

INTRODUCTION AND OVERVIEW

The Weatherization Assistance Program (WAP) is administered through the Community Development Department of the Indiana Housing and Community Development Authority (IHCDA). Funding for the Weatherization Assistance Program comes from both the U.S. Department of Energy (DOE) and the Department of Health and Human Services (HHS). Beginning in 1993, Stripper Well Settlement funds were made available to supplement the services provided in weatherization. These monies were designated as the State Weatherization Efficiency Enhancement Program (SWEEP).

The grant from DOE is specifically for the purpose of providing weatherization services. Regulations under which these funds may be used are listed in 10 CFR Part 440. The weatherization funds from HHS are a percentage of the Low-Income Home Energy Assistance Program (LIHEAP) grant.

The purpose of the Weatherization Assistance Program is to provide energy conservation measures to the low-income population. In order to meet this need, the Indiana Housing and Community Development Authority contracts with local Community Action Agencies (CAAs) to provide WAP services. CAAs are given preferred status in federal regulations as sub-grantees due to their proven ability to provide a variety of programs to the low-income population.

Agencies under contract to provide WAP services may use their own agency crews, or private contractors to provide energy conservation measures. In either case, the local CAA is ultimately responsible for the quality of workmanship and for the effectiveness of services supplied. CAAs are also responsible for determining eligibility of applicants and fulfilling reporting requirements.

Within the framework of the federal regulations and state codes, Indiana has the flexibility to operate the Weatherization Assistance Program in a manner that is best for the low-income families in Indiana. Indiana gives much of that same discretion to CAAs or sub-grantees administering WAP at the local level.

Each year, IHCDA must submit to DOE a State Plan for how the WAP will be administered within Indiana. The State Plan deals with adherence to federal regulations, production numbers, statistics for elderly and handicapped persons assisted, monitoring plan, budgets, and training and technical assistance dollars.

Since the State of Indiana is the grantee of DOE, it has the responsibility to ensure that services across Indiana have uniformity and that an applicant will be treated equitably in any service area of the state. The system that IHCDA employs to ensure quality of service is an extensive training and monitoring plan implemented with IHCDA staff. Each CAA has an assigned CAA Monitor that evaluates an agency's performance in the provision of the weatherization program.

The Weatherization Assistance Program Policy and Procedures Manual 2007

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SECTION 100

ELIGIBILITY AND APPLICATION

101 ELIGIBILITY DETERMINATION

The CAA, or its subcontractor, is obligated to review and determine WAP eligibility status for anyone requesting an application. Clients may not be denied the right to submit a WAP application by the CAA or any of its subcontractors.

An individual or family will be eligible for Weatherization assistance under the following definitions:

- A household with an income at or below 150% of the current OMB poverty income guidelines as approved by the Department of Health and Human Services, per 10 CFR 440.22(a)(1).
- A household with a TANF and/or SSI recipient during the twelve month period preceding eligibility determination, per 10 CFR 440.22(a)(2).
- A household that is eligible for assistance under the Low Income Home Energy Assistance Act of 1981, per 10 CFR 440.22 (a)(3).

Denied EAP applications will be referred for eligibility under 10 CFR 440.22 (a)(1) and (2), as noted above. If client is ineligible under the cited regulation, refer to section 103 for denial procedures and notice to appeal.

102 DOCUMENTING ELIGIBILITY

IHCDA requires that all sub-grantees maintain client files documenting eligibility. The client records must be available to IHCDA for program evaluation and monitoring purposes. Files must contain a copy of the application and income documentation. Guidelines for household income calculation are found in the most current version of the Indiana Energy Assistance Program Operations Manual.

Households that are categorically eligible have several of the required items in their EAP file. Information, such as income verification, does not need to be duplicated. During monitoring, agencies will be required to provide access to EAP files for verifying the availability of the forms. Agencies must place photocopies of the most recent Energy Programs Application from EAP verifying categorical eligibility under 10 CFR 440.22 (a)(3).

In the following circumstances, exceptions to the required documentation policy will be permitted:

- An application and eligibility determination is not required for shelters. Agencies should determine the number of countable completions based on shelter regulations detailing that a weatherization provider may count each 800 square feet of the shelter as a dwelling unit or each floor level as one unit, as noted in 10 CFR 440.22(f). An individual file should be kept for the shelter job. For reporting purposes, each completion should be counted as “Data Unavailable” when reporting income categories and demographics.
- In the weatherization of multi-unit buildings, DOE regulations require that 66% (50% for duplexes and four unit buildings) of dwelling units in the building must be eligible households or will become eligible within 180 days as referenced in 10 CFR 440.22(b). An application and eligibility determination are, therefore, not required for non-eligible or empty units. For reporting purposes, each non-eligible or empty unit should be listed as “Data Unavailable” when reporting income categories and demographics. To ensure that the percentage requirement is met, a separate list must be maintained, indicating the eligible and non-eligible or empty units.
- A home that is weatherized while being renovated by a state or local government program must have a client file completed within 180 days of the completion of the work. The file must contain all proper verification documents to ensure that the client meets all eligibility criteria.

103 APPEALS PROCEDURE

When a CAA determines that a household is ineligible, the agency must provide a written denial to the client. Within ten working days of the application an ineligible household must be notified of the reason(s) for the denial and advised of their right to appeal the decision to the next level. CAAs must retain in the household file a copy of the denial letter with the appeal procedure that was sent to the client.

IHCDA recommends that the “**Applicant Notification**” form for EAP denials be the basis of any form created by the CAAs to notify weatherization clients of their denial for services.

The right to appeal information provided to any denied household must contain the following three processes:

1. Local review involves the written policy of each CAA for handling client complaints or appeals of program decisions. The final step in the local process should involve a written determination by the agency Executive Director.
2. State review occurs when a denied weatherization applicant is not satisfied with the local agency determination. The applicant appeal must be made in writing within thirty days of the local denial, to the assigned CAA Monitor and a Community Development Administrator. All pertinent material from the case will be requested from the CAA by IHCDA personnel in order to make a determination.
3. Formal Appeal is available to an applicant who is dissatisfied with the preceding decisions. The Applicant may submit a written request for a formal hearing, within

fifteen days of the date of the state notification. The request, which will be provided with state notification to the applicant, is to be sent to:

Community Development Supervisor
Indiana Housing and Community Development Authority
30 South Meridian, Suite 1000
Indianapolis, IN 46204

The Community Development Supervisor shall designate a hearing officer who has not participated in any prior decision with regard to the applicant.

The hearing officer will provide notice of the date, time and location of the hearing within thirty days of the written request. The hearing may be conducted in person, or by telephone.

The applicant shall have the opportunity to review all documentation submitted to IHCDA.

SECTION 200

CLIENT FILES

201 REQUIRED FORMS

Client files must be kept in order to verify the work that has been completed and to track expenditures on each house. Agencies will be required to report completions and document which funding sources were used when more than one funding stream is utilized on any one dwelling. The documentation should detail the dollar amount of DOE, LIHEAP, and/or SWEEP funds spent on each home.

The file must also contain the paperwork necessary to document that proper procedures were followed in the performance of the work. Some forms, such as the application, are required in all client records. Other documents, such as the rental agreement, will only be contained in the files where applicable. Required forms include:

- An approved, signed, and dated **Energy Programs Application** is needed in every weatherization file. The application must be active at the time the weatherization services are provided and at the time of final inspection. An application is considered active for a twelve month period starting from the date of the approved application.
- **Income documentation** verifying total household income for the twelve months prior to application should be available. If categorically eligible under EAP, income information does not need to be copied for the weatherization file. For the purposes of monitoring, EAP files must be made available. Agencies must use a form or method of income calculation that is consistent with guidelines as written in the most current version of the Indiana Energy Assistance Program Operations Manual. Because files are subject to review, both by state and federal agencies, it is imperative that case files accurately reflect the computation of household income.
- **Fuel Release** form that lists primary and secondary fuel providers is **optional**. Account numbers for those providers will also be listed. The purpose of this form is to aid in the compilation of energy use data.
- **Appeal Notification** that was given to the client should be noted in each weatherization file. The notification should detail the process described in Section 103 of the manual.
- **Landlord/Rental Agreement** detailing CAA's rental policy, including minimum landlord contributions. The form must be signed by the landlord, client, and agency personnel.
- **Work Order** must be contained in each case file. The completed Work Order will contain relevant information about the work that was completed on the home. This **must** include building analysts findings and diagnostics results used to guide weatherization work. There are separate forms for site built homes and mobile homes.
- **Final Inspection Form** must contain the following information: the name of the client, the name and original signature of the building analyst, the date of the inspection, client signature, and a statement that the home is passing or failing the inspection. There

should also be adequate space for comments on the quality of the work or other aspects of the job. If the client does not sign the final inspection form, the CAA must document the reason for the absence of the client signature. For example, a client who rents a home and moves before the final inspection can be completed and is therefore unavailable to sign the final inspection form. The CAA needs to document three written attempts to reach the client for signature, such as correspondence sent to forwarding address. If the client will not sign due to a lack of satisfaction with the work, the inspector should note client concerns.

- **Smoke Detector Release of Liability** detailing that smoke detectors were in working order when installed. This information has been combined with the Client Release of Liability
- **Heating System Form** should be filled out during the initial inspection of the system. The appropriate document should be utilized depending on heating system type.
- **Furnace Sizing Form** is to determine the proper heat load calculation when a new furnace is to be installed in the home.
- **New Furnace Installation Inspection** is to be used only when a new heating system has been installed. The purpose of this tool is for building analysts to follow a step by step process to evaluate if the new heating system has been installed properly and is running efficiently.
- **Gas Cook Stove Form** documents the working condition of this appliance, if it is present. Any information regarding the appliance condition, operation, or repair should be noted on this form.
- **Indiana Wx Gas Appliance Inspection Guide** lists the procedure for surveying all gas appliances in a household for proper venting and combustion levels. This form provides a flow chart process for both the heating technician and inspector to follow.
- **Lead Paint Hazards Notification** requires that a weatherization client receive written explanation of the dangers of lead-based paint in the form of the EPA booklet, “Protect Your Family From Lead in Your Home”. It is mandatory that the client receives the booklet and provides written acknowledgment of its receipt before weatherization work can begin on the home. This information is combined with the Client Release of Liability.
- **Client Release of Liability** provides a waiver given by the occupant/owner of the dwelling to the local CAA providing weatherization services. All files **must** contain this form and releases for smoke detectors, lead, and mold have been incorporated.
- **Indiana Moisture Assessment** lists moisture conditions that exist in the home at the time of initial audit before any weatherization measures were installed. This form must be present in every file in compliance with DOE Program Guidance 05-1.
- **Mold Hazards Notification** requires that a weatherization client receive written notification of the potential health risks of mold and high moisture levels in the form of the EPA booklet, “Mold, Moisture, and Your Home”. This information has been combined with the Client Release of Liability.

SECTION 300

SERVICE PROVISION

301 CLIENT PRIORITIES

Once eligibility has been determined, the agency client priority policy must be followed. Each CAA will develop written procedures by which it assigns priority to each household. Federal regulation 10 CFR 440.16(b) states that priority should be given to households that contain:

- Elderly (age 60 years and older) or Disabled (as defined in Indiana Energy Assistance Program Operations Manual)
- Children, which Indiana defines as age 18 and under
- High residential energy users or those families with a high energy burden

Within the outline of the regulations, CAAs are free to develop their own written system of priorities for serving clients.

302 REQUIRED ACTIVITIES FOR WEATHERIZATION

Indiana uses priority lists for both site built and mobile homes based on measures specified by the National Energy Audit (NEAT). There are three activities that must be completed on every home weatherized and each is listed below.

1. Health and safety measures must be completed in order to ensure the security of the occupants and of the weatherization personnel working in a home.
2. General heat waste reduction activities in order to increase energy efficiency of the dwelling and to reduce the household energy burden.
3. Client education provides the occupants with the information and tools they need in order to protect the weatherization materials installed. Education also offers clients the ability to actively participate in saving energy in their homes.

For the technical aspects of each category, as well as the priority lists, please refer to the Indiana Weatherization Field Guide, Chapter 2, Building Model.

303 RENTAL PROCEDURES

The benefits of weatherization to the occupants of rental units are protected in accordance with 10CFR440.22(b)(3). Indiana's policy for the weatherization of rental units complies with 10CFR440.16(i), and all other pertinent regulations.

Sub-grantees are required to have written policies detailing the terms of the landlord/tenant agreement and any landlord contribution policy the agency has adopted.

Landlords may be required to contribute financially toward the cost of completing a unit, and/or to complete specific work on the unit. In cases where the landlord meets the definition of low income, and is eligible for services, the sub-grantee cannot require financial participation on the part of the landlord. Furthermore, agencies will ensure that clients realize the primary benefits from the weatherization work.

Landlord agreement forms must be included in the files of all weatherized rental units. At a minimum, landlord agreements must state that:

- For a one-year period after the weatherization work on the unit is completed, rent cannot be increased, unless the increase is not related to weatherization services performed, as noted in 10CFR440.22(b)(3)(ii).
- Landlord and/or other contributions shall be expended in accordance with the agreement between the landlord and the weatherization agency, as noted in 10CFR440.22 (d).
- Written permission of the landlord, or the landlord's agent, must be obtained prior to the weatherization of the dwelling.

Landlord contributions are not to be counted as program income, but must be applied to the program in one of two ways.

- Agencies that require landlord contributions must use a net system when charging weatherization. As an example, if the cost of the work is \$4,000.00, and the landlord contributes 50%, or \$2,000.00, weatherization may be charged for only the remaining \$2,000.00.
- Agencies that do not require landlord contributions, but receive contributions without stipulations as to their use, must then use those funds to enhance the weatherization program.

Program income or contributions by landlords, utility companies, or other organizations are considered as leveraged resources and must be reported to the Energy Assistance Program for use in completing the leveraging report.

Agencies are required to develop a written appeals process for dealing with rental units. The process should be available to resolve disputes over raising rent following the weatherization process.

The primary purpose of the weatherization program is to lower the total residential energy expenditures of low-income persons. Agencies are to ensure that no undue enhancement shall occur to increase the value of the dwelling units, as noted in 10CFR440.22 (b) (3)(iv).

Agencies are not required to place liens on rental property that has been weatherized, but must ensure protection of the low-income household from improper eviction or sale of property. Agencies must be aware of the legal protection available and be prepared to make appropriate referrals when necessary.

304 NEW CONSTRUCTION

Under no circumstances should weatherization funds be used on new construction buildings.

305 ENERGY EDUCATION

Client education is a mandatory measure under the audit priority list in Indiana. It is also an opportunity to provide the tools for lasting energy savings. Indiana has a required energy education curriculum and IHEDA provides numerous sources of information to agency personnel, including guides, brochures, and booklets to use as aides while conducting energy education.

Knowledge about energy use and basic concepts behind energy conservation should be shared with a household during the initial client intake and continue throughout the weatherization process. This continuous process enables occupants to see how their home acts as a system, their effect on that system, and how measures performed will keep them safe and comfortable. Any CAA providing client education for Energy Assistance should be advised that unless the approved weatherization curriculum, "In-Home Energy Guide", compiled by Kerage, Belshe, and Klopfer, is used for instruction, the class will not be sufficient for the purposes of energy education for WAP. In addition to the required curriculum, the "Weatherization: It's A Partnership!" brochure is a good tool that helps explain the responsibilities of the client and the agency in the weatherization process.

306 FINAL INSPECTION

Each sub-grantee or its authorized representative is required to complete a pre and post inspection of each unit receiving weatherization measures. A dwelling unit may not be reported as completed until it has passed a final inspection, according to 10 CFR 440.16(g). The final inspection certifies that the work was completed in a competent and professional manner, and in accordance with the approved procedures, and that all materials have been properly installed per 10 CFR 440.21.

In the event that a dwelling cannot be entered for final inspection, the client file must contain documentation of why the final inspection was not completed under normal circumstances and that an alternate final inspection was conducted and approved, in writing, by IHCDA. Multiple documented attempts must be made before the CAA can request an alternate final inspection. At a minimum, three verifiable attempts should be made to schedule a regular final inspection.

An alternate final inspection will be allowable in rare circumstances and only if the CAA can establish a justifiable reason for the request. This alternative may include visual inspection with an infrared camera of the outside of the unit or other techniques as necessary to ensure that measures have been completed properly.

Before a dwelling with an alternate final inspection can be counted as a completion, the CAA must submit a written request for approval to the assigned agency monitor and a Community Development Administrator. The request should detail the specific circumstances relating to the issue and why access to the dwelling has been denied. All appropriate documentation, such as letters to the client, should be included with the request. IHCDA staff will have fifteen business days to respond in writing to approve or deny the request for an alternate final inspection or to request additional information. Until the written approval from IHCDA is received, final claims cannot be submitted for the unit, nor can the dwelling be counted as a completion.

It is recommended that CAAs, whenever possible, complete the final inspection process on the last day that contractors or crews will be in the dwelling, as this eliminates the need to gain access to the unit after services have been rendered.

307 REFRIGERATOR PROTOCOL

The weatherization program may replace an inefficient refrigerator in an owner-occupied home or, in limited circumstances, a rental unit. Refrigerators must be metered to determine energy consumption as part of the audit process; replacement units will be provided if metering proves that replacement is cost effective and within the priority system. CAAs must consider the Savings to Investment Ratio (SIR) of replacement refrigerators with any utility monies or other funding streams that are available to offset the replacement cost.

Refrigerator replacement for shelters will be considered on a case-by-case basis. The agency must submit a written request to the CAA Monitor with testing data from the shelter units and a written response for approval must be obtained before the refrigerator can be replaced in a shelter.

Any agency wanting to provide refrigerator replacements to renters who own their refrigerators must amend the agency's written rental policy to address this issue. Once the rental policy has been changed to include refrigerator replacement, written approval from the assigned monitor and a Community Development Administrator must be received before refrigerators are provided to rental units.

Guidelines for replacement are as follows:

1. The refrigerator to be replaced must be the primary unit used by the household. In homes where more than one refrigerator is used, the CAA should educate the client about the energy cost involved with the operation of a second refrigerator and encourage the disposal of this second unit.
2. All refrigerators that are removed from the home must be empty and ready for disposal upon delivery of the replacement refrigerator. The old unit must be permanently taken off the grid and disposed of in accordance with The Clean Air Act, USC Title 42, Section 7671(g). Agencies using a private contractor for this process must obtain a copy of the Indiana Department of Environmental Management license to handle refrigerants and must monitor the contractor for compliance.
3. Any replacement refrigerator installed must be Energy Star rated. Agencies may contract with a vendor besides Whirlpool, but the vendor must meet the same specifications for cost, delivery, set-up, removal, and disposal of old refrigerator. Replacement refrigerators may not contain advanced options, such as ice makers.

The protocol form, instructions for determining the Savings to Investment Ratio (SIR), and refrigerator replacement sizing is detailed in the Indiana Weatherization Field Guide, Chapter 2.

308 LEAD-SAFE WORK PRACTICES

IHCDA is committed to ensuring that Indiana's Weatherization Program will:

1. Protect Community Action Agency employees, their families, and residents of homes being weatherized from lead poisoning;
2. Comply with the new Housing and Urban Development (HUD)¹ and Environmental Protection Agency (EPA) regulations² as well as long-standing Occupational Safety and Health Administration (OSHA)³ and other regulations⁴ regarding lead-based paint; and
3. Reduce the likelihood that someone may claim that weatherization work resulted in lead poisoning.

IHCDA believes that this policy will have a minor impact on the extent of weatherization services provided by the agency. Only in unusual situations will a weatherization service that would otherwise be conducted be stopped because of lead-based paint hazards. IHCDA believes that Community Action Agencies can maintain this high level of weatherization service by making extensive and regular use of the x-ray fluorescence (XRF) equipment that IHCDA has provided to each agency. The XRF will allow the Building Analyst to quickly and accurately determine where lead-based paint and lead dust hazards are in the home and design projects to avoid generating problems. By taking time initially to identify the location of lead-based paint and carefully designing the weatherization work, most weatherization projects can continue without the use of extensive and costly lead-safe work practices.

This policy consists of nine parts:

- I. Special Requirements for HUD-Assisted Property
- II. Project Design
- III. Lead-Safe Work Practices
- IV. Training
- V. Deferral of Weatherization Services
- VI. Liability Insurance
- VII. Funding Considerations
- VIII. XRF Management
- IX. Glossary

Appendix A: Sample Hazard Reduction Completion Notice Format

Appendix B: Flow Chart to Make Decisions to Safely Manage Lead-Based Paint Hazards

¹ 24 CFR Part 35

² 40 CFR Part 745

³ 29 CFR 1926.62. See also 29 CFR Part 1910 Subpart I regarding personal protective equipment.

⁴ 327 Indiana Administrative Code 23

Appendix C: Model OSHA Written Compliance Plan for Indiana Weatherization Projects

I. Special Requirements for HUD-Assisted Property

The U.S. Housing and Urban Development (HUD) have adopted residential lead-based poisoning prevention rules. These rules were generally effective on September 15, 2000. However, the latest compliance date was January 10, 2002.

The rules do not apply to weatherization projects when any one of the following six conditions are met:

- 1) Residences built after 1977;
- 2) Owner or occupant provides agency with a copy of an inspection report signed by a **lead inspector or risk assessor licensed by the Indiana Department of Environmental Management (IDEM)**⁵ that indicates no lead-based paint is present;
- 3) The amount of disturbed lead-based paint is less than following de minimis thresholds:
 - a) For interior surfaces, either two square feet per room or 10% of a small component such as a baseboard, window sill, or window sash;
 - b) For exterior surfaces, 20 square feet;
- 4) Residence is not HUD-assisted housing (including **HUD Section 8** voucher housing);
- 5) HUD funds are not being used to **weatherize, rehabilitate, or repair** the residence; or
- 6) Residence is designated exclusively for the elderly or disabled.

If any one of these six conditions is true, then the HUD rule does not apply. The standard requirements described in the other sections of the policy must be followed. In general, for those homes that fall within the HUD rule, the lead-safe work practices described later in this policy will ensure compliance with the HUD rule. However, HUD requires that these additional precautions be taken:

- 1) **Clearance Examination:** When the weatherization work is completed, the owner and occupants may not reenter the work area until the agency has a clearance report signed by an IDEM-licensed risk assessor or inspector. If the work area includes a bedroom, bathroom, or kitchen, the housing may not be entered until one of the following signs a clearance report:
 - a) An Indiana-licensed lead inspector;
 - b) An Indiana-licensed risk assessor;

⁵ While this policy refers to an IDEM-licensed inspector, risk assessor, supervisor or worker, there are circumstances where an EPA or out-of-state license may be sufficient. The person may have been licensed before Indiana's program was effective on March 1, 1999. If you have questions call IDEM at 800-451-6027 and ask for the lead licensing program.

