

### O

O & M Operations & Maintenance (PSE Program)

OMB Office of Management and Budget (Federal)

OSHA Occupational Safety and Health Administration

### P

PCR Peer Circuit Rider

POI Pollution Occurrence Insurance

PPM Parts-Per-Million

PSE Puget Sound Energy

### Q

QCI Quality Control Inspector

### R

RCW Revised Code of Washington

### S

SIR Savings-To-Investment Ratio

SSI Supplemental Security Income

### T

T & TA Training & Technical Assistance

TANF Temporary Assistance for Needy Families

TREAT Targeted Residential Energy Analysis Tools

### U

UCC Uniform Commercial Code

UL Underwriters Laboratories

USDA United States Department of Agriculture

### V

### W

WAC Washington Administrative Code

WAP Weatherization Assistance Program

WAPTAC Weatherization Assistance Program Technical Assistance Center

WISHA Washington Industrial Safety and Health Act

WPN Weatherization Program Notice

WWW World Wide Web

Wx or WX Weatherization

### X

### Y

### Z

Managing the

Low-Income Weatherization Program

**Definitions**

[A](#A) [B](#B) [C](#C) [D](#D) [E](#E) [F](#F) [G](#G) [H](#H) [I](#I) [J](#J) [K](#K) [L](#L) [M](#M) [N](#N) [O](#O) [P](#P) [Q](#Q) [R](#R) [S](#S) [T](#T) [U](#U) [V](#V) [W](#W) X [Y](#Y) [Z](#Z)

*Please see the Department of Energy’s 10 CFR Part 440, Final Rule, for additional definitions.*

**A**

**Acceptable Indoor Air Quality**

Air toward which a substantial majority of occupants express no dissatisfaction with respect to odor and sensory irritation and in which there are not likely to be contaminants and concentrations to be a known health risk.

**Additional Work**

Problems observed during monitoring inspections that need to be corrected, such as a plumbing leak that needs repair to protect the under-floor insulation.

**Adequate Heat**

Heating facilities are considered adequate if they are capable of maintaining a room temperature of 65 degrees F in all habitable rooms and bathrooms when the outside design temperature is reached.

**Administration Costs**

Costs associated with agency level functions, but not directly associated with a program. These agency level functions include, but are not limited to: planning, budgeting and accounting, and establishment and direction of local agency policies, goals, and objectives.

**Agency**

Department of Commerce (Commerce), Housing Improvements and Preservation Unit.

**Air Conditioning**

An air conditioner (often referred to as AC) is a [home appliance](http://en.wikipedia.org/wiki/Home_appliance), [system](http://en.wikipedia.org/wiki/System), or [mechanism](http://en.wikipedia.org/wiki/Mechanism_(technology)) designed to dehumidify and extract [heat](http://en.wikipedia.org/wiki/Heat) from an area.

**Air Filter/Purifier**

Care should be taken when deciding to provide air filters/purifiers. Depending on the application, air purifiers can have limited to no effectiveness. Some air purifiers can produce levels of ozone, which can be harmful to an occupant’s health. For each Wx+H project an analysis should be conducted on the anticipated outcome for the cost of the air purifier.

**Air Handler**

A steel cabinet containing a blower with cooling and heating coils connected to ducts, which transport indoor air to and from the air handler.

**Air Sealing**

Sealing of the building envelope with materials that stop or prevent air leakage into or through a dwelling unit.

**Ambient CO Level**

The level of CO measured within the dwelling unit, but not within the exhaust flue.

**Ancillary Items**

Items necessary for the proper installation of weatherization materials. Ancillary item refers to small items such as hardware, nails and screws, other fasteners, adhesive, sealant, etc, and not large-ticket items such as dry walling, roof and floor decking, rough framing, etc. (the latter are incidental repairs). Ancillary items are items required by materials manufacturers, general construction, and Weatherization Assitance Program (WAP) field standards to achieve a finished product in a typical installation where no unusual or extensive repairs are needed. The costs of ancillary items and installation are to be included within the cost of the individual Wx Measure (WxM) when calculating the Savings to Investment Ratio (SIR) for the individual WxM. Although the WAP requires the use of appropriate, durable ancillary materials, standards for ancillary items are typically not listed in 10 CFR Part 440,   
Appendix A.

**Arbitration**

Submission of a dispute to one or more impartial persons for a final and binding decision. Through contractual provisions, the parties may control the range of issues to be resolved, the scope of relief to be awarded, and many procedural aspects of the process. Under *Chapter 7.04 RCW*, all arbitrations are final and binding unless there is either arbitrator misconduct or the arbitrator obviously disregards the law.

**Asbestos-containing material (ACM)**

Any material containing more than one percent (1%) asbestos.

**Auditor**

The person that identifies health, safety, durability, and energy conservation issues, problems, or opportunities in buildings. An Energy Auditor for the Wx Program must be certified as either a Building Analyst (BA) or a Quality Control Inspector (QCI) by the Building Performance Institute (BPI).

**Average Cost Per Unit (ACPU)**

See also [*Building Cost*](#Definition_building_costs)

The Department of Energy (DOE) sets the Adjusted Average Cost per Dwelling Unit for each Program Year (PY) in the Weatherization Grant Guidance Weatherization Program Notice (WPN). The “average cost per unit” (ACPU) must be at or below this figure at the end of each program year.

Budget Categories included in DOE ACPU: Weatherization Measures Installed Measure Costs, Weatherization-Related Repair Measures Installed Measure Costs, Program Support Costs (Audit and Inspection costs, Consumer Conservation Education Costs, and the cost to carry out Low-Cost/No-Cost Weatherization activities), and Vehicle and Equipment Costs.

Budget Categories NOT included in DOE ACPU: Administration, Health & Safety Measures, Other Program Operations (Liability Insurance, Leverage Assistance, and Financial Audits), Training and Technical Assistance, and Special Project Costs.

**B**

**Backdrafting**

Continuous spillage of combustion gases from a combustion appliance.

**Background CO level**

The naturally occurring level of CO measured outside of the dwelling unit.

**Baffling**

Materials used to maintain ventilation openings and minimum clearance requirements.

**Base-load Costs**

Those energy costs associated with a building's operation excluding costs associated for heating/cooling.

**Bathroom**

Any room containing a bathtub, a shower, a spa, or a similar source of moisture.

**Bathroom ½ (Half-Bath)**

A room containing a sink and a toilet. This does not require additional mechanical ventilation.

**Bimetal Element**

A metal spring, lever, or disc made of two dissimilar metals that expand and contract at different rates as the temperature around them changes. This movement operates a switch in the control circuit of a heating or cooling device.

**Blended Measure**

Any Wx measure where installation labor and measure costs are paid for with any combination of Commerce-administered Wx funds (DOE, BPA, LIHEAP, and MM) and utility funds (or other non-Commerce-administered funds).

**Blended Project**

Any Wx project where installation labor and measure costs are paid for with any combination of Commerce-administered Wx funds (DOE, BPA, LIHEAP, and MM) and utility funds (or other non-Commerce-administered funds).

**Blower Door**

Building diagnostic equipment used to measure and locate air leaks through windows, doors, and other places in a dwelling unit. It consists of a large board or hood that blocks the front door of the dwelling unit, a powerful fan, and gauges.

**Blower Door Test**

A test to determine the air leakage in a dwelling unit. It uses a variable-speed fan to pressurize or depressurize a dwelling unit. The pressure difference between the inside and outside air at various fan-induced pressures is measured. These readings are used to determine features such as the leakiness or the natural air change rate of the dwelling unit.

**British thermal unit (Btu)**

The quantity of heat required to raise the temperature of one pound of water one degree Fahrenheit.

**Building Airflow Standard (BAS)**

The calculation used to determine the target level of airflow in a dwelling unit that should be achieved by mechanical or natural ventilation at the completion of weatherization, measured in CFM50 (i.e., CFM measured at 50 Pascals pressure difference).

**Building Costs**

See also [*Average Cost Per Unit (ACPU)*](file:///C:/Users/judyd/AppData/Roaming/Microsoft/Word/average#Definition_ACPU)

All costs associated to a specific building, including Weatherization and Weatherization-Related Repair Installed Measure Costs and Program Support Costs.

The following costs are NOT included in Building Costs: Administration, Health and Safety Measure Costs, Other Program Costs (Financial Audits, Liability Insurance, and Leveraging Costs), Training and Technical Assistance Costs, and Special Project Costs.

**Building Permit**

An authorization issued by county, city, or state officials allowing a specific type of construction at a particular location.

**Building Shell/Envelope**

A building's exterior envelope, consisting of the walls, floor, and roof of a building.

**Building Tightness Limit (BTL)**

See Building Airflow Standard (BAS)

**Burner**

A device that facilitates the burning of a fossil fuel like gas or oil.

**By-passes**

Holes, openings, and chase-ways typically found around chimneys, plumbing, and electrical penetrations in attics and crawlspaces that allow conditioned air to escape or unconditioned air to enter a dwelling unit.

**C**

**Carbon Monoxide (CO)**

An odorless and poisonous gas produced by incomplete combustion.

**Ceiling Loading**

The amount of weight in pounds per square foot a ceiling is designed to support.

**Client File**

The file that contains documents, electronic records, or file references specific to the work on an individual dwelling unit. All information must be readily available for monitor, inspector, or auditor review.

**Closed Top Dam**

A fixture that is dammed with a metal, sheetrock, or other non-combustible material that extends at least 24 inches above the fixture and has a cover over the top that will prevent insulation from entering inside the dammed area.

**Closed Unit**

A dwelling unit that meets the definition of a [*Completed Unit*](#Definition_completed_unit), all financial transactions are complete, and the file is closed.

**CO Detector**

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

**Combat Pay**

Special pay while serving in a combat zone.

**Combustion Air**

Air that chemically combines with a fuel during combustion to produce heat and flue gases, mainly carbon dioxide and water vapor.

**Combustion Analyzer**

A device used to measure steady-state efficiency of combustion heating units.

**Combustion Appliances**

Any liquid, gas, or solid-fuel burning appliances, including water heaters, wood stoves, ranges, ovens or stovetops, furnaces, boilers, space heaters, fireplaces, fireplace inserts, and gas logs.

**Combustion Appliance Zone (CAZ)**

The physical area in which the combustion appliance is located; usually contained by a door or an access closure.

**Combustion Safety Diagnostic Testing**

Use of a digital and calibrated manometer to read pressure differentials and CO levels under a variety of natural and created conditions to assist in diagnosing airflow and draft dynamics in a combustion appliance.

**Commerce-Administered Utility Funding**

Any funds from a utility that Commerce administers for the Wx Program. Treat these funds from a utility as Utility Funding when determining the type of project and measure described in this memo.

**Commerce-Administered Wx Funding (DOE, BPA, LIHEAP, and MM)**

Any funds from the Department of Energy, Bonneville Power Administration, Low-Income Housing Energy Assistance Program, and Matchmaker that Commerce administers for the Wx Program.

**Compact Fluorescent Light Bulb**

A light bulb designed to replace screw-in incandescent light bulbs, they are often found in table lamps, wall sconces, and hall and ceiling fixtures of commercial buildings with residential type lights. They combine the efficiency of fluorescent lighting with the convenience of standard incandescent bulbs. Light is produced the same way as with other fluorescent lamps. Compact fluorescent bulbs have either electronic or magnetic ballasts.

**Competent Person – Asbestos**

In addition to the definition in [WAC 296-62-07728](http://apps.leg.wa.gov/WAC/default.aspx?cite=296-62-07728), one who is capable of identifying existing asbestos hazards in the workplace and selecting the appropriate control strategy for asbestos exposure, who has the authority to take prompt corrective measures to eliminate them as specified in WAC 296-62-07728. The competent person shall be certified as an asbestos supervisor in compliance with WAC 296-65-030(3) and 296-65-012 for Class I and Class II work, and for Class III and Class IV work involving 3 square feet or 3 linear feet or more of asbestos-containing material. For Class III and Class IV work, involving less than 3 square feet or 3 linear feet, the competent person shall be trained in an operations and maintenance (O&M) course which meets the criteria of EPA (40 CFR 763.92(a)(2)).

**Competent Person – Confined Space**

One who is capable of identifying existing and predictable hazards in the surroundings or working conditions within a confined space which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them (29 CFR 1926.32(f)).

**Completed Unit**

See also [*DOE Completed Unit*](#Definition_DOE_completed_unit)

A dwelling unit that meets the definition of a [*Weatherized Unit*](#Definition_weatherized_unit)*,* has passed final inspection and is certified as complete. Units that receive only low-cost/no-cost services may not be counted as completed units in the Weatherization Information Data System (WIDS).

**Comprehensive Cleaning (one time)**

Single instance of comprehensive house cleaning including carpet shampooing, industrial vacuuming, and garbage removal. Other activities must be approved by the Matchmaker Program Manager.

**Computerized Audit Tool**

Energy use analysis software approved by the Department of Energy for use in determining cost-effective conservation measures.

**Conditioned Basement**

An intentionally heated or cooled basement.

**Confined Space**

A space large enough and arranged so an employee could fully enter the space and work, has limited or restricted means for entry or exit, and is not designed for continuous occupancy. Confined spaces include, but are not limited to, tanks, vessels, silos, storage bins, hoppers, vaults, excavations, and pits.

**Consumer Conservation Education Costs**

Costs included in Program Support to provide consumer conservation education to clients including, but not limited to, energy efficiency, safety hazards, and the proper operation of equipment, including the operation, testing, and battery replacement of smoke detectors.

**Contractor**

Any agency administering the weatherization program and its subcontractors.

**Cost-effective**

A Savings-to-Investment Ratio (SIR) of 1.0 or greater. See *Savings-to Investment Ratio (SIR).*

**Crawlspace Improvements**

Replacing or adding ground cover and installing crawlspace ventilation. Other installations or actions must be approved by the Matchmaker Program Manager.

**D**

**Damming**

Materials used to prevent insulation from spilling or spreading to areas that may cause moisture, combustion, or ventilation problems.

**Data Logger**

A device that measures energy consumption over a given time period, typically in Kilowatt/hours, and often used to determine the energy consumption of refrigerator and freezer units.

**Deficiency**

Noncompliance issues that are of secondary concern, such as, small file omissions (no date on form), procedural items that can be quickly or easily corrected, or a finding in work quality that is easily correctable and does not significantly impact the overall results of work performed (for example, failure to wrap the first five feet of water pipe from the water heater).

**Depressurize**

Cause to have a lower pressure or vacuum with respect to a reference of a higher pressure.

**Diagnostic Testing**

Use of a digital and calibrated manometer to read pressure differentials under a variety of natural and created conditions to assist in diagnosing airflow and ventilation dynamics in a dwelling unit.

**Dilution Air**

Air that enters through the dilution device; an opening where the chimney joins to an atmospheric-draft combustion appliance.

**Dilution Device**

A draft diverter or barometric draft control on an atmospheric-draft combustion appliance.

**Direct-vented Combustion Appliance**

An ANSI Category I appliance. An appliance that operates with a non-positive vent static pressure and with a vent gas temperature that avoids excessive condensate production in the vent. Combustion air is supplied from outdoors directly to combustion chamber.

**Disability**

A physical or mental condition that substantially limits one or more major life activities. There are several definitions of disability in the law. Each definition emphasizes some aspects of the condition and is specifically tailored to delineate the scope of a legal right under various public programs. See *Persons with Disabilities.*

**DOE Completed Unit**

See also [*Completed Unit*](#Definition_completed_unit)

A dwelling unit that meets both the definition of a DOE Weatherized Unit and has DOE funds used directly on it must be counted as a DOE Completed Unit.

**DOE State Plan**

A yearly document prepared for DOE by Commerce that describes the weatherization program and the rules and responsibilities of Commerce and its contractors. The plan is distributed to Contractors and interested parties.

**DOE Weatherized Unit**

See also[*Weatherized Unit*](#Definition_weatherized_unit)

From WPN 05-1, 2004 (p. 26):

*To assist State and local agencies in determining what a DOE weatherized unit is, DOE offers the following definition.* *A DOE Weatherized unit is*: A dwelling unit on which a DOE-approved energy audit or priority list has been performed. As funds allow, the appropriate measures installed on this unit have an SIR of 1.0 or greater, but also may include any necessary energy-related health and safety measures. *The use of DOE funds on this unit may include but are not limited to auditing, testing, measure installation, inspection, use of DOE equipment, vehicles, or DOE provides the training and/or administration. Therefore, a dwelling unit that meets both the definition of a DOE weatherized unit and has DOE funds used directly on it must be counted as a DOE completed unit.*

*Note: The above definition is not intended to impede or otherwise cause difficulties to states and local agencies that have entered into a leveraging partnership where other sources of funds are involved. If there is uncertainty in determining how best to account for the completed weatherized units under such an arrangement, contact your respective Regional Office for guidance.*

**Dominant Duct Leakage Testing**

A test performed with the air handler running, indicating which is the leakier side of the furnace distribution system (the supply side or the return side).

**Draft Diverter**

A device located in gas appliance chimneys that moderates draft and diverts down drafts that could extinguish the pilot or interfere with combustion.

**Dust Mite Cover**

An allergy-proof bedding cover barriers with a mean pore size diameter below 10 microns. These covers are the most effective barriers against pet dander, dust mites, bed bugs, and other harmful allergens.

**Dwelling Unit**

A house, including a stationary mobile home; an apartment; or a room in a group residential facility, including a shelter, group home, or transitional facility.

**E**

**Earned Income**

Income from salaries or wages.

**Elderly Person**

A person who is 60 years of age or older.

**Electrical Repair**

**Minor:** Electrical repairs required for health and safety with small material costs including, but not limited to: open splices, non-conforming wiring, missing junction boxes (j-box), j-box covers, outlet/switch/blank cover plates, gfci, pigtails, and replacing breaker.

**Major:** Electrical repairs required for health and safety with large material costs including, but not limited to: upgrading circuits, replacing electrical panel, increasing electrical service, and completely rewiring.

**Eligible Household Member**

Per 62 FR 61344-61416, an eligible household member must be a U.S. citizen or “qualified alien.” Each household member’s citizenship status must be documented.

**Emergency Shelter**

A facility that provides temporary or transitional shelter for homeless people.

**Energy Audit**

On-site evaluation performed by trained auditors of a dwelling unit’s physical and operating characteristics, and its energy uses and processes.

**EnergyStar**

A Department of Energy designation for products and materials that meet certain established energy efficiency requirements.

**Exterior Wall Plate**

The bottom framing member of a wall system that lies flat on the exterior perimeter of the foundation and to which wall studs are fastened.

**F**

**Factory-built Housing**

Housing designed for human occupancy such as a single-family dwelling. The structure of any room is entirely or substantially prefabricated or assembled at a place other than a building site. It may also include a component. A factory-built house is also referred to as a "modular" structure. Factory-built housing does not include manufactured (mobile) housing. ([See RCW 43.22.450(3)](http://apps.leg.wa.gov/RCW/default.aspx?cite=43.22.450)).

**Fan Control**

A bimetal thermostat that turns the furnace blower on and off as it senses the presence of heat.

**Financial Audit Costs**

Costs for a financial audit in compliance with [**Section 6.8, *Audits***](#_SECTION_6.8_AUDITS).

**Flame-spread Rating**

The flame spread index and smoke development index obtained by ASTM E 84 test method for surface burning characteristics of building materials.

**Flooring**

When replacing flooring install hard surface flooring. Conduct an analysis to how much of the home’s flooring should be replaced to benefit the client. Non-hard surface flooring replacements must be approved by the Matchmaker Program Manager.

**Flue**

A channel for combustion gases.

**G**

**Gas**

Any gaseous fuel.

**General Heat Waste Reduction List**

A State-approved table that establishes non-insulation energy conservation measures. All measures on this list are presumed cost effective and shall be installed as applicable to the extent funding allows. Total General Heat Waste Reduction material and labor cost must be <$250 per unit. *(See* [**Exhibit 5.1A(2), page 2**](#Exhibit5_1A_pg2)***, General Heat Waste Reduction List***.)

**Green Cleaning Kit**

Local agencies must choose products that are biodegradable and non-toxic – this ensures that they’ll break down into the soil and won’t be hazardous. All products must be certified by Green Seal and have less than 10% VOC concentration.

**H**

**Hardwired Detector (or Hardwired Fixture)**

A detector or fixture that is directly and permanently wired into a dwelling unit's electrical system.

**Health & Safety Measures**

Energy-related measures and repairs necessary to eliminate hazards within a structure, which by their remedy, allow for the installation of weatherization materials. Energy-related health and safety measures and repairs are intended to protect building occupants and workers.   
*See* [*WPN 11-6*](http://www.waptac.org/data/files/website_docs/government/guidance/2011/wpn%2011-6.pdf) *pg 2, Guidance*

**Health & Safety Measures Costs**

The Installed Measure Costs for energy-related measures and repairs necessary to eliminate hazards within a structure, which by their remedy, allow for the installation of weatherization materials. Energy-related health and safety measures and repairs are intended to protect building occupants and workers. *See* [*WPN 11-6*](http://www.waptac.org/data/files/website_docs/government/guidance/2011/wpn%2011-6.pdf) *pg 2, Guidance*

**Heat Anticipator**

A very small electric heater in a thermostat that causes the thermostat to turn off before room temperature reaches the thermostat setting, so that the house does not overheat from heat remaining in the furnace and ducts after the burner shuts off.

**Heat Rise**

The number of degrees of temperature increase that air is heated as it is blown over a heat exchanger. (Heat rise equals supply temperature minus return temperature.)

**Heated Floor Area**

The horizontal projection of that portion of interior space which is contained within exterior walls and which is conditioned directly or indirectly by an energy-using system, and which has an average height of five feet or greater.

**Heating Degree Day**

Each degree that the average daily temperature is below the base temperature (usually 65 degree F) constitutes one heating degree day.

**Heating System**

Any component of a residential space heating system which distributes heat (duct work, air handler, baseboard, pipes, or radiators), generates heat or controls combustion (furnace, boiler, space heater, or safety controls), ventilates products of combustion (flue, vent pipe, and chimney), and stores and supplies fuel for the heating system (tank or fuel line).

**HEPA Vacuum Cleaner**

Vacuum cleaners delivered in the Weatherization + Health program must be tested and approved under Carpet and rug Institute (CRI) Seal of Approval / Green Label program or deemed equivalent, with prior written Commerce approval. For example, many vacuums in the CRI SOA/GL program are not HEPA filter units, yet are very effective at dust containment. HEPA filters may add additional cost to the overall operational cost of the vacuum.

**HEPA/MEPA Furnace Filter**

Install only HVAC filters that are rated MERV 8 or higher according to ASHRAE 52.2-2007 (at approximately 295 fpm). True HEPA filters are typically rated MERV 17 to 19.

**From the EPA:** True HEPA filters normally are not installed in residential HVAC systems; installing a HEPA filter in an existing HVAC system would probably require professional modification of the system. A typical residential air-handling unit and the associated ductwork would not be able to accommodate such filters because of their size and increased airflow resistance. Some residential HVAC systems may not have enough fan or motor capacity to accommodate higher efficiency filters.

Do not install any air-cleaning equipment designed to produce ozone (i.e., ozone generators).

**High Limit**

A bimetal thermostat that turns the heating element of a furnace off if it senses a dangerously high temperature.

**High Residential Energy User**

A low-income household whose residential energy expenditures exceed the median level of residential expenditures for all low-income households in the State. The median level is $900. The annual energy expenditures of high residential energy users are greater than $900 (>$900).

**House Pressure**

The difference in pressure between the indoors and outdoors measured by a manometer.

**Household**

A group of individuals living in a dwelling unit.

**Household with a High-Energy Burden**

A low-income household whose residential energy burden (residential expenditures divided by the annual income of that household) exceeds the median level of energy burden for all low-income households in the State. The median level is eight percent (8%). The annual energy burden of households with high-energy burden is greater than eight percent (>8.0%).

**HVAC System Cleaning**

Heating, Ventilation, and Air-Conditioning (HVAC) System Cleaning includes HVAC equipment (furnace filter replacement-washable or disposable; clean and tune), woodstove and woodstove chimney, ventilation distribution and ductwork systems. Agencies should evaluate whether it is truly necessary to and beneficial to conduct a full duct cleaning by a National Air Duct Cleaners Association (NADCA) certified firm.

**I**

**IC-Rated Fixture**

A fixture that is rated and labeled for coverage with insulation.

**Inch of Water**

Small air pressure differences caused by wind, blower doors, furnace fans, and chimneys are measured in inches of water (in.-H20) in the American measurement system.

**Incidental Repairs**

See [*Weatherization-Related Repairs*](#_Weatherization-Related_Repairs_(Inc).

**Indoor Air Quality**

See [*Acceptable Indoor Air Quality*](#Definition_Acceptable_Indoor_Air_Quality).

**Input Rating**

The rate at which an energy-using device consumes electricity or fossil fuel.

**Inspector**

The person that conducts a quality assurance review of work completed on Wx projects and ensures all measures installed meet specifications. An Inspector performing final inspections for the Wx Program must be certified as a Quality Control Inspector (QCI) by the Building Performance Institute (BPI).

**Installation**

Physical labor to set product in position or adjust for use. Excludes program support activities such as inspecting and auditing.

**Installed Measure Costs**

**Contractor:** Verifiable contractor costs (including material and labor costs) to install Weatherization (Wx) Measures, Health and Safety (H&S) Measures, or Weatherization-Related Repair (WRR) Measures (total contractor bill).

**Crew:** Verifiable material and labor costs to install Wx Measures, H&S Measures or WRR Measures.

**Installer**

The person installing a weatherization measure.

**Insulation**

A material with high resistance (R-value) to heat flow that when placed in the walls, ceiling or floors of a building will reduce the rate of heat flow. In buildings, insulation usually refers to material placed between the interior of a building (in the roof below the waterproofing layer or in the ceiling of the top floor in the building or between the exterior and interior walls of a building) and the outdoor environment to reduce the rate of heat loss to the environment or heat gain from the environment. Some commonly used materials for home insulation are fiberglass, cellulose, rock wool, and styrofoam. The resistance to heat flow is provided by the many small dead air spaces between the fibers or particles. Insulation comes in a variety of forms; blankets, or batts, foam, boards, or small loose pieces. See [*R-value*](#R_Value).

**Intermittent Ignition Device**

A device that lights the pilot light on a gas appliance when the control system calls for heat thus saving the energy wasted by a standing pilot.

**J**

**Jalousie Windows**

A window consisting of several slats of glass that open simultaneously by means of a crank (similar to Venetian blinds).

**K**

**Knee Wall**

A short vertical wall in a story and a half dwelling unit.

**Knob and Tube Wiring**

A wiring method used primarily from 1900 to 1930, characterized by the use of two parallel wires supported on insulated glass or porcelain knobs and tubes.

**L**

**Labor Costs**

The cost of construction to install weatherization materials including wage, fringe, and tax.

**Lead Based Paint**

Paint that contains one (1.0) milligram per square centimeter or 5000 micrograms per gram or 0.5 percent lead by weight.

**Lead De-minimus Level**

The amount of disturbed lead based paint area of a given painted surface which does not exceed six (6) square feet per room of interior surfaces or 20 square feet of exterior surfaces.

**Lead Level 1 Containment**

Methods that prevent dust generation and contains all debris generated during work process. The containment establishes the work area which must be kept secure. At a minimum, this may include: Use of hand tools; Working wet (water mist or foam); Shrouded power tools; “Bubble dust bags;” Catchment poly bags; Placing 6 mil polyethylene sheeting immediately below the work area.

**Lead Level 2 Containment**

Methods that define a work area that will not allow any dust or debris from work area to spread. Requires the covering of all horizontal surfaces, constructing barrier walls, sealing doorways and windows, covering HVAC registers, etc. to prevent the spread of dust and debris.

**Lead Safe Weatherization (LSWx)**

Work protocols to reduce and control the amount of lead dust and paint chips generated when disturbing surfaces that may have lead based paint.

**Lead Safe Weatherization Worker (Certified)**

Worker that has completed the Lead Safe Weatherization and Work Practices based on the Montana State University (MSU) curriculum, and is a Renovation, Repair, and Painting Certified Renovator.

**Leveraged Funds**

Funds that are not from the following sources: Bonneville Power Administration (BPA), United States Department of Energy (DOE), Matchmaker (MM), or United States Department of Health and Human Services (HHS).

**Leveraging Costs**

Funds used for leveraging activities in accordance with the 10 CFR 440.14(b) (9) (xiv), such as utility funds.

**Liability Insurance Costs**

Costs for insurance policies to cover local agencies for regular liability with General Liability Insurance and specific health and safety issues with Pollution Occurance Insurance (POI).

**Local Agency**

A community-based agency, nonprofit agency, local government, or tribe that carries out the objectives of the low-income weatherization program.

**Low-cost, No-cost**

Program term for relatively inexpensive conservation devices that can be easily installed by the weatherization client, (i.e., compact fluorescent bulbs, low-flow shower heads and aerators and door weather-stripping).

**Low-cost, No-cost Costs**

Costs included in Program Support to carry out Low-Cost/No-Cost weatherization activities providing relatively inexpensive conservation devices that can be easily installed by the weatherization client, (i.e., compact fluorescent bulbs, low-flow shower heads and aerators, and door weather-stripping).

**M**

**Major Measure**

Weatherization Measures (energy efficiency measures) listed in the Priority List.

**Make-up Air**

Air supplied to a space to replace exhausted air.

**Manometer**

Measuring device for small gas pressures.

**Manufactured Home**

A single-family dwelling built according to the United States department of housing and urban development manufactured home construction and safety standards act, which is a national preemptive building code. A manufactured home also: (a) Includes plumbing, heating, air conditioning, and electrical systems; (b) is built on a permanent chassis; and (c) can be transported in one or more sections with each section at least eight feet wide and forty feet long when transported, or when installed on the site, is three hundred twenty square feet or greater.

**Master Control System**

A living record that tracks inventories of equipment, materials, and supplies including but not limited to: purchases, installations, transfers, and disposals.

**Material Costs**

The cost of purchase and delivery of weatherization materials.

**Materials Inventory**

All consumable products purchased for installation of weatherization measures and related repairs that are kept on hand for future use. Materials may include insulation, caulk, wood, glass, heating/ventilation components, hardware, and related supplies.

**Mechanical Air Changes**

The number of air changes per hour occurring in a dwelling unit as a result of air movement that is assisted with mechanically operated fans.

**Mechanical Ventilation (exhaust only)**

Follow specifications in ASHRAE 62.2.2013 and see **Policy 9.3, *Indoor Air Quality – Mechanical Ventilation***.

**Mediation**

A process whereby a neutral person assists disputing parties in reaching a mutually acceptable resolution. Process is outside the court system and not legally binding. See [*Arbitration*](#Definition_Arbitration).

**Minimum Ventilation Level (MVL)**

See [*Building Airflow Standard (BAS)*](#_Building_Airflow_Standard)

**Mobile Home**

A factory-built dwelling built prior to June 15, 1976, to standards other than the United States Department of Housing and Urban Development Code, and acceptable under applicable state codes in effect at the time of construction or introduction of the home into the state. Mobile homes have not been built since the introduction of the United States Department of Housing and Urban Development Manufactured Home Construction and Safety Act.

**Modular Home**

See [*Factory-built Housing*](#Definition_Factory_built_Housing).

**Moisture Problem**

Any condition which, if left unattended will allow moisture in any state (liquid, vapor, or ice) to damage the dwelling structure. Evidence of moisture problems includes, but is not limited to, visible rot, mold, peeling paint, swollen/bulged/soft building materials and/or discoloration of building component surfaces.

**Mold and Moisture Reduction**

Local agencies may mitigate mold and moisture issues by installing a dehumidifier, dehumidistat, or perform incidental leak repair. Also see **Policy 9.6, *Biologicals and Unsanitary Conditions, including Mold and Moisture***

**Mortar**

A mixture of sand, water, and cement used to bond bricks, stones, or blocks together.

**Multi-Family Dwelling**

A building with two or more attached dwelling units. For data collection purposes, dwellings with two to four units will be considered "small"; dwellings with five or more units will be considered "large."

**N**

**Native American**

A person who is of American Indian heritage, is of Alaska Native heritage, or a member of an Indian Tribe.

**Natural Air Changes**

The number of air changes per hour occurring in a dwelling unit as a result of natural air movement (i.e., without any assistance from mechanical fans).

**Net Free Area**

The area of a vent after that area has been adjusted for insect screen, louvers, and weather coverings. The free area is always less than the actual area.

**Noncombustible Material**

Materials that pass the test procedure for defining noncombustibility of elementary materials set forth in ASTM E 136.

**O**

**Open-combustion Heater**

A heating device that takes its combustion air from the surrounding room air.

