

United States Department of Energy  
Weatherization Assistance Program



*Weatherization  
Works*

2013

New Jersey State Plan and  
Application

**U.S. Department of Energy (USDOE)  
Weatherization Assistance Program (WAP)  
New Jersey State Plan  
Master File**

**INTRODUCTION**

The New Jersey Department of Community Affairs (DCA) in accordance with the Title 10, Code of Federal Regulations, and Section 440 of the Rules and Regulations of the Weatherization Assistance Program for Low-Income Persons has established a Weatherization Assistance Program within the Division of Housing and Community Resources' Office of Low-Income Energy Conservation (OLIEC) to aid low-income households, with emphasis on those who are high-energy users, have a high energy burden, elderly or disabled, to decrease fuel consumption and related energy costs. The program is intended to reduce national energy consumption and to reduce the impact of higher fuel costs on low-income families. Funds are provided to facilitate a number of energy conservation measures, including but not limited to, building shell air-sealing, hot water conservation measures, attic, sidewall, and foundation insulation, and electric base load measures.

**V.1. ELIGIBILITY**

**V.1.1 APPROACH TO DETERMINING CLIENT ELIGIBILITY**

The Office of Low-Income Energy Conservation (OLIEC) located within the Division of Housing and Community Resources oversees the administration of the Weatherization Program (NJ WAP). In addition to the selection of weatherization agencies, the OLIEC has established minimum program requirements and procedures for implementation of the Weatherization Program at the local level.

The OLIEC funds a network of non-profit organizations to provide weatherization services to their respective communities. Local programs have a primary responsibility to identify potential applicants, certify eligibility, and provide weatherization services to eligible dwelling units within their geographic scope. Local programs must develop and maintain a substantial public information program and positive client relationships. Weatherization agencies must follow program rules and regulations as outlined in the 2013 NJ State Plan, Weatherization Policy Manual, Policy Bulletins, material and installations manual, and the USDOE final rule.

Prior to the weatherization of any unit, documentation shall be obtained, using the state weatherization application certifying that the household meets eligibility criteria as provided in 10 CFR 440.22 and New Jersey Weatherization Policy Manual, Chapter 1, Eligibility:

*Income is at or below 60% of medium, not to exceed 200% of the federal poverty level determined in accordance with criteria established by the Office of the Secretary, U.S. Department of Health and Human Services; or*

*The household includes a member who has received cash assistance payments under Title IV or Title XVI of the Social Security Act; Food Stamps under the Food Stamp Act of 1977; or payments under section 415, 521, 541 or 542 of title 38, United States code, or under section 306 of the Veterans' and Survivors' Pension Improvement Act of 1978; or applicable state or local law at any time during the twelve-month period preceding the determination of eligibility for weatherization assistance.*

All applicants shall be required to complete an application for weatherization assistance. This includes all clients that come to the Weatherization Agency from the Home Energy Assistance Program (HEA) as the result of a direct feed to HEA from the Food Stamps or the PAAD programs. This application may be the same application used for the household to apply for HEA benefits, provided that the application is complete and current. The only exception to this requirement applies to recipients who rent units in multi-family buildings that use the HUD income qualification process to determine eligibility for subsidized housing. See Chapter 1, Eligibility, Section 5 (“Multi-Family Eligibility”) for more detail concerning the HUD income qualification process. U.S. Department of Housing and Urban Development (HUD) assisted buildings do not require applications to be taken from the individual tenants. Weatherization agencies are still responsible for the collection of all required income and demographic data for such units, and must also have signed permission by landlord/ home owner to weatherize for each dwelling unit.

#### ***Elderly Units***

Data extrapolated from 2010 Census figures indicate that 13.7% of the State's population is elderly (65 years and older). An assessment of the total number of eligible dwelling units in New Jersey yields 676,976. Thus, the estimated number of eligible dwelling units in which the elderly reside is 92,746 ( $676,976 \times 13.7\%$ ).

#### ***Handicapped Units***

NJ WAP reports for April 1, 2009-March 31, 2012 reveal that 7% of the dwelling units weatherized were occupied by persons with disabilities. Thus, the estimated number of eligible dwelling units in which persons with disabilities reside is 47,388 ( $676,976 \times 7\%$ ).

#### ***Definition of Household***

“Household” is defined as “all persons living together in a dwelling unit” (10 C.F.R. 440.3). Proof necessary to include a person as a member of the household is described in more detail in Chapter 1, Eligibility, section 3 (“Required Documentation”).

### **V.1.2 APPROACH TO DETERMINING BUILDING ELIGIBILITY**

Chapter 1, issued November 9, 2010, establishes the procedure for determining the prioritization of buildings to be served. An adjusted application date is established for a dwelling based on the presence of priority individuals residing in the unit. Weatherization Bulletin # 305 allows for prioritization of multi-family buildings for which the weatherization agency receives leveraged funds before other multi-family dwellings.

#### ***Re-weatherization Compliance***

Re-weatherization is the provision or service to a dwelling unit which has previously been served. Re-weatherization is permitted in those units which were originally weatherized prior to September 30, 1994. Re-weatherization of units served since 1994 may be allowed if the building has been damaged by flood, fire, storm, etc., and OLIEC has approved the re-weatherization. Policy Bulletin #801, updated and reissued on May 15, 2013 requires Weatherization agencies to maintain a list or database of homes weatherized for the purpose of cross referencing with new applications. Weatherization agencies must maintain, at a minimum, records of homes weatherized back to September 30, 1994. DCA's re-

weatherization policies and its weatherization grant agreement explicitly state the weatherization services may be provided to dwellings that were weatherized prior to September 30, 1994.

### ***Rental Units and Multi-Family Buildings***

Prior to weatherizing an entire building of multi-family housing (including common area), a specific eligibility test will be applied:

1. Not less than 66% of the dwelling units must be eligible dwelling units.
2. In a building containing three or more units 50% eligibility must be met for duplexes and four-unit buildings.
3. In buildings where less than the required percentage of units is eligible, only the eligible units may be weatherized with USDOE grant funds.
4. A building containing rental dwelling units if it is included on the most recent list posted by the USDOE of Assisted Housing and Public Housing buildings identified by the U.S. Department of Housing and Urban Development (HUD), If a multi-unit building is identified by HUD and included on a list as provided in WPN 10-17, WPN 11-4, and WPN 11-9:
  - a. Weatherization sub-grantees will not be required to certify income eligibility for the tenants.
  - b. Weatherization sub-grantees are not required to complete landlord tenant agreements for each tenant.

Unoccupied units within multi-family buildings only may be weatherized if they will become eligible dwelling units within 180 days under federal, state or local government program for rehabilitating the building or making similar improvements to the building.

Weatherization agencies are required to obtain and execute the New Jersey's current Landlord - Tenant agreement form that ensures that the rights of Tenants and the Weatherization investment in rental buildings are protected, and that the benefits of weatherization accrue to the low-income persons the program intends to serve. The document is enforceable by the Tenant(s).

In accordance with 10 CFR 440.22 (d), NJ WAP may require leveraging of landlord contributions, when feasible, from the owners of such buildings. Landlord contributions shall not be reported as program income nor treated as appropriated funds. The funds contributed by the landlord shall be expended in accordance with the agreement between the landlord and the weatherization agency.

This policy permits the prioritization of multi-family dwellings for which the weatherization agency receives a landlord contribution, and requires building owners to make code and safety improvements prior to receiving weatherization services.

### ***Deferral Process***

Weatherization agencies must postpone work when problems occur that cannot be remedied within the scope of allowable measures identified in this State Plan or other available grantee and sub-grantee funds. Building rehabilitation and hazard remediation work are beyond the scope of WAP. Units must be deferred if necessary corrective work is beyond the scope of this State Plan.

Clients must be notified in writing within 7 calendar days of the site visit wherein a determination was made to defer the project due to Health and Safety Issues and where partial weatherization (only as specifically allowed in the State Plan or approved by DCA on a case-by-case basis) is not an option. The

notification form can be found at: <http://www.nj.gov/dca/divisions/dhcr/offices/wap.html> shall include reason(s) for deferral, any testing results, and appeal rights. Weatherization agencies are expected to make reasonable efforts on behalf of their clients to find alternative assistance when USDOE funds are unable to address conditions that lead to deferral. When possible, the notice shall include a list of potential agencies with funding designed to address the specific issue which precludes a client from participating.

Additional considerations that may lead to deferral shall include other good cause which includes any condition which may endanger the health and/or safety of the occupant, work crew, or subcontractor as determined by the NJ Department of Community Affairs at its sole discretion (i.e., illegal activity, pets, animal waste, and hoarding).

### **V.1.3 DEFINITION OF CHILDREN**

The programmatic definition of children is located in Chapter 1 Eligibility, issued November 2010. This policy is applicable to all OLIEC programs and defines children as dwelling unit residents not more than six years of age. In addition, the policy establishes a prioritization procedure which results in an "adjusted application date" based on the presence of prioritized individuals residing in a dwelling unit. It will be updated to increase the priority status of households that are also high-energy users.

### **V.2 SELECTION OF AREAS TO BE SERVED**

For the 2013 Program Year, NJ WAP has reorganized and consolidated the twenty-one counties into 11 service areas based on the population in poverty, utilizing the 2010 US Census data and proximity of surrounding counties. An open competitive Request for Proposal was released in March 2013. Technical Assistance sessions were held on April 3 and 5, 2013. Map below reflects the 11 services areas. The Annual File of this State Plan identifies the weatherization agencies, allocation amount and projected production goals.

Weatherization agencies were selected on the basis of the following:

- Experience and the capacity to complete and undertake the program activities.
- Demonstrate knowledge of the New Jersey State Plan for the Weatherization Assistance Program.
- Willingness to obtain required training within 30 to 60 days of award. Training Plan is describe in the 2012 NJ WAP State Plan.
- Ability to accept payment on a reimbursable basis and in accordance with Chapter 3, Grant Payments.
- Be able to identify the individuals or entities that will be responsible for performing energy audits and quality assurance audits.
- Demonstrate past experience in performing energy efficiency retrofits or related experience.

Preference is given to any Community Action Agency or other public or non-profit entity which has, or is currently administering an effective program under 10 CFR 440 et. seq. or under Title II of the Economic Opportunity Act of 1964.

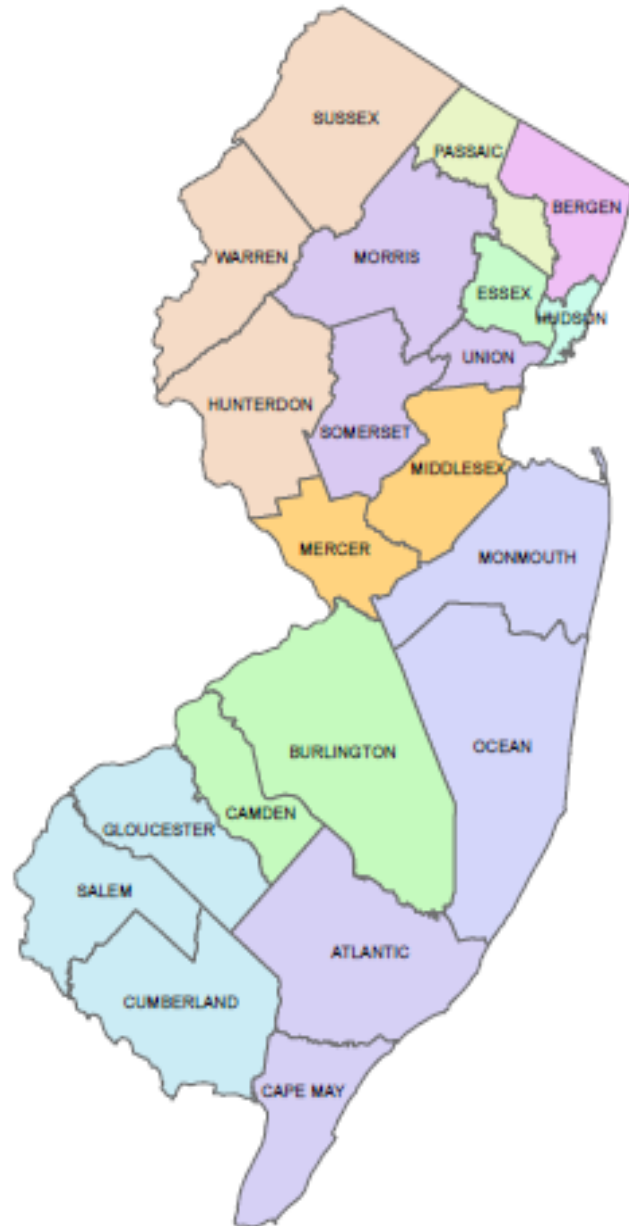
Because of the need to maintain continuity of the Weatherization Program, it is not the intention of DCA to replace an agency currently operating a program unless it can be shown that the current agency cannot effectively operate the program or that an alternative agency can provide superior program administration. Further, the selections of alternative delivery systems during the program year are as

infrequent as possible so that disruptions in service delivery can be reduced to an absolute minimum. Using the selection criteria required by 10 CFR 440.15 et. seq. as part of an RFP (Request for Proposals) process, DCA chooses alternative delivery systems, if needed, during the program year.

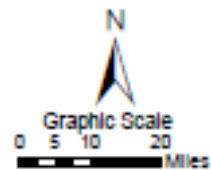
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# Weatherization Assistance Program 2013 Target Areas and Funding Allocation

| County                      | Total Population Below Poverty Level |
|-----------------------------|--------------------------------------|
| New Jersey                  | 800,062                              |
| Essex                       | 114,459                              |
| Hudson                      | 95,774                               |
| Passaic                     | 75,685                               |
| Middlesex/Mercer            | 96,947                               |
| Camden/Burlington           | 82,210                               |
| Bergen                      | 52,497                               |
| Ocean/Monmouth              | 91,605                               |
| Union/Morris/Somerset       | 80,156                               |
| Atlantic/Cape May           | 41,345                               |
| Cumberland/Gloucester/Salem | 51,461                               |
| Warren/Sussex/Hunterdon     | 19,690                               |



**New Jersey**  
**Department of Community Affairs**  
 Weatherization Assistance Program  
 Office of Low Income Energy Conservation  
 101 South Broad Street  
 Trenton, New Jersey 08625  
 Date: January 2013



### **V.3 PRIORITIES FOR SERVICE DELIVERY**

Prioritization protocol for weatherization service is established by Chapter 1, issued November 9, 2010. Priority is established by the "adjusted application date", which is the date the application is certified as complete by the weatherization manager, as adjusted according to the policy. Adjustments to the application date are made based on the presence of priority clients within the household to be served. Chapter 1 will be updated to ensure that households that have priority status and are high-energy users can receive weatherization on an accelerated basis.

NJ WAP has implemented a Landlord Leveraging Policy which allows weatherization agencies to weatherize multi-family buildings for which contributions have been received before multi-family dwellings owned by non-contributing owners. All eligible clients will be served in both cases; however expediting service to dwellings that include leveraged funds will allow the weatherization agency to weatherize additional units. New Jersey encourages landlord contribution for regular or shell weatherization tactics of no less than 25% of the total cost and/or no less than 50% of the total cost towards all heating system upgrades.

Moreover, NJ WAP is in the process of implementing a policy that will prioritize and coordinate the use of multiple funding streams in an individual unit. Such policy will permit weatherization agencies to give priority to applicants who will receive third-party co-funding or service assistance where such applicants will receive added benefits or additional applicants will receive WAP services due to a weatherization agencies' ability to leverage funds or effectively utilize other funding sources.

### **V.4 CLIMATE CONDITIONS**

Information obtained from the New Jersey Department of Environmental Protection and Energy reveals New Jersey's climate conditions as follows:

Annual Heating Degree Days (2006) = 4,527 (base 65 degrees F); Mean winter temperatures varied from 33.2 degrees Fahrenheit in December 2005 to 38.9 degrees Fahrenheit in January 2006, while December 2006 and January 2007 were 42.2 and 37.1 respectively. The Annual Cooling Degree Days = 934.

### **V.5 TYPE OF WEATHERIZATION WORK TO BE DONE**

#### **V.5.1 TECHNICAL GUIDES AND MATERIALS**

##### *Building Envelope Measures*

Typical building envelope measures in New Jersey address both conductive and convective heat losses. These measures include weather-stripping, caulking, other anti-infiltration measures, insulation, and other measures that are recommended by the approved energy audits, and authorized by Appendix A of the 10 CFR 440.

##### *Heating System Improvement Measures*

Heating system improvement measures include the repair, retrofit, and replacement of the full variety of heating systems encountered. A furnace or boiler may be replaced if the energy audit report recommends this as a prioritized measure and priority measure is financially reachable. Heating system improvement services are also available on an expedited basis to address emergency situations, if the client can be prioritized based on the point system. These services may also be financed with Health and Safety funds if circumstances so warrant. All clients receive an evaluation of the heating system as a regular part of the WAP energy audit process, and are eligible for both building envelope and heating system services. The OLIEC has issued a total of twenty-eight (28) State Weatherization Bulletins (the



700 series) which list specific procedures for weatherization agency handling of heating system retrofits, repairs, replacement, and testing.

New Jersey has an Installation standards manual which prescribes correct installation practices. This manual was fully implemented in 1993. These standards are mandated for contractor/crew installations and form the basis for quality control inspections of completed work.

The New Jersey Field Guide for Energy Auditors and Inspectors for Single Family Housing was updated and released in March 2013. Update was completed by Saturn Resource Management. The field guide and the installations standards manual will be upgraded to conform to the Standard Work Specifications recently released by USDOE by April 1, 2014.

