

### 1.0 – GENERAL INFORMATION

**Additional information that does not fit neatly in one of the other sections of this document.**

- All health and safety (H&S) issues must be documented on the *Educational Materials Notification/Health and Safety Assessment* and the *Hazard Identification Notification*, in which a copy must be provided to the client.
- Legible color photographs of pre-existing and post (corrected) H&S issues must be retained in the client file.
- All testing result(s) and or final clearance report(s) must be retained in the client file.
- All health and safety installs must meet Standard Work Specifications (SWS) and or the Authority Having Jurisdiction (AHJ).
- The copy of any municipality permit(s) that are needed for the H&S scope of services must be retained in the client file.

Due to the COVID 19 pandemic, it is of great significance to promote social distancing and digital technologies. Intake workers should be collecting applications remotely, if possible, and in instances where remote applications are not feasible, implement strict distancing protocols to obtain applications.

Collecting client signatures on required H&S documentation can be mailed and/or electronically signed. (If the client is unable to sign documents electronically, implement strict distancing protocols to obtain signed documents.

### 2.0 – BUDGETING

*Grantees are encouraged to budget H&S costs as a separate category and, thereby, exclude such costs from the Average Cost Per Unit (ACPU) cost limitation. This separate category also allows these costs to be isolated from energy efficiency costs in program evaluations. H&S costs that are budgeted and reported under the Program Operations category rather than the H&S category, the related H&S costs must be included in the calculation of the ACPU and cost-justified through the Grantee’s Department of Energy (DOE)-approved energy audit tool.*

**Select which option used below.**

Separate H&S Budget

Contained in Program Operations

### 3.0 – H&S EXPENDITURE LIMITS

*Pursuant to [10 CFR 440.16\(h\)](#), Grantees must establish H&S expenditure limits for their Program and provide justification for those limits by explaining the basis and related historical H&S expenditures. DOE acknowledges that it may be necessary for Grantees to deviate from historical expenditures when certain circumstances arise (e.g., funding source changes).*

*[10 CFR 440.16\(h\)\(2\)](#) dictates that these limits must be expressed as a percentage of the ACPU. To calculate this percentage, use the following formula:*



$$\frac{\text{TTTTTall AAAAAAAAAAAAAA HH\&SS CCTTCCTT ppAAAA UUUUUUTT} = \frac{\text{HH\&SS bbbbbbAAAAAT} \text{aaaaTTbbUUTT}}{\text{PPAATTAaaaaaa OOppAAAAaTTUUTTUCC bbbbbbAAAAAT} \text{aaaaTTbbUUTT}}$$

*For example, if the ACPU is \$5,000 and a Grantee’s Program expends an average of \$750 per dwelling on energy-related H&S measures, the Total Average H&S Cost per Unit would equal 15 percent. DOE acknowledges that this percentage may vary significantly between Grantees due to different geographical areas and depending upon the availability of other funding sources, resource availability, etc. Low percentages should include a statement of what other funding supports H&S costs, while larger percentages will require greater justification and relevant historical support.*

*15 percent is not a maximum limit on H&S expenditures. DOE will conduct a secondary level of review on H&S Plans with a Grantee request of more than 15 percent of Program Operations used for H&S purposes. **DOE strongly encourages using the table below in developing justification for the requested H&S budget amount.** In accordance with [10 CFR 440.18\(d\)\(15\)](#), these funds are to be expended by the Program in direct weatherization activities, “of which is necessary before, or because of, installation of weatherization materials.” This same section of the regulation excludes the H&S costs from the ACPU limitation if H&S costs are budgeted separately.*

*DOE recommends reviewing recent budget requests and compare those to actual H&S expenditures to see if previous budget estimates have been accurate. The resulting Total Average H&S Cost per Unit multiplied by the Grantee’s production estimate in the Annual File should correlate to the H&S budget amount listed in the Grantee’s annual plan.*

**H&S expenditure limits and justification explaining the basis for setting the limits.**

Empty box for H&S expenditure limits and justification.

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 cost from the SIR and the per unit expenditure limitation of \$8,009.

DCA has expended H&S costs of \$335,534 for DOE Annual 2019/2020 (as of January 31, 2022). 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 to support future budget requests.

In order to maintain the primary energy efficiency mission of the program, H&S budgets are limited to 14% of \$8,009 (New Jersey's estimated per unit expenditure for the 2022 Program Year) or an estimated \$1,121.00 per unit adjusted based on actual Program Operation expenditures. Sub grantees must maintain this H&S expenditure limit of 14%, on average, across all units reported to the 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 \$1,500 up to **\$3,500** for an individual grant. H&S estimates over **\$3,500 but not more than \$5,000** for an individual unit must be approved by the DCA Office of Low-Income Energy Conservation's (OLIEC) Program Supervisor. H&S practices must be performed within the guidance of the NJ WAP 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.

NJWAP dual funding sources, utilizing both LIHEAP and DOE in single family housing. The DOE/LIHEAP Funding Initiative has not only help agencies use their funds more effectively, but also reduce the number of deferred units. An individual health and safety measure cannot be split between funding sources. For a unit to be eligible for dual shell funding a minimum expenditure of \$2,000 in ECM materials must be estimated before both DOE and LIHEAP funds can be used in the unit. The total expenditure limit will be based on the ACPU for each funding source, with a total health and safety expenditure limit of \$7,000. Waivers must be submitted to DCA State Monitors for approval when the total H&S cost is over \$3,000 and up to \$5,000 for a dual unit.

H&S estimates over \$5,001 for a dual shell funded unit must be approved by the OLIEC Program Supervisor. Jobs that would exceed \$7,001 must be deferred.

**Utilizing the spreadsheet embedded below, provide a full list of H&S measures using historical data from your program, including average cost, and frequency rate. If installing more than a single instance of one measure in a unit (e.g. multiple CO alarms), Grantees may aggregate costs so that frequency does not exceed 100%, or enter a justification into the measure column, which explains why that measure has a frequency rate of over 100%. The spreadsheet will auto calculate your expected Total Average H&S Cost per Unit.**

**Instructions: Double-click icon directly below to open, view and edit Measure Matrix Spreadsheet. Complete the spreadsheet by entering the required information. To save, close the spreadsheet and it will save to this document. Alternatively, the measure matrix is also available as a standalone spreadsheet located at the following link: [Weatherization Program Notice 22-7: Weatherization Health and Safety | Department of Energy](#)**



Measure Matrix  
Final.xlsx

#### 4.0 – INCIDENTAL REPAIR MEASURES

*Any measures that could potentially be identified as H&S, but the Grantee chooses to instead identify and treat those measures as incidental repair measures (IRMs), must be implemented consistently throughout the Grantee’s weatherization program. The measure must fit the regulatory definition of an IRM and be cost justified along with the associated energy conservation measure and/or package of measures. [10 CFR 440.3](#) defines Incidental Repairs as, “those repairs necessary for the effective performance or preservation of weatherization materials.”*

**H&S measures identified and treated as IRMs within your Program.**

Not applicable

#### 5.0 – OCCUPANT PRE-EXISTING OR POTENTIAL HEALTH CONDITIONS AND HAZARD IDENTIFICATION AND NOTIFICATION FORM(S)

*Grantees must develop a written policy that includes, at a minimum, the following documentation relating to H&S Plan implementation and maintain signed copies in each client file. Each notification must include the occupant(s) (and landlord if applicable) name and address, be signed and dated by the occupant (and landlord if applicable) indicating that they understand and have been informed of their rights and options and signed by the Subgrantee personnel collecting the information.*

*Required topics are:*

- **Occupant Pre-existing or Potential Health Condition Screening**
  - *Provides documentation that allows occupant(s) to self-report known or suspected health concerns as part of initial application for weatherization, during the energy audit, or other part of the weatherization process as specified. Must minimally contain the following:*
    - *Any known risks associated with the measures and materials being installed*
    - *Subgrantee point of contact information for occupant(s)*
    - *Date of screening*
- **Hazard Identification Notification**

- Provides documentation that the occupant and landlord (if applicable), have been informed of any potential hazards identified during the energy audit or intake process. Must minimally contain the following:
  - Date(s) of the energy audit/assessment and when the occupant(s) (and landlord, if applicable) was informed of a potential H&S issue
  - A clear description of the problem, including any testing results
  - A statement indicating if, or when weatherization could continue

**Radon Informed Consent Form**

- Provides documentation that the occupant(s) (and landlord if applicable) have been informed of any potential hazards associated with radon in weatherized dwellings. The form must minimally contain the following:
  - An explanation on the potential small risk of increasing radon levels when building tightness is improved. This is based on the results of the [Buildings Assessment of Radon Reduction Interventions with Energy retrofits Expansion Study \(The BEX Study\)](#)
  - A list of precautionary measures WAP will install based on [EPA Healthy Indoor Environment Protocols](#).
  - Some of the benefits of Weatherization including energy savings, energy cost savings, improved home comfort, and increased safety.

