

United States Department of Energy  
Weatherization Assistance Program



*Weatherization  
Works*

2016

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' (DHCR) Office of Low-Income Energy Conservation (OLIEC) to aid low-income households, with an emphasis on those who are high-energy users, have a high energy burden, are elderly or disabled, in order to decrease fuel consumption and related energy costs. The program is intended to reduce both the national energy consumption and 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.

OLIEC, located within DHCR oversees the administration of the Weatherization Assistance Program (WAP). In addition to the selection of Weatherization Agencies (WAP Agencies), OLIEC has established minimum program requirements and procedures for the implementation of the WAP at the local level.

OLIEC funds a network of non-profit organizations to provide weatherization services to their respective communities. WAP Agencies 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. WAP Agencies must follow program rules and regulations as outlined in the 2016 NJ State Plan, Weatherization Assistance Program Policy and Procedures Manual (Policy Manual), New Jersey Field Guide Standard Work Specifications (aligned edition), and the United States Department of Energy's (USDOE) Federal Code of Regulations 10 CFR 440 and Weatherization Program Notices (WPN).

**V.1. ELIGIBILITY**

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

***Definition of income used to determine eligibility:***

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 the New Jersey Weatherization Policy and Procedures Manual, Chapter 1, Eligibility and Documentation.

*Income is at or below 60% of median income, 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 adoption subsidy under Title IV federal or state cash assistance payments or applicable state or local law at any time during the twelve-month period preceding the determination of eligibility for weatherization assistance.*

***Household Eligibility Basis:***

All applicants shall be required to complete an application for weatherization assistance. This includes all clients that come to the WAP 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 U.S. Department of Housing and Urban Development (HUD) income qualification process to determine eligibility for subsidized housing. If a multi-unit building is identified and included on list 1 or 2 as provided in WPN 10-15, 10-15a, WPN 11-9 and WPN 11-13, WAP agencies will not be required to certify income eligibility for the tenants. WAP agencies are not required to complete landlord tenant agreements for each tenant. WAP Agencies are still responsible for the collection of all required income and demographic data for such units. Chapter 2, Eligible and Non-Eligible Structures, of the Policy Manual, provides information concerning the HUD income qualification process.

***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 and Documentation, Section 3, Required Documentation.

***Process for ensuring qualified alien is eligible for weatherization benefits:*** No person except a citizen or a specially qualified non-citizen shall be eligible for the federal Food Stamp program, Family Assistance, Safety Net Assistance, or services funded under Title XX of the federal [Social Security Act](#), except as follows:

1. A qualified non-citizen, who is not a specially qualified non-citizen, who was a lawful resident of the United States before 8/22/96, or who was a lawful resident of the United States on or after 8/22/96, for five or more years, is, if otherwise eligible, eligible for Family Assistance, Safety Net Assistance, and services pursuant to Title XX of the federal Social Security Act, but shall be ineligible for the federal Food Stamp program.
2. A qualified non-citizen, who is not a specially qualified non-citizen, who entered the United States on or after 8/22/96 but who was a legal resident of the United States for less than five years shall, if otherwise eligible, be eligible for Safety Net Assistance, but shall be ineligible for Family Assistance or Food Stamps.
3. A non-citizen whose status is not within the meaning of the term qualified non-citizen, but who is otherwise permanently residing in the United States under color of law (PRUCOL); as such term was used on August 21, 1996, by the federal Administration for Children and Families is, if otherwise eligible, eligible for Safety Net Assistance.

4. A person paroled into the United States under Section 212(d) (5) of the Immigration and Nationality Act for a period of less than one year is, if otherwise eligible, eligible for Safety Net Assistance.
5. Nothing shall preclude the receipt by a non-citizen of community based non- cash assistance in accordance with the directions of the U.S. Attorney General.
6. Any non-citizen, including a non-citizen who is not a qualified non-citizen, is eligible for adult protective services and services and assistance relating to child protection to the extent that such person is otherwise eligible pursuant to this Section and the Regulations of the department.
7. A non-citizen is eligible for additional state payments for aged, blind and disabled person under social services law only to the extent that such person is not ineligible for federal SSI benefits due to citizenship status.

In most cases, non-citizens are eligible for Weatherization Assistance. Qualified non-citizens defined in Section 431 of the Federal Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996, P.L. 104-193, if otherwise eligible, may receive Weatherization Assistance (see N.J.A.C. 10:90-2.10 and 10.3).

1. Qualified non-citizens are defined as legal immigrants that include, but may not be limited to: legal permanent residents, refugees, individuals paroled into the United States for a period of at least one year, individuals whose deportation has been withheld, individuals granted conditional entry, and certain individuals who are victims of domestic abuse.

2. In cases where a non-qualified (undocumented) citizen resides within an applicant household, the non-qualified (undocumented) citizen must be excluded from the HEA household size. If the non-qualified (undocumented) citizen has monthly income in excess of \$300.00, the amount in excess of \$300.00 shall be counted as income to the household, and must be added to all other household income in determining the household's gross monthly income.

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

### ***Procedures to determine that units weatherized have eligibility documentation:***

Chapter 2, Eligible and Non-Eligible Structures, of the Policy Manual, defines the eligible and non-eligible structures for Weatherization Assistance in accordance with 10 C.F.R. § 440.22. An adjusted application date is established for a dwelling unit based on the presence of priority individuals residing in the unit. As stated in Chapter 1, Eligibility and Documentation, Section 4, prioritization of multi-family buildings for which the WAP Agency receives leveraged funds before other multi-family dwellings, group homes or shelters is allowed.

### ***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 approval has been provided by OLIEC. In accordance with Chapter 7, WAP's Agency Grant Management and Program Operations, Section 3.11, WAP agencies are required to maintain a list or database of homes weatherized for the purpose of cross referencing with new applications. WAP 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 that the weatherization services may be provided to dwellings that were weatherized prior to September 30, 1994.

***Eligible Structures for Weatherization:***

Single-family dwelling unit means a house or stationary mobile home whose occupants lives together as a family or household and shares all the facilities of the dwelling unit in common, particularly common access to their dwelling unit and a common kitchen.

Multi-Family building is defined as a building with five or more rental units. If a multi-unit building is identified and included on list 1 or 2 as provided in WPN 10-15, 10-15a, WPN 11-9 and WPN 11-13, WAP agencies will not be required to certify income eligibility for the tenants. WAP agencies are not required to complete landlord tenant agreements for each tenant. HUD assisted buildings do not require applications to be taken from the individual tenants. WAP 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.

For buildings listed on the 3rd tab of list 1, if the percentage of the household listed (last column) is below 66%, then WAP Agency must provide the 500 58/59's to verify the eligibility.

WAP Agencies are not required to have copies of tax returns for occupants of multi- family buildings that appear on the DOE/HUD list(s). The buildings on these lists are determined eligible for weatherization based on the HUD verification form 500 58/59.

Group home or shelter means a structure containing more than one dwelling unit where the primary living quarters are a single-room or group of rooms and whose occupants share a common cooking area, dining facilities or have no cooking facilities whatsoever. This structure has three or more people, not related by blood or marriage, residing in a single unit, not owned by a government agency. For the purpose of determining how many dwelling units exist in a shelter, each 800 square feet of the shelter is considered a dwelling unit or each floor of the shelter qualifies as a dwelling unit.

Non-stationary campers and trailers are not eligible for weatherization due to a lack of mailing address associated with the applicant. Post Office boxes do not meet the requirement of a valid address.

***Rental Units/Multifamily Buildings for Weatherization:***

***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 **occupied** dwelling units must be eligible dwelling units in a complex of five or more units.
2. 50% eligibility must be met for duplexes and four-unit buildings.

3. In buildings of five or more units 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 HUD. If a multi-unit building is identified and included on list 1 or 2 as provided in WPN 10-15, 10-15a, WPN 11-9 and WPN 11-13, WAP agencies will not be required to certify income eligibility for the tenants. WAP agencies are not required to complete landlord tenant agreements for each tenant. HUD assisted buildings do not require applications to be taken from the individual tenants. WAP 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.
5. Unoccupied units within multi-family buildings may be weatherized only if they will become eligible dwelling units within 180 days under a Federal, State or Local government program for rehabilitating the building or making similar improvements to the building.

WAP Agencies are required to obtain and execute 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. Signed copies of this document are provided to both the Tenant and the Landlord. The document is enforceable by the tenant(s).

In accordance with 10 C.F.R. § 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 WAP Agency.