- c) A trained clearance examiner or sampling technician supervised by an Indiana-licensed lead inspector or risk assessor; or
- d) A clearance examiner or sampling technician licensed by another state such as New Hampshire.

In interior areas, the clearance exam requires dust wipe samples of window sills and floors for each room disturbed plus adjacent rooms plus at least one blank. Currently, these samples must be sent to an EPA-approved lab for analysis. It often takes two days to get the results back.

- 2) The inspector or risk assessor must analyze the dust wipe samples with both the NITON XRF to ensure the work was done properly and the EPA-approved lab to comply with HUD regulations. Residents will be allowed to reenter their residence when the NITON XRF dust wipe measurements show that clearance has been achieved. If the lab results later show that clearance was not achieved, the residents must be moved out of the home and the residence recleaned. In this situation, the occupants will not be allowed to reenter until the lab confirms clearance has been achieved. IHCDA encourages CAAs to use margin of error when cleaning a unit based on the NITON XRF.
- 3) **Trained Workers:** All workers on the site must be either:
 - a) Licensed by IDEM as a worker or supervisor;
 - b) Supervised by an IDEM-licensed lead supervisor; or
 - c) Trained at a HUD-approved training course (see training section).
- 4) **Hazard Reduction Notice:** Occupants must receive a special “Hazard Reduction Activity” notice within 15 days after the work is completed. A sample form is provided in Appendix A of this policy. Community Action Agencies are encouraged to provide this notice on all projects.

II. Project Design

Community Action Agencies shall consider lead-based paint issues on all weatherization projects. Unless the agency knows that the residence is built after 1978 or knows that lead-based paint is not present in the residence⁶, the agency must determine what weatherization services should be provided for a residence in one of two ways: either presume the paint is lead-based paint or test the paint to determine whether it is or is not lead-based paint. While anyone can make the presumption, only an IDEM-licensed inspector or risk assessor⁷ may determine whether paint is or is not lead-based paint. The NITON XRFs provided by IHCDA are the key instrument used to make this determination.

⁶ The only legal method that an agency may know that a residence built before 1978 does not contain lead-based paint is through a report signed by an IDEM-licensed inspector. That report must be provided to the owner and occupant of the residence. The owner must provide future tenants and/or buyers of the residence with a copy of the report.

⁷ See footnote #5 above

If the paint is assumed to be lead-based paint, any work that disturbs more than minor (de minimis) amounts of paint must be done using a full-set of lead-safe work practices. If the paint is not lead-based paint, the agency may not be making the most efficient use of weatherization funds or providing all appropriate weatherization services. In practice, the agency will not be able to do any interior work that disturbs lead-based paint.

Community Action Agencies may choose which approach to take on a particular residence. However, IHCD strongly encourages the agencies to use the XRFs. In most cases, they will reduce the overall cost of the project by avoiding the unnecessary use of lead-safe work practices. In addition, the owner and occupants, as well as future owners and occupants, will know where the lead-based paint is so they can take appropriate precautions.

When lead-based paint is present, IHCD has made the following determinations regarding the cost and need for lead-safe work practices:

1) **Minor Paint Disturbance**

Some lead-safe work practices must be used whenever lead-based paint is disturbed. The work practices generally consist of wetting down paint to be disturbed and cleaning up when completed. However, when more than de minimis threshold amounts of lead-based paint are disturbed,⁸ a complete set of lead-safe work practices must be used.

2) **Exterior Paint**

Lead-safe work practices on exterior paint should be reasonable and modest as long as a child's regular play area is not near the work. A dust wipe sample is not needed on exterior work and special precautions to protect the floor and furniture are not needed. Because of the likelihood that the paint disturbance will exceed 20 square feet, it is generally better to always plan to use the full set of work practices.⁹

⁸ The de minimis threshold amounts for interior areas are 2 square feet per room or 10% of a single component. When determining how much paint must be disturbed, only the paint that will be chipped, scraped, broken, or removed from the substrate must be considered. However, caution must be used when estimating the amount of paint to be disturbed. More paint may come off than anticipated. If this happens, you may inadvertently violate the HUD rule and you would need to immediately stop the work and upgrade the safe work practices. If the window sash does not have any deteriorated paint, you may presume that replacing a broken window will not exceed the de minimis threshold.

⁹ Presume that removing siding will disturb more than 20 square feet of lead-based paint.

3) **Interior Paint**

The full set of lead-safe work practices on interior areas are too costly unless the room is not carpeted and either the furniture can be easily removed or easily covered and cleaned. The potential for water damage and/or extensive clean up is too significant. Often, this limits work to a bathroom, kitchen or hallway. In all cases, the number of rooms and the amount of paint disturbed should be kept to a minimum.

If the agency chooses to use an XRF to identify and safely manage lead-based paint, the agency should use the following procedure to determine how best to provide weatherization services. See Appendix B for a flow chart that provides a graphical representation of these steps and the decisions to be made.

Step 1 Determine If Problem Might be Present

- 1) Ask if a resident of the home has been identified as being lead poisoned¹⁰ while living in the home. If the answer is yes, proceed with the inspection but coordinate with the local health department before disturbing any paint.¹¹
- 2) Presume that lead-based paint is present unless one of the following conditions apply:
 - a) The residence was built after 1977; or
 - b) The owner or occupant provides the analyst with a copy of an inspection report signed by a **lead inspector or risk assessor licensed by IDEM** that indicates no lead-based paint is present;
- 3) If lead-based paint is present or presumed to be present, assess whether the paint is seriously deteriorated (i.e. that a workman's presence just walking around the residence is enough to stir up lead-based paint laden dust residues). The XRF should be used to determine the amount of lead in the dust using a dust wipe sample; and
- 4) If the lead-based paint is seriously deteriorated, defer all weatherization work, document your decision, recommend that children in the home get a blood lead test, and contact local health department for guidance. Otherwise, go to Step 2.

Step 2 Assess the Extent of the Problem

- 1) Identify where paint may need to be disturbed;
- 2) Use an XRF to determine if the paint is lead-based paint;
- 3) Document results for owner and occupant of residence in a signed inspection report per IDEM requirements; and
- 4) Decide how to proceed:
 - a) If no lead-based paint is found, go to Step 6 item 1) below and continue with full weatherization services; and

¹⁰ Lead poisoning means the child younger than 7 years old has a blood lead level of more than 10 ug/dL.

¹¹ You may also choose to perform a full risk assessment to assist the family and the health department. However, weatherization funds may not be used for the extra labor involved.

- b) If lead-based paint is found, ensure that work on furnace includes the use of a HEPA vacuum to collect any dust that must be disturbed and that the filter is put in a plastic bag for disposal, then go to Step 3.

Step 3 Avoid Disturbing Any Lead-Based Paint

- 1) Identify options to provide the service without disturbing lead-based paint;
- 2) Determine whether an option can achieve the full weatherization benefits with no loss in effectiveness;
- 3) If a practical option exists, go to Step 6 and implement that option using only those lead-safe work practices that the building analyst who is a licensed risk assessor determines may be needed to avoid disturbing lead-dust; and
- 4) If a weatherization service cannot practically be done without disturbing lead-based paint, then go to Step 4.

Step 4 Disturb Only Exterior Paint

- 1) Identify options to provide the service by disturbing only exterior lead-based paint;
- 2) Determine whether a child's regular play area that consists of a porous surface such as sand, soil, or grass is within five feet of paint to be disturbed;
- 3) If such a play area is found:
 - a) Ensure that the play area is more than five feet from the paint to be disturbed; and
 - b) Recommend to the occupants that the play area be moved away from any lead-based paint (whether weatherization work is done or not);
- 4) Determine whether an option can achieve the full weatherization benefits with no loss in effectiveness;
- 5) If a practical option exists, go to Step 6 item 1) and implement that option using exterior lead-safe work practices identified in Section III below; and
- 6) If a weatherization service cannot practically be done without disturbing only exterior lead-based paint, then go to Step 5.

Step 5 Narrow the Scope of Interior Lead-Based Paint Disturbance

- 1) Identify options to do the project by disturbing:
 - a) As little interior lead-based paint as possible – with the goal of getting the disturbance less than two square feet overall and less than 10% of an interior component of interior lead-based paint; and
 - b) Interior lead-based paint in uncarpeted rooms that have:
 - i) Few items of furniture;
 - ii) Furniture that can be easily moved; or
 - iii) Furniture that has hard surfaces that can be easily cleaned;
- 2) Determine whether an option can achieve the full weatherization benefits with no loss in effectiveness;
- 3) If a practical option exists, go to Step 6 and implement that option using interior lead-safe work practices identified in Section III below in as few rooms as possible and:
 - a) Take and analyze dust wipe samples (and required blanks) from a window sill

and floor in each room where paint is being disturbed and in each adjacent room using EPA procedures; and

- 4) Providing renovation notice to the owner and occupants as required by EPA (see Step 6, item 2); and
- 5) If a weatherization service cannot practically be done without disturbing less than two square feet of interior lead-based paint or less than 10% of an interior component in carpeted rooms with many pieces of furniture that cannot be easily moved or cleaned, then do not provide the specific weatherization service.

Step 6 Provide Notices to Owner and Occupant

- 1) **Lead Inspection Report:** Whenever an XRF is used:
 - a) Prepare a lead inspection report summarizing the results of the XRF tests;
 - b) Sign the copy (must be done by an IDEM-licensed inspector or risk assessor);
 - c) Give a copy of the lead inspection report to the owner and adult occupant of the residence; and
 - d) Tell the owner that the owner must provide a copy of the report to future tenants and buyers.
- 2) **Notice of Renovation:** Whenever more than two square feet of interior painted surface on a single component may be disturbed when providing weatherization services:
 - a) Give an EPA Pamphlet entitled *Protect Your Family From Lead In Your Home*, to the owner and adult occupant of the residence by certified mail between 5 and 60 days before the work begins or in person less than 60 days before the work begins;
 - b) If the EPA Pamphlet is delivered in person, obtain a written acknowledgement from the owner and adult occupant¹² that each has received the EPA Pamphlet on a form that says:

Acknowledgment of Receipt of EPA Pamphlet

“I have received a copy of the pamphlet, Protect Your Family From Lead In Your Home, informing me of the potential risk of lead hazard exposure from renovation activity to be performed in my dwelling unit. I received this pamphlet before work began.

Address of Unit Undergoing Renovation: _____

Printed Name

Signature

Date

- c) If lead-based paint in a common area for multiple residences is disturbed:
 - i) Provide a notice to each resident describing the:

¹² EPA provides alternatives when an adult occupant is unavailable or refuses to sign. See 40 CFR 745.88. If this occurs on weatherization projects, it is better to work through the issues than proceed without a written acknowledgement from the occupant.

- (1) General nature and locations of the planned renovation activities;
- (2) Expected starting and ending dates; and
- (3) Statement of how the occupant can obtain the EPA Pamphlet, at no charge, from the renovator;
- ii) Prepare, sign and date a statement describing the steps taken to notify all occupants and to provide the pamphlet; and
- iii) Revise notice if scope, locations or dates change before the changes occur.
- d) Prepare an OSHA Compliance Plan using the model in Appendix C.**III**.

Lead-Safe Work Practices

Community Action Agencies shall use the following lead-safe work practices whenever known or presumed lead-based paint is disturbed. Please note that additional work practices are required when the work is covered by the HUD rule (see Section I for more information). In all cases where lead-based paint is disturbed, an OSHA Compliance Plan for Indiana Weatherization Projects consistent with Appendix C must be prepared and signed. The Building Technician Crew Leader is responsible for ensuring that these work practices are followed:

- 1) **General:** When any lead-based paint is disturbed:
 - a) Tell the occupants to stay out of the work area;
 - b) Ensure that workers can wash their hands and face when leaving work area;
 - c) Ensure that workers do not smoke, eat, drink, chew tobacco or gum, or apply cosmetics in the work area;
 - d) Wear a respirator or dust mask¹³;
 - e) Obtain a Ground-Fault Circuit Interrupter (GFCI) if electrical equipment will be used;
 - f) Do not use any of the following methods to remove the paint:
 - i) Open-flame burning or torching;
 - ii) Machine sanding or grinding without high-efficiency particulate air (HEPA) local exhaust control;
 - iii) Abrasive blasting without HEPA local exhaust control;
 - iv) Heat guns at temperatures above 1100°F for charring the paint;
 - v) Dry sanding or dry scraping except:
 - (1) In conjunction with heat guns (low temperature)
 - (2) Within 1.0 ft of electrical outlets; or
 - (3) When treating defective paint spots totaling no more than:

¹³ A respirator is not needed to do the work. If one is used it should be a NIOSH-approved half-mask negative pressure air purifying respirators equipped with N100 or P100 (HEPA) filters.

- (a) 2 sq. ft. in any one interior room or space or 10% of a small component; or
 - (b) 20 sq. ft. on exterior surfaces; and
 - vi) Paint stripping in a poorly ventilated space using a volatile stripper that is a hazardous chemical under OSHA as applicable to the work.
 - g) Lightly spray the paint with water¹⁴ before disturbing it. Try keep it wet and use wet sanding/scraping methods whenever disturbing the paint;
 - h) If equipment is going to be reused, wash it thoroughly before leaving residence;
 - i) Dispose of all lead-based paint, debris, coveralls, and plastic covering in regular trash; and
 - j) Dispose of all water contaminated with lead-based paint in a sanitary sewer system.¹⁵
- 2) **Minor Paint Disturbances:** When less than 2 square feet per room or 10% of an interior component of lead-based paint is disturbed inside or less than 20 square feet of lead-based paint is disturbed outside:
- a) Follow general requirements described in item 1) above;
 - b) Tape a plastic bag or sheeting on the horizontal surface below the paint to collect paint chips and any dust that may be formed; and
 - c) After work is done, wipe the surface with a baby wipe or towel.
- 3) **Exterior Paint Disturbances:** To be used when more than 20 square feet of exterior lead-based paint is disturbed. Generally, removing siding from a wall is presumed to disturb more than 20 square feet of lead-based paint unless it is known beforehand that deteriorated lead-based paint and lead dust is not behind the siding.
- a) Follow general requirements described in item 1) above;
 - b) String barrier tape saying “WARNING” or “DANGER” or “DO NOT ENTER” at least five feet beyond area where lead-based paint will be disturbed;
 - c) Post OSHA warning signs near the exterior work so it can be easily read from 20 feet away from the edge of the exterior worksite.¹⁶
 - d) Ensure that everyone who enters the work area wears plastic coveralls, shoe covers, and hair covering and removes them when leaving the work area;

¹⁴ A material other than water such as shaving cream may be used to control the dust and debris.

¹⁵ While septic systems may be used for the water, it is better to absorb the water onto paper or other adsorbent and dispose of it with the other trash.

¹⁶ The sign must say “WARNING / LEAD WORK AREA / POISON / NO SMOKING OR EATING.” If the occupant’s primary language is not English, the sign must, to the extent practicable, be posted in the occupant’s primary language.

- e) Seal any windows, doors, dryer exhausts or other openings in the work area;
- f) Either remove or cover any equipment in the work area with plastic sheeting;
- g) Place six-mil thick plastic sheeting¹⁷ on wall below the paint to be disturbed and on the eight feet from the wall in a manner that it captures the water (15 feet if disturbed paint is on the second floor);
- h) Place a 2" x 4" board or similar device along the outer edges of the plastic to capture water;
- i) Wash off any siding that is removed;
- j) Repair any deteriorated paint and fix cause of deterioration;
- k) Remove plastic, clean-up any debris, and dispose in trash so that no deteriorated paint and visible paint remains.

¹⁷ The sheeting may be porous and allow water but not paint chips to pass through it.

309 HEALTH AND SAFETY

The following is the Indiana Health and Safety Plan as detailed in the 2007 DOE State Plan and incorporated here as part of the Policies and Procedure Manual. For the technical aspects of the following policies, please refer to the Indiana Weatherization Field Guide.

Grantee Health and Safety

Agencies performing weatherization services will be cognizant of the possible dangers within a home. All agencies performing weatherization services must include in their written weatherization policy and procedure how the agency will address health and safety issues. The energy auditors will identify any hazards present in a home. The energy auditor will determine whether the contaminant poses a health danger to occupants, crews, or contractors. If not, the contaminant may be addressed as necessary minor incidental repairs. If the contaminant does pose a danger, the energy auditor will defer any weatherization measures until such time that the danger is eliminated. The agency will develop a reporting mechanism to ensure that the contaminant is reported to the appropriate agency.

Agency and IHCDA staff who go into client homes as part of their work responsibilities receive necessary training on health and safety issues that may affect them and the individuals and families that they are serving. Staff will be equipped with appropriate diagnostic tools to determine what conditions may be present and what may pose potential health and safety risks. Costs of training will be charged to state administrative or training and technical assistance line items.

Crew and/or Contractor Health and Safety

Local agencies will comply with all OSHA requirements in any weatherization activity. Detailed specifications regarding worker health and safety are found in OSHA 29 CFR 1926/1910 published by the U.S. Department of Labor. All CAA crews and contractors will utilize personal safety equipment and attend Basic Weatherization Skills class offered by INCAA. This course covers how to utilize safety equipment, how to interpret material safety data sheets, and the use of related equipment including, but not limited to ladders, respirators, and diagnostic gauges. In addition, courses for agency staff and contractors are available on a quarterly basis covering the topics of CPR and First Aid and Safety Management Programs covering OSHA guidelines and safety equipment.

Costs related to training and equipping local agency staff in order to comply with OSHA standards will be charged to the appropriate LIHEAP and SWEEP program line items. Contractors, employed by local agencies, are expected to comply with OSHA standards and costs associated with compliance should be included in the job cost paid to the contractor.

Client Health and Safety

As homes are weatherized and made tighter, the problems associated with indoor air quality increase. Problems with indoor air pollutants, such as molds, exacerbate. Tightening a home can be especially dangerous if combustion appliances are improperly working or installed. For these reasons, the Indiana Weatherization Program is committed to ensuring the health and safety of all clients whose homes are weatherized. To accomplish this, a health and safety evaluation is required on each home prior to any work being started. The health and safety budget category can be charged to complete the evaluation and costs associated with eliminating energy related health and safety hazards prior to installation of weatherization materials will be paid for with DOE, LIHEAP, and/or SWEEP funds.

Weatherization activities will be done in a manner that will not subject staff or clients to health and safety risks. The Indiana Weatherization Field Guide, provided to all agencies, describes detailed instructions that must be followed in conducting health and safety inspections and testing.

Potential Hazard Considerations

The Indiana Weatherization Field Guide describes policies and procedures for remediation of potential hazard conditions.

Biologicals

The removal of biologicals, such as mold, vermin, and unsanitary conditions is not generally an allowed activity under the Weatherization Assistance Program. DOE program funds up to \$300 for incidental repairs may be used to correct energy-related conditions to allow effective weatherization work and/or assure the immediate or future health of workers and clients.

Moisture and high indoor humidity can encourage the growth of many biologicals. Local agencies must measure indoor humidity levels and potential sources for excess moisture. Identified problems and sources are documented on the Moisture Assessment Findings form that is signed by the local CAA, client and/or landlord. Photographs of areas of concern or existing moisture areas must be documented and placed in the client file. The purpose of the photographs are to demonstrate mold and/or moisture issues before weatherization has taken place and to provide visual documentation for deferral or the decision to proceed with work.

Solutions and educational talking points are discussed with homeowner and/or occupants to determine roles in creation of problems and/or mitigation. Occupants are given a copy of the Environmental Protection Agency (EPA) brochure, "A Brief Guide to Mold, Moisture, and Your Home" as part of the client education process. Staff will also ensure that the work scope development addresses and mitigates identified moisture related issues and that the appropriate funding source is being charged for such activity.

Effective 4/1/05, all CAAs will include a Client Consent Form with Release of Liability and Waiver of Claims in all client files. This notice explains to the client that the health and safety of the building, the occupants, or the weatherization staff shall not be compromised by any retrofit material, technique, or practice. To ensure health and safety, relevant assessments will be conducted as part of all building analysis and notification to the client that some weatherization measures may create dust or airborne particles, including but not limited to: insulation, mold, or lead. Weatherization measures installed will either alleviate or not promote the growth of new airborne particles. In addition, each weatherization client will receive the Environmental Protection Agency (EPA) brochure, "A Brief Guide to Mold, Moisture, and Your Home", in compliance with DOE Program Guidance 05-2. The pamphlet details the health risks of mold in the home and provides simple remediation techniques that individuals can take to resolve moisture issues in their home.

Mold awareness and assessment is a specific component of the following classes offered on a quarterly basis by Indiana Community Action Association (INCAA) to local agency staff and contractors:

Weatherization Client Education
Residential Energy Auditing
High-density Cavity Insulation
Duct Diagnostics and Repair
Blower Door Directed Air Sealing
Basic Weatherization Skills.

INCAA has also developed a defensive mold course for the 2006 program year in conjunction with the approved curriculum offered by DOE. All crew or contract workers, as developed for the 2006 program year, have added the mold course, to the list of required courses during the first twelve months of employment.

The IHCD provides sub-grantees with training on moisture, ventilation, and indoor air quality issues. Client education is also used to address occupant's role in moisture problems. If necessary, WAP services may be delayed until the problem can be referred to another agency that can take remedial action.

Dwellings that are deferred due to moisture issues must follow the following process:

- Moisture Assessment form stating that work can not continue due to mold and/or moisture issues in the home must be signed by the Building Analyst completing the energy audit, the client and/or landlord, and the Building Technician crew leader. The original must be kept in the client file and a copy given to the client.
- Any deferral for mold and/or moisture issues must contain photographs that identify the moisture issues in the home and placed in the client file. The file must also contain a description by the Building Analyst of the extent of the

moisture issue, square footage of mold or effected areas, where in the building structure the areas of concern are located, and any other pertinent information.

- A written deferral letter with appeal information as outlined in Section 310 Deferral Standards must be sent to the client.

The Weatherization Assistance Program is not a mold remediation program. The use of DOE funds for removal of mold and other related biological substances is not an allowable weatherization expense. DOE funds should not be used to test, abate, remediate, purchase insurance, or alleviate existing mold conditions identified during the audit, the work performance period, or the quality control inspection.

Combustion Appliances and Combustion Gases

Health and safety activities are defined as activities that eliminate hazards aggravated or caused by the installation of weatherization measures. These activities include all combustion appliances in a home. Combustion appliances and combustion gases, as noted by DOE in Weatherization Program Notice 02-5, "pose the most serious hazard found in homes." Dealing with combustion gases in the home may require changing or repairing the venting on the appliance, or replacement of the cooking stove, water heater, furnace or space heater. Agency personnel receive extensive training in the evaluation of combustion appliances as well as air quality hazards. Evaluation forms are required to be on file. Measurement and careful consideration of the air leakage rate of the dwelling unit prior to, and during the course of air sealing, are important steps in this process. Agencies must consider the costs associated with eliminating health and safety hazards, keeping in mind that the primary focus of weatherization activities must remain energy conservation.