#### **V.5.2 ENERGY AUDIT PROCEDURES**

New Jersey will use site specific audits to weatherize units in accordance with Policy Bulletin 400 released on August 16, 2012. New Jersey is using the NEAT audit for single-family dwelling units, EA-QUIP for multi-family dwellings and MHEA for mobile homes. Weatherization agency personnel will perform the energy audit.

#### **V.5.3 FINAL INSPECTIONS**

New Jersey employs a team of field monitors who are responsible for ensuring that weatherization agencies comply with federal and state regulations, policies, and procedures. These monitors conduct inspections on a random sampling of the units reported as completed by the weatherization agency. These inspections ensure that completed units are, in fact complete. Monthly, the weatherization agency is required to submit a "completed units" invoice via the HESWAP system to the State. This invoice requires a signature to certify that each unit contained in the report has received a final inspection by weatherization agency staff. The date of the final inspection for each unit must also be included in the report.

As an additional guarantee that units are receiving final inspections, the weatherization agency must submit a completed unit's invoice to the assigned State monitor on a monthly basis. These monitors perform an additional final inspection on a random sampling of the units reported as completed by the weatherization agency to determine that the quality of work is in accordance with the priority determined by the audit. The rate of inspections by the State monitors is based on the performance of the weatherization agency. The percentage of inspections can be as low as 25% and as high as 100%. New Jersey's average percentage of inspection is 21% overall. A form, signed by the State monitor, provides certification that the inspections were performed. This form must be attached to the "completed units" report before any grant payments are issued to the weatherization agency as reimbursement for expenditures.

#### **V.6 WEATHERIZATION ANALYSIS OF EFFECTIVENESS**

The effectiveness of weatherization agency weatherization projects is analyzed by use of a Weatherization agency Rating System which is summarized below. The Rating System is designed to compare each weatherization agency's actual performance against the contractual requirements and milestones with which the weatherization agency indicated acceptance as evidenced by contract execution.

This rating system considers the following factors as required by 10 CFR 440.15(a) (3) (i-wi).

Rating Factor #1: The extent to which the weatherization agency is meeting quarterly benchmarks and monthly production goals.

Rating Factor #2: The quality of work performed by the weatherization agency (as determined by the percentage of units inspected which pass quality control inspections performed by State monitors).

Rating Factor #3: The extent to which the weatherization agency submits required monthly production/expenditure reports on a timely basis.

Rating Factor #4: Responsiveness of weatherization agency to client complaints and resolutions to said complaints.

Rating Factor #5: Prompt payment to contractors.

The points awarded under this system are totaled (by Rating Factor) for each weatherization agency quarterly and annually. The annual totals provide a basis for comparing performance among weatherization agencies. This will be one of the criteria used to determine future funding allocations through a competitive finding application process.

Several of the rating factors referred to herein represent weatherization agency - DCA contractual requirements. Violations of these contractual provisions will also trigger the Positive Progressive Contract Compliance Process which is summarized in the Monitoring Plan section of this State Application.

#### **V.7 HEALTH AND SAFETY PLAN**

NJ WAP HEALTH AND SAFETY goals are to:

1. Minimize the risks from the provision of weatherization services that could negatively affect the health and safety of state staff, agency staff, contractors, and clients;
2. Recognize any hazards that could negatively affect the health and safety of the above participants in the weatherization process.
3. Avoid creating any health and safety hazards through the actions of agency staff or contractors and prevent the installation of materials that could have a detrimental effect on clients.
4. Do not harm clients because of any actions by agency staff or contractors being on-site at the client's home or through the after effects of installing tactics.
5. Educate clients about weatherization materials that could have a harmful effect on their health and proper maintenance of weatherization materials that will contribute to client safety.
6. Take corrective action when measures are approved by DOE as regular weatherization materials, health and safety measures, or incidental repairs. If DOE funds are not allowed, refer the client to appropriate public or private programs that can remedy the hazard(s) before weatherization can take place.

New Jersey's Health and Safety Plan is attached as an addendum to this State Plan and is in compliance with WPN 11-06.

## **V.8 PROGRAM MANAGEMENT**

### **V.8.1 OVERVIEW AND ORGANIZATION**

The New Jersey Weatherization Assistance Program (NJ WAP) is located within the Division of Housing and Community Resources within the New Jersey Department of Community Affairs. NJ WAP consists of a Program Manager who oversees the day to day operation of the program. Three support staff are assigned to provide clerical support. These three individuals are responsible for responding to general program inquiries, processing income verification requests, receiving clients' complaints and funneling them to weatherization agencies for corrective action and clerical support to Program Manager. There are 7 State Monitors assigned to monitoring, quality inspections and providing technical assistance to weatherization agencies. The program unit reports to the Deputy Director of the Division of Housing and Community Resources.

Assistance with processing of fiscal activities such as processing of grant agreements, vendor contracts, payments to weatherization agencies, etc. is provided through the Division's Fiscal Unit.

### **V.8.2 ADMINISTRATIVE EXPENDITURE LIMIT**

The total amount available to the weatherization agency for administrative funds is at least 5% of the state's grant; however, any weatherization agency who receives a grant of less than \$350,000 can be provided up to another 5% of their allocation for administrative expenses provided the weatherization agency meets any one of the following criteria:

- a. Skills Development Needed -The weatherization agency has one or more employees who have less than one full year of weatherization experience.
- b. Participation in Special Projects -The weatherization agency is currently participating in any special project at the request of, or with the approval of, the State or Federal Weatherization Office (NJDOH or USDOE).
- c. Other Demonstrated Hardship - The weatherization agency has demonstrated extraordinary hardship, the nature of which is so severe, that it jeopardizes the ability of the weatherization agency to operate an effective weatherization program at the five percent administrative level.

It has been the weatherization agency's responsibility to set aside sufficient administrative funds to conduct financial audits meeting USDOE guidelines. Weatherization agencies are required to submit an audit of USDOE funds in accordance with OMB circulars A-110, A-128, or A-133, as applicable.

### **V.8.3 MONITORING ACTIVITIES**

In New Jersey the vast majority of the weatherization agencies hire private contractors to perform the weatherization work. This ensures that different entities complete the work (contractors) and inspect the work (weatherization agency staff). The remaining weatherization agencies employ crews to complete the work. Separation is achieved by the entities that complete the work (laborers and crew supervisor) and inspect the work (cost-estimator or manager).

New Jersey WAP ensures that each weatherization agency continuously operates a quality weatherization program by providing for on-site monitoring of both programmatic and fiscal management. The program monitoring staff is regularly accessible to each weatherization agency to ensure regulatory compliance and to provide training and technical assistance. These individuals are

prepared to engage in problem solving at every level of the agency, promote an understanding of the goals of the program, and develop strategies to overcome various issues and problem areas.

New Jersey's WAP program monitoring staff offers planning aid and regular on-site inspections of weatherized homes. They also examine work schedules and reports, oversee the sub-contracting process, and generally evaluate agency performance. Program monitoring is the principal method by which DCA can affect the management of any weatherization program and improve the quality of work.

NJ WAP's monitoring tool tests the following: estimating, warehousing, product quality, craftsmanship, inventory, equipment and vehicle maintenance, material installation, productivity, crew safety, reports, and public relations. Substantive assistance includes, but is not limited to, the following areas:

- Administrative and programmatic planning
- Planning outreach activities
- Intake and application process
- Work flow/reporting
- The energy audit
- Bidding
- Recruiting and selecting contractors
- Contract compliance
- Site clustering
- Inspecting the work
- Fiscal accountability

In addition to the weekly program monitoring, each weatherization agency will also receive a comprehensive monitoring of its administrative and fiscal operations by a contracted Certified Public Accounting firm. Through the CPA firm a risk-based analysis will be conducted on each agency to establish that sound accounting practices are in place, which safeguard the agencies' funds as well as ensure compliance with all applicable State and Federal Regulations and OMB Circulars. A copy of monitoring report is provided to weatherization agency within 30 days after the completion of visit by CPA firm. Weatherization agencies are required to provide corrective action plan within 20 days. WAP monitoring staff will conduct follow-up visits within 30 days to ensure corrective action plan has been implemented.

Each weatherization agency will be monitored at least once per year by the CPA firm. The monitoring visit examines the cash receipt, payroll, and cash disbursement components of each agency's fiscal operations. The fiscal monitoring process also includes a review of the following documents for each agency:

- Recent audit reports
- Organization charts
- Applicable board/committee meeting minutes
- Internal control standards and procedures manual
- Job descriptions of personnel charged to the Weatherization grant
- Schedule of current insurance
- Chart of general ledger accounts used to record weatherization transactions
- Fiscal reports

- Any significant correspondence

T&TA addresses all problems and potential problem areas that have an impact on the effectiveness of the weatherization effort. Many problems are significantly reduced through T&TA programs which are specifically oriented to solving identified problems and their causes.

NJ WAP inspection rate per weatherization agency ranges from 25% to 100%. The average inspection rate for units is 25%. 50% of the weatherized units will be inspected for those weatherization agencies with substandard work as determined through quality control inspections until improvement has been demonstrated. All new weatherization agencies will undergo 100% inspection of weatherized units.

### ***Progressive Compliance Mechanism***

In order to avoid having to use the Progressive Compliance Mechanism steps, New Jersey staff implement several preventive techniques aimed at staving off compliance problems before they start. For example, the weatherization conferences now provide a forum for formal training and information dissemination to the weatherization agency agencies. As with employee discipline problems, weatherization agency compliance problems are rarely intentional. More often they are a result of lack of knowledge of how to complete projects and assignments within accepted standards. When lack of knowledge is not responsible for the non-compliance issue, however, the following steps comprise the Progressive Compliance Mechanism.

Informal Talk with Weatherization agency Weatherization Manager - Discuss the agency's actions in relation to required standards according to contract. Determine reasons for non-compliance. Stress manager's responsibility to maintain standards. End the talk with acknowledgment of agency's (or manager's) previous cooperation and good work. This helps the manager leave feeling positive.

Oral Warning to Weatherization Manager - Emphasize undesirability of agency's continued non-compliance and possible consequences if continued (for agency, group, and program). Violation is discussed in a straight forward manner. Offer to assist agency to correct deviation. Stress to Manager that there must be improvement in the future.

Written Notification of Contract Non-Compliance to Executive Director and Weatherization Manager - This notice contains a statement of the specific violation(s) and the contract provision referred to therein, the potential consequences of future violations, the specific action required to correct the deviation and the deadline for taking this action. Offer of assistance is repeated. This notice also summarizes two previous steps.

Suspension or Termination of Contract - This is a serious action taken in extreme cases where the violation is serious in nature and/or the previous three steps have not produced change.

Reduction of Grant Award - This is an interim measure taken to encourage agency change short of suspension or termination of grant. This may be implemented for less serious deviations from contract.

## **V.8.4 TRAINING AND TECHNICAL ASSISTANCE APPROACH AND ACTIVITIES**

Recent advances in the field of building science underscore the need to upgrade the skills and equipment of the weatherization agency staff. Significant energy conservation opportunities exist which can only be addressed through instrumented building inspection techniques using furnace efficiency testing equipment, infiltration measurement devices, and under certain circumstances, infrared scanning equipment. Opportunities also exist to streamline and systematize weatherization program management functions through the introduction of computerized systems and electronic data transfer. Staff turnover and the occasional appointment of new weatherization agencies also dictate that a core curriculum be developed to orient newcomers to the basics of the weatherization program; its goals, methods, and philosophy, as well as the practical job skills required every day.

The management of the weatherization program at the local level requires expertise in a wide array of areas including construction management, fiscal policy, client education, staff motivation, energy transfer theory, materials science, installation techniques, and related issues. In addition, weatherization agencies must operate their programs in accordance with a variety of governmental regulations and policies.

New Jersey has determined through experience that regularly scheduled meetings of DCA staff, and the staff of the weatherization agencies are essential to the optimum performance of the weatherization program. The dissemination of written information between these meetings reinforces their utility.

The OLIEC proposes to increase the productivity, quality and scope of the weatherization program by offering workshops, seminars and conferences targeting the above-mentioned subject areas. Instruction will be provided by a combination of: paid consultant experts; DOE, and NJ DCA Staff; grantee or weatherization agency staff; and experts whose time is donated.

Quarterly training will be held to train agency field technicians, community outreach workers, program managers, and fiscal staff. In addition, the OLIEC regularly solicits the weatherization agencies opinions concerning their own training needs. Responses are incorporated into the training agenda on an ad hoc basis as they are received and analyzed.

The need for training and technical assistance (T&TA) is revealed through monitoring visits, in-house review of local reports, and evaluative surveys collected at regularly scheduled training conferences.

Tentative Training Agenda for 2013:

#### *Policy and Administration*

Weatherization agencies are currently operating several weatherization programs through funding provided by the State Department of Community Affairs. Each of these programs feature subtle differences within the overall context of 'weatherization activities'. Reviews of the contract boilerplates, reporting forms and procedures, and the weatherization bulletins affecting each program will ensure that weatherization agency operations conform to applicable State policies.

#### *Personnel*

Weatherization agencies have expressed a need to both reduce staff turnover and motivate staff to achieve maximum productivity. In addition, weatherization managers may be responsible for personnel decisions such as hiring recommendations, disciplinary actions, and other sensitive matters. Furthermore, all professional staff can benefit from time management techniques, organizational, and computer skills development.

### *Financial Management*

Weatherization agencies must operate their programs within the context of their contractual relationship with the State and 10 CFR 600, the "Common Rule". Each weatherization agency must establish internal systems to monitor expenditure levels and avoid disallowed costs. Prompt and accurate reporting of expenditures to the State avoids cash flow problems which can impede production. Computerization and electronic data transfer will be explored as a method of more expeditiously managing the financial aspects of the weatherization effort.

This fiscal/administrative training component will include the following topics:

1. Training in the types of time allocation procedures.
2. Training in auditing techniques.
3. Training in the OMB Circulars A-133, A-122, A-123, A-102 (when revision is complete), and 10 CFR 600.
4. Training in the procurement procedures of New Jersey's Local Public Contracts Law.

Procurement training is scheduled for August 21, 2013. Financial Management training is tentative scheduled for September 2013.

### *Heating System Improvement*

Continual skill upgrading will enhance the ability of technical field representatives to evaluate energy conservation opportunities available from heating system improvements; to provide independent verification and analysis of contractors' proposals, and identify health and safety issues.

### *Analytical Weatherization Initiative*

Systematic Whole-House Air Tightening, or the SWAT approach, promises to maximize the energy savings potential of 'general heat waste' reduction. ASHRAE 62.2 training is scheduled for August 19-22, 2013.

### *Core Curriculum Development*

This initiative is designed to ensure that all persons entering the employ of a weatherization agency be exposed to the basics of weatherization theory, practice, and history in a formal manner. A secondary purpose is to facilitate cross-training so that each member of the weatherization team is aware of how their position complements those of other persons within the organization.

### *Vocational/Technical Education*

Specific job skills broadly relating to the installation of weatherization materials will be addressed. Although focused on the installation of the most common weatherization materials, this training component will also address such topics as first - aid and personal safety, respiratory protection, the EA-QUIP, and diagnostic equipment use.

### *Training and Certifying State Staff*

Quality Control Inspector training will be coordinated during 2013 for the State Monitors. New Jersey will coordinate the training and certification process through an IREC Training Center.

### *Consumer Education*

OLIEC recognizes that a household, via behavior changes, can achieve more energy conservation than the installation of materials and mechanical instruments alone would indicate. Behavior changes in lifestyle which the low-income family can easily adapt to are necessary ingredients to the maximization of weatherization materials.

In order to further increase the effectiveness of the weatherization program, the New Jersey WAP approaches clients with a program of client education which includes one-on-one interaction with the entire weatherization agency weatherization staff, literature which reinforces the value of the energy audit, and the energy audit's computerized printout of energy savings opportunities. To facilitate community acceptance of the diagnostic approach in identifying and eliminating excess air infiltration, client education materials developed for use in the Comfort Partners Program will be also used in the NJ WAP.

### *Attendance requirements*

Attendance by appropriate weatherization agency personnel and OLIEC staff is required at all Weatherization Trainings.

### *Analysis' impact on training development*

Analysis of weatherization agency performance is just one influence contributing to the development of training activities. Less than optimum weatherization agency performance, as measured by the Weatherization agency Performance Rating System, may be indicative of a need for Training and Technical Assistance. Appropriate staff is consulted to determine if this is the case, and deficiencies are addressed through the development of subsequent training conference agendas.

### *Funding Monitoring*

100% of USDOE 2013 regular Training and Technical Assistance funds will be used at the State level for monitoring. The supplemental T&TA funds will be going to the agencies.

### *How T&TA funds are apportioned*

USDOE T&TA funds are used at the State level for salary and related expenses of Field Monitoring personnel and other OLIEC/DHCR staff.

### *Other funds for monitoring*

Other funds for monitoring are derived from the USDHHS (LIHEAP Transfer) 2013 program.

### *Assessment of T&TA activities' effectiveness*

The effectiveness of T&TA activities is measured through survey of the training participants at the conclusion of each training event. Participants' response to training offered to date has been positive as measured by this method.

## **V.9 ENERGY CRISIS AND EMERGENCY PLAN**

When disasters strike and in accordance with Weatherization Program Notice 12-07, NJ WAP funds is limited to eligible weatherization activities and the purchase and delivery of weatherization materials. NJ WAP will weatherize homes in accordance with program rules and regulations.