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

***Deferral Process:***

In accordance to the Chapter 7, WAP Agency's Grant Management and Program Operations, Section 3.9, of the Policy Manual, WAP 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 business days of the site visit wherein a determination was made to defer the project. The notification form can be found at: <http://www.nj.gov/dca/divisions/dhcr/offices/wap.html> and shall include reason(s) for deferral, any testing results, and appeal rights. WAP 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 DCA 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 dwelling unit residents not more than six years of age. Chapter 1, Eligibility and Documentation, Section 4, Prioritization of Applicants, 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.1.4 APPROACH TO TRIBAL ORGANIZATIONS**

In accordance with 10 C.F.R. § 440.16(f), low income members of an Indian tribe will receive benefits equivalent to the assistance provided to other low-income persons within the state.

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

For the 2016 Program Year, NJ WAP will continue to serve the entire State divided into 11 service areas based on the population in poverty, utilizing the 2010 US Census data and proximity of surrounding counties. Allocations to WAP Agencies will be a base award of \$100,000 with the remaining award allocated based on the number of individuals in poverty within the service area. The map below reflects the 11 services areas. The Annual File of this State Plan identifies the WAP Agencies, allocation amounts and projected production goals.

WAP Agencies are selected on the basis of the following considerations:

- Have the experience and the capacity to complete and undertake the program activities as reflected in the Weatherization Workflow Process chart as stated in the competitive Request for Proposal LIHEAP Weatherization 2015.
- Demonstrate knowledge of the current New Jersey State Plan for the Weatherization Assistance Program.
- Obtain required training, as indicated in the current NJ WAP State Plan, within 30 to 60 days of award.
- Demonstrate the ability to accept payment on a reimbursable basis and in accordance with Chapter 7, WAP Agency's Grant Management and Program Operations.
- Demonstrate past experience in performing energy efficiency retrofits or related experience. Indicate the vehicles available and technical equipment necessary to perform all aspects of the program.
- Have qualified staff or entities responsible for performing energy audits and quality assurance audits.
- Be certified as an RRP firm with the U.S. Environmental Protection Agency at the time of application.
- Have on staff a Building Performance Institute (BPI)-certified Quality Control Inspector.

- Have a qualified technical field representative that is capable of performing the job duties performed by both the estimator/evaluator and the heating system specialist.

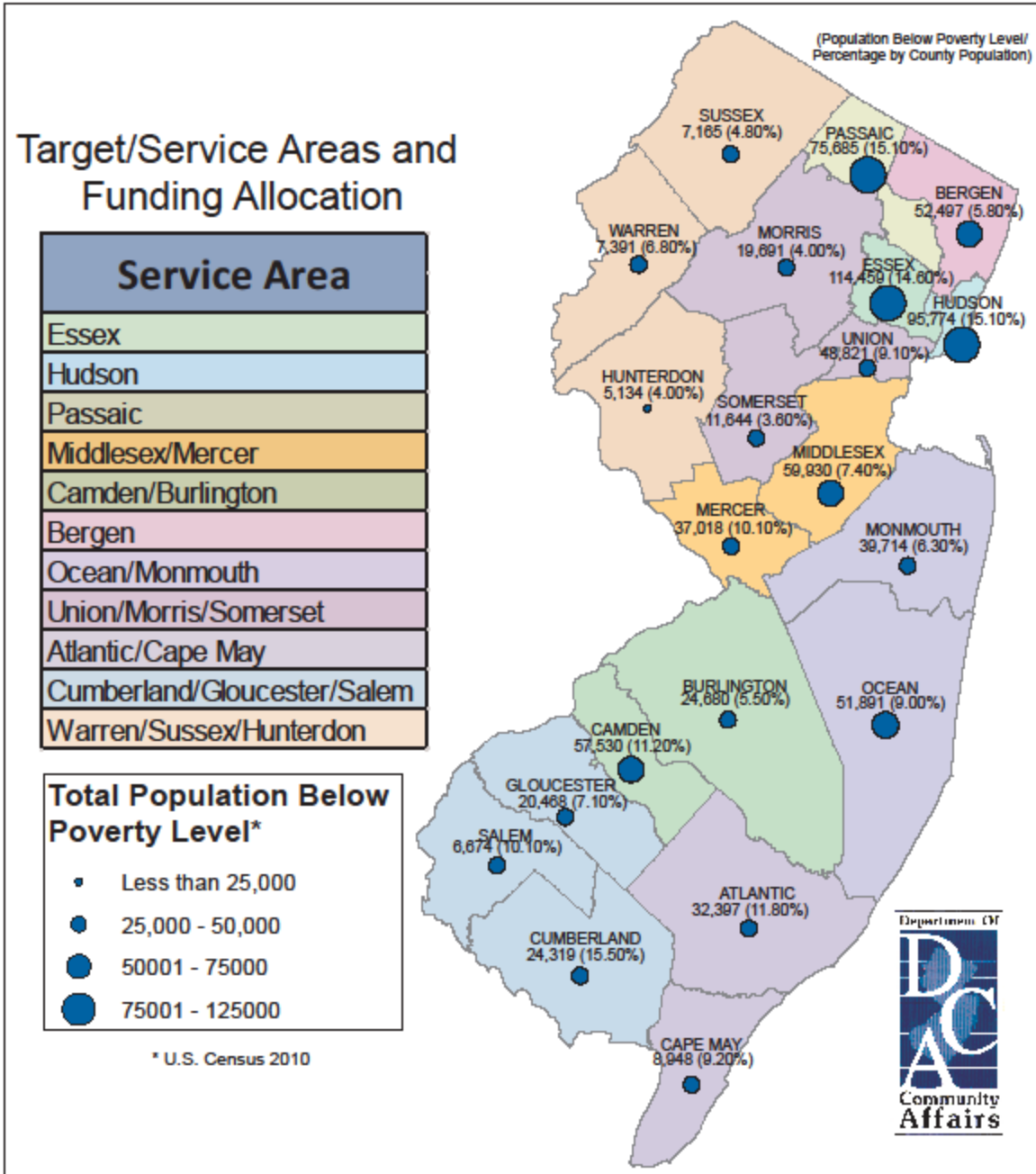
Preference is given to any Community Action Agency or other public or non-profit entity which has, or is currently administering an effective program under 10 C.F.R. § 440 ET. Seq. or under Title II of the Economic Opportunity Act of 1964.

Because of the need to maintain continuity of the WAP, it is not the intention of DCA to replace a WAP agency currently operating a program unless it can be shown that the current WAP agency cannot effectively operate the program or that an alternative WAP 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 C.F.R. § 440.15 ET. Seq. as part of a Request for Proposals (RFP) process, DCA chooses alternative delivery systems, if needed, during the program year.

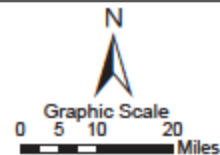
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# Weatherization Assistance Program 2015



New Jersey  
 Department of Community Affairs  
 Weatherization Assistance Program  
 Office of Low Income Energy Conservation  
 101 South Broad Street  
 Trenton, New Jersey 08625  
 Date: February 2015



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

Prioritization protocol for weatherization service is established by Chapter 1, Eligibility and Documentation, Section 4, Prioritization of Applicants. 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 and to ensure that households that have priority status and are high-energy users can receive weatherization on an accelerated basis.

Federal WAP regulations (10 C.F.R. § 440) require that priority be given to “identifying and providing weatherization assistance to elderly and handicapped low-income persons”.

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

Data extrapolated from 2013 American Community Survey of the U.S. Census figures indicate that 14.4% 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 97,484 ( $676,976 \times 14.4\%$ ).

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

NJ WAP reports for January 1, 2011 through December 31, 2015 reveal that 5.4% 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 36,557 ( $676,976 \times 5.4\%$ ).

The ranking system is applied as follows:

- 1) Intake and income/categorical eligibility determinations proceed as usual.
- 2) Following the determination of program eligibility, the household is evaluated to determine its priority status. This evaluation is based on the total household income and on the demographic status of each of the household's members. Priority ranking points are awarded based on the following:

One point each for:

- Household income equal to or less than 200% Federal Poverty Guideline
- Presence of children ages 0-6 (up to 1)
- Each elderly household member (up to 2); see definition provided in section 4.1 (“Definitions of Disabled and Elderly”)
- Each disabled household member (up to 2); see definition provided in section 4.1 (“Definitions of Disabled and Elderly”)

Three points for one terminally disabled household member, five points for more than one terminally disabled household member.

Note that one household member can qualify the household for points in more than one category.

- 3) An adjusted application date is calculated, based on the total household priority points.
- 4) For each point, six months are subtracted from the actual application date.
- 5) All eligible households are to be served on a first-come, first-served basis based on the adjusted application date.
- 6) Multi-family buildings are ranked on the waiting list based on the adjusted application date of the building's highest priority individual eligible dwelling unit.

NJ WAP has implemented a Landlord Contribution Policy which allows WAP 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 landlord contribution funds will allow the WAP 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. Mandatory landlord contribution of no less than 50% of the total cost towards all heating system upgrades is required.