The health and safety inspection includes the following items:

1. The rated and measured BTU input of each gas furnace
2. The fuse size and type
3. An inspection for gas leaks on all gas appliances
4. An inspection for spillage and a reading of the draft of furnaces and water heaters
5. A visual check for flame interference
6. A test of the setting and operation of the limit control switch
7. An evaluation of the adequacy of combustion air for combustion appliances
8. A check that there are no open return air ducts in the furnace room
9. Carbon monoxide testing of all gas appliances
10. Check for a properly installed temperature and pressure relief valve on the water heater
11. A measurement and adjustment, if needed, of the water temperature
12. An inspection and replacement, if necessary, of the furnace filter
13. A "worst case draft test"
14. Treatment of minor biological hazards in order to insure the health and safety of the Weatherization employees and clients. Examples:

- a. Mold and mildew
- b. Unsanitary conditions
- c. Rotting wood
- d. Water damage or leaking pipes.

Agencies will be allowed to replace water heaters, furnaces or space heaters as a DOE program expense in certain circumstances, and with certain restrictions as follows:

- A verifiable condition must exist that allows combustion gases to enter the living environment. Such a condition would include a breach in the heat exchanger that allows the combustion gases to mix with the air in the ductwork.
- An improper application of a non-sealed combustion furnace, installed in a mobile home. Mobile homes are required to have furnaces that draw their exhaust make-up air from outside the carriage. The installation of a furnace intended for use in site built homes could cause serious concentrations of combustion gases in the living environment by causing the furnace to back-draft.
- The sub-grantee will determine whether repairs can effectively be made on the stove, water heater, or furnace, to enable them to operate safely, rather than require a replacement.
- The agency must not continue with weatherization work, particularly air sealing the structure, until the combustion gases have been appropriately vented away from the living area. In the case of a plugged or non-functioning vent on a combustion appliance, appropriate steps should be taken to repair or replace the vent.
- Before a furnace is installed in a weatherization dwelling unit, the proper size of the furnace must be determined. Agencies will determine the most effective output size of the replacement furnace using Manual J heat load calculations or other appropriate methods.

A Daily Safety Test Out (DSTO) must be conducted at the end of each workday on homes in the process of being weatherized. Additionally, the Worst Case Draft Test must be done after the work is completed. In cases where a hazardous situation is found, the CAA must have a written policy in place to ensure that the condition is remedied immediately.

Replacement of cooking stoves, which are creating a health hazard, is allowed as a health and safety measure, but must be paid for out of LIHEAP or SWEEP funds.

As with any unit weatherized, a final inspection must be performed to assure that the unit meets all of the requirements, as stated in CFR 440.16 (g).

IHCDA, in accordance with the provisions of Weatherization Program Notice 02-5, will allow smoke alarms to be purchased and installed as a health and safety measure. Each home weatherized will be required to be equipped with working smoke detectors at the conclusion of the weatherization process. The home will be provided with one smoke detector for each occupied floor. This includes a smoke detector for all finished basements. Since many homes already have smoke detectors, the agency's expenses may be limited to the purchase and installation of batteries.

Fire Hazards

Prior to the commencement of building performance work, a visual inspection of potential fire hazards will be conducted. All building performance retrofit units will have appropriately placed smoke detectors. The identification of fire hazards will include, but not be limited to:

- Fuel/gas leaks; combustibles in the immediate vicinity of combustion appliances
- Unsafe or inadequate venting systems
- Combustion appliances failing to meet code standards/clearances
- Frayed electrical wiring/aluminum wiring
- Overloaded or misused electrical wiring
- Assessment of smoke detector adequacy
- Development of strategy to mitigate identified hazards
- Description of mitigation procedures to be conducted by building performance crew

Health and safety funds may be used to perform limited electrical repairs to eliminate fire and safety hazards; clean and repair flues, chimneys, and appliance venting to abate dangerous conditions; and repair the shell of unit to eliminate potential hazards.

Electrical Issues

Household electrical systems will be inspected for potential hazards prior to the commencement of building performance retrofit work. While electrical wiring problems are not generally an allowable measure, identification and inspection will include:

- Check for proper sizing of fuses/breakers to wiring size in circuit panel boxes
- Identify any wiring in the circuit panel box that is aluminum except for main service connections
- Inspect panel box for multiple circuits connected to individual breakers or fuses. Inspect for disconnected or loose wiring inside the box
- Ensure that panel/fuse box has a secure cover
- Identify any knob and tube wiring found in the dwelling. Test to see if live. If spliced into conventional circuitry note breakers or fuses controlling the circuit. Building performance retrofits must conform to NEC or local code
- Test all outlets for proper grounding. Identify circuits that contain non-grounding devices

- Inspect for GFI devices in bath, laundry, and pool areas. Test for proper GFI functioning
- Inspect for frayed wiring, improper splicing, and lack of junction boxes or covers
- Record problems found on a building analysis
- Identify appliances posing electrical shock hazard

To the extent that these problems prevent adequate weatherization, the agency should consider repairing them on a case-by-case basis or, if too costly, deferring the property until the electrical problem is repaired. Any remedial electrical work, including that associated with furnace installations, completed on a dwelling must be conducted by a licensed, bonded, and insured electrician and will comply with all local and state codes.

Building Structure

Building rehabilitation is beyond the scope of the Weatherization Assistance Program. Homes whose structural integrity is in question should be referred to a housing rehabilitation program, such as Owner-Occupied Rehabilitation Program offered by Rural Development, or the local housing authority. Incidental repairs necessary for the effective performance or preservation of weatherization materials is allowed. Weatherization services should not be performed on dwellings where the structural integrity would pose a safety hazard to weatherization workers.

Weatherization services may need to be delayed until the dwelling can be made safe for crews and occupants (see Deferral Standards).

Indoor Air Quality

Asbestos

Asbestos removal is not an allowable activity under the program. Local agencies are provided training on safe work practices and identification of asbestos hazards. As part of the standard health and safety testing, assessment of friable asbestos conditions is identified. Where permitted by code or EPA regulations, less costly measures that fall short of asbestos removal, such as encapsulation, may be used. Removal and replacement of asbestos siding for purposes of wall cavity insulation is permissible if allowed by local and state codes. Crews must take all precautions to ensure that no inhalation of dust takes place. Safety equipment must be worn at all times during the handling of asbestos materials.

Radon

Radon abatement is not an allowable activity under the program. Where there is a previously identified radon problem in a home, work that could exacerbate the problem is

limited. Major radon problems are referred to the appropriate local environmental agency.

Volatile Organic Compounds (VOC)

Remediating VOC problems is not a weatherization responsibility. As part of the health and safety inspection, identification of VOCs in the building is conducted. VOCs are considered when determining air tightness of dwellings and if ventilation is needed.

Lead Paint Hazards

Indiana has implemented a policy regarding lead based paint procedures on homes being weatherized. This policy includes providing clients with the pamphlet, "Protect Your Family From Lead In Your Home". In addition, agency building technicians are trained on how to work in a safe lead environment to ensure adherence to EPA, OSHA Rule 29 CFR 1926 as well as to HUD's Lead Paint Hazard Control, 24 CFR 35 (Part 35). All agencies performing weatherization services are required to obtain Pollution Occurrence Insurance.

New employees are trained on safe work practices within the first twelve months of employment to protect employees from the hazards of lead during weatherization work, to limit worker exposure to airborne lead during weatherization, and to ensure that employers such as CAA's communicate the hazards of all hazardous chemicals in the workplace. For the specifics of the Lead Paint policy please refer to section 308 of this manual or to the Indiana Weatherization Field Guide, Chapter 3.

Refrigerants

Refrigeration appliances that are replaced must be disposed of according to the environmental standards in the Clean Air Act (1990), Section 608, as amended by Final Rule, 40 CFR82, May 14, 1993. The local agency, appliance vendor, demanufacturing center, or other entity recovering the refrigerant must possess an EPA-approved section 608 type I license or an approved universal certification.

Existing Occupant Health Problems

Before beginning work on a home, local agencies will take into consideration, the health concerns of each occupant, condition of dwelling, and possible effects the work performed will have on the health or medical condition of the occupants. Sub-grantees will establish procedures to identify preexisting health conditions and address problems before they occur. Agency staff and contractors will protect clients from the hazards of airborne particles and fumes during weatherization work. Containment strategies and client relocation plans will comply with the lead paint policy when an existing occupant

health problem is identified. (See Lead Paint Policy for work area containment requirements and client relocation standards.)

Code Compliance Issues

All weatherization service providers and their crews and subcontractors are required to weatherize homes in compliance with relevant local building, plumbing, and electric codes. These local codes are to be considered during both the audit protocol and the service delivery to the home. As part of routine monitoring, CAA monitoring staff will review customer files and note when local code compliance activities were recorded.

310 DEFERRAL STANDARDS

Some weatherization activities must be deferred due to problems that are beyond the scope of weatherization. Deferrals may take place during any phase of the weatherization process, including but not limited to: during or after the energy audit, the work performance phase, or immediately following the identification of a health and safety risk to the occupants or to crew and contractors and must be in writing. Postponement of work is advisable until problems can be resolved and/or alternative sources of assistance are identified. Existing conditions under which a dwelling unit can be deferred until certain corrective actions occur include, but may not be limited to, the following:

- Elevated carbon monoxide levels where abatement is not possible using WAP funds
- Existing moisture problems that cannot be resolved under the health and safety limits
- House with sewage or other sanitary problems that not only endangers the customers, but the workers who will perform the weatherization work
- Occupant's health condition
- Building structure or its mechanical systems, including electrical and plumbing, are in such a state of disrepair that failure is imminent and these conditions cannot be resolved in a cost effective manner
- Customer is uncooperative, abusive, or threatening to crew, subcontractors, auditors, inspectors, or others who must work on or visit the house
- Extent and condition of lead-based paint in the house would potentially create further health and safety hazards
- Any existing condition that could endanger the health and/or safety of the work crew or subcontractor and cannot be safely abated within the scope of WAP

All agencies will pursue alternative funding resources to reduce the occurrence of deferral. Agencies should establish lines of communication with other funding sources so that referrals can occur in an efficient manner. The following is a list of potential funding sources to help remedy situations in a home:

- U.S. Department of Housing and Urban Development (HUD) - HOME Program
- HUD - Community Development Block Grant

- U.S. Department of Health and Human Services - Community Services Block Grant
- U.S. Department of Agriculture - Rural Economic Community Development
- State-funded housing and rehabilitation programs
- Low-income program funds provided by local utilities
- City-funded housing and rehabilitation programs
- Donations or financial participation from landlords
- Donations from local churches or community groups

Any client who has received a deferral by a local agency must be allowed to pursue an appeal. The appeal will follow the established procedure set forth in the Section 103 of this manual.

SECTION 400

BUDGETS, REPORTS, AND CLAIMS

401 BUDGET FORMS

The Weatherization Assistance Program utilizes three different funding sources in the delivery of services. For each funding source, the CAA must complete and return to the Community Development Administrator a separate budget form prior to the beginning of each program year. Any CAA that does not have approved budgets by the start of the program year will have all weatherization claims held by the Community Development Administrator until receipt of the budget form. In general, the forms should be used to assist an agency in planning production and budget targets for the grant period.

Requests for budget proposals will be sent out to each agency at approximately the same time as the contracts are mailed to the CAAs for signature.

The funding source close-out report will be considered the final budget, provided that no individual line item has exceeded the limitations for that cost category. IHCD will not load specific dollar amounts into the claims system on a line by line basis. If an agency claims more than the amount budgeted for a particular category, no red-lining will occur. Each agency will be responsible for limiting expenses to the amounts allowed for in the budget line items.

In no instance will a sub-grantee be permitted to exceed the total award for a funding period.

402 PROGRAM INCOME

Program income is defined as payments for services rendered using Weatherization funds, as noted in 10CFR600. It is required that income earned from activities supported by a grant or sub-grant must be reported as program income. Sources of income to be reported include:

- Income from payments of principal and interest
- Income from fees or services provided
- Income from the use of rental or real property acquired with grant funds
- Income from the sale of commodities or items fabricated under a grant agreement.

Program income is to be treated as an addition to program funds and monies generated are to be used to complete additional dwelling units in the twelve month cycle immediately following the end of the contract year in which the program income was earned. An annual

report stating the amount of program income received will be detailed by the agency on the funding source close-out report.

403 QUARTERLY REPORTS

Information for the quarterly reports is to be entered into the weatherization software by the tenth day after the end of each quarter. Timely entry of all weatherization information ensures that current data is relayed to the appropriate federal funding source and in turn is used by the federal government to justify future appropriations. Quarterly Production Reports are also used in the closeout and agency reconciliation process. The Community Development Administrator will pull reports from the IWAP database for all production information from the local agencies.

404 FUNDING SOURCE CLOSE-OUT REPORTS

Year-end reports are due to the Community Development Administrator within sixty days of the end of the program year. Close-out reports should accurately reflect the total dollar claimed for each line item after the final claim has been paid by IHCDA. The reports are used to reconcile IHCDA and agency records regarding payments and claims. Close-out reports are also cross-referenced with the IWAP database to ensure CAA compliance with program guidelines. Any agency that does not have a complete closeout report that meets all program requirements to the Community Development Administrator by the due date will not have weatherization claims forwarded for payment until receipt of the report and will not be eligible for the incentive pool allocation.

405 CLAIM PROCESSING

CAAs shall submit to the IHCDA, at least monthly, properly completed claims for reimbursement of costs incurred during the prior month. Claims shall be submitted on forms provided by IHCDA and pursuant to instructions issued by IHCDA.

Agencies may claim on incurred (accrued/obligated) material expenses. This is intended as “just in time” funding. Only material expenses that are expected to be due within ten days of the receipt of the claim, may be submitted to IHCDA. No subcontractor of a CAA shall be paid for labor costs until such time as the CAA has inspected the work and has determined that any such work has been performed in a satisfactory manner. Where subcontractors are utilized, the cost of materials shall be separated from the cost of installation in billings submitted by the subcontractor.

All final claims and reports must be submitted to IHCDA within sixty calendar days after the end of the program year or IHCDA shall deny payment. CAAs must liquidate all outstanding obligations properly incurred during the term of the agreement no later than sixty calendar days after the termination of the program year.

406 ADMINISTRATION OF FUNDS

Funding shall be provided to CAAs as a reimbursement for authorized expenditures incurred for the Weatherization Assistance Program (WAP), in accordance with the fiscal policies and procedures of IHCDA and the State of Indiana. CAAs must maintain and implement written procedures to minimize the time elapsing between the transfer of funds to the CAA and the CAA's issuance of payment to subcontractors for program purposes. Agencies will have a total of sixty days from the receipt of subcontractor invoice, to check issuance, to the funds being withdrawn from agency account.

SECTION 500

FUNDING

501 ALLOCATIONS

Starting with the 2007 program year, 85% of agency contracted funds will be distributed using the historical allocation formula. The remaining 15% will be set aside and contracted out to only those CAAs meeting all of following criteria:

- A. 95% or more of the prior program year contract total must have been expended.
- B. Contract closeout reports must be submitted on time (60 days after the program year ends), be accurate upon receipt (meaning IHCDA REPSS and agency closeout match exactly when final claims have been paid), and all line items and averages within allowable limits (meaning production as shown in IWAP and expenditures as shown on closeout and REPSS are identical and within program limits).
- C. Agencies must demonstrate at yearly monitoring that a sampling of contractors or vendors are issued payment and that payment is utilized within the 60 days of invoice.
- D. Certifications for all agency and contractor staff are current and active throughout the previous contract year.
- E. A 15% average energy savings as determined by PRISM analysis of local agency production.

No agency operating under a 120-day Quality Improvement Plan (QIP), not including the one-time certification extension, will be permitted to be included in the incentive pool during the QIP period.

502 DOE

All DOE completions are counted as Base Program completions. The maximum allowable average cost per home in DOE, effective April 1, 2007 is \$2,885.

In order for a home to be counted as a DOE completion:

- At least \$100.00 in labor and materials must have been used. To count any units with less than \$100.00 in labor and materials requires prior written approval from IHCDA.
- Weatherization work must be completed on the shell. This includes, but is not limited to air sealing, insulation of the walls and attic, perimeter, foundation, or floor preparation and insulation, and up to \$300.00 in materials for incidental repairs.

Agencies are required to complete appropriate base load measures on all homes completed in weatherization. Those measures include, but are not limited to:

- Faucet aerators
- Low flow showerheads
- Water heater blankets;
- Pipe insulation
- Air sealing
- Duct sealing
- Compact fluorescent light bulbs.

DOE funds used to abate health and safety problems, as defined in Section 309, are to be tracked as a separate line item. These costs are not to be included in the average cost per home. IHEDA limits expenditures in Health and Safety budget line to 15% percent of total Program Operations (total agency allocation minus administrative costs, audits, and insurance). All health and safety measures must be charged within the allowable 15% Health and Safety line item.

Repair or replacement of the cooking stove may not be charged to DOE, but must be paid for with LIHEAP or SWEEP funds.

Furnaces may be replaced for energy efficiency. However, agencies must use NEAT to calculate the savings-to-investment ratio. A SIR of greater than one must be obtained to justify this expense under DOE.

Program Expenditure Limits for DOE

Budget categories for DOE include:

- .1 Administration – Sub-grantees with initial awards of \$350,000.00 or more may use no more than 5% of total expenditures for administrative purposes. Sub-grantees with awards of less than \$350,000.00 may use no more than 10% of total expenditures in this budget line. If an award increases during a program year to more than \$350,000.00, the amount over \$350,000.00 will be held to the 5% limit.
- .2 Liability Insurance – Actual costs, per agency cost allocation plan, attributable to the weatherization program for liability insurance. Liability insurance must also include a pollution occurrence rider.
- .3 Fiscal Audits – Actual costs, per agency cost allocation plan, attributable to the weatherization program for independent fiscal audits.

Total Program Operations: \$2,885 average cost per home limit effective 4/1/07

Total Program Operations is computed by deducting the costs for Administration (budget line .1), Liability Insurance (budget line .2), and Fiscal Audits (budget line .3) from the total DOE grant. It includes the following categories:

- .4 Base Program Operations – The cost of weatherizing the house.
- .5 Health and Safety – The cost for the evaluation, repairs, and/or replacement of water heating or space heating systems. This category represents an additional 15% of program operation expenditures and is not included in the average cost per home.

Sub-grantees may provide services to a dwelling unit previously weatherized prior to October 1, 1993, as noted in 10 CFR 440.18(e)(2).

503 LIHEAP

Homes may be counted as completions based on three sub-program categories within LIHEAP.

1. Base Program completion occurs when at least \$100.00 in labor and materials have been used. The maximum allowable average effective April 1, 2007 is \$2,885.
2. Mechanical Program is to be used in conjunction with DOE completions that require extensive work on the mechanical systems including the addition of mechanical ventilation to a dwelling. Under LIHEAP, work on the mechanical systems may be completed for health and safety and/or energy conservation reasons. The minimum amount to count a home, as a Mechanical Program completion, is \$300.00 spent on the mechanical system. The DOE Base completion that **must** be paired with a Mechanical completion has to be finished by the end of the LIHEAP program year in order to count a dwelling under this sub-program. The maximum average of LIHEAP Mechanical Program homes is \$2,500.00.
3. Capital Intensive Program is a completion that charges both the Base work and the Mechanical work to LIHEAP. At least \$300.00 must be expended on the mechanical system and \$100 in Base measures. Work on the mechanical systems may be completed for both health and safety and energy conservation. Capital Intensive costs cannot exceed the maximum average cost per home that is the total of Base Program and Mechanical Program. The current maximum average amount is \$5,385.00. (Effective April 1, 2007)

A home may be counted as a completion under only one LIHEAP sub-program. Under no circumstances may a completion be counted as both a Base and a Mechanical completion within the LIHEAP program. A home may not be counted as both a DOE and a LIHEAP Base completion.

If both the Base work and the Mechanical work are completed under LIHEAP, the home may be charged to the Base Program or Capital Intensive if there is at least \$300.00 of work to the mechanical systems.

IHCDA allows, as a LIHEAP program expense, the costs of eliminating energy related health and safety hazards prior to installation of weatherization materials. The replacement of gas cook stoves will be allowed with LIHEAP and SWEEP funds as a health and safety measure. Health and safety is not a separate budget line item in LIHEAP and therefore is included in the average cost per home.

Sub-grantees may provide weatherization services to a dwelling unit previously weatherized at least **five years** prior to the beginning of the current LIHEAP program year.

Program Expenditure Limits for LIHEAP

Budget Categories for LIHEAP include:

- .1 Administration – Costs associated with administration include fiscal, executive, support operations, rent, utilities, supplies, etc. Total claimed may not exceed 6.753% of the total LIHEAP expenditures.
- .2 Liability Insurance – Actual costs attributable to the weatherization program, per agency cost allocation plan. Liability insurance must also include a pollution occurrence rider.
- .3 Supplies – Actual costs of weatherization specific supplies with a unit cost of less than \$5,000.00. Examples include blower doors, draft gauges, and combustion analyzers.
- .4 Equipment - Weatherization specific equipment with a unit cost of greater than \$5,000.00, such as vehicles, may be purchased with this line item. Equipment requires prior written approval before purchase.
- .5 Base Program Operations – Actual costs for performance of necessary weatherization measures as determined by the energy audit with a minimum of \$100.00 in labor and material. Work may include, but are not limited to, air sealing, insulation, and base load measures involved in weatherizing the house. Health and safety costs are included in this category.
- .6 Mechanical Operations - Costs in this item include, but are not limited to, testing and evaluation of combustion appliances up to the maximum average of \$2,500.00. The minimum mechanical cost for a unit to be counted as a Mechanical Operations completion is \$300.00.
- .7 Capital Intensive Operations - Costs that combine those associated with Base and Mechanical Operations. A minimum of \$300 must be spent on mechanical repairs and at least \$100 in labor and material on the Base in order to claim under the capital intensive line item.
- .8 Refrigerators – Costs associated with testing, scheduling replacement, removal of old unit and secondary refrigerators, and actual costs of replacements. All replacements must be Energy Star rated.

504 SWEEP

SWEEP program expenses are those associated with the costs of eliminating energy related health and safety hazards prior to installation of weatherization materials. These funds should not be used for refrigerator replacement, testing, removal, or recycling.

