

**NJ Department of Community Affairs
Office of Low Income Energy Conservation
NJ WAP POLICY MANUAL
Updates and Revisions as of February 15, 2017**

Chapter 3 Health and Safety:

20. Radon:

NJ DEP testing protocols will be used. Precautions should be taken to reduce the likeliness of making radon issues worse in untested properties and properties with radon levels below 4pC/l. Properties with radon levels of 4 pC/l and above or where testing is refused in Tier 1 units will be deferred under the DOE grant. WAP Agencies will be allowed to submit a waiver request to install a Radon Mitigation system in homes with radon levels of 4 pC/l and above. Request for the waiver must be on WAP agency letterhead and include copy of the radon test results. No work must commence if waiver has not been provided. Radon Mitigation systems to be installed are to be charged to the WAP agencies' LIHEAP grant.

Radon mitigation systems must be installed first prior to commencing weatherization work. Radon mitigation system can not be installed if no weatherization work is to be completed on the home/unit. It is the responsibility of the WAP agency to ensure that the client is committed to receiving the weatherization after installation of radon mitigation system. Failure to do so may result in disallowed costs for the radon mitigation system. Installing a radon mitigation system only is considered partial weatherization which is not allowed.

Chapter 4 Energy Audits:

1. General Policy:

- Furnace Duct testing is no longer optional. The agency is mandated to perform duct blasting for the NEAT audit and pressure pan testing for the MHEA audit.
- All health and safety measures must be entered into the audit under the Itemized Costs section. Use the audit's target blower door reading for the ASHRAE 62.2 Ventilation calculation and attached the calculation sheet to the audit.
- If HIP funding will be implemented to update the existing heating system and or domestic hot water tank, the new unit's AFUE or Energy Factor (EF) will be required to be entered into the audit.
- To improve quality of audits, agencies are required to include the existing cooling information for the NEAT/MHEA audits.
- For multi-family buildings, all EA-QUIP audits must be reviewed by State Monitor followed by a physical site assessment to confirm the work indicated on the audit is required for the multi-family project. If the project will be funded through LIHEAP WX, WAP Agency can proceed to a bid upon receiving written approval from State Monitor. If the project will be funded through DOE Annual funds, the project must be submitted to OLIEC for forwarding to USDOE for review and approval prior to any work commencing. WAP Agency must provide the following documents for submission to USDOE:
 - Short narrative describing existing building (size, no. of units, envelope, building age, mechanical systems) and proposed improvements.

- Audit – EA-QUIP
- Online EA-QUIP- WAP Agency must provide direct access to it with a password and user ID.
- If utilizing the old disc-based EA-QUIP then WAP Agency must print out a hard copy and scan -printout MUST INCLUDE the comparison of modeled vs. actual energy use.
- Field assessment notes and back-up calculations (if any).
- Any other documentation that was used to define the Scope of Work for the Project.
- Scope of Work for the Project including SIR for each measure and cumulative SIR.

Chapter 6 Heating Systems:

1.4. Emergency Heating Replacements:

For a no heat and/or hot water situation, one bid is acceptable only if the WAP Agency has demonstrated that it requested bids from a minimum of three heating contractors.

Emergency bids can be submitted and or received via email or fax

3.6. Oil Storage Tanks:

The Department of Community Affairs (DCA) has issued Bulletin Nos. 95-1B to address removal/abandonment of Residential Heating-Oil Tanks and Other Heating-Oil Tanks Under 2,001 Gallons. See Resources Section of Policy Manual for a copy of the bulletin.

If the underground oil tank is leaking it must be deferred. The leaking underground tank must be reported to the New Jersey Department of Environmental Protection (NJDEP). Tank removal and clean-up will be required. The homeowner should be referred to the following loan/grant programs administered by the NJDEP and the NJ Economic Development Authority (NJEDA). Detailed information can be obtained from the NJDEP website at <http://www.nj.gov/dep/srp/finance/ustfund/> and the NJEDA website at <http://www.njeda.com>.

Chapter 7 WAP Agency's Grant Management and Program Operations:

3.11 Rework for Heating Improvement Program:

Heating and/or H/W/H units requiring additional work within 3 years (H/W/H) or 5 years (heating systems) from the initial HIP services must be reported under this designation. No additional program support will be allowed. Electric H/W/H are exempted from the 3 year rule.

3.14 Re-weatherization of Heating Improvement Services (HIP)

If a unit that has received a heating system replacement or hot water heater replacement may be eligible for re-weatherization, once the following conditions are met:

- 1) Applicant has filed a claim under the Manufacturer's warranty and was denied. Or the original Manufacturer's warranty has expired or the warranty has been activated due to faulty equipment.
- 2) Applicant is income eligible in accordance with Chapter 1, Eligibility and Documentation. A new application must be completed.
- 3) The Grant in which the original unit was reported on is closed.

WAP Agencies must submit request to OLIEC for approval prior to commencing any work. The ***HIP Re-Weatherization Approval Form*** must be completed and submitted with 3 proposals from contractors.

If the heating system and/or H/W/H was replaced twice with WAP funds, re-weatherization is not allowed unless the heating system or H/W/H was damaged due to an Act of God, i.e. storm, flood, etc.