**Procedure for soliciting occupants' health and safety concerns related to components of their homes**

Explaining to the occupants the necessity of ensuring their health and safety, and that of the NJWAP subgrantees and contractors are a critical component of the NJWAP and that all weatherization activities cannot be delivered to the residence unless the occupant discloses existing health and safety concerns that could be exacerbated by WAP measures.

**Procedure for determining whether occupants suffer from health conditions which may be negatively impacted by the act of weatherizing their dwelling**

Require household occupant(s) 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 additional concerns exist that may not have been included at the time of application.

Sub-grantee 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 must complete the "Occupant Pre-existing or Potential Health Condition Screening Form"

Later, a decision can be made about proceeding with weatherization work or postponing work because of a major problem identified on the *Hazard Identification Notification*.

**Procedure for addressing potential health concerns including pre-existing health conditions when they are identified**

When a person’s health may be at risk and/or WAP work activities could constitute a H&S hazard, the occupant at risk will be required to take appropriate action based on severity of risk. For instance, an occupant with a respiratory illness is to receive WAP services that will consist of applying close cell foam product. This could potentially exacerbate the occupant’s illness. Therefore, it is of paramount importance to screen cliental for risks to their health when deciding to install or apply certain products used in the WAP. Subgrantees are required to evaluate the product’s Safety Data Sheet (SDS) prior to the production of the work-order. If the product can be injurious to the occupant a decision to use alternative product that will not affect the client negatively could be implemented but if not feasible, temporary relocation of at-risk occupants may be allowed on a case-by-case basis as approved by NJ DCA.

State regulations regarding temporary relocation set forth at N.J.A.C 5:11-3.4 “Temporary Relocation”. There are two processes that subgrantees can choose from regarding temporarily relocating the occupants of the unit if occupants are required to temporarily relocate due to the work scope. Those two processes are the Stipend/Compensation Process and the Physical Relocation Process. In either process, NJ DCA does not approve any temporary relocation plans or stipend plans. It is the WAP subgrantees responsibility to ensure that the rates are within the allowable per diem rates. Any additional costs exceeding the

allowable rates will be disallowed by NJ DCA. The subgrantee is to utilize the General Service Administration’s (GSA) Federal Per Diem Rates for the applicant’s municipality. This can be found at the following link: <https://www.gsa.gov/perdiem> . Failure or the inability to take appropriate actions must result in deferral.

<b>Location where forms have been uploaded/submitted</b>	
Separate attachment to SF424 <input checked="" type="checkbox"/>	Separate attachment to H&S Plan <input type="checkbox"/>

## 6.0 – HEALTH AND SAFETY CATEGORIES

*For each of the following H&S categories identified by DOE in the following tables, follow the directions below.*

- Any section that is “Required” below must be explicitly detailed in the H&S Plan regardless of funding source used. If the Grantee checks the box for “Concurrence with DOE Guidance” the contents of the box may be left as it exists or reference the section/location within Grantee Policy and Procedure manual that contains language or insert Grantee specific language. If the “Alternative Guidance” box is checked, the Grantee must provide that alternative guidance in the box.
  - If a Grantee is proposing an alternative action/allowability for a “Required” item, the alternative requires comprehensive explanation of how it meets the intent of the DOE program notice.
  - If a “Required” item/category will not be addressed with any funding source and will always result in deferral, the H&S Plan must state that.
- Any section that is “Allowable” below must be detailed only if DOE WAP funds are used to implement the measures. If the Grantee uses DOE funds for any “Allowable” activities from the Table of Issues then they must be described here in detail, including defining “minor”, “major”, “limited”, “case-by-case”, and “at-risk” if the term is applied. If you only check the box “Allowed with Alternative Funds” then no additional information is required.
- Any section that is “Prohibited” below may not be addressed with DOE WAP H&S funds and does not need to be specifically addressed in the H&S Plan. The Grantee simply needs to check the “Concur with DOE guidance” box and indicate if the condition will result in deferral/referral.
- The Grantee H&S Plan may address additional H&S hazards specific to their program that are not included in the Table of Issues. If a Grantee chooses to include additional measures as DOE WAP funded H&S costs, the H&S Plan must include details pertaining to the measures allowed, testing required, and client education for these specific hazards.
- All required “Testing/Inspection” related items must be documented in the client file to verify completion and results.

**6.1 – Air-Conditioning, Heating Systems, and Combustion Appliances****Required Actions**Concur with DOE Guidance Alternative Guidance Results in Deferral/Referral DOE WAP H&S Funds Alternative Funds



- Replace, repair, or install primary heating systems when existing primary heating systems are unsafe, inoperable, or nonexistent. No home may be left without a safe primary heating system after weatherization where climate conditions require heating (i.e., all climate zones except zone 1 as defined by ASHRAE). If unable to meet this requirement, deferral is required.
- No DOE-funded weatherization work is permitted if the completed dwelling unit will be heated with an unvented combustion space heater as the primary heat source. The primary heat source must be replaced with a vented unit prior to or by weatherization. The replacement unit must be sized to heat the entire dwelling unit.
- Unsafe secondary units, including space heaters, must be repaired, or removed and disposed of, or deferral is required. Secondary unvented space heaters are considered unsafe if they:
  - are not listed and labeled as meeting ANSI Z21.11.2;
  - have an input rating of more than 40,000 BTU/hour;
  - are in a bedroom and have an input rating of more than 10,000 BTU/hour.
  - are in a bathroom and have an input rating of more than 6,000 BTU/hour.
  - are operating in an unsafe manner (e.g., high carbon monoxide (CO) readings, too close to combustible materials, lack sufficient combustion air volume).
  - or are not permitted by the Authority Having Jurisdiction (AHJ).
- DOE WAP Grantees must comply with the Manufactured Home Construction and Safety Standards which mandates that:
  - All fuel-burning appliances in manufactured homes except ranges, ovens, illuminating appliances, clothes dryers, solid fuel-burning fireplaces, and solid fuel-burning stoves, must be installed to provide for the complete separation of the combustion system from the interior atmosphere of the manufactured home (i.e., to draw their combustion air from outside), and be vented to outside the dwelling.
  - All appliances installed by weatherization in manufactured homes must meet these standards, including secondary heating sources. No unvented fuel-burning space heating appliances may remain in a MH after weatherization under any circumstances. If an occupant will not allow the removal of an unsafe combustion appliance from the home, deferral is required.
  - Repair or replace combustion gas venting to ensure proper combustion gas venting to outside the dwelling for all combustion appliances, including but not limited to gas dryers and refrigerators, furnaces, vented space heaters, and water heaters.
- If weatherization installs an appliance that is vented into a masonry chimney, the chimney must be lined in compliance with the International Fuel Gas Code (IFGC) or local AHJ if more stringent.
- Install adequate combustion air for all combustion appliances left after weatherization.
- If permits are required for heating/cooling system work, they must be secured and are a program operation cost if the installation is an ECM or may be included in the H&S cost if installed as a H&S measure.
- If unsafe conditions relating to existing combustion appliances require remediation to safely perform weatherization and cannot be remedied by repair or tuning, replacement is an allowable H&S measure unless prevented by other guidance herein.
- Documentation justifying the replacement with a cost comparison between replacement and repair must be maintained in the client file.