SWEEP benefits include, but are not limited to, extensive evaluation, repair and/or replacement of the mechanical systems (i.e. furnace, water heater, and gas cooking stove). The underlying rationale for the expenditures of these funds is to ensure the delivery of a consistently high level of energy conservation services to low-income clients.

The following activities may take place under SWEEP:

- Furnace replacement/repairs
- Water heater replacement/repairs
- Gas cooking stove replacement/repairs
- Dehumidifiers to alleviate severe moisture problems
- Sump pumps to alleviate severe moisture problems
- Repairs to guttering to alleviate severe moisture problems
- Repairs to electrical hazards for health and safety reasons
- Sewage problem repairs
- Fumigation due to insect infestation

SWEEP funds may also be used as a stand-alone program to alleviate combustion appliance emergencies under the following stipulations:

1. The household is without heat due to an inoperable heating source
2. The combustion appliance has been red tagged
3. The combustion appliance is causing a health and safety hazard

A home which was originally provided stand alone SWEEP measures on a combustion appliance may not have SWEEP funds used later in the provision of weatherization services. In addition, if the home was originally weatherized and SWEEP funds were used in conjunction with the weatherization work, and the mechanical system fails at a later date, the agency may not complete the repair or replacement for the former WAP client with SWEEP funds. Agencies may submit a written request for approval to complete additional and necessary repairs that are beyond the scope of the regular SWEEP funding and are necessary for the home to be weatherized.

Program Expenditure Limits for SWEEP

Budget Categories for SWEEP include:

- .1 Administration - Costs associated with administration include fiscal, executive, support operations, rent, utilities, supplies, etc. Total claimed may not exceed 6.753% of the total SWEEP expenditures.
- .2 Liability Insurance - Actual costs attributable to the weatherization program, per agency cost allocation plan.
- .3 Fiscal Audit - Actual costs, per agency cost allocation plan, attributable to the weatherization program for independent fiscal audits.
- .4 Program Operations – Actual costs associated with providing a high level of energy conservation. The current maximum allowed is \$2,800 per home.

505 FUNDING SOURCE COMBINATIONS

Agencies are expected to utilize any and all utility program funds on every eligible weatherization job. Those agencies whose service territory is covered by a DSM Program should charge eligible costs and measures to the utility funds first. This policy will maximize funds for service delivery throughout the state.

The funding sources for weatherization and their sub-programs may be combined on any one weatherization job, in order to provide flexibility and to ensure that an individual dwelling can receive all appropriate measures as determined by the energy audit. The following are the allowable funding source combinations:

1. DOE Base + SWEEP
2. DOE Base + LIHEAP Mechanical
3. LIHEAP Base + SWEEP
4. LIHEAP Capitol Intensive + SWEEP

Please note that the maximum number of state and federal funding streams that can be combined on any one dwelling is two and any one unit can only be counted as a completion in two funding sources. The only instance where three state funding sources are allowable is when using LIHEAP dollars for refrigerator replacement and testing.

Examples of how to combine various funding streams are given below.

- A home is weatherized under DOE Base Program. The Mechanical work, totaling \$600.00 is completed under the LIHEAP Mechanical Program. The Base work would be charged to DOE, including all related labor. The Mechanical work, including labor, would be charged to LIHEAP. This would be a completion under the DOE Base Program and also under the LIHEAP Mechanical Program.
- The home is weatherized, however the mechanical costs are \$275.00. The Base work may be completed under either the DOE or LIHEAP Base Program. The costs for the mechanical work can be charged as health and safety costs which are not included in the average cost per home for DOE, or in the average cost per home within the LIHEAP Base Program. Another option would be to charge the mechanical work to SWEEP. Since the cost for the mechanical work is less than \$300.00 this work can not be charged to the LIHEAP Mechanical Program, or to LIHEAP Capital Intensive.

- The Base work was completed under LIHEAP, however the home required \$2,000.00 in mechanical work. The mechanical work could be completed under SWEEP. This would be a completion under LIHEAP Base Program and under SWEEP.
- The same home in the previous example could be completed as a LIHEAP Capital Intensive unit and counted once as such. Or the Base work could be completed under DOE and the Mechanical work under LIHEAP Mechanical and counted as a completion under both programs.

SECTION 600

TRAINING AND CERTIFICATION

601 IMPORTANCE OF TRAINING

Due to the technical and changing nature of the Weatherization Assistance Program, a high priority has been placed on the training aspect of the program. In Indiana, the training center is operated by the Indiana Community Action Association (INCAA) under contract with IHCDA. Agencies are encouraged to send appropriate staff to training as it is scheduled. Classes combine lecture with applied field demonstrations of the concepts discussed in the classroom in order to provide theory and application to weatherization staff and contractors.

Technical assistance on particular problems in the field is a strong component of WAP. INCAA training staff are available for technical assistance in the field, as well as, IHCDA CAA Monitors. It is often very productive for IHCDA staff to be in the field at the time of INCAA Technical Assistance visits. In this manner, all involved parties are able to see the results of the weatherization measures provided.

Agencies are strongly encouraged to take full advantage of the opportunities available to them for program enhancement and improvement through the training center. IHCDA has taken a strong position that the Weatherization Assistance Program will maintain its level of technical expertise only through the continued emphasis on its Training and Technical Assistance component.

Training and monitoring are the tools that IHCDA uses to ensure that weatherization measures are applied consistently, and that Indiana maintains a high standard of work. Along with increasing flexibility in combining funds, IHCDA has implemented training requirements to help ensure that the additional monies provided are used on weatherization measures that will guarantee energy savings. By including all staff and contractors in this process, it will assure organizational performance while providing the means for evaluating our achievements, as well as developing plans to improve upon our successes.

602 MINIMUM TRAINING HOURS

Due to the varied job functions of weatherization employees throughout the State, training/certification requirements will be based on the specific duties of the employee and not on the job title. Training requirements are as follows:

- IHCDA CAA monitors responsible for evaluation of CAAs will complete at least forty hours of training per year, twenty of which must be weatherization technical preparation.

- Program Managers responsible for the administration of the weatherization program at the agency level are required to attend a minimum of twenty hours per year of administrative classes. Attendance at Semi-Annual Managers Meeting (SAMM), fiscal, computer classes, or other administrative offerings provided by IHCDCA will count towards this requirement. Each CAA will ensure that the Program Manager or his/her designee will attend all SAMMs.
- Each agency will be required to send field staff and/or contractor personnel to all Semi-Annual Technical Trainings (SATT).
- Building Technicians responsible for completing shell work on the home under a crew leader, newly hired, and have not passed certification will be required to attend the following five classes within the first year of employment:
 1. Basic Weatherization Skills
 2. Air Sealing with the Blower Door
 3. High Density Wall Insulation
 4. Lead Safe Work Practices
 5. Mold and Moisture Assessments.

Certified technicians including building analyst, building technician crew leader, building technician crew, and heating technicians will be required to attend one regional refresher course per year.

As a reminder all staff and/or contractors working on the shell must attend Lead-safe Work Practices as required by DOE.

Minimum training hours and/or certification testing is not required for the following job functions:

- Clerical staff and intake workers
- Heating System Installers who are **not** performing diagnostics on furnaces, but responsible solely for the installation of new furnaces
- Furnace crew technicians assisting the lead furnace technician
- Additional workers who are performing other work as necessary (electricians, appliance installers, plumbers, boiler specialists, and exterminators).

603 CERTIFICATION CLASSIFICATIONS

Several job classifications are required to pass certification within the first year of employment. Each individual needing certification must take the Building Performance Institute (BPI) field test and written examine during the first twelve months of employment in the weatherization program. If the individual is not successful at certification and has taken the test on or before the twelve month certification period, the CAA may request a 120 day extension for certification from IHCDCA. The one-time 120 day extension per individual certification classification must be submitted in writing to a Community Development Administrator and a CAA Monitor. The request must include a work plan from the CAA detailing how the individual(s) will come into full compliance

during the 120 day extension period. If the extension policy is followed by the CAA and granted by IHCD, the non-compliance policy detailed in Section 604 of this manual will not be enforced for the extension period.

It will be the responsibility of the agency to ensure that classes needed to pass competency testing are attended by appropriate personnel. Agencies working with contractors and staff that are new and in the process of being certified, should make sure that technicians have the proper training prior to working on homes and furnaces.

The State of Indiana requires that certification through the Building Performance Institute (BPI) be obtained within the first year of employment in the following three areas:

1. **Building Analyst (BA) for Auditors** - all agency auditors who perform initial, final, and new furnace installation inspections are required to pass the BPI BA test.
2. **Building Technician (BT) for Crew** - crew person (agency staff or contractor) performing shell work, air sealing, and insulation work is required to pass the BPI BT test.
3. **Heating Technician (HT) for Furnace Technicians** – a Heating Technician is defined as the individual actually conducting the cleaning, tuning, along with performing diagnostics (as to heat rise, carbon monoxide, draft under worst case, heat exchanger integrity, limit switches working properly, etc.) to ensure that all combustion appliances are properly performing, that adequate materials were used on repairs and equipment is operating as safely as possible. Individuals conducting the cleaning and tuning, along with diagnostics, and testing of the heating equipment are required to pass the BPI HT test. **If the Heating Technician is also the Building Analyst, then the BA must pass the BPI HT test in addition to the BA test.**

Agencies must track the dates of hire for those employees and contractors who begin working after April 1, 2001 to ensure that those individuals meet their required training and/or certification. It is an unallowable program expense for agencies to submit claims for work that was completed by uncertified staff or contractor personnel, unless the twelve month grace period or extension period is in effect.

CAA Monitors will review agency compliance through the reporting software, files, and the training report. In addition, it is the responsibility of the agency to identify within the client file each individual who completed the shell and furnace work, completed diagnostics of the home, and who evaluated the combustion appliances.

Certification and re-certification assessments for all classifications will be offered on a quarterly basis. Those individuals who do not pass competency testing will be offered a personal de-briefing to determine areas of weakness per feedback from BPI. An action plan will be formulated to provide the training required to prepare the candidate for another attempt at certification. Re-enrollment in certification should be made at the next certification opportunity.

Agency staff certification is valid for three years and re-certification must occur prior to expiration. CAAs are responsible for tracking testing and due dates for re-certifying staff and should begin the process of re-certifying staff and contractors at least six months before the expiration of the initial certification. This will allow for staff that may be unsuccessful on their first attempt, to attend classes that will help them with re-certifying in their field of expertise.

604 COMPLIANCE ISSUES

If an agency fails to meet training and certification requirements during the twelve month or extension periods, a work plan must be submitted to IHCD detailing timelines for when and how the agency will come into compliance. Until certification and training specifications are met, the CAA will only be allowed to claim 5% of their total expenditures in administrative costs for the year. This will be effective for DOE, LIHEAP, and SWEEP programs.

Payment on all weatherization claims will be stopped for agencies that have not submitted a work plan within thirty days of non-compliance. In addition, if an agency has not met the work plan by the end of 120 days, the State will begin the process of transferring the weatherization program to another CAA. The transfer of the program will be for one year for each funding source in weatherization.

605 SUGGESTED COURSES BY JOB TYPE

The following is a list of suggested trainings for different job functions. All classes marked with an asterisk (*) indicate that Certification Lab components are offered. On the job experience is critical to performing well on certification testing and the indicated classes are the minimum needed to pass competency evaluations.

Job Classifications and Suggested Training

Building Technicians (BT):

- Basic Weatherization Skills *
- Best Approaches for Mobile Home Weatherization
- Daily Safety Test-Out Procedures *
- Red Cross CPR and First Aid
- Air Sealing with the Blower Door *
- Duct Diagnostics and Repair
- High Density Sidewall Insulation *
- Applying Pressure Differential
- Lead Based Paint *

Building Analyst (BA):

- Basic Weatherization Skills *
- Residential Energy Auditing *
- Best Approaches for Mobile Home Weatherization
- Introduction to Infrared Thermography
- Gas Heating Systems for Auditors *
- Water Heater Safety and Rehabilitation
- Wood Stove Safety Seminar
- Weatherization Client Education
- Daily Safety Test-Out Procedures *
- Red Cross CPR and First Aid
- Safety Program Management
- Gas Range Testing and Repair *
- Furnace Replacement and Sizing Criteria
- Venting Problems and Sizing Seminar
- Oil Furnace Training
- Air Sealing with the Blower Door *
- Duct Diagnostics and Repair *
- High Density Sidewall Insulation
- Electric Furnace Inspection and Repair
- Applying Pressure Differential *
- Lead Based Paint

Heating Technicians (HT):

- Gas Heating System Inspection for Technicians *
- Gas Range Testing and Repair
- Basic Gas Furnace Electrical Training
- Furnace Replacement and Sizing Criteria *
- Carbon Monoxide Mitigation
- Venting Problems and Sizing Seminar
- Oil Furnace Training *
- Duct Diagnostics and Repair *
- Electric Furnace Inspection and Repair

Additional Training Hour Credits

Conferences serve to expand the base knowledge of staff and in some cases provide a different training perspective. Participation at DOE regional and national conferences, as well as, Affordable Comfort will count as training hours. The formula used to determine the number of hours that will be applied for attending conferences is based on the number of hours for the core conference, the number of sessions available, and the level of technical information provided. In addition, those attending training outside of INCAA may submit verification of that training to the CAA Monitor assigned to your agency for review. These classes will be added to training hours, as appropriate.

Agencies must maintain documentation of training for each staff person, contractor, or auditor who works directly on Weatherization Assistance Program (WAP) homes. It will be the agency's responsibility to ensure that contractors meet the training/certification requirements, and that contractors are advised of these requirements prior to procuring services with them. **Sales meetings will not count as training.**

SECTION 700

MONITORING

701 QUALITY ASSURANCE

The primary purpose of monitoring visits is to assist the CAA in providing high quality energy conservation services to low-income people. Monitoring also provides compliance review and information sharing to CAAs to ensure that:

- High quality, comprehensive weatherization services are provided consistently throughout the state.
- Healthy, safe, and energy efficient housing improvements are provided to low-income households.
- Program accountability and efficiencies are in effect and verifiable
- Innovative technological advances are promoted.

702 STANDARDS AND PRACTICES

The following describes the practices of the CAA Monitor staff in reviewing the appropriate documentation to determine local agency compliance. IHCD staff may use alternate procedures to verify compliance when it is necessary or appropriate.

- **Production Management** – The local agency will employ enough staff and subcontractors to complete the established production goals. CAA Monitors will review whether the CAA is using certified staff to perform various job functions. The use of subcontractors will also be reviewed to determine compliance with job function certification requirements as outlined in Section 600 of this manual. IHCD will review compliance with the priority protocol for site built or mobile homes.
- **Client File Review** – Each CAA must verify that clients receiving weatherization services are income eligible. The agency must also document services provided to the client and all costs associated with the completion of those services. Files will be pulled at random from agency records and the Client File Review worksheet will be completed for each file selected. The review will consist of job number, income documentation, application dates, job costs, dwelling type, technical readings from diagnostic tests performed, and the presence of all appropriate forms.
- **Field Inspections** – IHCD staff will also conduct on-site inspections of a sample of dwellings pulled from the file review. The purpose of this monitoring is to ensure that weatherization services are provided in a professional and workmanlike manner in compliance with all standards, regulations and policies set forth by IHCD. The local agency is responsible for quality control on all completed units and the final inspection completed by certified staff attests to the level of quality, professionalism, and appropriateness of the measures installed. The field inspection will include: base load measures installed, air sealing, insulation, CAZ testing. During the field

inspection, IHCD staff will verify that measures performed were effective and appropriate. The consultant will also provide guidance for improving procedures in the delivery of services.

- **Training and Technical Assistance (T&TA)** – Agencies will also receive T&TA consultations from the CAA Monitors, which may be an on-site visit. The purpose of T&TA is to provide agencies with assistance in the technical aspects of the weatherization program. CAA Monitors are available for consultation via the phone or email on a daily basis, but agencies may need to schedule on-site visits in advance to accommodate travel time. INCAA training staff are also available to provide T&TA information by phone, email, or on-site visit. It is often advantageous to schedule on-site visits when CAA Monitors and INCAA can be at the agency at the same time.

An exit conference will be held at the end of each monitoring visit by the CAA Monitor with agency staff. This conference will verbally summarize findings or recommendations to the agency that were discovered during the review period. The exit conference allows agency staff and the CAA Monitor to discuss informally what will be included in the Weatherization Assistance Program Review.

The monitoring visit will be followed by a written report due to the CAA within thirty days of the exit conference that details any findings of the review. CAAs will have forty-five days to respond in writing to the monitoring report. Failure by the CAA to respond in writing to the monitoring report during the forty-five day period will result in claims being held by the Community Development Administrator until receipt of response.



ENERGY PROGRAMS APPLICATION

State Form 14381 (R14 / 8-04) / HCS 0012

Agency

County

Site

Name of head of household (last, first, middle initial)

Social Security Number (head of household)

Address(number and street, city and ZIP code)

Telephone number / Type

Applied At

- Office
- Mail-In
- Homebound

Applied For

- EAP
- WAP
- Summer Fill
- Summer Cool

TANF

- TANF (current)
- Non-TANF

Dwelling (check 2)

- Mobile Home
- Site Built / Single
- Site Built / Multi

- Own / Buying
- Rent
- Shelter

Housing

- Non-Subsidized
- Non-Subsidized Heat Included
- Subsidized/Heat Not Included
- Subsidized Heat Included

Heat Fuel

- Kerosene
- LP Gas
- Oil
- Wood
- Coal
- Electric
- Natural Gas

Secondary Fuel:

Family Type

- Single Parent / F
- Single Parent / M
- Two Parent
- Single Person
- Two Adults / No Children
- Other

Date Refrl to WAP or Date Wx'ed

Date Refrl to Family Devel.

Would you like to receive information on Lifeline/Link-Up?

Would you like to receive information on HoosierRx, Indiana's Drug Prescription Program?

Total Matrix Points:

Heat Bill

Paid Separately In Rent

Name of Vendor

Billing name

Account number

Benefit \$ Date

Crisis \$ Date

Electric Bill

Paid Separately In Rent

Name of Vendor

Billing name

Account number

Benefit \$ Date

Crisis \$ Date

Cooling \$ Date

Received (checked) Fan Air Conditioner

Summer Fill

Name of Vendor

Billing name

Account number

Benefit \$ Date

Status:

Signature of applicant

Date(month, day, year)

Relationship

Signature of agency representative

Household Members	Sex	Date of Birth	Age	Edu	Dis	SSN	Vet	Inc. Code	Annual Inc.	Ethnicity	Race	Ins	Hlth
H													
2													
3													
4													
5													
6													
7													
8													

INCOME LEVEL TOTAL ANNUAL INCOME 0

INCOME CODES	F. Veteran's Benefits	Ethnicity	Race Codes
A. Employment Earnings	G. Pension / Retirement	A. Hispanic or Latino	A. Black or African American
B. Social Security	H. Child Support	B. Not Hispanic or Latino	B. White
C. Temp. Assist Needy Families (TANF)	I. Interest / Dividends		C. Other (Asian, Native Hawaiian or other Pacific Islanders and all others)
D. Unemployment Comp	J. Self Employment Income		D. Multi-Race (any 2 or more of the above)
E. Suppl. Sec Inc. (SSI)	K. Other:		E. Native American

	Date	Comments
Privacy Notice Statement This agency is requesting disclosure of personal information that is necessary to accomplish its statutory purpose. IC 4-1-6-2(a)		
Social Security Number Disclosure Statement This agency is requesting disclosure of your Social Security number in order to expedite processing of your application. Disclosure is mandatory. IC 4-1-8-1(a)(3)		

Appeal Information

If you are denied and do not agree with the reasons stated, or if your application for services is not processed in a timely manner, you may appeal the decision to the Community Action Agency for review. If you are not satisfied with the CAA determination, you may request further review from the State of Indiana by submitting an Applicant Notification form to the Division of Family and Children.

Certification of the Information Statement

"I certify that the above information provided is correct and true to the best of my knowledge. I understand that I may be required to verify these statements and give my consent to the agency from which I am requesting assistance to make any necessary contacts to verify these statements. I am a resident of Indiana and an applicant for the Energy Assistance and/or Weatherization Assistance Program(s). I acknowledge any services or materials provided to my household will be a gift without consideration or payment by me. I give permission to the State of Indiana and the agency from which I am requesting assistance to obtain information from my energy supplier about my energy usage and payment history. I understand that the State of Indiana may use information provided on this form for purposes of research, evaluation, and analysis. I hereby release the State of Indiana, the Community Action Agency or other entity from any liability whatsoever resulting from delivery of these activities. I have received no expressed or implied warranties concerning my receipt of these services."

CLIENT CONSENT FORM

RELEASE OF LIABILITY AND WAIVER OF CLAIMS

NOTICE: The health and safety of the building, the occupants, or the weatherization staff shall not be compromised by any retrofit material, technique or practice. To ensure health and safety, relevant assessments will be conducted as part of all building analysis. Some weatherization activities may create dust or other airborne particles, including but not limited to: insulation, mold, or lead. All measures installed in the building will alleviate and/or not promote the growth of new airborne particles.

FOR AND IN CONSIDERATION of the State of Indiana, the Indiana Housing and Community Development Authority, and _____ hereafter referred to as Community Action Agency (CAA), its agents and employees assisting in the provision of weatherization services to our dwelling, I/WE DO HEREBY RELEASE the State of Indiana, the Indiana Housing and Community Development Authority, and the CAA its agents or employees from any and all liability for losses, damages, costs, personal injury, death, or other claims because of, or in relation to the installation, location, or malfunction of measures performed.

I understand that by participating in the Indiana Weatherization Assistance Program (WAP) measures performed become my personal property and it is my responsibility to maintain and repair installed measures to keep the building systems in working condition.

Please initial where applicable:

_____ I have received a copy of the EPA pamphlet, "Protect Your Family From Lead in Your Home", informing me of the potential risk of lead hazard exposure from WAP activities to be performed on my dwelling. I confirm that I have received the lead pamphlet before weatherization work began on my home.

_____ I have received a copy of the EPA pamphlet, "Mold, Moisture, and Your Home", informing me of the potential risks of mold and high moisture levels in my home. I have also received a copy of the moisture assessment form that was completed on my home.

_____ I understand that smoke and/or carbon monoxide detectors installed in my home are my personal property and must be maintained in order to continue good working conditions. An operational test was performed and the unit(s) were working properly when installed.

My signature below denotes that I fully understand the above waiver and its release of liability. I have chosen to go forward with the weatherization process, accepting any and all risks of injury or damages.