Acceptable uses of DOE WAP funding during Disasters:

1. Replacement of prior weatherization materials in compliance with 10 CFR 440.18(f)(2)(ii), which permits replacement if the materials are not paid for by insurance.
2. Incidental repairs to make the installation of weatherization materials effective, in compliance with WPN 12-09 Incidental Repair Measure Guidance (debris removal is included in disaster replacement).
3. Cost to eliminate health and safety hazards necessary to the installation of weatherization materials.
4. Energy related health and safety as identified in the NJ Health and Safety Plan outlined in Master Plan.

Health and Safety expenditure could be increased by DCA for crisis damaged units as applicable.

DRAFT

# **ATTACHMENTS**

*SF-424 APPLICATION FOR FEDERAL  
FINANCIAL ASSISTANCE*

*ANNUAL FILE*

*BUDGET*

*BUDGET JUSTIFICATION*

*HEALTH AND SAFETY PLAN*

**APPLICATION FOR FEDERAL ASSISTANCE SF-424**

Version 02

|  |  |   |  |
|--|--|---|--|
| 1. Type of Submission:<br><input type="checkbox"/> Preapplication<br><input checked="" type="checkbox"/> Application<br><input type="checkbox"/> Changed/Corrected Application |  | 2. Type of Application: <span style="float: right;">If Revision, select appropriate letter(s)</span><br><input checked="" type="checkbox"/> New<br><input type="checkbox"/> Continuation <span style="float: right;">Other (specify):</span><br><input type="checkbox"/> Revision |  |
| 3. Date Received<br>07/10/2013   |  | 4. Applicant Identifier:  |  |
| 5a. Fed Entity Identifier:   |  | 5b. Federal Award Identifier:<br>DE-EE0006170   |  |
| <b>State Use Only:</b>   |  |   |  |
| 6. Date Received by State:   |  | 7. State Application Identifier:  |  |
| <b>8. APPLICANT INFORMATION:</b>   |  |   |  |
| a. Legal Name: New Jersey, State of  |  |   |  |
| b. Employer/Taxpayer Identification Number (EIN/TIN):<br>625000001   |  | c. Organizational DUNS:<br>806417143  |  |
| <b>d. Address:</b>   |  |   |  |
| Street 1: 101 S. Broad St.   |  | Street 2: PO Box 811  |  |
| City: Trenton  |  | County: MERCER County   |  |
| State: NJ  |  | Province:   |  |
| Country: U.S.A.  |  | Zip / Postal Code: 086250811  |  |
| <b>e. Organizational Unit:</b>   |  |   |  |
| Department Name:<br>NJ Department of Community Affairs   |  | Division Name:<br>Housing and Community Resources   |  |
| <b>f. Name and contact information of person to be contacted on matters involving this application:</b>  |  |   |  |
| Prefix: Ms   |  | First Name: Angie   |  |
| Middle Name:   |  |   |  |
| Last Name: Armand  |  | Suffix:   |  |
| Title: Supervisor  |  |   |  |
| Organizational Affiliation:  |  |   |  |
| Telephone Number: 6099847920   |  | Fax Number: 6092929798  |  |
| Email: angie.armand@dca.state.nj.us  |  |   |  |

**APPLICATION FOR FEDERAL ASSISTANCE SF-424**

Version 02

**9. Type of Applicant:**

A State Government

**10. Name of Federal Agency:**

U. S. Department of Energy

**11. Catalog of Federal Domestic Assistance Number:**

81.042

CFDA Title:

Weatherization Assistance for Low-Income Persons

**12. Funding Opportunity Number:**

DE-FOA-0000835

Title:

Weatherization Assistance for Low-Income Persons

**13. Competition Identification Number:**

Title:

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

Statewide

**15. Descriptive Title of Applicant's Project:**

The NJ Weatherization Assistance Program assists elderly, disabled and low-income persons and households in weatherizing their homes, improving their heating system efficiency and conserving energy. New Jersey allocates funds to Community Action Agencies, Community-Based Organizations, and units of general-purpose local governments (ie: Weatherization Agencies) to provide services to eligible households to decrease energy costs by reducing energy consumption and promote a more healthful environment.

**APPLICATION FOR FEDERAL ASSISTANCE SF-424**

Version 02

**16. Congressional District Of:**

a. Applicant: NewJersey-Statewide

b. Program/Project: NJ-Statewide

Attach an additional list of Program/Project Congressional Districts if needed:

**17. Proposed Project:**

a. Start Date: 03/01/2013

b. End Date: 03/31/2014

**18. Estimated Funding (\$):**

|                   |            |
|-------------------|------------|
| a. Federal        | 773,962.00 |
| b. Applicant      | 0.00       |
| c. State          | 0.00       |
| d. Local          | 0.00       |
| e. Other          | 0.00       |
| f. Program Income | 0.00       |
| g. TOTAL          | 773,962.00 |

**19. Is Application subject to Review By State Under Executive Order 12372 Process?:**

- a. This application was made available to the State under the Executive Order 12372 Process for review on:
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372

**20. Is the applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation)**

No

**21. By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code Title 218, Section 1001)**

I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix: Mr First Name: Manuel

Middle Name:

Last Name: Garcia

Suffix:

Title: Deputy Director

Telephone Number: 6096336204

Fax Number:

Email: manuel.garcia@dca.state.nj.us

Signature of Authorized Representative: Signed Electronically

Date Signed: 07/10/2013

**U.S. Department of Energy  
WEATHERIZATION ASSISTANCE PROGRAM (WAP)  
WEATHERIZATION ANNUAL FILE WORKSHEET**

**(Grant Number: EE0006170, State: NJ, Program Year: 2013)**

**IV.1 Subgrantees**

| <b>Subgrantee (City)</b>                                     | <b>Planned Funds/Units</b>  |
|--|-----------------------------|
| BERGEN COUNTY COMM. ACTION PROG., INC. (Hackensack)          | \$48,760.00<br>8            |
| CAMDEN COUNTY COUNCIL ON ECONOMIC OPPORTUNITY (Pennsauken)   | \$69,657.00<br>11           |
| CAPE HUMAN RESOURCES, INC. (Whitesboro)                      | \$34,829.00<br>6            |
| Hispanic Family Center of Southern New Jersey, Inc. (Camden) | \$48,760.00<br>8            |
| LA CASA DE DON PEDRO (Newark)                                | \$97,519.00<br>16           |
| NORTHWEST NJ COMMUNITY ACTION PROGRAM, INC. (Phillipsburg)   | \$20,898.00<br>3            |
| OCEAN COMMUNITY ACTION NOW, INC. (Toms River)                | \$76,622.00<br>12           |
| PASSAIC COUNTY BRD OF CHOSEN FREEHOLD (Totowa)               | \$62,691.00<br>10           |
| PTO. RICAN ORG. FOR COMM. ORG. (PROCEED) (Elizabeth)         | \$69,654.00<br>11           |
| PTORRIQUENOS ASOC. FOR COMM. ED. (PACO) (Jersey City)        | \$83,588.00<br>14           |
| PUERTO RICAN ACTION BOARD, INC. (PRAB) (New Brunswick)       | \$83,588.00<br>14           |
| <b>Total:</b>  | <b>\$696,566.00<br/>113</b> |

**IV.2 WAP Production Schedule**

| <b>Weatherization Plans</b>           | <b>Units</b> |
|---------------------------------------|--------------|
| Total Units (excluding reweatherized) | 113          |
| Reweatherized Units                   | 0            |

Note: Planned units by quarter or category are no longer required, no information required for persons.

| <b>Average Unit Costs, Units subject to DOE Project Rules</b>             |   |              |
|---|---|--------------|
| <b>VEHICLE &amp; EQUIPMENT AVERAGE COST PER DWELLING UNIT (DOE RULES)</b> |   |              |
| A   | Total Vehicles & Equipment (\$5,000 or more) Budget                     | \$0.00       |
| B   | Total Units Weatherized   | 113          |
| C   | Total Units Reweatherized   | 00           |
| D   | Total Dwelling Units to be Weatherized and Reweatherized (B + C)        | 113          |
| E   | Average Vehicles & Equipment Acquisition Cost per Unit (A divided by D) | \$0.00       |
| <b>AVERAGE COST PER DWELLING UNIT (DOE RULES)</b>                         |   |              |
| F   | Total Funds for Program Operations                                      | \$501,529.00 |
| G   | Total Dwelling Units to be Weatherized and Reweatherized (from line D)  | 113          |
| H   | Average Program Operations Costs per Unit (F divided by G)              | \$4,438.31   |
| I   | Average Vehicles & Equipment Acquisition Cost per Unit (from line E)    | \$0.00       |
| J   | Total Average Cost per Dwelling (H plus I)                              | \$4,438.31   |

**U.S. Department of Energy  
WEATHERIZATION ASSISTANCE PROGRAM (WAP)  
WEATHERIZATION ANNUAL FILE WORKSHEET**

**(Grant Number: EE0006170, State: NJ, Program Year: 2013)**

**IV.3 Energy Savings**

|  |  |
|--|--|
| <b>Method used to calculate savings:</b> <input checked="" type="checkbox"/> WAP algorithm <input type="checkbox"/> Other (describe below) |  |
| <b>Method used to calculate savings description:</b><br><div style="border: 1px solid black; height: 15px; width: 100%;"></div>            |  |
| <b>This year estimated energy savings (MBtus):</b>   | <input type="text" value="3,447"/>   |
| <b>Prior year estimated energy savings (MBtus):</b>  | <input type="text" value="."/> <b>Actual:</b> <input type="text" value="."/> |

**IV.4 DOE-Funded Leveraging Activities**

|     |
|-----|
| N/A |
|-----|

**IV.5 Policy Advisory Council Members**

Check if an existing state council or commission serves in this category and add name below

|                   |  |
|-------------------|--|
| Claire Bartolomeo | Type of organization: Utility<br>Contact Name:<br>Phone: (973)430-7610<br>Email: <a href="mailto:claire.bartolomeo@pseg.com">claire.bartolomeo@pseg.com</a>  |
| Damian Torres     | Type of organization: Local agency<br>Contact Name: dtorres@prab.org<br>Phone: (732)828-4541<br>Email:   |
| Eric DeGesero     | Type of organization: Utility<br>Contact Name:<br>Phone: (973)467-1400<br>Email: <a href="mailto:edegesero@fmanj.org">edegesero@fmanj.org</a>  |
| John Becker       | Type of organization: Utility<br>Contact Name:<br>Phone: (908)662-8262<br>Email: <a href="mailto:jbecker@aglresources.com">jbecker@aglresources.com</a>  |
| Jose Sanchez      | Type of organization: Unit of State Government<br>Contact Name:<br>Phone: (609)984-6670<br>Email: <a href="mailto:jose.sanchez@dca.state.nj.us">jose.sanchez@dca.state.nj.us</a>                                 |
| Richard Palmisano | Type of organization: For-profit or Corporate (not a financial institution or utility)<br>Contact Name:<br>Phone: (973)430-7471<br>Email: <a href="mailto:richp.necinj@verison.net">richp.necinj@verison.net</a> |
| Samuel Yodice     | Type of organization: Local agency<br>Contact Name: samuely@passaiccountynj.org<br>Phone: (973)569-4032<br>Email:  |
| Tyrese Gould      | Type of organization: Indian Tribe<br>Contact Name: tygould@nativeadvancement.org<br>Phone: (856)455-0600<br>Email:  |

**IV.6 State Plan Hearings (Note: attach notes and transcripts to the SF-424)**

| Date Held  | Newspapers that publicized the hearings and the dates the notice ran  |
|------------|---|
| 08/19/2013 | Published in the Press of Atlantic City, Courier Times, The Times, Courier Post, Asbury Park Press, Burlington County Times and the Star Ledger |
| 07/17/2013 | Announcement of Public Hearing date and time provided at the Weatherization Manager's meeting held on July 17, 2013.                            |

**U.S. Department of Energy**  
**WEATHERIZATION ASSISTANCE PROGRAM (WAP)**  
**WEATHERIZATION ANNUAL FILE WORKSHEET**

**(Grant Number: EE0006170, State: NJ, Program Year: 2013)**

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**IV.7 Miscellaneous**

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**BUDGET INFORMATION - Non-Construction Programs**

|   |  |  |                                  |
|---|--|--|----------------------------------|
| 1. Program/Project Identification No.<br>EE0006170                                      |  | 2. Program/Project Title<br>The Weatherization Assistance Program enables low-income families to permanently reduce their energy bills by making their homes more energy efficient. During the last 32 years, the U.S. Department of Energy's (DOE) Weatherization Assistance Program has provided weatherization services to more than 6.2 million low-income families. |                                  |
| 3. Name and Address<br>New Jersey, State of<br>101 S. Broad St.<br>Trenton NJ 086250811 |  | 4. Program/Project Start Date<br>04/01/2013  | 5. Completion Date<br>03/31/2014 |

**SECTION A - BUDGET SUMMARY**

| Grant Program Function or Activity (a) | Federal Catalog No. (b) | Estimated Unobligated Funds |                 | New or Revised Budget |                 |               |
|--|-------------------------|-----------------------------|-----------------|-----------------------|-----------------|---------------|
|  |                         | Federal (c)                 | Non-Federal (d) | Federal (e)           | Non-Federal (f) | Total (g)     |
| 1. Federal                             | 81.042                  | \$ 0.00                     |                 | \$ 773,962.00         |                 | \$ 773,962.00 |
| 2. STATE                               |                         |                             | \$ 0.00         |                       | \$ 0.00         | \$ 0.00       |
| 3.                                     |                         |                             |                 |                       |                 |               |
| 4.                                     |                         |                             |                 |                       |                 |               |
| 5. TOTAL                               |                         | \$ 0.00                     | \$ 0.00         | \$ 773,962.00         | \$ 0.00         | \$ 773,962.00 |

**SECTION B - BUDGET CATEGORIES**

| 6. Object Class Categories | Grant Program, Function or Activity |                               |                  |                     | Total (5)     |
|----------------------------|-------------------------------------|-------------------------------|------------------|---------------------|---------------|
|                            | (1) GRANTEE ADMINISTRATION          | (2) SUBGRANTEE ADMINISTRATION | (3) GRANTEE T&TA | (4) SUBGRANTEE T&TA |               |
| a. Personnel               | \$ 14,308.65                        | \$ 0.00                       | \$ 23,913.36     | \$ 0.00             | \$ 38,222.01  |
| b. Benefits                | \$ 6,488.97                         | \$ 0.00                       | \$ 10,844.70     | \$ 0.00             | \$ 17,333.67  |
| c. Travel                  | \$ 4,336.00                         | \$ 0.00                       | \$ 0.00          | \$ 0.00             | \$ 4,336.00   |
| d. Equipment               | \$ 0.00                             | \$ 0.00                       | \$ 0.00          | \$ 0.00             | \$ 0.00       |
| e. Supplies                | \$ 7,006.57                         | \$ 0.00                       | \$ 1,166.00      | \$ 0.00             | \$ 8,172.57   |
| f. Contract                | \$ 0.00                             | \$ 38,526.00                  | \$ 0.00          | \$ 34,828.00        | \$ 700,264.00 |
| g. Construction            | \$ 0.00                             | \$ 0.00                       | \$ 0.00          | \$ 0.00             | \$ 0.00       |
| h. Other                   | \$ 1,200.00                         | \$ 0.00                       | \$ 0.00          | \$ 0.00             | \$ 1,200.00   |
| i. Total Direct Charges    | \$ 33,340.19                        | \$ 38,526.00                  | \$ 35,924.06     | \$ 34,828.00        | \$ 769,528.25 |
| j. Indirect                | \$ 1,659.81                         | \$ 0.00                       | \$ 2,773.94      | \$ 0.00             | \$ 4,433.75   |
| k. Totals                  | \$ 35,000.00                        | \$ 38,526.00                  | \$ 38,698.00     | \$ 34,828.00        | \$ 773,962.00 |
| 7. Program Income          | \$ 0.00                             | \$ 0.00                       | \$ 0.00          | \$ 0.00             | \$ 0.00       |

**BUDGET INFORMATION - Non-Construction Programs**

|   |  |  |                                  |
|---|--|--|----------------------------------|
| 1. Program/Project Identification No.<br>EE0006170                                      |  | 2. Program/Project Title<br>The Weatherization Assistance Program enables low-income families to permanently reduce their energy bills by making their homes more energy efficient. During the last 32 years, the U.S. Department of Energy's (DOE) Weatherization Assistance Program has provided weatherization services to more than 6.2 million low-income families. |                                  |
| 3. Name and Address<br>New Jersey, State of<br>101 S. Broad St.<br>Trenton NJ 086250811 |  | 4. Program/Project Start Date<br>04/01/2013  | 5. Completion Date<br>03/31/2014 |

| SECTION A - BUDGET SUMMARY                      |                               |                             |                    |                       |                    |               |
|---|-------------------------------|-----------------------------|--------------------|-----------------------|--------------------|---------------|
| Grant Program<br>Function or<br>Activity<br>(a) | Federal<br>Catalog No.<br>(b) | Estimated Unobligated Funds |                    | New or Revised Budget |                    |               |
|   |                               | Federal<br>(c)              | Non-Federal<br>(d) | Federal<br>(e)        | Non-Federal<br>(f) | Total<br>(g)  |
| 1.  |                               |                             |                    |                       |                    |               |
| 2.  |                               |                             |                    |                       |                    |               |
| 3.  |                               |                             |                    |                       |                    |               |
| 4.  |                               |                             |                    |                       |                    |               |
| 5. TOTAL  |                               | \$ 0.00                     | \$ 0.00            | \$ 773,962.00         | \$ 0.00            | \$ 773,962.00 |

| SECTION B - BUDGET CATEGORIES |                                     |                             |                            |                         |               |  |
|-------------------------------|-------------------------------------|-----------------------------|----------------------------|-------------------------|---------------|--|
| 6. Object Class Categories    | Grant Program, Function or Activity |                             |                            |                         | Total<br>(5)  |  |
|                               | (1) PROGRAM<br>OPERATION<br>S       | (2) HEALTH<br>AND<br>SAFETY | (3) LIABILITY<br>INSURANCE | (4) FINANCIAL<br>AUDITS |               |  |
| a. Personnel                  | \$ 0.00                             | \$ 0.00                     | \$ 0.00                    | \$ 0.00                 | \$ 38,222.01  |  |
| b. Benefits                   | \$ 0.00                             | \$ 0.00                     | \$ 0.00                    | \$ 0.00                 | \$ 17,333.67  |  |
| c. Travel                     | \$ 0.00                             | \$ 0.00                     | \$ 0.00                    | \$ 0.00                 | \$ 4,336.00   |  |
| d. Equipment                  | \$ 0.00                             | \$ 0.00                     | \$ 0.00                    | \$ 0.00                 | \$ 0.00       |  |
| e. Supplies                   | \$ 0.00                             | \$ 0.00                     | \$ 0.00                    | \$ 0.00                 | \$ 8,172.57   |  |
| f. Contract                   | \$ 501,529.00                       | \$ 97,519.00                | \$ 13,931.00               | \$ 13,931.00            | \$ 700,264.00 |  |
| g. Construction               | \$ 0.00                             | \$ 0.00                     | \$ 0.00                    | \$ 0.00                 | \$ 0.00       |  |
| h. Other                      | \$ 0.00                             | \$ 0.00                     | \$ 0.00                    | \$ 0.00                 | \$ 1,200.00   |  |
| i. Total Direct Charges       | \$ 501,529.00                       | \$ 97,519.00                | \$ 13,931.00               | \$ 13,931.00            | \$ 769,528.25 |  |
| j. Indirect                   | \$ 0.00                             | \$ 0.00                     | \$ 0.00                    | \$ 0.00                 | \$ 4,433.75   |  |
| k. Totals                     | \$ 501,529.00                       | \$ 97,519.00                | \$ 13,931.00               | \$ 13,931.00            | \$ 773,962.00 |  |
| 7. Program Income             | \$ 0.00                             | \$ 0.00                     | \$ 0.00                    | \$ 0.00                 | \$ 0.00       |  |

**U.S. DEPARTMENT OF ENERGY**



**BUDGET JUSTIFICATION FOR FORMULA GRANTS**

Applicant: New Jersey, State of  
Award number: EE0006170

Budget period: 04/01/2013 - 03/31/2014

**1. PERSONNEL** - Prime Applicant only (all other participant costs are listed in 6 below and form SF-242A, Section B. Line 6.f. Contracts and Sub-Grants).