**Orphaned Natural Draft Water Heater**

A natural draft water heater vented into an oversized chimney.

**Other Program Operation Costs**

The Program Operation costs NOT included in [*Building Costs*](#_Building_Cost)*,* including [*Financial Audit Costs*](#_Financial_Audit_Costs), [*Liability Insurance Costs*](#_Liability_Insurance_Costs), and [*Leveraging Costs*](#_Leveraging_Costs).

**Oxygen Depletion Sensor (ODS)**

A safety device for unvented combustion heaters that shuts gas off when oxygen is depleted.

**P**

**Pascal**

A unit of measurement of air pressure. See [*Inch of Water*](#_Inch_of_Water).

**Persons with Disabilities**

Persons with any disease, disability, or impairment substantially interfering with their ability to function in society. Any medically determinable physical or mental impairment shall qualify if it has lasted for a continuous period of not less than 12 months, or can be expected to last for 12 months, or result in death.

For further direction, refer to Section 7(6) of the Rehabilitation Act of 1973; Section 1614(a) - Section (3)(A) or 223(d) of the Social Security Act; Section 102(7) of the Developmental Disabilities Services and Facilities Construction Act; or Chapter 11 or 15 of Title 38, United States Code.

Individuals with disabilities are defined as persons with a physical or mental impairment that substantially limits one or more major life activities. People who have a history of, or who are regarded as having a physical or mental impairment that substantially limits one or more major life activities, are also covered. Major life activities include caring for one's self, walking, seeing, hearing, speaking, breathing, working, performing manual tasks, and learning. Some examples of impairments which may substantially limit major life activities, even with the help of medication or aids/devices, are: AIDS, alcoholism, blindness or visual impairment, cancer, deafness or hearing impairment, diabetes, drug addiction, heart disease, and mental illness.

**Pest Mitigation**

Commerce encourages the use of an Integrated Pest Management (IPM) program. The goal of IPM is to control pests by the most economical long term means, and with the least possible hazard to people, property, and the environment. Local Agencies can refer to EPA Pesticide Environmental Stewardship Program (PESP) for additional details. See also **Policy 9.11, *Pests***

**Plenum**

The piece of ductwork that connects the air handler to the main supply duct.

**Power-vented Combustion Appliance**

An ANSI Category IV appliance. An appliance that operates with a positive vent static pressure and with a vent gas temperature that may cause excessive condensate production in the vent.

**Prescriptive Air Sealing**

Air seal all penetrations bigger than 1/16th inch in diameter; including but not limited to: top plate, chimneys, ducting, exhaust penetrations, plumbing penetrations, electrical penetrations, recessed lights.

**Pressure**

A force encouraging movement by virtue of a difference in some condition between two areas.

**Pressure Boundary**

An air barrier; usually the primary air barrier, most effective when aligned with a thermal boundary.

**Pressure Pan Testing**

The process of testing air leakage in duct systems using a device to block a duct register while measuring the static pressure behind the device during a blower door test.

**Priority Air Sealing**

Air sealing that addresses the major and obvious holes in the pressure boundary, typically visible holes in the walls and ceilings of the building envelope.

**Priority List of Weatherization Measures**

A State-approved table that establishes levels of insulation that may be added to and installed in buildings. See **Policy 5.2.4, *Priority List***.

**Private, Federally Subsidized Housing**

Units owned by a private developer who received financial benefits from the government to develop the project.

**Privately-Owned Subsidized Housing**

Units with project-based subsidies.

**Program Operations Costs**

Costs that can be clearly identifiable with a program. Includes the following costs:   
1. Weatherization Measures; 2. Health and Safety Measures; 3. Weatherization-Related Repair (Incidental Repair) Measures; 4. Program Support; 5. Vehicle and Equipment; and   
6. Other Program Operations (Financial Audit, Liability Insurance, and Leveraging.)

**Program Support Costs**

Costs directly associated with the Weatherization program, but not directly associated with a specific Weatherization building, including Audit and Inspection costs, Consumer Conservation Education costs, and cost to carry out Low Cost/No Cost Weatherization activities.

**Program File**

The file that contains documents required for the administration of a weatherization program.

**Public Housing**

Units owned by a public housing authority where tenants pay a percentage of income for rent and utilities.

**Q**

**Qualified Alien**

A client or household member that meets any of the listed Immigration Statuses and provides the associated verification documentation. See **Exhibit 1.3.1F, *Qualified Alien Documents*** for a list of acceptable documents.

**R**

**Recommendations**

Suggestions to assist with compliance of program requirements or to enhance or improve service. These are significantly less serious and may be communicated verbally to the agency during the course of monitoring (on-site technical assistance) or the exit conference.

**Recreational Vehicle**

A travel trailer, motor home, truck camper, or camping trailer that is primarily designed and used as temporary living quarters, is either self-propelled or mounted on or drawn by another vehicle, is transient, is not occupied as a primary residence, and is not immobilized or permanently affixed to a mobile home lot.

**Red Tagged**

The authority having jurisdiction determines correction is required, equipment is unsafe to operate, building is unsafe to occupy, stop work order is issued.

**Remove Toxic Household Chemicals**

Local agencies must have the owner/tenant approval to remove toxic chemicals from the home. Local agencies must also dispose of toxic chemicals properly.

**Return Air**

Air circulating back to the furnace from the house, to be heated by the furnace and supplied to the rooms.

**Reweatherization**

To install or provide materials for a dwelling unit previously weatherized.

**R-value**

Unit of resistance to heat flow, expressed as temperature difference required to cause heat flow through a unit area of a building component or material at a rate of one (1) heat unit per hour. R-value ranges from 1 to 60 that refers to the insulation's ability to resist heat flow, affected by the insulation's coverage, density, and airflow near and through the insulation and water presence within the insulation. See [*Insulation*](#_Insulation).

**Room Heater**

A heater located within a room and used to heat that room.

**Roomer/Boarder**

An individual who lives in an owner-occupied unit or lease-allowed sublet and meets all of the following conditions: makes one fixed monthly payment that includes rent, heat, and other utility costs; can provide a written lease agreement and proof of boarding payment; and is not related to any household member by blood, marriage, or through adoption. Tenants of housing managed by community-based treatment programs and who meet all of the above conditions shall be considered as roomers/boarders. See [*Household*](#_Household).

**S**

**Savings-to-Investment Ratio (SIR)**

The measurement of how many times an energy retrofit pays for itself during an established lifetime. The ratio is the lifetime savings-to-initial investment. SIR of one or greater indicates cost effective investment.

**Sealed Combustion Appliance**

An appliance that draws all combustion air from outdoors and has a sealed exhaust system.

**Sealed Combustion Heater**

A heater that draws all combustion air from outdoors and has a sealed exhaust system.

**Single-Family Dwelling**

A structure containing no more than one dwelling unit.

**Site Work**

See [*Installation*](#_Installation)*.*

**Slip and Fall Prevention**

For clients with documented fall injuries, mobility issues, or slip or fall hazards that put them at risk for future injuries, local agencies may install handrails, grab bars, shower mat, or build ramps (limited) or fix irregular steps (limited).

**Smoke Detector**

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

**Solid Fuel Burning Appliance System**

Any appliance that burns solid fuel; for example, coal, pellets, and wood.

**Space Heater**

A free-standing or self-contained unit that: generates and delivers heat to a local zone; may be permanently installed or portable; and is characterized by a lack of pipes or duct work for distributing heat through the building. Examples of individual space heaters include electric baseboards, electric radiant or quartz heaters, heating panels, gas- or kerosene-fired unit heaters, wood stoves, and infrared radiant heaters.

**Space Heating**

Heating the living spaces of the home with a room heater or central heating system.

**Spillage**

The temporary flow of combustion gases from a dilution device.

**Stack Effect**

The draft established in a building from air infiltrating low and exfiltrating high.

**Stand-Alone Natural Draft Water Heater**

A natural draft water heater vented into a properly-sized chimney in accordance with NFPA 31 for oil-fired units, NFPA 54 for gas-fired units, NFPA 58 for propane-fired units and NFPA 211 for solid-fueled units or the venting tables of a chimney liner manufacturer.

**Steady-state Efficiency**

The efficiency of a heating appliance, after an initial start-up period, that measures how much heat crosses the heat exchanger. A combustion analyzer measures the steady-state efficiency.

**Steady-state Operating Condition**

The typical operating condition of a heating appliance after it has gone through its initial start up period.

**Subcontractor**

An individual, partnership, corporation, or other similar entity that installs weatherization measures and carries liability insurance and assurance bonding for all work performed for local agencies. All entities acting as subcontractors must possess either a state contractor’s or similar license.

**Subsidized Housing**

Housing for which the monthly shelter costs of the occupants are determined according to income (such as 30 percent of monthly income) and may cover only rent or include some utility costs.

**Supply Air**

Air that has been heated or cooled and is then moved through the ducts and out the supply registers of a home.

**T**

**Technical Assistance**

Technical information that is exchanged throughout the course of the monitoring visit. TA may be offered in any area being reviewed, however, often times much of this occurs during the course of inspecting the projects.

**Thermal Boundary**

The plane of a building envelope where insulation is installed to minimize heat flow, most effective when aligned with a pressure boundary.

**Training and Technical Assistance Costs**

Costs for Training and Technical Assistance in compliance with **Policy 6.5, *Training and Technical Assistance***.

**TREAT: Targeted Residential Energy Analysis Tools**

A computerized tool that is used during an energy audit that assists in determining cost-effectiveness of anticipated conservation measures for a dwelling unit.

**U**

**Unconditioned Basement**

A basement that is intentionally not heated or cooled.

**Unintentionally Conditioned Basement**

A basement that is heated or cooled unintentionally; typically getting residual heat or cooling from a conditioned space or from conditioning equipment located in the basement.

**Utility-Funded Measure**

Any Wx measure where installation labor and measure costs are fully paid for with utility funds (or any Wx measure where installation labor and measure costs are fully paid for with other than Commerce-administered Wx funds (DOE, BPA, LIHEAP, and MM).

**Utility-Funded Project**

Any Wx project where installation labor and measure costs are fully paid for with utility funds (or any Wx project where installation labor and measure costs are fully paid for with other than Commerce-administered Wx funds (DOE, BPA, LIHEAP, and MM)).

**Utility Funding**

Any funds from a utility.

**UV Resistant**

Materials that are resistant to degradation caused by ultra-violet light rays.

**V**

**Vapor Retarder**

A material that retards the passage of water vapor.

**Vent Connector**

The vent pipe carrying combustion gases from the appliance to the chimney.

**Vent Draft Pressure**

The pressure in a vent with reference to either the outside or within combustion appliance zone, measured in Pascals.

**Vent Damper**

An automatic damper powered by heat or electricity that closes the chimney while a heating device is off.

**Venting**

The removal of combustion gases by a chimney.

**W**

**Walk-off Door Mat**

To reduce dirt in homes, use walk-off door mats at the entrance. The mat should be long enough so that you can walk across with both feet before entering the house, with the width no wider than the door itself. Outside mats are usually made of rubber. For extremely muddy areas, use metal, wire, or brushes to scrape boots. Avoid coco fiber mats as they shed and track loose fibers into the home. Also avoid rope or wood mats as they are a depository for microbes and pollutants.

**Water heater Temperature Adjustment**

For Weatherization energy savings, hot water temperature must be set to no higher than 120 degrees Fahrenheit per Washington RCW 19.27A.060. For documented health conditions, the water heater temperature may be adjusted. Document action and justification in client file.

**Weatherization Audit**

The process of identifying energy conservation opportunities in building.

**Weatherization Materials**

Those materials listed in Appendix A of the DOE WAP for Low-Income Persons Final Rule, 10 CFR Part 440. Materials for Weatherization-related repairs do not have to be listed in Appendix A, but should be at least equal to or better than industry standard practices.

**Weatherization Measures**

Energy efficiency measures (building shell and equipment) determined to be cost-effective by DOE approved Commerce standards.

**Weatherization Measures Costs**

The Installed Measure Costs for energy efficiency measures (building shell and equipment) determined to be cost-effective by DOE approved Commerce standards.

**Weatherization-Related Repairs** (Incidental Repairs)

Repairs necessary for the effective performance or preservation of weatherization materials. Such minor repairs include, but are not limited to: framing or repairing windows and doors which could not otherwise be caulked or weather-stripped, roof, floor, plumbing, and electrical repairs. The cost of WRR (incidental repairs) must be included in the cost of the package of measures installed in a dwelling.

**Weatherization-Related Repairs Costs** (Incidental Repairs)

The Installed Measure Costs for repairs necessary for the effective performance or preservation of weatherization materials.

**Weatherized Unit**

See also[*DOE Weatherized Unit*](#_DOE_Weatherized_Unit)

A dwelling on which a DOE-approved energy audit or priority list has been applied and weatherization work has been completed. As funds allow, the Wx measures installed on this unit have a Savings-to-Investment Ratio (SIR) of 1.0 or greater, but also may include any necessary energy-related health and safety measures.

**Weatherization Work Begins**

Weatherization work begins on the date of the project’s initial energy audit.

**Worst-case Depressurization Test**

A safety test, performed by specific procedures, designed to assess the probability of chimney back drafting. The specific procedures include a systematic setup of the dwelling unit in a configuration most likely to cause a combustion appliance to back-draft or spill exhaust gases into the dwelling unit.

**Wx+H Client Education**

Local agencies must deliver structured and consistent information for Wx+H client education that addresses at a minimum the following: Asthma and Allergies, Hazardous Household Products, Indoor Air Quality, Lead Poisoning, Mold & Moisture Control and Pest Management.

**Y**

**Young Children**

Children less than six years of age.

**Z**

**Zonal Pressure Testing**

The use of pressure measurements to compare relative tightness or hole size of different surfaces and zones of a dwelling unit.

**Zone**

A room or portion of a building separated from other rooms by an air barrier, not usually an effective air barrier.

| Percentage of Native American Low-Income Households | | | | |
| --- | --- | --- | --- | --- |
| Agency |  | % By County | | Federally Recognized Tribe(s) |
|  |  |  |  |  |
| Benton-Franklin Community Action Council |  | Benton | 1.55% |  |
| Franklin | 0.87% |  |
|  |  |  |  |  |
| Blue Mountain Action Council |  | Columbia | 0% |  |
| Garfield | 2.25% |  |
| Walla Walla | 1.31% |  |
|  |  |  |  |  |
| Chelan-Douglas Community Action Council |  | Chelan | 3.12% |  |
| Douglas | 2.15% |  |
|  |  |  |  |  |
| City of Seattle Office of Housing-HomeWise Program |  | City of Seattle |  |  |
|  |  |  |  |  |
| Clark County Department of Community Services |  | Clark | 2.30% |  |
|  |  |  |  |  |
| Coastal Community Action Program |  | Grays Harbor | 9.01% | Chehalis Confederated/Quinault Nation |
| Pacific | 4.36% | Shoalwater Bay |
|  |  |  |  |  |
| Community Action Partnership |  | Asotin | 1.94% |  |
|  |  |  |  |  |
| Community Action Center of Whitman County |  | Whitman | 0.64% |  |
|  |  |  |  |  |
| Community Action Council of Lewis, Mason & Thurston Counties |  | Lewis | 2.80% |  |
| Mason | 8.26% | Skokomish/Squaxin Island |
| Thurston | 4.04% | Chehalis Confederated/Nisqually |
|  |  |  |  |  |
| Housing Authority of Skagit County |  | Skagit | 3.89% | Samish Nation/Sauk-Suiattle/Swinomish/Upper Skagit |
|  |  |  |  |  |
| King County Housing Authority |  | King | 1.17% | Muckleshoot/Snoqualmie |
|  |  |  |  |  |
| Kitsap Community Resources |  | Kitsap | 4.52% | Port Gamble S'Klallam/Suquamish |
|  |  |  |  |  |
| Kittitas County Action Council |  | Kittitas | 1.70% |  |
|  |  |  |  |  |
| Klickitat-Skamania Development Council |  | Klickitat | 7.62% | Yakama Nation |
| Skamania | 6.73% |  |
|  |  |  |  |  |
| Lower Columbia Community Action Council |  | Cowlitz | 4.49% | Cowlitz |
| Wahkiakum | 2.31% |  |
|  |  |  |  |  |
| Metropolitan Development Council |  | City of Tacoma |  |  |
|  |  |  |  |  |
| North Columbia Community Action Council |  | Adams | 0.90% |  |
| Grant | 3.50% |  |
| Lincoln | 5.12% |  |
|  |  |  |  |  |
| Olympic Community Action Programs |  | Clallam | 9.32% | Jamestown S'Klallam/Lower Elwha Klallam/Makah/Quileute |
| Jefferson | 5.98% | Hoh |
|  |  |  |  |  |
| Rural Resources Community Action |  | Ferry | 29.74% | Colville Confederated |
| Pend Oreille | 4.21% | Kalispel |
| Stevens | 10.90% | Spokane |
|  |  |  |  |  |
| Okanogan County Community Action Council |  | Okanogan | 15.30% | Colville Confederated |
|  |  |  |  |  |
| Pierce County Community Action Programs |  | Pierce | 1.78% | Puyallup |
|  |  |  |  |  |
| Snohomish County Human Services Department |  | Snohomish | 4.07% | Stillaguamish/Tulalip |
|  |  |  |  |  |
| Spokane Neighborhood Action Programs |  | Spokane | 3.78% |  |
|  |  |  |  |  |
| The Opportunity Council |  | Island | 1.80% |  |
| San Juan | 2.50% |  |
| Whatcom | 5.05% | Lummi Nation/Nooksack |
|  |  |  |  |  |
| Yakima Valley Farm Workers Clinic |  | Yakima County | 5.25% | Yakama Nation |
| S. of Union Gap |  |
|  |  |  |  |  |
| Opportunities Industrialization Center of Washington |  | Yakima County  N. of Union Gap | 0.89% | Yakama Nation |
|  |
|  |  |  |  |  |
|  | *Data compiled from the 2000 Census, Households at 125% Poverty.* | | | |

Income and Residence Verification Checklist

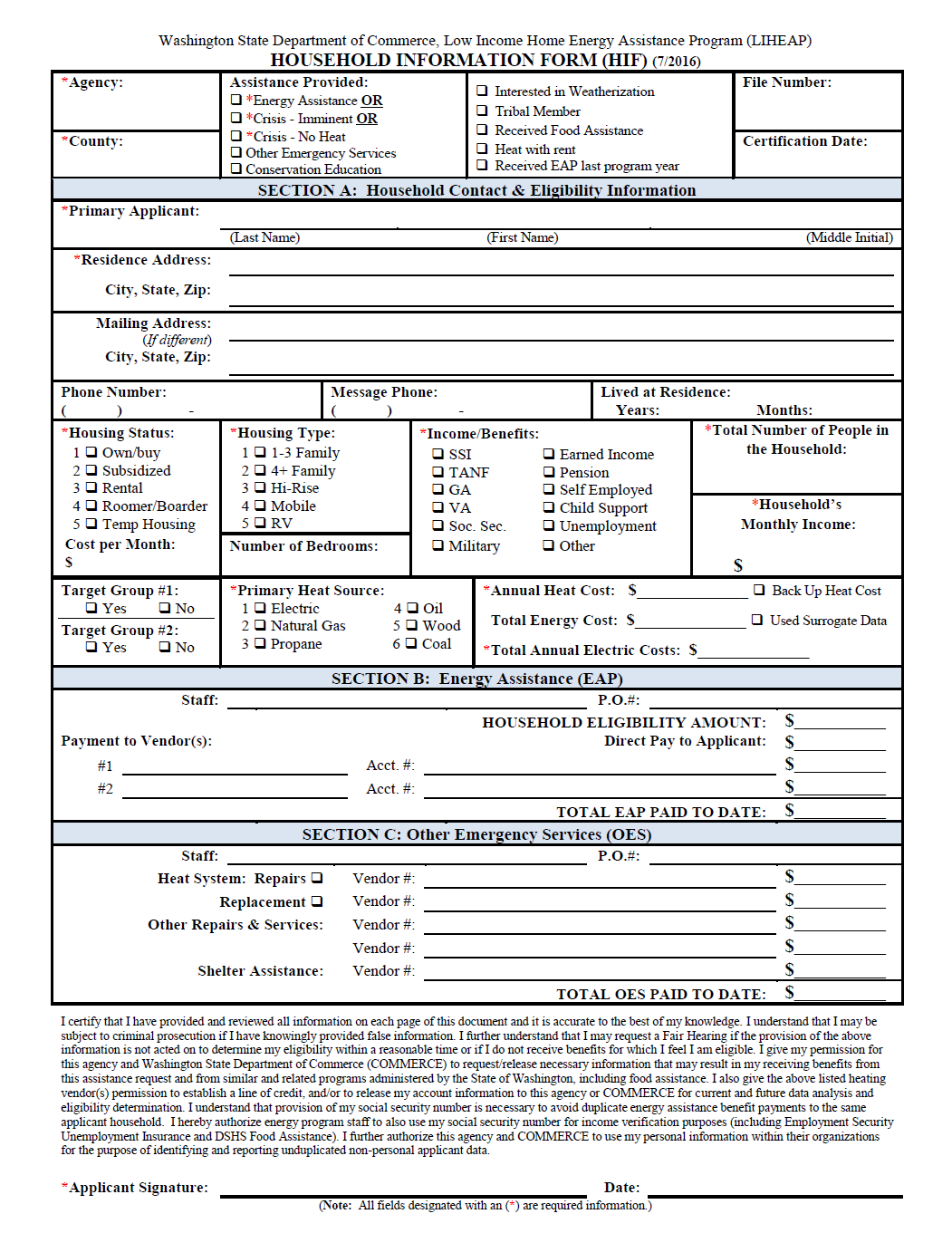
I certify that I have seen the following documentation for:

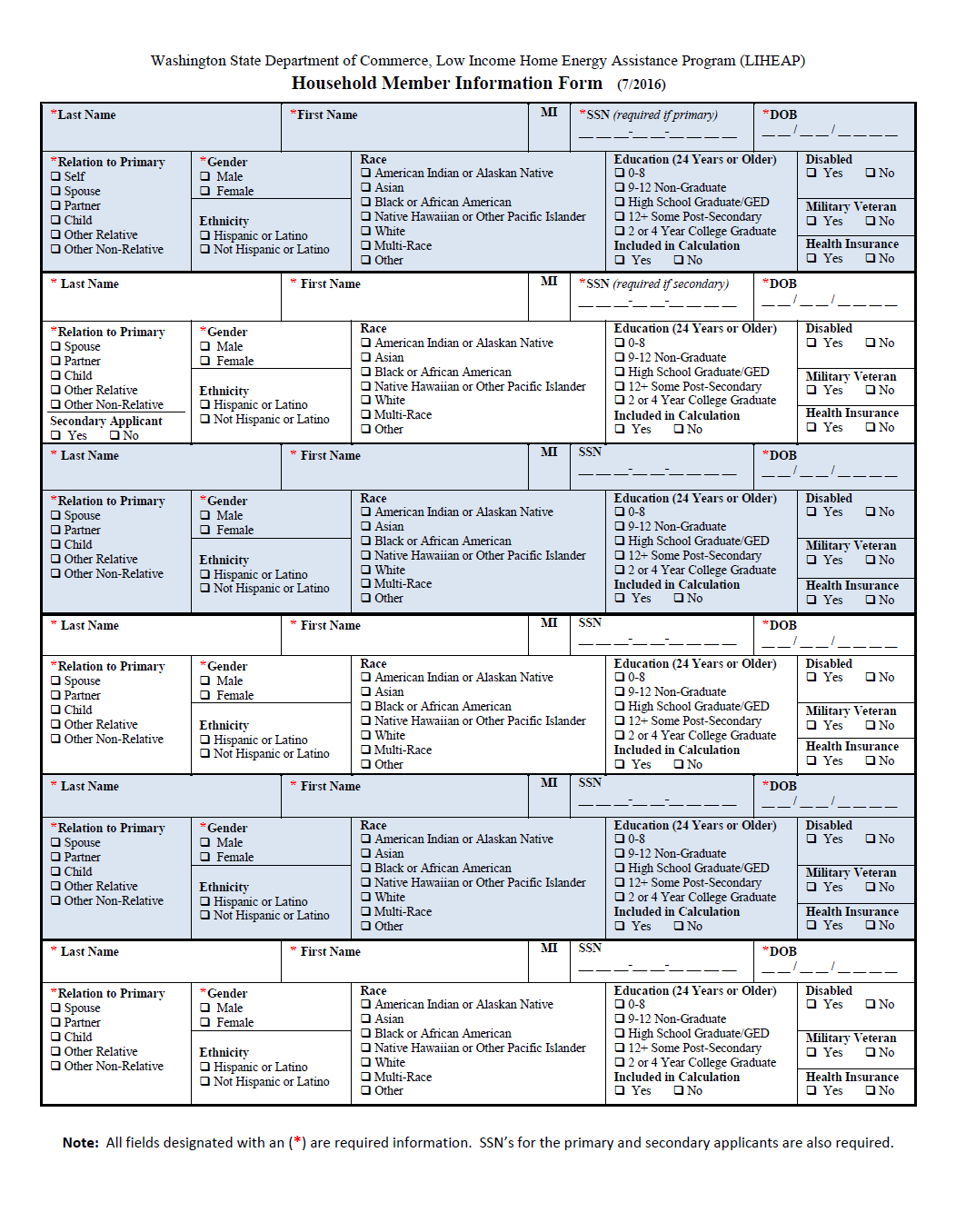
Head of Household

Applicant Address, City, State, Zip

Agency Representative Date

|  |  |
| --- | --- |
| **Income Documentation** | **Source of Verification** |
| Pay stubs for all earned income |  |
| Employer statement and phone number |  |
| Pensions/retirements |  |
| Veteran’s benefits |  |
| Educational grants |  |
| Interest |  |
| L & I statement |  |
| Divorce decree(s) |  |
| Child support received/paid |  |
| TANF |  |
| GAU |  |
| SSI |  |
| Social Security |  |
| Bank statement/award letter for months of: |  |
| Other |  |
| **Residence Documentation** | **Source of Verification** |
| Deed/title |  |
| Lease/rental agreement |  |
| Subsidized housing lease |  |
| Tax statement |  |
| Other |  |



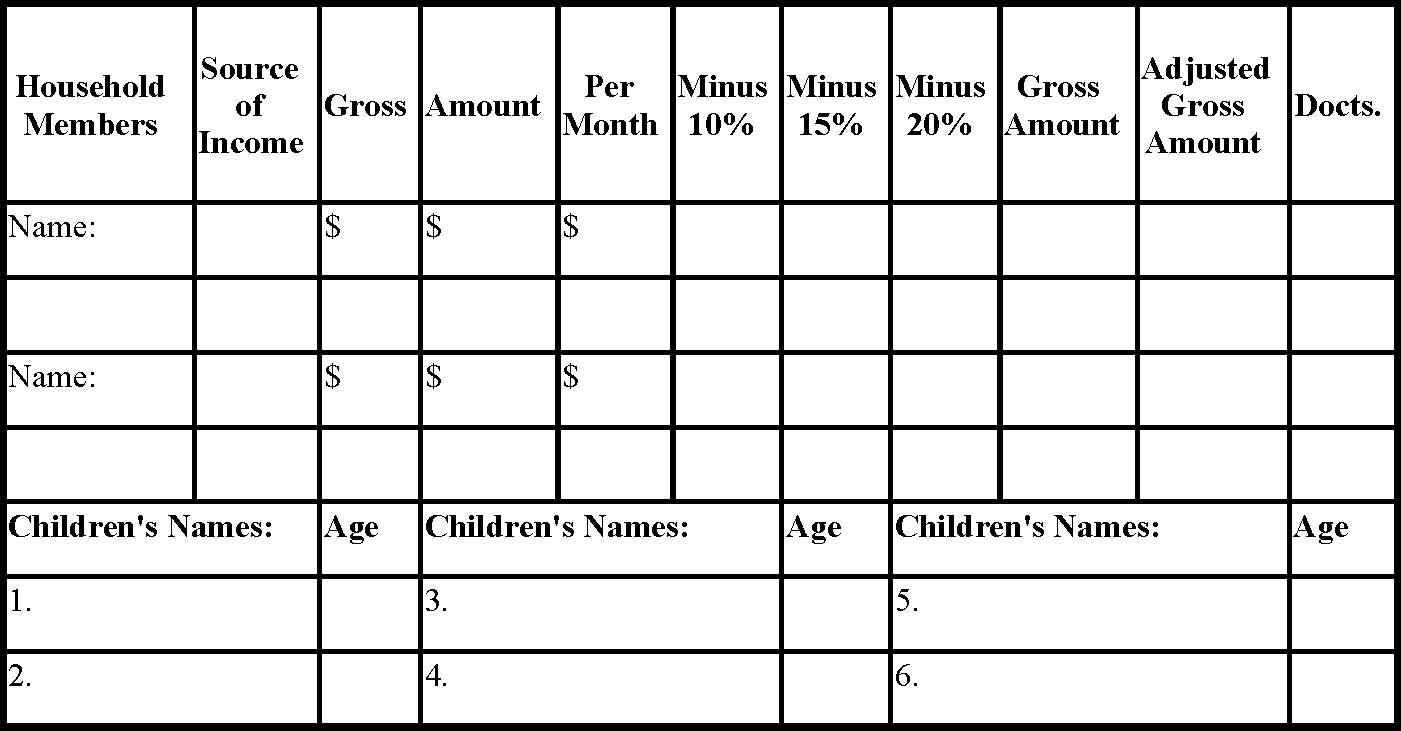


Household Member & Income Information Form

List all immediate members of household, their source of income, and gross amount each member received for each month listed:

1. 2. 3.

DSHS income verified?  **( Y N )** Date: Reviewer:



***\**** *If client has more than six children please use back of this form.*

Total gross income: = the household’s average monthly income.

Number of months documented:

*I certify that the above information I have provided is a complete and accurate list of all household members and their income for the period, and \_\_\_\_\_\_\_\_. I understand that I am signing this form under penalty of criminal prosecution if I knowingly give false information resulting in payment to which I am not entitled.*

Applicant’s Signature Date

**Declaration of No Income**

I, , do hereby declare that I have not received any income for the month(s) of:

1. 2. 3.

The reason that I have had no income for the months listed above is as follows:

I have been meeting my basic living needs for food, shelter and utilities in the following way:

Food:

Shelter:

Utilities:

I certify that the information contained above is complete and accurate to the best of my knowledge. I understand that I am signing this statement under penalty of prosecution if I knowingly give false information, which results in assistance received for which I am not eligible.

Client Signature/Date Agency Representative/Date

State of Washington

County of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I certify that I know or have satisfactory evidence that (name of person) is the person who appeared before me, and said person acknowledged that (he/she) signed this instrument and acknowledged it to be (his/her) free and voluntary act for the uses and purposes mentioned in the instrument.

|  |  |
| --- | --- |
| Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | (Signature) |
| (Seal or stamp) |  |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | Title |
|  | My appointment expires: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Sample Weatherization Program

Utility Information Release Waiver

**Section A: Applicant Information**

**Primary Applicant:**

(Last Name) (First Name) (Middle Initial)

**Mailing Address:**

**Mailing City, State, ZIP:**

**Phone: ( )**

**Residence Address:**

**Residence City, State, Zip:**

**Name on utility account if different from applicant:**

**Section B: Utility Information**

**Utility Service Provider (as applicable):**

**Electric:** Acct. #

**Natural Gas:** Acct. #

**Propane**: Acct. #

**Oil:** Acct. #

**Wood:** Acct. #

**Coal:** Acct. #

**Primary Heat Source: Secondary Heat Source:**

(Electric, Natural Gas, Propane, Oil, Wood, Coal)

I certify that the above information is accurate to the best of my knowledge. I give the above listed utility service providers permission to release my account information, including both consumption and expenditure data, to this agency or the Washington State Department of Commerce for current and future data analysis.

**Applicant Signature:** **Date**:

Page 1 of 3

List of Qualified Alien Documents

The following is a list of documents acceptable to prove a clients Qualified Alien status.