Printed Name

Signature

Date

Health & Safety: Combustion Appliance Replace/Repair, General Health & Safety	Materials	Cost
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

GENERAL HEAT WASTE		
Blower Door Directed Air Sealing: Major Air Leaks, Bypasses, Ducts.	Materials	Cost
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Water Heater System Treatment:	Materials	Cost
_____	Water Heater Insulation	_____
_____	Water Pipe Insulation	_____
_____	Low Flow Shower Heads	_____
_____	Faucet Aerators	_____
Furnace Tune-Up:	Materials	Cost
_____	_____	_____
_____	_____	_____

Lighting: Compact Florescent Bulbs	Materials	Cost
_____	_____	_____
_____	_____	_____
_____	_____	_____

Client Education	Materials	Cost
_____	_____	_____
_____	_____	_____
_____	_____	_____

Insulate Un-insulated Ceilings: To R-38	Materials	Cost
_____	_____	_____
_____	_____	_____
_____	_____	_____

Insulate HVAC Ducts Outside The Thermal Boundary	Materials	Cost
_____	_____	_____
_____	_____	_____
_____	_____	_____

Insulate Un-insulated Walls to R-15	Materials	Cost
_____	_____	_____
_____	_____	_____
_____	_____	_____

Insulate Ceilings With R-19 Or Less To R-38	Materials	Cost
_____	_____	_____
_____	_____	_____
_____	_____	_____

Insulate Box Sills To R-19	Materials	Cost
_____	_____	_____
_____	_____	_____
_____	_____	_____

Insulate Foundation Or Insulate Ducts	Materials	Cost
_____	_____	_____
_____	_____	_____
_____	_____	_____

Refrigerator Replacement	Materials	Cost
_____	_____	_____
_____	_____	_____
_____	_____	_____

Other: Necessary Repairs, Misc.	Materials	Cost

Minor Air Sealing:		
CFM50: _____ MVR: _____	Materials	Cost
CFM50: _____		
CFM50: _____		
CFM50: _____		
CFM50: _____		
FINAL BD: _____	MVR: _____	

Health & Safety: Combustion Appliance Replace/Repair, General Health & Safety	Materials	Cost
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

General Heat Waste		
Blower Door Directed Air Sealing: Major Air Leaks, Duct Sealing.	Materials	Cost
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Water Heater System Treatment:	Materials	Cost
Location/Size: _____	Water Heater Insulation	_____
Location/Size: _____	Water Pipe Insulation	_____
_____	Low Flow Shower Heads	_____
_____	Faucet Aerators	_____
Furnace Tune-Up:	Materials	Cost
_____	_____	_____
_____	_____	_____

Lighting: Compact Florescent Bulbs	Materials	Cost
Location: _____	_____	_____
Location: _____	_____	_____
Location: _____	_____	_____

Client Education	Materials	Cost
_____	_____	_____
_____	_____	_____
_____	_____	_____

Insulate Floors	Materials	Cost
Floor Joist Direction: _____	_____	_____
Floor Joist Size: _____	_____	_____
Belly Cavity Configuration: _____	_____	_____

Insulate Partially Insulated Walls: If Cavity Air Space > 1"	Materials	Cost
Framing/Cavity Depth: _____	_____	_____
Existing Insulation: _____	_____	_____
Net Wall Area: _____	_____	_____

Insulate Partially Insulated Ceilings: If Existing < 3 1/2"	Materials	Cost
Ceiling Type: Bowstring/Pitched	_____	_____
Cavity Depth: _____	_____	_____
Existing Insulation: _____	_____	_____
Ceiling Area: _____	_____	_____

Refrigerator Replacement	Materials	Cost
Existing Metered KWH/Yr: _____	_____	_____
Existing Size: _____	_____	_____

Other: Necessary Repairs, Misc.	Materials	Cost
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Minor Air Sealing:		
MVR: _____ CFM50: _____	Materials	Cost
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

PRESSURE PAN READINGS

LOCATION	INITIAL	INTERIM	INTERIM	FINAL
	PD:_____	PD:_____	PD:_____	PD:_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____



Weatherization Assistance Program

In-home Energy Education Guide

Compiled by:

Kelvin Keraga
Rana Belshe
Margery Kloepfer

**Weatherization Assistance Program
In-Home Education Guide**

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Margery Kloepper

INTRODUCTION

This guide is intended to provide information helpful to in-home client education for the Weatherization Assistance Program. It includes:

- A step-by-step guide through the process
- Tips on education options
- Energy-saving strategies

There's a lot of great information regarding energy saving tips available from lots of sources, including handouts given in training. We chose to focus on measures that are common recommendations. As you improve your expertise you may add more.

You will not do everything in this book in every home. Nor should you; too much information creates overload. As you become familiar with the concepts, you will learn work with the customer to help them identify and choose the most important actions.

Four Medical Aces Beats a Full House of Energy Measures. Meaning, Health and Safety comes first in our recommendations.

I. PREPARING FOR THE VISIT

1. Contact the family to schedule a visit. A week before is about right; longer than that and they may forget. During the phone call:
 - ❖ Confirm that at least the primary family members will be available but encourage others to participate as well
 - ❖ Emphasize that the visit will be fun and interesting
 - ❖ Review the address and check for directions
 - ❖ Ask them to think about questions or issues that they may have, and write down any issues that they mention
 - ❖ Be sure to tell the family about how long the visit will take and emphasize that you will need their attention for the whole time.

- ❖ Be sure that they know the visit will include a tour of the home. (But reassure them that this will not be a "cleaning inspection"!)

It may be helpful to emphasize that there is **no cost to them** for the service. Keep in mind that many sales people make calls like yours; so don't be surprised if they are suspicious.

2. Obtain their fuel data. Using the Fuel Data Sheets, break down baseload and heating costs.

A good breakdown will help clarify issues in the home and help you to direct your focus. But the breakdowns are not always clear, and weather changes mean that totals are a "moving target". So do the best you can, but bear in mind that these are estimates.

3. Review the family information on the weatherization application. What does it tell you about the family? Number of people? Elderly? Having a clear understanding of the family before you enter the home not only will help you to be effective, but it will also reduce the number of questions you have to ask in the home.
4. If client education is supplied by someone other than the weatherization auditor, they should touch base before the session to review the information and strategize. Auditor may wish to bring to the home appropriate forms for documenting weatherization needs.

THINK MUTUAL SUPPORT. Don't play "gotcha" with your partner; it makes you both look bad. If you disagree in the home about a measure, explore the question in a mutually respectful way. This goes for dealing with the family too!!

5. Calling the customer the night before the visit may save a wasted trip.

Pages 36 and 37 of "Tomorrow's Energy Begins At Home" provide helpful information regarding preparation for the visit.

II. IN-HOME INTRODUCTION

1. Introduce yourselves to all family members. As at least one of you may be a stranger. Bring some picture ID if available.
2. If refrigerator and/or freezer metering is to take place, ask if you can install the meter right away, and then do so.
3. If there are distractions, such as a blaring TV, don't fight them. Ask politely that the TV be turned off while you are there.
4. Explain the purpose of your visit, what the process is going to be, and about how long it will take.

The goal should be to begin to build trust, to create buy in for the program and to establish a dialogue. Small talk can be a great help here because it allows the family to begin to talk to you over non-threatening issues.

5. **If any actions are to be taken today, be sure to have an owner permission form signed and ownership verified.**
6. Explain the concept of the Action Plan, and provide the family with a clipboard and notepaper; invite them to write down ideas, etc.
7. **Initiate a discussion about the home. Start it by asking what actions the family is already taking.** Reinforce their actions or clarify misconceptions.

Questioning can be an uncomfortable process! You may find it less threatening if you begin with small talk, and then some questions that the customer can easily answer. Together, you may use the "Energy In Your Home" worksheet. Then, move on to "open-ended" questions that call for elaboration rather than just yes-or-no answers.

For this initial discussion, you may keep the questions general; but if the family brings up a specific concern, explore this in more detail. In some cases you may want to get up and go to the location of the concern to continue the conversation.

8. Review the "House as a System" concepts and demonstrate the variety of energy users in the home using the "Home Energy Use" chart (flip chart #3) in the Washington State Teaching Notebook.

Many people feel that they do not have control of their energy bills. These graphics can help them to see the many ways that they do have control.

A METAPHOR: UTILITY RESPONSIBILITY: Often people feel that their utility or fuel supplier has been unfair to them because the utility didn't come into the home and solve a problem. "They just looked at the meter and said that there was nothing that they could do!"

Utility responsibility often really does stop at the meter. And some utilities are not allowed by law to become involved in electrical repairs in the home as it puts them in competition with private contractors. There are liability issues as well.

One metaphor that helps explain this is as follows: **"If my car breaks down, I wouldn't dream of complaining to Mobil Oil that they haven't repaired it; it's my responsibility to fix it. Electric repairs in the home work the same way."** This returns responsibility and control to the family.

9. Review the family's bill and identify key features for them such as account number, usage dates, consumption and cost amount, and where to call with questions.
10. Share with the family the results of your analysis of their usage.

Families are not clear on exactly what they are paying for with their energy bills. These graphics help, but be sure to caution them that everyone's usage varies a great deal.

Here's a metaphor: Buying energy is like buying groceries from a supermarket where the goods have no price stickers, and the bill comes at the end of the month. You will be helping the family to put price tags on all of the goods.

III. THERMOSTAT

1. Identify with the family the part of the bill that is related to space heating.
2. Discuss and identify current temperatures and setbacks.

Many people still believe that it is best to keep the thermostat at the same temperature all the time. Not true! Here's one way to put it:

"Let's say that it's Sunday Morning, and Uncle Willy is coming by with the kids in the afternoon. You decide to cook up a stew in the morning so that you won't have to cook when company is around. So you throw all the vegetables in the pot, and get the whole thing ready and boiling about 10 in the morning.

Now: if you want the food to be hot for company, are you going to keep the pot boiling all day long, or are you going to turn it down to simmer, and then warm it up just before dinner? Which way takes less energy?"

You can also say: **"It takes less money to warm up a house in the morning than it is to keep it at a higher temperature setting all night long."**

3. Explore potential additional savings with day or night setbacks
4. Ask the family if they have any problems with the thermostat. Make notes and investigate as appropriate.
5. If energy saving thermostats are to be a part of the program, bring a practice model and work with the family on it before you commit to installing it. If the installation is to happen at a later date, it is helpful for the installer to review the instructions a second time with the family. **Don't put on in if you are not sure they will be comfortable with the programming!** Here's a way to put it:

"If you are comfortable programming a VCR, you will probably be comfortable with an energy saving thermostat. If you find VCR's frustrating, you will probably want to stick with your old one."

ONE OTHER CAUTION: If the family has a HEAT PUMP heating system, they will need a special thermostat in order to do a setback. Otherwise the electric resistance kicks in. Talk to your technical staff regarding this.

6. Explain to the family that you would like to begin to tour the home and ask if you may start at the thermostat. Check it out:

- a. Put a thermometer on the wall to double check temperature
- b. If appropriate check for level
- c. Check the location. It should be:

On an inside wall

Not above a heat source such as a register or hot light

Away from the sun and the kitchen.

7. If thermostat setbacks, replacements, repairs or relocations are potential measures, either put them down as agency actions, or invite the family to write them down as family actions.

IV HOT WATER TEST

1. While you want to continue to focus on space heating with a tour of the basement, now is a good time to test the hot water temperature. If the family decides to lower the temperature, they can do so during the basement visit without going back and forth.
2. Use a thermometer with a range from 0 degrees to at least 180 degrees (these are available in hardware stores for about 8 to 12 dollars.)
3. Have a family member put a cup or glass under the kitchen faucet. Run the water long enough for the water to become hot, and then, with the water running, put the thermometer in the glass. Note the temperature when it stabilizes.
4. Now ask the family to adjust the water to the temperature at which they use hot water for bathing. If someone says that they like a "really hot shower" let them be the one who sets the temperature. Now do the same test and note the difference.

You will often find that "a really hot shower" is about 108 degrees! Even if the temperature is set at 120 degrees, there is cold water mixed in. You may point out to the family that if they never run out of hot water and never use the hot unmixed, this is a clue that they can save money by turning it down.

Hot water set at 140 or 160 degrees is not only wasteful. It can cause serious burns to young children.

V BASEMENT

1. Continue the house tour with a visit to the heating system and the basement. What you find in terms of a heating system will vary greatly. Here are some measures to consider that may be appropriate for family members to complete:

Change furnace filters. Sometimes it's helpful to measure the size with them and have them write them down.

Close furnace duct to basement. Unless they are using the space all the time, they can usually be closed. This will improve heating upstairs.

Adjust duct dampers. If family has expressed a concern about the distribution of heat to the various rooms (some too hot or too cold) in a house with a forced hot-air system, they may be able to adjust the balance by adjusting duct dampers. Not all systems have this feature so don't be surprised if you don't find it (the auditor should be able to identify the dampers).

The emphasis should be on showing the family how to operate the dampers, rather than just doing it for them ourselves.

Have a clean-and-tune performed on burner. If they are using oil it should be done every year; if it hasn't been done in the last few years, it's an important measure to consider. (Point out that this will be addressed during weatherization).

Tape gaps in ducts. This is best done with a special mastic or silver tape and will be addressed during weatherization.

2. **If you smell gas, have the family contact the local Utility immediately.** Many utilities have a policy of quickly checking gas leaks at no cost to the customer. Better safe than sorry.
3. The energy auditor may also do a more technical assessment of the heating system. If problems are found, a judgement should be made when and how to intervene.

Carry with you appropriate referral and emergency numbers. Taping them to your clipboard is a great idea. **Be sure that you and the family member are clear as to which of you is going to make any referrals.**

4. If the system is forced hot air, the auditor may want to review the high-low limit settings on the furnace and make a decision regarding adjustment.

5. If the system is forced warm water, the auditor may review lubrication of the circulator with the customer.
6. Inspect overall condition of basement. Here are some measures that the family might expect the weatherization program to address:

Insulate band-joist area

Insulate pipes for heating system

Lay plastic down over dirt crawlspace floors. Dirt floors can sometimes add more moisture to the air than pools of water! If the home has a moisture problem, laying 4-mil plastic over the dirt can help. It doesn't have to be sealed, either, to make a difference.

Eliminate electric heaters used to prevent freezing pipes. If you find that the family is keeping an electric heater on downstairs to prevent pipes from freezing, there might be more low-cost options such as:

- Sealing holes or broken windows to the outside that create the freezing
- Using heat tape
- Nothing—sometimes the precaution is not necessary

This is however a very careful judgement call. Err on the side of caution.

Use foam caulk to seal holes to outside.

2. Hot Water Tank:

- a. Now that you are here, show a family member how to turn down the hot water tank temperature. **CAUTION: If it is electric, make sure that the circuit breaker is off before opening the panels on the tank.** You might leave your car keys by the circuit box so that you don't forget to turn it back on.

Again, you could just do this for the family yourself very easily. But this is a good simple action for them to learn to do, and it may help some family members overcome a "block" about touching their heating appliances. And if at a later date they find the need to adjust the temperature again, they can do so without having to call you back.

- b. Decide if the tank needs to be wrapped.

IMPORTANT NOTE: There is a common misconception that new hot water tanks should not be wrapped because it will void the warranty. This is not usually true. Many new tanks carry a number of cautions on them, including one that usually says something like, "Insulating this tank with a hot water jacket MAY void the warranty. Please see Owner's Manual for instructions."

If and when you find the Owner's Manual, you will often find the caution that the warranty may be voided if the tank is wrapped **INCORRECTLY**; i.e., air intakes are covered etc. This means you can very often insulate the tank if done correctly. But if you still aren't sure, err on the side of caution and don't do it.

- c. Check for leaks or other tank problems.
- d. In some cases, you can also show the family how to turn the tank to "pilot" or turn the breaker off if the family will be away on vacation for a period of time. This is a judgement call—is the family member comfortable doing it?
- e. You might also consider the feasibility of hot water tank replacement and an energy and/or money saving measure.

A word about this. Electric hot water tanks tend to cost more to run than natural gas or oil. Often, customers with electric tanks may save money by switching fuels. Unfortunately, fuel switching is generally not approved in the Weatherization Assistance Program, so it may not be an approved Weatherization measure. It may however be worth mentioning to the customer—some day they will *have* to replace the tank, and you might plant the seed now.

If the electric hot water tank is leaking, there is likely to be big savings in replacing it, even if another electric one is the only option.

- f. Again, invite the family to write down potential actions.

VI TOUR OF HEATED SPACE

1. Returning upstairs. Explain that at this point you would like to tour the home to look at options for space heating savings and comfort.
2. You may start with the distribution system upstairs. Here are some measures to look for:

Blocked registers on warm-air systems. Is furniture in the way of supply ducts, and can it be moved?

If the home is a trailer, look at the boot connections below the grate, look inside with a mirror for blockage, and check that there is room for air to return under the doors. Sealing the gaps with buytal tape or removing GI Joe's fort from the duct can be appropriate family actions.

Are the return ducts covered over? Sometimes families put furniture over them because they notice no heat comes out of them, and so think they are unimportant. This creates a problem: the heating system is unable to draw the air down from upstairs, and so draws colder air from the basement. This reduced the amount of heat that can get into that room too!

Here's a metaphor: "Lets say you went jogging around your neighborhood. Then, as soon as you came inside, someone put their hand over your mouth. What would happen?" Moral: heating systems that are running need to suck in air just as we do.

Bleeding of hot-water radiators. It's a great idea to bring along a key to demonstrate.

Unblocking of radiators. Look for places where clothes are piled over or furniture blocks air movements. With baseboard, check for carpet or dirt that inhibits the bottom air intake.

Replacement of steam radiator vents. The little "whistles" at the end of steam radiators don't work if they are clogged or all painted up. Sometimes they free up if soaked overnight in vinegar (when heating system is NOT in use!). If they are painted up and the radiator hasn't worked it might be best to replace them.

Closing off rooms. Unused rooms can be closed off to reduce heat load. Make sure that both the door is closed and the register or radiator is shut.

A word about radiator valves. As a general rule, they are strictly an on-off item. Turning them half way to reduce but not stop water or steam movement usually isn't effective and can sometimes create a leak at the valve stem.

3. Check out any situations where auxiliary heaters are being used. If they are electric, look for alternatives, such as extending distribution to the heated area. If the heater is an unvented kerosene heater, strongly recommend that the family discontinue using it.

CAUTION: IF THE FAMILY IS USING AN UNVENTED KEROSENE HEATER, YOU MAY NOT WANT TO MAKE ANY RECOMMENDATIONS THAT REDUCE AIR MOVEMENT IN THE HOUSE, UNLESS YOU ARE SURE THAT THE HEATER WILL NOT BE USED. THIS IS BOTH A SAFETY AND LIABILITY ISSUE.

If you feel that the family is going to continue to use their unvented kerosene heater, strongly recommend that they get a CO detector.

4. Check the windows. Here are a few measures to consider:

Making sure all windows and storms are closed tightly

Repair to broken windows

Rope-caulk to seal cracks

Move furniture away from drafty windows

Close curtains on cold days and at night, open on sunny winter days

Plastic over windows in winter

Two tips about windows:

- a. Replacing windows to save energy is almost always a long payback. New windows are usually less leaky, but unless the family/program buys special windows, the new ones still only have two panes of glass, so the savings is usually not as high as is commonly advertised. If the family is adamant about this kind of investment, you might suggest that money might be better spent on insulation instead.
- b. Plastic is a good as glass in reducing heat loss. Actually, the material doesn't matter here—it is the additional surfaces that create the insulation. So thin plastic over the inside of the windows is just as good as thick glass.

6. Check the doors. Here are some measures to consider and discuss:

Door sweeps
Door weatherstripping

6. Inspect the **insulation**. Discuss the areas that will be addressed by the weatherization program.

Here's a metaphor: "Getting the house insulated is like putting a down coat over it in the cold winter months—think how that would feel to you!"

7. Other things to look for during the house tour:

Lots of electrical appliances in the same outlet—safety issue.
Is shared metering suspected?

8. Again, as appropriate measures surface, invite the family to write them down for consideration.

VII. HOT WATER USE

1. Return to the issue of hot water use. You may go back to the charts to review the estimates for base-load natural gas, or use estimates to underscore the cost of a family's hot water use.
2. Reinforce any actions that you've already taken. "When we were downstairs, you turned down the hot water tank.."
3. **Consider an energy efficient showerhead.** Go to the showerhead and measure flow. If usage is high either:
 - a. Replace the showerhead on the spot
 - b. Recommend that the customer replace it
 - c. Refer to agency treatment during the weatherization process.
4. **Discuss faucet aerators** and install as appropriate

Here's a tip: Suggest to the family that they use their RIGHT hand (cold tap) for rinsing dishes in the sink. "Right hand, goood, Left hand, baaad."

5. **Discuss cold water wash**

If you practice what you preach and use cold water wash, you can use your own clothes to model the practice (if they are clean, of course!)

6. **Compare showers and baths** for energy use
7. **Check faucets for leaks**

[There is a graphic in the presentation book that demonstrates losses due to leaks]
8. Again, invite the family to write down any appropriate measures.

VIII. APPLIANCES

1. Put a thermometer into the freezer and refrigerator. They should stay in at least 10-15 minutes.
2. Return to the table to discuss electric baseload. Review the electricity usage sheets for an estimate of yearly costs.

EYES ON THE PRIZE: Another common misconception that families have is that strange problems with their old wiring are causing their bills to go up. This is almost always a red herring. Generally, if there is a significant electricity use due to resistance, the electricity will turn into heat, and there will be burning, sparks, noises, smells etc. These things should be checked out. But otherwise, it is likely that the old wiring is making little impact on the bill. Breaking down costs by appliance helps families to see where the usage really is.

3. Ask the family to write down the high-use appliances that they believe they use.
4. Review the list. If there are some **big ones** that you believe they have but missed, you might call their attention to them. (Going through all of them may not be the best use of your time in the house.) Refer to the Appliance Checklist in your handouts.
5. Working with a calculator and the data sheets, guide the family in coming up with estimates for their high use appliances, and any others that they are curious about. If metering the refrigerator is part of the program and if an hour has gone by, check the usage now.

Here's a tip: Putting the savings in terms of one year or 10 year savings can send a stronger message than monthly savings. For example, you can say that on average a waterbed costs **40 cents** a day (at 8 cents a kWh). Or instead you can say that in ten years of using a waterbed you spend **\$1460**, while the neighbor next door is using a comforter and spending that \$1460 on the family.

Another way to approach it is to come up with the savings number (say, the \$1460 mentioned above.) and ask the family to write down all of the things they would like to spend \$1460 on.

6. Confirm with them which ones are the big ones, and look for strategies to save. Here are some measures for **the family** to consider:

Refrigerator:

Adjust temperatures so that freezer is 10-15 degrees and no lower
Adjust refrigerator to around 38 degrees
Turn off anti-sweat switch
Remove obstructions that block cooling coils
Clean very dirty coils (not a big save unless very dirty)
Unplug second refrigerator or freezer
Wait until warm foods are at room temperature before inserting
Keep freezer full (plastic milk jugs full of water).