Positions to be supported under the proposed award and brief description of the duties of professionals:

| <u>Position</u>  | <u>Description of Duties of Professionals</u> |
|--|---|
| Supervising Program Development Specialist - Bilingual | Angie Armand, Supervisor                      |
| Program Development Specialist 2                       | Jerry Rizziello field monitor                 |
| Senior Clerk   | Diana Williams                                |
| Program Development Specialist 2                       | Amanda Clyne field monitor                    |
| Principal Clerk  | Mark Schardine                                |
| Program Development Specialist 2                       | Angel Garcia field monitor                    |
| Program Development Specialist 1 (Energy Conservation) | Shirley Curry                                 |
| Program Development Specialist 1 (Energy Conservation) | Dennis Rashid field monitor                   |
| Program Development Specialist 1 (Energy Conservation) | Leonardo Moreno field monitor                 |
| Program Assistant                                      | Valarry Bullard                               |
| Program Development Specialist 1 (Energy Conservation) | Luis Alicea                                   |

**Direct Personnel Compensation:**

| <u>Position</u>  | <u>Salary/Rate</u> | <u>Time</u>             | <u>Direct Pay</u>  |
|--|--------------------|-------------------------|--------------------|
| Supervising Program Development Specialist - Bilingual | \$102,750.00       | 10.0000 % FT            | \$10,275.00        |
| Program Development Specialist 2                       | \$56,545.00        | 4.0000 % FT             | \$2,261.80         |
| Senior Clerk   | \$35,054.00        | 5.0000 % FT             | \$1,752.70         |
| Program Development Specialist 2                       | \$56,455.00        | 4.0000 % FT             | \$2,258.20         |
| Principal Clerk  | \$45,619.00        | 5.0000 % FT             | \$2,280.95         |
| Program Development Specialist 2                       | \$63,536.00        | 4.0000 % FT             | \$2,541.44         |
| Program Development Specialist 1 (Energy Conservation) | \$90,429.00        | 4.0000 % FT             | \$3,617.16         |
| Program Development Specialist 1 (Energy Conservation) | \$85,851.00        | 4.0000 % FT             | \$3,434.04         |
| Program Development Specialist 1 (Energy Conservation) | \$90,429.00        | 4.0000 % FT             | \$3,617.16         |
| Program Assistant                                      | \$65,650.00        | 4.0000 % FT             | \$2,626.00         |
| Program Development Specialist 1 (Energy Conservation) | \$88,939.00        | 4.0000 % FT             | \$3,557.56         |
|  |                    | <b>Direct Pay Total</b> | <b>\$38,222.01</b> |

**2. FRINGE BENEFITS**

- a. Are the fringe cost rates approved by a Federal Agency? If so, identify the agency and date of latest rate agreement or audit below, and attach a copy of the rate agreement to the application.

In a letter dated December 4, 2012, DCA submitted its Fiscal Year 2014-2015 indirect cost rate proposal to the US Department of Health and Human Services (USHHS), our cognizant agency. The proposed rate is 11.6%. Our last communication with USHHS was on July 12, 2013. We do not yet have a negotiated rate. Uploaded in the document library is respective correspondence.

- b. If a. above does not apply, please use this box (or an attachment) to further explain how your total fringe benefits costs were calculated. Your calculations should identify all rates used, along with the base they were applied to (and how the base was derived), and a total for each (along with grand total). If there is an established computation methodology approved for state-wide use, please provide a copy. Also, please fill out the table below with the Fringe Benefits Calculations.

Fringe Benefits Calculations

| <b>Position</b>  | <b>Direct Pay</b> | <b>Rate</b>                  | <b>Benefits</b>    |
|--|-------------------|------------------------------|--------------------|
| Supervising Program Development Specialist - Bilingual | \$10,275.00       | 45.3500 %                    | \$4,659.71         |
| Program Development Specialist 2                       | \$2,261.80        | 45.3500 %                    | \$1,025.73         |
| Senior Clerk   | \$1,752.70        | 45.3500 %                    | \$794.85           |
| Program Development Specialist 2                       | \$2,258.20        | 45.3500 %                    | \$1,024.09         |
| Principal Clerk  | \$2,280.95        | 45.3500 %                    | \$1,034.41         |
| Program Development Specialist 2                       | \$2,541.44        | 45.3500 %                    | \$1,152.54         |
| Program Development Specialist 1 (Energy Conservation) | \$3,617.16        | 45.3500 %                    | \$1,640.38         |
| Program Development Specialist 1 (Energy Conservation) | \$3,434.04        | 45.3500 %                    | \$1,557.34         |
| Program Development Specialist 1 (Energy Conservation) | \$3,617.16        | 45.3500 %                    | \$1,640.38         |
| Program Assistant                                      | \$2,626.00        | 45.3500 %                    | \$1,190.89         |
| Program Development Specialist 1 (Energy Conservation) | \$3,557.56        | 45.3500 %                    | \$1,613.35         |
|  |                   | <b>Fringe Benefits Total</b> | <b>\$17,333.67</b> |

**3. TRAVEL**

- a. Please provide the purpose of travel, such as professional conference(s), DOE sponsored meeting(s), project management meeting, etc. If there is any foreign travel, please identify.

| <b>Purpose of Trip</b>   | <b>Number of Trips</b> | <b>Cost Per Trip</b> | <b>Total</b>      |
|--|------------------------|----------------------|-------------------|
| US DOE Program Review Meeting Lakewood Colorado July 29-31, 2013 | 1                      | \$1,336.00           | \$1,336.00        |
| NASCSP Mid-Winter and Annual Conference                          | 2                      | \$1,500.00           | \$3,000.00        |
|  |                        | <b>Travel Total</b>  | <b>\$4,336.00</b> |

- b. Please provide the basis for estimating the costs, such as past trips, current quotations, Federal Travel Regulations, etc. All listed travel must be necessary for the performance of the award objectives.

Travel cost for NASCSP conference is based on average cost estimated for 2013 Annual Conference in Phoenix, Arizona. Travel cost for the USDOE Program Review meeting is final actual costs.

**4. EQUIPMENT** - Equipment is generally defined as an item with an acquisition cost greater than \$5,000 and a useful life expectancy of more than one year. Further definitions can be found in 10 CFR 600.

- a. List all proposed equipment below and briefly justify its need as it applies to the objectives of the award.

| <b>Equipment</b> | <b>Unit Cost</b> | <b>Number</b> | <b>Total Cost</b> | <b>Justification of Need</b> |
|------------------|------------------|---------------|-------------------|------------------------------|
|------------------|------------------|---------------|-------------------|------------------------------|

- b. Please provide a basis of cost such as vendor quotes, catalog prices, prior invoices, etc. and justify need. If the Equipment is being proposed as Cost Share and was previously acquired, please provide the source and value of its contribution to the project and logical support for the estimated value shown. If it is new equipment which will retain a useful life upon completion of the project, provide logical support for the estimated value shown. Also, please indicate whether the Equipment is being used for other projects or is 100% dedicated to the DOE project.



## New Jersey Health and Safety Plan 2013

### Health and Safety Expenditure Limits

For the Department of Energy (DOE) Weatherization Assistance Program (WAP), the New Jersey Department of Community Affairs (DCA) budgets health and safety (H&S) costs in a separate budget category from Program Operations, removing H&S costs from the SIR and the per unit expenditure limitation of \$6500. DCA has expended H&S costs of 4.5% for ARRA and 5.6% for DOE Annual 2009 (as a percentage of average-per unit costs). Historically 5% was requested in 2010 and 7.7% in 2011. DCA anticipates the new requirements of ASHRAE 62.2 will increase expenditures by at least 50%. In addition, this H&S Plan calls for more grantee intervention in addressing H&S issues; therefore DCA will set an average H&S expenditure limit of 14% of the per unit average for Program Operations. This percent will vary based on actual expenditures and will be averaged across all units. Sub grantee agencies will be required to maintain their budget limitation or face disallowed costs. DCA will require sub grantees to track H&S costs and related measures in order to support future budget requests.

### Deferral & Referral Policy

Clients shall be notified in writing within 7 calendar days of the site visit wherein a determination was made to defer the project due to H&S issues and where partial weatherization (only as specifically allowed in the following Plan or approved by DCA on a case-by-case basis) is not an option. The notification shall include reason(s) for deferral, any testing results, and appeal rights. Agencies are expected to make reasonable efforts on behalf of their clients to find alternative assistance when DOE funds are unable to address conditions that lead to deferral. When possible, the notice shall include a list of potential agencies with funding designed to address the specific H&S issue which precludes a client from participating.

Agencies must postpone work when problems occur that cannot be remedied within the scope of allowable measures identified in this Plan or other available grantee and sub-grantee funds.

Building rehabilitation and hazard remediation work are beyond the scope of WAP. Only those H&S corrections necessary to effectively perform weatherization, or those needed to avoid worsening H&S conditions as a result of weatherization are allowed to be performed and must fall within reasonable costs as identified in this Plan and approved by DOE. Not all observed H&S conditions need to be corrected in order to proceed with weatherization; however, the client should still be notified of any observed conditions and if the condition is not corrected it should be clearly explained in the client file how the condition is not related to the planned weatherization work. No costly testing (such as for lead, asbestos, or radon) or H&S corrections are allowed unless energy conservation measures (ECMs) are planned based on the energy audit. No WAP funded H&S activity outside of assessment and/or testing should occur unless WAP funded ECMs are being performed. Blower door results can be estimated but must be updated once testing or hazard correction is concluded. This may alter ventilation requirements and potentially impact other components of the work scope, which must be updated to accurately reflect the actual assessment data. Units must be deferred if necessary corrective work is beyond the scope of this Plan.

In order to maintain the primary energy efficiency mission of the program, H&S budgets are limited to 14% of \$4650 (New Jersey's estimated per unit expenditure for the 2012 Program Year) or an estimated \$650 per unit adjusted based on actual Program Operation expenditures. Agencies must maintain this H&S expenditure limit of 14%, on average, across all units reported to DCA or face disallowed costs except that DCA may approve waivers on a case-by-case basis. Waivers must be submitted to DCA Monitors for approval when the total H&S cost is over \$650 up to \$1,300 for an individual unit. H&S estimates over \$1,300 for an individual unit must be approved by the DCA Program Supervisor. Agencies must receive DCA approval to perform work in a home with estimated H&S costs in excess of \$650 per unit. H&S practices must be performed within the guidance of this Plan but certain discretion is left to the auditor in estimating costs and making judgments for deferral. Those judgments must be within the limitations outlined herein and detailed justification provided in the client file.

Additional considerations that may lead to deferral shall include other good cause which includes any condition which may endanger the health and/or safety of the occupant, work crew, or subcontractor as determined by the NJ

Department of Community Affairs at its sole discretion (i.e., illegal activity, pets, animal waste, and hoarding).

Reasons for deferral must be tracked by sub grantees.

**Procedure for Identifying Occupant Health Concerns:**

At the time of application clients will identify any occupant health issues which may affect performance of weatherization work through the completion of a questionnaire and HIPAA authorization form. At the initial site visit this information will be confirmed and inquiry made to identify any additional occupant health concerns. Health conditions will not preclude clients from receiving weatherization if reasonable accommodations can eliminate the issue. Reasonable accommodations can include temporary relocation on a case-by-case basis with approval by DCA.

**Training:**

DCA shall provide training to or require completions by sub-grantees and their contracted workers where applicable on this H&S Plan including specific courses in H&S assessment, combustion safety testing, ASHRAE 62.2 compliance, Lead Safe Weatherization, OSHA 10 and 30 hours courses, and other trainings necessary to fully implement this Plan. All weatherization agencies and contractors will be EPA Certified Firms and utilize EPA Certified Renovators at each pre-1978 worksite. All individuals performing work on pre-1978 dwellings shall be trained in lead-safe weatherization practices. Units weatherized may include occupants receiving Section 8 Rental Assistance which requires compliance with 24 CFR 35. Agencies performing weatherization in multiple dwellings (buildings containing 3 or more units) will require compliance with N.J.A.C. 5:10 Lead Safe Building Maintenance Practices. Training in all applicable lead courses (EPA, HUD, Lead Safe Weatherization, DCA Lead Safe Building Maintenance Practices) will be completed by March 31, 2013.

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

Yes

Clients will be notified in writing of any observed hazards as well as reasons for deferral. These notifications will contain the required content, including the client's name and address, dates of the audit/assessment and when the client was informed of a potential health and safety issue, a clear description of the problem, a statement indicating if, or when conditions under which weatherization could continue, the responsibility of all parties involved, and the client(s) signature(s) indicating that they understand and have been informed of their rights and options. A copy of the notification(s) must be signed by the client and maintained in the client file.

**Air Conditioning and Heating Systems**

**Concurrence or Alteration:**

Concur with WPN11-6

“Red tagged” or inoperable heating system replacement, repair, or installation is allowed given the climate conditions of our service area, unless prevented by other guidance herein. Air conditioning system replacement, repair, modification, and tune-up is allowed to facilitate the replacement or modification of a heating system or in homes of at-risk occupants. At-risk occupants include any household member with medical documentation requiring air conditioning.

**Funding:**

Primary funding source for heating and air-conditioning is LIHEAP WAP. If those funds are exhausted and it is not a recommended measure on the energy audit, then DOE H&S funds can be used.

**Beyond Scope of DOE WAP:**

If it is beyond the scope of LIHEAP WAP and DOE WAP then the client will be deferred.