Certain [*USCIS*](javascript:TextPopup(this)) documents can be viewed online at: <http://www.ncosc.net/Foreign_Nationals/Travel_Doc_Identification.pdf>

|  |  |
| --- | --- |
| **IMMIGRATION STATUS** | **VERIFICATION DOCUMENT (** [**USCIS**](javascript:TextPopup(this)) ***U.S. Citizenship and Immigration Services*** *U.S. Citizenship and Immigration Services***FORMS)** |
| **Legal Permanent Resident -** a person who has been granted lawful permanent residence in the United States | * I-551 (referred to as green card), or * I-94 annotated with a temporary I-551 stamp (for recent arrivals or aliens who have applied for a replacement I-551) |
| **Refugee -** Under United States law, a refugee is someone who:   * Is located outside of the United States * Is of special humanitarian concern to the United States * Demonstrates that they were persecuted or fear persecution due to race, religion, nationality, political opinion, or membership in a particular social group Is not firmly resettled in another country * Is admissible to the United States   A refugee does *not* include anyone who ordered, incited, assisted, or otherwise participated in the persecution of any person on account of race, religion, nationality, membership in a particular social group, or political opinion. | * I-94 stamped showing admission under * section 207 of the [INA](javascript:TextPopup(this)) *Immigration & Nationality Act* and date of entry to the [U.S.](javascript:TextPopup(this)) *United States*, or * I-688B annotated 274a.12(a)(3), or * I-766 annotated A3, or, * I-571   (Refugees usually adjust to LPR status after 12 months in the [U.S.](javascript:TextPopup(this)) *United States*., However, they are still considered refugee for eligibility purposes when they have a I-551 with a code of RE-6, RE-7, RE-8, or RE-9) |
| **Special Immigrants -** A special immigrant is a person who qualifies for a green card (permanent residence) under the United States Citizenship and Immigration Services (USCIS) special immigrant program. | * I-94 or passport stamped with an "S" category |
| **Asylee -** An alien in the United States or at a port of entry who is found to be unable or unwilling to return to his or her country of nationality, or to seek the protection of that country because of persecution or a well-founded fear of persecution. Persecution or the fear thereof must be based on the alien’s race, religion, nationality, membership in a particular social group, or political opinion. For persons with no nationality, the country of nationality is considered to be the country in which the alien last habitually resided. Asylees are eligible to adjust to lawful permanent resident status after one year of continuous presence in the United States. | * I-94 stamped showing grant of asylum under section 208 and date of entry; or * A grant letter from the Asylum Office of the [USCIS](javascript:TextPopup(this)) *U.S. Citizenship and Immigration Services*; or * I-688B annotated 274a.12(a)(5); or * I-766 annotated A5; or * Court order of an immigration judge showing asylum granted under section 208. |
| **Parolee** | * I-94 annotated with stamp showing grant of parole under 212(d)(5) and a date showing granting of parole for at least 1 year. |
| **Deportation Withheld** | * Order of an immigration judge showing deportation withheld under section 243(h) and date of grant; or * I-688B annotated 274a.12(a)(10); or * I-766 annotated A10. |
| **Conditional Entrant** | * I-94 with stamp showing admission under 203(a)(7), refugee-conditional entry, or * I-688B annotated 274a.12(a)(3) * I-766 annotated A3 |
| **Battered Spouse or Child of** [**U.S.**](javascript:TextPopup(this))*United States* **Citizen or Permanent Legal Resident** | * Approved or pending I-130 or I-360 petition showing a prima facie case that he or she is protected under the Violence Against Women Act, and * Verification that the individual responsible for the battery or cruelty is no longer living in the household of the victim. |
| **Cuban or Haitian Entrants** | * I-94 with stamp showing parole as Cuban/Haitian Entrant under section 212(d)(5) of the [INA](javascript:TextPopup(this)) *Immigration & Nationality Act* * Form I-551 with code CU6, CU7, or CH6 * Foreign passport containing an unexpired temporary I-551 stamp with the code CU6 or CU7 |
| [**U.S.**](javascript:TextPopup(this))*United States* **Military Veteran, Active Duty Military**  (includes spouse and unmarried dependent children under 21) | * Green Form DD-2 marked ACTIVE, or * A current order showing the individual is on full-time duty in the [U.S.](javascript:TextPopup(this)) *United States* Army, Navy, Air Force, Marine Corps, or Coast Guard (Reserves are not considered active duty). * DD-214 indicating honorable discharge, or * Discharge papers indicating honorable discharge |
| **Victims Of Trafficking**  (includes certain eligible immediate family members holding a derivative T-Visa) | * Letter of certification from the Office of Refugee Resettlement ([ORR](javascript:TextPopup(this)) *Office of Refugee Resettlement*.)  The caseworker must verify the validity of this letter and notify [ORR](javascript:TextPopup(this)) *Office of Refugee Resettlement*  of the benefits for which the individual has applied by calling the toll-free trafficking verification line at 1-866-401-5510. * Form I-797a indicating Class T-1 Visa. * Form I-797a indicating T-2 (spouse), T-3 (child), T-4 (parent) or T-5 (unmarried sibling under age18 years on the date such alien’s T visa application was filed), known as a Derivative Visa.   ***Note:*** *T status is valid for 3 years from date of approval and is not renewable. However, the individual may adjust to lawful permanent resident status within the 90-day period immediately preceding the expiration of T status.* |
| **American Indian Born In Canada** | * Birth or baptismal certificate issued on a reservation; * Tribal records; * Letter from the Canadian Department of Indian Affairs, or * School records |

Page 1 of 3

Weatherization Program

Property Owner/Agency Agreement

[ ] Single Family

[ ] Duplex

[ ] Triplex

[ ] 4-Plex

I, certify that I am the owner/authorized agent

*(Owner/Agent)*

for the property located at presently rented by:

*(Address)*

**Tenant(s) Tenant Rent Contract Rent**

**(Subsidized**

**Housing Only)**

1.

2.

3.

4.

I authorize\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Agency)*

to make the following weatherization repairs and improvements with the understanding that I will make a cash contribution in the amount of $

Page 2 of 3

I hereby release and pledge to hold harmless the above-named agency and its staff from any liability in connection with the work listed above.

In consideration of the weatherization work to be performed, the parties agree:

1. "Rent" is defined as the tenant’s monthly payment to the owner (non-subsidized housing) or the contract rent (subsidized housing).
2. That the rent shall not be raised at any time because of increased value of the rental unit(s) due solely to weatherization assistance.
3. That from the effective date of this agreement, and during a period extending through one (1) year following the date of completion of weatherization work, the amount of rent at all rental units being weatherized will not be raised for any reason. That at the end of this period the rent shall not be raised for an additional period of one (1) year, except to reflect tenants' prorated share of the following expenses actually incurred and documented by the owner: (i) actual increases in property taxes; (ii) actual cost of amortizing improvements to the property (other than weatherization), which are accomplished on or after the date of this agreement and which directly benefit tenants; or (iii) actual increases in expenses of maintaining and operating the property.
4. The provisions of paragraph 3 may be waived by the agency in writing if, and only if, the premises are leased under a state or federal rent subsidy program which restricts the amount of rent the owner may charge, in which case the actual contract rent charged by the owner shall conform to the standards of the rent subsidy program.
5. That from the effective date of this agreement, and during a period extending through three (3) years following the date of completion of weatherization work performed, the owner will not evict, terminate, or institute any court action for possession against any tenant or successive tenant, except for good cause pursuant to the *Unlawful Detainer Statute,* RCW 59.12.030(3)-(5) (e.g. nonpayment of rent, committing waste, maintaining a nuisance) ([**http://apps.leg.wa.gov/RCW**](http://apps.leg.wa.gov/RCW))**.**
6. That in the event the owner sells the premises within three (3) years after weatherization work is completed, the owner will comply with one of the two following conditions:
   1. The owner shall repay the agency at the date of sale an amount equal to the percentage of the three (3) year/month period remaining, times the full value of the material and labor as documented by the agency work records, except if sold to low-income tenants; or
   2. The owner shall obtain, in writing prior to sale, the purchaser's agreement to assume the owner's obligations under this agreement.

The owner shall immediately upon entering into a non-contingent agreement of sale of the premises, so inform both the agency and the tenants, by written notice.

Page 3 of 3

1. That the present tenants, or any successor tenants during the term of this agreement, are the intended beneficiaries of this agreement and shall have a right of enforcement.
2. That for breach of this agreement, damages, where not otherwise specified, may be awarded in accordance with applicable law. The prevailing party in any suit to enforce 0this agreement shall be entitled to recover his costs and a reasonable attorney's fee.
3. That the agency shall provide a copy of this agreement and a synopsis explaining its terms to the tenants. That the owner shall provide a synopsis explaining the terms of this agreement to subsequent tenants of the above rental units, or to the new and subsequent occupants of rental units vacant on the effective date of this agreement.
4. That the terms of this agreement are incorporated into any other lease or agreement between owner and tenants, and between owner and any successor tenants during terms of this agreement, and if there is any conflict between the provisions of this agreement and provisions of such other lease or agreement, the provisions of this agreement shall govern. With the exception of provisions outlined above, all provisions of the *Washington State Landlord/Tenant Act* (RCW 59.18) ([**http://apps.leg.wa.gov/RCW**](http://apps.leg.wa.gov/RCW/default.aspx?cite=59.18)) and the *Washington State Manufactured/Mobile Home Landlord/Tenant Act* (RCW 59.20) ([**http://apps.leg.wa.gov/RCW**](http://apps.leg.wa.gov/RCW/default.aspx?cite=59.20)) shall apply to the owner(s) and tenant(s).
5. That 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.
6. Failure of the agency to enforce the agreement upon breach by the owner shall not be construed as a waiver of the agency's right to enforce the agreement.

Signed: Date:

*(Owner/Authorized Agent)*

Address: Phone:

Approved by: Date:

*(Agency Representative)*

Page 1 of 3

Weatherization Program

Property Owner/Agency Agreement for

Multi-Family Buildings

I, , certify that I am the owner/authorized agent

*(Owner/Agent)*

for the property located at

I authorize the

*(Agency)*

to make weatherization repairs and improvements as determined by an energy audit of the building. I will make cash contributions in the amount of $ .

I hereby release and pledge to hold harmless the above-named agency and its staff from any liability in connection with the weatherization work.

In consideration of the weatherization work to be performed, parties agree:

1. "Rent” is defined as the tenant’s monthly payment to the owner (non-subsidized housing) or the contract rent (subsidized housing).
2. That the rent shall not be raised at any time because of any increase in the value of the rental units due solely to weatherization assistance.
3. That the owner/agent will submit a current rent schedule prior to completion of weatherization work upon request of the agency.
4. That during a period extending through one (1) year beginning on the date of agency certified completion of weatherization work, the amount of rent, as established by the rent schedule submitted, will not be raised for any reason for any building tenant.

That at the end of this one-year period, rent shall not be raised for an additional period of one (1) year, except to reflect the tenants' prorated share of the following expenses actually incurred and documented by the owner/agent:

* 1. Actual increases in property taxes.

Page 2 of 3

* 1. Actual costs of amortizing improvements to the property (other than weatherization), which are accomplished on or after the date of this agreement and which directly benefit the tenants.
  2. Actual increases in expenses of maintaining and operating the property.

1. The provisions of paragraph 4 may be waived by the agency in writing if, and only if, the premises are leased under a state or federal rent subsidy program which restricts the amount of rent the owner may charge, in which case, the actual contract rent charged by the owner shall conform to the standards of the rent subsidy program.
2. That from the effective date of this agreement, and during a period extending through three (3) years following the date of completion of the weatherization work performed, the owner will not evict, terminate, or institute any court action for possession against any tenant or successive tenant, except for good cause pursuant to the *Unlawful Detainer Statute,* RCW 59.12.030(3)-(5) (e.g. nonpayment of rent, committing waste, maintaining a nuisance) **(**[**http://apps.leg.wa.gov/RCW**](http://apps.leg.wa.gov/RCW)**)**.
3. That in the event the agency determines that the owner\agent has violated the terms of this agreement, the owner\agent shall repay the agency the full value of materials and labor as documented by agency work records.
4. That in the event the owner sells the premises within three (3) years after weatherization work is completed, the owner will comply with one of the two following conditions:
   1. The owner shall repay the agency at the date of sale an amount equal to the percentage of the three (3) year/month period remaining, times the full value of the material and labor as documented by agency work records, except if sold to low-income tenants.
   2. The owner shall obtain in writing prior to sale the purchaser's agreement to assume the owner's obligations under this agreement.

The owner shall immediately upon entering into a non-contingent agreement of sale of premises, so inform both the agency and tenants by written notice.

1. That present tenants, or any successive tenants during the term of this agreement, are the intended beneficiaries of this agreement and shall have a right of enforcement.
2. That for breach of this agreement, damages, where not otherwise specified, may be awarded in accordance with applicable law. The prevailing party in any suit to enforce this agreement shall be entitled to recover costs and a reasonable attorney's fee.

Page 3 of 3

1. That the agency shall provide a copy of this agreement and a synopsis explaining its terms to the tenants. That the owner shall provide a synopsis explaining the terms of this agreement to subsequent tenants of the above rental units, or to the new and subsequent occupants of rental units vacant on the effective date of this agreement.
2. That the terms of this agreement are incorporated into any other lease or agreement between owner and tenants, and between owner and any successor tenants during the terms of this agreement, and if there is any conflict between the provisions of this agreement and the provisions of such other lease or agreement, the provisions of this agreement shall govern. With the exception of the provisions outlined above, all provisions of the *Washington State Landlord/Tenant Act* (RCW 59.18) **(**[**http://apps.leg.wa.gov/RCW**](http://apps.leg.wa.gov/rcw/)**)** and the *Washington State Manufactured/Mobile Home Landlord/Tenant Act* (RCW 59.20) **(**[**http://apps.leg.wa.gov/RCW**](http://apps.leg.wa.gov/rcw/)**)** shall apply to owner(s) and tenant(s).
3. That 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.
4. Failure of the agency to enforce the agreement upon breach by the owner shall not be construed as a waiver of the agency's right to enforce the agreement.

Signed: Date:

*(Owner/Authorized Agent)*

Address: Phone:

Approved by: Date:

*(Agency Representative)*

**AReason for the Agreement**

The Agreement ensures the tenant receives the full benefit of the energy-saving measures installed.

**Saving energy is everyone’s responsibility!**

Space and water heating are the two largest residential energy users.

To save energy:

* Water heaters should be set at 120 degrees (120o Fahrenheit).
* Furnaces and other heating systems should be checked annually to ensure efficient operation.
* Trees and vegetation that are touching or hanging over a building can create moisture problems that will damage the structure over time. Be sure to trim trees and shrubs and keep leaves, moss, and other debris off the roof and out of gutters and downspouts.

**Everyone is a winner in a weatherization partnership!**

To find out more about the Weatherization Assistance Program, contact your local community action agency, housing authority, or local government for information.



**Keep this brochure with your lease or rent contract.**

Printed by

State of Washington

Department of Commerce

Housing Improvements and Preservation Unit

PO Box 42525

Olympia Washington 98504-2525

Exhibit 1.3.3C

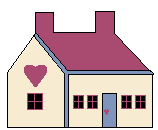
**Owner/Agency**

**Agreement**

**&**

**The Weatherization**

**Assistance Program**

****

**Owner/Agency Agreement &**

**The Weatherization Assistance Program**

**Your role as owner in an energy-saving partnership**

As the owner of residential rental property, you have an opportunity to weatherize your property by joining a partnership with your local community action agency, housing authority, or local government agency.

**By joining a partnership, the cost of completely weatherizing your property will be greatly reduced.**

**The Weatherization Assistance Program is designed to provide funds for income-eligible tenants. With your assistance, weatherization measures can be installed that will increase the value of your property without raising the property tax.**

**In addition, your tenants will benefit through greater comfort and reduced utility costs, and your investment will last for years.**

**About the Weatherization Assistance Program**

The Weatherization Assistance Program is a state and federally funded program managed locally by community action agencies, housing authorities, or local government agencies.

The program provides professional energy management through:

* Building energy analysis
* Attic insulation
* Crawl space insulation
* Sidewall insulation
* Furnace repair or replacement
* Heating duct sealing and insulation
* Water heater and water pipe insulation
* Weatherstripping and caulking
* Other draft reduction and energy-saving measures

All rental units are eligible, whether single family homes or apartments, as long as the occupants are income-eligible.

Prior to weatherization, federal law requires that the weatherization agency and the owner of the rental property sign an agreement. The agreement, known as

***The Owner/Agency Agreement***, has the following provisions:

1. The rent you charge your tenants cannot be increased for any reason for a period of one year following completion of the weatherization work.
2. During the second year after the weatherization work is completed, rent can only be increased for the following reasons:

* To recover costs related to property tax increases
* To recover the actual cost of improvements to the dwelling, other than weatherization, that are performed after weatherization is completed and which directly benefit the tenants.
* To recover the cost associated with an increase an in operation and maintenance.

1. For a period of three years after weatherization is completed, your tenant shall not be evicted, except for good cause, such as

* Failure to pay rent
* Damaging property
* Creating a nuisance or violating any terms of the rent agreement

1. If the property is sold within three years from the date weatherization is completed, one of the following applies, the seller must:

* Pay back the cost of weatherization on a pro-rated basis. OR
* The new owner must accept full responsibility and enter into and sign a new Owner/Agency Agreement.

**Living in a weatherized home**

Now that your home has been weatherized, don’t waste energy. Space and water heating are the two largest residential energy users.

**To save energy:**

Setting your thermostat at 68o  Fahrenheit will save energy. If you feel cool, wear a sweater or dress in layers

If you are too warm, turn down the heat. Don’t open a door or window to cool down.

At night, cover the windows. This will help keep the heat in.

Furnaces and other heating systems should be checked annually to ensure efficient operation.

Storing boxes and things on top of the insulation will reduce its ability to keep you warm. Make sure the insulation stays the way it was put in.

Water heaters should be set at 120 degrees (120o Fahrenheit).

**Saving energy is saving money!**

For more information on how to save energy, contact your local community action agency.



**Keep this brochure with your lease or rent contract.**

Printed by

State of Washington

Department of Commerce

Housing Improvements and Preservation Unit

PO Box 42525

Olympia Washington 98504-2525

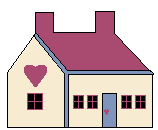
Exhibit 1.3.3D

**Tenant Rights**

**&**

**The Weatherization**

**Assistance Program**



**Tenant rights and the Weatherization Assistance Program**

*Congratulations!*

Your home is about to be weatherized. The addition of insulation and other energy-saving measures will make your home more comfortable and save you money!

**Know your rights**

The Weatherization Assistance Program is designed to benefit you. Most, if not all, of the materials and labor to weatherize your home are being supplied free of charge to the owner. In return for this free service, the owner has agreed to the following items:

**No Rent Increase** – The owner cannot raise your rent for any reason for a period of one year from the time the weatherization work has been completed.

During the second year after your home has been weatherized, the owner can only raise your rent for the following reasons:

1. Actual increases in property taxes
2. Actual cost of improvements (other than weatherization) to the dwelling that directly benefits you, the tenant; and
3. Actual increases in cost of maintenance and operations of the property.

**Evictions** – Beginning on the date the owner signs the agreement to weatherize your home, and for three years after, the owner cannot evict you, or attempt to evict you, except for good cause, such as failure to pay rent, violating any provision of the lease or rent agreement, damaging property or creating a nuisance.

**Sale of Property** - If the owner sells the property within three years after the weatherization work is completed, the owner must either get the new owner to accept the agreement and protect your rights as stated above, or pay back the cost of weatherization.

**If you need help**

If you feel the owner is not following the agreement as explained, contact your local legal services office, community action agency, or the agency that did the weatherization work. They may be able to help you.

**Remember…**

The owner has signed an agreement (Property Owner/Agency Agreement) in order to have your home weatherized. The agreement states that:

* Your rent will not be increased for one year for any reason.
* For one additional year, your rent can only be increased for specific reasons.
* For three years, you cannot be evicted except for good cause.
* If the property is sold, your rights will be protected as explained, or you will be notified that the new owner is buying back the weatherization.

Accrual of Benefits

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Potential Benefit** | **Tenant Pays**  **Utilities** | **Utilities**  **Included in Rent** |  |
| 1 | Lower energy bills when seasonal temperatures  are consistent with historic temperatures | Yes | No |  |
| 2 | "Lower than expected" energy bills in the event  of hotter/colder weather than in previous years | Yes | No |  |
| 3 | Long, or longer term preservation of the property as  affordable housing | Yes | Yes |  |
| 4 | Continuation of protection against rent  increases beyond that required under the WAP regulations (10 CFR 440.22(b)(3)(ii)) | Yes | Yes |  |
| 5 | Investment of the energy savings in facilities or  services that offer measurable direct benefits to tenants | Maybe –  requires description | Yes |  |
| 6 | Investment of the energy savings from the  weatherization work in specific health and safety improvements with measurable benefits to tenants | Maybe –  requires description | Yes |  |
| 7 | Additional improvements, not related to  weatherization, to heat and hot water distribution, and ventilation, to improve the comfort of residents | Yes | Yes |  |
| 8 | Establishment of a shared savings program | Maybe –  requires description | Yes |  |

Page 1 of 2

Weatherization Assistance Program

# Application for Shelters, Group Homes, and Transitional Facilities

*Agency Use Only*

*Date: Agency: County:*

### Agency Use Only

#### Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Facility:

Applicant/Operator's Name:

Facility Phone Number:

Address of Facility:

City, State, Zip:

Owner(s) or Organization Name:

Organization Phone Number:

Owner/Organization Address:

(If different from above)

City, State, Zip:

Name of Designated Official:

Title of Official:

Housing Type (Check One):

Single Unit Multi Unit Total # Eligible Units:

Heating Fuel - Main Source of Heat (Check One):

Electric Oil Gas Wood Other

Page 2 of 2

I certify that the information I have provided on this application is accurate to the best of my knowledge. I further certify that the incomes of the persons/families residing in the facility of the organization I represent are at or below 200 percent of federal poverty guidelines or 60 percent of the state median income, whichever is greater. I have submitted a letter attesting to these facts and have included a copy of the organization's income guidelines or a copy of the organization’s mission statement in lieu of individual resident income verification. If I have knowingly provided false information which results in receiving assistance for which the organization is not eligible, I may be subject to criminal prosecution.

I further understand that I may file a grievance for either of the following reasons:

1. The application was not acted upon within a reasonable time.
2. The application was denied and I think the facility is eligible to be weatherized under this program.

I also agree that in consideration of weatherization work to be performed, the rent, charges, or fees charged to the occupants of the property being weatherized will not be increased because of any increase in the value of the property due solely to weatherization assistance.

*(Applicant/Operator's Signature) (Date Signed)*

The current operation of the property as a , which serves low-income people, shall continue for a period of years. In the event that I sell the property within years after weatherization work is completed, or if the property ceases to be used as a , I will comply with one of the two following conditions:

1. I will repay the agency at the date of sale or at the date of discontinuance an amount equal to the percentage of the year/month period remaining, times the full value of material and labor as documented by agency work records; or
2. I will obtain in writing prior to sale the purchaser's agreement to continue operating the property as a for the remaining term.

*(Property Owner’s Signature) (Date Signed)*

PROGRAMMATIC AGREEMENT

BETWEEN

THE UNITED STATES DEPARTMENT OF ENERGY,

THE WASHINGTON STATE DEPARTMENT OF COMMERCE, AND

THE WASHINGTON STATE HISTORIC PRESERVATION OFFICE

REGARDING EECBG, SEP AND WAP UNDERTAKINGS

February 5, 2010

WHEREAS, the United States Department of Energy (DOE) administers the following financial assistance programs: *the Energy Efficiency and Conservation Block Grant Program* under the Energy Independence and Securities Act of 2007 (EECBG); *the State Energy Plan* under the Energy Policy and Conservation Act of 1975 and the State Energy Efficiency Programs Improvement Act of 1990 (SEP); and *the Weatherization Assistance Program* (WAP) for LowIncome Persons under Title IV of the Energy Conservation and Production Act, the Energy Policy Act of 2005, the Energy Independence and Security Act of 2007, and the American Recovery and Reinvestment Act of 2009 (ARRA); collectively referred to as the "Programs";

WHEREAS, the unprecedented levels of funding available· to the Programs, due in large measure to ARRA, has created a large volume of projects requiring expedited historic preservation reviews to ensure the timely obligation of funds, that create new jobs, and improve local and state economies;

WHEREAS, the Washington State Historic Preservation Officer (SHPO) and Director of the Washington Department of Archeology and Historic Preservation (DAHP) is experiencing unprecedented numbers of requests for historic preservation review of undertakings funded by all Federal Agencies, including undertakings funded by the Programs;

WHEREAS, the Washington Department of Commerce (Recipient) is receiving financial assistance from DOE to carry out the Programs;

WHEREAS, the projects funded by the Programs are undertakings subject to review under Section 106 of the National Historic Preservation Act, 16 U.S.C 470f (NHPA) and its implementing regulations at 36 CFR part 800 and include rehabilitation, energy efficiency retrofits, renewables, and weatherization (undertakings);

WHEREAS, DOE has determined that these undertakings may adversely affect properties that are listed in or eligible for listing in the National Register of Historic Places (National Register) and subject to the requirements of the National Historic Preservation Act (NHPA);

WHEREAS, in accordance with 36 CFR 800.14(b)(4), the Advisory Council on Historic Preservation (the ACHP) has designated this Agreement as a Prototype Programmatic Agreement (PA), which does not require the participation or signature of the ACHP;

WHEREAS, DOE, the ACHP, and the National Conference of State Historic Preservation Officers (NCSHPO) have determined that the requirements of Section 106 can be more effectively and efficiently fulfilled if a programmatic approach is used to stipulate roles and responsibilities, exempt undertakings from Section 106 review, establish tribal protocols, facilitate identification and evaluation of historic properties, establish treatment and mitigation measures, and streamline the resolution of adverse effects;

WHEREAS, by memorandum dated August 28, 2009 (attached as Appendix C), DOE delegated certain tasks necessary for compliance with Section 106 of the NHPA to grantees and sub-grantees of funding from the Programs (Recipients);

WHEREAS, according to the August 28, 2009 memorandum, the Recipients are authorized, to initiate Section 106 compliance in accordance with 36 CFR 800.2 (c)(4);

WHEREAS, the undertakings covered under this PA are not located on Tribal lands and are primarily smaller scale activities and routine projects, without the potential for adversely affecting historic properties, rather than complex undertakings with a greater potential to adversely affect historic properties, which would require completion of the typical Section 106 review process;

WHEREAS, DOE and the ACHP were guided by the principles set forth in the ACHP's Affordable Housing Policy statement, adopted on November 9, 2006, in negotiating this Programmatic Agreement upon which this PA is based;

NOW, THEREFORE, DOE, the Washington Depattment of Commerce and the Washington SHPO agree that the Programs shall be administered in accordance with the following stipulations to satisfy DOE's Section 106 responsibilities for all individual undertakings of the Programs:

STIPULATIONS

DOE, the Recipient, and the SHPO shall ensure that the following stipulations are carried out:

1. Roles and Responsibilities

A. DOE shall be responsible for providing oversight of the PA, executing PAs with SHPOs, participating in the resolution of disputes between the SHPO and the Recipient, and providing technical assistance and guidance as needed. DOE shall be responsible for government-to-government consultation with Indian tribes, unless the Indian tribe agrees to the delegation of this responsibility to a Recipient.

B. The Recipient shall be responsible for consulting with consulting parties and conducting Section 106 reviews in a timely manner, preparing documentation for the SHPO and DOE, and maintaining records on undertakings. Undertakings that involve properties greater than 45 years old and are not listed on either Appendices A or B shall be submitted to the SHPO for review in accordance with this agreement.

C. Recipient shall ensure that the provisions of this PA apply to its sub-awards.

2

D. The Recipient is encouraged to use qualified professionals in conducting their Section 106 requirements.

E. The SHPO shall be responsible for reviewing project documentation and participation in consultation as set forth in this P A.

F. The ACHP shall be responsible for providing technical guidance, participating in dispute resolutions if appropriate, and monitoring the effectiveness of this PA.

II. Tribal Review

A. Execution of this PA presumes that DOE will conduct its government-to-government responsibilities with federal recognized Indian tribes or its Section 106 consultation requirements with Native Hawaiian Organizations (NHO) consistent with Federal laws and regulations. The Recipient shall not substitute for DOE in matters related to potential effects on historic properties of cultural and religious significance to Indian tribes, except with the concurrence of the Indian tribe or NHO.

B. DOE acknowledges that Indian tribes possess special expertise in assessing the National Register eligibility of properties with tribal religious and cultural significance, and requires the Recipient to consult with them, as appropriate, in identifying historic properties listed in or eligible for listing in the Area of Potential Effect (APE) of program areas.

C. If the Recipient notifies DOE that an undertaking may result in an adverse effect on cultural resources with tribal religious and cultural significance, DOE shall notify Indian tribes of individual undertakings that may result in an adverse effect on cultural resources with tribal religious and cultural significance and invite them to participate in consultations. Indian tribes and the Recipient may develop a bi-party agreement that outlines their review procedures for undertakings covered in a PA. Such agreements will be submitted to DOE for review and approval, and a copy sent to the ACHP for its records.

III. State Interagency Agreements

The Recipient may review an undertaking in accordance with the terms of an interagency agreement, in lieu of the other terms of this PA, if:

A. The interagency agreement was executed by the Recipient and the SHPO on or before February 5, 2010, and will be executed no later than February 19,2010;

B. The Recipient and SHPO both agree through execution of this PA that the interagency agreement applies to the undertaking and provides a historic preservation review process that is similar to that provided by the other terms of this PA; and

C. DOE does not object to the use of the interagency agreement to fulfill the requirements of Section 106 of the NHPA for the undertakings.

IV. Exemptions from Section 106 review

A. The Recipient shall not submit to the SHPO undertakings listed in Appendices A or B as they do not have the potential to cause effects on historic properties even when historic properties may be present. The Recipient and the SHPO may agree to modify Appendix A and/or Appendix B, with advance notification of such modifications to the ACHP and DOE. Recipient will maintain file records with verification that undertakings were determined to be exemptions for a period of three (3) years from project completion and make them available for review if requested by DOE or the ACHP.

3

B. If a property has been determined to be ineligible for inclusion in the National Register within the last five (5) years from the date the Recipient made its application for DOE financial assistance, then no further review is required under this PA.

C. Recipients of any of the Programs may utilize either Appendix A or Appendix B in identifying exempt undertakings, regardless of whether the Exhibit on which the undertaking relates to another federally funded program.

V. Review Procedures for Non-exempt Undertakings

A. ***For undertakings not exempted under Stipulation III or IV,if the Recipient has an executed Section 106 Agreement per* 36 *CFR part 800 for Community Development Block Grants (CDBG) with the SHPO* that** 1) is still in effect; 2) covers the same undertakings as the DOE grant programs; and 3) is up to date with reporting to the SHPO, **no separate Section 106 review is needed**.

B. Otherwise, the Recipient shall review the undertaking in accordance with Stipulations VI through X below, or consistent with SHPO approved historic preservation protocols. The Recipient and/or sub-grantees may make use ofthe DAHP EZ I, EZ 2, and EZ 3 form series to aid in fulfilling its Identification, Evaluation, and Treatment consultation requirements as described in Stipulations VI and VII.

VI. Identification and Evaluation

A. The Recipient shall establish the Area of Potential Effect (APE) for all program undertakings defined in the DOE grant agreement for the State.

B. The Recipient shall complete the identification and evaluation of historic properties utilizing existing information including the National Register, state surveys, and county and local surveys. In addition, the Recipient and SHPO may use or develop protocols with 36 CFR Section 800.4 for the review of consensus determinations of eligibility.

C. The Recipient shall consult with Indian tribes or NHOs to determine if there are historic propeliies of religious or cultural significance that were not previously identified or considered in surveys or related Section 106 reviews, as appropriate.

D. Archaeology surveys are required only for new ground disturbing project undertakings and shall be limited in scope subject to the concurrence of Indian tribes or NHOs that may attach religious or cultural significance to historic properties in the project area. Project undertakings requiring more than minimal ground disturbance shall be forwarded to the SHPO and THPOs or Indian tribes or NHOs concurrently for review.

E. In order to avoid potential delays, prior to initiating undertakings the SHPO may review the Recipient's scopes ofwork for above ground surveys and archaeology surveys that are deemed necessary to administer the Recipient's Programs and to implement the terms of this PA.

F. The Recipient shall refer disputes regarding determinations of eligibility to DOE for review and referral to the Keeper ofthe National Register in accordance with 800.4(c)(2).

4

VII. Treatment of Historic Properties

A. When the Recipient and the SHPO concur that an undertaking is designed and planned in accordance with the Secretary of the Interior's *Standards for the Treatment of Historic Properties* (36 CFR Part 68, July 12, 1995 *Federal Register)* (Standards), that undertaking will not be subject to further Section 106 review.

B. The Recipient and SHPO will make best efforts to expedite reviews through a finding of "No Adverse Effect with conditions" when the Recipient and the SHPO concur that plans and specifications or scopes ofwork can be modified to ensure adherence to the Standards. If the undertaking cannot meet the Standards or would otherwise result in an adverse effect to historic properties, the Recipient will proceed in accordance with Stipulation VIII.