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

Information obtained from the National Centers for Environmental Information, Center for Weather and Climate, classifies New Jersey into three regions, southern, northern and coastal. The data below reflects heating (HD) and cooling days (CD) from 1985 to 2015, 30 years span. Total heating and cooling days range from 5,835 to 6,734. HD range from 4,862 to 5,869. CD range from 885 to 1,012. The Weatherization Assistance Tool only captures two locations Lakehurst, NJ (located in Ocean County, Coastal NJ) and Newark, NJ (located in Essex county, Northern NJ).

<b>Climatic Region</b>	<b>Sub Grantee</b>	<b>Sub Grantee County</b>	<b>Average Heating Days (HD)</b>	<b>Average Cooling Days (CD)</b>	<b>Total HD and CD</b>
Region 1 Northern	Greater Bergen	Bergen	5,869	895	6,764
	La Casa de Don Pedro	Essex			
	NORWESCAP	Hunterdon, Sussex, Warren			
	PACO	Hudson			
	PROCEED	Morris, Somerset, Union			
Passaic County	Passaic				
Region 2 Southern	Ocean, Inc.	Monmouth, Ocean	4,969	1,012	5,981
	Native American Advancement Corp (NAAC)	Atlantic, Cape May			
	Camden OEO	Burlington,			

		Camden			
	PRAB, Inc.	Mercer, Middlesex			
	Gateway CAP	Gloucester, Salem, Cumberland			
Region 3 Coastal	NAAC	Atlantic, Cape May	4,862	973	5,835
	OCEAN, Inc.	Monmouth, Ocean			

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

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

New Jersey's Weatherization Field Guide Standard Work Specifications (SWS) Aligned edition prescribes correct installation practices in accordance with the NREL Standard Work Specifications and WPN 14-4 and 15-4. These standards are mandated for contractor/crew installations and form the basis for quality control inspections of completed work. In addition, Section C, Scope of Services, of the executed Grant Agreements with WAP agencies clearly states the following:

*“This project will be implemented in accordance to the U.S. Department of Energy’s Standard Work Specifications” as defined in the New Jersey Weatherization Field Guide and the NJ WAP Policy and Procedures Manual.”*

WAP Agencies are required to include the Field Guide with all bid packages. Executed grant agreements is evidence of acceptance of the terms and conditions for WAP funds.

Two copies of the New Jersey Field Guide were delivered to WAP Agencies by State Monitors in January 2015. The field guide can also be found at the Department of Community Affairs’ webpage at <http://www.state.nj.us/dca/divisions/dhcr/offices/wap.html>. WAP Agencies have the ability to print the field guide and distribute to contractors and crews.

All measures, building and Heating improvements, must be recommended by an approved energy audit and authorized by Appendix A of 10 C.F.R. § 440.

#### *Building Envelope Measures*

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

#### *Heating System Improvement Measures*

Heating system improvement measures include the repair, retrofit, and replacement of the full variety of heating systems and hot water heaters 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. Chapter 6, Heating Systems, of the Policy Manual lists specific procedures for handling of heating system retrofits, repairs, replacement, and testing. NJ WAP prefers to address Heating System replacements and repairs and hot water heaters through the Heating Improvement Program grant.

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

New Jersey will use site specific audits to weatherize units as stated in Chapter 4, Energy Audits, of the Policy Manual. New Jersey is using the National Energy Audit Tool (NEAT) audit for single-family dwelling units, Energy Audit using the Queens Information Package (EA-QUIP) for multi-family dwellings and Manufactured Home Energy Audit (MHEA) for mobile homes. WAP Agency personnel will perform the energy audit.

Audit reviews are conducted by State Monitors on a quarterly basis to ensure quality of work and for the purpose of identifying training needs. State Monitors will randomly select three to four audits for review and provide WAP Agency will summary of findings.

NJ WAP has submitted the NEAT and MHEA audits for approval to DOE in December 2015.

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

WAP Agencies are required to complete a quality control inspection of all (100%) units weatherized before an invoice is submitted to NJ WAP for quality assurances inspections and request for reimbursement. As indicated in the executed grant agreements and Chapter 8, State Quality Assurance Inspections and Monitoring, of the Policy Manual, all units must be inspected by a Certified Quality Control Inspector.

The date and signature of the certified QCI must be included in the report for each unit reported on an invoice. The inspector is certifying that the work is complete and adheres to the Standard Work Specifications. NJ WAP has developed a standardized Quality Control and Assurances Inspection Form that will ensure SWS compliance on final inspections. .

For contracted based WAP agencies, NJ WAP holds the WAP Agency responsible and accountable for certifying all measures installed by contractors meet the SWS. WAP Agencies are required to provide copies of the New Jersey Field Guide, SWS aligned, to contractors and must include with bid packages.

NJ WAP uses the Independent Auditor/QCI model for its quality control inspections due to the differing capacities of WAP agencies. Each WAP Agency has at least one QCI on staff. NJ WAP conducts quality assurances inspections on 25% or more of the units weatherized statewide. For PY 2015, 28% of the units weatherized, from July 1, 2015 through February 29, 2016, underwent a quality assurance inspection.

WAP Agencies not adhering to SWS will be subjected to the Progressive Compliance Process as stated in Section V.8.3 of this State Plan.

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

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

The rating system considers the following factors as required by 10 C.F.R. § 440.15(a) (3) (i-iv).

Rating Factor #1: The extent to which the WAP Agency is meeting quarterly benchmarks goals.

Rating Factor #2: The quality of work performed by the WAP 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 WAP Agency submits required expenditure reports on a timely basis.

Rating Factor #4: Responsiveness of WAP Agency to client complaints and resolutions to said complaints in accordance with the WAP agencies' Client Complaint and Appeal Process.

Rating Factor #5: Prompt payment to contractors in accordance with Chapter 6, Uniform Bid Process and Contractor Relations.

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

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

If a WAP Agency's performance is deemed unsatisfactory, an open competitive bid will be released to identify a temporary WAP agency for that target area.

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

New Jersey's Health and Safety Plan (H&S Plan) is attached as an addendum to this State Plan and is in compliance with WPN 11-06. The 2016 H&S Plan reflects NJ WAP opting to incorporate Addendum b of the ASHRAE 62.2 2013 standard effective October 1, 2014. All weatherized units completed prior to this date will be evaluated for ventilation requirements

using the pre-Addendum b language and all units completed after the effective date will be evaluated using the revised language.

#### NJ WAP HEALTH AND SAFETY Goals:

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.

#### **Deferral & Referral Policy**

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 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 business days of the site visit wherein a determination was made to defer the project due to H&S issues. 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.

## **V.8 PROGRAM MANAGEMENT**

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

The NJ WAP is located within DCA's Division of Housing and Community Resources (DHCR). NJ WAP consists of a Program Manager who oversees the day to day operation of the program. Three support staff is assigned to provide program support. These three individuals are responsible for responding to general program inquiries, processing income verification requests,

receiving and funneling client complaints to WAP Agencies for corrective action and providing program support to the Program Manager. There are 5 State Monitors assigned to monitoring, conducting quality control inspections and providing technical assistance to WAP Agencies. The program unit reports to the Division Director of DHCR.

The Division's Fiscal Unit provides assistance with processing fiscal activities such as processing grant agreements, vendor contracts and payments to WAP Agencies.

The State Energy Program is located at another State Agency, the Board of Public Utilities. The NJDCA does not have administrative oversight for this program.

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

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

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

It has been the WAP Agency's responsibility to set aside sufficient administrative funds to conduct financial audits meeting USDOE guidelines. WAP Agencies are required to submit an audit of USDOE funds in accordance with 2 C.F.R. Chapter I, Chapter II, Part 200, et al, as applicable.

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

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 will monitor each WAP Agency to ensure that the program is being implemented as required by US DOE, 10 C.F.R. § 440, New Jersey Field Guide, and US DOE/NREL Standard Work Specifications (SWS), WPN 15-4 and in accordance with the guidelines set forth in the NJ WAP Policy and Procedures Manual. Monitoring activities include but are not limited to the following activities:

- Weekly Visits
- Quality Assurances Inspections of completed units
- Client File Reviews
- Energy Audit Reviews
- Annual Monitoring Visit
- Fiscal Monitoring



- Unscheduled Visits, i.e. inspections of work in progress for safe work practices, LSW and other relevant factors.
- Production Tracking and Benchmarks
- Attendance at Bid Openings

NJ WAP ensures that each WAP Agency continuously operates a quality weatherization program by providing on-site monitoring of both programmatic and fiscal management. The Program Monitoring Staff (State Monitors) is regularly accessible to each WAP Agency to ensure regulatory compliance and to provide training and technical assistance. State Monitors are prepared to engage in problem solving at every level, promote an understanding of the goals of the program, and develop strategies in concert with WAP Agencies to overcome various issues and problem areas. They also examine work schedules and reports, oversee the sub-contracting process, and generally evaluate WAP Agency performance.