**Allowable Actions**

Allowed with DOE WAP H&S Funds

Allowed with Alternative Funds

**DOE WAP H&S actions include correction for the following.**

- Heating combustion venting/spillage. Such as repair/replacement of flue pipe, chimney repair, chimney liner, chimney cap, barometric draft regulator, combustion air ventilation, mastic return ducts, air filter slot cover, zone isolation for natural draft appliances.
- Heating combustion safety components. Such as back flow preventer, pressure relief valve and extension piping, clean and service, high limit switch, fan control switch, transformer, low water cut off, automatic water feed, emergency cut off switch, and expansion tank.
- Heating distribution issues. Such as repairs to ductwork, hydronic, and steam systems.
- Removal of secondary unsafe unvented space heater(s). If the occupant refuses the unit to be decommissioned and disposed of, the house must be deferred for WAP services.
- Repairs of secondary solid fuel fired appliance(s). These repairs consist of flues and proper installation (e.g., protection of combustibles) to ensure the appliance adheres to NFPA 211.
- Room air conditioning if a household has non-working room air conditioner(s) and has an “at risk” occupant with medical condition documented by a physician that requires air conditioning, the subgrantee must request State Monitor permission to replace room air conditioner(s). No new installation of room air conditioner(s) is permitted where a unit did not previously exist. Medical documentation must be current within 180 days.

**Alternative funds- Heating Improvement Program (HIP) actions.**

- Primary heating system repair and replacement. This may also include existing central air conditioning systems, whenever replacement is required to facilitate the authorized replacement of a heating system or if medical necessary for an “at risk” occupant. For central air conditioning replacement, the occupant with medical condition must provide documentation by a physician which indicates that the air conditioning is medically necessary. Medical documentation must be current within 180 days. Monitor permission for central air conditioning is required.
- Heating distribution issues. Such as repairs to ductwork, hydronic, and steam systems.
- Repairs of secondary solid fuel fired appliance(s). These repairs consist of flues and proper installation (e.g., protection of combustibles) to ensure the appliance adheres to NFPA 211.

HIP funding can be utilized for repairing or removal of unsafe secondary heating units including solid fuel appliances. If the occupant refuses the unit to be decommissioned and disposed of, the house must be deferred for WAP services.

**Prohibited Actions**

Concur with DOE Guidance

Using DOE WAP H&S funds for replacement or installation of secondary heat sources is prohibited.

**Required Testing/Inspection**

Concur with DOE Guidance

Alternative Guidance

- Verify that primary heating systems are present, operable, and performing correctly.
- Conduct combustion appliance testing and visual inspection of all combustion appliances and their related venting.
- Depressurization and spillage testing is required for all Category 1 appliances pre and post weatherization and before leaving the home on any day when work has been done that could affect draft (e.g., air or duct sealing, adding exhaust ventilation).
- CO testing is required for all combustion appliances, regardless of the venting type.

- Verify proper clearances for all combustion venting types.
- Visually inspect the entirety of solid fuel-fired appliance installations (e.g., wood stoves, coal stoves, pellet stoves, fireplaces) including the venting system to ensure it adheres to the applicable code or local authority having jurisdiction. Appliances must be inspected pre and post weatherization.
- Conduct pre and post weatherization worst case CAZ depressurization testing in spaces having a fireplace or woodstove. Since there is no consensus method for verifying safe operation of fireplaces or woodstoves are left operational. The vent must meet the national or local codes, or the home cannot be weatherized.
- Safety inspections related to space heaters, fireplaces, and woodstoves must include, but not be limited to, verification of adequate floor protection, and code compliant clearances to walls and other combustible materials.

**Grantee Combustion Testing Action Levels**

- **Worst Case CAZ Depressurization Test:**  
CAZ depressurization is the leading cause of back drafting and flame roll-out in heating appliances that vent into naturally drafting chimneys. Instructions to perform the worst-case testing procedures and action levels can be found in the New Jersey Field Guide Chapter 8.26 Mitigating CAZ Depressurization and Spillage. Solid fuel fired appliance must also be tested for worst case CAZ depressurization pre and post weatherization. These appliances will have a limited allowable depressurization. Maximum CAZ depressurization for closed controlled wood burning appliance -7 Pa. Pellet stove with draft fan and sealed vent -15 Pa. Additional resources on solid fuel appliance inspection can be found in the New Jersey Field Guide Chapter 8.10 Wood Stoves and Fireplaces.
- **Spillage and Carbon Monoxide (CO) Testing:**
  - a) Spillage is the entry of combustion products into a building from a vented combustion appliance caused by back drafting, for example a leaky duct system and or lack of combustion air. Other issues may consist of vent blockage or leaks in the venting system. Spillage testing procedures and solutions for spillage failure can be found in the New Jersey Field Guide, Chapter 8.2.6 Mitigating CAZ Depressurization and Spillage.
  - b) Testing for CO in the appliance vent is a part of combustion testing that happens under worst-case conditions. If CO exceeds the undiluted combustion byproducts; the appliance fails, the CO test under current ANSI/BPI 1200-S-2017 standards. Refer to the New Jersey Field Guide Appendices A-5 Carbon Monoxide Limits.
- **Ambient Air Monitoring for CO**  
Personal monitoring for ambient CO during the entire inspection process is required. Investigate indoor CO levels of greater than 9 ppm to find their cause. Monitoring is imperative especially during combustion testing to ensure that ambient CO in the combustion appliance zone (CAZ) doesn't exceed 35 ppm as measured. If ambient CO levels in the combustion zone exceed 35 ppm, stop testing for your own safety. Ventilate the CAZ thoroughly before resuming combustion testing. If ambient CO levels range from 36 ppm – 69 ppm the source of CO shall be turned off immediately. If ambient CO levels reach 70 ppm or greater, the inspection shall be immediately terminated, and the building occupants evacuated from the residence. The appropriate emergency services shall be notified from outside. Refer to from ANSI/BPI, 1200, section 7.3.3.3.

**Grantee Woodstove & Fireplace inspection/testing policy including actions/limits**

Concur with DOE Guidance

Alternative Guidance

Fireplace or woodstove venting that is left operational after weatherization must meet current local or national standards or the home must be deferred.

**Required Occupant Education**

Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>
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- Appropriate use and maintenance of units.
- Provide all paperwork and manuals for any equipment installed by weatherization.
- Discuss and provide information on proper disposal of bulk fuel tanks when not removed as part of the weatherization work.
- Where combustion equipment is present, provide combustion safety and hazards information including how to recognize depressurization, dangers of CO poisoning, and fire risks associated with combustion appliance use.

**6.2 – Asbestos (Confirmed and/or Presumed Asbestos Containing Material)**

**Required Actions**

Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral/Referral <input type="checkbox"/>
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DOE WAP H&S Funds <input checked="" type="checkbox"/>	Alternative Funds <input checked="" type="checkbox"/>
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- When suspected friable Asbestos Containing Materials (ACM) are present, including vermiculite, assume they contain asbestos and take precautionary measures to prevent disturbing it during the audit and work unless testing determines otherwise.
- Grantees must have written policy included in their H&S plan for:
  - Identifying and managing suspected ACM that provides for reasonable and necessary precautions to prevent asbestos contamination in the home.
  - Addressing blower door testing where suspected friable ACM is present (as defined by EPA), including vermiculite.

**Grantee ACM policy**

- Describe Grantee’s policy for identifying and managing suspected ACM Pipes, Furnaces, and other small, covered surfaces- The auditor will perform visual inspection to identify suspected asbestos containing materials (ACM). If suspected friable asbestos is present, minor asbestos encapsulation or removal may be performed by a certified Asbestos Hazard Emergency Response Act (AHERA) professional. Complete as much of the energy audit as practical without disturbing the ACM and estimate the blower door number. If the ACM 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 using DOE funding or removed using LIHEAP funding, air clearance tests must be conducted by a AHERA certified professional before performing the blower door testing and updating the energy audit.
- Siding, walls, ceilings- Temporary removal of siding is permissible under N.J.A.C 12:120. 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.
- Vermiculite Insulation – Testing is allowed with DOE funds. Sample collection must be tested by a certified AHERA professional. If asbestos is present in the vermiculite, the unit must be deferred

**Grantee Blower Door Testing Policy When Suspected ACM Exists**

Blower door testing will not be performed until friable asbestos is encapsulated or removed and air clearance test is conducted by an AHERA certified professional.

**Allowable Actions**

Allowed with DOE WAP H&S Funds <input checked="" type="checkbox"/>	Allowed with Alternative Funds <input checked="" type="checkbox"/>
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If DOE WAP H&S funds are used for any “allowable” actions, detail them here.