VIII. Resolution ofAdverse Effects

A. The Recipient shall consult with the SHPO, and Indian tribes or' NHOs as appropriate, to resolve adverse effects. The Recipient will notify DOE of the pending consultation, and DOE will participate through its designated representative.

B. The Recipient may use standard stipulations included in Attachment A of this PA, or as negotiated as part of this PA between the SHPO and the Recipient, or if the project warrants, use of an alternate PA due to the complexity of the project activity.

C. Consultation shall be coordinated to be concluded in 45-days or less to avoid the loss of funding. In the event the consultation extends beyond this period, DOE shall formally invite the ACHP to participate in consultation. The ACHP will consult with DOE regarding the issues and the opportunity to negotiate a Memorandum of Agreement (MOA). The purpose of this MOA is to avoid, minimize, or mitigate the adverse effect of the project on historic properties. Within seven (7) days after notification, the ACHP will enter consultation and provide its recommendation for either concluding the Section 106 review through an MOA or Chairman's comment from the ACHP to the Secretary of DOE within 21 days.

D. In the case of an ACHP Chairman comment, DOE may proceed once DOE provides its response to the ACHP.

IX. Emergency Situation Undertakings

A. When an emergency undertaking is required for historic properties associated with the undertakings, the Recipient shall allow the SHPO five (5) business days to respond, if feasible. Emergencies exist when there is a need to eliminate an imminent threat to health and safety of residents as identified by local or County building inspectors, fire department officials, or other local or County officials.

1. The Recipient shall forward documentation to the SHPO for review immediately upon notification that an emergency exists. Documentation should include a) nature of the emergency; b) the address of the historic property involved; c) photographs showing the current condition of the building; and d) the time-frame allowed by local officials to respond to, or correct, the emergency situation.
2. The Recipient shall consider mitigation measures recommended by the SHPO and implement them, if feasible.

5

X. Public and Consulting Party Involvement

A. The Recipient shall maintain a list of undertakings and shall make the documentation available to the public. The Recipient shall notify the SHPO if its notified of other consulting patties or public interest in any undertakings covered under the terms of the PA.

B. The Recipient, independently or at the recommendation of the SHPO, may invite interested persons to participate as consulting parties in the consultation process for adverse effects in accordance with Stipulations VI, VII, and VIII.

XI. Administrative Coordination

A. The Recipient, in consultation with the SHPO, may develop procedures allowing for the use of local reviews conducted by Certified Local Governments (CLG) when such procedures avoid the duplication of efforts.

B. The Recipient, in consultation with the SHPO, may determine that an undertaking has already been reviewed under an existing Section 106 effect determination or agreement document, then no further Section 106 review under this PA is required.

C. The SHPO shall provide comments to the Recipient within thirty (30) days, unless otherwise agreed upon by the SHPO and the Recipient, for reviews required under the terms of this PA with the exception of emergency undertakings. In the event that the SHPO fails to comment within the established period, the Recipient can assume the SHPO has concurred, and proceed.

D. The Recipient shall advise sub-grantees in writing of the provisions in Section 110 (k) of the Act and will advise the sub-grantees that Section 106 reviews may be compromised when project undertakings are initiated prematurely.

E. The SHPO and the Recipient shall make every effort to expedite Section 106 reviews for a period of less than the 30-day review when consistent with the terms of the DOE grant agreements and the Recipient intends to utilize the services of qualified professionals.

F. For projects that will require either an Environmental Assessment or an Environmental Impact Statement under the National Environmental Policy Act (NEPA), nothing contained in this PA shall prevent or limit the Recipient and DOE from utilizing the procedures set forth in

36 CFR 800.8 to coordinate and conduct the historic preservation review in conjunction with the NEPA review.

XII. Discoveries

If historic properties are discovered or unanticipated effects on historic propetiies located within a project's APE after the undertaking has been initiated, the Recipient will implement the following procedures.

A. The Recipient shall immediately cease all operations for the portion of the undertaking with the potential to affect historic property.

B. The subgrantee shall advise the Recipient ofthe National Register eligibility of the historic property and the potential of the undertaking to impact its qualifying characteristics and an explanation of whether the SHPO or Indian tribes and NHOs concur with proposed avoidance, treatment plan or mitigation plan;

C. The Recipient or DOE shall notify Indian tribes or NHOs of any discoveries that have the potential to adversely affect sites or buildings of religious or cultural significance to them. After reviewing such discoveries, the Indian tribes or NHOs can request further consultation on the project by notifying DOE, ACHP, and the SHPO in writing.

6

D. The Recipient or subgrantee shall implement the avoidance, treatment or mitigation plan and advise the Recipient and DOE, if appropriate, of the satisfactory completion of the approved work. Once the approved work is complete the subgrantee may resume the activities that were halted to address the discovery situation.

XII Dispute Resolution'

A. Should the SHPO object within the time frames outlined in this PA to any project undertakings, the Recipient shall consult further with the SHPO to attempt to remove the basis for the SHPO's objection. In the event that the SHPO's objection is not withdrawn, then the Recipient shall refer the matter to DOE. The Recipient shall forward all documentation relevant to DOE, who will notify and consult with the ACHP.

B. The ACHP will provide its recommendations, if any, within 21 days following receipt of relevant documentation. DOE will take into account the ACHP's recommendations or formal comments in reaching a final decision regarding the dispute.

XIII. Reporting and Monitoring

A. DOE, the ACHP, and the SHPO may monitor any undertakings carried out pursuant to this PA. The ACHP may review undertakings, if requested by DOE. DOE shall be entitled to address and make determinations on overall policy or administrative issues related to the implementation of these Programs.

B. The Recipient shall adhere to DOE's established protocols for ARRA reporting program undertakings.

C. DOE will submit annual reports to ACHP and NCSHPO commencing October 15, 2010 summarizing the Programs' undertakings, to include data on number of undertakings, the number of exempt undertakings, and reviews conducted under this PA.

XIV. Amendments

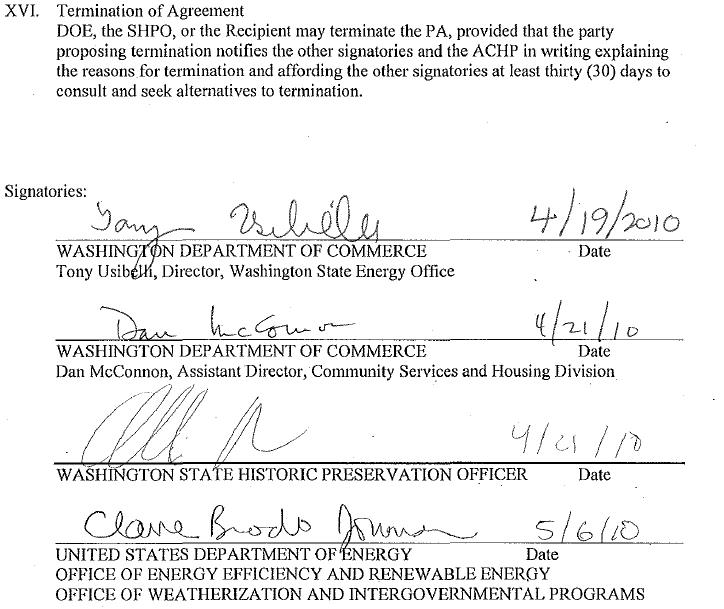
DOE, the SHPO, or the Recipient may request that this PA be amended, whereupon DOE and the SHPO, and the ACHP, if involved, will consult to consider such an amendment. Any such amendments shall be developed and executed among DOE, the Recipient, and the SHPO in the same manner as the original PA, and pertain only to this State PA.

XV. Duration of Agreement

This PA will be valid for three (3) years from the date of execution, as verified with DOE filing the PA with the ACHP.

*(Federal Register Vol. 78, No. 50 – Thursday, March 14, 2013 extends the duration of the existing 44 agreements executed under the prototype PA until December 31, 2020.)*

7



8

APPENDIX A-WAP AND SEP OR EECBP PROJECTS THAT ARE USING WAP PROCEDURES UNDERTAKINGS EXEMPT FROM SECTION 106 REVIEW

All undertakings will be done in accordance with applicable local building codes or the

International Building Code, where applicable. In accordance with 36 CFR 800.3(a)(l), the

following undertakings have been determinedto have no potential to cause effects on historic

properties:

A. Exterior Work

1) Air sealing of the building shell, including caulking, weather-stripping, and other air infiltration control measures on windows and doors, and installing thresholds in a manner that does not harm or obscure historic windows or trim.

2) Thermal insulation, such as non-toxic fiberglass and foil wrapped, in walls, floors, ceilings, attics, and foundations in a manner that does not harm or damage historic fabric.

3) Blown in wall insulation where no holes are drilled through exterior siding.

4) Removable film on windows (if the film is transparent), solar screens, or window louvers, in a manner that does not harm or obscure historic windows or trim.

5) Reflective roof coating in a manner that closely resembles 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, or where not on a primary roof elevation or visible from the public right-of-way.

6) Storm windows or doors, and wood screen doors in a manner that does not harm or obscure historic windows or trim.

7) In-kind replacement or repair ofprimary windows, doors and door frames that closely resemble existing substrate and framing.

8) Repair of minor roof and wall leaks prior to insulating attics or walls, provided repairs closely resemble existing surface composite.

B. Interior Work

***Special Note:***Undertakings to interior spaces where the work will not be visible from the public right of way; no structural alterations are made; no demolition of walls, ceilings or floors occurs; no drop ceilings are added; or no walls are leveled with furring or moved, should be automatically excluded from SHPO review. This work includes:

***1) Energy efficiency work within the building shell:***

a. Thermal insulation in walls, floors, ceilings, attics, crawl spaces, ducts and foundations.

b. Blown in wall insulation where no decorative plaster is damaged.

c. Plumbing work, including installation of water heaters.

d. Electrical work, including improving lamp efficiency.

e. Sealing air leaks using weather stripping, door sweeps, and caulk and sealing major air leaks associated with bypasses, ducts, air conditioning units, etc.

9

f. Repair or replace water heaters.

g. Adding adjustable speed drives such as fans on air handling units, cooling tower fans, and pumps.

h. Install insulation on water heater tanks and water heating pipes.

i. Install solar water heating systems, provided the structure is not visible from the public right of way.

j. Install waste heat recovery devices, including desuperheater water heaters, condensing heat exchangers, heat pump and water heating heat recovery systems, and other energy recovery equipment.

k. Repair or replace electric motors and motor controls like variable speed drives.

l. Incorporate other lighting technologies such as dimmable ballasts, day lighting controls, and occupant controlled dimming.

***2) Work on heating and cooling systems:***

a. Clean, tune, repair or replace heating systems, including furnaces, oilers, heat pumps, vented space heaters, and wood stoves.

b. Clean, tune repair or replace cooling systems, including central air conditioners, window air conditioners, heat pumps, and evaporative coolers.

c. Install insulation on ducts and heating pipes.

d. Conduct other efficiency improvements on heating and cooling systems, including replacing standing pilot lights with electronic ignition devices and installing vent dampers.

e. Modify 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.

f. Install programmable thermostats, outdoor reset controls, UL listed energy management systems or building automation systems and other HVAC control systems.

***3) Energy efficiency work affecting the electric base load ofthe property:***

a. Convert incandescent lighting to more energy efficient lighting, such as, fluorescent, LED, etc.

b. Add reflectors, LED exit signs, efficient HID fixtures, and occupancy (motion) sensors

c. Replace refrigerators and other appliances.

***4) Health and safety measures:***

a. Installing fire, smoke or carbon dioxide detectors / alarms.

b. Repair or replace vent systems on fossil-fuel-fired heating systems and water heaters to ensure that combustion gasses exhaust safely to outside.

c. 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 airflow standard.

10

**APPENDIX B -SEP AND EECBG UNDERTAKINGS EXEMPT FROM**

**SECTION 106 REVIEW**

**A. Category 1 -No Consultation Required**

In addition to the undertakings provided in ***Exhibit A (WAP Undertakings exempt from Section 106 Review)****,* DOE and the SHPO have concluded that the following undertakings do not have the potential to cause effects on historic properties per 36 CFR § 800.3(a)(1):

***1. General efficiency measures not affecting the exterior of the building:***

a. Energy audits and feasibility studies.

b. Weatherization of mobile homes and trailers.

c. Caulking and weather-stripping around doors and windows in a manner that does not harm or obscure historic windows or trim.

d. Water conservation measures - like low flow faucets, toilets, shower heads, urinals - and distribution device controls.

e. Repairing or replacing in kind existing driveways, parking areas, and walkways with materials ofsimilar appearance.

f. Excavating to gain access to existing underground utilities to repair or replace them, provided that the work is performed consistent with previous conditions.

g. Ventilating crawl spaces.

h. Replacement of existing HVAC equipment including pumps, motors, boilers, chillers, cooling towers, air handling units, package units, condensers, compressors, heat exchangers that do not require a change to existing ducting, plumbing, electrical, controls or a new location, or if ducting, plumbing, electrical and controls are on the rear of the structure or not visible from any public right of way.

i. Adding or replacing existing building controls systems including HVAC control systems and the replacement of building-wide pneumatic controls with digital controls, thermostats, dampers, and other individual sensors like smoke detectors and carbon monoxide detectors (wired or non-wired).

j. New installation of non-hard wired devices including photo-controls, occupancy sensors, carbon dioxide, thermostats, humidity, light meters and other building control sensors, provided the work conforms with applicable state and local permitting requirements.

k. Adding variable speed drive motors.

l. Insulation of water heater tanks and pipes.

m. Furnace or hot water tank replacement that does not require a visible new supply or venting.

11

***2. Insulation measures not affecting the exterior of the building:***

a. Thermal insulation installation in walls, floors and ceilings (excluding spray foam insulation and insulation installed through holes drilled in siding).

b. Duct sealing, insulation, repair or replacement in unoccupied areas.

c. Attic insulation with proper ventilation; if under an effective R8 -add additional R-19 up to R-38 (fiberglass bat only).

d. Band joist insulation -R-ll to R19 as applicable.

e. Water heater tank and pipe insulation.

***3. Electric base load measures not affecting the exterior of the building:***

a. Appliance replacement (upgrade to EnergyStar appliances).

b. Compact fluorescent light bulbs.

c. Energy efficient light fixtures, including ballasts (Replacement).

d. LED light fixtures and exit signs (Replacement).

e. Upgrade exterior lighting (replacement with metal halide bulbs, LEDs, or others) along with ballasts, sensors and energy storage devices not visible from any public right of way.

**B. Category 2 -No Consultation Required when SOI Standards are Adhered to and Verified by Qualified Staff, if Applicable**

The following undertakings may have effects on historic properties as defined in 36 CFR Part 800.5. However, if the activity or undertakings meet the Secretary of the Interior's *Standards for the Treatment of Historic Properties* (36 CFR Part 68, July 12, 1995 *Federal Register)* (Standards) specified below then, DOE and the SHPO agree that the undertakings will have no adverse effect upon historic properties and DOE/Recipients shall not be required to further consult with the SHPO if reviews are conducted by Qualified Professionals, as defined in the *Secretary of Interior's Professional Qualifications Standards* set forth in 36 CFR Part 61, Appendix A.

Based on the above, the following work will not meet the Criteria of Adverse Effect when it adheres to the recommended approaches in the Standards and does not involve following significant spaces: entrances, entry halls, lobbies, .areas for public gathering and circulation. Alternatively, if the following undertakings occur in a significant space, work will have not adverse effect on historic properties as long as it does not damage historic materials or finishes and new wiring, piping, and ductwork are concealed. All building undertakings under this section will be done in accordance with the Standards, or conditions and modifications proposed by the SHPO.

12

***1. Efficiency and repair measures:***

a. Painting over previously painted exterior surfaces, provided destructive surface preparation treatments are not used (such as water-blasting, sandblasting and chemical removal).

b. Installation or replacement of downspout extensions, provided that the color of the extensions is historically appropriate for the period and style ofthe property.

c. Repairing or upgrading electrical or plumbing systems and installing mechanical equipment, in a manner that does not permanently change the appearance of the interior or exterior of the building.

d. Installation of new HVAC equipment (such as pumps, motors, boilers, chillers, cooling towers, air handling units, package units, condensers, compressors, or heat exchangers) in a manner that does not permanently change the appearance of the building.

e. Integrated shingle-style or thin film solar systems on the rear roof of the structure, behind the parapet or not visible from the public right of way.

f. Solar systems (including photovoltaic and solar thermal) not visible from the public right of way and if ground-mounted can be installed without ground disturbance and if roof-mounted will not require new building reinforcement.

g. Wind system additions to existing wind power facilities that will not require ground disturbance and if building mounted will not require building reinforcement.

h. Lead based paint abatement in accordance with the Standards and Preservation Brief #37.

i. Building cleaning in accordance with the Standards and Preservation Briefs # 1, #6, and #10.

j. Repairing masonry, including re-pointing and rebuilding chimneys in accordance with the Standards and Preservation Brief # 2.

k. New lighting controls including photo-sensors and shading elements if not visible from the public right of way.

1. New metering devices in a manner that does not permanently change the appearance of the interior or exterior ofthe building, or if the addition is on the exterior of the structure and is not visible from the public right of way.

m. New water efficient fixtures and fittings in a manner that does not permanently change the appearance of the interior or exterior of the building.

***2. Installation or repair of roofing, siding, and ventilation:***

a. White Roofs, Cool Roofs, Green Roofs, Sod or Grass Roofs not visible from the public right-of-way.

b. Rainwater catches and/or gray water systems not viewable from the public right of way.

c. Repair or replacement of existing exterior siding provided that new siding matches the existing siding in dimension, profile and texture.

13

d. 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.

e. Roof repair or replacement with materials that closely resemble the historic materials and form, or with replacement materials that are close to the original in color, texture, composition and form to restore the original feature based on historic evidence, and in a manner that does not alter the roofline.

f. Installing vents (such as continuous ridge vents covered with ridge shingles or boards, roof vents, bath and kitchen vents, soffit and frieze board vents or combustion appliance flues) ifnot located on a primary roof elevation or not visible from the public right-of-way.

g. Installing foundation vents, if painted or finished to match the existing foundation material.

***3. Windows and doors:***

a. Installing storm windows, storm doors or wood screen doors in a manner that does not harm or obscure historic windows, doors or trim.

b. Installing insulated exterior replacement doors where the door openings are not altered and are not visible from the public right-of-way.

c. Window or glazing treatments that do not change the appearance of the interior or exterior of the building, or if the addition is on the exterior of the structure.

14

ATTACHMENT A: STANDARD MITIGATION MEASURES FOR ADVERSE EFFECTS

The Recipient and the SHPO may develop and execute an Agreement that includes one or more of the following Standard Mitigation Measures, as may be modified to a patticular activity, with the concurrence of both parties, for undertakings determined to have an adverse effect on listed or eligible historic resources. The ACHP will not be a party to these Agreements. However, the Recipient must submit a copy of each signed Agreement to the SHPO, and the ACHP within 30 days after it is signed by the Recipient and the SHPO.

1. Blanket/Programmatic Mitigation

The Recipient, in consultation with the SHPO and other local historic preservation agencies or nonprofit organizations, may agree to implement a blanket or programmatic mitigation measure. If all parties are amenable to this approach, other standard mitigation measures as identified below are encouraged, but not required, to be completed in fulfillment of the Agreement. Examples of blanket/programmatic measures that may undertaken include, but are not limited to: completion of a survey of historic pro'perties; preparation of a National Register of Historic Places nomination of an eligible property or district; preparation of a historic context or preservation planning document; undertaking preservation/rehabilitation of a National Register listed or eligible property; conveyance of a lump-sum donation to a qualified historic preservation agency or organization for undertaking historic preservation activities. As with all mitigation measures in this document, the activity shall be carried out by professionals meeting the National Park Service Professional Qualifications as defined in 36 CFR Part 61. Any mitigation funds will come from the grantee's funds.

2. Recordation

The Recipient shall ensure that the historic property is recorded prior to its alteration in accordance with methods or standards established in consultation with the SHPO. The SHPO shall id~ntify appropriate archive locations for the deposit of recordation materials and the Recipient shall be responsible for submitting required documentation to identified archive locations. The Recipient and the SHPO may mutually agree to waive the recordation requirement in situations where the integrity of the building has been compromised or other representative samples of similar historic resources have been previously recorded.

3. Architectural Salvage

The Recipient, in consultation with the SHPO, shall identify significant architectural features that can be salvaged and appropriate parties to receive the salvaged features. The Recipient shall ensure that any architectural features identified for salvage are salvaged prior to initiation of undertakings and properly stored and curated. When feasible, and determined appropriate in consultation with SHPO, salvaged architectural features shall be reused in other preservation projects.

4. Rehabilitation

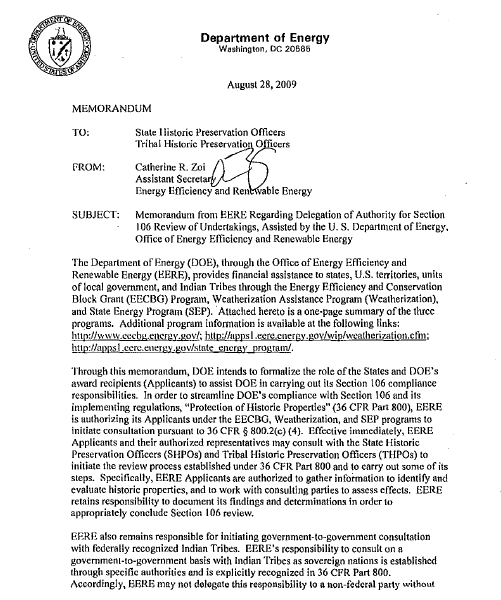
The Recipient shall ensure that the treatment of historic properties which the SHPO has determined do not meet the *Standard,* or SHPO approved design guidelines, are carried out in accordance with treatments agreed upon by the Recipient and the SHPO and are incorporated in the final plans and specifications. The final plans and specifications shall be approved by the SHPO prior to initiating the undertaking.

5. New Construction

The Recipient shall ensure that the design of new buildings, or additions, which the SHPO has determined do not meet the *Standards,* or SHPO approved design guidelines, are carried out in accordance plans and specifications reviewed and approved by the SHPO prior to finalization and initiation of the undertaking.

15

Exhibit C---August 28, 2009 Delegation Memorandum



16

Historic Preservation Checklist

* 1. **Does client’s scope of work include ground altering activities?**

No: Proceed to Step 2.

Yes: Complete **DAHP *EZ-1***Project Review Sheet.

* 1. **Does the project include conversion of existing properties or demolition, repair,**

**or rehabilitation of a home 45 years or older?**

No: STOP here. Historic preservation regulations do not apply.

Yes: Complete **DAHP *EZ-2*** on-line Historic Property Inventory process and submit to them for comment.

1. **If DAHP requests an EZ-3 form, make note of submittal date**.

DAHP has 30 days to review form submittals. If you have not heard from DAHP in 2 weeks, please call for a status report.

1. **Make two copies of this Checklist, applicable DAHP forms, response letters,**

**and documentation. Place one copy in the client file and mail one copy to the Commerce Representative listed on the Grant Face Sheet.**

# 

Client Complaint Form

|  |
| --- |
| Client Information |

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Program | Social Security # | Telephone # |
| First Name | Middle | Last Name | |
| Service Address | Apt. | City | Zip Code |

Nature of Complaint:

Denial of service

Ineligible

Deferral policy

Application not handled in a timely manner

Dissatisfaction with work

Details of Complaint:

Action Taken:

Client directed to appropriate program staff

Client received copy of agency dispute resolution process and Service Review Request

Client sent copy of agency dispute resolution process and Service Review Request

Other

Details of Action Taken:

**Program staff contacted:  Yes Date contacted:**

**Name of program staff contacted:**

Copy of Client Complaint Form in client’s file  Complaint noted in program database

|  |
| --- |
| Complaint Received By: |

Date to Client:

\_\_\_\_\_\_\_\_\_\_\_

Service Review Request

Complete this form with the information requested. *A written account is required for review to proceed.*

Name:

Address:

City/State/ZIP:

Home or Message Phone: Work Phone:

Describe the circumstances for which you are requesting a service review. What happened? When did it happen? Where did it happen? Who is involved or who may have knowledge of the situation? Attach a separate page if needed.

When are you available to meet to discuss this matter?

Date 1: Morning/Afternoon *(circle one or both)*

Date 2: Morning/Afternoon *(circle one or both)*

I certify that the above statements are true and accurate to the best of my knowledge.

Your Signature: Date:

**Give this completed form to any agency staff member or mail in envelope provided. It will be promptly forwarded to the supervisor/director of the program/division involved. You will be contacted within 10 working days of the date received to confirm a meeting time.**

***Office Use:***

Received by Date Received

***Office Use:***

Received by: Title: Date:

Reviewed by: Title: Date:

Participant contacted, meeting scheduled:  Date:

In-office meeting  Telephone meeting  In-home meeting

Notes from meeting:

Name/Position: Date:

Resolution:

Name/Position: Date:

To:

Address:

\_\_\_

Phone Number:

\_\_\_

Project Number:

As a result of reviewing your concerns with you and the details of your file, the following conclusion has been reached:

We will keep a copy of this information in our files for the next 18 months. If you are not satisfied with the above conclusion and would like further review of your complaint, please indicate in the space provided at the bottom of this letter and return. Thank you for participating in this process.

Signed:

Name Title Date

Name: Telephone Number:

Address: Best time to call:

I request further review of this situation. My reasons and comments are in the space below. (*Attach a separate sheet if needed.)*

Your Signature: Date:

Dispute Resolution Fact Sheet

**Arbitration** is the submission of a dispute to one or more impartial persons for a final and binding decision. Through contractual provisions, the parties may control the range of issues to be resolved, the scope of relief to be awarded, and many procedural aspects of the process.

### ****Chapter 7.04 RCW**** ****ARBITRATION****

Under Chapter 7.04 RCW*,* all arbitrations are final and binding unless there is arbitrator misconduct or the arbitrator obviously disregarded the law.

**Mediation** is a process whereby a neutral person – the mediator – assists the parties in reaching a mutually acceptable resolution to their dispute. The mediator does not have the authority to make a binding decision, unlike arbitration, where the arbitrator renders a decision that is final and binding.

**Appropriate Uses Of Mediation**

Any civil dispute between two or more individuals or groups is appropriate for mediation. All parties to the dispute must be able to comprehend and be willing to use the third party role of mediation. Thus individuals with impaired mental or emotional functioning often are unable to enter into productive negotiating. Also, individuals who have been part of a violent pattern of victimization usually are not able to negotiate in their best interests if they are the victims or stop intimidating behaviors if they are the persecutors. Such situations usually are not amenable to mediation.

### What are Some Advantages of Mediation?

* Parties are directly engaged in negotiating the settlement.
* The mediator, as a neutral third party, can view the dispute objectively and can assist the parties in exploring alternatives that they might not have considered on their own.
* As mediation can be scheduled at an early stage in the dispute, a settlement can be reached much more quickly than with litigation.
* Parties generally save money through reduced legal costs and less staff time.
* Mediators have been carefully chosen for their knowledge and experience.
* Parties enhance the likelihood of continuing their business relationship.
* Creative solutions or accommodations to special needs of the parties can become a part of the settlement.
* Information disclosed during mediation may not be divulged as evidence in any arbitral, judicial, or other proceeding.

How Does Mediation Differ From Arbitration?

Arbitration is less formal than litigation, and mediation is even less formal than arbitration. Unlike an arbitrator, a mediator does not have the power to render a binding decision. A mediator does not hold evidentiary hearings as would an arbitrator but instead conducts informal joint and separate meetings with the parties to understand the issues, facts, and positions of the parties. In contrast, arbitrators hear testimony and receive evidence in a joint hearing, on which they render a final and binding decision known as an award. In joint sessions with each side, a mediator tries to obtain a candid discussion of the issues and priorities of each party. Gaining certain knowledge or facts from these meetings, a mediator can selectively use the information derived from each side to:

* Reduce hostility between parties and help them engage in meaningful dialogue on the issues at hand.
* Open discussions into areas not previously considered or inadequately developed.
* Communicate positions or proposals in understandable or more palatable terms.
* Probe and uncover additional facts and the real interests of parties.
* Help each party to better understand the other parties’ views and evaluations of a particular issue without violating confidences.
* Narrow the issues and each party’s positions, and deflate extreme demands.
* Gauge the receptiveness for a proposal or suggestion.
* Explore alternatives and search for solutions.
* Identify what is important and what is expendable.
* Prevent regression or raising of surprise issues.
* Structure a settlement to resolve current problems and future parties’ needs.

Dispute Resolution Resources

Arbitration

**American Arbitration Association (AAA**)

[**http://www.adr.org/**](http://www.adr.org/)

**Regional Office**

1 Convention Place

701 Pike Street, Suite 950

Seattle, WA 98101-4111

(206) 622-6435

Fax: (206) 343-5679

Mediation

**Resolution Washington: An Association of Dispute Resolution Centers**

[**http://www.resolutionwa.org/**](http://www.resolutionwa.org/)

Dispute Resolution Center Listings

*If a dispute resolution center (DRC) is not available in your immediate area, contact the nearest center to discuss your agency’s options.*

**Bellevue Neighborhood Mediation Program**

11511 Main Street, P.O. Box 90012

Bellevue, WA 98009-9012

(425) 452-4091

Web site: [**http://www.cityofbellevue.org/**](http://www.cityofbellevue.org/)

**Benton Franklin Dispute Resolution Center**

5219 W. Clearwater, Suite 11

Kennewick, WA 99336

(509) 783-3325

Fax: (509) 783-3449

E-Mail: [**bfdrc@bfdrc.org**](mailto:bfdrc@bfdrc.org)

Web site: [**http://www.bfdrc.org/**](http://www.bfdrc.org/)

**Community Mediation Services**

610 Esther St., P.O. Box 1995

Vancouver, WA 98668-1995

(360) 619-1140

Fax: (360) 696-8009

E-Mail: [**Community.Mediation@ci.vancouver.wa.us**](mailto:Community.Mediation@ci.vancouver.wa.us)

Web site: [**http://www.ci.vancouver.wa.us/**](http://www.ci.vancouver.wa.us/)

**Dispute Resolution Center of Kitsap County**

9004 Washington Ave. NW

Silverdale, WA 98383

(800) 377-6583 or (360) 698-0968

Web site: [**http://www.kitsapdrc.org/**](http://www.kitsapdrc.org/)

**Dispute Resolution Center of Lewis County**

57 W. Main St., #185

Chehalis, WA 98532

(360) 748-0492

Fax: (360) 748-7717

E-Mail: [**drclc@quik.com**](mailto:drclc@quik.com)

**DRC of Island and Snohomish Counties**

Mailing: P.O. Box 839

Street: 2801 Lombard Avenue

Everett, WA 90206

(800) 280-4770 or (425) 339-1335

Fax: (425) 259-2110

E-Mail: [**drc@voaww.org**](mailto:drc@voaww.org)

Web site: [**http://www.voaww.org/**](http://www.voaww.org/)

**Dispute Resolution Center of Thurston County**

PO Box 6184

Olympia, WA 98507

(360) 956-1155

Fax: (360) 357-5168

E-Mail: [**info@mediatethurston.org**](mailto:info@mediatethurston.org)

Web site: [**http://mediatethurston.org/**](http://mediatethurston.org/)

**Dispute Resolution Center of Yakima and Kittitas Counties**

1106 B. West Lincoln Ave.

Yakima, WA 98902

(509) 453-8949 or 1 (800) 853-8949

Fax: (509) 453-0910

E-Mail: [**drcyakima@nwinfo.net**](mailto:drcyakima@nwinfo.net)

Web site: [**http://www.drcyakima.org/**](http://www.drcyakima.org/)

Newsletter: www.resolutionwa.org

**Fulcrum Institute Dispute Resolution Center**

905 W. Riverside, Suite 304

Spokane, WA 99201

(509) 838-2799

Fax: Same as telephone

**King County Dispute Resolution Center**

P.O. Box 21148

Seattle, WA 98111

(888) 803-4696 or (206) 443-9603

Fax: (206) 443-9737

Web site: [**http://www.kcdrc.org/**](http://www.kcdrc.org/)

**Mediation and Settlement Center**

138 1st Street South, Suite 6

Montesano, WA 98563

(360) 249-1925

Fax: (360) 249-1926

E-mail: [**coastaldrc@centurytel.net**](mailto:coastaldrc@centurytel.net)

**Neutral Ground - Walla Walla**

P.O. Box 1222

Walla Walla, WA 99362

(509) 522-0399

**NW Conflict Management Center**

Community Building

35 W. Main, Suite No. 230

Spokane, WA 99202

(509) 456-0103

Fax: (509) 462-0525

**Okanogan County Dispute Resolution Center**

17 S. Ash St. – P.O. Box 3567

Omak, WA 98841

(509) 826-1776

E-Mail: [**drc@ncidata.com**](mailto:drc@ncidata.com)

**Peninsula Dispute Resolution Center**

P.O. Box 1035

Port Angeles, WA 98362

(360) 452-8024

E-Mail: [**PDRC@olypen.com**](mailto:PDRC@olypen.com)

Web site: [**http://www.pdrc.org/**](http://www.pdrc.org/)

**Pierce County Dispute Resolution Center**

917 Pacific Avenue, Suite 206

Tacoma, WA 98402

(253) 572-3657

Fax: (253) 572-3579

E-Mail: [**clientservices@pccdr.org**](mailto:clientservices@pccdr.org)

Web site: [**http://www.pccdr.org/**](http://www.pccdr.org/)

**Skagit County Mediation Services**

601 South Second St.

Mount Vernon, WA 98273

(360) 336-9494

Web site: [**http://www.skagitcounty.net/**](http://www.skagitcounty.net/)

**Whatcom Dispute Resolution Center**

13 Prospect St.

Bellingham, WA 98225

(360) 676-0122

Web site: [**www.co.whatcom.wa.us/superior/resources/dispute.jsp**](http://www.co.whatcom.wa.us/superior/resources/dispute.jsp)

Training Opportunities

Many DRCs offer mediation training throughout the year. Contact individual DRCs for training schedules.