**Standards for Remedy:**

Audit software protocol will be used first to determine if heating/cooling measure is allowed. If it is not recommended through the energy audit by having an SIR of 1 or better, the system can be addressed as an H&S issue. For both heating and air conditioning systems make sure systems are present, operable, and performing. Air conditioning will only be addressed when the repair or replacement is needed for the existing heating system unless occupant is at-risk, in which case it can be addressed as part of or independently of the heating system. For air conditioning clients, determine the presence of at-risk occupants. An at-risk occupant is a household member with a medical condition documented by a physician that requires air conditioning. No new installation of air conditioning

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| systems is permitted where an air conditioning unit did not previously exist. Medical documentation must be no older than 180 days. Air conditioning is to be repaired when practical and costs are less than replacement.  |
| <b>Standards for Deferral:</b>  |
| Deferral will take place when the mechanical, electrical, and/or plumbing systems are in such a state of disrepair that failure is imminent and will create a hazard to occupants, or where necessary correction is beyond the scope of this Plan and/or a code compliant heating system cannot be installed due to structural issues or other H&S issues as delineated in this Plan. The primary mechanism for determining deferral of a unit is based on costs associated with correcting the H&S condition necessary in order to perform audit recommended weatherization work as defined in the DCA Deferral & Referral Policy above. |
| <b>Standards for Referral:</b>  |
| LIHEAP will be the primary funding source for this activity. Deferred cases will be referred to publicly funded programs i.e., CDBG.  |
| <b>Training Provision:</b>  |
| Auditors and Crew will be trained in the elements of the H&S Plan and combustion safety testing training by March 31, 2013.   |
| <b>Client Education:</b>  |
| Weatherization Bulletin #718 provides guidance to sub grantees on client education strategies for recipients of heating system/appliances.  |
| <b>Disposal Procedures:</b>   |
| Disposal procedures must comply with N.J.A.C. 5:23 Uniform Construction Code including applying for permits, appropriate sub code official inspections and proper disposal of appliances, tanks, etc. Refrigerant recovery and disposal will comply with EPA Section 608 as amended by 40 CFR82. Equipment replacement contracts must include provisions for proper disposal by the contractor. Additionally, contaminated or unusable heating oil shall be disposed of by the contractor. WAP workers will not be involved with disposal.  |
| <b>Air Conditioning Installation (as specific to installation as a health and safety measure):</b>  |
| According to US DOE consumption data from 2006, the average cooling degree days for New Jersey was 934 days. Temperatures can get high enough to create a dangerous situation for at-risk clients. For air conditioning clients, determine the presence of at-risk occupants. An at-risk occupant is a household member with a medical condition documented by a physician that requires air conditioning. The documentation must be no older than 180 days. Air conditioning treatments are limited to replacement, repair, modification, and tune-up. No new installations are permitted.   |
| <b>Heating System Installation (as specific to installation as a health and safety measure):</b>  |
| According to a climate study by Rutgers University during the period of 1981-2010 the average heating degree days were 6,262. In New Jersey and like climates, death from hypothermia is prevalent when heating is not present in the home.   |

| <b>Appliances and Water Heaters</b>   |   |
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| <b>Concurrence or Alteration:</b>   |   |
| Concur with WPN11-6<br><input checked="" type="checkbox"/>  | Replacement of water heaters is allowed on a case-by-case basis with approval from DCA. Repair and cleaning are allowed. Replacement and installation of other appliances for H&S purposes such as stoves are not allowable; however, repair and cleaning are permissible as H&S costs. The primary funding source is HIP or LIHEAP WAP. An attempt must be made to achieve a SIR and install as an ECM before H&S funds can be used. Also see Air Conditioning and Heating Systems and Combustion Gases. |
| <b>Funding:</b>   |   |
| Primary funding source is LIHEAP WAP or HIP. If those funds are exhausted and it is not a recommended measure on the energy audit then DOE H&S funds can be used.   |   |
| <b>Beyond Scope of DOE WAP:</b>   |   |
| If it is beyond the scope of LIHEAP WAP, HIP, and DOE WAP then the client will be deferred.   |   |
| <b>Standards for Remedy:</b>  |   |
| Determine whether the appliances/water heaters are operating safely. Issues related to leaking units, combustion safety, electrical concerns, and other conditions leading to water heater failure will be assessed. Combustion safety testing is required when combustion appliances are present. Audit software protocol will be used to determine if replacement or repair is recommended as an energy conservation measure. If not recommended, LIHEAP or HIP |   |



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| funding will be used unless exhausted.   |
| <b>Standards for Deferral</b>  |
| The mechanical, electrical, and/or plumbing systems are in such a state of disrepair that failure is imminent and will create a hazard to occupants, or where necessary correction is beyond the scope of this Plan. A code compliant water heater system cannot be installed due to structural issues or other H&S issues as delineated in this Plan. The primary mechanism for determining deferral of a unit is based on costs associated with correcting the H&S condition necessary in order to perform audit-recommended weatherization work as defined in the DCA Deferral & Referral Policy above. |
| <b>Standards for Referral:</b>   |
| LIHEAP will be the primary funding source for this activity. Deferred cases will be referred to publicly funded programs i.e., CDBG.   |
| <b>Training Provision:</b> Discuss how training will be provided for the specific health and safety category. <b>Note:</b> Some health and safety categories, like OSHA, require training.   |
| Auditors and Crew will be trained in diagnosis, the elements of the H&S Plan and combustion safety testing training by March 31, 2013.   |
| <b>Client Education:</b>   |
| Weatherization Bulletin #718 provides guidance to sub grantees on the client education strategies for recipients of heating system/appliances.   |
| <b>Disposal Procedures:</b>  |
| The contractor shall provide for code compliant disposal in their contract with the sub grantee. All materials must be removed from the site and properly disposed of by the contractor.   |

| <b>Asbestos - in siding, walls, ceilings, etc.</b>   |   |
|--|---|
| <b>Concurrence or Alteration:</b>  |   |
| Concur with WPN11-6<br><input checked="" type="checkbox"/>   | Temporary removal and replacement 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. Recommended, where possible, to insulate through home interior when suspected asbestos siding is present. |
| <b>Funding:</b>  |   |
| DOE funding will be used.  |   |
| <b>Beyond Scope of DOE WAP</b>   |   |
| If it is beyond the scope of DOE, the unit will be deferred.   |   |
| <b>Standards for Remedy:</b>   |   |
| Inspect exterior wall surface and subsurface for asbestos siding prior to drilling or cutting. Remove asbestos or suspected asbestos shingles only as needed to perform the measure installation prior to drilling the sidewall and replace with removed shingles. Temporary removal of shingles is permissible under N.J.A.C. 12:120. Workers should make all attempts to create minimal breakage of shingles. Clients must be removed from the work area. Respirators and full body suits must be used by all workers while asbestos shingles are being removed and replaced.  |   |
| If it becomes necessary to remove the siding, it is recommended that it be removed with minimal breakage. To do this it should <u>not</u> be hammered, sawn, or dropped. Siding should be removed in whole pieces and then carried or lowered to the containment area (instead of letting it drop to the ground). Siding will most likely break where it is fastened to the building, these areas should be moistened with water before attempting to remove the fasteners. Often a type of pliers, called "lineman's pliers" can be used to cut off the heads of the nails. Fasteners may also be cut by inserting a reciprocating saw behind the shingle and carefully cutting it without damaging the shingle. The ground underneath the work area should be protected with heavy plastic (>= 6mil) in order to catch any debris that might inadvertently fall. Debris should be carefully removed from the plastic using a HEPA vacuum for small material at the end of every workday. In NJ it is not required that a NJ licensed asbestos contractor remove this type of material. The only exception is if the building is to be demolished. For more information on this subject, please refer to the <a href="#">Indoor Environments Contacts</a> page for information on how to contact the DOH. |   |
| <b>Standards for Deferral:</b>   |   |
| Clients will be deferred when asbestos or suspected asbestos shingles cannot be safely temporarily removed to allow dense pack insulation and/or clients refuse to allow insulating through the interior. Sidewall insulation cannot be skipped when called for in the energy audit but can be partially performed when the area that cannot be insulated is less than 25% of the total insulated wall area. The primary mechanism for determining deferral of a unit is based on  |   |

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| costs associated with correcting the H&S condition necessary in order to perform audit-recommended weatherization work as defined in the DCA Deferral & Referral Policy above.  |
| <b>Standards for Referral:</b>  |
| Deferred units will be referred to publicly funded rehabilitation programs (i.e., CDBG).  |
| <b>Training Provision:</b>  |
| Sub grantees will be trained in safe practices for siding removal and replacement and how to identify asbestos containing materials.  |
| <b>Client Education:</b>  |
| Clients must be informed that suspected asbestos siding is present and how precautions will be taken for containment and to ensure minimal breakage of siding.  |
| <b>Disposal Procedures:</b>   |
| No permanent removal of asbestos containing materials will be performed; however, some minimal breakage and fibers may be released requiring disposal. As a result, containment materials and broken shingles must be sealed in plastic and properly disposed. If the ACM being removed contains 1% or more of asbestos and is from a residential building or commercial facility and is a Category I non-friable asbestos material that is not in poor condition and is not friable, this waste may also be disposed of as ID 13C, construction and demolition debris. According to the USEPA, this is based on the fact that Category I non-friable asbestos materials, which are asbestos-containing resilient floor covering, shingles, asphalt roofing products, packing and gaskets rarely become friable if handled responsibly. Generally these materials do not release significant amounts of asbestos fibers, even when damaged. However, during the demolition activity, the waste must be handled in a responsible manner which will not cause the Category I non-friable material to become friable and become a regulated asbestos containing material (RACM). |
| <b>ID 13C Construction and Demolition Solid Waste</b> - means waste building material and rubble resulting from construction, remodeling, repair, and demolition operations on houses, commercial buildings, pavements and other structures, but not including other solid waste types.   |

| <b>Asbestos - in vermiculite</b>   |  |
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| <b>Concurrence or Alteration:</b>  |  |
| Alternative Guidance<br><input checked="" type="checkbox"/>  | Testing is allowed with DOE funds. Encapsulation and removal are not allowed with DOE funds. Vermiculite must be assumed to contain asbestos and not disturbed other than testing performed by an AHERA certified tester. When vermiculite is present, a certified professional must be used by the client to remove it and provide documentation from the certified professional that it was removed prior to receiving WAP services. Blower door testing will not be performed unless testing shows no asbestos present. |
| <b>Funding:</b> State that DOE funds are being used or indicate that alternate funding sources will be used to address this particular health and safety category.   |  |
| DOE funding will be used for testing; however, encapsulation and removal are not allowed with DOE funds.   |  |
| <b>Beyond Scope of DOE WAP:</b>  |  |
| If beyond the scope of DOE WAP unit will be deferred.  |  |
| <b>Standards for Remedy:</b>   |  |
| Assess whether suspected vermiculite is present. Do not disturb or reenter the area of the home where suspected asbestos is present unless certified to perform testing. Complete as much of the energy audit as practical without disturbing the vermiculite and estimate the blower door numbers. If ECMs are recommended from the energy audit, have the suspected vermiculite tested in accordance with the Asbestos Hazard Emergency Response Act of 1986 (AHERA) using certified prescriptive sampling performed by a certified tester. Blower door testing will not be done unless vermiculite testing has shown no asbestos is present. If asbestos is present in vermiculite, the unit must be deferred. If tests show that no asbestos is present, perform the blower door tests and complete the energy audit and update estimated numbers to determine the recommended measures. |  |
| <b>Standards for Deferral:</b>   |  |
| Unit shall be deferred if client refuses testing or if asbestos containing vermiculite is confirmed via a certified tester. Partial weatherization is not an option when asbestos containing vermiculite is present. The primary mechanism for determining deferral of a unit is based on costs associated with correcting the H&S condition necessary in order to perform audit-recommended weatherization work as defined in the DCA Deferral & Referral Policy above.   |  |

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| <b>Standards for Referral:</b>   |
| Deferred units shall be referred to publicly funded rehabilitation programs (i.e., CDBG).  |
| <b>Training Provision:</b>   |
| Audit training will be provided to sub grantees on how to recognize vermiculite. Testers must be certified through the AHERA course for testing.   |
| <b>Client Education:</b>   |
| Clients should be instructed not to disturb suspected asbestos containing material. Provide asbestos safety information to the client. Notify the client of the potential observed hazard and inform them that testing will be necessary to verify the presence of asbestos. Formally notify the client if test results are positive for asbestos and have notification form signed by the client and a copy kept in the client file. If asbestos is determined to be present inform client that work can only continue if the asbestos is removed by a certified professional and appropriate documentation provided. |
| <b>Disposal Procedures:</b>  |
| Not applicable. No asbestos containing vermiculite will be removed.  |

| <b>Asbestos - on pipes, furnaces, other small covered surfaces</b>   |   |
|--|---|
| <b>Concurrence or Alteration:</b>  |   |
| Concur with WPN11-6<br><input checked="" type="checkbox"/>   | Assume asbestos is present in unknown or common asbestos containing covering materials. Encapsulation of friable asbestos is allowed by an AHERA asbestos control professional and should be conducted prior to blower door testing. Removal may be allowed if performed by an AHERA asbestos control professional when no other remedy is possible and the treatment is necessary for the completion of the energy conservation measure. Blower door results can be estimated to complete the audit but must be updated once asbestos work is concluded. |
| <b>Funding:</b>  |   |
| DOE funds will be used, except to remove or encapsulate intact material necessary to accomplish furnace work being performed through LIHEAP or other funding source, in which case the non-DOE WAP funds should be used.   |   |
| <b>Beyond Scope of DOE WAP:</b>  |   |
| If beyond the scope of DOE WAP unit will be deferred.  |   |
| <b>Standards for Remedy:</b>   |   |
| Auditor will perform visual inspection to identify suspected asbestos containing covering materials. If suspected friable asbestos is present, minor asbestos encapsulation or removal may be performed by a certified asbestos contractor. Complete as much of the energy audit as practical without disturbing the material and estimate the blower door numbers. If the material is intact and will not be disturbed by recommended WAP activity, continue with weatherization work. Testing may be allowed where the material is suspected to contain asbestos and cost estimates for the necessary encapsulation or removal are high and could potentially be avoided. Once the friable material is encapsulated or removed or if tests show that no asbestos is present, perform the blower door tests and complete the energy audit and update estimated numbers to determine the recommended measures. |   |
| <b>Standards for Deferral:</b>   |   |
| Deferral will take place when friable asbestos is unable to be corrected through this Plan. Asbestos that is intact but requiring removal for mechanical or other work must also be addressed within this Plan and cannot result in skipping audit-recommended measures or partial weatherization. The primary mechanism for determining deferral of a unit is based on costs associated with correcting the H&S condition necessary in order to perform audit-recommended weatherization work as defined in the DCA Deferral & Referral Policy above.   |   |
| <b>Standards for Referral:</b>   |   |
| Deferred units shall be referred to publicly funded rehabilitation programs (i.e., CDBG).  |   |
| <b>Training Provision:</b>   |   |
| Training will be provided to sub grantees to visually identify suspected asbestos and asbestos containing materials. Anyone disturbing suspected asbestos containing material must be a certified AHERA professional.  |   |
| <b>Client Education:</b>   |   |
| Inform client of any observed suspected asbestos containing material. Clients should be instructed not to disturb suspected asbestos containing material. Provide asbestos safety information to the client. If deferral is necessary, inform client that work can only continue if the asbestos is removed by a certified professional and appropriate documentation provided.  |   |

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| <b>Disposal Procedures:</b>  |  |
| Disposal of asbestos containing materials shall be included in the contract with the AHERA certified contractor. All asbestos containing materials must be disposed of in accordance with federal and state regulations.   |  |
| <b>Biological and Unsanitary Conditions - odors, mustiness, bacteria, viruses, raw sewage, rotting wood, etc.</b>  |  |
| <b>Concurrence or Alteration:</b>  |  |
| Concur with WPN11-6<br><input checked="" type="checkbox"/>   | Removal of conditions that may lead to or promote biological concerns and unsanitary conditions is allowed. Removal of condition is defined as repairing the condition that creates the biological contamination such as repairing leaking or broken waste lines. Addressing or testing for bacteria and viruses is not an allowable cost. Deferral may be necessary in cases where a known agent is present in the home that may create a serious risk to occupants or weatherization workers. Also see Mold and Moisture guidance below. |
| <b>Funding:</b>  |  |
| DOE funds can be used to address this particular H&S category.   |  |
| <b>Beyond Scope of DOE WAP:</b>  |  |
| If beyond the scope of DOE WAP then the unit will be deferred.   |  |
| <b>Standards for Remedy:</b>   |  |
| Sensory inspection will be used to identify the biological concerns. The inspection will be conducted by the agency representative provided that he/she is not exposed to hazardous biological contaminants (i.e., raw sewage, animal/human feces, decomposing garbage, and animal carcasses). Cleanup of contaminants such as decomposing garbage and animal/human feces due to the occupant's neglect are not eligible. Hazardous conditions must be corrected by a certified professional and signed clearance notification must be provided to the agency prior to weatherization continuing. Non-hazardous conditions can be corrected by the client, and if performed within 30 days, weatherization can continue. |  |
| <b>Standards for Deferral:</b>   |  |
| Units with conditions which present a health risk to agency representatives shall be deferred if they cannot be corrected through this Plan. The primary mechanism for determining deferral of a unit is based on costs associated with correcting the H&S condition necessary in order to perform audit-recommended weatherization work as defined in the DCA Deferral & Referral Policy above.   |  |
| <b>Standards for Referral:</b>   |  |
| Deferred units shall be referred to local health departments and publicly funded rehabilitation programs.  |  |
| <b>Training Provision:</b>   |  |
| Sub grantees will be trained in how to recognize conditions and when to defer as well as worker safety when coming in contact with these conditions.   |  |
| <b>Client Education:</b>   |  |
| Inform client of observed conditions. Provide information on how to maintain a sanitary home and steps to correct deferral conditions. Inform client that hazardous conditions must be corrected by a certified professional and signed clearance notification must be provided to the agency prior to weatherization continuing. Non-hazardous conditions can be corrected by the client, and if performed within 30 days, weatherization can continue.   |  |
| <b>Disposal Procedures:</b>  |  |
| Disposal of contaminants must be performed in accordance with state and local codes.   |  |

### Building Structure and Roofing

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| <b>Concurrence or Alteration:</b>  |  |
| Concur with WPN11-6<br><input checked="" type="checkbox"/>   | Building rehabilitation and structural corrections are beyond the scope of the Weatherization Assistance Program. Homes with conditions that require more than incidental repair should be deferred. See Mold and Moisture guidance below. |
| <b>Funding:</b>  |  |
| DOE funds will be utilized to address incidental repairs, which are separate from the H&S funding category and must be included in the package SIR and the average cost per unit for Program Operations. |  |
| <b>Beyond Scope of DOE WAP:</b>  |  |
| If the work is beyond an incidental repair then the client will be deferred.   |  |