- DOE WAP H&S actions such as sample collection testing and minor encapsulation of friable AMC.
- Alternative LIHEAP WAP H&S funds may be used for minor removal of friable AMC.

The primary mechanism for determining deferral of a unit is based on cost associated with encapsulation or removal necessary to perform blower door testing safely to conclude the energy audit, defined in section 3.0 H&S Expenditures.

**Prohibited Actions**

Concur with DOE Guidance

Using DOE WAP H&S funds for general abatement/removal/or replacement of asbestos siding, thermal system insulation (TSI) or Transited, or vermiculite is prohibited.

**Required Testing/Inspection**

Concur with DOE Guidance       Alternative Guidance       Results in Deferral/Referral

DOE WAP H&S Funds       Alternative Funds

- Auditor will perform visual inspection to identify suspected friable asbestos containing covering materials.
- Testing is allowed where the material is suspected to contain asbestos.

**Allowable Testing/Inspection**

Allowed with DOE WAP H&S Funds       Allowed with Alternative Funds

If DOE WAP H&S Funds are used for any “allowable” testing, detail them here.

**Required Occupant Education**

Concur with DOE Guidance       Alternative Guidance

- Formally notify the occupant, and landlord if applicable, in writing:
  - of suspected ACMs that are present and what precautions will be taken to ensure the occupants’ and workers’ safety during weatherization.
  - of results if testing was performed.
  - not to disturb suspected ACM.
  - When deferral is necessary due to asbestos, occupant, or landlord if applicable, must provide documentation that a certified professional performed the remediation before work continues.

**6.3 – Biologicals and Unsanitary Conditions**

**Required Actions**

Concur with DOE Guidance       Alternative Guidance       Results in Deferral/Referral

DOE WAP H&S Funds       Alternative Funds

Deferral where conditions (odors, bacteria, raw sewage, rotting wood, etc.) in the home pose a health risk to occupants and/or weatherization workers or may be worsened by weatherization activities (e.g., air sealing) and will not be resolved by weatherization.

Additionally, cleanup of contaminates such as decomposing garbage, and animal/human feces due to occupant’s neglect are not allowable and must be deferred.

**Allowed Actions**

Allowed with DOE WAP H&S Funds       Allowed with Alternative Funds

If DOE Funds are used for any “allowable” actions, detail them here.  
 Limited repairs of conditions that may lead to or promote biological concerns and unsanitary conditions is allowable.  
 Repairs such as repairing leaking or broken waste lines.

Limited cleaning of the workspace to protect the health and safety of workers and occupants.

The primary mechanism for determining limitation is based on costs associated with correcting the H&S condition necessary to perform audit recommended weatherization work as defined in section 3.0 H&S Expenditures.

Required Testing/Inspection		
Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral/Referral <input type="checkbox"/>
DOE WAP H&S Funds <input checked="" type="checkbox"/>		Alternative Funds <input checked="" type="checkbox"/>
Sensory inspection of interior, exterior, attics, and subspaces of the dwelling.		
Prohibited Testing/Inspection		
Concur with DOE Guidance <input checked="" type="checkbox"/>		

Required Occupant Education	
Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>
Inform occupant in writing of observed biological and unsanitary conditions.	

6.4 – Building Structure and Roofing (e.g., roofing, wall, foundation)	
Allowable Actions	
Allowed with DOE WAP H&S Funds <input type="checkbox"/>	Allowed with Alternative Funds <input checked="" type="checkbox"/>
If DOE WAP H&S Funds are used for any “allowable” actions, detail them here. Minor roof repair is allowable only if the roof damage is situated within a small portion of the roof. Repairs, such as replacement of flashing/sealant, sections of asphalt shingles, underlayment, sections of decking; is allowable by a roofing professional with a monetary limitation of \$2,500.	
Prohibited Actions	
Concur with DOE Guidance <input checked="" type="checkbox"/>	
Using DOE WAP H&S funds for <i>major</i> repairs as defined by Grantee’s H&S Plan. Using DOE WAP H&S funds for building rehabilitation is prohibited	
Define “major” repairs	
Define the term “major” repairs using a quantifiable methodology.	
Any roof that has suffered irreparable damage with considerable leaks is beyond the monetary limitation of \$2,500 is considered major and must be deferred.	
Required Testing/Inspection	
Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>
DOE WAP H&S Funds <input type="checkbox"/>	Alternative Funds <input checked="" type="checkbox"/>
Visual inspection of building structure and roofing for damages that compromise building durability and to verify that portions of the home where weatherization will occur are safe for entry and performance of assessments, work, and inspections.	
Allowable Testing/Inspection	

Allowed with DOE WAP H&S Funds <input type="checkbox"/>	Allowed with Alternative Funds <input type="checkbox"/>
Not applicable	
<b>Prohibited Testing/Inspection</b>	
Concur with DOE Guidance <input checked="" type="checkbox"/>	
Using DOE WAP H&S funds for any testing/evaluation of structural materials by a third-party is prohibited.	
<b>Required Occupant Education</b>	
Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>
Notify occupant in writing of structurally compromised areas.	

<b>6.5 – Code Compliance</b>	
<b>Allowable Actions</b>	
Allowed with DOE WAP H&S Funds <input type="checkbox"/>	Allowed with Alternative Funds <input checked="" type="checkbox"/>
If DOE WAP H&S Funds are used for any “allowable” actions, detail them here.	
Correction of preexisting code compliance issue(s) is only allowed if it interrupts the process of installing weatherization measure(s) to an area of the home. If the correction of a preexisting code compliance issue is to be paid for with WAP funds, the specific code requirement(s) with reference to the weatherization measure(s) must be documented in the occupants’ file.	
<b>Prohibited Actions</b>	

Concur with DOE Guidance <input checked="" type="checkbox"/>		
<ul style="list-style-type: none"> <li>Using DOE WAP H&amp;S funds for correction of preexisting code compliance issues not directly related to the installation of specific weatherization measures in the home is prohibited.</li> <li>Using DOE WAP funds for work on condemned properties and properties where H&amp;S conditions exist that cannot be corrected under this guidance is prohibited</li> </ul>		
<b>Required Testing/Inspection</b>		
Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral/Referral <input type="checkbox"/>
DOE WAP H&S Funds <input checked="" type="checkbox"/>	Alternative Funds <input checked="" type="checkbox"/>	
Visual inspection.		
<b>Allowable Testing/Inspection</b>		
Allowed with DOE WAP H&S Funds <input type="checkbox"/>	Allowed with Alternative Funds <input type="checkbox"/>	
Not applicable		
<b>Required Occupant Education</b>		
Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	
Inform occupant in writing of observed code compliance issues when it results in a deferral.		

<b>6.6 – Electrical</b>		
<b>Required Actions</b>		
Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input checked="" type="checkbox"/>	Results in Deferral/Referral <input type="checkbox"/>
DOE WAP H&S Funds <input checked="" type="checkbox"/>	Alternative Funds <input checked="" type="checkbox"/>	
Provide sufficient over-current protection and damming prior to insulating building components containing knob and tube wiring, as required by the AHJ.		
<b>Allowable Actions</b>		

Allowed with DOE WAP H&S Funds <input checked="" type="checkbox"/>		Allowed with Alternative Funds <input type="checkbox"/>	
DOE WAP H&S include electrical upgrades for overcurrent protection. These devices consist of fuses, electromechanical circuits, breakers, and solid-state power switches. Constructing shielding for knob and tube wiring (not exceeding 25% of the area to be insulated). Electrical junction boxes/covers, electrical outlet and switch plate covers, repairs or replacement of damaged lighting fixtures.			
Alternative LIHEAP WAP H&S may be used to mitigate knob and tube wiring and upgrade with a monetary limitation of \$2,500.			
<b>Prohibited Actions</b>			
Concur with DOE Guidance <input type="checkbox"/>			
Using DOE WAP H&S funds for <i>major</i> electrical repairs as defined by the Grantee’s H&S plan is prohibited			
<b>Define “major” repairs</b>			
Define the term “major” repairs using a quantifiable methodology.			
The primary mechanism for determining limitation is based on costs associated with correcting the H&S condition necessary to perform audit recommended weatherization work as defined in section 3.0 H&S Expenditure			
<b>Required Testing/Inspection</b>			
Concur with DOE Guidance <input checked="" type="checkbox"/>		Alternative Guidance <input type="checkbox"/>	Results in Deferral/Referral <input type="checkbox"/>
DOE WAP H&S Funds <input checked="" type="checkbox"/>		Alternative Funds <input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> <li>• Visual inspection for presence and condition of knob-and-tube wiring.</li> <li>• Evaluate knob-and-tube wiring for safety prior to work.</li> <li>• Check for alterations that may create an electrical hazard.</li> <li>• Voltage detecting testing.</li> </ul>			