Link to Active Form: [**Exhibit 5.1A(1), *PL CALC-Site built***](https://extranet.commerce.wa.gov/teams/teamsa/HIP-WX-Manual/Calculation%20Forms/Exhibit-5.1A(1)-PL-CALC-Site-built-V2.xlsm)

Priority List Calculation Sheet – Site Built

(PL CALC-Site Built)





Link to Active Form: [**Exhibit 5.1A(2), *PL CALC-Mobile Home***](https://extranet.commerce.wa.gov/teams/teamsa/HIP-WX-Manual/Calculation%20Forms/Exhibit-5.1A(2)-PL-CALC-Mobile-home-V2.xlsm)

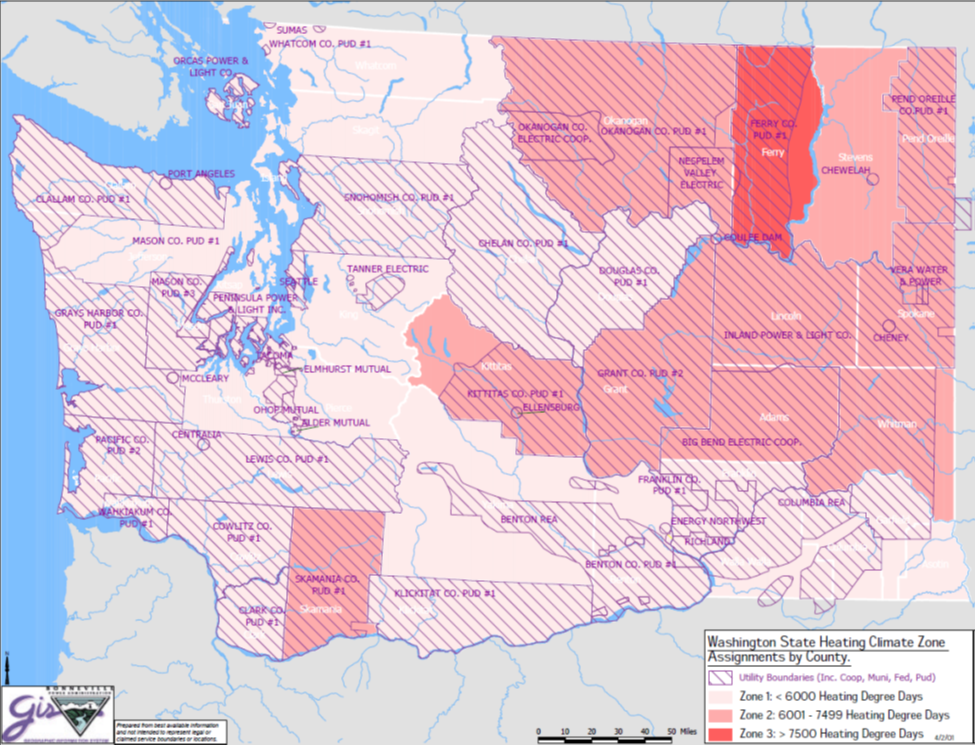
Priority List Calculation Sheet – Mobile Home

(PL CALC – Mobile)





**Climate Zone Map and Tables**

****

**Climate Zone Table by Local Agency**

****

**Climate Zone Table by County**

|  |  |  |
| --- | --- | --- |
| **County** | **Weighted HDD** | **Zone No.** |
| Asotin County, WA | 5,372 | 1 |
| Benton County, WA | 4,932 | 1 |
| Chelan County, WA | 5,737 | 1 |
| Clallam County, WA | 5,670 | 1 |
| Clark County, WA | 5,212 | 1 |
| Columbia County, WA | 5,601 | 1 |
| Cowlitz County, WA | 5,103 | 1 |
| Douglas County, WA | 5,905 | 1 |
| Franklin County, WA | 4,914 | 1 |
| Garfield County, WA | 5,499 | 1 |
| Grays Harbor County, WA | 5,109 | 1 |
| Island County, WA | 5,584 | 1 |
| Jefferson County, WA | 5,041 | 1 |
| King County, WA | 4,914 | 1 |
| Kitsap County, WA | 5,122 | 1 |
| Klickitat County, WA | 5,923 | 1 |
| Lewis County, WA | 5,069 | 1 |
| Mason County, WA | 5,035 | 1 |
| Pacific County, WA | 5,313 | 1 |
| Pierce County, WA | 4,666 | 1 |
| San Juan County, WA | 5,594 | 1 |
| Skagit County, WA | 5,357 | 1 |
| Snohomish County, WA | 5,231 | 1 |
| Thurston County, WA | 5,655 | 1 |
| Wahkiakum County, WA | 5,313 | 1 |
| Walla Walla County, WA | 5,057 | 1 |
| Whatcom County, WA | 5,622 | 1 |
| Yakima County, WA | 5,855 | 1 |
| Adams County, WA | 6,162 | 2 |
| Grant County, WA | 6,146 | 2 |
| Kittitas County | 6,804 | 2 |
| Lincoln County, WA | 7,093 | 2 |
| Okanogan County, WA | 6,675 | 2 |
| Pend Oreille County, WA | 7,357 | 2 |
| Skamania County, WA | 6,010 | 2 |
| Spokane County, WA | 6,845 | 2 |
| Stevens County, WA | 6,918 | 2 |
| Whitman County, WA | 6,765 | 2 |
| Ferry County, WA | 8,104 | 2 |

Page 1 of 4

**Priority Lists**

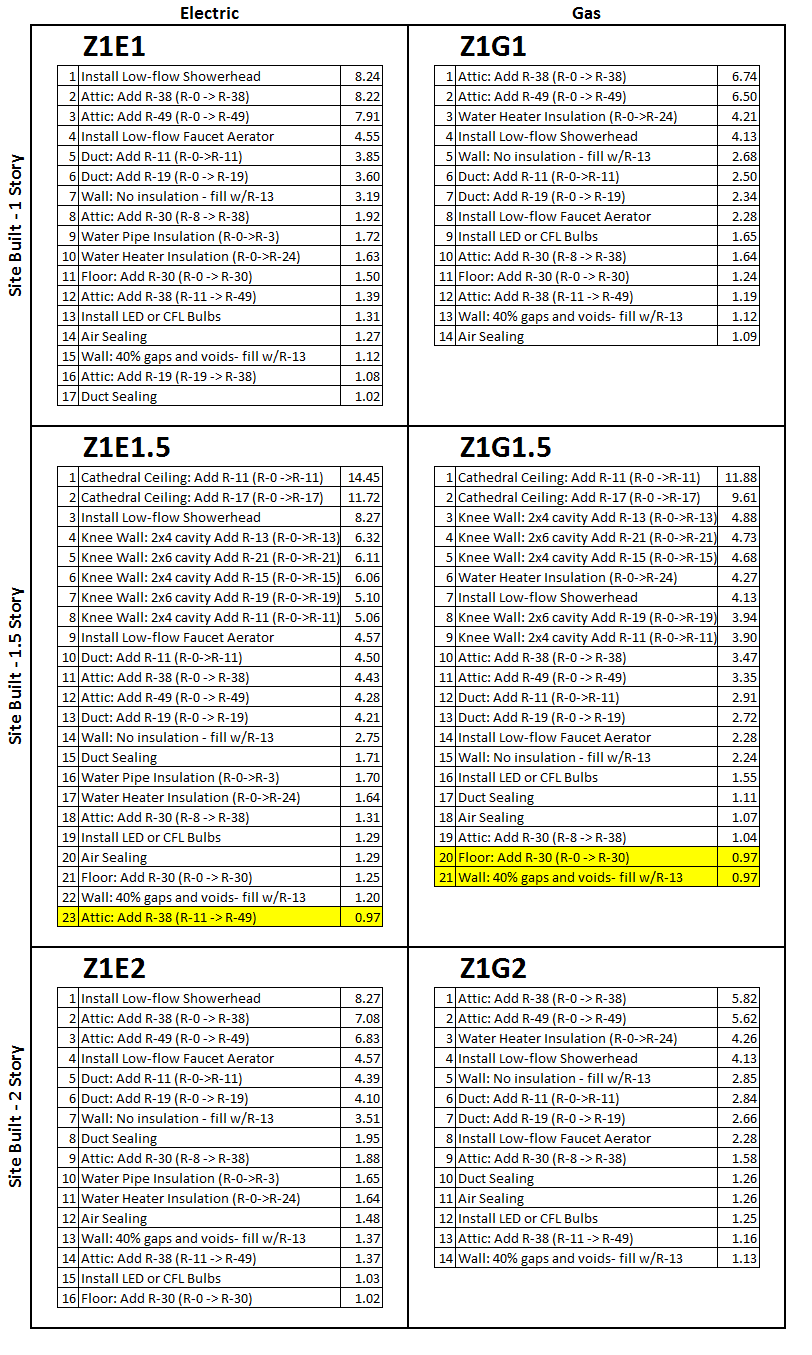
**Climate Zone 1 - Mobile Homes**



Page 2 of 4

**Priority Lists**

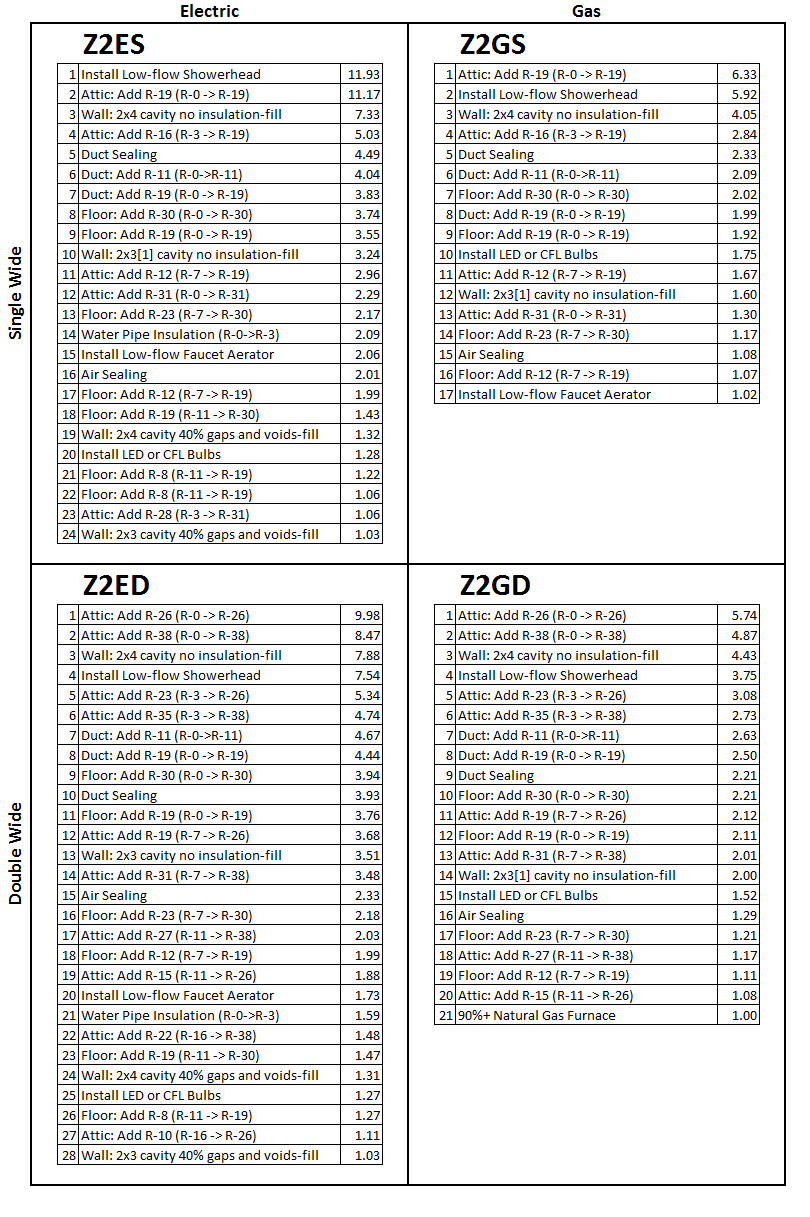
**Climate Zone 1 – Site Built Homes**



Page 3 of 4

**Priority Lists**

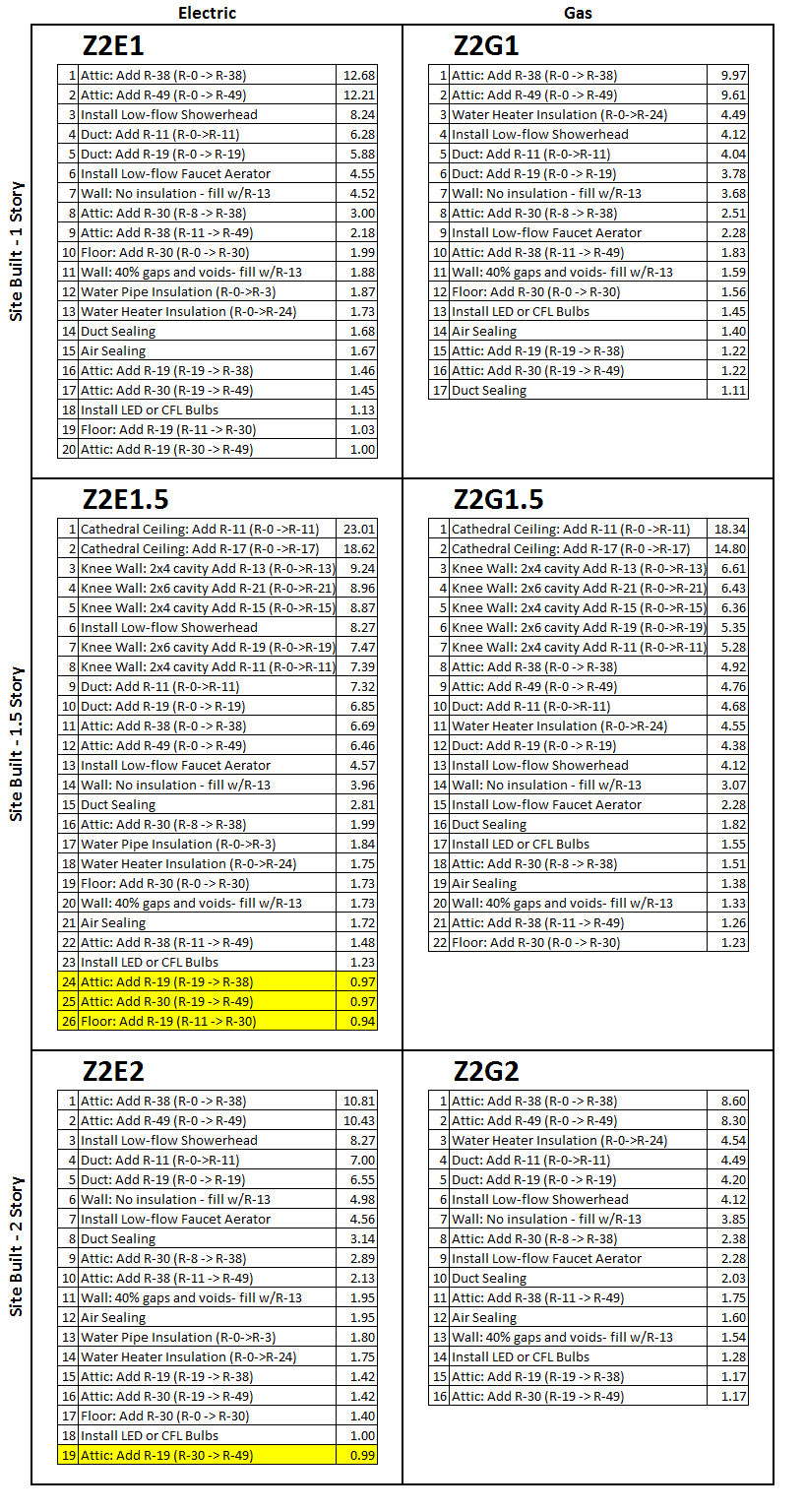
**Climate Zone 2 - Mobile Homes**



Page 4 of 4

**Priority Lists**

**Climate Zone 2 – Site Built Homes**









Solid Fuel Burning Appliance Systems Supplemental Audit Form

Complete this form and place in client file.

1. Is the system the primary heat source? Yes\_\_\_\_ No\_\_\_\_\_

2. What are the existing conditions of the system?

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Components** | **Good** | **Fair** | **Poor** | **Health & Safety Concerns** | **Inoperable** | **Inefficient & life span less than one year** |
| **Chimney/flue system** |  |  |  |  |  |  |
| **Wood heating unit** |  |  |  |  |  |  |
| **Surrounding area (hearth, clearances, location)** |  |  |  |  |  |  |

3. Describe recommended measure for existing situation:

4. What is your recommendation, based on cost and nature of the problem?

Repair Replace

5. Who is making this recommendation?

Agency Representative Heating System Subcontractor

I certify that the above information is complete and accurate.

*Signature of Agency Representative Date*

**Client Information:** I have received information on safe operation, proper maintenance, and clean burning for my new (or repaired) solid fuel burning appliance system.

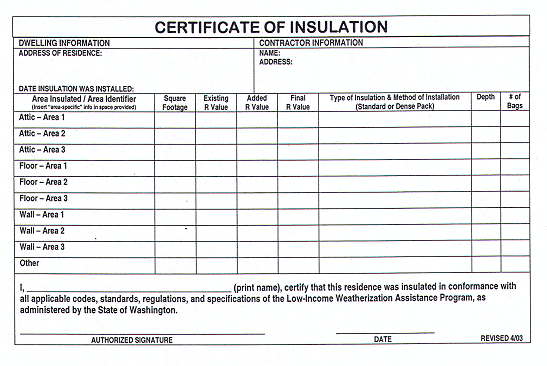
*Client Signature Date*

Link to Active Form: [**Exhibit 5.1.6A, *Economic Analysis of Refrigerator Replacement***](https://extranet.commerce.wa.gov/teams/teamsa/HIP-WX-Manual/Calculation%20Forms/Exhibit-5.1.6A-Economic-Analysis-of-Refrigerator-Replacement.xls)

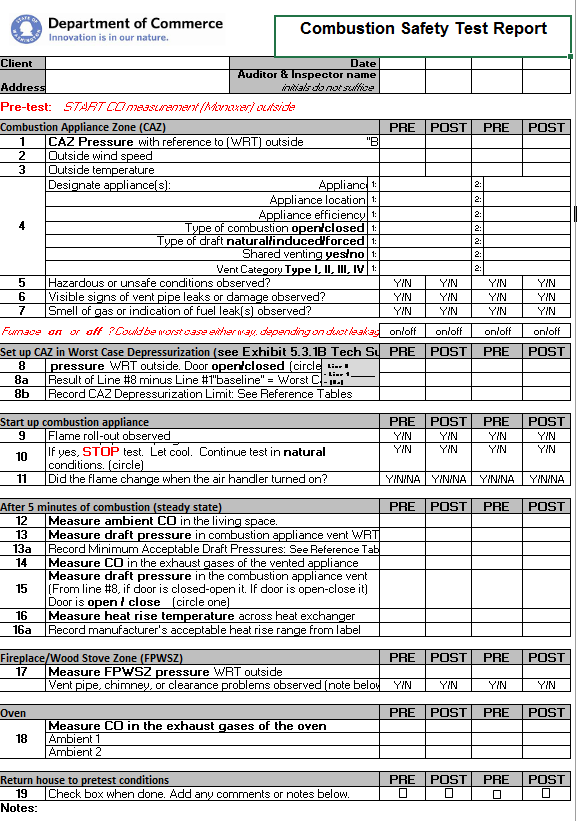


[Variance #20 – SWS Section 7.8001.1a](https://extranet.commerce.wa.gov/teams/teamsa/HIP-WX-Manual/PublishedWxFieldGuides/7.8001.1a.pdf)

***Variance #20:*** *DOE granted a variance from SWS Section 7.8001.1a Refrigerator & Freezer Replacement allowing: WA allows Energy Star rated or equivalent energy use Refrigerator replacements. DOE prohibits Freezer replacements.*



Link to Active Form: [**Exhibit 5.3.1A, *Combustion Safety*** and **Exhibit 5.3.1A(2), *Daily In-Progress***](https://extranet.commerce.wa.gov/teams/teamsa/HIP-WX-Manual/Calculation%20Forms/Exhibit-5.3.1A-Combustion-Safety-and-Exhibit-5.3.1A(2)-Daily.102016.xlsx)



**Pag****e 2 of 2**



**Page 1 of 2**

Link to Active Form: [**Exhibit 5.3.1A, *Combustion Safety*** and **Exhibit 5.3.1A(2), *Daily In-Progress***](https://extranet.commerce.wa.gov/teams/teamsa/HIP-WX-Manual/Calculation%20Forms/Exhibit-5.3.1A-Combustion-Safety-and-Exhibit-5.3.1A(2)-Daily.xlsx)



**Page 1 of 2**



State of Washington, Weatherization Assistance Program

## Technical Support Document

## Combustion Safety

This document is intended to support in detail the Combustion Safety Test Report. The Combustion Safety Test Report is a tool to document the condition of two (2) appliances and their performance. Each combustion appliance in homes that are weatherized or repaired must be reported pre- and post- on a combustion safety test report. The added columns allow two (2) combustion appliances per form. Each row of the pre- and post- columns must be addressed.

The Combustion Safety Test Report must be filled out in detail for each completed project. You must document in the comments section of the Combustion Safety Test Report any special circumstances or health and safety related concerns that might help someone understand the condition of the home (pre- and post-), as well as the concerns expressed by the occupants, or the agency concerns for the occupants safety at the time testing was performed.

The testing procedure outlined in this document is intended to be the minimum tests needed to understand the condition and performance of an appliance. It is recommended that more in-depth testing be performed where multiple appliances share a chimney, or where other indications of potential problems exist.

#### Pre-test:

Start CO measurement (Monoxer) outside.

#### Line #1 Measure existing Combustion Appliance Zone (CAZ) pressure (baseline), CAZ With Respect To (WRT)) outside.

Measure the existing CAZ pressure (baseline), house with reference to outside. You will need this measurement when measuring combustion appliance zone worse case and other procedures that are normally low-pressure measurements (-15pa to 15pa).

#### Line #2 Outdoor wind speed

Using a Dwyer wind gauge, measure and record the outside wind speed if there is noticeable wind at the time of testing. If the wind speed is consistently in excess of 15 mph or gusting to the point of not being able to get an accurate test, document this condition and return at a later date to get accurate test results. If winds in excess of 15 mph do exist, this condition does not preclude performing Section I and Section II of the diagnostic test report. Under these conditions you will have to come back (when there is wind less than 15 mph) to confirm lines #8, 13, 15 and 17. You may find hazardous conditions before you get to line #8, or other problems not related to pressure and draft.

#### Line #3 Outdoor temperature

Record the outside ambient temperature. You will need this number to determine if there is adequate minimum draft (line #13 &15).

#### Line #4 Combustion Appliance Zone(CAZ)\*, designate appliance

Record what kind of appliance (furnace, hot water heater, parlor stove, fireplace, woodstove, etc.) is in the CAZ. Write it in on the line provided. Also determine what type of appliance it is in terms of direct vent, sealed combustion, induced draft, etc. This will help determine how and where an appliance should be tested later in this procedure.

**\*Definition:** Combustion appliance zone (CAZ) is the physical area in which the combustion appliance is located or contained by door or access closure. Examples: A closet with a closing door, an attic with a closing access panel between the living space and attic, a living room that contains a fireplace or wood stove and has doors that isolate this area from bedrooms and other rooms. A combustion appliance zone is any area (zone) which can be physically closed off to another part of the home, and that contains a combustion appliance. If the only combustion source is a fireplace or wood stove go to line #17.

#### Line #5 Is there a hazardous or unsafe condition?

Is there anything in the CAZ that could be considered a health and safety problem? Indoor Air Quality (IAQ), electrical discrepancies, fire hazards, combustibles, or potential testing problems that should be documented. If yes, you must comment with name and date.

#### Line #6 Are there visible signs of vent pipe leaks or damage?

Are there any problems with the combustion appliance vent pipe, connecting chimney, chimney liner, or vent termination that need repairs or further inspection?

#### Line #7 Is there the smell of gas or indication of fuel leak

Do you or the client smell any gas? Did you check with a combustible gas detector or with detection fluid? If there is a leak, indicate by marking yes, and contact the local natural gas company or a contractor and document the location of the leak below in the comments section .

#### Worst-case\* set-up test for Combustion Appliance Zone.

\*Definition: Worst-case is any condition that puts the appliance being tested in the most hazardous condition through means of house configuration. These configurations such as opening and shutting bedroom, laundry, garage, closet, basement, doors, etc., may occur during normal use of the home. This may be different for different lifestyles and occupants, but the CAZ should be tested in a manner that would address many clients and lifestyles. All reasonable house configurations should be considered.

#### Worst-Case Set-Up procedure

Prepare house:

1. Close all interior and exterior doors and windows. Is furnace air handler on or off? Could be worst case either way, depending on duct leakage. Turn on all exhaust fans - bathroom, kitchen, clothes dryers (clean out lint filter).\*
2. Start at the room furthest from the combustion appliance and perform a smoke test at each interior door to determine whether to leave it open or closed.
   1. Position yourself in or towards the main body of the house.
   2. Open the door slightly (3/4”). If the smoke goes in, leave the door all the way open. If the smoke comes back toward the main body or towards you, close the door.
3. Smoke test the door to the CAZ. If the smoke comes toward the main body or towards you, open the door. If the smoke goes into the CAZ, close the door.

**\* EXCEPTION TO STEP (1.)** If the furnace does not have a manual fan switch you may have to turn on all your fans first (smoke the doors) then turn on the furnace. In this case you must do line #13 a second time, going back and smoking the interior doors again to ensure you had the correct setup. If this is the case, and you go back and find that you had a door in the incorrect position (opened or closed), adjust, retest, document the results, and go back through lines #8 through #13.

Always check rooms that contain mechanical exhaust equipment with chemical smoke as a confirming test. Many times the combination of leaky buildings and supply ducts in a room negate a fans negative effect on the CAZ or main body.

#### Line #8 Measure the CAZ WRT outdoors. Is the CAZ door Open or closed?

Follow worst-case set -up procedure (above) to determine whether to leave open or shut the CAZ room door(s). Please circle whether you left the CAZ door OPEN or CLOSED. Then record what the pressure is in the CAZ WRT outside using line #1, CAZ baseline pressure to have a better understanding of the contribution the mechanical systems are having on the home versus natural pressures (i.e. stack wind etc.).

**\*\*Action Level**

[**Table 4: *CAZ Depressurization Limits***](#Exhibit5_3_1A_Combustion_Tables)

#### Line #9 Was there flame roll-out of combustion equipment?

When the (furnace or hot water heater) combustion appliance starts up, does the flame come out of the appliance? When possible, this test should be done with a cold startup. Many times if the chimney or vent pipe is already heated, the appliance will draft, but it may not be able to start a draft in a cold chimney. Also, check cover panels and the area around the burner for burned or charred spots. If you see flame roll out or signs that it may be happening intermittently then circle **YES** and comment in file.

#### Line #10 Did the equipment spill gases for more than one minute?

Does the atmospheric draft or induced draft (hot water heater, parlor stove, furnace etc.) appliance spill combustion gases for more than a minute? If **YES**, STOP test. Let cool. Continue test in natural conditions. Check all around the draft hood with chemical smoke, as some appliances will spill combustion gases and draft at the same time.

**Table 2: Maximum Acceptable Appliance Spillage Periods**

|  |  |
| --- | --- |
| **Appliance Type** | **Spillage Test Period (minutes)** |
| Water Heater, Gravity Furnace, Boiler | 1.0 |
| Space Heater | 1.0 |
| Forced Air Furnace | 1.0 |

**\*\* Note:** Generally you will find that if an appliance spills combustion gases for more than one (1) minute, this is an indicator that there will be a draft, chimney configuration, or pressure problems detected at some point between lines 13 and 16.

#### Line #11 Did the flame change in the furnace when the air handler turned on?

Did the flame change when the fan in the furnace turned on? This can indicate a crack in the heat exchanger. If yes, comment in the file and have it checked by HVAC technician.

**\*\* Note:** If you are working on a furnace without a manual fan switch, you may have to shut down the furnace and start it again to observe this condition because you will have a lot going on when the air handler comes on the first time. Checking for flame change may not detect an existing cracked heat exchanger. Other possible indications of a cracked heat exchanger may be soot in the home, the smell of un-burnt gas or oil, elevated CO levels in the appliance exhaust, and elevated CO levels in the living space when the furnace is running. If you encounter any of these conditions, there are other tests for cracked heat exchangers that you may want to identify and have performed by a qualified professional (check with your HVAC contractor or technician). Caution and a full understanding of the operating performance of all the combustion appliances in the home must be considered when attributing soot, un-burnt gas smells, and elevated CO levels to a cracked heat exchanger.

#### Line #12 After 5 minutes measure the CO in the ambient air in the living space

Zero the monoxer outside before proceeding. After the combustion appliance has been running for 5 minutes, test the ambient air of the living room or upstairs hallway (if it is a two story) for CO with your monoxer. Record any CO in the living space above zero (0) in parts per million (PPM).

**\*\*Action level:** If the ambient CO in the home is above 9 PPM (maximum allowable 9 PPM) and attributable to any combustion appliance in the home, then action must be taken to mitigate the source of the CO before weatherization or repair work starts, or the ambient CO level must be monitored and the problem(s) resolved as part of the work specified. **No home shall be left with ambient CO greater than 9 PPM (attributable to existing combustion appliances) after 5 minutes of run time for an appliance.**

#### Line #13 Measure the draft pressure in the vent of the combustion appliance Test the combustion appliance vent WRT CAZ

With your digital manometer, measure the draft pressure in the combustion appliance vent (preferably 18” up the vent pipe from the appliance) with reference to the room and record the number in pascals. Be sure to indicate whether negative or positive. Always check your draft pressure measurements with chemical smoke as a confirming test.

If the appliance does not have adequate draft under worst-case conditions, you can start evaluating the problem by turning off all fans and see if the appliance drafts under any or best case condition.

Refer back to line# 2 and check the wind speed, if the wind speed is consistently in excess of 15 mph or gusting to the point of not being able to get an accurate test, document this condition and return at a later date to get accurate test results. If there is marginal draft or a condition that may cause back drafting or spillage, inform the occupants of this situation and make the appropriate recommendations for use of the appliance until additional testing or repairs can be made. Document the condition in the comments section.

**Line #13a Minimum Acceptable Draft Pressure:** Calculate the minimum acceptable draft pressure using the ranges in Table 1 and record limit in the box.

#### Table 1: Minimum Acceptable Draft Test Action Levels

|  |  |
| --- | --- |
| **Outside Temperature (degree F)** | **Draft Pressure Standard (Pa)** |
| <10 | -2.5 |
| 10-90 | (Outside temp / 40) – 2.75\* |
| >90 | -0.5 |

\*Calculation is as follows: Divide the outside temp by 40, then subtract 2.75 from this value. The result is the minimum acceptable draft.