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| <b>Standards for Remedy:</b>   |
| Auditors will perform visual inspection. Ensure that access to areas necessary for weatherization is safe for entry and performance of assessment, work, and inspection. Only incidental repairs will be considered for funding and must be included in the package SIR and the average cost per unit for Program Operations. The package SIR must be above 1.0 or greater to perform weatherization work. Incidental repairs are those which are performed because they are deemed necessary for the effective performance or preservation of one or more ECMs. In addition the incidental repair must be listed as ordinary maintenance or minor work as defined in N.J.A.C. 5:23. |
| <b>Standards for Deferral:</b>   |
| Determine whether repair work is necessary and meets the definition of incidental repair. The unit must be deferred if the package SIR is below 1.0. If the work requires more than incidental repair then the client must be deferred.  |
| <b>Standards for Referral:</b>   |
| Deferred cases will be referred to publicly funded programs i.e., CDBG.  |
| <b>Training Provision:</b>   |
| Sub grantees will be trained on how to identify deficiencies and substandard conditions in housing and how to differentiate between incidental and major repair, and between incidental and H&S repairs.   |
| <b>Client Education:</b>   |
| Notify client of any housing deficiencies and/or substandard conditions or compromised areas.  |
| <b>Disposal Procedures:</b>  |
| Agencies will dispose of or include proper disposal of all construction debris as part of their contract with the contractor.  |

| <b>Code Compliance</b>  |   |
|---|---|
| <b>Concurrence or Alteration:</b>   |   |
| Concur with WPN11-6<br><input checked="" type="checkbox"/>  | Correction of preexisting code compliance issues is not an allowable cost other than where weatherization measures are being conducted or when necessary to perform weatherization work. State and local (or jurisdiction having authority) codes must be followed while installing weatherization measures. Condemned properties and properties where "red tagged" H&S conditions exist that cannot be corrected under this guidance should be deferred. |
| <b>Funding:</b>   |   |
| DOE funds will be utilized to address code compliance issues where weatherization measures are being conducted or when necessary to perform weatherization work. The cost of complying with code requirements tied to installation of a specific measure will be charged as part of the measure such as following local code to install a furnace. When not a direct component of the measure but still necessary to perform weatherization work, the costs must be charged to the H&S budget category. |   |
| <b>Beyond Scope of DOE WAP:</b>   |   |
| If beyond the scope of DOE WAP then the unit must be deferred.  |   |
| <b>Standards for Remedy:</b>  |   |
| The auditor will perform visual inspection. Repair code violations directly connected to a weatherization measure or when necessary to perform audit-recommended weatherization work.   |   |
| <b>Standards for Deferral:</b>  |   |
| Code violations that are necessary to safety perform weatherization must be corrected or the unit deferred. Some preexisting code conditions may not require correction in order to continue weatherization. The primary mechanism for determining deferral of a unit is based on costs associated with correcting the H&S condition necessary in order to perform audit-recommended weatherization work as defined in the DCA Deferral & Referral Policy above.  |   |
| <b>Standards for Referral:</b>  |   |
| When severe structural conditions exist that place occupants at risk the agency should report to the local code officials. Deferred cases will also be referred to publicly funded programs i.e., CDBG.   |   |
| <b>Training Provision:</b>  |   |
| Sub grantees will be trained on how to determine what code compliance may be required.  |   |
| <b>Client Education:</b>  |   |
| Inform client of observed code compliance issues.   |   |
| <b>Disposal Procedures:</b>   |   |
| Proper disposal of construction debris is required related to repair of eligible code violations.   |   |

## Combustion Gases

### Concurrence or Alteration:

|  |   |
|--|---|
| Concur with WPN11-6<br><input checked="" type="checkbox"/> | Proper venting to the outside for combustion appliances, including gas dryers is required. Correction of venting is allowed when testing indicates a problem. |
|--|---|

### Funding:

DOE funds will be utilized.

### Beyond Scope of DOE WAP

If beyond the scope of DOE WAP, LIHEAP funds may be used if available. If not, the unit will be deferred.

### Standards for Remedy

Combustion safety testing is required when combustion appliances are present. Inspect venting of combustion appliances and confirm adequate clearances. Test naturally drafting appliances for draft and spillage under worst case conditions before and after air tightening. Inspect cooking burners for operability and flame quality.

### Standards for Deferral:

Deferral will occur when correction is beyond the scope of this Plan. The primary mechanism for determining deferral of a unit is based on costs associated with correcting the H&S condition necessary in order to perform audit-recommended weatherization work as defined in the DCA Deferral & Referral Policy above. LIHEAP funds may be used if available if beyond the scope of WAP.

### Standards for Referral:

LIHEAP funds may be used if available and beyond the scope of WAP. Deferred units shall be referred to the appropriate utility company and publicly funded rehabilitation programs.

### Training Provision:

Sub grantees will be trained on how to perform appropriate testing, determine when a building is excessively depressurized, and the difference between air free and as-measured.

### Client Education:

Provide client with combustion safety and hazards information, including the importance of using exhaust ventilation when cooking and the importance of keeping burners clean to limit the production of CO. Clients receive appliance-health in system evaluation forms that summarize the carbon monoxide test results of their dryers, gas ranges, heaters, and water heater. Also, information on new heating systems is provided including advice on regular maintenance.

### Disposal Procedures:

Any materials removed as a result of correcting hazardous conditions must be properly disposed of.

### Combustion Gas Problem Discovery:

The auditor/crew will keep records maintained in the client file of calls for service to the utility company. The auditor/crew is to contact and notify the utility immediately.

## Electrical, other than Knob-and-Tube Wiring

### Concurrence or Alteration:

|  |  |
|--|--|
| Concur with WPN11-6<br><input checked="" type="checkbox"/> | Minor electrical repairs are allowed where health or safety of the occupant is at risk. Upgrades and repairs are allowed when necessary to perform specific weatherization measures. |
|--|--|

### Funding:

DOE WAP or LIHEAP

### Beyond Scope of DOE WAP:

If it is beyond the scope of DOE WAP or LIHEAP WAP then the client will be deferred.

### Standards for Remedy:

Auditors will perform visual inspection. Voltage drop and voltage detection testing should be performed as necessary. Electrical issues should be determined if correction is necessary to safely perform weatherization activity. Electrical upgrades necessary for a specific ECM can be included in the cost of the measure.

Agencies will seek the approval of the state when electrical overloads are likely to result from installing new appliances through the weatherization program. Weatherization Bulletin #715 provides guidance on overloads.

### Standards for Deferral:

Deferral will occur when corrections are beyond the scope of this Plan. The primary mechanism for determining deferral of a unit is based on costs associated with correcting the H&S condition necessary in order to perform audit-

|  |
|--|
| recommended weatherization work as defined in the DCA Deferral & Referral Policy above. LIHEAP funds may be used if available if beyond the scope of WAP.  |
| <b>Standards for Referral:</b>   |
| Will be referred to publically funded programs.  |
| <b>Training Provision:</b>   |
| Sub grantees will be trained in how to identify electrical hazards and local code compliance.  |
| <b>Client Education:</b>   |
| Provide information on overloading circuits, electrical safety/risks. Observed hazards including any existing overloads discovered at the time of the audit will be discussed with the owner and noted in the client folder. |
| <b>Disposal Procedures:</b>  |
| Follow manufacturer's specifications and local codes & standards when disposing of any electrical equipment.   |

**Electrical, Knob-and-Tube Wiring**

|  |   |
|--|---|
| <b>Concurrence or Alteration:</b>  |   |
| Alternative Guidance<br><input checked="" type="checkbox"/>  | Minor upgrades and repairs necessary for weatherization measures and where the health or safety of the occupant is at risk are allowed. Must provide sufficient over-current protection where necessary. The state prohibits insulating where knob and tube wiring is live. Weatherization Bulletin # 402 states the policy guidance on knob and tube wiring. |
| <b>Funding:</b>  |   |
| DOE WAP or LIHEAP  |   |
| <b>Beyond Scope of DOE WAP:</b>  |   |
| If it is beyond the scope of DOE WAP or LIHEAP WAP then the client will be deferred.   |   |
| <b>Standards for Remedy:</b>   |   |
| Inspect for presence and condition of knob-and-tube wiring. Check for alterations that may create an electrical hazard. Voltage drop and voltage detection testing are allowed. Knob and tube wiring can be removed in order to perform weatherization measures if within the cost limitation identified in this Plan. Damming around the wire with proper clearance or skipping wall cavities where knob-and-tube is present can also be performed unless the area not being insulated is greater than 25% of the total attic/floor area or wall area respectively as called for in the energy audit. |   |
| <b>Standards for Deferral:</b>   |   |
| Deferral will occur when the correction is beyond the scope of this Plan. The primary mechanism for determining deferral of a unit is based on costs associated with correcting the H&S condition necessary in order to perform audit-recommended weatherization work as defined in the DCA Deferral & Referral Policy above. LIHEAP funds may be used if available if beyond the scope of WAP.  |   |
| <b>Standards for Referral:</b>   |   |
| Cases will be deferred to publicly funded programs.  |   |
| <b>Training Provision:</b>   |   |
| Sub grantees will be trained on how to identify electrical hazards and local code compliance.  |   |
| <b>Client Education:</b>   |   |
| Provide information to client on over-current protection, overloading circuits, basic electrical safety/risks. Observed hazards including any existing overloads discovered at the time of the audit will be discussed with the owner and noted in the client folder.  |   |
| <b>Disposal Procedures:</b>  |   |
| Follow manufacturer's specifications and local codes & standards when disposing of any electrical equipment.   |   |

**Fire Hazards**

|  |  |
|--|--|
| <b>Concurrence or Alteration:</b>                          |  |
| Concur with WPN11-6<br><input checked="" type="checkbox"/> | Correction of fire hazards is allowed when necessary to safely perform weatherization. |
| <b>Funding:</b>  |  |
| DOE WAP  |  |
| <b>Beyond Scope of DOE WAP:</b>                            |  |

|   |  |
|---|--|
| If beyond the scope of this Plan, the unit will be deferred.  |  |
| <b>Standards for Remedy:</b>  |  |
| Check for fire hazards in the home during the audit and while performing weatherization.  |  |
| <p>The state will require that heating contractors comply with industry standards, manufacturer instructions, and the Weatherization Installation Standards Manual, along with applicable codes to prevent hazardous situations where combustible materials are located dangerously close to combustion appliances. Agency crew and contractors must refer to NFPA, CABO, and BOCA codes to identify proper clearances between combustion appliances and combustible materials.</p> <p>Procedures to identify potentially dangerous creosote build-up in chimneys and wood stove flues include client interview regarding wood stove use and visual inspection of the chimney. If additional examination of the chimney or wood stove flue needs to be conducted by a CSIA Certified Chimney Sweep. The procedure defined by the NFPA (National Fire Protection Association) should be followed. Weatherization Bulletin #714 and 715 also provide guidance when considering fire hazards.</p> <p>Agencies will also inspect chimneys at the audit stage and inquire of clients about when chimneys and wood stove flues were last cleaned. Chimney sweeps will be allowed as an H&amp;S measure.</p> |  |
| <b>Standards for Deferral</b>   |  |
| Deferral will occur when correction is beyond the scope of this Plan. The primary mechanism for determining deferral of a unit is based on costs associated with correcting the H&S condition necessary in order to perform audit-recommended weatherization work as defined in the DCA Deferral & Referral Policy above.   |  |
| <b>Standards for Referral:</b>  |  |
| Referrals will be made to publicly funded programs.   |  |
| <b>Training Provision:</b>  |  |
| Sub grantees will be trained on how to identify fire hazards.   |  |
| <b>Client Education:</b>  |  |
| Inform client of observed hazards and necessary corrections.  |  |
| <b>Disposal Procedures:</b>   |  |
| Any material waste created as a result of correcting fire hazards must be properly disposed of.   |  |

| <b>Formaldehyde, Volatile Organic Compounds (VOCs),<br/>and other Air Pollutants</b>  |   |
|---|---|
| <b>Concurrence or Alteration:</b>   |   |
| Concur with WPN11-6<br><input checked="" type="checkbox"/>  | 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. |
| <b>Funding:</b>   |   |
| DOE   |   |
| <b>Beyond Scope of DOE WAP:</b>   |   |
| If beyond the scope the unit will be deferred.  |   |
| <b>Standards for Remedy:</b>  |   |
| <p>Auditors will perform sensory inspection. Suspected pollutants beyond small amounts of normal household cleaners must be removed from the envelope prior to weatherization and the client informed of risks associated with keeping pollutants indoors, even when ventilation is present. Permanent location of suspected pollutants should be considered in defining the envelope.</p> <p>Formaldehyde vapors are emitted by pressed wood products, hardwood, plywood, wall paneling, particleboard, wafer board, environmental tobacco smoke, durable press drapes, glues, some new carpets, urea-formaldehyde foam insulation, etc. VOCs are emitted by some household cleaning products like cleansers and disinfectants; paints, paint strippers, and other solvents; preservatives; stored fuels, and automotive products; moth repellents and air</p> |   |



fresheners; etc.

ASHRAE 62.2 addresses normal household conditions and does not account for high polluting sources. The sub grantee agencies will consider additional ventilation in homes with suspected VOC problems that are not easily removed. Client education will be provided to make clients aware of any products used in weatherization containing formaldehyde and volatile organic compounds. Also, sub grantees will inform clients of household hazardous waste collection day programs in their county.

**Standards for Deferral:**

Deferral will occur when clients refuse removal of suspected pollutants or when correction is beyond the scope of this Plan. The primary mechanism for determining deferral of a unit is based on costs associated with correcting the H&S condition necessary in order to perform audit-recommended weatherization work as defined in the DCA Deferral & Referral Policy above.

**Standards for Referral:**

Referrals will be made to publicly funded programs.

**Training Provision:**

Sub grantees will be trained on how to recognize potential hazards and when removal is necessary.

**Client Education:**

Inform client of observed condition and associated risks. Provide client written materials on safety and proper disposal of household pollutants.

**Disposal Procedures:**

Any pollutants permanently removed by weatherization agencies must be properly disposed of.

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

**Concurrence or Alteration:**

Concur with WPN11-6



Workers must take all reasonable precautions against performing work on homes that will subject workers or occupants to H&S risks. Minor repairs and installation may be conducted only when necessary to effectively weatherize the home; otherwise these measures are not allowed.

**Funding:**

DOE funds shall be used to address this particular H&S category.

**Beyond Scope of DOE WAP:**

If beyond the scope of DOE WAP the unit shall be deferred

**Standards for Remedy:**

Observe if dangers are present that would prevent weatherization. If weatherization cannot be safely performed, the hazards must be correct by WAP if within reasonable costs or by the client prior to weatherization or the unit deferred.

**Standards for Deferral**

Deferral will occur when correction is beyond the scope of this Plan. The primary mechanism for determining deferral of a unit is based on costs associated with correcting the H&S condition necessary in order to perform audit-recommended weatherization work as defined in the DCA Deferral & Referral Policy above. LIHEAP funds may be used if available if beyond the scope of WAP.

**Standards for Referral:**

Referrals will be made to publicly funded programs.

**Training Provision:**

Awareness of potential hazards.

**Client Education:**

Inform client of observed hazards and associated risks.

**Disposal Procedures:**

Any material wastes created by weatherization agencies must be properly disposed of.

**Lead Based Paint**

|  |   |
|--|---|
| <b>Concurrence or Alteration:</b>  |   |
| Concur with WPN11-6<br><input checked="" type="checkbox"/>   | Follow EPA's Lead; Renovation, Repair and Painting Program (RRP). In addition to RRP, Weatherization requires all weatherization crews working in pre-1978 housing to be trained in Lead Safe Weatherization (LSW). Testing is allowed. Lead-based paint should be assumed in pre-1978 housing unless testing negative. |
| <b>Funding:</b>  |   |
| DOE funds shall be used to insure proper containment, occupant protections, and cleanup are implemented as required in EPA regulations and lead-safe weatherization practices.   |   |
| <b>Beyond Scope of DOE WAP:</b>  |   |
| If treatments are beyond the scope of DOE WAP the unit shall be deferred.  |   |
| <b>Standards for Remedy:</b>   |   |
| <p>Testing as directed under the EPA RRP Rule is allowed and recommended where estimated costs for containment are high and could potentially be avoided. Job site set up and cleaning verification is required and must be performed by an EPA Certified Renovator. Weatherization Bulletin # 608 requires that all sub grantees have Pollution Occurrence Insurance coverage and that all crew and contracted workers be certified in Lead Safe Weatherization. All firms must be EPA Certified. Certified renovator training is required of all contractors and agency crews to ensure that the state meets EPA standards for safe weatherization. Weatherization activities occurring in multiple dwellings must be performed in accordance with NJAC 5:10 Lead Safe Maintenance Requirements. All individuals performing work in multiple dwellings must be trained in NJ's lead safe maintenance requirements.</p> <p>New Jersey is one of the few states in the nation that has a law ordering all children to be tested to find out how much lead is in their bodies. Since this valuable information is available, at the intake stage, agencies should request the child (ren)'s blood lead levels if known. Units occupied by a child under 6 with a blood lead level of 10ug/dL or higher shall be deferred when lead is to be disturbed by weatherization work.</p> |   |
| <b>Standards for Deferral:</b>   |   |
| Deferral is required when the extent and condition of lead-based paint in the house would potentially create further H&S hazards. Units occupied by known lead poisoned children (blood lead level of 10ug/dL or higher) shall be deferred when lead is to be disturbed by weatherization work. If the lead spot test is positive for lead-based paint and containment cannot be achieved and there is a risk of traffic through the work area the unit shall be deferred. The primary mechanism for determining deferral of a unit is based on costs associated with necessary containment work as defined in the DCA Deferral & Referral Policy above.   |   |
| <b>Standards for Referral:</b>   |   |
| Deferred units shall be referred to local health departments and publicly assisted housing rehabilitation programs.  |   |
| <b>Training Provision:</b>   |   |
| All weatherization crews working on pre-1978 homes must receive Lead Safe Weatherization training and be accompanied by an EPA Certified Renovator. Grantee Monitors/Inspectors must be Certified Renovators and receive LSW training.   |   |
| <b>Client Education:</b>   |   |
| Follow RRP requirements.   |   |
| <b>Disposal Procedures:</b>  |   |
| Construction and lead waste shall be disposed in accordance with state and local policies.   |   |
| <b>Lead Based Paint Compliance:</b>  |   |
| <p>A determination must be made for all units including the year built of the home, suspected presence of lead, and any necessary actions taken and signed and kept in the client file. All testing result and post weatherization cleaning Verification Records shall be maintained in the client file such as photographs of pre and post LSW practices and photographs of LSW setup, a certified renovator acknowledgement that lead-based paint is not present. Training records for all individuals working on weatherization projects will be maintained at the agency level and shall be verified by State Monitors on a bi-annual basis. Testing certification forms for each unit must be completed by the Certified Renovator and maintained with the client file. Testing certification forms must include the specific location of the test by room and component and result. A minimum of 3 inspections per agency per year shall be conducted by the State Monitor during the performance of weatherization activities to insure that proper</p>   |   |

containment is established, occupants and their belongings are being protected, and egress routes which avoid the work area are established. The State Monitor shall stop work if the crew has failed to implement the RRP and LSW practices.