<b>Allowable Testing/Inspection</b>			
Allowed with DOE WAP H&S Funds <input type="checkbox"/>		Allowed with Alternative Funds <input type="checkbox"/>	
Not applicable			
<b>Required Occupant Education</b>			
Concur with DOE Guidance <input checked="" type="checkbox"/>		Alternative Guidance <input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• Provide occupant with written documentation of any electrical hazards identified that will not be addressed by weatherization</li> <li>• Provide information to occupant on over-current protection, overloading circuits, and basic electrical safety/risks if conditions warrant.</li> </ul>			

<b>6.7 – Fuel Leaks</b>			
<b>Required Actions</b>			
Concur with DOE Guidance <input checked="" type="checkbox"/>		Alternative Guidance <input type="checkbox"/>	Results in Deferral/Referral <input type="checkbox"/>
DOE WAP H&S Funds <input checked="" type="checkbox"/>		Alternative Funds <input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> <li>• When a gas leak is found on the utility side of service, the utility service must be contacted, work must be temporarily halted, and the leak must be repaired before work may proceed.</li> <li>• Fuel leaks that are the responsibility of the occupant (vs. the utility) must be repaired before installing weatherization measures in the home.</li> </ul>			



Allowable Actions		
Allowed with DOE WAP H&S Funds <input checked="" type="checkbox"/>	Allowed with Alternative Funds <input checked="" type="checkbox"/>	
If DOE WAP H&S Funds are used for any "allowable" actions, detail them here.		
<p>Allowable DOE WAP H&amp;S includes repair or replacement of gas piping, installation of shut off valve to appliances, replacement of oil filter, fuel oil pump, and repair or replacement of oil lines. Replacement of flexible appliance gas connectors that or not complaint with current fuel gas codes (e.g., uncoated brass connector, commonly used in 1950's-60s construction).</p> <p>Alternative HIP funds may be used for the above measures as well as, replacement of bulk fuel tanks (above ground only) and propane tank replacement.</p>		
Prohibited Actions		
Concur with DOE Guidance <input checked="" type="checkbox"/>		
<ul style="list-style-type: none"> <li>Using DOE WAP H&amp;S funds to repair leaks that are the responsibility of the utility to correct is prohibited.</li> <li>Using DOE WAP H&amp;S funds for environmental cleanup resulting from bulk fuel leaks is prohibited</li> </ul>		
Required Testing/Inspection		
Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral/Referral <input type="checkbox"/>
DOE WAP H&S Funds <input checked="" type="checkbox"/>	Alternative Funds <input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> <li>As per ANSI/BPI-1200-S-2017, test using a Combustible Gas Detector (CGD) with required digital display of ppm and LEL.</li> <li>Test all exposed gas lines, fittings, valves, and connections for fuel leaks from utility connection to the appliance throughout the home.</li> <li>Test all gas appliances for fuel leaks at all connections, valves, fittings, and burners.</li> <li>Conduct sensory inspection of all bulk fuels lines and storage tanks to determine if leaks exist.</li> </ul>		
Allowable Testing/Inspection		
Allowed with DOE WAP H&S Funds <input type="checkbox"/>	Allowed with Alternative Funds <input type="checkbox"/>	
Not applicable		
Prohibited Testing/Inspection		
Concur with DOE Guidance <input checked="" type="checkbox"/>		
Using DOE WAP H&S funds for environmental testing of soil or water is prohibited.		
Required Occupant Education		
Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	
Inform occupants in writing of fuel leak testing results, including specific location if fuel leaks are detected.		

### 6.8 – Gas Ovens/Stovetops/Ranges

Allowable Actions	
Allowed with DOE WAP H&S Funds <input checked="" type="checkbox"/>	Allowed with Alternative Funds <input checked="" type="checkbox"/>

If DOE WAP H&S Funds are used for any “allowable” actions, detail them here.		
DOE WAP H&S actions include replace gas range pilot light, gas range clean and service, and repair to burner assemblies for CO abatement.		
Alternative LIHEAP WAP H&S funds may be used for replacement of gas or electric stoves with State Monitor approval. Gas stove replacements must be justified by inability to mitigate CO levels exceeding 225 ppm as measured and or a utility safety violation. Electric stove replacements must be justified by an imminent danger of fire or electrocution.		
Required Testing/Inspection		
Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral/Referral <input type="checkbox"/>
DOE WAP H&S Funds <input checked="" type="checkbox"/>	Alternative Funds <input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> <li>• Test gas ovens for CO.</li> <li>• Grantee H&amp;S plan must define action levels and resulting actions.</li> <li>• Visually inspect cooking burners and ovens for operability and flame quality.</li> </ul>		
Define action levels for oven CO testing and resulting actions		
As per ANSI/BPI 1200-S-2017 the CO action level is activated at 225 ppm as measured.		
Allowable Testing/Inspection		
Allowed with DOE WAP H&S Funds <input type="checkbox"/>	Allowed with Alternative Funds <input type="checkbox"/>	
Not applicable		
Required Occupant Education		
Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	
Inform occupants of the importance of using exhaust ventilation when cooking and the importance of keeping burners and broilers clean to limit the production of CO.		

6.9 – Hazardous Materials		
Required Actions		
Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral/Referral <input type="checkbox"/>
DOE WAP H&S Funds <input checked="" type="checkbox"/>	Alternative Funds <input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> <li>• Hazardous Waste Materials generated by weatherization work (e.g., refrigerant, asbestos, lead, mercury, CFL lighting bulb/ballasts, etc.) must be disposed of according to all local and federal laws, regulations, and guidelines, as applicable. Costs specifically related to disposal may be charged as a H&amp;S expense.</li> <li>• Subgrantees must document disposal requirements in contract language with the responsible party.</li> <li>• <b>Limited</b> removal of pollutants that pose a risk to workers is required (e.g., flammable liquids, hazardous chemicals, and other air pollutants) as defined the Grantee’s H&amp;S Plan.</li> <li>• If removal cannot be performed or is not allowed by the occupant, the unit must be deferred.</li> </ul>		
Define “limited” removal of pollutants		

Define "limited" removal of pollutants using a quantifiable methodology.		
The primary mechanism for determining limitation is based on costs associated with correcting the H&S condition necessary to perform audit recommended weatherization work as defined in section 3.0 H&S Expenditures. Contracted appliance providers and licensed professionals are required to dispose of refrigerant and mercury, based on EPA established regulations.		
<b>Allowable Actions</b>		
Allowed with DOE WAP H&S Funds <input checked="" type="checkbox"/>	Allowed with Alternative Funds <input checked="" type="checkbox"/>	
If DOE WAP H&S Funds are used for any "allowable" actions, detail them here.		
DOE WAP H&S actions when replacing appliances containing hazardous materials must meet proper disposal of the old appliance by the subgrantee's contracted responsible party. The responsible party must dispose of hazardous materials meeting EPA established regulations and local requirements. The cost of disposal is included in the services provided.		
Removal of volatile organic compounds (VOC's) such as gasoline, fuels, solvents, pesticides, and other air pollutants.		
<b>Prohibited Actions</b>		
Concur with DOE Guidance <input checked="" type="checkbox"/>		
Using DOE WAP H&S funds for Lead, Asbestos, and Radon abatement is prohibited.		
<b>Required Testing/Inspection</b>		
Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral/Referral <input type="checkbox"/>
DOE WAP H&S Funds <input checked="" type="checkbox"/>	Alternative Funds <input checked="" type="checkbox"/>	
Sensory inspection.		
<b>Allowable Testing/Inspection</b>		
Allowed with DOE WAP H&S Funds <input type="checkbox"/>	Allowed with Alternative Funds <input type="checkbox"/>	
Not applicable		
<b>Prohibited Testing/Inspection</b>		
Concur with DOE Guidance <input type="checkbox"/>		
Using DOE WAP H&S funds for any testing for hazardous materials other than that specifically permitted in the asbestos, lead, and radon sections of this document is prohibited.		
<b>Required Occupant Education</b>		
Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• Inform occupant in writing of hazards associated with hazardous waste materials being generated/handled in the home.</li> <li>• Inform occupant in writing of observed hazardous condition and associated risks.</li> <li>• Provide occupant written materials on safety issues and proper disposal of household pollutants.</li> </ul>		