NJ 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.

The rates of inspections conducted by the State Monitors are based on the performance of the WAP Agency. At a minimum, 25% of the completed units for each WAP Agency are inspected by State Monitors. Based on the number of failures, State Monitors may conduct inspection on more than 25% of the units per invoices. In addition, invoice reports containing three jobs or less will receive 100% inspection.

New WAP Agencies must undergo 100% State Quality Assurances Inspections for a minimum of one year. State Monitors provide WAP Agencies with Final Inspection Form along with copies of the HESWAP Quality Control Form concerning failed units. Sample of both forms can be found in the Appendix of the Policy Manual.

State Monitors are required to inspect all jobs that have a total cost of less than \$800 for crew-based agencies and less than \$1,000 for contractor installations. Units will not be approved if it is determined that effective weatherization jobs were not completed.

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 WAP 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 the monitoring report is provided to the WAP Agency within 30 calendar days after the completion of visit by the CPA firm. WAP Agencies are required to provide corrective action plan within 20 business days. NJ WAP monitoring staff will conduct follow-up visits within 30 days to ensure corrective action plan has been implemented.

Each WAP 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

In New Jersey, the vast majority of the WAP Agencies hire private contractors to perform the weatherization work. This ensures that different entities complete the work (contractors) and inspect the work (WAP Agency staff). The remaining WAP 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). Approximately 60% of the training and technical assistance funds are used for monitoring.

Training & Technical Assistance (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.

The inspection rate for a WAP Agency conducted by NJ WAP ranges from 25% to 100%. A total of 50% of the weatherized units will be inspected for WAP Agencies with substandard work as determined through quality control inspections until improvement has been

demonstrated. All new WAP Agencies will undergo 100% State quality control 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. As with employee discipline problems, WAP 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 WAP Agency - Discuss the agency's actions in relation to required standards according to contract. Determine reasons for non-compliance. Stress agency's responsibility to maintain standards. End the talk with acknowledgment of agency's (or manager's) previous cooperation and good work.

Oral Warning to WAP Agency - 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 agency 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 WAP 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 WAP 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, WAP 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 WAP Agencies, are essential to the optimum performance of the weatherization program. The dissemination of written information between these meetings reinforces their applicability to the program.

The OLIEC proposes to continue its efforts in increasing the productivity, quality and scope of the weatherization program by offering workshops, and seminars targeting a wide range of subject areas.

During Program Year 2015, NJ WAP released a competitive Request for Proposal for a training provider in May 2015. The Virginia Community Housing Partners (CHP) has been contracted as the NJ WAP Training Provider.

CHP has conducted the following training through December 31, 2015:

- Quality Control Inspector (QCI) Training and Certification Testing
- Combustion Analyzer Testing
- Standard Work Specifications Overview
- QCI Final Inspections Protocols
- QCI Field Mentoring
- Advanced Energy Audit Training on NEAT
- Dense-packing and air sealing practices.

Training scheduled from January 1, 2016 through June 30, 2016 includes:

- Technical Field Mentoring
- GAP Multi-Family QCI
- Blower Door, Zonal Diagnostics, Duct Testing
- Manufactured Housing Fundamentals
- SWS Overview Refresher
- Energy Auditor Certification Training and Testing

The Training Provider will continue to implement the weatherization training curriculum that is focused on the Standard Work Specifications (SWS) for Home Energy Upgrades for Single Family, Manufactured Housing and Multifamily Homes and the New Jersey Field Guide SWS aligned. Training activities are intended to maintain or increase the efficiency, quality and effectiveness of the NJ WAP at all levels.

**Tier 1:**

NJ WAP will continue to focus its training on securing certifications listed below:

<b>Training Topic</b>	<b>Target Start Date</b>
Energy Auditor	By May 30, 2016
Crew Leader	By June 30, 2017
Installer	By June 30, 2018

**Tier 2:**

Single focus training will continue as needs are determined in the field, such as, but are not limited to, the following:

- Health and Safety
- Energy Audits –NEAT, MHEA, EAQUIP
- Mobile Home Insulation Tactics
- ASHRAE 62.2
- Lead Safe Weatherization
- Dense pack insulation techniques
- Whole House Evaluation
- Combustion Safety Testing
- Duct Distribution, Testing and Infiltration Reduction
- Health and Safety Measures
- Heating Systems and Testing
- Procurement and Financial Management
- Outreach Strategies

The Annual Training Conference for NJ WAP and Home Energy Assistance Program is scheduled for June 21-23, 2016.

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

*Funding Monitoring*

60% of USDOE 2016 regular Training and Technical Assistance funds will be used at the State level for monitoring.

*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 (60%). Each WAP agency will be allowed to allocate \$15,000 for T&TA activities. The remaining T&TA funds will be held for Tier 1 (QCI) and for Tier 2 training.

*Other funds for monitoring*

Other funds for monitoring are derived from the USDHHS (LIHEAP Transfer) 2016 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. Participant response to training offered to date has been positive as measured by this method.

NJ WAP will on a quarterly basis solicit from the WAP Agencies' opinions concerning their own training needs and incorporate responses into the training agenda on an ad hoc basis.

In addition, CHP, training provider, will provide quarterly Summary of Training Activities and Outcomes.

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

When disasters strike and in accordance with Weatherization Program Notice 12-07, NJ WAP funds are 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 C.F.R § 440.18(f) (2) (ii), which permits replacement if the materials are not paid for by the 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 File.

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

# **ATTACHMENTS**

*SF-424 APPLICATION FOR FEDERAL  
FINANCIAL ASSISTANCE*

*BUDGET*

*BUDGET JUSTIFICATION*

*ANNUAL FILE*

*HEALTH AND SAFETY PLAN*

DRAFT

**APPLICATION FOR FEDERAL ASSISTANCE SF-424**

Version 02

1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		2. Type of Application: <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision		If Revision, select appropriate letter(s) Other (specify):	
3. Date Received			4. Applicant Identifier:		
5a. Fed Entity Identifier:		5b. Federal Award Identifier: 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): 216000928			c. Organizational DUNS: 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: NJ Department of Community Affairs			Division Name: 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 Program

**12. Funding Opportunity Number:**

DE-WAP-0002016

Title:

2016 Weatherization Assistance Funding Opportunity

**13. Competition Identification Number:**

Title:

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

Statewide

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

2016 New Jersey Low-Income Weatherization Assistance Program Formula Award

**APPLICATION FOR FEDERAL ASSISTANCE SF-424**

Version 02

**16. Congressional District Of:**

a. Applicant: New Jersey Congressional District 12

b. Program/Project: NJ-Statewide

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

**17. Proposed Project:**

a. Start Date: 07/01/2016

b. End Date: 06/30/2017

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

a. Federal	4,807,576.00
b. Applicant	0.00
c. State	0.00
d. Local	0.00
e. Other	0.00
f. Program Income	0.00
g. TOTAL	4,807,576.00

**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: Ms First Name: Janel

Middle Name:

Last Name: Winter

Suffix:

Title: Division Director

Telephone Number: 6096336153

Fax Number: 6099848454

Email: Janel.winter@dca.nj.gov

Signature of Authorized Representative: Signed Electronically

Date Signed:

**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. EE0006170		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address New Jersey, State of 101 S. Broad St. Trenton, NJ 086250811		4. Program/Project Start Date 07/01/2016	5. Completion Date 06/30/2017

**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		\$ 4,807,576.00		\$ 4,807,576.00
2. STATE			\$ 0.00		\$ 0.00	\$ 0.00
3.						
4.						
5. TOTAL		\$ 0.00	\$ 0.00	\$ 4,807,576.00	\$ 0.00	\$ 4,807,576.00

**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) GRANTEE ADMINISTR ATION	(2) SUBGRANTE E ADMINISTR	(3) GRANTEE T&TA	(4) SUBGRANT EE T&TA	
a. Personnel	\$ 148,643.00	\$ 0.00	\$ 202,344.00	\$ 0.00	\$ 350,987.00
b. Benefits	\$ 67,335.00	\$ 0.00	\$ 91,662.00	\$ 0.00	\$ 158,997.00
c. Travel	\$ 6,678.00	\$ 0.00	\$ 28,184.00	\$ 0.00	\$ 34,862.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 4,403.00	\$ 0.00	\$ 2,535.00	\$ 0.00	\$ 6,938.00
f. Contract	\$ 0.00	\$ 240,379.00	\$ 269,651.00	\$ 165,000.00	\$ 4,228,712.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other	\$ 3,213.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,213.00
i. Total Direct Charges	\$ 230,272.00	\$ 240,379.00	\$ 594,376.00	\$ 165,000.00	\$ 4,783,709.00
j. Indirect	\$ 10,107.00	\$ 0.00	\$ 13,760.00	\$ 0.00	\$ 23,867.00
k. Totals	\$ 240,379.00	\$ 240,379.00	\$ 608,136.00	\$ 165,000.00	\$ 4,807,576.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. EE0006170		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address New Jersey, State of 101 S. Broad St. Trenton, NJ 086250811	4. Program/Project Start Date 07/01/2016		
	5. Completion Date 06/30/2017		