| <b>Mold and Moisture</b>  |   |
|---|---|
| <b>Concurrence or Alteration:</b>   |   |
| Concur with WPN11-6<br><input checked="" type="checkbox"/>  | 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. Where moderate to severe moisture or suspected mold issues cannot be addressed, deferral is required. Minor suspected mold or moisture conditions will be addressed through providing adequate ventilation at the minimum meeting ASHRAE 62.2 standards. Mold testing and cleaning are not allowable H&S costs. |
| <b>Funding:</b>   |   |
| DOE funds will be used for minor repairs and moisture corrections. Mold testing and cleanup are not allowed with DOE funds.   |   |
| <b>Beyond Scope of DOE WAP:</b>   |   |
| If treatments are beyond the scope of DOE WAP the unit shall be deferred.   |   |
| <b>Standards for Remedy:</b>  |   |
| Visual assessment is required and diagnostics such as moisture meters are recommended pre-weatherization and prior to final inspection. Suspected mold of individual areas less than or equal to 10 square feet are considered minor and weatherization can continue as long as adequate ventilation or dehumidification can be provided and the homeowner instructed in cleaning the area. For moderate to severe mold conditions, if the home has more 10 square feet in any one area (conditioned or unconditioned) or more than 20 square feet in total of all areas of the home (either conditioned or unconditioned) of suspected mold it must be deferred. Identifiable moisture creating conditions must be corrected prior to weatherization or the unit deferred. High humidity, general mustiness, or sensory observed moisture where a source cannot be pinpointed must be addressed with adequate ventilation or dehumidification prior to weatherization or the unit deferred. Agency field technicians must have a relative humidity gauge because most biological containments and moisture problems can be controlled by identifying humidity levels in the attic, basement, and crawlspace. Normal household moisture can be addressed with ASHRAE 62.2 compliance but this does not account for high moisture sources. The presence of moisture in attics and basements should be considered when defining the envelope. |   |
| <b>Standards for Deferral:</b>  |   |
| Moderate to severe moisture conditions must be corrected before weatherization can continue or the unit deferred. Units with moderate to severe suspected mold must always be deferred, since correction cannot be performed by WAP. Minor moisture or suspected mold should not normally lead to deferral except in those cases where ventilation or dehumidification is unable to be installed or not expected to correct the condition. The primary mechanism for determining deferral of a unit is based on costs associated with correcting the H&S condition necessary in order to perform audit-recommended weatherization work as defined in the DCA Deferral & Referral Policy above. NJ will also provide sub grantees with a standardized form to be used in the event that Weatherization must be deferred due to serious mold and moisture problems.   |   |
| <b>Standards for Referral:</b>  |   |
| Referrals will be made to publicly funded programs.   |   |
| <b>Training Provision:</b>  |   |
| Sub grantees will be trained using the national curriculum on mold and moisture or equivalent.<br><br>New Jersey will provide training to State Monitors and sub grantee field staff on identifying mold and moisture problems including drainage issues. The training will ensure that staff can identify suspected mold and provide the client with information on remediation.   |   |
| <b>Client Education:</b>  |   |
| Provide client notification and disclaimer on mold and moisture awareness and discuss importance of cleaning and  |   |

maintaining drainage systems and proper landscape design. Instruct client in cleanup of small suspected mold covered surfaces and that large covered surfaces should be remediated by a professional.

**Disposal Procedures:**

Any material wastes created by weatherization agencies must be properly disposed of.

**Mold Protocols:**

A mold/moisture assessment must be performed in all homes and signed by the auditor and kept in the client file. Photographs of preexisting moisture damage and/or suspected mold should be dated and included in the client file with notes regarding if the moisture condition has been or will be corrected. Post weatherization photographs should also be included. Most homes have mold spores and many have conditions that can lead to mold growth. Minor moisture and suspected mold conditions will be addressed through adequate ventilation. Suspected mold cleaning is not allowed with WAP H&S funds; however, small areas of surface preparation can be included in the costs of the measure as ancillary costs for the direct installation of a material, such as cleaning a window sill in preparation of caulking. Moisture damaged areas can be corrected as an incidental repair or H&S repair depending on their purpose and how they are justified in the client file. See Ventilation policy below.

**Occupant Preexisting or Potential Health Conditions**

**Concurrence or Alteration:**

Concur with WPN11-6



When a person's health may be at risk and/or the work activities could constitute a health or safety hazard, the occupant at risk will be required to take appropriate action based on severity of risk. Temporary relocation of at-risk occupants may be allowed on a case by case basis as approved by DCA. Failure or the inability to take appropriate actions must result in deferral or partial weatherization where approved by DCA on a case-by-case basis.

**Funding:**

DOE

**Beyond Scope of DOE WAP:**

If beyond the scope of this Plan the unit will be deferred.

**Standards for Remedy:**

Require occupant to reveal known or suspected health concerns as part of initial application for weatherization. Screen occupants again during audit to verify earlier concerns and/or to determine if addition concerns exist that may not have been included at the time of application.

Agency staff as early as the intake stage should be alert to situations that could negatively affect the H&S of clients. Question clients about allergies or diseases that are traceable to materials used in weatherization. The client will complete an Indoor Air Quality checklist, a Building Related Illness checklist, and a Residential Moisture Problem Assessment form/checklist. Later, a decision can be made about proceeding with weatherization work or postponing work because of a major problem or installing partial weatherization with approval by DCA on a case-by-case basis.

Agencies will become aware of clients' health problems that could be exacerbated by weatherization activities at the intake stage. Clients applying for assistance will complete a building related illness checklist to identify preexisting conditions and warn agency staff what routines will need to be modified to protect the health of clients.

Weatherization Bulletin #406 provides directions when client health is a consideration. See Lead Based Paint guidance above.

**Standards for Deferral:**

Deferral will occur when precautions cannot be practically taken to avoid harm to the client, such as relocation or timing specific work for consideration of the client's health.

**Standards for Referral:**

Referrals will be made to publicly funded programs.

**Training Provision:**

Sub grantees will be trained on how to assess occupant preexisting conditions and determining what action to take if the home is not deferred. Sub grantees will be made aware of potential hazards and weatherization activity that could affect occupant health.

The Rutgers Cooperative Extension will be requested to provide training of its Indoor Air Quality Leader program.

Also, NJ WAP plans to provide Red Cross first aid & CPR class training.

**Client Education:**

Provide client information of any known risks. Provide worker contact information so client can inform of any issues.

**Disposal Procedures:**

n/a

**Occupational Safety and Health  
Administration (OSHA) and Crew Safety**

**Concurrence or Alteration:**

Concur with WPN11-6



Workers must follow OSHA standards and Material Safety Data Sheets (MSDS) and take precautions to ensure the H&S of themselves and other workers. MSDS must be posted wherever workers may be exposed to hazardous materials.

**Funding:**

DOE

**Beyond Scope of DOE WAP:**

If beyond the scope of this Plan the unit will be deferred.

**Standards for Remedy:**

The state staff visiting client units will be provided protection against unreasonable conditions that could endanger their H&S before weatherization measures have been installed, during work in progress, and upon final inspection. State staff is covered under the standards of the Public Employees OSHA and any other applicable statutes, regulations, or guidelines published in the New Jersey Register which pertains to H&S matters. The expected costs for the grantee in H&S include at a minimum, safety goggles, respirators, protective suits, and gas leak detectors.

Local government staff is covered by the Public Employees OSHA for H&S protection. The private, nonprofit agency crew and private sector contractors are covered by the federal OSHA standards Title 29, Code of Federal Regulations (CFR) Part 1926. Crew/Contractors should be aware that Material Safety Data Sheets are available to learn about a potentially hazardous material's effect on the health of individuals and how to safely apply the material in a client's home. Agencies must have a binder containing MSDS for materials used by its crew or contractors.

**Standards for Deferral:**

Deferral will occur when OSHA required work activity is beyond the scope of this Plan. The primary mechanism for determining deferral of a unit is based on costs associated with meeting OSHA requirement in order to perform audit-recommended weatherization work as defined in the DCA Deferral & Referral Policy above.

**Standards for Referral**

Referrals will be made to publically funded programs.

**Training Provision:**

Sub grantees will be trained in use and importance of personal protection equipment. OSHA 10 hour training is required for all workers. OSHA 30 hour training is required for crew leaders.

Training will be provided for state field monitors, agency field technicians, and contractors from among these topics offered by the New Jersey Department of Labor's Occupational Safety & Health Training Unit:--Electrical Safe Work Practices

--Ergonomics for the Office

--First Aid for Bystanders

--Hand and Portable Power Tool Safety

--Hand Injury Prevention

--Hazard Awareness

--Hazard Communication

--Heat and Cold Stress and Carbon Monoxide Poisoning

--Hearing Conservation

--Ladder Safety

--Material Handling, Back Safety & Lifting Techniques

- OSHA Record Keeping
- Personal Protective Equipment
- Respiratory Protection
- Safety Audit
- Safety Program Development
- Safety Scanning
- The Supervisor and Safety
- Walking and Working Surfaces

NJ WAP plans to provide Red Cross first aid & CPR class training. Agency staff and contractors must meet drug-free workplace requirements in Weatherization Bulletin #807.

In addition, agencies must comply with Weatherization Bulletin #806, dealing with control of equipment and Weatherization Bulletin # 506, dealing with the list of disbarred contractors.

Agency crew and contractors must have the Weatherization Installation Standards Manual in their possession on the job site when issues involving the proper methods to install a material are raised.

Special attention will be given to job site accidents and injuries. OSHA's Forms for Recording Work-Related Injuries and Illnesses must be completed and kept on file at all agencies.

If they qualify, sub grantees and contractors are encouraged to use the New Jersey Department of Labor free Occupational Safety & Health On-Site Consultation program to find out about potential hazards at their worksites, and improve their occupational safety and health management systems. For enforcement activity or to register a complaint regarding a workplace safety or health hazard, contact one of the area offices of the U.S. Department of Labor's Occupational Safety and Health Administration that serve the county where the workplace is located.

**Client Education:**

MSDS and OSHA cards should be available to clients upon request.

**Disposal Procedures:**

Sub grantees and contractors must dispose of office and field equipment when obsolete in a responsible manner. Seek out county and local government programs that recycle computer and electronic equipment containing hazardous components. Also, any debris removed from a client's house, especially materials used to weatherize and which contain hazardous chemicals must be disposed of properly, in accordance with state and federal EPA rules.

**OSHA and MSDS Compliance:**

DCA will perform random onsite assessments to determine if crews are utilizing safe work practices. State Monitors may stop work for observed unsafe work practices.

**Pests**

**Concurrence or Alteration:**

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| Concur with WPN11-6<br><input checked="" type="checkbox"/> | 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 H&S concern for workers. Screening of windows and points of access is allowed to prevent intrusion. |
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**Funding:**

DOE WAP

**Beyond Scope of DOE WAP:**

If beyond the scope of DOE WAP the unit will be deferred.

**Standards for Remedy:**

Auditors will assess the presence and degree of infestation and risk to worker. Pest infestation that may prevent weatherization activity or potentially lead to the degradation of weatherization materials must be corrected prior to weatherization or the unit deferred. Care should be taken that installed materials are protected from pest intrusion.

**Standards for Deferral.**

The primary mechanism for determining deferral of a unit is based on costs associated with correcting the H&S

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| condition necessary in order to perform audit-recommended weatherization work as defined in the DCA Deferral & Referral Policy above.  |
| <b>Standards for Referral:</b>   |
| Will be referred to local health department.   |
| <b>Training Provision:</b>   |
| Sub grantees will be trained in how to assess presence and degree of infestation, associated risks, removal, pest management, and need for deferral. Training for agencies at <a href="http://www.epa.gov/pesticides/factsheets/ipm.htm">www.epa.gov/pesticides/factsheets/ipm.htm</a> |
| <b>Client Education:</b>   |
| Inform client of observed condition and associated risks as well as methods for pest management and removal.   |
| <b>Disposal Procedures:</b>  |
| All removed pests, nesting, or debris must be properly disposed of.  |

| <b>Radon</b>   |  |
|--|--|
| <b>Concurrence or Alteration:</b>  |  |
| Concur with WPN11-6<br><input checked="" type="checkbox"/>   | Whenever site conditions permit, exposed dirt must be covered with a sealed vapor barrier except for mobile homes. In homes where radon may be present, precautions should be taken to reduce the likeliness of making radon issues worse. Pre-weatherization radon testing is allowed and required in some cases as outlined below. Radon mitigation is not allowed with DOE funds. |
| <b>Funding:</b>  |  |
| DOE  |  |
| <b>Beyond Scope of DOE WAP:</b>  |  |
| If beyond the scope of this Plan the unit will be deferred.  |  |
| <b>Standards for Remedy:</b>   |  |
| <p>Over six million New Jersey residents live in moderate to high risk communities per the NJ Department of Environmental Protection (DEP). DEP categorizes risk as high, moderate, or low. A map listing the risk levels for each NJ municipality can be viewed at: <a href="http://njradon.org/ctytiera.htm#04">http://njradon.org/ctytiera.htm#04</a>. Weatherization agencies providing services in Tier 1 municipalities <u>must</u> test for radon unless the property owner has tested for radon in the previous 5 years and has written evidence that radon levels are below 4 pico-Curies per liter (pC/l). Testing is recommended in Tier 2 municipalities. NJ DEP testing protocols will be used.</p> <p>Precautions should be taken to reduce the likeliness of making radon issues worse in untested properties and properties with radon levels below 4 pC/l. AHSRAE 62.2 compliance must be met with continuous exhaust ventilation. Properties with radon levels of 4 pC/l and above or where testing is refused in Tier 1 units will be deferred.</p> |  |
| <b>Standards for Deferral:</b>   |  |
| Deferral will occur when correction is beyond the scope of this Plan. The primary mechanism for determining deferral of a unit is based on costs associated with taking necessary precautions in order to perform audit-recommended weatherization work as defined in the DCA Deferral & Referral Policy above.  |  |
| <b>Standards for Referral:</b>   |  |
| Referrals will be made to publically funded programs.  |  |
| <b>Training Provision:</b>   |  |
| Sub grantees will be trained on what radon is, how it occurs, what factors may make radon worse, weatherization measures that may be helpful, and vapor barrier installation.  |  |
| <b>Client Education:</b>   |  |
| Provide client with EPA consumer's guide to radon and inform them of any testing results.  |  |
| <b>Disposal Procedures:</b>  |  |
| Any materials associated with testing or waste from taking radon precautions must be properly disposed of.   |  |

| <b>Refrigerant</b>                |
|-----------------------------------|
| <b>Concurrence or Alteration:</b> |

|   |   |
|---|---|
| Concur with WPN11-6<br><input checked="" type="checkbox"/>  | Reclaim refrigerant per Clean Air Act 1990, section 608, as amended by 40 CFR82, 5/14/93. |
| <b>Funding:</b>   |   |
| DOE   |   |
| <b>Beyond Scope of DOE WAP:</b>   |   |
| If beyond the scope of this Plan the unit will be deferred.   |   |
| <b>Standards for Remedy:</b>  |   |
| Contracted appliance providers that provide replacement refrigerators are required to dispose of the old refrigerator in accordance with the Clean Air Act 1990, section 608, as amended by 40 CFR 82, 5/14/93. Weatherization Bulletin #418 provides protocols that comply with EPA standards for disposal of the existing refrigerator. The state requires that weatherization-related work conform with applicable codes in jurisdictions where the work is being performed. The contract with sub grantees, the contract between shell contractor and sub grantees, and the contractor assurances form for heating systems ensure that applicable work will be reviewed by local code inspectors for permits taken. Weatherization Bulletins #405, 410, 716, 719, and 724 provide directives that require crews/contractors to comply with local code requirements. |   |
| <b>Standards for Deferral:</b>  |   |
| Deferral will occur when correction is beyond the scope of this Plan.   |   |
| <b>Standards for Referral:</b>  |   |
| Referrals to publically funded programs.  |   |
| <b>Training Provision:</b>  |   |
| EPA-approved section 608 type I or universal certification is required for those working with refrigerant.  |   |
| <b>Client Education:</b>  |   |
| Instruct clients not to disturb refrigerant.  |   |
| <b>Disposal Procedures:</b>   |   |
| Dispose of in accordance with Clean Air Act 1990, section 608, as amended by 40 CFR82, 5/14/93.   |   |

| <b>Smoke, Carbon Monoxide Detectors, and Fire Extinguishers</b>  |   |
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| <b>Concurrence or Alteration:</b>  |   |
| Concur with WPN11-6<br><input checked="" type="checkbox"/>   | Installation of smoke/CO detectors is allowed where detectors are not present or are inoperable. Replacement of operable smoke/CO detectors is not an allowable cost. Providing fire extinguishers is allowed only when solid fuel is present. Installation is not allowed unless audit-approved weatherization measures are installed. |
| <b>Funding:</b>  |   |
| DOE  |   |
| <b>Beyond Scope of DOE WAP:</b>  |   |
| Installation is not allowed if it is the only WAP measure installed.   |   |
| <b>Standards for Remedy:</b>   |   |
| Check for operation of existing smoke/CO detectors. Install smoke and/or CO detectors per local code or manufacturers specification where ones are not present, functioning, or within their useful life. Provide fire extinguishers where weatherization work is performed that may have an impact on solid fuel heating. |   |
| <b>Standards for Deferral:</b>   |   |
| Deferral will occur when correction is beyond the scope of this Plan.  |   |
| <b>Standards for Referral:</b>   |   |
| Referrals will be made to publically funded programs such as local fire department.  |   |
| <b>Training Provision:</b>   |   |
| Sub grantees will be trained on where to install detectors and local code compliance.  |   |
| <b>Client Education:</b>   |   |
| Provide client with verbal and written information on use of smoke/CO detectors and fire extinguishers where allowed.  |   |
| <b>Disposal Procedures:</b>  |   |