<b>6.10 - Injury Prevention of Occupants</b>	
<b>Allowable Actions</b>	
Allowed with DOE WAP H&S Funds <input checked="" type="checkbox"/>	Allowed with Alternative Funds <input checked="" type="checkbox"/>
DOE WAP H&S repairs include but are not limited to minor carpentry repairs. Such as repairs to stairs, handrail repair or replacement, and repairs to porch decking.	
<b>Prohibited Actions</b>	

Concur with DOE Guidance <input checked="" type="checkbox"/>		
Using DOE WAP H&S funds for <i>major</i> repairs, as defined by the Grantee’s H&S Plan is prohibited		
<b>Define “major” repairs</b>		

The primary mechanism for determining limitation is based on costs associated with correcting the H&S condition necessary to perform audit recommended weatherization work as defined in section 3.0 H&S Expenditures.		
<b>Required Testing/Inspection</b>		
Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral/Referral <input type="checkbox"/>
DOE WAP H&S Funds <input checked="" type="checkbox"/>	Alternative Funds <input checked="" type="checkbox"/>	
Visually inspect for dangers that would prevent weatherization.		
<b>Allowable Testing/Inspection</b>		
Allowed with DOE WAP H&S Funds <input type="checkbox"/>	Allowed with Alternative Funds <input type="checkbox"/>	
Not applicable		
<b>Required Occupant Education</b>		
Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	
If identified hazardous conditions will not be corrected during weatherization, inform occupant in writing of observed hazards and associated risks utilizing the “Hazard Identification Notification Form” required by WPN 22-7.		

<b>6.11 – Lead-Based Surface Coverings (Paint, Varnishes, Roofing, etc.)</b>		
<b>Required Actions</b>		
Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral/Referral <input type="checkbox"/>
DOE WAP H&S Funds <input checked="" type="checkbox"/>	Alternative Funds <input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> <li>• Subgrantees must comply with EPA's Lead; Renovation, Repair and Painting Program (RRP) rules when working in pre-1978 housing unless testing confirms the work area to be lead free. This includes, but is not limited to:                             <ul style="list-style-type: none"> <li>○ Client file documentation including the Certified Renovator’s certification; any training provided on-site; description of specific actions taken; lead testing and assessment documentation; and photos of site and containment set up. Include the location of photos referenced if not in file.</li> <li>○ Certification and training requirements of the RRP rule.</li> <li>○ Job site set up and cleaning verification by a Certified Renovator.</li> </ul> </li> <li>• Only those costs directly associated with lead safe work practices for surfaces directly disturbed during weatherization activities are allowable WAP H&amp;S expenses.</li> </ul>		
<b>Allowable Actions</b>		
Allowed with DOE WAP H&S Funds <input checked="" type="checkbox"/>	Allowed with Alternative Funds <input type="checkbox"/>	
If DOE WAP H&S Funds are used for any “allowable” actions, detail them here.		
<ul style="list-style-type: none"> <li>• DOE WAP H&amp;S must follow EPA’s Lead; Renovation, Repair and Painting Program (RRP) when disturbing any lead- based painted surface for weatherization activities. Deferral is required when the extent and condition of lead- based paint in the house would potentially create further hazards and or the household is occupied by known lead poisoned child (Centers of Disease Control and Prevention (CDC) blood reference levels) with or without a municipality’s Notice of Violation.</li> <li>• Alternative Funding for Lead-Based Paint deferral cases refer to the NJ DCA Lead-Safe and Single-Family Home Remediation Grant Programs.</li> </ul>		
<b>Prohibited Actions</b>		

Concur with DOE Guidance <input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> <li>Using DOE WAP H&amp;S funds for lead abatement is prohibited.</li> <li>Using DOE WAP H&amp;S funds for purchase, resourcing, or maintenance of X-ray Fluorescence (XRF) devices is prohibited.</li> </ul>	
<b>Allowable Testing/Inspection</b>	
Allowed with DOE WAP H&S Funds <input checked="" type="checkbox"/>	Allowed with Alternative Funds <input checked="" type="checkbox"/>
Lead Testing Swab Kits and Lead Wipe/Sanding Test Kits	
<b>Required Occupant Education</b>	
Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>

EPA’s The Lead-Safe Certified Guide to Renovate Right

6.12 – Mold and Moisture		
<b>Allowable Actions</b>		
Allowed with DOE WAP H&S Funds <input checked="" type="checkbox"/>	Allowed with Alternative Funds <input checked="" type="checkbox"/>	
If DOE WAP H&S Funds are used for any “allowable” actions, detail them here.		
DOE WAP H&S measures to address moisture entry include gutter(s)/downspout(s)/ground extension(s), gutter cleaning, moisture vapor barrier, sump pump repair/replacement, plumbing leak repairs, drain clearing. Humidity controls include replacement or installation of dryer appliance vent to the outside, dehumidifier install and exhaust ventilation systems.		
Alternative LIHEAP WAP H&S funds may be used for mold remediation services by a professional with a monetary limit of \$2,500.		
<b>Prohibited Actions</b>		
Concur with DOE Guidance <input checked="" type="checkbox"/>		
<ul style="list-style-type: none"> <li>Using DOE WAP H&amp;S funds for mold cleanup is prohibited.</li> <li>Using DOE WAP H&amp;S funds for window and door replacements is prohibited</li> </ul>		
<b>Required Testing/Inspection</b>		
Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral/Referral <input type="checkbox"/>
DOE WAP H&S Funds <input checked="" type="checkbox"/>	Alternative Funds <input checked="" type="checkbox"/>	
Visual assessment for moisture or mold damage including exterior drainage.		
<b>Allowable Testing/Inspection</b>		
Allowed with DOE WAP H&S Funds <input type="checkbox"/>	Allowed with Alternative Funds <input type="checkbox"/>	
Not applicable		
<b>Prohibited Testing/Inspection</b>		
Concur with DOE Guidance <input type="checkbox"/>		
Using DOE WAP H&S funds for mold testing of any type is prohibited.		
<b>Required Occupant Education</b>		
Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	
Provide occupant written notification of identified mold/moisture hazards and information regarding the associated hazard.		

6.13 - Occupant Pre-existing or Potential Health Conditions		
<b>Required Actions</b>		
Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral/Referral <input type="checkbox"/>

DOE WAP H&S Funds <input checked="" type="checkbox"/>	Alternative Funds <input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>• When a person’s health may be at risk and/or WAP work activities could constitute an H&amp;S hazard, the occupant is required to take appropriate action based on severity of risk.</li> <li>• Deferral, if occupant risk cannot be mitigated.</li> </ul>	
<b>Allowable Actions</b>	
Allowed with DOE WAP H&S Funds <input checked="" type="checkbox"/>	Allowed with Alternative Funds <input type="checkbox"/>

Subgrantees are required to screen clientele for risks to their health when deciding to install or apply certain products used in the WAP. Subgrantees are required to evaluate the product Safety Data Sheet (SDS) prior to the production of the work order. If the product can be injurious to the occupant a decision to use alternative product that will not affect the client negatively could be implemented but if not feasible, temporary relocation of at-risk occupants may be allowed on a case-by-case basis with prior approval from NJ DCA.

There are two processes that subgrantees can choose from regarding temporarily relocating the occupants of the unit if occupant’s health may be at risk due to the work scope. Those two processes are the Stipend/Compensation Process and the Physical Relocation Process. In either process, NJ DCA does not approve any temporary relocation plans or stipend plans. It is the WAP subgrantees responsibility to ensure that the rates are within the allowable per diem rates. Any additional costs exceeding the allowable rates will be disallowed by NJ DCA. The subgrantee is to utilize the General Service Administration’s (GSA) Federal Per Diem Rates for the applicant’s municipality. This can be found at the following link: <https://www.gsa.gov/perdiem> . Failure or the inability to take appropriate actions must result in deferral.