#### Line #14 Measure the CO in the exhaust gases of the vented appliance

With your monoxer, take a measurement in the undiluted flue gases of the combustion appliance. Where practical, this test should be measured in the flue ports of the appliance. If you cannot measure at the appliance, measure at its termination point realizing this is a diluted sample but better than not testing at all.

[**Table 3: *Combustion Safety Test Action Level Table***](#Exhibit5_3_1A_Combustion_Tables)

#### Line #15 If the door of CAZ is closed - open it. If the door is open – close it. Open/closed. Combustion Appliance vent WRT CAZ.

If in the beginning of your worst-case set-up test, you left the CAZ door closed, then open it. If left open in the beginning, then close it. Then record the draft pressure combustion appliance vent WRT CAZ as in line #13. This is a verifying test. This test double checks your measurements and helps confirm the results. Always check your draft pressure measurements with chemical smoke as a confirming test.

**\*\*Action Level:** *See action level* [**Table 4 *- CAZ Depressurization Limits***](#Exhibit5_3_1A_Combustion_Tables)

#### Line #16 Heat Rises: Measure temperature across heat exchanger:

#### Heat rise = supply plenum temp - return plenum temp

To get the “heat rise”, measure the temperature in the supply air plenum and return air plenum. Subtracting the return plenum temperature from the supply air temperature equals the “heat rise”. Take these temperature measurements in the plenums as close to the furnace as possible. Record in degrees Fahrenheit. The manufacturer’s acceptable range for heat rise for the unit is often on the nameplate of the furnace.

**\*\*Action level:** If the heat rise (the difference between return air temp at the plenum and supply air temp at the plenum) is outside the manufacturer’s acceptable range the system fails and there must be a referral made for further analysis by a furnace technician. If the heating unit has not been serviced within the last twelve months, a furnace clean and tune is recommended.

***Exception:*** If manufacturer’s acceptable heat rise range is unavailable, the default acceptable heat rise range is greater than 40° and less than 70° Fahrenheit.

#### Line #17 Fireplace/wood stove zone worst case test: FPWSZ zone WRT outdoors

Record the pressure of the zone that the fireplace or wood stove occupies. See *Worst-Case Set-Up Procedure* between lines #7 and #8, this procedure is the same for fireplace/wood-stove zones. Also document any vent pipe, chimney, or clearance problems with the wood-burning appliance in the comments section.

**\*\*Action Level:** *See action level* [**Table 4 *- CAZ Depressurization Limits***](#Exhibit5_3_1A_Combustion_Tables) *on reverse side of Combustion Safety Test Report (Exhibit 5.3.1A)*

#### Line #18 Measure the CO in exhaust gases of Ovens:

Interim Gas/Propane Oven Testing Procedure

Ovens produce moisture and oxides of nitrogen. Excess moisture is not good for the durability of the home (possibly contributing to mold problems) and NOX is not healthy. These combustion appliances are capable of producing CO, which is a health hazard. In all cases a carbon monoxide detector is recommended and homeowners should use exhaust ventilation when using these appliances. New appliances may require an extended warm up period to reach steady state.

* 1. Remove any items/foil in or on oven.
  2. Make sure self cleaning features are not activated, set oven to highest setting.
  3. Test oven for CO in the flue, before dilution air.
  4. After 5 minutes of operation, check for steady state:

If the appliance is located in a confined space and mechanical ventilation is not readily available, mechanical ventilation shall be recommended.

Ventilation provided for unvented gas ovens must provide a minimum capacity of 25 cfm continuous airflow or 100 cfm intermittent.

**Oven**

Then take a reading in the undiluted flue gases of the oven (after 5 minutes of burn time) and record in PPM. Look in the oven for anything that may melt or catch fire before performing the test. Make sure the oven burner is actually on during the test.

**Ambient CO Levels**

Carbon monoxide levels in the ambient air around the technician must be monitored throughout all combustion safety tests. Diagnostic evaluations and inspections must be aborted if ambient CO concentrations **greater than 35 ppm** are recorded. CO producing appliances must be disabled and repaired before proceeding with additional diagnostics or inspections.

Ambient CO levels shall be monitored upon entering the combustion appliance zone and during the test period for all appliances. If ambient levels **exceed 35 ppm** at any time, turn off the appliance immediately and make appropriate repair recommendations according to the charts provided.

**\*\*Action Level:** *See action level*

[**Table 3.1 *- Carbon Monoxide Test Action Levels for Ovens***](#Table3_CO_Test_Action_Levels_OvensRanges)

#### Line #19 Return house to pre-test condition, circle DONE when complete

**Comments:** Provide comments in detail when you encounter unsafe conditions. Also document procedures or repairs that were undertaken to resolve or prevent any unsafe conditions. Use both sides of the form or additional paper as needed.

### Abbreviations:

**CO:** Carbon monoxide

**CA:** Combustion appliance

**CAZ:** Combustion appliance zone

**FPWSZ:** Fireplace wood stove zone

**HDL:** House Depressurization Limit (a standard adopted by Commerce)

**HVAC**: Heating, ventilation, air conditioning

**IAQ:** Indoor Air Quality

**PPM**: Parts per million

**Pa:** Pascals

**WRT:** With reference to

**Terms**:

**Air handler** – A steel cabinet containing a blower with cooling and/or heating coils connected to ducts, which transport indoor air to and from the air handler.

**Backdrafting** – Continuous spillage of combustion gases from a combustion appliance.

**Bimetal element** – A metal spring, lever, or disc made of two dissimilar metals that expand and contract at different rates as the temperature around them changes. This movement operates a switch in the control circuit of a heating or cooling device.

**Burner** – A device that facilitates the burning of a fossil fuel like gas or oil.

**Carbon monoxide** – An odorless and poisonous gas produced by incomplete combustion.

**Combustion air** – Air that chemically combines with a fuel during combustion to produce heat and flue gases, mainly carbon dioxide and water vapor.

**Combustion analyzer** – A device used to measure steady-state efficiency of combustion heating units.

**Depressurize** – Cause to have a lower pressure or vacuum with respect to a reference of a higher pressure.

**Dilution air** – Air that enters through the dilution device --- an opening where the chimney joins to an atmospheric-draft combustion appliance.

**Dilution device** – A draft diverter or barometric draft control on an atmospheric-draft combustion appliance.

**Draft diverter** – A device located in gas appliance chimneys that moderates draft and diverts down drafts that could extinguish the pilot or interfere with combustion.

**Fan control** – A bimetal thermostat that turns the furnace blower on and off as it senses the presence of heat.

**Flue** – a channel for combustion gases.

**Heat anticipator** – A very small electric heater in a thermostat that causes the thermostat to turn off before room temperature reaches the thermostat setting, so that the house does not overheat from heat remaining in the furnace and ducts after the burner shuts off.

**Heat rise** – The number of degrees of temperature increase that air is heated as it is blown over the heat exchanger. Heat rise equals supply temperature minus return temperature.

**High limit** – A bimetal thermostat that turns the heating element of a furnace off if it senses a dangerously high temperature.

**House pressure** – The difference in pressure between the indoors and outdoors measured by a manometer.

**Inch of wate**r – Small air pressure differences caused by wind, blower doors, furnace fans, and chimneys are measured in inches of water (in.-H20) in the American measurement system.

**Input rating** – The rate at which an energy-using device consumes electricity or fossil fuel.

**Intermittent ignition device** – A device that lights the pilot light on a gas appliance when the control system calls for heat thus saving the energy wasted by a standing pilot.

**Make-up air** – Air supplied to a space to replace exhausted air.

**Manometer** –Measuring device for small gas pressures

**Mortar** – A mixture of sand, water, and cement used to bond bricks, stones, or blocks together.

**Net free area** – The area of a vent after that area has been adjusted for insect screen, louvers, and weather coverings. The free area is always less than the actual area.

**Open-combustion heater** – A heating device that takes its combustion air from the surrounding room air.

**Orphaned Natural Draft Water Heater -** A natural draft water heater vented into an oversized chimney.

**Oxygen depletion sensor (ODS**) – A safety device for unvented combustion heaters that shuts gas off when oxygen is depleted.

**Pascal** – A unit of measurement of air pressure. (See Inch of water.)

**Plenum** – The piece of ductwork that connects the air handler to the main supply duct.

**Pressure** – A force encouraging movement by virtue of a difference in some condition between two areas.

**Return air** – Air circulating back to the furnace from the house, to be heated by the furnace and supplied to the rooms.

**Room heater** – A heater located within a room and used to heat that room.

**Sealed-combustion heater** – A heater that draws combustion air from outdoors and has a sealed exhaust system.

**Space heating** – Heating the living spaces of the home with a room heater or central heating system.

**Spillage** – Temporary flow of combustion gases from a dilution device.

**Stack effect** – The draft established in a building from air infiltrating low and exfiltrating high.

**Stand-Alone Natural Draft Water Heater -** A natural draft water heater vented into a properly-sized chimney in accordance with NFPA 31 for oil-fired units, NFPA 54 for gas-fired units, NFPA 58 for propane-fired units and NFPA 211 for solid-fueled units or the venting tables of a chimney liner manufacturer.

**Steady-state efficiency** – The efficiency of a heating appliance, after an initial start-up period, that measures how much heat crosses the heat exchanger. A combustion analyzer measures the steady-state efficiency.

**Supply air** – Air that has been heated or cooled and is then moved through the ducts and out the supply registers of a home.

**Vent connecto**r – The vent pipe carrying combustion gases from the appliance to the chimney.

**Vent damper** – An automatic damper powered by heat or electricity that closes the chimney while a heating device is off.

**Venting** – The removal of combustion gases by a chimney.

**Worst-case depressurization test** –A safety test, performed by specific procedures, designed to assess the probability of chimney back drafting.

**WRT** – “With respect to” used to show that the air pressures between two areas are being compared.

**Zone** – A room or portion of a building separated from other rooms by an air barrier----not usually an effective air barrier.

**Floor Support Matrix**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **FLOOR SUPPORT MATRIX** | | | | | | |
| **Floor Type** | **Support Material** | **Material requirements** | **Maximum Spacing** | **Acceptable patterns** | **Minimum fastener type** | **Minimum fastener depth** |
| Joist up to 24" | Lath | 3/8X1.5" | 20"O.C. | Across floor joists | Corrosion resistant 3/8"crown 18AWG | 5/8" |
| Joist up to 24" | Twine | 150 LBS. polyester, polypropylene or nylon | 12" O.C. | Shoelace/Zigzag (must be stapled at each joist | Corrosion resistant 3/8"crown 18AWG | 5/8" |
| Post &Beam over 32" O.C. | Lath | 3/8X1.5" | 20" O.C. | Across floor beams up to 54". If over 54" need center support | Corrosion resistant 3/8"crown 18AWG | 5/8" |
| Post &Beam over 32" O.C | Twine | 150 LBS. polyester, polypropylene or nylon | 12" | Shoelace up to 54" across. If over 54" need center support | Corrosion resistant 3/8"crown 18AWG | 5/8" |

Weatherization Deferral Form

Project Number Audit Date

Client Name

Address

City & Zip Code

Home or Message phone Work Phone

Deferral of weatherization work on the above home is based on the following conditions:

Recommended measures for remedying the existing conditions are as follows:

I certify that the above information is complete and accurate.

Signature of Agency Representative Date

**Client Information:** I understand weatherization work has been deferred on my home for the above reasons. I understand the conditions under which weatherization work may continue. I understand I must contact the weatherization agency within 12 months of original application date if conditions have changed and that these changes may allow work to resume. I understand if I contact the weatherization agency more than 12 months after the original application date I need to reapply for weatherization services.

Client Signature Date

MOLD Assessment and Release Form

Client Label

Mold can be a problem in any home where there is an excessive amount of moisture or humidity present. An assessment of your home included a visual check for mold. This is not a mold inspection and the person making this assessment is not a certified mold inspector. Mold testing and identification of specific molds is beyond the scope of this program.

During the weatherization assessment of your dwelling on \_\_\_\_\_\_\_\_\_\_\_\_\_date, our project coordinator visually inspected the following rooms in your home:

Living room  mold not visibly present  mold visibly present

Kitchen  mold not visibly present  mold visibly present

Bathroom(s)  mold not visibly present  mold visibly present

Bedroom(s)  mold not visibly present  mold visibly present

Water heater closet  mold not visibly present  mold visibly present

Attic  mold not visibly present  mold visibly present

Crawlspace/Basement  mold not visibly present  mold visibly present

Other location

Estimate in total square feet of existing mold

The U.S. Department of Energy generally does not allow Weatherization agencies to mitigate mold problems, however, some actions associated with a cost effective energy saving measure may be taken to reduce moisture problems. Local Agency plans to install the following measures that may help resolve existing moisture problems. The work proposed should not promote new mold growth.

1.

2.

3.

Mold/Moisture disclaimer: By signing below, I acknowledge I have received information concerning moisture and mold conditions in my home prior to Weatherization work being done and I will take steps to reduce excessive moisture.

Name of Applicant:

Signature of Applicant Date

Name of Landlord:

Signature of Local Agency Staff Date

White copy–agency file, yellow copy–applicant, pink copy-landlord



Link to Active Form: [**Exhibit 5.S3A, *Diagnostic Test Report***](https://extranet.commerce.wa.gov/teams/teamsa/HIP-WX-Manual/Calculation%20Forms/Ex-5.S3A-Diagnostic-Test-Report.xlsx)



Diagnostic Test Report Quick Reference

**Pressure Pan Tests**

In typical mobile home duct configurations, pre pressure pan tests help locate areas of significant leakage or disconnected duct work. After belly is filled with insulation, post pressure pan tests results may not be useful.

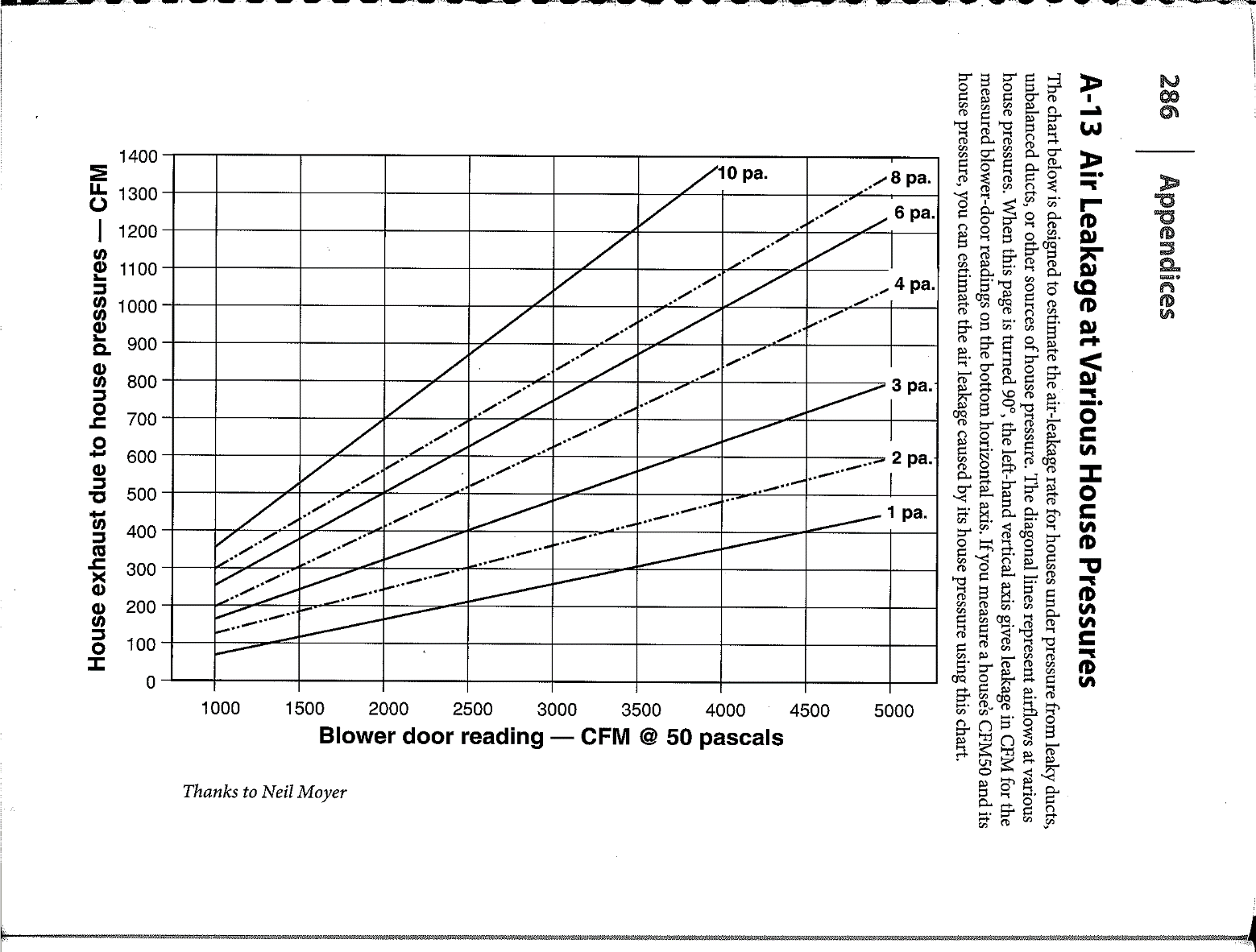
In site built homes with supply and return duct systems enclosed entirely within the thermal and pressure boundaries, pressure pan tests are not required.

**Dominant Duct Leak Test**

In typical mobile home duct configurations, dominant duct leak tests are especially useful. You can quantify the amount of duct leakage by using the Air Leakage Chart (aka Tooley Chart) if the return is isolated in the conditioned space and the supplies are isolated in the belly. No more than 100CFM of total supply duct leakage is recommended.

In site built homes with supply and return duct systems enclosed entirely within the thermal and pressure boundaries, dominant duct leak tests are not required.

**Air Leakage Chart**

****

[***Variance #17***](https://extranet.commerce.wa.gov/teams/teamsa/HIP-WX-Manual/PublishedWxFieldGuides/5.3003.3a,c-g.pdf)***:*** *DOE granted a variance from SWS Section 5.3003.3 Evaluating Air Flow allowing: WA Standard which requires a client interview, confirmation of flow at each register, measurement of heat rise, pressure pan, and room pressures. Unless duct systems are missing or destroyed and require repair or replace, WA will air seal but not resize ducts.*

[***Variance #18***](https://extranet.commerce.wa.gov/teams/teamsa/HIP-WX-Manual/PublishedWxFieldGuides/6.6201.1a.b.pdf)***:*** *DOE granted a variance from SWS Section 6.6201.1a.b Kitchen Fan Airflow Testing allowing: WA allows kitchen fan air flows to be estimated using the air leakage chart, the measured blower door reading and the negative pressure reading from a manometer set to main body WRT to house, in Pascals with the kitchen fan on. See Air leakage chart*

[***Variance #19***](https://extranet.commerce.wa.gov/teams/teamsa/HIP-WX-Manual/PublishedWxFieldGuides/6.6201.2a.pdf)***:*** *DOE granted a variance from SWS Section 6.6201.2a Room Pressure Testing allowing: WA Standard which for existing systems requires mitigation of excess room pressures when they cause combustion appliances to exceed CAZ depressurization limits and when room pressure imbalance exceeds 5pa. For new systems installed, WA must conform to the stricter 3pa limit.*

State of Washington, Weatherization Assistance Program

## Technical Support Document (TSD)

## Diagnostic Test Report

This document is intended to support in detail the Diagnostic Test Report. The Diagnostic Test Report must be filled out in detail for each completed project. You must document in the comments section of the Diagnostic Test Report any special circumstances or health and safety related concerns that might help someone understand the condition of the home (pre- and post-), as well as the concerns expressed by the occupants, or the agency concerns for the occupants safety at the time testing was performed.

The testing procedure outlined in this document is intended to be the minimum tests needed to understand the condition of the home.

**Pre Blower Door**

#### i. Client Eligibility date:

Enter date Client was determined eligible. Ensure both Client Eligibility and Energy Audit dates are within the Period of Eligibility. See [**Section 1.3.2, *Setting Period of Eligibility***](#_SECTION_1.3_PERIOD)

#### ii. Audit Date:

Enter date Energy Audit was performed.

#### iii. Client Interview Performed?

Answer yes/no

#### iv. Pollution Source Survey Completed?

Answer yes/no

#### v. Contaminants Present that would either prohibit blower door test completely, or require pressurization test: (including but not limited to: Lead, Friable Asbestos, Mold, Smokers, Pets, Sewage, etc)

Document any contaminants or conditions that would prevent blower door testing or require pressurization testing.

#### vi. Technician:

Enter name of Technician performing: Pre, In-Progress, and Post diagnostic testing.

#### vii. Date:

Enter date Technician is performing: Pre, In-Progress, and Post diagnostic testing.

Wx Exhibit 5.S3B – Diagnostic Test Report Technical Support DocumentPage 2 of 5

**Calculations**

#### Line #1

#### Calculated total square footage of heated area

Measure and multiply the length and width of the floor area within the temperature boundary to determine the total floor area of the conditioned space.

#### Line #2

#### Calculated volume of the conditioned space

Multiply the calculated floor area by the height to determine the total volume of the conditioned space.

**Baseline Conditions & House Tightness** – Blower Door

#### Line #3

#### Primary heat source fuel type

#### (example: nat gas, elec, propane, oil, wood)

Determine by interviewing (not their HIF or Wx application) the occupants, observing their habits and analyzing their heating bills what their primary heat source is and circle the type of fuel that is used in the appliance. Document the type (boiler, woodstove, forced air etc.) in the comments section.

#### Line #4

#### Windspeed MPH

Record or estimate wind speed before setting up the blower door. Measure the wind speed with a wind gauge (record if there is apparent steady or gusting wind).

#### Line #5

#### Outside temperature °F

Record outside temperature in degrees Fahrenheit

#### Line #6

#### Blower door location

Record which doorway the blower door was mounted in for testing procedures. Mount the blower door in the doorway which has the least obstructions in the pathway of airflow (of the blower door) both inside and outside.

**Note:** Blower door set up procedure: follow manufacturer’s instructions.

Wx Exhibit 5.S3B – Diagnostic Test Report Technical Support DocumentPage 3 of 5

#### Line #7

#### Baseline without blower door on in pa (stack effect)

Measure the house with reference to outside without the blower door running. Make sure the blower door fan is covered and the house is prepared for blower door testing.

#### Line #8

#### Blower door configuration

#### O=open fan A=ring A B=ring B LF=low flow ring

Record which ring or configuration (number of holes unplugged) the blower door was set up in for testing lines 13 through 16.

**Note:** Always use the smallest ring possible to get the highest fan pressure when performing blower door testing. The higher the fan pressure the more accurate the test.

#### Line #9

#### Total CFM50

Prepare the house for blower door testing. Normally test should be taken in the negative pressure mode, if positive pressure is used for testing note in the comments section and set up the house per manufacturer’s specifications in the blower door manual.

**Zonal Pressures – Blower Door**

#### Line# 10

#### Zonal Pressures

Hook up your manometer as indicated on the field form for each test and record the pressure. Be sure to take verifying tests (house WRT zone, zone WRT outside, etc.). Start in a clockwise direction and describe room on the adjacent line and record pressures, zone WRT outside (confirming test: zone WRT outside).

#### Line #11

#### Location of existing ducts:

#### A=Inside B=outside C=inside/outside

Determine and record where the duct system was designed to be located originally, inside the thermal boundary, outside the thermal boundary, or a combination of inside and outside.

Wx Exhibit 5.S3B – Diagnostic Test Report Technical Support DocumentPage 4 of 5

**Duct Pressure Test – Blower Door**

#### Line #12

#### Duct Pressure Test – Pressure Pan

#### House WRT Duct (clockwise from front door)

Face the front door looking out. Record (down to tenths) whether the duct tested is a supply or return duct and what zone it is located in from line #15. Record whether it is located inside or outside the intended thermal envelope (by design).

[***Variance #17***](https://extranet.commerce.wa.gov/teams/teamsa/HIP-WX-Manual/PublishedWxFieldGuides/5.3003.3a,c-g.pdf)***:*** *DOE granted a variance from SWS Section 5.3003.3 Evaluating Air Flow allowing: WA Standard which requires a client interview, confirmation of flow at each register, measurement of heat rise, pressure pan, and room pressures. Unless duct systems are missing or destroyed and require repair or replace, WA will air seal but not resize ducts.*

#### Testing Air Handler Effect – HVAC fan only

The tests performed in lines 13 through 15 are performed with only the furnace air handler fan on. The blower door or any exhaust fans should be turned off during these tests. These tests indicate the effect of the air supply and return on pressures in rooms and the house.

#### Line #13

#### Room Pressure:

#### Room WRT Main Body (interior doors closed)

This testing is to see if there are large pressure differentials between rooms of the home that could possibly cause a problem to the operation of the combustion appliance or cause moisture damage the structure of the house.

[***Variance #19***](https://extranet.commerce.wa.gov/teams/teamsa/HIP-WX-Manual/PublishedWxFieldGuides/6.6201.2a.pdf)***:*** *DOE granted a variance from SWS Section 6.6201.2a Room Pressure Testing allowing: WA Standard which for existing systems requires mitigation of excess room pressures when they cause combustion appliances to exceed CAZ depressurization limits and when room pressure imbalance exceeds 5pa. For new systems installed, WA must conform to the stricter 3pa limit.*

#### Line #14

#### Dominant Duct Leak Test:

#### Main Body WRT Outside (all interior doors open)

Record the pressure of the main body of the house WRT outside with all interior doors open.

Wx Exhibit 5.S3B – Diagnostic Test Report Technical Support DocumentPage 5 of 5

#### Line #15

#### All Doors Closed Effect:

#### Main Body WRT outside (all interior doors closed)

Now close all the interior doors and record main body WRT outside.

#### Line #16

#### Duct location after Wx and repair:

#### A=inside B=outside C=inside/outside

Did you change the location of the ducts or are they in the same place as before? If as a result of the retrofit the location (inside to outside, outside to inside, etc.) of the duct system has been changed document in the comments section.

#### Line #17

#### Electric furnace heat rise test:

#### Heat Rise = supply°F – return°F

With the electric furnace running, measure the temperature in the supply air plenum and return air plenum. Subtracting the return plenum temperature from the supply air temperature equals the “heat rise”. Take these temperature measurements in the plenums as close to the furnace as possible. Record in degrees Fahrenheit. The manufacturer’s acceptable range for heat rise for the unit is often on the nameplate of the furnace.

**\*\*Action level:** If the heat rise (the difference between return air temp at the plenum and supply air temp at the plenum) is outside the manufacturer’s acceptable range the system fails and there must be a referral made for further analysis by a furnace technician. If the heating unit has not been serviced within the last twelve months, a furnace clean and tune is recommended.

***Exception:*** If manufacturer’s acceptable heat rise range is unavailable, the default acceptable heat rise range is greater than 40° and less than 70° Fahrenheit.

#### Line #18

#### RETURN HOUSE Pre Test Conditions

Check box when done.

ASTM E 84

**Standard test method for surface burning characteristics**

**of building materials.**

The Flame Spread Index and Smoke Developed Index values obtained by the ASTM E 84 test are used by code officials and regulatory agencies in the acceptance of interior finish materials for various applications. The most widely accepted classification system is described in the National Fire Protection Association publication NFPA 101 *Life Safety Code*

1. 2006 International Building Code
   1. Section 803 Wall and Ceiling Finishes, Paragraph 803.1 General states, “Interior wall and ceiling finishes shall be classified in accordance with ASTM E 84.Such interior finish materials shall be grouped in the following classes in accordance with their flame spread and smoke-developed indexes.
      1. Class A: Flame Spread 0-25; smoke-developed 0-450
      2. Class B: Flame Spread 26-75; smoke-developed 0-450
      3. Class C: Flame Spread 76-200; smoke-developed 0-450

Class A, B, and C correspond to type I, II, and III respectively in other codes such as SBCCI, BOCA, ICBO. They do not preclude a material being otherwise classified by the authority of jurisdiction.

1. NFPA 101®, Life Safety Code®
   1. Chapter 10 Interior Finish, Contents, and Furnishings, Paragraph 10.2.3 Interior Wall or Ceiling Finish Testing and Classification states, “Interior wall or ceiling finish that is required elsewhere in this Code to be Class A, Class B, or Class C shall be classified based on test results from NFPA 255, ASTM E 84, or UL 723.”

Homeowner Name and Address Agency Name and Address

Phone Number ( ) Phone Number ( )

Job Number Auditor/Inspector Name

WORK ORDER

is hereby authorized to complete a clean and tune as prescribed below

Work Order and Procedure for Cleaning and Tuning (Electric) Furnaces

I. CLEAN

A. Air Handling

1. Clean and vacuum heat exchanger if accessible.

2. Clean and vacuum blower, return cabinet, and filter rack so that they are free of dirt, grease, and any foreign matter.

3. Clean and vacuum all supply and return registers and immediate duct openings.

4. Inspect filter. If permanent type, clean as per manufacturer’s recommendations. If disposable type, replace with a new filter.

Filter size: \_\_\_\_\_\_\_ x \_\_\_\_\_\_\_ x \_\_\_\_\_\_\_

II. TUNE

B. Air Handling

1. Check blower and motor bearings. Lubricate as needed.

2. Check belt condition (replace if cracked or worn) and adjust for proper tension.

3. Measure Heat Rise and Adjust blower speed to match manufacturers recommended heat rise.

4. Set fan switch (if possible) so that blower comes on at 110 degrees and goes off at 100 degrees. Set limit no higher than 240 degrees if limit is adjustable.

5. Balance supply distribution for individual homeowners comfort.

CONTRACTOR CERTIFICATION

Are all sequencers operating as designed? yes no

Temperature Rise Signed

COMMENTS:

AUDITOR/INSPECTOR VERIFICATION

Temperature Rise Signed

COMMENTS:

Homeowner Name and Address Agency Name and Address

Phone Number ( ) Phone Number ( )

Job Number Auditor/Inspector Name

WORK ORDER

is hereby authorized to complete a clean and tune as prescribed below.

Work Order and Procedure for Cleaning and Tuning (Gas) Furnaces

I. CLEAN

A. Combustion Area

1. Brush down all dirt, soot and rust from heat exchanger sections.

2. Brush down and vacuum all flue passageways within the furnace.

3. Remove ribbon burners or burner tubes and brush down to remove dirt, soot, loose rust and clean all flame ports. Inspect for cracks in tubes.

4. Clean gas orifices and assure proper size.

5. Brush down and vacuum remainder of combustion chamber so that it is free of dirt, soot and loose dust.

6. Clean pilot orifices and test thermocouple.

B. Flue

1. Inspect flue pipe from furnace to chimney for rust, weak spots and leaks.

2. Clean and vacuum flue pipe and reinstall in a secure manner.

C. Air Handling

1. Clean and vacuum heat exchanger if accessible.

2. Clean and vacuum blower, return cabinet, and filter rack so that they are free of dirt, grease, and any foreign matter.

3. Clean and vacuum all supply and return registers and immediate duct openings.

4. Inspect filter. If permanent type, clean as per manufacturer’s recommendations. If disposable type, replace with a new filter.

Filter size: \_\_\_\_\_\_\_ x \_\_\_\_\_\_\_ x \_\_\_\_\_\_\_

COMMENTS:

II. TUNE

A. Combustion

1. Adjust gas output to 3.5” natural or 10.5” L.P.W.C. in the manifold and then clock meter (if possible) to assure the input is within 2% of rated input. NOTE: If gas pressure is correct, and clocked input is more than 2% lower than rated input, check orifices for proper size unless derating is desired. If furnace is over firing and gas pressure is correct, then change to lower orifice size.

2. Adjust primary air shutter to obtain highest CO2 or lowest O2 in the flue (before diverter) without making CO and still maintaining a steady blue flame with slight yellow tips. There must not be any lifting, floating, or jumping flames, or adjust primary air shutter to obtain best flame with lowest possible stack temp without making CO.

3. Adjust pilot flame just high enough to activate the thermocouple and ignite burner without delay.

4. Furnaces with electronic pilot should ignite without delay.

5. Check igniter to assure that it will lock out after first or second attempt to ignite pilot (LP only).

6. Measure amperage of the gas valve and any other low voltage equipment on the circuit and set thermostat heat anticipator to match.

7. Calibrate thermostat and thermostat thermometer to within 1 degree at 72 degree setting.

B. Air Handling

1. Check blower and motor bearings. Lubricate as needed.

2. Check belt condition (replace if cracked or worn) and adjust for proper tension.

3. If stack temperature is above 450 degrees net, increase blower speed to deliver more heat and lower stack temperature. NOTE: Stack temperatures should not be below 350 degrees net. If so, decrease blower speed slightly (NOTE: This may not work on all furnaces) or adjust blower to obtain greatest rise at the supply plenum.