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| Replaced nonfunctioning or outdated smoke/CO detectors must be removed and properly disposed of following local code compliance.   |
| <b>Smoke/CO Detector Installation:</b>   |
| Smoke detectors will be allowed as a H&S cost. At least one smoke detector must be located on every floor of the home. Every bedroom must be within the sound of a smoke detector. |

| <b>Solid Fuel Heating (Wood Stoves, etc.)</b>   |   |
|---|---|
| <b>Concurrence or Alteration:</b>   |   |
| Concur with WPN11-6<br><input checked="" type="checkbox"/>  | Maintenance, repair, and replacement of primary indoor heating units are allowed where occupant H&S is a concern. Maintenance and repair of secondary heating units is allowed. |
| <b>Funding:</b>   |   |
| Primary funding source for heating and air-conditioning is LIHEAP WAP. If those funds are exhausted and it is not a recommended measure on the energy audit, then DOE H&S funds can be used.  |   |
| <b>Beyond Scope of DOE WAP:</b>   |   |
| If it is beyond the scope of LIHEAP WAP and DOE WAP then the client will be deferred.   |   |
| <b>Standards for Remedy:</b>  |   |
| Required inspection of chimney and flue and combustion appliance zone depressurization.   |   |
| <b>Standards for Deferral:</b>  |   |
| Deferral will occur when correction is beyond the scope of this Plan. The primary mechanism for determining deferral of a unit is based on costs associated with correcting the H&S condition necessary in order to perform audit-recommended weatherization work as defined in the DCA Deferral & Referral Policy above. |   |
| <b>Standards for Referral:</b>  |   |
| Referrals will be made to publically funded programs.   |   |
| <b>Training Provision:</b>  |   |
| Sub grantees will be trained in how to perform CAZ depressurization test and proper inspection.   |   |
| <b>Client Education:</b>  |   |
| Provide safety information including recognize depressurization.  |   |
| <b>Disposal Procedures:</b>   |   |
| All removed systems or waste materials must be properly disposed of.  |   |

| <b>Space Heaters, Stand Alone Electric</b>  |  |
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| <b>Concurrence or Alteration:</b>   |  |
| Concur with WPN11-6<br><input checked="" type="checkbox"/>  | Repair, replacement, or installation is not allowed. Removal is recommended and should be performed by WAP along with proper disposal. |
| <b>Funding:</b>   |  |
| No DOE funds will be utilized except for cost associated with removal and disposal.   |  |
| <b>Beyond Scope of DOE WAP:</b>   |  |
| n/a   |  |
| <b>Standards for Remedy:</b>  |  |
| Check circuitry to ensure adequate power supply for existing space heaters.   |  |
| <b>Standards for Deferral:</b>  |  |
| Deferral will occur when conditions are determined to be unsafe by the auditor and the client refuses to make corrections or allow removal. |  |
| <b>Standards for Referral:</b>  |  |
| Referrals will be made to publically funded programs.   |  |
| <b>Training Provision:</b>  |  |
| Sub grantees will be trained in awareness of guidance and recognition of unsafe conditions.   |  |
| <b>Client Education:</b>  |  |
| Inform client of hazards and collect a signed waiver if removal is not allowed.   |  |

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| <b>Disposal Procedures:</b>  |  |
| Contractor(s) will be responsible for proper disposal for all removed space heaters. |  |

**Space Heaters, Unvented Combustion**

**Concurrence or Alteration:**

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| Concur with WPN11-6<br><input checked="" type="checkbox"/> | Removal is required, except as secondary heat where the unit conforms to ANSI Z21.11.2 as reflected on the ANSI label or product specifications. 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. |
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**Funding:**

Primary funding source for heating and air-conditioning is LIHEAP WAP. If those funds are exhausted and it is not a recommended measure on the energy audit, then DOE H&S funds can be used. DOE funds can be used for costs associated with removal and disposal unless LIHEAP or other funds are paying for replacement, in which case those funds must also be used for removal and disposal.

**Beyond Scope of DOE WAP:**

n/a

**Standards for Remedy**

Testing for air-free carbon monoxide (CO) should be performed by the auditor. All primary unvented combustion space heaters must be removed, but may remain in place if functioning safely until an acceptable heating source is provided. Temporary heating can be provided until a permanent system is installed. Check secondary units for ANSI Z21.11.2 label or product specifications identifying the unit as ANSI Z21.11.2 compliant. Secondary units that cannot be shown to meet the ANSI Z21.11.2 standard must be removed. Damaged and hazardous secondary units must also be removed regardless of meeting the ANSI standard.

**Standards for Deferral:**

Deferral will occur when correction is beyond the scope of this Plan and/or client does not give consent to remove. The primary mechanism for determining deferral of a unit is based on costs associated with correcting the H&S condition necessary in order to perform audit-recommended weatherization work as defined in the DCA Deferral & Referral Policy above.

**Standards for Referral:**

Referrals will be made to publically funded programs.

**Training Provision:**

Sub grantees will be trained in how to perform air-free CO testing and identifying and understanding the dangers of unvented space heaters.

**Client Education:**

Inform client of dangers of unvented space heaters - CO, moisture, NO2, CO can be dangerous even if CO alarm does not sound.

**Disposal Procedures:**

All removed units must be disposed of. Contractor(s) will be responsible for proper disposal.

**Space Heaters, Vented Combustion**

**Concurrence or Alteration:**

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| Concur with WPN11-6<br><input checked="" type="checkbox"/> | Should be treated as furnaces. See Air Conditioning & Heating System guidance above. |
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**Spray Polyurethane Foam (SPF)**

**Concurrence or Alteration:**

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| Concur with WPN11-6<br><input checked="" type="checkbox"/> | Use EPA recommendations (available online at <a href="http://www.epa.gov/dfe/pubs/projects/spf/spray_polyurethane_foam.html">http://www.epa.gov/dfe/pubs/projects/spf/spray_polyurethane_foam.html</a> ) when working within the conditioned space or when SPF fumes become evident within the conditioned space. When working outside the building envelope, isolate the area where foam will be applied, take precautions so that fumes will not transfer to inside conditioned space, and exhaust fumes outside the home. |
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**Funding:**

DOE funds will be utilized.

**Beyond Scope of DOE WAP:**

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| n/a   |
| <b>Standards for Remedy:</b>  |
| Check for penetrations in the building envelope. Crews should use sensory inspection inside the home for fumes during foam application. If the application of spray polyurethane foam cannot be used safely in accordance with EPA regulations, an alternative insulating/air sealing product shall be installed. |
| <b>Standards for Deferral:</b>  |
| Deferral will occur when precautions cannot be taken to assure the safety of clients.   |
| <b>Standards for Referral:</b>  |
| n/a   |
| <b>Training Provision:</b>  |
| Training on the use of various foam products including MSDS sheets and required PPE (Personal Protective Equipment), shall be provided to program field staff by March 31, 2013.  |
| <b>Client Education:</b>  |
| Provide notification to the client of plans to use two-part foam and the precautions that may be necessary.   |
| <b>Disposal Procedures:</b>   |
| Disposal of spray foam containers shall be in accordance with manufacturer's instructions.  |

| <b>Ventilation &amp; Air Quality</b>   |   |
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| <b>Concurrence or Alteration:</b>  |   |
| Concur with WPN11-6<br><input checked="" type="checkbox"/>   | 2010 (or most current) ASHRAE 62.2 is required to be met to the fullest extent possible, when performing weatherization activity. Existing fans and blower systems should be updated if not adequate. |
| <b>Funding:</b>  |   |
| DOE funds will be utilized to address this particular H&S category.  |   |
| <b>Beyond Scope of DOE WAP:</b>  |   |
| If beyond the scope of DOE WAP, the unit will be deferred.   |   |
| <b>Standards for Remedy:</b>   |   |
| Conduct ASHRAE 62.2 evaluation, measure fan flows, estimate costs needed to meet compliance and determine if deferral is necessary, install ventilation as necessary to meet the ASHRAE 62.2 calculated CFM requirements, and perform follow up testing to ensure compliance and make adjustments as needed to meet the standard. Post weatherization blower door numbers can be assumed to calculate required CFM but ventilation must be adjusted once final blower door numbers are performed. ASHRAE 62.2 is a minimum standard and additional ventilation may be necessary and is allowed to address higher concentrations of humidity or pollutants. |   |
| <b>Standards for Deferral:</b>   |   |
| Weatherization will be deferred if indoor air quality/ventilation requirements (ASHRAE 62.2) cannot be met due to design constraints or excessive costs. The primary mechanism for determining deferral of a unit is based on costs associated with correcting the H&S condition necessary in order to perform audit-recommended weatherization work as defined in the DCA Deferral & Referral Policy above.   |   |
| <b>Standards for Referral:</b>   |   |
| Client will be notified in writing of deferral within 7 days of determination and referred to publicly funded rehabilitation programs (i.e., Community Development Block Grants, etc.) and local health department.  |   |
| <b>Training Provision:</b>   |   |
| ASHRAE 62.2 training will be provided by DCA to DCA State Monitors and appropriate agency staff in January 2013 including proper sizing, evaluation of existing and new systems, depressurization tightness limits, critical air zones, etc.   |   |
| <b>Client Education:</b>   |   |
| 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.   |   |
| <b>Disposal Procedures:</b>  |   |
| Construction waste shall be disposed of in accordance with state and local codes.  |   |
| <b>ASHRAE 62.2 Compliance:</b>   |   |
| Implementation of ASHRAE 62.2 will begin following training scheduled for January 2013. Implementation will begin prior to approval of the 2012 H&S Plan by DOE. No changes to the standards are proposed.   |   |

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| <b>Window and Door Replacement, Window Guards</b>  |  |
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| <b>Concurrence or Alteration:</b>  |  |
| Concur with WPN11-6<br><input checked="" type="checkbox"/>   | Replacement, repair, or installation is not an allowable H&S cost but may be allowed as an efficiency measure if cost justified. |
| <b>Funding:</b>  |  |
| DOE funds under the weatherization portion of the program will be utilized to replace, repair, or install windows and doors provided the measure is recommended on the energy audit software. Specific treatments not recommended on the energy audit are not allowed H&S costs.   |  |
| <b>Beyond Scope of DOE WAP:</b>  |  |
| If beyond the scope of DOE WAP, partial weatherization as approved by DCA on a case-by-case basis may be considered or else the unit will be deferred.   |  |
| <b>Standards for Remedy:</b>   |  |
| Windows and door replacement and window guards cannot be installed with H&S funds unless necessary for correcting moisture conditions or a code requirement is triggered by weatherization activity, in which case they would be corrected under their respective allowable costs above. All other replacement, repair, and installation must meet SIR guidelines. |  |
| <b>Standards for Deferral:</b>   |  |
| Deferral will occur when the corrections are beyond the scope of this Plan.  |  |
| <b>Standards for Referral:</b>   |  |
| Referrals will be made to publically funded programs.  |  |
| <b>Training Provision:</b>   |  |
| Sub grantees will be trained on awareness of this guidance.  |  |
| <b>Client Education:</b>   |  |
| Provide information on the generation of leaded household dust by friction and impact surfaces such as windows and doors.  |  |
| <b>Disposal Procedures:</b>  |  |
| Windows and doors are treated as standard construction waste and shall be disposed of in accordance with state and local codes.  |  |

**NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS  
DIVISION OF HOUSING AND COMMUNITY RESOURCES**

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**WEATHERIZATION ASSISTANCE PROGRAM  
HEALTH AND SAFETY POLICY**

The following Policy is an addendum to Chapter 9 in the NJ Field Guide for Energy Auditors and Inspectors of Single Family Housing

**Health and Safety Policy:**

Health and safety actions are those actions necessary to maintain the physical wellbeing of both the occupants and/or weatherization workers where:

- Costs are reasonable as determined by DOE in accordance with the Grantee's approved Grantee Plan; AND
- The actions must be taken to effectively perform weatherization work; OR
- The actions are necessary as a result of weatherization work.

Only those H&S corrections necessary to effectively perform weatherization, or those needed to avoid worsening H&S conditions as a result of weatherization are allowed to be performed and must fall within reasonable costs as identified in this Plan and approved by DOE. Not all observed H&S conditions need to be corrected in order to proceed with weatherization; however, the client should still be notified of any observed conditions and if the condition is not corrected it should be clearly explained in the client file how the condition is not related to the planned weatherization work. No costly testing (such as for lead, asbestos, or radon) or H&S corrections are allowed unless energy conservation measures (ECMs) are planned based on the energy audit. No WAP funded H&S activity outside of assessment and/or testing should occur unless WAP funded ECMs are being performed. Blower door results can be estimated but must be updated once testing or hazard correction is concluded. This may alter ventilation requirements and potentially impact other components of the work scope, which must be updated to accurately reflect the actual assessment data.

**Deferral & Referral Policy**

Agencies must postpone work when problems occur that cannot be remedied within the scope of allowable measures identified in this Plan or other available grantee and sub-grantee funds.

Building rehabilitation and hazard remediation work are beyond the scope of WAP.

Units must be deferred if necessary corrective work is beyond the scope of this Plan.

Clients must be notified in writing within 7 calendar days of the site visit wherein a determination was made to defer the project due to H&S issues and where partial weatherization (only as specifically allowed in the following Plan or approved by DCA on a case-by-case basis) is not an option. The notification form can be found at: <http://www.nj.gov/dca/divisions/dhcr/offices/wap.html> shall include reason(s) for deferral, any testing results, and appeal rights. Agencies are expected to make reasonable efforts on behalf of their clients to find alternative assistance when DOE funds are unable to address conditions that lead to deferral. When possible, the notice shall include a list of potential agencies with funding designed to address the specific H&S issue which precludes a client from participating.

Additional considerations that may lead to deferral shall include other good cause which includes any condition which may endanger the health and/or safety of the occupant, work crew, or subcontractor

**NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS  
DIVISION OF HOUSING AND COMMUNITY RESOURCES**

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as determined by the NJ Department of Community Affairs at its sole discretion (i.e., illegal activity, pets, animal waste, and hoarding). Reasons for deferral must be tracked by grantees.

**If unit is deferred, New Jersey will allow agencies to charge \$250 for each deferred unit to Program Support. In Heswap, agencies will choose deferred unit cost under program support when invoicing and in the comment field, agencies will identify the deferred units.**

**Health and Safety Expenditure Limits**

In order to maintain the primary energy efficiency mission of the program, H&S budgets are limited to 14% of \$4650 (New Jersey's estimated per unit expenditure for the 2012 Program Year) or an estimated \$650 per unit adjusted based on actual Program Operation expenditures. Agencies must maintain this H&S expenditure limit of 14%, on average, across all units reported to DCA or face disallowed costs except that DCA may approve waivers on a case-by-case basis. Waivers must be submitted to DCA Monitors for approval when the total H&S cost is over \$650 up to \$1,300 for an individual unit. H&S estimates over \$1,300 for an individual unit must be approved by the DCA Program Supervisor. Agencies must receive DCA approval to perform work in a home with estimated H&S costs in excess of \$650 per unit. H&S practices must be performed within the guidance of this Plan but certain discretion is left to the auditor in estimating costs and making judgments for deferral. Those judgments must be within the limitations outlined herein and detailed justification provided in the client file.

**Health and Safety Training Requirements (Recommended):**

Trainings that are required include OSHA 30 (which is needed for crew Supervisors), ASHRAE 62.2, Lead Safe Weatherization, as well as any ongoing training to identify and address health and Safety issues.

**Health and Safety Survey Process:**

Agencies will use the health and safety survey to gather client data. This survey includes the following:

- I. Client Intake
  - a. Radon Waiver Form
- II. Client Notification Forms
  - a. Client Education and educational materials
  - b. Client Deferral Notice
- III. Auditor/ Inspectors forms
  - a. ASHRAE 62.2- 2010 residential Ventilation Standard
  - b. Lead, Mold, Radon, Asbestos Assessment Determination
  - c. Determination of Lead Safe Weatherization (LSW) on dwelling built before 1978
  - d. Checklist for performing

The documents are available on the DCA weatherization webpage:

<http://www.nj.gov/dca/divisions/dhcr/offices/wap.html>