Clients that are concerned with their health and safety and potential exposure to COVID 19, can be placed on the waiting list and reschedule for a later date for WAP services. After 30 days, the subgrantee intake worker will reach out to the client to determine scheduling status.

**Required Testing/Inspection**

Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral/Referral <input type="checkbox"/>
DOE WAP H&S Funds <input checked="" type="checkbox"/>	Alternative Funds <input checked="" type="checkbox"/>	

- Screen occupants for known or suspected health concerns either as part of initial application for weatherization, during the audit, or both.
- This is done utilizing the “Occupant Pre-existing or Potential Health Condition Screening Form” required by WPN 22-7.

**Allowable Testing/Inspection**

Allowed with DOE WAP H&S Funds <input type="checkbox"/>	Allowed with Alternative Funds <input type="checkbox"/>
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Not applicable

**Required Occupant Education**

Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>
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- Inform occupant in writing of any known risks and provide pre-weatherization screening form.
- Provide occupant with Subgrantee point of contact information in writing.

**6.14 – Pests**

**Required Actions**

Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral/Referral <input type="checkbox"/>
DOE WAP H&S Funds <input checked="" type="checkbox"/>	Alternative Funds <input checked="" type="checkbox"/>	

Deferral of homes where infestation of pests cannot be reasonably removed or poses H&S concern for workers.

**Allowable Actions**

Allowed with DOE WAP H&S Funds <input checked="" type="checkbox"/>	Allowed with Alternative Funds <input checked="" type="checkbox"/>
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DOE WAP H&S actions include pest barrier repairs. Such as screening of windows and points of access to prevent intrusion. Best practice is to utilize metal mesh or flashing as backing for air sealing in areas where pest intrusion is likely. These applications are encouraged to be part of the that particular ECM.

Pest removal or extermination by a certified pest control service.

The primary mechanism for determining limitation of services is based on costs associated with correcting the H&S condition necessary to perform audit recommended weatherization work as defined in section 3.0 H&S Expenditures.

**Allowable Testing/Inspection**

Allowed with DOE WAP H&S Funds

Allowed with Alternative Funds

Visual Inspection

**Required Occupant Education**

Concur with DOE Guidance

Alternative Guidance

Inform occupant in writing of observed conditions and associated risks.

**6.15 – Radon**

**Required Actions**

Concur with DOE Guidance

Alternative Guidance

Results in Deferral/Referral

DOE WAP H&S Funds

Alternative Funds

- Cover exposed dirt floors within the pressure/thermal boundary with a sealed soil gas retarder
- Cover sump well/pits with airtight covers
- Implement ventilation as required by ASHRAE 62.2-2016

**Allowable Actions**

Allowed with DOE WAP H&S Funds

Allowed with Alternative Funds



- DOE WAP H&S actions include covering exposed dirt with sealed soil gas retarder, airtight cover for sump well pit and adhering to ASHRAE 62.2 2016 ventilation requirements. These three precautionary measures are required for **all** homes that receive weatherization. The Standard Work Specifications (SWS) H&S section has been updated to address the measures.
- Other precautions may include, but are not limited to, sealing any observed floor and or foundation penetrations, isolating the basement from the conditioned space, and ensuring crawlspace venting is installed and operable.
- Testing is mandatory for Tier 1 municipalities and strongly recommended for Tier 2 municipalities
- **Manufactured Homes also known as mobile homes should be tested if in Tier 1 municipalities and has skirting. Traditional mitigation systems cannot be installed without a sub-slab. Therefore, the above-mentioned DOE WAP H&S precautionary measures must be implemented.**
- Alternative LIHEAP WAP H&S funds include radon mitigation system or repairs to an existing system. The activation of such services is required for properties with radon levels of 4 Pico-Curies per liter (pC/l). If radon levels are above 3.5 pC/l, yet below 4 pC/l, DCA requires subgrantees to perform a post weatherization radon test. If post weatherization radon levels result in 4 pC/l or above, subgrantee’s are required to install a radon mitigation system. Radon mitigation system installation require copy of municipality permit and final clearance test to ensure the level of radon is below 4 pC/l.

**Prohibited Actions**

Concur with DOE Guidance

Using DOE WAP H&S funds for radon mitigation is prohibited.

**Allowable Testing/Inspection**

Allowed with DOE WAP H&S Funds

Allowed with Alternative Funds

**Every property tested must have (2) Radon Charcoal Canisters utilized to achieve an average pC/l. Auditor is required to follow the New Jersey Department of Environmental (NJDEP) protocols.**

**Required Occupant Education**

Concur with DOE Guidance

Alternative Guidance

- Provide all occupants EPA’s A Citizen’s Guide to Radon and inform them of radon related risks.
- Occupants must sign an informed consent form prior to receiving weatherization services.

**6.16 – Safety Devices: Smoke and Carbon Monoxide Alarms, Fire Extinguishers**

**Required Actions**

Concur with DOE Guidance

Alternative Guidance

Results in Deferral/Referral

DOE WAP H&S Funds

Alternative Funds

Install CO alarms in every home where alarms are not present or are inoperable in compliance with ASHRAE 62.2-2016 which references NFPA 720 (note: NFPA 720 has been incorporated into NFPA 72).

**Allowable Actions**

Allowed with DOE WAP H&S Funds

Allowed with Alternative Funds

DOE WAP H&S actions include installation of smoke detector(s), CO detector(s) or combination CO/smoke detector(s). If existing detectors are beyond manufacturer’s lifetime they must be replaced. Homes with solid fuel heat sources will be provided with a fire extinguisher.

**Prohibited Actions**

Concur with DOE Guidance <input checked="" type="checkbox"/>		
Using DOE WAP H&S funds for replacement of functional smoke or CO alarms that are not beyond the manufacturer’s stated lifetime is prohibited.		
<b>Required Testing/Inspection</b>		
Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral/Referral <input type="checkbox"/>
DOE WAP H&S Funds <input checked="" type="checkbox"/>	Alternative Funds <input checked="" type="checkbox"/>	
Verify operation and age of installed alarms.		
<b>Allowable Testing/Inspection</b>		
Allowed with DOE WAP H&S Funds <input type="checkbox"/>	Allowed with Alternative Funds <input type="checkbox"/>	
Not applicable		
<b>Required Occupant Education</b>		
Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	
Provide occupant with verbal and written information on use of newly installed devices and the potential risks of not properly maintaining these devices.		

**6.17 – Ventilation and Indoor Air Quality**

<b>Required Actions</b>		
Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral/Referral <input type="checkbox"/>
DOE WAP H&S Funds <input checked="" type="checkbox"/>	Alternative Funds <input checked="" type="checkbox"/>	
Install ventilation as required by ASHRAE 62.2 - 2016. If occupant refuses ventilation as required by ASHRAE 62.2, the home must be deferred.		
<b>Allowable Actions</b>		
Allowed with DOE WAP H&S Funds <input checked="" type="checkbox"/>	Allowed with Alternative Funds <input checked="" type="checkbox"/>	
DOE WAP H&S actions include ventilating existing exhaust to the outside, exhaust motor repair, termination fitting backdraft damper, replace or install local exhaust ventilation, fan exhaust timer switch (used with ASHRAE complaint fan), install continuous exhaust ventilation (based on ASHRAE compliance), in-door return air pathway (under-cut door), whole building ventilation (exhaust/balanced/supply).		
Subgrantees are required to complete the Residential Energy Dynamics (RED) ASHRAE 62.2 2016 calculation with target blower door readings. Once, final blower door reading is performed RED must be updated.		
<b>Required Testing/Inspection</b>		
Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral/Referral <input type="checkbox"/>
DOE WAP H&S Funds <input checked="" type="checkbox"/>	Alternative Funds <input checked="" type="checkbox"/>	

<ul style="list-style-type: none"> <li>• ASHRAE 62.2 evaluation to determine required post-weatherization ventilation.</li> <li>• Measure fan flow of existing fans and of installed equipment to verify performance.</li> </ul>		
<b>Allowable Testing/Inspection</b>		
Allowed with DOE WAP H&S Funds <input type="checkbox"/>	Allowed with Alternative Funds <input type="checkbox"/>	
Not applicable		
<b>Required Occupant Education</b>		
Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	

- Provide occupant with information on function, use, and maintenance (including location of service switch and cleaning instructions) of ventilation system and components.
- Provide occupant with equipment manuals for installed equipment.
- Include disclaimer that ASHRAE 62.2 does not account for high polluting sources or guarantee indoor air quality.