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.						
2.						
3.						
4.						
5. TOTAL		\$ 0.00	\$ 0.00	\$ 4,807,576.00	\$ 0.00	\$ 4,807,576.00

SECTION B - BUDGET CATEGORIES						
6. Object Class Categories	Grant Program, Function or Activity				Total (5)	
	(1) PROGRAM OPERATION S	(2) HEALTH AND SAFETY	(3) LIABILITY INSURANCE	(4) FINANCIAL AUDITS		
a. Personnel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 350,987.00	
b. Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 158,997.00	
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 34,862.00	
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 6,938.00	
f. Contract	\$ 2,987,882.00	\$ 407,438.00	\$ 79,181.00	\$ 79,181.00	\$ 4,228,712.00	
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
h. Other	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,213.00	
i. Total Direct Charges	\$ 2,987,882.00	\$ 407,438.00	\$ 79,181.00	\$ 79,181.00	\$ 4,783,709.00	
j. Indirect	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 23,867.00	
k. Totals	\$ 2,987,882.00	\$ 407,438.00	\$ 79,181.00	\$ 79,181.00	\$ 4,807,576.00	
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: 07/01/2016 - 06/30/2017

**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>
Program Specialist 3, Socio-Economic Programs	State Monitors conduct quality control inspections of completed units, provide technical assistance and training to sub grantees, and weekly monitoring of sub grantees to ensure grant compliance.
Program Specialist 3, Socio-Economic Programs	State Monitors conduct quality control inspections of completed units, provide technical assistance and training to sub grantees, and weekly monitoring of sub grantees to ensure grant compliance.
Program Specialist 2, Socio-Economic Programs	State Monitors conduct quality control inspections of completed units, provide technical assistance and training to sub grantees, and weekly monitoring of sub grantees to ensure grant compliance.
Program Specialist 2, Socio-Economic Programs	State Monitors conduct quality control inspections of completed units, provide technical assistance and training to sub grantees, and weekly monitoring of sub grantees to ensure grant compliance.
Program Specialist 2, Socio-Economic Programs	State Monitors conduct quality control inspections of completed units, provide technical assistance and training to sub grantees, and weekly monitoring of sub grantees to ensure grant compliance.
Principal Clerk	Provides clerical support for WAP.
Program Specialist 4 - Bilingual	Oversees, administers and manages the day to day operations of the Weatherization Assistance Program.
Software Development Specialist	Oversees the management of the Hancock Energy Services for Weatherization Assistance Program (HESWAP) utilize for tracking completed units and expenditures of sub grantees.
Senior Management Assistant	To provide management assistance to Supervisor of the Office of Low-Income Energy Conservation in the day to day management of the Weatherization Assistance Program and related grant programs.
Program Specialist 2	Provides support in fiscal activities such as purchase orders, purchasing of supplies and equipment, travel requests, etc.
Program Support Specialist 1, AP	Provides support in fiscal activities such as federal drawdowns, etc.
Program Specialist 3	Provides support in fiscal activities, sub-grantees' grant agreement processing, etc.
Auditor 2	Assists in generating and completing the quarterly Financial and Performance reports.
Executive Secretarial Assistant	Provides clerical support to the Division of Housing and Community Resources which includes WAP.
Principal Clerk Typist	Provides clerical support to the Division of Housing and Community Resources which includes WAP.
Supervising Administrative Analyst	Oversees fiscal management and administration of the Division of Housing and Community Resources which includes WAP.
Administrative Analyst 1 Accounting	Assists in the oversight of fiscal management and administration of the Division of Housing and Community Resources which includes WAP.
Technical Assistant 3 CA	Provides administrative support such as human resources liaison to the Division of Housing and Community Resources which includes WAP.
Administrative Analyst 1	Provides administrative support to the Division of Housing and Community Resources which includes WAP.
Program Specialist 2	Assist in the processing of payments to sub grantees.

Technical Assistant 1, CA	Processes grant agreements, revisions and or amendments for sub grantees.
Technical Assistant 2, CA	Processes grant agreements, revisions and or amendments for sub grantees.
Administrative Analyst 2, DP	Assists in the management and maintenance of WAP web page.
Principal Clerk	Provides clerical support to the Division of Housing and Community Resources which includes WAP.
Division Director	Oversees the Division of Housing and Community Programs and its respective programs such as Weatherization Assistance Program.

## Direct Personnel Compensation:

<b>Position</b>	<b>Salary/Rate</b>	<b>Time</b>	<b>Direct Pay</b>
Program Specialist 3, Socio-Economic Programs	\$92,012.00	45.0000 % FT	\$41,405.40
Program Specialist 3, Socio-Economic Programs	\$92,012.00	45.0000 % FT	\$41,405.40
Program Specialist 2, Socio-Economic Programs	\$70,573.00	45.0000 % FT	\$31,757.85
Program Specialist 2, Socio-Economic Programs	\$63,432.00	45.0000 % FT	\$28,544.40
Program Specialist 2, Socio-Economic Programs	\$63,432.00	45.0000 % FT	\$28,544.40
Principal Clerk	\$43,808.00	45.0000 % FT	\$19,713.60
Program Specialist 4 - Bilingual	\$105,891.00	40.0000 % FT	\$42,356.40
Software Development Specialist	\$68,193.00	45.0000 % FT	\$30,686.85
Senior Management Assistant	\$63,432.00	40.0000 % FT	\$25,372.80
Program Specialist 2	\$72,953.00	5.0000 % FT	\$3,647.65
Program Support Specialist 1, AP	\$96,415.00	5.0000 % FT	\$4,820.75
Program Specialist 3	\$98,860.36	5.0000 % FT	\$4,943.02
Auditor 2	\$80,019.00	5.0000 % FT	\$4,000.95
Executive Secretarial Assistant	\$72,687.00	4.0000 % FT	\$2,907.48
Principal Clerk Typist	\$48,398.00	5.0000 % FT	\$2,419.90
Supervising Administrative Analyst	\$103,423.33	5.0000 % FT	\$5,171.17
Administrative Analyst 1 Accounting	\$105,891.00	5.0000 % FT	\$5,294.55
Technical Assistant 3 CA	\$52,973.00	4.0000 % FT	\$2,118.92
Administrative Analyst 1	\$105,891.00	4.0000 % FT	\$4,235.64
Program Specialist 2	\$72,953.00	5.0000 % FT	\$3,647.65
Technical Assistant 1, CA	\$69,662.00	5.0000 % FT	\$3,483.10
Technical Assistant 2, CA	\$60,726.00	5.0000 % FT	\$3,036.30
Administrative Analyst 2, DP	\$92,012.00	4.0000 % FT	\$3,680.48
Principal Clerk	\$44,833.01	4.0000 % FT	\$1,793.32
Division Director	\$120,000.00	5.0000 % FT	\$6,000.00
		Direct Pay Total	\$350,987.98

**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.

The fringe cost rate for State Fiscal Year 2015-2017 approved by the US Department of Health and Human Services (USHHS), our cognizant agency, is 45.3%. However, it is projected that this rate will change for State Fiscal Year 2017 starting July 1, 2016 and increase to 55%.