4. Set fan switch (if possible) so that blower comes on at 110 degrees and goes off at 100 degrees. Set limit at no higher than 240 degrees if limit is adjustable.

5. Balance supply distribution for individual homeowners comfort.

COMMENTS:

CONTRACTOR CERTIFICATION

Final Stack Temp CO2 or O2

Clocked Input (Where Applicable) CO PPM

Anticipator Setting SSE %

Temperature Rise Signed

COMMENTS:

AUDITOR/INSPECTOR VERIFICATION

Final Stack Temp CO2 or O2

Clocked Input (Where Applicable) CO PPM

Anticipator Setting SSE %

Temperature Rise Signed

COMMENTS:

Homeowner Name and Address Agency Name and Address

Phone Number ( ) Phone Number ( )

Job Number Auditor/Inspector Name

WORK ORDER

is hereby authorized to complete a clean and tune as prescribed below.

Work Order and Procedure for Cleaning and Tuning (Oil) Furnaces

I. CLEAN

A. Combustion Area

1. Brush down all dirt, soot and rust from heat exchanger sections.

2. Brush down and vacuum all flue passageways within the furnace.

3. Remove draw assembly clean and align ignition electrodes..

4. Clean blast tube and flame head.

5. Replace nozzle with same size or lower size if derating is possible or desirable.

6. Brush down and vacuum remainder of combustion chamber so that it is free of dirt, soot and loose rust.

7. Replace oil line filter cartridge.

B. Flue

1. Inspect flue pipe from furnace to chimney for rust, weak spots and leaks.

2. Clean and vacuum flue pipe and reinstall in a secure manner.

3. Clean and check barometric damper for proper operation.

C. Air Handling

1. Clean and vacuum heat exchanger if accessible.

2. Clean and vacuum blower, return cabinet, and filter rack so that they are free of dirt, grease, and any foreign matter.

3. Clean and vacuum all supply and return registers and immediate duct openings.

4. Inspect filter. If permanent type, clean as per manufacturer’s recommendations. If disposable type, replace with a new filter.

COMMENTS:

II. TUNE

A. Combustion

1. Seal all joints, cracks and openings that would allow air to infiltrate into the combustion area of the furnace.

2. Adjust barometric damper so that a reading of .02-.09” W.C. at the breech is obtained.

3. Adjust primary air shutter to obtain highest CO2 the flue (before barometric damper) with a smoke of 0 to 2 while still maintaining a steady flame. (0-1 on the flame retention burners)

4. Measure amperage of primary control and set thermostat heat anticipator to match.

5. Calibrate thermostat thermometer to within 1 degree at 72 degree setting.

B. Air Handling

1. Check blower and motor bearings. Lubricate as needed.

2. Check belt condition (replace if cracked or worn) and adjust for proper tension.

3. If stack temperature is above 550 degrees, increase blower speed to deliver more heat and lower stack temperature. NOTE: Stack temperatures should not be below 350 degrees net. If so, decrease blower speed slightly (NOTE: This may not work on all furnaces) or adjust blower to obtain greatest rise at the supply plenum.

4. Set fan switch (if possible) so that blower comes on at 120 degrees and goes off at 100 degrees. Set limit at no higher than 240 degrees if limit is adjustable.

5. Test fan and limit control for proper operation.

6. Adjust supply register on plenum (if so equipped) to supply between 100 and 125 CFM.

7. Balance supply distribution for individual homeowners comfort.

COMMENTS:

CONTRACTOR CERTIFICATION

I certify that the work specified above (see items checked in Clean and Tune sections) has been completed and that all requirements have been met.

A post-clean and tune efficiency rating of \_\_\_\_\_\_\_\_% has been achieved.

Net Stack Temp \_\_\_\_\_\_\_\_ CO2 \_\_\_\_\_\_\_\_ or O2 \_\_\_\_\_\_\_\_ Smoke \_\_\_\_\_\_\_\_

Signed

COMMENTS:

AUDITOR/INSPECTOR VERIFICATION

I certify that the work specified above (see items checked in Clean and Tune sections) has been completed and that all requirements have been met.

A post-clean and tune efficiency rating of \_\_\_\_\_\_\_\_% has been achieved.

Net Stack Temp \_\_\_\_\_\_\_\_ CO2 \_\_\_\_\_\_\_\_ or O2 \_\_\_\_\_\_\_\_ Smoke \_\_\_\_\_\_\_\_

Signed

COMMENTS:

Homeowner Name and Address Agency Name and Address

Phone Number ( ) Phone Number ( )

Job Number Auditor/Inspector Name

WORK ORDER

is hereby authorized to complete a clean and tune as prescribed below.

Work Order and Procedure for Oil Retrofit

I. CLEAN

A. Combustion Area

1. Remove existing burner unit.

2. Brush down all dirt, soot and rust from heat exchanger sections.

3. Brush down and vacuum all flue passageways within the boiler or fireplace.

4. Brush down and vacuum remainder of combustion chamber so that it is free of dirt, soot and loose rust.

B. Flue

1. Inspect flue pipe from furnace to chimney for rust, weak spots and leaks.

2. Clean and vacuum flue pipe and reinstall in a secure manner. NOTE: Depending on the size of the original flue pipe, it might be desirable to install a new flue pipe of smaller diameter.

3. Inspect, repair and/or replace barometric damper to operate as designed..

C. Air Sealing

1. Seal all joints and seams that would allow air from the room or surrounding area to enter any part of the combustion side of the heating unit.

2. Seal any and all doors or access covers between the combustion areas and the outside of the heating unit.

D. Distribution (Boilers)

1. Inspect and test pressure relief valve.

2. Inspect circulator pump for safe and effective operation paying close attention to couplings and motor condition.

3. Purge expansion tank.

4. Check condition of water. If it is rusty or has a high level of sludge, then drain, flush and refill the system adding proper treatment.

5. Check operation of radiator valves.

OR

D. Distribution (Air Furnaces)

1. Clean and vacuum blower, return cabinet, and filter rack so that they are free of dirt, grease, and any foreign matter.

2. Clean out (if needed) supply and return registers and grilles.

3. Seal up any large openings or damage to duct work.

COMMENTS:

II. INSTALLATION AND TUNING

A. Installation

1. Install a power oil flame retention burner, which is capable of hot gas recirculation.

2. Seal around blast tube, flange and adaptor plate. NOTE: Pay close attention to resizing new burner for correct post weatherization heat loss.

B. Combustion

1. Minimum S.S.E. of 80%.

2. Adjust primary air shutter to obtain a minimum CO2 of 11%, but not higher than 12.5%, or O2 lowest not more than 7% in the flue without making smoke. NOTE: Net stack temp must not be less than 375 degrees F.

3. Measure amperage of primary control combined with any other load that may be on the low voltage control circuit and set thermostat heat anticipator to match.

4. Calibrate thermostat and thermostat thermometer to within 1 degree at 72 degree setting.

C. Distribution Boilers

1. Bleed all radiators to insure no air is in the system on hot water systems.

2. Lubricate circulator pump as needed.

3. Check operation of zone control valves if any. Lubricate as needed.

4. Check each radiator for output.

D. Air Handling

1. Check blower and motor bearings. Lubricate as needed.

2. Check belt condition (replace if cracked or worn) and adjust for proper tension.

3. If stack temperature is above 450 degrees net, increase blower speed to deliver more heat and lower stack temperature. NOTE: Stack temperatures should not be below 350 degrees net. If so, decrease blower speed slightly (NOTE: This may not work on all furnaces) or adjust blower to obtain greatest temp rise at the supply plenum.

4. Set fan switch (if possible) so that blower comes on at 120 degrees and goes off at 100 degrees. Set limit at no higher than 240 degrees if limit is adjustable.

5. Balance supply distribution for individual homeowners comfort.

COMMENTS:

CONTRACTOR CERTIFICATION

Final Stack Temp \_\_\_\_\_\_\_\_ (Before Barometer Damper) Anticipator Setting

CO2 \_\_\_\_\_\_\_\_ or O2 Smoke \_\_\_\_\_\_\_\_ Draft cy/c

SSE \_\_\_\_\_\_\_\_\_

Signed

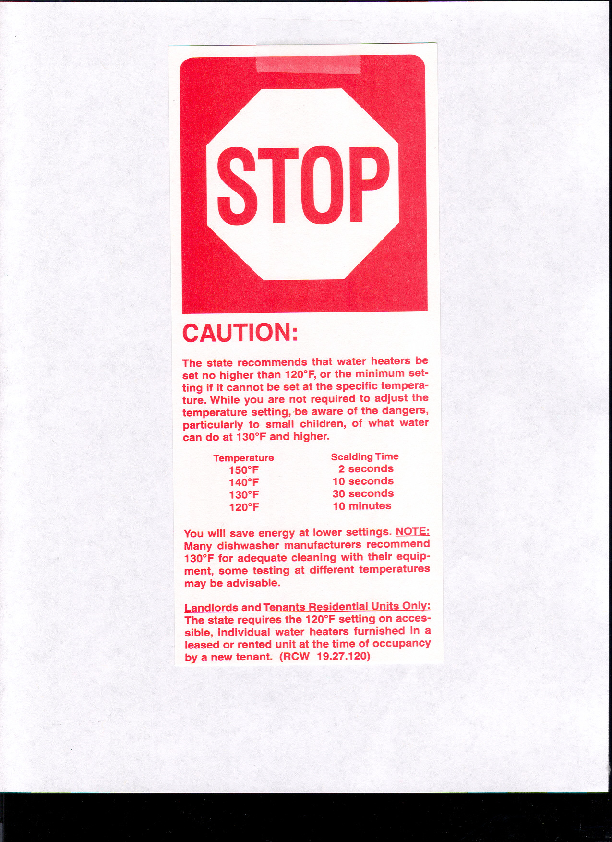
COMMENTS:

AUDITOR/INSPECTOR VERIFICATION

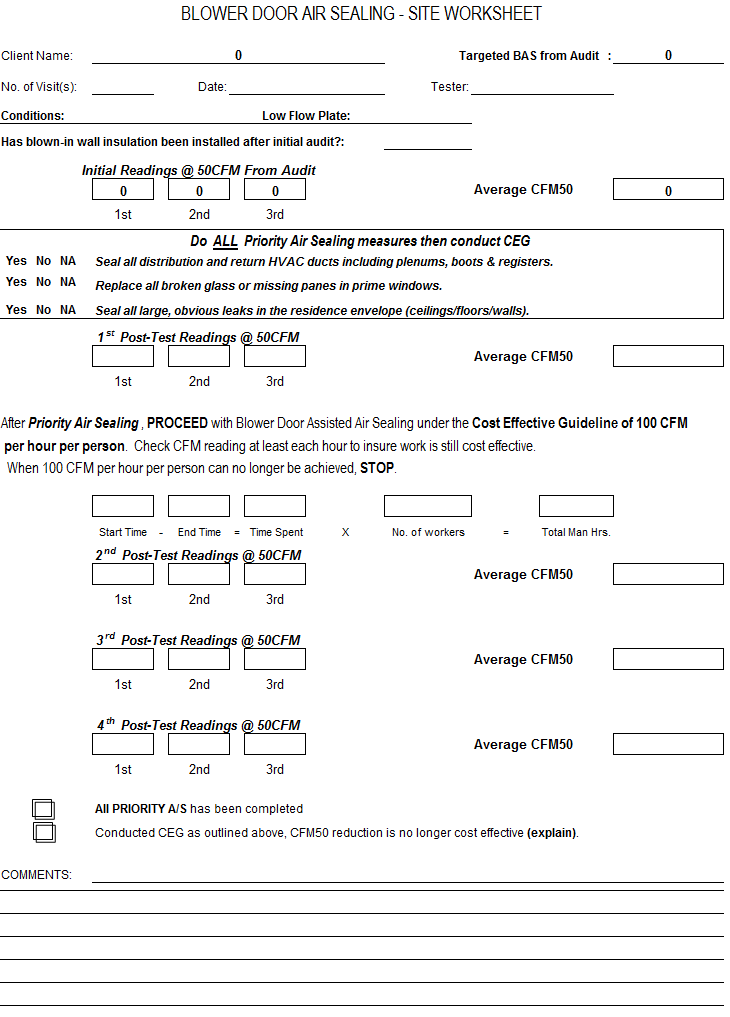
Stack Temp \_\_\_\_\_\_\_\_ CO2 \_\_\_\_\_\_\_\_ or O2 Smoke \_\_\_\_\_\_\_\_

Signed

COMMENTS:



Cost Effective Guidelines *example*

























|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Weatherization Program Fiscal Definitions | | | | | | |
| **Request for Reimbursement Terms**  (Budget Line Items) | | | **Old Term** | | **Definition** | |
| [**ADMINISTRATION COSTS**](#_Administration_Costs)(Admin) | | |  | | Costs associated with agency level functions, but not directly associated with a program. These agency level functions include, but are not limited to: planning, budgeting and accounting, and establishment and direction of local agency policies, goals, and objectives. | |
| [**PROGRAM OPERATIONS COSTS**](#_Program_Operations_Costs) (Category Total) | | |  | | Costs that are clearly identifiable with a program.  Includes the following costs: 1. Weatherization Measures, 2. Health and Safety Measures, 3. Weatherization-Related Repair Measures, 4. Program Support, 5. Vehicle and Equipment, and 6. Other Program Operations (Financial Audit, Liability Insurance, and Leveraging). | |  |
| [Weatherization (Wx) Measures Costs](#_Weatherization_Measures_Costs) | | |  | | The Installed Measure Costs for energy efficiency measures (building shell and equipment) determined to be cost-effective by DOE approved Commerce standards. | |
| [Health & Safety (H&S) Measures Costs](#_Health_&_Safety) | | |  | | The Installed Measure Costs for energy-related measures and repairs necessary to eliminate hazards within a structure, which by their remedy, allow for the installation of weatherization materials. Energy-related health and safety measures and repairs are intended to protect building occupants. | |
| [Weatherization-Related Repair (WRR) Measures Costs](#_Weatherization-Related_Repairs_Cost) | | |  | | The Installed Measure Costs for repairs necessary for the effective performance or preservation of weatherization materials | |
| [Program Support Costs](#_Program_Support_Costs) | | | Soft Shared AllocableIndirect | | Costs directly associated with the Weatherization program, but not directly associated with a specific Weatherization building, including Audit and Inspection costs, Consumer Conservation Education costs, and the cost to carry out Low Cost/No Cost Weatherization activities. | |
| Vehicle and Equipment | | |  | | Costs for Vehicles and Equipment acquisition in compliance with Policy 6.6 Equipment (purchases exceeding $5000). | |
| [Other Program Operations Costs](#_Other_Program_Operations)  (Program Operations costs  NOT included in building costs) | | |  | | Cumulative Costs can include:  [**Financial Audit Costs**](#_Financial_Audit_Costs)**:** A financial audit in compliance with Policy 6.8 Audits. [**Liability Insurance Costs**](#_Liability_Insurance_Costs)**:** Costs for insurance policies to cover local agencies for regular liability with General Liability Insurance and specific health and safety issues with Pollution Occurrence Insurance (POI). [**Leveraging Costs**](#_Leveraging_Costs)**:** Funds used for leveraging activities in accordance with 10 CFR 440.14(b) (9) (xiv), such as utility funds. | |
| [**TRAINING AND TECHNICAL ASSISTANCE (T&TA) COSTS**](#_Training_and_Technical) | | |  | | Costs for Training and Technical Assistance in compliance with Policy 6.5 Training and Technical Assistance. | |
| **SPECIAL PROJECT COSTS** | | |  | | Costs for special projects as defined in individual local agencies' grant agreements. | |
| Weatherization Program Fiscal Definitions (continued) | | | | |
| **Weatherization  Fiscal Term**  The following terms are used within the “Budget Line Item” definitions on Page 1 of 2 | **Old Term** | | **Definition** | |
| [Installed Measure Costs](#_Installed_Measure_Cost) | Hard, Direct | | 1. Contractor: Verifiable contractor costs (including material and labor costs) to install Wx Measures, H&S Measures, or WRR Measures (total contractor bill).  2. Crew: Verifiable material and labor costs to install Wx Measures, H&S Measures, or WRR Measures. | |
| [Material Costs](#_Material_Costs) | Hard, Direct | | The cost of purchase and delivery of weatherization materials. | |
| [Labor Costs](#_Labor_Costs) | Hard, Direct | | The cost of construction to install weatherization materials including wage, fringe, and tax. | |
| [Consumer Conservation Education (Consumer Con Ed) Costs](#_Consumer_Conservation_Education) |  | | Costs included in Program Support to provide consumer con ed to clients including, but not limited to, energy efficiency, safety hazards, and the proper operation of equipment, including the operation, testing, and battery replacement of smoke detectors. | |
| [Low Cost/No Cost Costs](#_Low-cost,_No-cost_Costs) |  | | Costs included in Program Support to carry out low cost/no cost weatherization activities providing relatively inexpensive conservation devices that can be easily installed by the Wx client, (i.e., compact fluorescent bulbs, low-flow shower heads and aerators and door weather-stripping). | |
| [Building Costs](#_Building_Costs) | Job Cost Unit Cost Project Cost | | All costs associated to a specific building, including Wx and WRR Installed Measure Costs and Program Support Costs. To determine cost per unit, divide by the number of units per building.  The following costs are NOT included in Building Cost: Administration, Health and Safety Measures Costs,  Other Program Operations Costs (Financial Audits, Liability Insurance, and Leveraging Costs), Training and Technical Assistance Costs, and Special Project Costs.  Monthly and Quarterly calculated Program Support costs will be temporary only. The final total building cost will be determined at contract closeout. | |

Training and Technical Assistance Expense Form

**Training Received** **Dates Attended**

1.

2.

3.

4.

5.

**Total Cost**

**$**

**Name and Title of Individual(s) Attending:**

**Name Title Training Attended**

Peer Exchange Proposal Form

Name of Agency: Date:

Contact: Phone:

Email:

Describe training need:

Who will provide the training?

Where will the training be provided?

Describe why this person was selected:

When would you like the training?

**Who will receive the training? (Provide names and titles)**

Are the people listed above assigned only to the weatherization program?  Yes  No

If no, how much will be contributed by other programs? $

Who will travel? (Check one)  Trainer  Trainee

**What is the cost?**

**Trainer Trainee**

Salary:

Fringe:

Travel:  **Trainer Trainee**

Lodging: # of Nights?

Per Diem:

Other: Describe:

Total:

**Documentation**

Is a written, signed agreement attached?  Yes  No

If not, when will it be available?

**Commerce ONLY**

Training Coordinator:

Will the proposal meet a local agency need?  Yes  No

Is the letter of agreement complete?  Yes  No

Is cost share required?  Yes  No

Recommendation  Yes  No

Signature Date

Approval by HIP Unit Manager:  Yes  No

Signature Date

Equipment/Vehicle Purchase Request/Approval Form

USE A SEPARATE FORM FOR EACH CONTRACT

Contract: Commerce Representative:

(If request is for a vehicle, allow 90 days for DOE approval)

Local Agency:

Address:

Contact Person: Phone Number:

Email:

**Equipment/Vehicle Requested**

Provide 3 quotes/bids from different vendors for this purchase (include shipping & taxes):

Description Quantity Max Price Budget Total Cost

(List each item) (Number) $ each Category

(Include sales tax)

If equipment/vehicle, will it be used full-time or part-time?

Reason & Purpose for purchase (Attach additional sheets if necessary):

Will other programs use capital asset/equipment/vehicle?  Yes  No

If yes, shared purchase, use, maintenance, or rental fee? List other programs and percent of time used. *(A rental fee or proportionate time use is required if a program does not share in the purchase.)*

Briefly describe how procurement will be done and confirm that all Agency, State, and Federal

procurement guidelines will be met. *(WPN 09-1B, 3/12/09).*

Is this a request for a replacement, or an expansion for ramp-up? *(WPN 09-1B, 3/12/09).*

Provide statement that lowest bid will be selected or sufficient justification of “best value selection” if low bid not recommended for awarding agency approval: *(WPN 09-1B, 3/12/09)*

Was a lease alternative explored?  Yes  No  
If yes provide: Terms, Condition, & Purchase Option: *(WPN 09-1B, 3/12/09)*

List all funding sources used for this purchase:

*Local agency certifies that procurement records will be on file and available for review. Local agency further certifies that this purchase will be in accordance will all applicable rules, procedures, and guidelines per contract referenced above.*

**\*\* Authorized person must sign request\*\***

**Local Agency**

Authorized Signature Date

Title

**Commerce Approvals *(DOE approval attached for vehicles/DOE contract)***

Commerce Representative Date

Managing Director Date

Equipment Reserve Fund Application

Agency:

Address:

Contact Person:

Phone Number: Email:

**Equipment Requested**

|  |  |  |  |
| --- | --- | --- | --- |
| Equipment Description:  Justification – Use criteria in Policies, Section 6.6. Criteria include need, condition of equipment, availability of other funds, and existence of recent similar purchases. | Quantity | Estimated Price ($ each, include sales tax) | Total Funds Requested Per Item |
| 1.  *Justification:* |  |  |  |
| 2.  *Justification:* |  |  |  |
| 3.  *Justification:* |  |  |  |
| **Total funds requested**: | | |  |

*Attach additional sheets for further items or explanation if necessary.*

Will non-weatherization programs use this equipment?  Yes  No

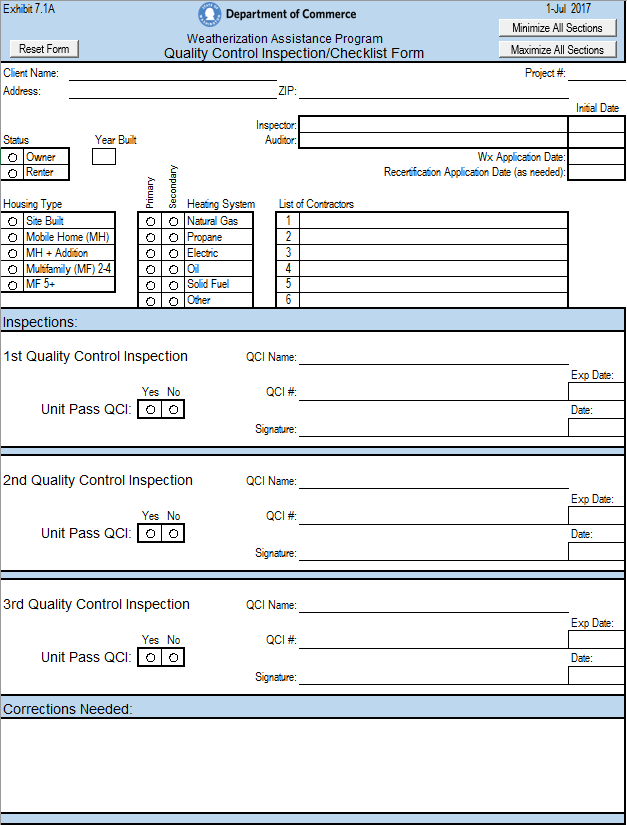
If yes, indicate shared purchase, use, maintenance, or rental fee. List other programs and percent of time used. *Note: A rental fee for proportionate time use is required if a program does not share in the purchase.*

Submit this form to your agency’s field representative.

Link toActive Form: [**Exhibit 6.7, *Budget Revision Request Form***](https://extranet.commerce.wa.gov/teams/teamsa/HIP-WX-Manual/Calculation%20Forms/Exhibit-6.7-Budget-Revision-Request-Form.xls)



Link to Active Form: [**Exhibit 7.1A, *Quality Control Inspection QCI Form***](https://extranet.commerce.wa.gov/teams/teamsa/HIP-WX-Manual/Calculation%20Forms/Exhibit-7.1A-Quality-Control-Inspection-QCI-Form.xlsm)





EXAMPLE EXHIBIT A

**APPLICABLE TERMS AND CONDITIONS**

**Low-Income Home Energy Assistance Program (LIHEAP)**

**Weatherization Program**

The Contractor shall comply with the terms and conditions contained within the following documents provided to the Contractor by the Department of Commerce:

* General Terms and Conditions, issued by Commerce for all of its weatherization programs, as applicable.
* Special Terms and Conditions, issued by Commerce for each of its weatherization programs, as applicable.
* Washington State Low-Income Weatherization Assistance Plan for the current year, as applicable.
* Washington State Policies and Procedures for Managing the Low-Income Weatherization Program, as amended, as applicable.
* Washington State Field Guide, as amended, as applicable.
* Commerce Policy Memoranda, as applicable.



|  |
| --- |
| **SIGNATURE AUTHORITY**  *This form must be completed electronically and a hard copy with original signatures must be submitted to Commerce*. |

Please provide signature, typed name, and title for each of the following. Use blocks A and B to authorize signatures other than those provided in block C, who are authorized to sign all documents, unless indicated otherwise. Use additional sheets if needed.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **A. AUTHORIZED TO SIGN CONTRACTS/CONTRACT MODIFICATIONS** | | **All\*** | **HHS** | **DOE** | **BPA** | **EM** | **HOME**  **HRRP** |
| **1)** |  |  |  |  |  |  |  |
| **Signature** | **Name (typed)** |  |  |  |  |  |  |
| **2)** |  |  |  |  |  |  |  |
| **Signature** | **Name (typed)** |  |  |  |  |  |  |
| **B. AUTHORIZED TO SIGN VOUCHERS** | |  |  |  |  |  |  |
| **1)** |  |  |  |  |  |  |  |
| **Signature** | **Name (typed)** |  |  |  |  |  |  |
| **2)** |  |  |  |  |  |  |  |
| **Signature** | **Name (typed)** |  |  |  |  |  |  |

\***Refers to all programs.**

|  |
| --- |
| **C.** **AUTHORIZING AUTHORITIES** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
| **Signature** |  | **Name (typed)** |  | **Signature** |  | **Name (typed)** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Title** |  | **Date** |  | **Title** |  | **Date** |

**STATE OF WASHINGTON** Department of Commerce

**Commerce Weatherization Program Certification Regarding Debarment, Suspension, or Ineligibility and Voluntary Exclusion – Primary Tier Covered Transactions**

*FORM 1*

*Page 1*

**Certification Regarding Debarment, Suspension, or Ineligibility and Voluntary Exclusion – Primary Tier Covered Transactions**

Period: Year 0000 (January 1 to December 31)

The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, person, primary covered transaction, principal, and voluntarily excluded, as used in this section, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the Department of Commerce for assistance in obtaining a copy of these regulations.

**The Contractor certifies by signing this form that to the best of its knowledge and belief that its principals:**

Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency.

Have not within a three-year period preceding this contract, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property.

Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated above in this section; and

Have not within a three-year period preceding the signing of this contract had one or more public transactions (Federal, State, or local) terminated for cause of default.

Where the Contractor is unable to certify to any of the statements in this contract, the Contractor shall attach an explanation to this contract.

**STATE OF WASHINGTON** Department of Commerce

**Commerce Weatherization Program Certification Regarding Debarment, Suspension, or Ineligibility and Voluntary Exclusion – Primary Tier Covered Transactions**

*FORM 1*

*Page 2*

The Contractor agrees by signing this contract that it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the Commerce.

The Contractor further agrees by signing this contract that it will include the clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction,” as follows, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

“Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions

1. The lower tier contractor certifies, by signing this contract that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the lower tier contractor is unable to certify to any of the statements in this contract, such contractor shall attach an explanation to this contract.”

NAME OF AGENCY COVERED BY THIS CERTIFICATION:

(STREET ADDRESS, CITY, STATE, ZIP CODE)

CERTIFYING OFFICIAL

TYPED NAME AND TITLE:

SIGNATURE (ORIGINAL):

DATE:

Property Owner Release Form

I, certify that I am the owner of the property located at:

(Property Owner)

I authorize to make the following repairs and

(Weatherization Agency)

improvements with the understanding that no charges will be made for labor or materials.

I hereby release and pledge to hold harmless the above named agency and its staff from any liability in connection with the work listed above or any act or eventuality arising from this work.

Property Owner Signature:

Date:

Address: Phone:

Approved by: Date:

(Signature of Agency Representative)

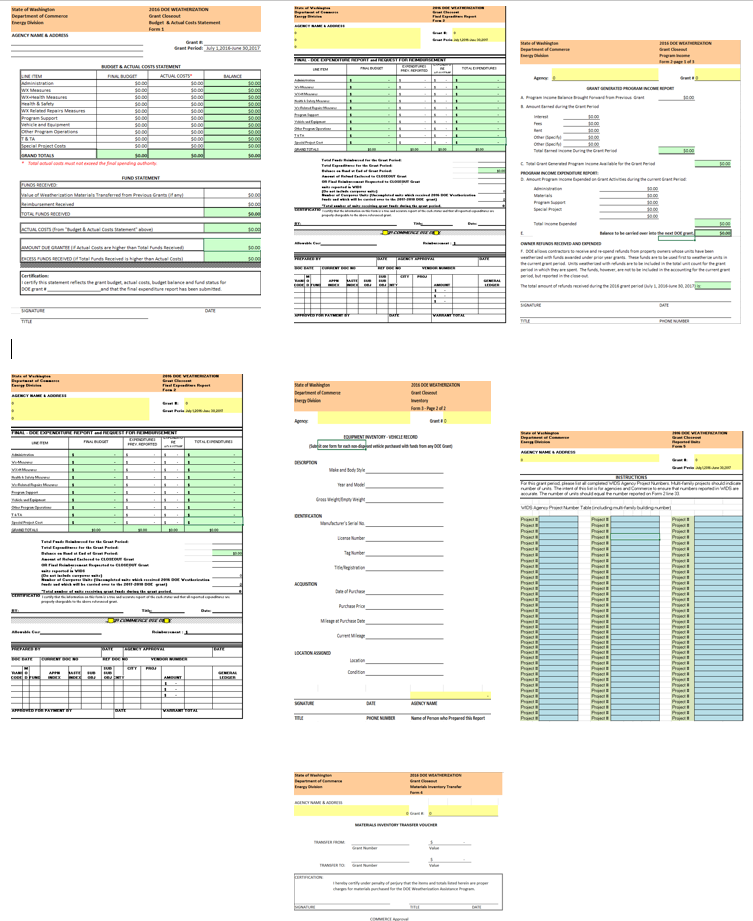
|  |
| --- |
| This form must be submitted annually with original signature. |
| Department of Commerce  Housing Division  Housing Improvements and Preservation Programs |
| **Certification Regarding**  Federal Certification Regarding Lobbying  Period: Year 0000 (January 1 to December 31)  **The undersigned certifies, to the best of his or her knowledge and belief, that:**   1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement. 2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit [Standard Form-LLL, “Disclosure Form to Report Lobbying,”](http://www.whitehouse.gov/omb/grants/sflllin.pdf) in accordance with its instructions. 3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.   This certification is a material representation of fact upon which reliance was or will be placed when this transaction was/is made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U. S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name and Title of Authorized Representative    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature Date    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name of Organization    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address of Organization |
|  |

SAMPLE WEATHERIZATION CONTRACT

CLOSEOUT FORMS

Link for Active Contract Closeout Forms:

<https://extranet.commerce.wa.gov/teams/teamsa/HIP-Weatherization/SitePages/Forms.aspx>

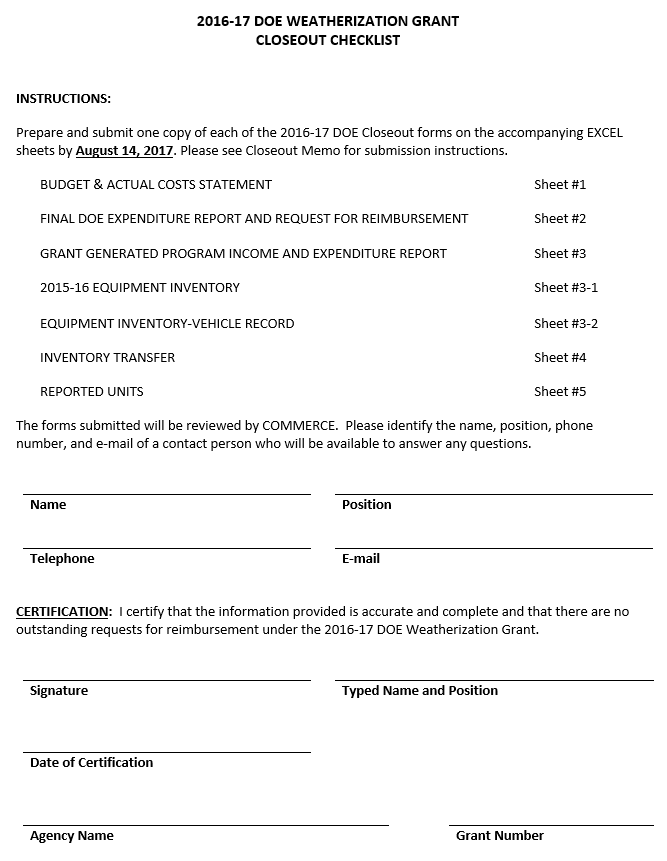


SAMPLE WEATHERIZATION CONTRACT

CLOSEOUT CHECKLIST

Link for Current Contract Closeout Checklist:

<https://extranet.commerce.wa.gov/teams/teamsa/HIP-Weatherization/SitePages/Forms.aspx>



**Equipment / Vehicle Disposition Form**

(Transfer or Sale process may begin upon confirmation by Commerce)

For items with purchase value of $5,000 or more

Date:

Agency name:

Address:

Contact person:

Phone number:

Description of Equipment/Vehicle no longer needed by agency’s weatherization program:

Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Make: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Model

VIN #/Serial #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Condition of Equipment/Vehicle:

Contract : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Funding Source:

Reason Equipment/Vehicle is no longer needed, or wanted by agency:

Estimated Current Market Value of Equipment/Vehicle: $

How was the value determined?