Dryer:

Hang clothes in warmer weather.
Make sure dryer is venting outside.
Clean lint screen and check hose for blockage

Waterbed:

Keep covered
Install insulation pad under sheets (about \$20 each)
Remove and use conventional mattress (some companies make them to fit waterbed frames)

Computer:

Turn it off when not in use.

Dishwasher:

Air dry instead of using heaters

Cooling:

Use fans instead of air conditioners
Insulate walls and/or attic
Close drapes on sunny days in summer
Turn air conditioning thermostat up to 78 degrees in summer
Removal or covers for window AC units

Heat tape:

Make sure that it is newer and safe and is thermostatically controlled.

TV:

if it's on for background noise. use a radio instead.

if someone in the family falls asleep and leaves it on all night all of the time, buy an inexpensive 24-hour light timer. **Set it to automatically turn off the TV when everyone is asleep.** (Newer TV's often have a timer feature for this.)

Dehumidifiers:

Explore ways to solve the moisture problem—gutter channels, plastic in basement, etc.—to reduce their use.

Cooking:

Use microwave instead of oven or range top
"Less than a penny a use!!"

Cover pots while cooking

7. Again, have the family write down actions they will consider.

IX. LIGHTING

Using the chart, demonstrate to the family the savings for using high-efficiency lighting.

The chart simplifies a formula that you can use on any individual light to calculate savings. It goes like this:

WATTAGE OF OLD BULB minus
WATTAGE OF NEW BULB times
10,000 hours (average life of high efficiency bulb) times
.001 (conversion to KWH) times
.08 (cost of electricity at 8 cents per kwh)

You should also throw in the savings for 10 old-fashioned incandescent bulbs—say 10 times \$.75 each or about \$7.50 per bulb.

2. **Install the high efficiency lighting** where the lights are most frequently used.
Make sure you document for your inventory as appropriate.
3. Using the chart, demonstrate the life savings of the bulbs.
4. Discuss any lights that are left on. Who is doing this? What would motivate them to turn them off? Showing the yearly cost sometimes will help here. You can do this by the following formula:

Wattage of light
(# hours light is left on every day) X
365 days X
.001 (conversion to kwh) X
Cost of electricity per kwh =
Yearly cost of light

Here's a tip: Some families have been successful in getting their kids to turn off lights left on by a reward system, rather than nagging. "If I go in your room 3 times this month when you are out and the light is off, I will treat you to _____." The family can fill in the blank.

5. Look for opportunities do **downsize**. Are there situations where there are more bulbs in use than are needed? Broadway in the bathroom? Can some bulbs be unscrewed for savings?

6. Consider **task lighting**. This means look for places where a higher wattage overhead light can be replaced by a lower wattage light, such as a desk lamp, closer to the task being done.
7. Ask if any lights are left on all night. Recommend (or install) a **nightlight**. Calculating the savings with the above formula.
8. If lights are left on outside for safety, consider a **motion sensor** for the outdoor light. These are inexpensive to buy, but for many families require an electrician to do the installation.

5. WRAP UP

1. Review with the family the measures that you together have identified in the home as potential energy savers. Reinforce the concept of focusing on the big savers.
2. Review the original list of customer concerns and questions. Make sure that they have all been dealt with, and ask if the customer has any other questions.
3. Invite them to choose from the list 3 to 5 actions that will help them and to write these actions on their action plan.
4. Be supportive of their choices. Identify and write down the consequences of their actions. Be as specific as you can.
5. Write down any agency actions taken/to be taken and write the consequences too.
6. Support the good work done today by all of you! Now's also a good time to pitch for the environmental values of what you are doing. For example:

"If everyone in the country installs one high-efficiency light bulb it will eliminate the need for one new power plant."

Some educators find that it's nice to promote environmental values after the customer has made a commitment to actions, rather than "nagging" them up front. But choose your own style—there are many ways to make it work.

7. Explain the next steps in the program.
8. Thank the family for their time, check to make sure you have all of your tools and thermometers
9. After you leave, spend a few minutes reflecting on the process. What worked? What didn't work? If there were concepts you had difficulty understanding make a note to learn more about the issue. If there were ideas that you had trouble explaining, maybe draft a script for yourself that will help you next time.

ENERGY EDUCATION IS LIKE OTHER PROFESSIONS: AN ONGOING ACTIVE DEVELOPING SKILL. FOR MANY OF US IT'S ALSO FUN AND INTERESTING. START BY BUILDING A BASE AND THEN ADDING TO YOUR ABILITIES AND SKILLS AS YOU GO ALONG. HAVE FUN!

Client: _____ Client #: _____

Address: _____ Phone: _____

New furnace dealer: _____

Address: _____ Phone: _____

Installation date: _____ Inspection date: _____ Inspected by: _____

Furnace make, model and serial #: _____

Furnace type: (circle one) 80% / 90% / Mobile home / Space heater / Other: _____

Fuel type: (circle one) Natural gas / Liquid Propane gas / Oil / Electric

Water heater (circle one) Gas / Electric If gas, common vented with furnace? Y / N

Please circle one: Y = Yes N = No NA = Not Applicable

Section 1. Vent/Chimney

- Y / N a) Exterior chimney? (One or more sides exposed)
- Y / N b) No clay tile liner or poorly lined? (Missing, misaligned or cracked tile liner)
- Y / N c) Tile liner too large? (Exceeds the 7 times rule in NFPA 54 which states: "the interior area of the tile cannot be more than 7X the area of the smallest draft hood outlet or connector")
- Y / N d) Is there a draft induced, mid-efficiency appliance vented into the chimney? (Does not matter whether the chimney has a clay tile liner or not)

If a chimney is being used, and Yes is circled to any of the above, the chimney must be lined with a Type B gas vent or a listed metallic chimney liner system.

* Oil furnaces require a Class A vent and must comply with venting requirements outlined in NFPA 31.*

Y / N / NA e) Has the chimney been re-lined with Type B vent or metal chimney liner system? (Oil systems require a stainless steel liner)

Y / N / NA f) Has the top wash been sealed on a newly lined chimney? (To keep the interior of the chimney dry and keep heated air from escaping)

Y / N / NA g) Does the vent system have a proper vent cap? (Oil systems need stainless steel)

- Y / N / NA h) Proper gauge on vent connectors? Gas appliances - 26 ga. Oil appliances - 24 ga.
- Y / N / NA i) Are single wall vent connectors screwed together?
- Y / N / NA j) Do the vent connectors slope upward to the vent at a minimum $\frac{1}{4}$ inch per foot?
- Y / N / NA k) Are the appliance vent connectors and vent pipes supported properly?
- Y / N / NA l) Type B vents supported properly at penetrations through floors and ceilings?
- Y / N / NA m) Have clearances to combustibles been met? Single wall gas vent at least 6 inches away, all single wall oil vent at least 9 inches away, and Type B vent at least 1 inch from anything combustible?
- Y / N / NA n) Has a new metal liner been provided in the old chimney for the water heater "orphaned" by the installation of the new furnace? (ex: a 90% high efficiency furnace has left the water heater vented by itself in the old chimney)

Briefly describe the furnace and water heater vent system(s): _____

Section 2. ♦ High voltage

- Y / N / NA a) Is the furnace equipped with an SSU switch? (Not required on mobile homes)
- Y / N / NA b) Is the SSU switch installed in an easily reached, usable location for the client?
- Y / N / NA c) Is the SSU switch equipped with the proper fuse? (15 Amp for gas and 20 Amp for oil furnaces)
- Y / N / NA d) Is the polarity correct in the SSU fuse holder? (The outside ring should never have power)
- Y / N e) Is the new furnace grounded? (NFPA 70 - National Electric Code)
 How: (Circle one of the following numbers)
 1. To the main electrical panel
 2. To an alternate grounding method such as a water pipe or ground rod
- Y / N / NA f) Is the high voltage wiring protected and away from any vent pipes? (Should be in hard pipe to the ceiling or floor in residential applications - Not required on mobile homes)

Section 3. Piping

- Y / N / NA a) Black iron pipe installed on all natural gas fired furnaces? (NFPA 54 2.6.2)
- Y / N / NA b) Copper tubing, black or galvanized pipe used for L.P.? (NFPA 54 2.6.3)
- Y / N / NA c) Black iron pipe installed from vestibule to the outside of the cabinet on gas furnace installations?
- Y / N / NA d) Sediment trap installed in gas line near the new furnace? (NFPA 54 5.5.6)
- Y / N / NA e) Manual, user friendly gas shut-off valve installed outside of the furnace cabinet? (NFPA 54 5.5.4)
- Y / N / NA f) Union installed on the gas line downstream from the shut-off valve?
- Y / N / NA g) Is the piping of the proper size? The furnace must light and work properly with all of the gas fired appliances on in the home at the same time.
- Y / N / NA h) Is the piping supported properly?
- I) Oil furnaces:
- Y / N / NA 1) Piping material copper, black iron, brass or galvanized? (NFPA 31 3.1.1)
- Y / N / NA 2) Copper free from kinks?
- Y / N / NA 3) No compression fittings on the fuel line? (Flare fittings only)
- Y / N / NA 4) Manual, user friendly oil shut-off valve installed? (NFPA 31 3.7.3)
- Y / N / NA 5) Is there at least one oil filter installed in the fuel line? (NFPA 31 1.10.7)

Section 4. Low voltage

- Y / N / NA a) Proper thermostat. (Honeywell T-87 or non-mercury containing equivalent for environmental or snap action mobile home concerns)
- Y / N / NA b) Thermostat sub-base level?
- Y / N / NA c) Thermostat location correct? Not on an outside wall or near heat sources?
- Y / N / NA d) Hole in the wall behind thermostat sealed? (NFPA 54 5.7.2)
- _____ A. e) Heat anticipator set correctly? Record measurement

Section 5. Filter arrangement

- Y / N / NA a) Is the furnace equipped with a new filter? (If a remote filter is used, the return duct must be tightly sealed all the way back to the furnace and the filter at the furnace is to be removed and not used.)
- Y / N / NA b) Is the filter in a user friendly location? (Not inside the furnace)
- Y / N / NA c) Was the client educated on care and maintenance?
- Y / N / NA d) Any open return air leakage in the furnace area? (This includes not having a cover on the filter slot, no bottom on an upflow furnace, duct leaks...etc.)

Section 6. Ventilation and combustion air

- _____ BTUH a) Document the total BTUH in the furnace space.
- _____ b) Document furnace location. (i.e.: utility room, basement...etc.)
- _____ Cu. Ft. c) Volume of air available in furnace space. (L x W x H)
- _____ Cu. Ft. d) Volume of air needed. (To determine: Total BTUH ÷ 20)
- 1) If determined to be a confined space (volume needed is more than volume available), describe what was done to address confined space issues, including how combustion and ventilation of the space was provided and the sizes of the pipes or grilles.
- _____
- _____
- _____
- _____

Section 7. Equipment operation

New appliances are to be tested under "Worst Case Depressurization" conditions even if previously done. New forced air systems may cause problems not recognized at an earlier inspection.

Set - up

- | | |
|--|--|
| <input type="checkbox"/> Heating systems off? | <input type="checkbox"/> Furnace filter clean? |
| <input type="checkbox"/> Exterior windows and doors closed? | <input type="checkbox"/> Solid fuel dampers closed? |
| <input type="checkbox"/> Dryer and all exhaust fans on?
(Except whole house fans) | <input type="checkbox"/> Interior doors closed?
(Except rooms with exhaust fans only) |
| <input type="checkbox"/> Blower door simulating 300 CFM fireplace flow? | |

"Worst Case Depressurization" Test

	Furnace blower:	OFF	ON
CAZ pressure WRT outside / CAZ door to interior open:	_____ Pa.		_____ Pa.
CAZ pressure WRT outside / CAZ door to interior closed:	_____ Pa.		_____ Pa.

Y / N / NA a) Does the common vented water heater establish draft in the new vent system?

Y / N / NA b) Spillage at the common vented water heater when fired by itself?

_____ "w.c. c) Draft at common vented water heater, if applicable.

Y / N / NA d) Did the furnace operation cause spillage or a reduction in draft at the common vented water heater?

_____ "w.c. e) Draft at new gas furnace.

_____ Deg. F. f) Outside air temperature.

Draft specifications: Above 80 degrees, a minimum of -.005" w.c. Between 30 and 80 degrees, a minimum of -.01" w.c. Below 30 degrees, a minimum of -.02" w.c. (A draft number is not required for mobile homes)

_____ PPM g) * Carbon monoxide at common vented water heater, if applicable.
(Less than 50 ppm in the undiluted flue products for furnace and WH)

_____ PPM h) Carbon monoxide in furnace.

_____ Deg. F. i) Temperature rise across furnace. Document supply temperature _____ deg.F. and return temperature _____ deg. F.

_____ Deg.F. j) Blower off temperature should be as close to 90 Deg. F. as possible.

_____ BTUH k) Furnace firing rate stamped on nameplate.

_____ BTUH l) Furnace firing rate clocked at meter. Dial used: _____ cu. Ft.
Time for four revolutions: _____ Seconds. (The firing rate should be within 5% of nameplate without going over)

_____ Deg. F. m) The primary limit control must work as intended by the manufacturer.
Document the supply plenum temperature when limit opens.

Y / N o) All printed materials that came with the furnace must be presented to the occupant or left in a secure place in the vicinity of the furnace.

Section 8. Oil furnace combustion efficiency data

- Y / N / NA a) Is there an operational barometric damper? (Not required for mobile homes)
- _____ " w.c. b) Document overfire draft. (Specification: - .02" w.c.)
- _____ Deg. F. c) Gross stack temperature at steady state
- _____ Deg. F. d) Room temperature
- _____ Deg. F. e) Net stack temperature
- _____ % f) Percent oxygen at steady state
- _____ % g) Efficiency at steady state
- _____ h) Smoke

Section 9. Special mobile home considerations

- Y / N a) Furnace installed with factory authorized non-combustible floor base?
- Y / N b) Furnace installed with factory authorized roof jack?
- Y / N c) Is the furnace installed in a closet as a result of a former belly return system?
- Y / N / NA d) If yes to the above question, has the proper grille been put in the closet door or has the door been replaced with the proper louver door?
- Y / N / NA e) Supply ducts sealed at both ends and repairs completed?

Notes and exceptions: _____

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Indiana Community Action Association
1845 W. 18th Street
Indianapolis, In. 46202
Attn: Tom Andrews
317-638-4232

Revised 2/8/02

Gas Cook Stove and Oven Information

Name: _____ Job # _____

Make and Model: _____

Serial # and Condition of Appliance: _____

LP gas _____ Natural gas _____ Gas Leaks? Yes / No Repaired? Yes / No

Flex Connector? Yes / No Condition? _____ Replaced? Yes / No

Exhaust Fan? Yes / No Vented to outside? Yes / No Does it Work? Yes / No

PPM Carbon Monoxide Pre: Inspector: _____ Date: _____

Left Rear Burner: _____ Right Rear Burner: _____

Left Front Burner: _____ Right Front Burner: _____

Oven Bottom Burner: _____ Oven Top Burner: _____

PPM Carbon Monoxide Post: Technician: _____ Date: _____

Left Rear Burner: _____ Right Rear Burner: _____

Left Front Burner: _____ Right Front Burner: _____

Oven Bottom Burner: _____ Oven Top Burner: _____

PPM Carbon Monoxide Inspection: Inspector: _____ Date: _____

Left Rear Burner: _____ Right Rear Burner: _____

Left Front Burner: _____ Right Front Burner: _____

Oven Bottom Burner: _____ Oven Top Burner: _____

Comments / Repairs: _____

Cook Stove and Oven Protocol

- Is the appliance safe to operate? Check for gas leaks. Check the condition of the flex connector. Repair any gas leaks and replace the flex connector if it is badly kinked, in poor condition or was manufactured before 1974. The appliance should have a gas shut off valve on the inlet side of the flex connector.
- Does the appliance area have an operating exhaust fan that vents to the exterior of the building? Inoperable fans that vent to the outside should be repaired. All fans should be vented to the outside if possible. Mobile homes should have an exhaust fan that vents to the outside. The fan should be switched on and left operating for the duration of the test.
- To make sure you are not breathing excessive amounts of carbon monoxide while the testing is being performed, monitor the ambient levels in the air you are breathing as you wait to check the appliance.
- Operate each range top burner on high setting. Check carbon monoxide levels 6 to 8 inches above the flame on each burner after 2 minutes of operation. The acceptable level of carbon monoxide is less than 25 PPM. Burners found to be making in excess of 25 PPM should be cleaned or repaired.
- Remove any blockage of the air inlet holes in the oven such as aluminum foil covering the oven bottom. Close the oven and broiler drawer doors. Set the oven on broil so it runs for the duration of the test. Carbon monoxide levels should be checked at the oven exhaust port after 5 minutes or when the reading stabilizes. There will be an initial spike in the reading as the oven warms up. If the oven has a top and a bottom burner, then two readings need to be obtained. One reading with the bake/bottom burner on and the other reading with the broil/top burner on. The acceptable level of carbon monoxide for the oven is less than 100 PPM. Ovens found to be making in excess of 100 PPM should be cleaned or repaired.
- Any information regarding the appliance condition, operation or repairs should be noted in the comments/repair section of the information page.
- Educate the homeowner. The exhaust fan should be operating when the stove or oven is on. Point out the need to keep the air inlet openings in the oven free from obstruction. A dirty appliance may contribute to carbon monoxide production.

Indiana WX Gas Appliance Inspection Guide

Client: _____ Job #: _____

Address: _____ Phone: _____

Client Interview: _____

Comments / Billing Information: Standard Inspection / Clean and Tune

Follow-Up and Comments: Emergency / Furnace Replacement

Fuel Type: Natural Gas L.P. Gas **Forced Air?** Yes No

Furnace: Draft hood Mid-efficiency (80+) High-efficiency (90+) Mobile Home
Other: _____ Input: _____ Btuh Location: _____

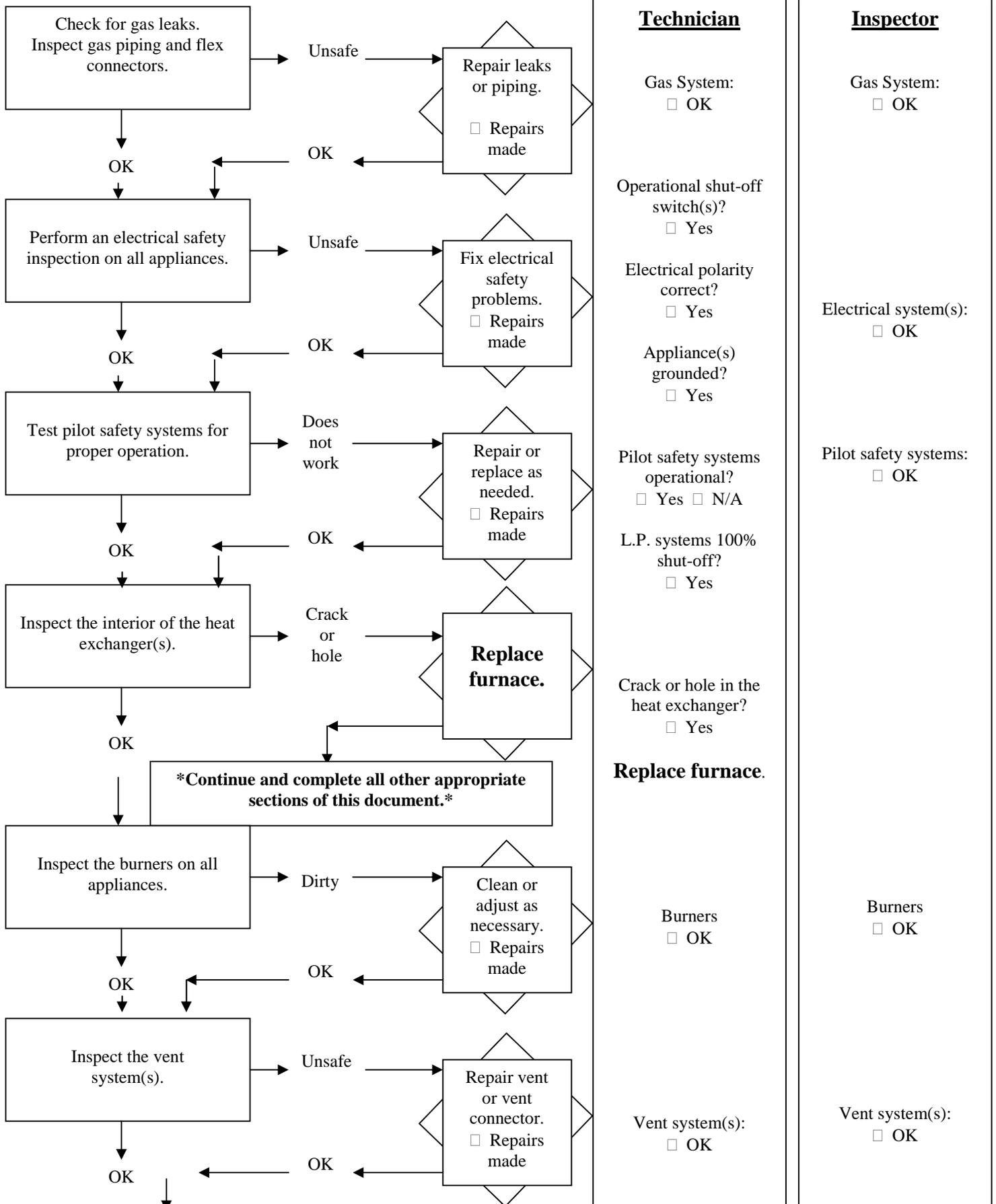
Make and Model #: _____ **Serial #:** _____

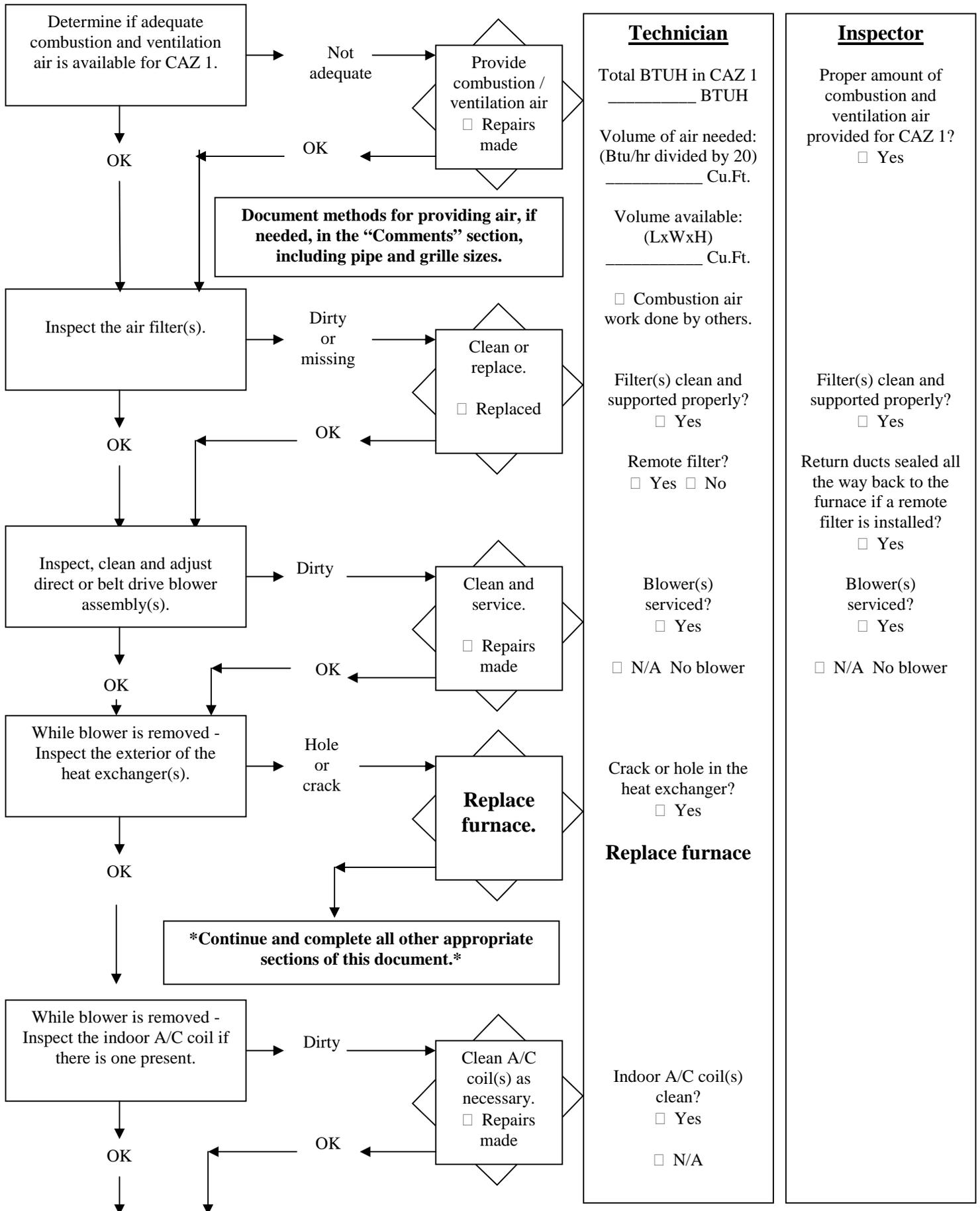
Water Heater: Electric If Gas: Input: _____ Btuh Location: _____

Describe final vent system(s): _____

Is this the final inspection of a new furnace installation? Yes No If yes, then only the
“CAZ Depressurization” and “5 Minute” testing sections need to be filled out. Other appropriate information
will have been completed in the New Furnace Installation Inspection Form.