- 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>
Program Specialist 3, Socio-Economic Programs	\$41,405.40	45.3000 %	\$18,756.65
Program Specialist 3, Socio-Economic Programs	\$41,405.40	45.3000 %	\$18,756.65
Program Specialist 2, Socio-Economic Programs	\$31,757.85	45.3000 %	\$14,386.31
Program Specialist 2, Socio-Economic Programs	\$28,544.40	45.3000 %	\$12,930.61
Program Specialist 2, Socio-Economic Programs	\$28,544.40	45.3000 %	\$12,930.61
Principal Clerk	\$19,713.60	45.3000 %	\$8,930.26
Program Specialist 4 - Bilingual	\$42,356.40	45.3000 %	\$19,187.45
Software Development Specialist	\$30,686.85	45.3000 %	\$13,901.14
Senior Management Assistant	\$25,372.80	45.3000 %	\$11,493.88
Program Specialist 2	\$3,647.65	45.3000 %	\$1,652.39
Program Support Specialist 1, AP	\$4,820.75	45.3000 %	\$2,183.80
Program Specialist 3	\$4,943.02	45.3000 %	\$2,239.19
Auditor 2	\$4,000.95	45.3000 %	\$1,812.43
Executive Secretarial Assistant	\$2,907.48	45.3000 %	\$1,317.09
Principal Clerk Typist	\$2,419.90	45.3000 %	\$1,096.21
Supervising Administrative Analyst	\$5,171.17	45.3000 %	\$2,342.54
Administrative Analyst 1 Accounting	\$5,294.55	45.3000 %	\$2,398.43
Technical Assistant 3 CA	\$2,118.92	45.3000 %	\$959.87
Administrative Analyst 1	\$4,235.64	45.3000 %	\$1,918.74
Program Specialist 2	\$3,647.65	45.3000 %	\$1,652.39
Technical Assistant 1, CA	\$3,483.10	45.3000 %	\$1,577.84
Technical Assistant 2, CA	\$3,036.30	45.3000 %	\$1,375.44
Administrative Analyst 2, DP	\$3,680.48	45.3000 %	\$1,667.26
Principal Clerk	\$1,793.32	45.3000 %	\$812.37
Division Director	\$6,000.00	45.3000 %	\$2,718.00
		<b>Fringe Benefits Total</b>	<b>\$158,997.55</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>
Estimated travel reimbursements and costs for the weekly monitoring and technical assistance, maintenance of assigned State Vehicles, EZ Pass, etc.	1108	\$14.09	\$15,611.72
Estimated cost for the possible DOE National Conference in 2017	7	\$1,796.00	\$12,572.00
NASCSP Mid-Winter and Annual Conference	3	\$2,226.00	\$6,678.00
		<b>Travel Total</b>	<b>\$34,861.72</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.

NASCSP Mid Winter and Annual Conference Justification: Total costs for the 2015 conferences was \$4,199.95 for an average cost of \$2,099.98. Projected cost for 2016 is based on a 4% estimated increase in cost is \$2,059.  
 $\$4,200 * 6\% = 252.00 + 4200 / 2 = \$2,226$  National Conference: Estimated cost for the possible DOE National Conference based on the 2009 National Conference costs:  
 \$1,710 per person (2009) \$ 85.50 (5% cost increase)  
 Attendance for 5 State Monitors and Program Manager.  
 Monitoring and Technical Assistance of Sub-Grantees: From July 2015 through December 2015, costs incurred to date are:  
 Central Motor Pool: YTD expended (Jul-Dec) \$11,856. Charged for 3 vehicles @ \$293/mo./vehicle and 2 vehicles @ \$336/mo./vehicle, the monthly charge totals \$1,551. • DOE TTA \$5,335.20 (45%) • HEA \$6,520.80 (55%)  
 EZ Pass: YTD expenses (Jul-Jan) charged to DOE TTA = \$2,170.00 (\$310/mo.) Effective February 2016 EZ Pass increased to \$380.00 per month.  
 Mileage/Travel: YTD expenses total charged to DOE TTA = \$1,268.70.  
 Estimated total for 2015 is as follows: Central Motor Pool \$10,123 = \$10,123 EZ  
 Pass \$310.00 \* 7 months + \$380 \* 5 months = \$4,070 Mileage/Travel \$ Actual YTD \$1,268.70 + \$150 =  
 \$1,419 Total estimated costs = \$15,612 / 1,108 trips (554 trips completed in six months in 2015) = \$14.09

**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.

Equipment	Unit Cost	Number	Total Cost	Justification of Need
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- 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.

**5. SUPPLIES** - Supplies are generally defined as an item with an acquisition cost of \$5,000 or less and a useful life expectancy of less than one year. Supplies are generally consumed during the project performance. Further definitions can be found in 10 CFR 600.

- a. List all proposed supplies below, the estimated cost, and briefly justify the need for the supplies as they apply to the objectives of the award. Note that all direct costs, including Supply items, may not be duplicative of supply costs included in the indirect pool that is the basis of the indirect rate applied for this project.

General Category	Cost	Justification of Need
Supplies	\$6,938.00	general office supplies
Materials and Supplies Total	\$6,938.00	

- b. Please provide a basis of cost for each item listed above and justify need. Examples include vendor quotes, prior purchases of similar or like items, published price list, etc.

In PY 2014, from July 1, 2014 through December 30, 2014, NJ WAP purchased supplies for State Monitors that included printer cartridges, general office supplies, equipment needed for QCI training and testing, that totaled \$3,378.65. General offices supplies for administrative and support staff totalled \$1,491 for the first six months.

**6. CONTRACTS AND SUBGRANTS** - Provide the following information for New proposed subrecipients and subcontractors. For ongoing subcontractors and subrecipients, this information does not have to be restated here, if it is provided elsewhere in the application; under Name of Proposed Sub, indicate purpose of work and where additional information can be found (i.e. weatherization subgrants, Annual File section II.3).

Name of Proposed Sub	Total Cost	Basis of Cost*
Tier 1 and 2 Training	\$100,000.00	Estimated allocation to retain a Training Provider to conduct training as identified in this State Plan, Master File, Section V.8.4.



11 Community Based Organizations	\$3,959,061.00	See Annual File, section II.3 Total includes cost for one person to obtain QCI. NJ WAP contracted Virginia Community Housing Partnership in December 2014 to conduct the QCI training and testing. Estimated cost per person \$2,970 which includes training and exam. NJWAP will continue to assist sub grantees with training and testing to ensure additional certified QCI. The \$2,970 per agency * 11 sub grantee.
Withum Smith and Brown	\$75,000.00	Total annual cost to conduct monitoring assessment, both administrative and fiscal, of sub grantees is \$66,000 for PY 2015. USDOE share is 80%. Remaining 20% charged to other funding source.
HESWAP Maintenance Contract	\$94,651.00	Total cost reflects shared portion of total contract applicable to USDOE grant. Annual contract cost is \$121,669. Monthly average cost is \$8,111. For this project period (July 1 through June 30, 2016), 30% of the total costs is charged to USDOE 2015 and 70% to other funding sources. HESWAP contract period will be April 1, 2015 through June 30, 2016. The total cost from April 2015 through June 30, 2015 is \$24,333 and will be charged to other funding sources.
Contracts and Subgrants Total	\$4,228,712.00	

\*For example, Competitive, Historical, Quote, Catalog

**7. OTHER DIRECT COSTS** - Other direct costs are direct cost items required for the project which do not fit clearly into other categories. These direct costs may not be duplicative of costs included in the indirect pool that is the basis of the indirect rate applied for this project. Examples are: conference fees, subscription costs, printing costs, etc.

a. Please provide a General Description, Cost and Justification of Need.

<u>General Description</u>	<u>Cost</u>	<u>Justification of Need</u>
NASCAP Services	\$3,213.00	NASCAP dues in 2015 were \$3,003. Project a 7% increase for 2016.
Other Direct Costs Total	\$3,213.00	

b. Please provide a basis of cost for each item listed above. Examples include vendor quotes, prior purchases of similar or like items, published price list, etc.

Estimated cost for annual dues for membership to the National Association for State Community Services Programs.

**8. INDIRECT COSTS**

- a. Are the indirect cost rates approved by a Federal agency? If so, identify the agency and date of latest rate agreement or audit and provide a copy of the rate agreement.  
Negotiated rate for Fiscal Year 2015-2017 for indirect cost with the US Department of Health and Human Services (USHHS), our cognizant agency, is 6.8%.
- b. If the above does not apply, indicate the basis for computation of rates, including the types of benefits to be provided, the rate(s) used, and the cost base for each rate. You may provide the information below or provide the calculations separately.

The name and phone number of the individual responsible for negotiating the State's indirect cost rates.

Name: Cindy McDowell, Chief Financial Officer      Phone Number: 6092926437

Indirect costs calculations:

<u>Indirect Cost Account</u>	<u>Direct Total</u>	<u>Indirect Rate</u>	<u>Total Indirect</u>
Personnel	\$350,987.00	6.8000 %	\$23,867.12
		Indirect Costs Total	\$23,867.12

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

**(Grant Number: EE0006170, State: NJ, Program Year: 2016)**

**IV.1 Subgrantees**

<b>Subgrantee (City)</b>	<b>Planned Funds/Units</b>
BERGEN COUNTY COMM. ACTION PROG., INC. (Hackensack)	\$300,134.00 35
CAMDEN COUNTY COUNCIL ON ECONOMIC OPPORTUNITY (Pennsauken)	\$385,906.00 45
Gateway Community Action Partnership (Bridgeton)	\$300,134.00 35
LA CASA DE DON PEDRO (Newark)	\$500,269.00 60
NATIVE AMERICAN ADVANCEMENT CORP (Bridgeton)	\$242,953.00 28
NORTHWEST NJ COMMUNITY ACTION PROGRAM, INC. (Phillipsburg)	\$214,362.00 25
OCEAN COMMUNITY ACTION NOW, INC. (Toms River)	\$414,497.00 49
PASSAIC COUNTY BRD OF CHOSEN FREEHOLD (Totowa)	\$357,316.00 42
PTO. RICAN ORG. FOR COMM. ORG. (PROCEED) (Elizabeth)	\$357,316.00 41
PTORRIQUENOS ASOC. FOR COMM. ED. (PACO) (Jersey City)	\$443,087.00 53
PUERTO RICAN ACTION BOARD, INC. (PRAB) (New Brunswick)	\$443,087.00 53
<b>Total:</b>	<b>\$3,959,061.00 466</b>