**Verification Required**: Documentation (copy of e-mail) that this equipment or vehicle has been offered to all other Washington State funded Weatherization Programs in the Weatherization Network.

* If equipment/vehicle is requested and accepted (first come, first served basis), provide copy of this acceptance, with agency name, contact, and phone number.
* If equipment/vehicle was not requested by a member of the WX Network, please state so “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.”

***Washington State Department of Commerce***

***Commerce Representative’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

**Agency may begin: Equipment Transfer Process\_\_\_\_ Equipment Sales Process\_\_\_\_**

Link to Active Form: [**9.1.4A, *Confined Space***](https://extranet.commerce.wa.gov/teams/teamsa/HIP-WX-Manual/Calculation%20Forms/Exhibit-9.1.4-Confined-Space-Checklist.xlsx)



Link to Active Form: [**Exhibit 9.3,** ***Mechanical Ventilation Worksheet***](https://extranet.commerce.wa.gov/teams/teamsa/HIP-WX-Manual/Calculation%20Forms/Exhibit-9.3-Mechanical-Ventilation-Worksheet.xlsx)





State of Washington, Weatherization Assistance Program

## Technical Support Document

## Mechanical Ventilation Worksheet

ASHRAE 62.2-2013

This document is intended to support in detail the Mechanical Ventilation Worksheet (Exhibit 9.3). The worksheet is designed to be both a calculation and documentation tool. **The Mechanical Ventilation Worksheet is only for calculating projects using a continuous whole building ventilation strategy and for which all necessary inputs are reflected on the sheet.**  For all other projects within the scope of ASHRAE 62.2-2013 refer directly to the standard for calculation guidance.

The upper portion of the Mechanical Ventilation Worksheet is for recording pre-weatherization conditions of the project and to help estimate continuous ventilation to be added. **If you plan to use an intermittent strategy for whole building ventilation you must refer directly to the standard.**

The lower portion of the Mechanical Ventilation Worksheet is for recording post-weatherization conditions and documenting compliance with ASHRAE 62.2-2013.

User entries to the worksheet are made in the GREEN BOXES.

NOTE: For best results ALWAYS use a fresh worksheet template. For user convenience some of the data transfers to other areas of the sheet. Starting with a fresh template will help ensure old data is not causing an erroneous result.

For convenient simplified instructions while working on the worksheet simply hover the cursor over cells with a red triangle in the upper right hand corner. Comment boxes should appear with abbreviated help notes.

#### Line #1 Pre-Weatherization Blower Door Reading cfm50

Enter the cfm50 from the initial audit prior to any weatherization work per Commerce s4.1.

#### Line #2 People

#### Enter the total number of occupants. May not be less than one. *Per ASHRAE 62.2-2013 section 4.1.1*

#### Line #3 Bedrooms

Enter the number of bedrooms. Not to be less than one. *Per ASHRAE 62.2-2013 section 4.1*

*Calculation:* The yellow box on this line calculates (number of bedrooms +1)\*7.5 OR (number of occupants)\*7.5, Whichever is greater. *Per ASHRAE 62.2-2013 section 4.1.1*

#### Line #4 Conditioned Square Footage

Enter total conditioned square footage for the building.

*Calculation:* The yellow box on this line calculates (conditioned square footage)\*.01

#### Line #5 Fan Flow Required (*Qfan*)

This is a calculated value as defined as *Qfan* in ASHRAE 62.2-2013 section 4.1. This value will be at, or below the value shown in ASHRAE 62.2-2013 table 4.1a.

**Note regarding lines #6-9**

**This section is to determine any local exhaust deficits. Each line has four possible boxes for user entry. The first two boxes on the left of each line require a “y” entry if the room exists in the building or an operable window exists in a room. You may enter “n” in these boxes if the response is no, or leave the box blank. The entire line may be left blank if the “room exists” response is no.**

The default deficit on each line is “None”. When the room indicator is set to “y” the required intermittent ventilation will show in the deficit column. ASHRAE 62.2-2013 does not require these deficits to be overcome but the whole building ventilation system must make up for any deficiency. Consult Commerce specifications, especially section 10, for other fan location requirements dependent upon building conditions such as excess moisture and gas ranges.

STRATEGY NOTE: Experimenting with different fan strategies on lines 6-10 can help the auditor achieve a whole building ventilation strategy using lower cfm continuous fans in required ventilation rooms. For file documentation purposes return the entries in the boxes to the actual measured values prior to printing, or saving the document.

**This section assumes all fans entered are properly vented, or will be vented to the exterior during the weatherization process.**

#### Line #6 Kitchen

In the “Intermittent Measured Fan” column enter the measured fan flow in cubic feet per minute (cfm) for any existing intermittent fan which is vented to the exterior of the building. See Commerce specification 10.0.3 for additional information flow measurement and exceptions. This column may be left blank if there is no fan, the fan has no flow, or is not vented to the exterior.

IF a continuous fan exists calculate the air changes per hour (ach) and enter this value in the “Continuous Measured” column. To calculate air changes per hour determine measured fan flow rate per hour (fan cfm\*60) and divide it by the volume of the kitchen (Volume = length\*width\*height).

* Example: Kitchen dimensions are: 10’ width by 12’ length by 8’ height and the continuous measured fan flow is 22 cfm. Volume = 10\*12\*8 = 960 cubic feet, Hourly fan flow = 22\*60 = 1320 cubic feet per hour, 1320/960 = 1.375 ach.

#### Line #7 through #9 Bath 1, 2 or 3

Enter only rooms meeting the definition of a bathroom on these lines. Per ASHRAE 62.2-2013 definitions a bathroom is: any room containing a bathtub, a shower, a spa, or a similar source of moisture. Do not enter ½ baths, water closets etc\*.

Enter existing intermittent fan flows in the third column of this section. If continuous fans exist enter the fan flow in cfm in the fourth column.

*\*Note: Intermittent fans in ½ baths, water closets, laundry rooms etc. shall not be entered on this worksheet. Properly vented continuous fans in these types of areas should be listed on line 18*.

#### Line #10 Total Deficit

This line represents the existing deficit in local ventilation per ASHRAE 62.2-2013 Normative Appendix A *especially section A.3.1.*

#### Line #11 Required Additional Airflow

The additional airflow required is the total deficit divided by four (per ASHRAE 62.2-2013 Normative Appendix A *especially section A.3.3*). This ventilation requirement can be overcome by addressing local ventilation issues in rooms requiring specific ventilation, through the whole building ventilation fan, or a combination of both.

#### Line #12 Needed Ventilation Estimate (prior to credits)

This entry is a sum of lines 5 and 11.

#### Line #13 Actual Infiltration Estimate

#### For most accurate estimate enter a blower door reading taken after air sealing and any other measures significantly affecting building tightness in the first box. If no other reading is entered, CFM50 from line 1 will automatically transfer here.

#### A value from the “N-Values for Infiltration Credit” table must be entered in the second box on this line. This value should be determined using the city which most accurately reflects the location and climatic conditions and the number of stories for the building. The default value is a one story building in Olympia, WA. *Note: Portland Oregon is included to more accurately address conditions in southwest Washington.*

#### The third box on this line is a function of the blower door number divided by the N-Value.

#### Line #14 Assumed Infiltration

ASHRAE 62.2-2013 assumes an infiltration rate of 2cfm per square foot of the building (per ASHRAE 62.2-2013 section 4.1.3). The first box on this line reflects the square footage entered on line 4. The second box is a function of the square footage multiplied by .02.

#### Line #15 Infiltration actual minus assumed

This line is merely a function of the actual measured infiltration from line 13 less the ASHRAE assumed value on line 14. If the value is zero or less there will be no infiltration credit and the assumed value is automatically included in the required ventilation calculation.

#### Line #16 Infiltration Credit

Per ASHRAE 62.2-2013 section 4.1.3 the infiltration credit allowed is ½ of the difference between the actual and assumed ventilation. No increase is required if the measured infiltration is lower than the assumed rate.

#### Line #17 Sum of existing bathroom ventilation

#### ASHRAE 62.2 currently does not include a provision for partial credit of continuous local ventilation in the deficit calculation (lines 6-10). Continuous ventilation is included in lines 6-10 for the purpose of overcoming the deficit if the fan flow is in excess of the required amounts (5 ach Kitchens and 20 cfm Bathrooms). These continuous amounts should be counted as part of a whole building continuous strategy. Any continuous bath fan ventilation is summed and transferred to this line. (See also Strategy Note regarding lines #6-9 above)

#### Line #18 Other Continuous Ventilation (including kitchen cfm)

If there is any other existing continuous ventilation that is expected to remain such as laundry, water closet, whole building, etc. sum all cfm and enter it here. Since kitchen ventilation was entered in ach on line 6 the actual cfm must be manually entered as part of this line total.

#### Line #19 Estimated Continuous Ventilation to Add

This line is the estimated continuous ventilation needed to meet ASHRAE 62.2-2013. The value is a function of line 12 subtracting lines 16, 17 and 18. If the total is less than zero the box will indicate “None”.

*Repeated from above:*

*STRATEGY NOTE: Experimenting with different fan strategies on lines 6-10 can help the auditor achieve a whole building ventilation strategy using lower cfm continuous fans in required ventilation rooms. For file documentation purposes return the entries in the boxes to the actual measured values prior to printing, or saving the document.*

**Estimate Notes**

Be sure to record any relevant pre-weatherization or estimate notes in the box for file documentation.

#### Lines #20-23

All instructions for these lines are synonymous to the corresponding cells in lines #1-5 above. For user convenience values will transfer from original entries. If people, bedrooms or square footage have change simply enter the new values in the green boxes.

#### Lines #24-27

All instructions for these lines are synonymous to the corresponding cells in lines #6-9 above. For user convenience values will transfer from original entries in the “room exists” and “operable window” columns. Post weatherization (final flow) measurements are required for all required fans. These numbers must be manually entered in this section when utilized the Mechanical Ventilation Worksheet to demonstrate compliance with the standard.

#### Lines #28-30

No entry required. All instructions and explanations for these lines are synonymous to the corresponding cells in lines #10-12 above.

#### Line #31 Final Blower Door cfm50

Enter the post weatherization blower door number in cfm50. The N-Value will transfer from the previous section. If you did not enter a proper N-Value in the upper section of the worksheet (from the **“**N-Values for Infiltration Credit” table) you must do so now. The actual building infiltration will calculate automatically by dividing the post weatherization blower door cfm50 by the N-Value.

#### Lines #32-34

No entry required. All instructions and explanations for these lines are the same as lines #14-16 above.

#### Line #35 Sum of Continuous Bath Fan Ventilation

No entry required. All instructions and explanations for this line are the same as line #17 above.

#### Line #36 Other Continuous Ventilation (including kitchen cfm)

Enter the total cfm of all continuous ventilation that **is not** shown on lines 25-27. **IMPORTANT NOTE** **Any continuous kitchen ventilation entered in ach on line 24 must be manually entered in cfm as part of this line total** (Measure post weatherization cfm of continuous kitchen fan or use other approved Commerce/ASHRAE 62.2-2013 method to determine flow value).

#### Line #37 Continuous Ventilation Required

This line is the continuous ventilation still needed to meet ASHRAE 62.2-2013. The value is a function of line 61 subtracting lines 34, 35 and 36. This value must be at, or less than “0” to demonstrate compliance to the standard. A negative number represents the amount of over-ventilation installed. Adjust fans/ventilation strategy to get the closest result to “0” if the equipment and building conditions allow it.

**Final Project Notes**

Be sure to record any relevant post-weatherization or other final notes in the box for file documentation.

**Abbreviations:**

**ach:** air changes per hour

**cfm:** cubic feet per minute

**cfm50**: leakage rate measured at a pressure of 50 pascals

**Terms**:

**Air handler** – A steel cabinet containing a blower with cooling and/or heating coils connected to ducts, which transport indoor air to and from the air handler.

**Backdrafting** – Continuous spillage of combustion gases from a combustion appliance.

**Bimetal element** – A metal spring, lever, or disc made of two dissimilar metals that expand and contract at different rates as the temperature around them changes. This movement operates a switch in the control circuit of a heating or cooling device.

**Burner** – A device that facilitates the burning of a fossil fuel like gas or oil.

**Carbon monoxide** – An odorless and poisonous gas produced by incomplete combustion.

**Combustion air** – Air that chemically combines with a fuel during combustion to produce heat and flue gases, mainly carbon dioxide and water vapor.

**Combustion analyzer** – A device used to measure steady-state efficiency of combustion heating units.

**Depressurize** – Cause to have a lower pressure or vacuum with respect to a reference of a higher pressure.

**Dilution air** – Air that enters through the dilution device --- an opening where the chimney joins to an atmospheric-draft combustion appliance.

**Dilution device** – A draft diverter or barometric draft control on an atmospheric-draft combustion appliance.

**Draft diverter** – A device located in gas appliance chimneys that moderates draft and diverts down drafts that could extinguish the pilot or interfere with combustion.

**Fan control** – A bimetal thermostat that turns the furnace blower on and off as it senses the presence of heat.

**Flue** – a channel for combustion gases.

**Heat anticipator** – A very small electric heater in a thermostat that causes the thermostat to turn off before room temperature reaches the thermostat setting, so that the house does not overheat from heat remaining in the furnace and ducts after the burner shuts off.

**Heat rise** – The number of degrees of temperature increase that air is heated as it is blown over the heat exchanger. Heat rise equals supply temperature minus return temperature.

**High limit** – A bimetal thermostat that turns the heating element of a furnace off if it senses a dangerously high temperature.

**House pressure** – The difference in pressure between the indoors and outdoors measured by a manometer.

**Inch of wate**r – Small air pressure differences caused by wind, blower doors, furnace fans, and chimneys are measured in inches of water (in.-H20) in the American measurement system.

**Input rating** – The rate at which an energy-using device consumes electricity or fossil fuel.

**Intermittent ignition device** – A device that lights the pilot light on a gas appliance when the control system calls for heat thus saving the energy wasted by a standing pilot.

**Make-up air** – Air supplied to a space to replace exhausted air.

**Manometer** –Measuring device for small gas pressures

**Mortar** – A mixture of sand, water, and cement used to bond bricks, stones, or blocks together.

**Net free area** – The area of a vent after that area has been adjusted for insect screen, louvers, and weather coverings. The free area is always less than the actual area.

**Open-combustion heater** – A heating device that takes its combustion air from the surrounding room air.

**Orphaned Natural Draft Water Heater -** A natural draft water heater vented into an oversized chimney.

**Oxygen depletion sensor (ODS**) – A safety device for unvented combustion heaters that shuts gas off when oxygen is depleted.

**Pascal** – A unit of measurement of air pressure. (See Inch of water.)

**Plenum** – The piece of ductwork that connects the air handler to the main supply duct.

**Pressure** – A force encouraging movement by virtue of a difference in some condition between two areas.

**Return air** – Air circulating back to the furnace from the house, to be heated by the furnace and supplied to the rooms.

**Room heater** – A heater located within a room and used to heat that room.

**Sealed-combustion heater** – A heater that draws combustion air from outdoors and has a sealed exhaust system.

**Space heating** – Heating the living spaces of the home with a room heater or central heating system.

**Spillage** – Temporary flow of combustion gases from a dilution device.

**Stack effect** – The draft established in a building from air infiltrating low and exfiltrating high.

**Stand-Alone Natural Draft Water Heater -** A natural draft water heater vented into a properly-sized chimney in accordance with NFPA 31 for oil-fired units, NFPA 54 for gas-fired units, NFPA 58 for propane-fired units and NFPA 211 for solid-fueled units or the venting tables of a chimney liner manufacturer.

**Steady-state efficiency** – The efficiency of a heating appliance, after an initial start-up period, that measures how much heat crosses the heat exchanger. A combustion analyzer measures the steady-state efficiency.

**Supply air** – Air that has been heated or cooled and is then moved through the ducts and out the supply registers of a home.

**Vent connecto**r – The vent pipe carrying combustion gases from the appliance to the chimney.

**Vent damper** – An automatic damper powered by heat or electricity that closes the chimney while a heating device is off.

**Venting** – The removal of combustion gases by a chimney.

**Worst-case depressurization test** –A safety test, performed by specific procedures, designed to assess the probability of chimney back drafting.

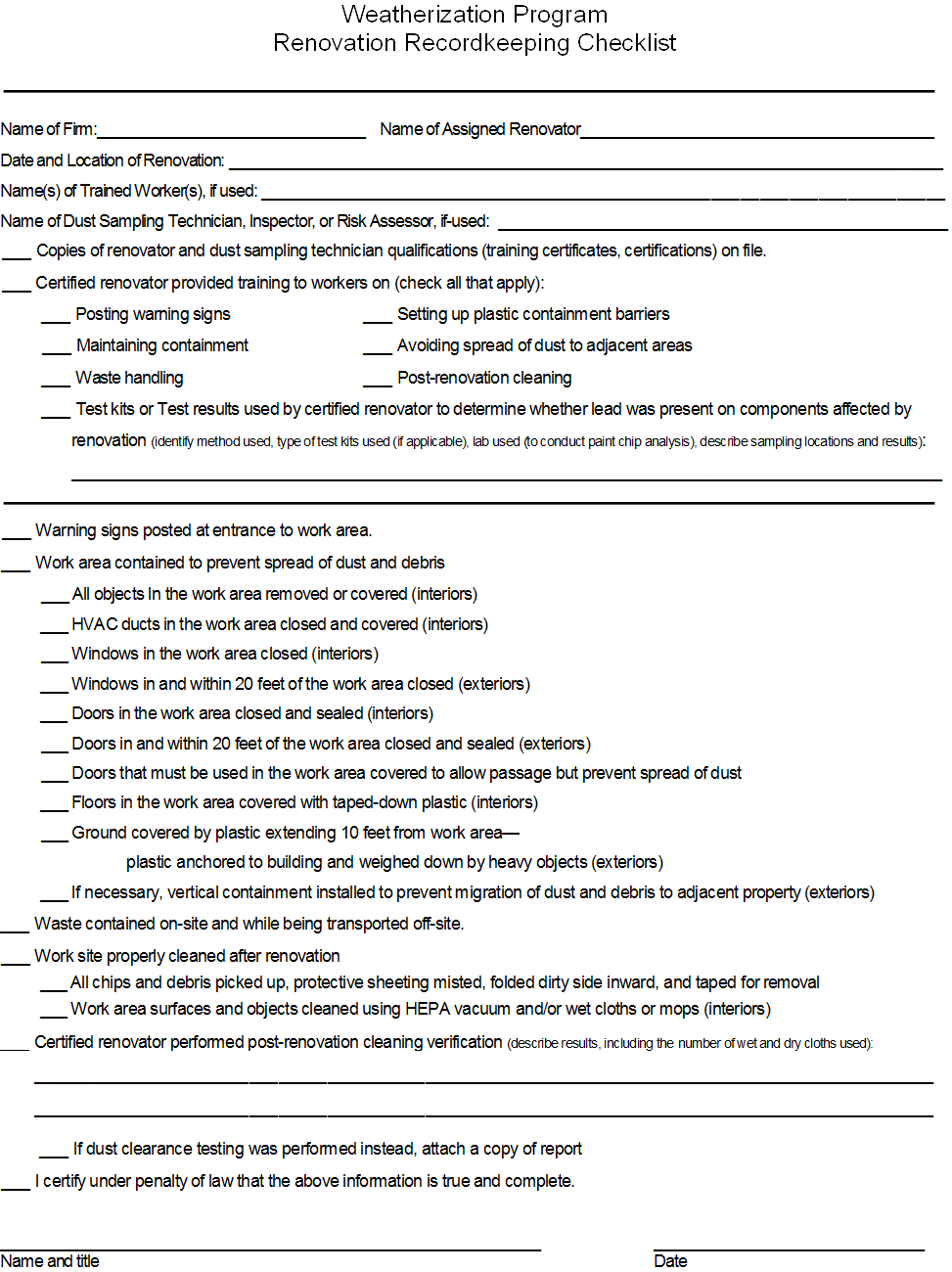
**WRT** – “With respect to” used to show that the air pressures between two areas are being compared.

**Zone** – A room or portion of a building separated from other rooms by an air barrier----not usually an effective air barrier.









**Cementitious Asbestos Board (CAB)**

This section refers to exterior siding shingles, flat panels, and corrugated panels.

Adhere to the following steps without exception unless a written work plan is provided by the Program Manager and that work plan stipulates variations of standard process:

**Exterior Siding Shingles:**

1. Pre-clean work area (including non-ACM debris) and create unobstructed working area.
   1. Install appropriate barriers, signage and posters.
   2. Deactivate energy sources within work area.
2. Set up work area:
   1. Water, power, equipment, tools, containers, ladders/scaffolding, de-con.
3. Don Personal Protection Equipment:
   1. Respirators, tyveks, boots/gloves and personal air pump(s).
   2. Set area pumps.
4. Lay ground sheet (poly-ethylene).
5. Abatement Process:
   1. Wet surfaces to be abated with amended water (surfactant added).
   2. Begin at bottom and carefully remove nails to allow whole piece removal.
   3. Set removed pieces on working surface or ground. DO NOT DROP TO GROUND!
   4. Bag or wrap removed pieces while wet and remove to drop box or other container.
   5. Pull all nails and moisture barrier (tar paper) and treat as ACM debris.
   6. Inspect abated surface and 'detail' area including ground sheet before moving on.
   7. Be sure all bags/wrapped units are properly labeled with all required data.
   8. Continue process from bottom to top taking care to pull nails and not break CAB.
   9. Final inspection, detail and cleanup (by Supervisor and all crew members).
   10. Clean all equipment and tools before replacing into company vehicles.
   11. Check all paperwork for completion: Daily logs, air monitoring and timesheets.
   12. De-con and demobilize site.
   13. When back to shop unload all debris into drop box, cleanup (as needed) vehicle.
   14. Make note of any damaged equipment or tools to allow for repair or replacement.

**Flat (panel) CAB:**

* 1. Follow process for exterior shingles.

**Note:** Vehicles should be returned fully gassed and with oil and water checked for next day.

**Acoustical Ceiling Texture (‘Popcorn’)**

**Note:** This SOP is designed for ‘incidental’ removal/disturbances of ACT during activities such as changing lighting fixtures, installing smoke alarms or removal of less than three square feet of the material due to water or other damage. This SOP is NOT intended for use on full-scale abatement projects.

**Incidental removal of ACT:**

1. Pre-clean immediate work area (floor).
   1. Install critical barriers over vents and openings within six feet of regulated area.
   2. Deactivate energy source for target work area.
2. Install PVC and 6 mil poly unit directly beneath target work area (within 1” of ceiling).
3. Use electrical power through an extension cord with a GFCI attached and checked.
4. Don Personal Protection Equipment:
   1. Full-face APR respirator, two tyvek, gloves, and personal air sampling pump.
5. Wet/mist target work area prior to disturbance/removal of ACT.
6. Removal:
   1. Install HEPA vacuum nozzle into PVC/poly unit as an engineering control,
   2. Use flat scraper to gently remove ACT from ceiling substrate,
   3. Place removed material into disposal bag or other disposable container,
   4. Damp wipe all cleaned surfaces,
   5. Remove fixture, damp wipe and pass outside of PVC/poly unit on a drop sheet,
   6. Inspect wiring and install new fixture,
   7. Collect all waste and double bag into labeled 6 mil ACM disposal bags,
   8. Wipe down and pass step ladder out of PVC/poly unit,
   9. Wet, fold and bag drop sheet,
   10. HEPA vacuum workers’ outer body cover and bag as ACM waste,
   11. Inspect and damp wipe/HEPA vacuum interior base of PVC/poly unit,
   12. Mist inside of PVC/poly unit with penetrating encapsulant,
   13. Remove inner tyvek and bag as ACM waste,
   14. Place duct tape over HEPA vacuum nozzle and exhaust port,
   15. Carefully, remove PVC/poly unit from work area and
   16. Conduct final inspection before departing,
   17. Conduct clearance air sample if desired,
   18. Decon and demobilize site,
   19. When back to shop unload all debris into drop box, cleanup (as needed) vehicle,
   20. Make note of any damaged equipment or tools to allow repair or replacement.

**Note:** Vehicles should be returned fully gassed and with oil and water checked for next day.

**Note:** A piece of cardboard or other pad should be placed inside the PVC/poly unit to protect against tears from ladder feet and subsequent water damage to floors.

**Vinyl Asbestos Tile (VAT)...and Mastic**

This section refers to VAT (9" or 12") and Mastic on either wood or concrete surfaces.

Adhere to the following steps without exception unless a written work plan is provided by the Program Manager and that work plan stipulates variations from standard process.

1. Pre-clean work area (including non-ACM debris) and create unobstructed work area.
   1. Install appropriate barriers, signage and posters.
   2. Deactivate energy sources within work area
2. Set up work area:
   1. Water, power, equipment, tools, solvent, sawdust, etc.,
3. Don Personal Protection Equipment:
   1. Respirators, tyveks, boots/gloves, personal air pump(s).
   2. Set area pumps.
4. Set up wall protection ('splash' sheets).
5. Abatement process:
   1. Wet floor surface.
   2. Begin scraping tile at edges/corners and work in a planned direction.
   3. Bag/box ACM while wet.
   4. Be sure all bags/boxes are properly labeled with all required data.
   5. Detail floor area with broad, thin scrapers.
   6. Inspect all edges, window ledges and crevices for chips and pieces.
   7. Begin Mastic removal by applying controlled amount of solvent to floor (agitate).
   8. Begin in a corner and work in a planned direction.
   9. Use squeegees to push emulsified mastic and solvent mass into a 'pool'.
   10. Add sawdust to create a solid mass for pickup and containerization (bagging).
   11. Inspect entire floor area for chips, pieces and mastic 'goobers' and detail all areas.

**Note:** Inspection should be directed by Supervisor and conducted by all Crew Members.

* 1. Clean all equipment and tools before reloading into company vehicles.
  2. Check all paperwork for completion: daily logs, air monitoring and timesheets.
  3. Decon and demobilize site.
  4. When back to shop unload all debris into drop box, cleanup (as needed) vehicle.
  5. Make note of any damaged equipment or tools to allow for repair or replacement.

**Note:** Vehicles should be returned fully gassed and with oil and water checked for next day.

**Encapsulation of presumed asbestos tape**

Asbestos tape is associated with duct work on older residential heating systems. This tape is usually white or gray in color and is found on furnaces, ducts, and pipes. During weatherization work, it may be necessary to seal leaks in ductwork or add insulation over the tape to comply with State weatherization requirements. This tape may be intact, damaged or showing signs of deterioration. This tape should be considered to contain asbestos or proved not to contain asbestos by a certified AHERA (Asbestos Hazard Emergency Response Act) building inspector survey.

Under AHERA regulations, any material or product found to contain more than 1% asbestos is considered an asbestos containing material (40 CFR Part 763).

Asbestos tape is considered Thermal System Insulation (TSI) by Washington State Labor and Industries, whenever it is applied to pipes, fittings, boilers, breaching, tanks, ducts, or other structural components to prevent heat loss or gain (WAC 296-62-0773). Under WISHA (Washington Industrial Safety & Health Act) encapsulation of asbestos TSI tape would be considered class 3 asbestos work (WRD 23.10). Worker certification is not required if the encapsulation work is less than 1 square foot except on pipe insulation. If the work is 1 square foot or greater and the material is damaged or deteriorated in the form of dust, debris, and waste then asbestos worker certification is required.

The application of duct tape re-wetting glass cloth, canvas, cement, paint, or other non-asbestos materials to seal or fill exposed areas where asbestos fibers may be released is not considered an asbestos project according to the Northwest Clean Air Agency (NWCAA). Therefore, no prior notification is required.

…………………………………………………………………………………………….

**Note:** When two (2) or more agencies of jurisdiction have regulations (or lack of regulations) on a common issue, contractors and others who come under the agencies’ jurisdiction must comply with the more stringent rule. As noted above, NWCAA does not consider the application of re-wetting materials or other sealants over damage ‘duct tape’ as an asbestos project and does not require notification…this does NOT relieve the organization from complying with the Department of Labor & Industries regulations. Therefore, as mentioned above, the Department of Labor & Industries would consider the ‘repair or maintenance’ of less than one foot of this material as Class III Work. Training requirements for Class III Work include an initial course of sixteen (16) hours duration and the passing of a final exam with a score of 70% or better. An annual refresher course of 3-4 hours is also required to maintain the certification.

For reference and review purposes, this material shall be referred to as ‘Duct Tape’.

.

Managing the

Low-Income Weatherization Program

# References

1. **CFR (Part, Subpart Number)** – Title #, Code of Federal Regulations, Part/Subpart #

For example, 10 CFR 440 (Weatherization Assistance Program for Low-Income Persons)

[**http://www.gpoaccess.gov/cfr/retrieve.html**](http://www.gpoaccess.gov/cfr/retrieve.html)

1. **WPN #, Date** – Weatherization Program Notice (Dates will Vary)

For example, WPN 05-1, 2004 (Program Year 2005 Weatherization Grant Guidance)

[**http://www.waptac.org/sp.asp?id=6878**](http://www.waptac.org/sp.asp?id=6878)

1. **OMB #** – Office of Management and Budget Circulars, Number of Circular

For example, OMB A- 87 (Cost Principals for State, Local, and Indian Tribal Governments)

[**http://www.whitehouse.gov/omb/circulars/**](http://www.whitehouse.gov/omb/circulars/)

1. **WAC #** – Washington Administrative Code Title, Chapter, Section

For example, WAC 51-13-402 (Solid Fuel Burning Appliances and Fireplaces)

[**http://apps.leg.wa.gov/wac/**](http://apps.leg.wa.gov/wac/)

1. **RCW #** - Revised Code of Washington Title, Chapter, Section

For example, RCW 46.12.095 (Requirements for Protecting Security Interest)

[**http://apps.leg.wa.gov/rcw/**](http://apps.leg.wa.gov/rcw/)

1. **Commerce General Terms & Conditions** – Department of Commerce General Terms & Conditions
2. [**WAP Health & Safety Plan**](http://www.cted.wa.gov/_CTED/documents/ID_3318_Publications.doc) – Weatherization Assistance Program Health & Safety Plan
3. [**Field Guide, *Retrofitting Washington***](https://extranet.commerce.wa.gov/teams/teamsa/HIP-WX-Manual/PublishedWxFieldGuides/2015-Field-Guide-Retrofitting-Washington.pdf)– Department of Commerce
4. [C**ommerce Monitoring Protocol**](http://www.cted.wa.gov/DesktopModules/CTEDPublications/CTEDPublicationsView.aspx?tabID=0&ItemID=3271&MId=870&wversion=Staging) –Department of Commerce
5. [**EOW Field Guide**](http://www.commerce.wa.gov/Documents/HIP-Weatherization-Energy-Out-West-Field-Guide.pdf)– Energy OutWest Field Guide
6. **DOE Special Terms & Conditions** – Department of Energy Special Terms & Conditions
7. **HHS Special Terms & Conditions** – Department of Health & Human Services Special Terms & Conditions
8. **BPA Special Terms & Conditions** – Bonneville Power Administration Services Special Terms & Conditions
9. **MM Special Terms & Conditions** – Matchmaker Services Special Terms & Conditions
10. **Commerce Energy Assistance Program Policies**

[**http://www.liheapwa.org/policy/**](http://www.liheapwa.org/policy/)