Indiana WX Gas Appliance Inspection Guide





“Worst Case” CAZ Depressurization Test Technician

Gauge set-up to measure CAZ WRT outside? Yes

Is there a door from the interior to the CAZ? Yes No

CAZ door:

Open Closed

Furnace **Fan OFF** _____ Pa _____ Pa

Furnace **Fan ON** _____ Pa _____ Pa

↓

Set up the CAZ in “Worst Case” conditions for testing.

Note: Initial combustion safety testing must be completed. If it is found that the appliances will not work under “Worst Case” conditions, then “lose worst case” and continue testing and repair under normal operating conditions and document in the Follow-up section of this guide.

Test the lowest Btu/hr input appliance first.

Usually this will be a water heater. This provision applies to all appliances that share combustion air. **Concept:** Test the lowest Btu/hr appliance under the conditions which are least likely to allow it to function properly.

↓

Water Heater “5 Minute” Test Procedure

(Monitor ambient CO!)

Technician Initial Test

Fire the water heater.

Was initial flow established in the vent? (5 sec.) Yes No

Spillage? (Should disappear within two minutes) Yes No

Draft pressure after not less than five minutes: _____ Pa **or** _____ “W.C.

Carbon monoxide after five minutes: _____ / _____ PPM

Repairs made

(Note: Leave the water heater fired for re-test purposes)

↓

Heating Appliance “5 Minute” Test Procedure

(Monitor ambient CO!)

Technician Initial Test

Fire the heating appliance.

Was initial flow established in the vent? (5 sec.) Yes No

Spillage? (Should disappear within two minutes) Yes No

Did the heating appliance operation cause spillage or a reduction in draft at any other appliance it shares combustion air with? Yes No

Flame interference after the blower came on? N/A Draft re-test: _____ Pa **or** _____ “W.C.

Flame interference after the blower came on? Yes No

Draft pressure after five minutes: _____ Pa **or** _____ “W.C.

Carbon monoxide after five minutes: _____ / _____ / _____ / _____ PPM

Heating temperature rise after five minutes: S _____ - R _____ = _____ Deg. F.

Flame interference - Replace furnace Repairs made - CO/Draft

Technician

“Worst Case” depressurization measurement of the CAZ.

_____ Pa

Not tested under “Worst Case” conditions.

Outdoor air temp: _____ Deg. F.

Water heater: Able to establish flow in vent?

Yes

Spillage?

No

Draft pressure: _____ Pa / _____ “W.C.

Carbon monoxide: _____ / _____ PPM

Heating appliance: Flow established?

Yes

Spillage?

No

W.H. draft re-test: _____ Pa / _____ “W.C.

Draft pressure: _____ Pa / _____ “W.C.

Carbon monoxide: _____ / _____ / _____ / _____ PPM

Temperature rise: _____ Deg. F.

N/A

Inspector

Fan Off:

Open _____ Pa

Closed _____ Pa

Fan On:

Open _____ Pa

Closed _____ Pa

Final “Worst Case” depressurization measurement of the CAZ.

_____ Pa

Outdoor air temp: _____ Deg. F.

Water heater: Able to establish flow in vent?

Yes

Spillage?

No

Draft pressure: _____ Pa / _____ “W.C.

Carbon monoxide: _____ / _____ PPM

Heating appliance: Flow established?

Yes

Spillage?

No

W.H. draft re-test: _____ Pa / _____ “W.C.

Draft pressure: _____ Pa / _____ “W.C.

Carbon monoxide: _____ / _____ / _____ / _____ PPM

Temperature rise: _____ Deg. F.

N/A

Additional Appliance or Additional CAZ

Determine if adequate combustion and ventilation air is available for CAZ 2

Document methods for providing air, if needed, in the "Comments" section on page 1 - Include pipe and grille sizes.

CAZ 2	<u>Set-Up</u>	<u>Technician</u>	<u>Inspector</u>
Heating appliances and water heater off?		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
Furnace filter clean or removed?		<input type="checkbox"/> Yes <input type="checkbox"/> N/A	<input type="checkbox"/> Yes
All exterior windows and doors closed?		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
Fireplace or wood stove dampers closed?		<input type="checkbox"/> Yes <input type="checkbox"/> N/A	<input type="checkbox"/> Yes
Clothes dryer and all exhaust fans operating?		<input type="checkbox"/> Yes <input type="checkbox"/> N/A	<input type="checkbox"/> Yes
All interior doors closed?		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
All supply registers open?		<input type="checkbox"/> Yes <input type="checkbox"/> N/A	<input type="checkbox"/> Yes
Is a blower door being used to exhaust 300 CFM per usable fireplace	<input type="checkbox"/> N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes

<u>"Worst Case" CAZ Depressurization Test</u>	<u>Technician</u>
Gauge set-up to measure CAZ WRT outside?	<input type="checkbox"/> Yes
Is there a door from the interior to the CAZ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
CAZ door:	
<u>Open</u>	<u>Closed</u>
Furnace Fan OFF _____ Pa	_____ Pa
Furnace Fan ON _____ Pa	_____ Pa

<u>Additional Appliance "5 Minute" Test Procedure</u>	<u>Technician Initial Test</u>
Type of appliance: _____	
Fire the appliance.	
Was initial flow established in the vent? (5 sec.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Spillage? (Should disappear within two minutes)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Flame interference after the blower came on?	<input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No
Draft pressure after five minutes: _____ Pa or _____ " W.C.	
Carbon monoxide after five minutes: _____ / _____ / _____ / _____ / _____ PPM	
Temperature rise after five minutes: <input type="checkbox"/> N/A S _____ - R _____ = _____ Deg. F.	
<input type="checkbox"/> Flame interference / Bad furnace	<input type="checkbox"/> Repairs made

<u>Technician</u>
Total BTUH in CAZ 2 _____ BTUH
Volume of air needed: _____ Cu.Ft.
Volume available: _____ Cu.Ft.
<input type="checkbox"/> Combustion air work done by others
"Worst Case" set-up complete? <input type="checkbox"/> Yes
"Worst Case" depressurization measurement of CAZ 2 _____ Pa
Additional appliance: Able to establish flow? <input type="checkbox"/> Yes
Spillage? <input type="checkbox"/> No
Draft pressure: _____ Pa / _____ " W.C.
Carbon monoxide: _____ / _____ / _____ / _____ / _____ PPM
Temperature rise: _____ Deg. F. <input type="checkbox"/> N/A

<u>Inspector</u>
Proper amount of combustion and ventilation air provided for CAZ 2? <input type="checkbox"/> Yes
"Worst Case" set-up complete? <input type="checkbox"/> Yes
<u>Inspector</u>
Fan Off:
Open _____ Pa
Closed _____ Pa
Fan On:
Open _____ Pa
Closed _____ Pa
Final "Worst Case" depressurization measurement of CAZ 2 _____ Pa
Additional appliance: Able to establish flow? <input type="checkbox"/> Yes
Spillage? <input type="checkbox"/> No
Draft pressure: _____ Pa / _____ " W.C.
Carbon monoxide: _____ / _____ / _____ / _____ / _____ PPM
Temperature rise: _____ Deg. F. <input type="checkbox"/> N/A

Indiana WX Gas Appliance Inspection

Client Interview:

This is important because it gives the inspector an idea of how the appliances are operating, lets the client know what you will be doing and gets the client involved which helps make client education easier.

- Let the client know that access will be needed to the entire house.
- Ask if the appliances currently operate.
- Ask if there are any problems with the system.
- Ask if there are any uncomfortable areas of the home.
- Would the addition of a supply run benefit an area of the house heated by a supplemental heat source? (An example would be a kitchen with no supply run and is being heated with the cookstove.)
- Ask the client if there are any resident illnesses.
- Ask if the client sets back the thermostat.
- Find out when would be a good time to discuss client education issues.
- Document any problems or pertinent information in the “Comments” section of the inspection form.

Comments / Billing Information:

This would be a good place for contractors to document any repairs that may require billing above the cost of a standard inspection or clean and tune. Document any pertinent information about the appliances being inspected keeping in mind that the form will be reviewed by a third party. The Inspection form should contain sufficient information for competent review.

Follow-up:

Document any emergency or otherwise situations that will require follow-up work to bring the situation within safety or efficiency specifications. Anything documented in the Follow-up section should have been remedied before the completion of the Wx work performed on the structure.

Furnace and Water Heater:

Determine fuel type, whether the heating system is a forced air, and types of appliances. List furnace Make, Model and Serial numbers, inputs and locations. Briefly describe the final configuration of the vent systems. For more than one furnace or WH, document appropriate information in the “comments” section.

New Furnace installations:

In the Inspector column on the form, a new furnace installation would only require that the CAZ depressurization and “5 minute” tests be performed on the final inspection. Other appropriate information will have been documented in the New Furnace Installation Inspection Form.

Gas Leaks and Piping Problems:

Gas piping is checked at the beginning of the inspection process to ensure inspector and client safety before the appliances are run for testing. The inspection process is stopped if a hazardous leak is found. A hazardous leak is one that can be easily smelled or sets off the alarm on a calibrated electronic gas leak detector. Hazardous leaks are repaired before the inspection process can resume. Non-hazardous leaks can be repaired at a later date.

- Test **ALL** gas piping in the home for leaks using a U-tube manometer or another pressure testing procedure, or an electronic leak detector and/or soap bubbles.
- No leaks allowed.
- Brass flex connectors manufactured in 1973 or earlier are to be replaced.
- Only AGA approved materials should be used in the gas piping system. This includes but is not limited to piping, fittings, valves and flex connectors.

- Inspect to make sure that flex connectors or soft copper tubing do not extend through a knockout hole into the cabinet of an appliance.
- Make sure that flex connectors are entirely in the same room as the appliance it serves and have a shut off valve on the inlet of the connector.
- Make sure that flex connectors used outdoors are rated for such use.
- Inspect for proper materials. Black iron pipe should be used as piping for natural gas systems.
- Black iron pipe, galvanized pipe or copper tubing can be used on L.P. systems.
- Check to make sure the appliance shut off valve is user friendly and operable.
- Install missing sediment traps if the piping system will be altered in any way.
- Make sure gas piping is properly supported.
- Compression fittings are not allowed on any fuel line.
- Inspect the gas piping system for any potential hazards.

Note: Program and Certification specs require that all the gas piping in the home is to be checked for gas leaks. Use of an electronic leak detector backed up with soap bubbles to gauge the severity of the leak is a good way to do this. If the alarm on your detector is used to gauge the severity of a leak, make sure you can show the unit is calibrated correctly. Be prepared to relate how to perform leak testing on inaccessible piping.

Electrical Safety:

The electrical system is checked at the beginning of the inspection process to ensure inspector and client safety before the appliances are run for testing or cleaning.

- Inspect to make sure the appliance has an operational shut-off switch in a usable location.
- If the appliance has a fused switch, make sure the fuse is of the appropriate amperage rating.
- Determine the polarity of the electrical supply and repair if necessary.
- Make sure the appliance is properly grounded.
- Repair any electrical safety problems.

Note: Program and Certification specs require that all furnaces are to be checked for proper polarity and grounding. Not all furnaces will have an SSU for polarity testing. Grounding starts with an initial visual inspection. Testing beyond that requires an understanding of how to check whether a ground wire is actually connected at the service panel.

Pilot Safety:

The pilot safety system is checked at the beginning of the inspection process to ensure inspector and client safety before the appliances are run for testing.

- Test for correct operation of all standing pilot safety systems and repair as necessary.
- Make sure L.P. gas appliances have an operational 100% shut-off pilot safety system.

Heat exchanger:

While the pilot safety system is being checked and the burners are about to be inspected and cleaned is a good time to check the integrity of the heat exchanger. Don't waste time doing more work than necessary on a bad furnace.

- Inspect the interior of the heat exchanger using lights and mirrors for holes or cracks.
- If there is reason to suspect that the heat exchanger may not be in good condition, then perform a Hetkit heat exchanger test on the appliance before going any further.
- If the furnace is found to be beyond repair and is to be replaced, the technician must continue the inspection process and complete all other appropriate sections of the Inspection form.

Note: Inspectors should be able to perform a tracer gas heat exchanger test. Understand how to calibrate and use the equipment.

Burners:

This point in the inspection process is a good time to inspect the burners for cleanliness, alignment and primary air adjustment.

- Inspect the burners. Remove and clean as required.
- Inspect and clean the heat exchanger if necessary.
- Open primary air openings as necessary.

Note: The clean and tune process is very much a preventative maintenance procedure. The burners on almost every furnace should be pulled and cleaned. This allows a good look at the heat exchanger and helps to keep them operating properly much longer after you leave. Water is a good cleaning tool. Burners should be cleaned both inside and outside.

Vent system:

Checking the vent system at this point in the inspection process ensures inspector and client safety before the appliances are operated for testing. A vent system installed to the NFPA 54 guidelines is desirable for proper and predictable operation. Venting problems, which would allow combustion by-products to enter the structure during appliance operation, are repaired before testing can begin.

- Inspect the entire vent system to be sure it is free of obstructions.
- Inspect the entire vent system for corroded pipe or a deteriorated chimney.
- Make sure there are no gaps in the piping or sections of missing pipe.
- Make sure the chimney has a proper clean-out cover and have any unused holes repaired.
- Make sure the chimney or vent has a proper cap or appropriate bird screen.
- Inspect the termination for proper height and location or obstructions.
- Make sure the vent system has proper support and is screwed together.
- Inspect for proper clearances to combustibles.
- Inspect for proper gauge of pipe for the vent connectors.
- Check for proper size of the vent and vent connectors.
- Make sure the vent and vent connectors have proper upward slope to the exterior of the structure.
- Remove thermally operated vent dampers and replace them with the appropriate pipe.
- Reasons for relining existing masonry chimneys with a new listed chimney lining system:
 - Bad chimney – Not Class A – deteriorated – plain brick and mortar chimney
 - Too large – violates the 7X rule – this pertains to “orphaned” water heaters
 - Insufficient draft
 - Exterior chimney with a new appliance installation
 - Mid-efficiency 80% furnace regardless of the configuration
- Repair any problems with the vent system. If possible, bring all vent systems up to meet NFPA 54 requirements.

Note: Program and Certification specs require that the entire vent system be inspected. It is difficult to make an evaluation of the vent system without a complete visual inspection.

Combustion and Ventilation Air:

All combustion appliance zones are to be measured to determine whether proper combustion and ventilation air is available. If the air to a CAZ is determined to be insufficient, then combustion and ventilation air openings are to be provided per NFPA 54 requirements.

- Procedure:
 - a) Total the BTUH input of all the vented appliances in the CAZ.
 - b) Divide the total input BTUH of the appliances by 20. The result is the volume, in cubic feet, required for the CAZ to be large enough based on an infiltration rate not less than .4 ACH.
 - c) Measure the actual volume of the CAZ.

- d) If the volume measured is less than the volume required, then provide adequate combustion and ventilation air openings into the CAZ per the National Fuel Gas Code (NFPA-54).
 - e) If the CAZ has previously been determined to be insufficient and combustion air openings have already been provided, measure the net free area, in square inches, of the existing openings and compare that measurement with the required net free area per NFPA-54.
 - f) If the net free area measured is less than the net free area required, then provide adequate combustion and ventilation air openings into the CAZ per the National Fuel Gas Code (NFPA-54).
 - g) If the infiltration rate of the building is less than .4 ACH, consult the NFPA-54 for the appropriate recommendations.
- Never leave a CAZ without the proper amount of combustion and ventilation air.

Filter:

A clean filter is required for properly testing the appliance. During client education, discuss the savings potential of a clean filter and blower.

- Replace the existing dirty filter or clean the existing dirty washable filter.
- If possible or appropriate, move the filter to a user friendly location. It is a good idea to put them someplace other than inside the blower housing.
- Add support to filters to prevent them from being sucked into the blower.
- Make sure the opening in the cabinet is larger enough to allow the proper airflow to the blower.
- Inspect to make sure the filter covers the entire opening in the return duct.
- When a remote filter such as a filter grille is used, the entire return system must be tightly sealed all the way back to the furnace casing.
- Make sure exposed filter slot openings have been covered with a removable, marked cover, if needed.

Direct or Belt Drive Blowers:

A clean blower is required for properly testing the appliance.

- Clean the blower wheel.
- Clean the blower housing.
- Oil the motor oiled if required.
- Clean the air-cooled motor.
- Inspect and replace worn belts.
- Inspect the pulley alignment and adjust if required.
- Increase the motor speed if required.
- Adjust the motor speed so the temperature rise across the heat exchanger is as follows:
 - On a draft hood equipped appliance – toward the low end of the temperature rise range listed on the nameplate
 - On a draft induced appliance – toward the high end of the temperature rise range listed on the nameplate
 - If there is no nameplate, try to move as much air as possible and always keep the temperature rise below 90 degrees F.
- If the motor speed has been increased by adjusting the pulley on a belt drive blower assembly, or by increasing pulley diameter, then the amperage of the motor must be measured and must be within nameplate specifications.

Note: The clean and tune process is very much a preventative maintenance procedure. The blowers on almost every furnace should be pulled and cleaned. The entire assembly should be disassembled for adequate cleaning and servicing of the wheel, motor and housing. Vacuum cleaners and brushes are often inadequate for cleaning. Water and cleaners are typically more appropriate. Be thorough in your cleaning process as this may be the one and only time this blower gets cleaned. It is a good idea to understand the efficiency relationships between fan switch settings, blower speeds and temperature rise.

Heat Exchanger:

While the blower assembly is removed for cleaning is a good time to inspect the exterior of the heat exchanger. A tracer gas test may be required for more accuracy.

- Inspect the exterior of the heat exchanger using lights and mirrors for holes or cracks.
- If the furnace is found to be beyond repair and is to be replaced, the technician must continue the inspection process and complete all other appropriate sections of the Inspection form.

Air conditioning:

While the blower assembly is removed for cleaning is a good time to inspect the A/C coil. A dirty indoor A/C coil will not allow proper airflow across the furnace heat exchanger.

- Clean the indoor air conditioning coil if necessary.

Ducts:

The duct system is checked at this point in the inspection process to ensure inspector and client safety before the appliances are run for testing.

- Inspect to make sure there are no open returns in the CAZ.
- Leaky supply and return ducts are to be sealed for safety and efficiency reasons.
- Open dampers in supply ducts.
- Remove or repair restrictions in the duct system such as blocked return grilles or crushed supply registers.
- Make sure that once the ducts are sealed that there is still sufficient airflow across the furnace heat exchanger to keep the furnace from cycling on the limit switch and meet temperature rise specifications.
- Existing duct-board or flex duct returns that have the potential to be future open returns should be replaced with metal duct – in particular, those that are located in the CAZ.
- Interior rooms are to be pressure relieved if necessary.
- Pressure pan numbers are documented on WX audit paperwork.
- Repair any problems with the duct system.

Note: A good visual inspection would include all accessible ducts. Pay particular attention to dangerous versus inefficient leakage. Inspectors and contractors should be familiar with testing of ducts that are inaccessible.

Water Heater Initial Check:

In order to be able to fire the water heater for future testing, it may be necessary to put the water heater on “pilot” and run water to cool the heater. Mark the dial at the original setting with a permanent marker. During client education, discuss the inefficiency and scalding potential of water that is hotter than 120 degrees F. If the water temperature has been adjusted down and the clients want it hotter, instruct the client not to turn it back up higher than where you marked it.