**IV.2 WAP Production Schedule**

<b>Weatherization Plans</b>	<b>Units</b>
Total Units (excluding reweatherized)	466
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	466
C	Total Units Reweatherized	00
D	Total Dwelling Units to be Weatherized and Reweatherized (B + C)	466
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	\$2,987,882.00
G	Total Dwelling Units to be Weatherized and Reweatherized (from line D)	466
H	Average Program Operations Costs per Unit (F divided by G)	\$6,411.76
I	Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J	Total Average Cost per Dwelling (H plus I)	\$6,411.76

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

**(Grant Number: EE0006170, State: NJ, Program Year: 2016)**

**IV.3 Energy Savings**

Method used to calculate savings: <input checked="" type="checkbox"/> WAP algorithm <input type="checkbox"/> Other (describe below)			
	Units	Savings Calculator (MBtus)	Energy Savings
This Year Estimate	466	29.3	13654
Prior Year Estimate	478	30.5	14579
Prior Year Actual	53	30.5	1616
<b>Method used to calculate savings description:</b>			

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

N/A
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**IV.5 Policy Advisory Council Members**

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

Amanda Clyne	Type of organization: Unit of State Government Contact Name: Phone: 6094770572 Email: <a href="mailto:Amanda.Clyne@dca.nj.gov">Amanda.Clyne@dca.nj.gov</a>
Claire Bartolomeo	Type of organization: Utility Contact Name: Phone: (973)430-7610 Email: <a href="mailto:claire.bartolomeo@pseg.com">claire.bartolomeo@pseg.com</a>
Damian Torres	Type of organization: Local agency Contact Name: dtorres@prab.org Phone: (732)828-4541 Email:
Eric DeGesero	Type of organization: Utility Contact Name: Phone: (973)467-1400 Email: <a href="mailto:edegesero@fimanj.org">edegesero@fimanj.org</a>
Jose Sanchez	Type of organization: Unit of State Government Contact Name: Phone: (609)984-6670 Email: <a href="mailto:jose.sanchez@dca.state.nj.us">jose.sanchez@dca.state.nj.us</a>
New Jersey Department of Human Services	Type of organization: Unit of State Government Contact Name: Martin T. Zanna, MD, MPH Phone: 6095886671 Email: <a href="mailto:martin.zanna@dhs.state.nj.us">martin.zanna@dhs.state.nj.us</a>
New Jersey Natural Gas	Type of organization: Utility Contact Name: Gregory L. Seitz Phone: 7329381202 Email: <a href="mailto:glseitz@njng.com">glseitz@njng.com</a>
Samuel Yodice	Type of organization: Unit of Local Government Contact Name: Samuel Yodice Phone: 9735694032 Email: <a href="mailto:samuely@passaiccountynj.org">samuely@passaiccountynj.org</a>

**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
03/18/2016	Published in the Press of Atlantic City, Courier Times, The Times, Courier Post, Asbury Park Press, Burlington County Times and the Star Ledger

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

(Grant Number: EE0006170, State: NJ, Program Year: 2016)

**IV.7 Miscellaneous**

**1. Identificaiton of Principal Investigator and Business Officer:**

**Principal Investigator:**

Angie Armand, Supervisor  
Weatherization Assistance Program  
Office of Low Income Energy Conservation  
Division of Housing and Community Resources  
NJ Department of Community Affairs  
PO Box 811  
Trenton, NJ 08625-0811  
TEL: 609-984-7920  
FAX: 609-292-9798  
[Angie.armand@dca.nj.gov](mailto:Angie.armand@dca.nj.gov)

**Business Officer:**

Janel Winter, Division Director  
Division of Housing and Community Resources  
NJ Department of Community Affairs  
PO Box 806  
Trenton, NJ 08625-0806  
TEL: 609-633-6204  
FAX: 609-292-979  
[Janel.winter@dca.nj.gov](mailto:Janel.winter@dca.nj.gov)

**2. Policy Advisory Council**

Policy Advisory Council serves in an advisory capacity for all Weatherization Assistance Programs including the two funded through LIHEAP Funds, LIHEAP WAP and Heating Improvement Program (HIP).

## New Jersey Health and Safety Plan 2016

### Health and Safety Expenditure Limits

For the U.S. 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 \$7,105. DCA has expended H&S costs of 7.9 % for DOE Annual 2013 and 8.6% for DOE Annual 2014 (as a percentage of average-per unit costs). 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 grantees 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 business days of the site visit wherein a determination was made to defer the project due to H&S issues.

WAP Agencies are expected to make reasonable efforts on behalf of their clients to find alternative assistance when weatherization 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.

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

Building rehabilitation and hazard remediation work are beyond the scope of NJ 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 the NJ H&S 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 NJ H&S Plan.

In order to maintain the primary energy efficiency mission of the program, H&S budgets are limited to 14% of \$6,429 (New Jersey's estimated per unit expenditure for the 2014 Program Year) or an estimated \$1,000 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 the Department of Community Affairs (DCA) or face disallowed costs except that DCA may approve waivers on a case-by-case basis. Waivers must be submitted to DCA State Monitors for approval when the total H&S cost is over \$1,000 up to \$1,500 for an individual unit. H&S estimates over \$1,501 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 \$999 per unit. H&S practices must be performed within the guidance of the NJ H&S 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.

Any Heating Improvement Services' job exceeding \$1,499 in total Health and Safety costs will require approval. State Monitors will have authorization to approve the expenditures of \$1,500-\$2,000. The Monitor's approval indicates that a review of the total cost has been completed and the additional expenditure is justified. Units exceeding H&S costs over \$2,001 must be approved by OLIEC by submitting the approval form to exceed

maximum allowable cost per unit.

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 DCA at its sole discretion (i.e., illegal activity, pets, animal waste, and hoarding). Reasons for deferral must be tracked by WAP Agencies.

If unit is deferred for Health and Safety reasons, WAP Agencies can charge \$250 for each unit with State Monitor approval. This approval must be obtained by submitting a completed Health and Safety Deferral Request Form. Once approved by State Monitor, OLIEC will make funds available to WAP Agency to invoice. In HESWAP, WAP Agencies will choose "Health and Safety Deferred" under indirect costs when invoicing and in the comment field, identify the deferred units by entering the associated job number.

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 WAP Agencies and contractors must 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. WAP 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, and DCA Lead Safe Building Maintenance Practices) will be provided.

**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 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.

<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>	
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 especially if occupant is at-risk. 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 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>	
Training on the elements of the H&S Plan and combustion safety testing will be provided to Auditors and Crew.	
<b>Client Education:</b>	
Chapter 6 of the Weatherization Policy Manual 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 National Climatic Data Center (NCDC) data, the cooling degree days for New Jersey in 2012 were 1,002 days, and in 2013 846 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 National Climatic Data Center (NCDC) data, the heating degree days for New Jersey in 2012 were 4,441 days, and in 2013 5,247 days. 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>	
<b>Concurrence or Alteration:</b>	
Concur with WPN11-6 <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 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.
The diagnosis, the elements of the H&S Plan and combustion safety testing training will be provided to the Auditors and Crew.
<b>Client Education:</b>
Chapter 6 of the Weatherization Policy Manual 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 <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 [Indoor Environments Contacts](#) page for information on how to contact the DOH.

**Standards for Deferral:**

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 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:**

Deferred units will be referred to publicly funded rehabilitation programs (i.e., CDBG).

**Training Provision:**

Sub grantees will be trained in safe practices for siding removal and replacement and how to identify asbestos containing materials.

**Client Education:**

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.

**Disposal Procedures:**

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).

**ID 13C Construction and Demolition Solid Waste** - 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.

**Asbestos - in vermiculite**

**Concurrence or Alteration:**

Alternative Guidance <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.
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**Funding:** State that DOE funds are being used or indicate that alternate funding sources will be used to address this particular health and safety category.

DOE funding will be used for testing; however, encapsulation and removal are not allowed with DOE funds.

**Beyond Scope of DOE WAP:**

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

**Standards for Remedy:**

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. 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>
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 <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. 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.	
<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 <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

<b>Concurrence or Alteration:</b>	
Concur with WPN11-6 <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.
<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 <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 sub grantee 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.	