**6.18 – Water Heaters**  
*(see Combustion Appliances for combustion related requirements)*

Allowable Actions	
Allowed with DOE WAP H&S Funds <input checked="" type="checkbox"/>	Allowed with Alternative Funds <input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>• DOE WAP H&amp;S actions include temp/pressure relief valve and TPRV extension piping, backflow prevention, bonding wire, clean and service burner, combustion flue pipe repairs or replacement, orphaned chimney liner.</li> <li>• Replacement of hot water heaters under DOE H&amp;S will be limited by a case-by-case basis.</li> <li>• Alternative HIP Funds for repair and replacement of hot water heaters, well pump and or pressure tank replacement.</li> </ul>	
<p>Mobile home water heaters replacements must have a HUD safety approval. Any other type of hot water heater will void the manufacturer’s warranty and insurance companies may refuse to pay a claim or termite coverage. Refer to the New Jersey field Guide Section 11.8 Mobile Home Water Heaters.</p>	

Required Testing/Inspection		
Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral/Referral <input type="checkbox"/>
DOE WAP H&S Funds <input checked="" type="checkbox"/>		Alternative Funds <input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>• Visual inspection of all water heaters and related piping for safety and leaks</li> <li>• See Combustion Appliances section for related combustion safety testing requirements.</li> </ul>		

Allowable Testing/Inspection	
Allowed with DOE WAP H&S Funds <input type="checkbox"/>	Allowed with Alternative Funds <input type="checkbox"/>
Not applicable	

Required Occupant Education	
Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Appropriate use and maintenance of units.</li> <li>• Provide all paperwork and manuals for any installed equipment.</li> <li>• Where combustion equipment is present, provide combustion safety and hazards information including how to recognize depressurization, dangers of CO poisoning, and fire risks associated with combustion appliance use.</li> </ul>	

**6.19 – Worker Safety**  
**Required Actions**

Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral/Referral <input type="checkbox"/>
DOE WAP H&S Funds <input checked="" type="checkbox"/>		Alternative Funds <input checked="" type="checkbox"/>

Adherence to all federal, state, and local worker safety regulations (e.g., OSHA, EPA).

**Allowable Actions**

Allowed with DOE WAP H&S Funds

Allowed with Alternative Funds

DOE WAP H&S actions include minor carpentry repairs. Such as repairs to stairs, replace handrails, installation of platform extending into unfloored attic (catwalk). Equipment purchases to protect the health and safety of the worker. Such as Personal Protective Equipment (PPE) and jobsite cleaning supplies.

Additional guidance for COVID 19 regarding workplace safety. Refer to the following websites. Center for Disease Control and Prevention (CDC) <https://www.cdc.gov> and U.S. Department of Labor Occupational Safety and Health Administration (OSHA) <http://www.osha.gov>

The intake and energy auditor must complete the *Occupant Pre-Existing/Potential Health Condition Screening Form* with additional questions regarding the infectious disease.

In accordance with OSHA 3990, all field workers shall be equipped with PPE and be provided with training for proper and safe use, removal, and cleaning to avoid contamination (and cross-contamination) for self and others. During the COVID-19 crisis, all weatherization workers entering households should complete the Field Safety Protocol Check List prior to entry. It is strongly recommended to provide the household occupant(s) with mask(s), if feasible. And to always maintain social distancing.

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. 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.

Sub-grantees will be trained in use and importance of personal protection equipment (PPE). OSHA 10-hour training is recommended for all workers. OSHA 30-hour training is recommended for crew leaders. Training will be provided for State Monitors, Sub-grantee Field Technicians, and Contractors from among these topics offered by the New Jersey Department of Labor's Occupational Safety & Health Training Unit:

- Electrical Safe Work Practices
- Ergonomics for the Offices
- First Aid for Bystanders
- Hand and Portable Power Tool Safety
- Hand Injury Prevention
- Hazard Awareness
- Hazard Communication
- Heat and Cold Stress and Carbon Monoxide Poisoning
- Hearing Conservation
- Ladder Safety
- Material Handling, Back Safety & Lifting Techniques
- OSHA Record Keeping
- Personal Protective Equipment
- Respiratory Protection
- Safety Audit
- Safety Program Development
- Safety Scanning
- The Supervisor and Safety
- Permit Required Confined Space Training
- Walking and Working Surfaces

**Prohibited Actions**

Concur with DOE Guidance

Using DOE WAP H&S funds for *major* repairs as defined by the Grantee's H&S Plan is prohibited.

**Define "major" repairs**

The primary mechanisms for determining limitation of services are based on costs associated with correcting the H&S conditions necessary to perform the audit recommended weatherization work as defined in Section 3.0 H7S expenditures.

**Allowable Testing**

Allowed with DOE WAP H&S Funds

Allowed with Alternative Funds

N/A

6.20 – (Fuel-Switching using Heating Improvement Program Funds)		
Required Actions		
Concur with DOE Guidance <input type="checkbox"/>	Alternative Guidance <input checked="" type="checkbox"/>	Results in Deferral/Referral <input type="checkbox"/>
DOE WAP H&S Funds <input type="checkbox"/>		Alternative Funds <input checked="" type="checkbox"/>
<p>The State of New Jersey will allow “Case by Case Fuel Switching” under alternative funding source Heating Improvement Program (HIP). Justified by either high energy burden and or health and safety circumstances with the existing fuel source.</p> <p>The sub-grantee is required to submit the energy savings calculation for fuel switching. The energy savings calculation must evaluate cost effectiveness of the new proposed fuel heating appliance with a savings to investment (SIR) of 1 or greater. The Program Monitor will review the supporting documentation and submit to the OLIEC Supervisor for the final approval process.</p> <p>The audit must be operated with the most current annual fuel cost and the actual cost of the replacement appliances. If the household has a high energy burden the sub-grantee may choose to use the energy audit optional Utility Bills entry.</p> <p>Supporting documentation must include the initial site assessment, available photos, additional equipment necessary for the fuel switch, e.g., new natural gas lines and additional or upgraded electrical equipment, and the energy audit’s Input Report and Recommended Measures Report.</p>		
Allowable Actions		
Allowed with DOE WAP H&S Funds <input type="checkbox"/>	Allowed with Alternative Funds <input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> <li>• Installation of natural gas piping</li> <li>• Upgrading electrical equipment</li> <li>• Removal of above ground fuel tank</li> </ul>		
Prohibited Actions		
Concur with DOE Guidance <input checked="" type="checkbox"/>		
<ul style="list-style-type: none"> <li>• The removal of underground bulk fuel tanks</li> <li>• Environmental cleanup resulting from bulk fuel leaks is prohibited and will result in deferral.</li> </ul>		
Required Testing/Inspection		
Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral/Referral <input type="checkbox"/>
DOE WAP H&S Funds <input type="checkbox"/>		Alternative Funds <input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>• Conduct combustion appliance testing and visual inspection of all combustion appliances and their related venting.</li> <li>• Test all exposed gas lines, fittings, valves, and connections for fuel leaks from utility connection to the appliance throughout the home.</li> <li>• Conduct sensory inspection of all bulk fuels lines and storage tanks to determine if leaks exist.</li> </ul>		
Allowable Testing/Inspection		
Allowed with DOE WAP H&S Funds <input type="checkbox"/>	Allowed with Alternative Funds <input checked="" type="checkbox"/>	
Same as above		
Prohibited Testing/Inspection		
Concur with DOE Guidance <input type="checkbox"/>		
<ul style="list-style-type: none"> <li>• Environmental testing of soil or water is prohibited</li> </ul>		
Required Occupant Education		
Concur with DOE Guidance <input type="checkbox"/>	Alternative Guidance <input checked="" type="checkbox"/>	

- Appropriate use and maintenance of units.
- Provide all paperwork and manuals for any equipment installed by HIP Funding.
- Discuss and provide information on proper disposal of bulk fuel tanks when not removed as part of the HIP.
- Where combustion equipment is present, provide combustion safety and hazards information including how to recognize depressurization, dangers of CO poisoning, and fire risks associated with combustion appliance use.