<b>Combustion Gases</b>	
<b>Concurrence or Alteration:</b>	
Concur with WPN11-6 <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.
<b>Funding:</b>	
DOE funds will be utilized.	
<b>Beyond Scope of DOE WAP</b>	
If beyond the scope of DOE WAP, LIHEAP funds may be used if available. If not, the unit will be deferred.	
<b>Standards for Remedy</b>	
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.	
<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. LIHEAP funds may be used if available if beyond the scope of WAP.	
<b>Standards for Referral:</b>	
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.	
<b>Training Provision:</b>	
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.	
<b>Client Education:</b>	
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.	
<b>Disposal Procedures:</b>	
Any materials removed as a result of correcting hazardous conditions must be properly disposed of.	
<b>Combustion Gas Problem Discovery:</b>	
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.	

<b>Electrical, other than Knob-and-Tube Wiring</b>	
<b>Concurrence or Alteration:</b>	
Concur with WPN11-6 <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.
<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>	
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. Chapter 6 provides guidance on overloads.
<b>Standards for Deferral:</b>
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.

<b>Electrical, Knob-and-Tube Wiring</b>	
<b>Concurrence or Alteration:</b>	
Alternative Guidance <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. Chapter 4 of the Weatherization Policy Manual and Chapter 1 of the New Jersey Weatherization Field Guide provide policy and 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.	



<b>Fire Hazards</b>	
<b>Concurrence or Alteration:</b>	
Concur with WPN11-6 <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>	
<p>Check for fire hazards in the home during the audit and while performing weatherization.</p> <p>The State requires that heating contractors comply with industry standards, manufacturer instructions, and the New Jersey Weatherization Field Guide, SWS aligned, 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. Chapter 6 of the Weatherization Policy Manual also provides 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), and other Air Pollutants</b>	
<b>Concurrence or Alteration:</b>	
Concur with WPN11-6 <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 WAP	
<b>Beyond Scope of DOE WAP:</b>	
If beyond the scope the unit will be deferred.	
<b>Standards for Remedy:</b>	
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.

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 fresheners; etc.

ASHRAE 62.2 addresses normal household conditions and does not account for high polluting sources. The sub grantees 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 <input checked="" type="checkbox"/>	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.
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**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 corrected 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:**



Staff awareness of potential hazards.
<b>Client Education:</b>
Inform client of observed hazards and associated risks.
<b>Disposal Procedures:</b>
Any material wastes created by weatherization agencies must be properly disposed of.

<b>Lead Based Paint</b>	
<b>Concurrence or Alteration:</b>	
<input checked="" type="checkbox"/> Concur with WPN11-6	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. Chapter 5 of WAP Policy Manual encourages sub grantees to 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>	
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 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.

**Mold and Moisture**

**Concurrence or Alteration:**

Concur with WPN11-6 <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 by meeting the minimum ASHRAE 62.2 standards. Mold testing and cleaning are not allowable H&S costs.
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**Funding:**

DOE funds will be used for minor repairs and moisture corrections. Mold testing and cleanup are not allowed with DOE funds.

**Beyond Scope of DOE WAP:**

If treatments are beyond the scope of DOE WAP the unit shall be deferred.

**Standards for Remedy:**

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.

**Standards for Deferral:**

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.

**Standards for Referral:**

Referrals will be made to publicly funded programs.

**Training Provision:**

Sub grantees will be trained using the national curriculum on mold and moisture or equivalent.

New Jersey will provide training to State Monitors and sub grantees' 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.

**Client Education:**

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:**

<p>Concur with WPN11-6 <input checked="" type="checkbox"/></p>	<p>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.</p>
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**Funding:**

DOE WAP

**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.

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.

**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.

<b>Client Education:</b>	
Provide client information of any known risks. Provide worker contact information so client can inform of any issues.	
<b>Disposal Procedures:</b>	
N/A	
<b>Occupational Safety and Health Administration (OSHA) and Crew Safety</b>	
<b>Concurrence or Alteration:</b>	
Concur with WPN11-6 <input checked="" type="checkbox"/>	Workers must follow OSHA standards and Safety Data Sheets (SDS) and take precautions to ensure the H&S of themselves and other workers. SDS must be posted wherever workers may be exposed to hazardous materials.
<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>	
<p>The state staff visiting client units will be provided protection against unreasonable conditions that could endanger their H&amp;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&amp;S matters. The expected costs for the grantee in H&amp;S include at a minimum, safety goggles, respirators, protective suits, and gas leak detectors.</p> <p>Local government staff is covered by the Public Employees OSHA for H&amp;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 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 SDS for materials used by its crew or contractors.</p>	
<b>Standards for Deferral:</b>	
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.	
<b>Standards for Referral</b>	
Referrals will be made to publically funded programs.	
<b>Training Provision:</b>	
<p>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.</p> <p>Training will be provided for State Monitors, sub grantees' Field Technicians, and contractors from among these topics offered by the New Jersey Department of Labor's Occupational Safety &amp; Health Training Unit:</p> <ul style="list-style-type: none"> <li>--Electrical Safe Work Practices</li> <li>--Ergonomics for the Office</li> <li>--First Aid for Bystanders</li> <li>--Hand and Portable Power Tool Safety</li> <li>--Hand Injury Prevention</li> <li>--Hazard Awareness</li> <li>--Hazard Communication</li> <li>--Heat and Cold Stress and Carbon Monoxide Poisoning</li> <li>--Hearing Conservation</li> <li>--Ladder Safety</li> <li>--Material Handling, Back Safety &amp; Lifting Techniques</li> <li>--OSHA Record Keeping</li> </ul>	

- 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. Sub grantees' staff and contractors must meet drug-free workplace requirements as stated in Chapter 7 of the New Jersey Weatherization Assistance Policy and Procedures Manual.

In addition, agencies must comply with Chapter 7, dealing with control of equipment and Chapter 6, dealing with the list of disbarred contractors.

Sub grantees' crew and contractors must have the New Jersey Weatherization Field Guide 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 sub grantees.

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:**

SDS 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 SDS 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:**

Concur with WPN11-6 <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

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>	
<input checked="" type="checkbox"/> Concur with WPN11-6	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>. Sub grantees 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 4pC/l. Properties with radon levels of 4 pC/l and above or where testing is refused in Tier 1 units will be deferred.</p> <p>Radon in Mobile Homes:            In Tier 1 mobile home parks, EPA recommends testing for Radon when a permanent foundation is present. This includes concrete slabs with metal, wood, or vinyl skirting covering the bottom sides. One of the main observations when addressing a mobile home for Radon is that the basis enclosed which could house Radon.</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 <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 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>	
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. Chapter 4 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. Chapter 5 provides 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>	
<b>Concurrence or Alteration:</b>	
Concur with WPN11-6 <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 WAP	
<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>	
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 an 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 <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>	
<b>Concurrence or Alteration:</b>	
Concur with WPN11-6 <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.	
<b>Disposal Procedures:</b>	
Contractor(s) will be responsible for proper disposal for all removed space heaters.	
<b>Space Heaters, Unvented Combustion</b>	
<b>Concurrence or Alteration:</b>	
Concur with WPN11-6 <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.
<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. 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.	
<b>Beyond Scope of DOE WAP:</b>	
N/A	
<b>Standards for Remedy</b>	
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.	
<b>Standards for Deferral:</b>	
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.	
<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 air-free CO testing and identifying and understanding the dangers of unvented space heaters.	
<b>Client Education:</b>	
Inform client of dangers of unvented space heaters - CO, moisture, NO2, CO can be dangerous even if CO alarm does not sound.	
<b>Disposal Procedures:</b>	
All removed units must be disposed of. Contractor(s) will be responsible for proper disposal.	
<b>Space Heaters, Vented Combustion</b>	
<b>Concurrence or Alteration:</b>	
Concur with WPN11-6 <input checked="" type="checkbox"/>	Should be treated as furnaces. See Air Conditioning & Heating System guidance above.
<b>Spray Polyurethane Foam (SPF)</b>	
<b>Concurrence or Alteration:</b>	
Concur with WPN11-6 <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.
<b>Funding:</b>	
DOE WAP	
<b>Beyond Scope of DOE WAP:</b>	
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 SDS and required PPE (Personal Protective Equipment), shall be provided to program field staff.	
<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>	
<b>Concurrence or Alteration:</b>	
Concur with WPN11-6 <input checked="" type="checkbox"/>	2013 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 business 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 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>	
If the airtightness of the building envelope has been measured, the required mechanical ventilation rate may be reduced. For existing buildings, if Qfan is less than or equal to 15 cfm, then whole-building ventilation is not required ASHRAE 62.2 compliance must be met based on the Residential Energy Dynamics (RED) or the Heyoka Solutions. Unless ventilation being installed is "like for like" (meaning no additional wiring or venting is required), all other ventilation installs require a permit.	
<b>Window and Door Replacement, Window Guards</b>	
<b>Concurrence or Alteration:</b>	
Concur with WPN11-6 <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 this Plan 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.