- Mark the temperature dial on the water heater at its current temperature setting with a permanent marker.
- Measure the hot water temperature at the nearest location.
- Inspect to make sure that all water heaters have a properly installed pressure and temperature rated relief valve.
- After draft and CO testing is complete, adjust the water temperature setting to approximately 120 degrees Fahrenheit, if necessary.
- Repair or replace leaking water heaters.
- Inspect electric water heaters for safe wiring practices.
- Repair any problems with the electric or gas water heaters.

CAZ Depressurization:

The CAZ depressurization test is done to determine the most negative conditions under which the appliances can be expected to operate.

Set up:

- a) Turn off the combustion appliances to be tested. Try and test the appliances with as cool of a vent as possible.
- b) Clean or remove the furnace filter. Forced air systems must be able to move air if there is a depressurization problem to be found.
- c) Close all exterior windows and doors. Make sure top sashes are closed also.
- d) Close fireplace and wood stove dampers. Leaving these open will pressure relieve the house and affect depressurization testing.
- e) Operate clothes dryer and all building exhaust fans except whole house fans. Clean the dryer lint trap.
- f) Close all interior doors. Do not close doors that contain JUST and exhaust fan and no supply register. If you are not sure about whether a door should be open or closed, smoke the door to see the direction of the flow of smoke. If the smoke gets sucked under the door, leave it open. If the smoke blows back at you, close the door.
- g) Open all the supply registers except any registers located in the CAZ.
- h) If needed, a blower door can be operated to exhaust 300 CFM from the building to simulate the flow of an operable fireplace/wood-stove vent.
- i) Set up a magnehelic gauge or digital manometer to measure the CAZ pressure with reference to the outside.

Note: Be thorough in your set-up. Look into rooms and open doors to make sure you don't miss anything.

“Worst Case” Depressurization Test:

- a) Measure the CAZ pressure WRT outside with the CAZ door to the interior open.
 - b) Measure the CAZ pressure WRT outside with the CAZ door to the interior closed.
 - c) Operate furnace blower.
 - d) Measure the CAZ pressure WRT outside with the CAZ door to the interior closed.
 - e) Measure the CAZ pressure WRT outside with the CAZ door to the interior open.
- *Note: Depending on the location and type of appliance, all four pressure measurements may not be necessary.*
 - Test the appliances under the most negative pressure documented. This would be considered “worst case depressurization” conditions of the CAZ.
 - **Make necessary repairs to the CAZ or appliances if:**
 - a) The appliance cannot establish flow in the vent under “worst case depressurization” conditions.
 - b) The appliance does not meet minimum draft pressure or spillage standards.
 - The measurements documented in the Technician and Inspector columns of the Gas Appliance Inspection Form must meet all standards for appliance operation.
 - If the technician finds the appliances cannot establish flow in the vent or will not work under “Worst Case” conditions, then “lose worst case” and continue testing under normal operating conditions and document in the “Follow-up” section of the guide. The health and safety and efficiency testing and repairs must be completed.

Appliance Firing and Testing Procedure Set up:

- a) Drill a test hole in the vent pipes of the appliances to be tested.
- b) Drill holes in supply and return ducts for temperature testing.
- c) Turn on (preferably outside) a digital CO tester. Monitor CO in the ambient air for the entire test.
- d) Create “worst case depressurization” of the CAZ.

Order of testing:

- a) Test the lowest Btu/hr appliance first. (Usually the water heater) This provision applies to all appliances that share combustion air. It is important to understand that the reason we can do this is because this appliance will be re-tested for draft after other appliances in the CAZ are fired.

Water Heater “5 Minute” Test Procedure:

- a) For personal safety, measure CO in the ambient air as all appliances are operated.
 - b) Fire the water heater.
 - c) The water heater should be able to initially establish flow in the vent. That is to say, flow has started up the vent (vent is getting warm), and there is not complete back-drafting of the appliance. It should be noted that initial flow can be established while still having minor spillage.
 - d) There should be no spillage of flue products within two minutes of operation.
 - e) After 5 minutes, measure for adequate draft in the vent. Adequate draft pressure is:
-.005” of W.C. @ greater than 80° F. **or** -1Pa @ greater than 80° F.
-.008” of W.C. @ between 60° and 80° F. -2Pa @ between 60° and 80° F.
-.012” of W.C. @ between 40° and 60° F. -3Pa @ between 40° and 60° F.
-.016” of W.C. @ between 20° and 40° F. -4Pa @ between 20° and 40° F.
-.02” of W.C. @ less than 20° F. -5Pa @ less than 20° F.
 - f) After 5 minutes, measure for carbon monoxide on both sides of the baffle in the undiluted flue products under the draft hood. The acceptable amount of CO is a stable measurement of less than 50 PPM as measured.
- Initial draft pressure measurements of the water heater **MUST** be taken at steady state efficiency. This way there is a valid number to compare to when retesting. Operate and test the other vented combustion appliances in the CAZ and re-test the water heater draft. The draft pressure should not decrease.
 - If an appliance cannot establish initial flow in the vent or still has spillage after two minutes, the appliance should be considered hazardous and should not be operated until repairs are made.
 - An appliance not meeting draft or CO standards is to be repaired before WX work is completed.

Note: It is a good idea to have the CO meter between your nose and the draft hood when measuring ambient CO on start-up of an appliance. Think safety. Understand the concept of establishing flow. The unit has to start a flow up the vent or you must abort the test for your own safety. If the unit cannot establish flow, lose the “worst case” conditions and try again. Initial combustion safety testing must be completed. Think of the test as a 5 second, 2 minute, 5-minute test. Leave the water heater operating when moving on to the furnace – it will need to be retested for spillage and draft after the furnace has been started.

Heating Appliance “5 Minute” Test:

- a) For personal safety, measure CO in the ambient air as all appliances are operated.
- b) Fire the heating appliance.
- c) The heating appliance should be able to establish flow in the vent. That is to say, flow has started up the vent (vent is getting warm), and there is not complete back-drafting of the appliance. It should be noted that initial flow can be established while still having minor spillage.
- d) There should be no spillage of flue products within two minutes of operation.

- e) After the operation of the heating appliance is stable, retest the smaller appliance for spillage and draft pressure.
 - f) When the blower comes on, check for flame interference.
 - g) After 5 minutes, measure for adequate draft in the vent. Adequate draft pressure was previously listed in the water heater section.
 - h) After 5 minutes, measure for carbon monoxide in the undiluted flue products at the outlet of the heat exchanger cells or in the vent as applicable. The acceptable amount of carbon monoxide is a stable measurement of less than 50 PPM per cell as measured.
 - i) After 5 minutes, measure temperature rise across the heat exchanger.
- Operation of the heating appliance should not cause spillage at the draft hood or a reduction in draft at any other appliance.
 - If an appliance cannot establish initial flow or still has spillage after two minutes, the appliance should be considered hazardous and should not be operated until repairs are made.
 - An appliance not meeting draft or CO standards is to be repaired before WX work is completed.
 - All Category 1 appliances are checked for draft pressure.
 - Flame interference indicates a hole in the heat exchanger. Perform a heat exchanger tracer gas test.
 - Category 3 and 4 appliances are not checked for draft pressure, as they are positive pressure vents.
 - Sealed combustion appliances are not checked for vent pressure.

Note: It is a good idea to have the CO meter between your nose and the draft hood when measuring ambient CO on start-up of an appliance. Think safety. Understand the concept of establishing flow. The unit has to start a flow up the vent or you must abort the test for your own safety. If the unit cannot establish flow, lose the “worst case” conditions and try again. Initial combustion safety testing must be completed. Think of the test as a 5 second, 2 minute, 5-minute test.

Fan Switch:

For efficiency reasons, the fan switch is adjusted to get the blower to come on sooner and stay on longer.

- Adjust the fan off temperature as close to 90° Fahrenheit as possible.
- Adjust the fan on time to make the blower come on as soon as possible.

High Temperature Limit:

This test must be performed on the primary limit control of all heating appliances that have them.

- All primary high temperature limit switches must operate correctly.
- The blower must continue to operate when the limit trips.
- The limit switch must reset before turning down the thermostat.
- Abort the test if the temperature in the limit testing location exceeds 225° Fahrenheit.
- Test can be done by disabling the blower or by “starving” the return air to the furnace.

Note: Think of this as a three part test. First, the limit should shut the gas off when the unit overheats. Second, the blower must be proved to see that it still operates when the gas shuts off. Third, the limit must reset as the unit cools off.

Thermostat:

The thermostat is checked at this point of the inspection process to ensure proper operation during furnace testing and for future client comfort. During client education, discuss the savings potential of setting back the thermostat.

- Make sure the thermostat is level and secure.
- The hole behind the thermostat should be sealed.
- Measure the amperage of the control circuit and reset the heat anticipator if necessary.

Client Education:

Client education is an important aspect of the process to try to ensure that measures taken during the Wx process will continue to provide comfort, safety and efficiency long after we leave.

- Discuss energy savings potentials of setting back the thermostat, changing the air filter and turning down the water heater temperature.
- Fire the appliance during client education to make sure it cycles properly before you leave.

Agency Review:

Ideally, all technical forms should undergo review by a competent Agency person before they are filed away upon completion of the jobs. This helps to make sure nothing is missed and quality is assured.

Optional:

Clocking the gas meter – This can be a vital piece of information in diagnosing furnace problems.

Measure appliance input if you are having temperature rise, high temperature limit, draft or CO problems.

Procedure:

- Accurately time the number of seconds it takes for the smallest dial on the meter to make four revolutions.
- Divide by four to get “seconds for one revolution”.
- Refer to the “meter clocking card” to find the number of cubic feet of gas/hour the appliance is using.
- Multiply the cubic feet/hr by the btuh content per cubic foot of the gas in your area to get btuh input.
- Compare to nameplate input.
- Use a manometer to adjust gas pressure to achieve correct input rating

Note: Technicians should have the skills required to connect a manometer to the unit and be able to adjust gas pressure.

Certification note: It is recommended that HT-1 certification candidates bring or use tools and equipment that you are familiar and comfortable with using during the certification assessment. As an example, INCAA will provide a Sensit Gas Leak detector when the candidate may be used to using a different piece of equipment. If the candidate decides not to use their own tools, INCAA will have all necessary tools and equipment on site to complete the assessment.

Additional Appliance or Additional CAZ page:

- This page would not have to be a permanent fixture in the Gas Appliance Inspection Form. Page 7 could be added to the Form or Client file as needed.
- The Gas Appliance Inspection Form is formatted to allow for multiple appliances in multiple locations. Use the form as appropriate. Most situations will have just two appliances located in the same CAZ. There may be times when there are more than two appliances in the same CAZ or appliances that are isolated from each other in a different CAZ. If there are three appliances, use the additional page 7. If there are four appliances, use two forms. Five appliances, two forms and the additional page....etc. The same thing applies to multiple Combustion Appliance Zones.
- All the testing on the Additional Appliance page is done in the same manner as previously outlined in this document.

MOISTURE ASSESSMENT FINDINGS
INDIANA WEATHERIZATION PROGRAM

Client Name: _____

Address: _____

The purpose of the Indiana Weatherization Assistance Program is to increase the energy efficiency of dwellings owned or occupied by low-income persons, reduce their total residential expenditures, and improve the health and safety of the building and its occupants. This moisture assessment, as part of overall building analyses, documents existing moisture issues before weatherization was performed and identifies issues that must be addressed by the property owner before work can begin on the dwelling.

Items checked on this form have been identified as potential issues in your home.

1. MOISTURE AREAS

Existing conditions (check all that apply)

- Damp atmosphere in house
- Client complaint of allergy-like symptoms
- Visible mold growth (if yes - go to #2)
- Evidence of water penetrating the home (stains, moist areas)
- Evidence of conditions that might allow water in the home (poor grading, bad flashing, bad/missing gutters)
- Actual construction defect or deterioration that allows water into the home (roof, decks, windows concrete slabs, lack of vapor barrier)
- Plumbing defects (leaking drains, pipes or toilet seals, missing caulk on sinks or tubs)
- HVAC problems (dirty, moist filters, poor condensation drainage)
- Dryer vented indoors, inadequate ventilation for a kitchen, bath or other high moisture area
- Any source of condensation

2. MOLD/MILDEW AREAS

	Existing Mold/ Mildew	Sq Ft of area	NOTES
<input type="checkbox"/> Primary bath	_____	_____	
<input type="checkbox"/> Second bath	_____	_____	
<input type="checkbox"/> Kitchen	_____	_____	
<input type="checkbox"/> Laundry area	_____	_____	
<input type="checkbox"/> Basement walls	_____	_____	
<input type="checkbox"/> Basement shower stall	_____	_____	
<input type="checkbox"/> Crawlspace	_____	_____	
<input type="checkbox"/> Exterior walls	_____	_____	
<input type="checkbox"/> Attic/Ceilings	_____	_____	
<input type="checkbox"/> Other _____	_____	_____	

3. UNSANITARY CONDITIONS (may cause odors, viruses or bacteria in house)

	NOTES
<input type="checkbox"/> Insect pests in work area	
<input type="checkbox"/> Excessive animal feces/carcasses in work area	
<input type="checkbox"/> Excessive bird/bat feces/carcasses in attic	
<input type="checkbox"/> Raw sewage in house/basement/crawlspace	

Additional Comments: _____

These are the existing conditions as of the date below. Weatherization will / will not be able to proceed due to items identified on this form.

Client Signature

Date

Agency Representative

Agency Phone Number

Date

The moisture assessment findings completed by the Building Analyst on _____ do / do not reflect current moisture issues found in the dwelling on _____. Any changes to the original assessment have been noted and initialed by the appropriate Building Technician.

Certified Building Technician

Date

LIHEAP WX BUDGET FORM



PERSON COMPLETING FORM:	
ORIGINAL () YES	MODIFICATION NO:

Please complete the non- shaded areas on this form.
SEE BUDGET EXPLANATIONS ON SIDE TWO

Tracking No: _____ PREPARE A BUDGET FORM FOR EACH PY

GRANTEE INFORMATION			
Agreement No:	PROGRAM LIHEAP WEATHERIZATION		
Agency Name:			
Address (Number, Street)	TERM OF AGREEMENT		Program Year
	10/1/2007	To: 9/30/08	2008
Address (PO Box Number)	EIN NUMBER		
City, State, and ZIP Code+ Four (00000-0000)	SERVICE CODE 4308		

LINE ITEM:	DESCRIPTION:	DOLLAR AMOUNT:
AMOUNTS ENTERED SHOULD BE ROUNDED TO NEAREST WHOLE DOLLAR		

.1	ADMINISTRATION	\$
.2	LIABILITY INSURANCE	\$
.3	SUPPLIES	\$
.4	EQUIPMENT	\$
.5	BASE PROG OPERATIONS	\$
.6	MECHANICAL OPERATIONS	\$
.7	CAP INT OPERATIONS	\$
.8	REFRIGERATORS	\$
		\$
		\$
		\$
RETURN WITH YOUR AGREEMENT PER THE COVER LETTER INSTRUCTIONS.		TOTAL
		DOLLARS
		\$

This is to certify that I have reviewed this budget form and all proposed expenditures are properly allocable to the Federal award and any indirect costs budgeted in this form will not be treated as direct costs when claimed.

Signature of Agency Executive Director

I approve the above budget/ budget modification

Signature of Community Development Supervisor or designee

**LIHEAP WEATHERIZATION ASSISTANCE PROGRAM: Budget definitions: Side 2
IHCDA**

BUDGET NOTES:

Equipment/ Services: List projected equipment purchases in excess of \$5,000 and services purchases in excess of \$25,000 (See HCSS Policy Manual section 2.5 for definition) (Use additional page if necessary). Prior written approval from IHCDA is required before purchase can be made utilizing grant funds.

EQUIPMENT/SERVICES ITEMS	COST

EXPLANATION OF LINE ITEMS:

- .1 **ADMINISTRATION:** Agencies may use up to (6.753) percent of the total Weatherization budget. Costs associated with administration include fiscal, executive, support operations, rent and utilities, supplies etc. This applies to **Staff engaged in program administration.**
- .2 **LIABILITY INSURANCE: Insurance** coverage of \$ 500,000 covering the risks related to the property and personal liability claims of other parties against the insured party. Pollution occurrence rider must also be attached to the liability insurance.
- .3 **SUPPLIES:** Direct costs of Weatherization specific supplies such as monoxes, blower doors, draft gauges, combustion analyzers, Senit Heat exchanger test kits. **The limitation is a unit cost less than \$5,000 dollars.**
- .4 **EQUIPMENT:** Weatherization specific equipment such as vehicles with a unit cost in excess of \$5,000 may be purchased under this line item. Equipment purchases must follow the guidelines contained in the HCSS Manual of Policies and Procedure, specifically Chapter 2, Section 2.5, Subsection A-D. Prior written approval from IHCDA is required before purchase.
- .5 **PROGRAM OPERATIONS:** are direct costs and include the following:

(PLEASE NOTE THE FOLLOWING: Dollar allocations for material and labor cost are no longer required. Average costs per house may not exceed \$2885.00.)

Agency Labor Costs: includes compensation of employees whose time and effort is directly involved in material installation, general office support, such as, but not limited to, crewmembers, estimators, inspectors, coordinators, and support staff. **Where employees work on multiple activities, a distribution of their salaries or wages must be supported by equivalent documentation of the activity percentage of work by the employee.**

Contracted Labor: Cost of professional services rendered by persons who are members of a particular profession or possess a special skill who are not members of the agency.

Non-labor Program Support includes direct costs of rent and utilities for agency labor, advertising, consumable supplies, office equipment, furnishings, and computer equipment. Purchases charged will be at their actual prices after deducting all cash discounts, trade reimbursements, discounts or rebates and allowances.

Materials: Costs of installed materials by agency and contracted labor.

Material Handling: Actual costs including Warehousing Facility Costs such as leases, utilities and security. Transportation costs associated with material delivery, staff transportation to the work sites, vehicle maintenance and depreciation. Direct costs of staff including salaries, purchases etc. whose tasks involve with Inventory control. **Where employees work on multiple activities, a distribution of their salaries or wages must be supported by equivalent documentation of the activity percentage of work by the employee**

~~**Manufacturing of Weatherization Equipment:** direct costs of manufactured weatherization items subject to a unit cost of \$1,000 dollars per item or prior approval from State~~

.6 **MECHANICAL OPERATIONS:** are direct costs associated with testing and evaluation of mechanical systems where at least \$300.00 has been obligated for work on combustion appliances in a dwelling. Allowable expenditures include agency labor costs, contracted labor, materials, and manufacturing of weatherization equipment as outlined above in the .5 Program Operations line item.

(Average cost may not exceed \$2500)

.7 **CAPITAL INTENSIVE OPERATIONS:** are direct costs that include at least \$300 in mechanical systems repair or maintenance and base program functions have been performed. Allowable expenditures include agency labor costs, contracted labor, materials, and manufacturing of weatherization equipment as defined above in the .5 Program Operations line item.

(Average cost may not exceed \$5385)

.8 **REFRIGERATORS:** are direct costs associated with the testing, removal of primary and secondary units, and replacement costs. Allowable expenditures include agency labor costs, contracted labor, and materials as outlined in the .5 Program Operations line item. All units must be Energy Star rated.

(Replacement and size limitations: 15cf unit, 18 cf unit., and 21cf unit)

**SWEEP WEATHERIZATION ASSISTANCE PROGRAM: Budget definitions: Side 2
IHDA**

BUDGET NOTES:

Equipment/ Services: List projected equipment purchases in excess of \$5,000 and services purchases in excess of \$25,000 (See HCSS Policy Manual Sections 3.5 and 3.6 for description). (Use additional page if necessary)

EQUIPMENT/SERVICES ITEMS	COST

EXPLANATION OF LINE ITEMS:

- .1 **ADMINISTRATION:** Agencies may use up to (6.753) percent of the total Weatherization budget. Costs associated with administration include fiscal, executive, support operations, rent and utilities, supplies etc. This applies to **Staff engaged in program administration.**
- .2 **LIABILITY INSURANCE: Insurance** coverage of \$ 500,000 covering the risks related to the property and personal liability claims of other parties against the insured party.
- .3 **FISCAL AUDIT:** The cost of obtaining a independent fiscal audit. The amount charged is based upon agency cost allocation plan.
- .4 **PROGRAM OPERATIONS:** are direct costs and include the following:

(PLEASE NOTE THE FOLLOWING: Dollar allocations for material and labor cost are no longer required. Program costs per house may not exceed \$2800.00.)

Agency Labor Costs: includes compensation of employees whose time and effort is directly involved in material installation, general office support, such as, but not limited to, crewmembers, estimators, inspectors, coordinators, and support staff. **Where employees work on multiple activities, a distribution of their salaries or wages must be supported by equivalent documentation of the activity percentage of work by the employee.**

Contracted Labor: Cost of professional services rendered by persons who are members of a particular profession or possess a special skill who are not members of the agency.

Non-labor Program Support includes direct costs of rent and utilities for agency labor, advertising, consumable supplies, office equipment, furnishings, and computer equipment. Purchases charged will be at their actual prices after deducting all cash discounts, trade reimbursements, discounts or rebates and allowances.

Materials: Costs of installed materials by agency and contracted labor.

Material Handling: Actual costs including Warehousing Facility Costs such as leases, utilities and security. Transportation costs associated with material delivery, staff transportation to the work sites, vehicle maintenance and depreciation. Direct costs of staff including salaries, purchases etc. whose tasks involve with Inventory control. **Where employees work on multiple activities, a distribution of their salaries or wages must be supported by equivalent documentation of the activity percentage of work by the employee**

Manufacturing of Weatherization Equipment: direct costs of manufactured Weatherization items subject to a unit cost of \$1,000 dollars per item or prior written approval from State.

DOE WX BUDGET FORM



PERSON COMPLETING FORM:	
ORIGINAL () YES	MODIFICATION NO:

Complete the non- shaded areas on this form.

GRANTEE INFORMATION					
Agreement No: WX-007-		PROGRAM			
Agency Name:		DOE WEATHRIZATION			
Address (Number, Street)		ACCOUNT NUMBER			
Address (PO Box Number)		TERM OF AGREEMENT			
City, State, and ZIP Code+ Four (00000-0000)		4/1/2007		3/31/2008	
		EIN NUMBER			
		SERVICE CODE			
		4400			
LINE ITEM:	DESCRIPTION:			DOLLAR AMOUNT:	
.1	ADMINISTRATIVE COSTS SUBJECT (PLEASE SEE REVERSE SIDE FOR CAPS)			\$	
.2	LIABILITY INSURANCE			\$	
.3	FISCAL AUDITS			\$	
	PROJECTED NUMBER OF HOMES		AVERAGE COST-PER-HOME		
.4	BASE PROGRAM OPERATIONS			\$	
.5	HEALTH AND SAFETY			\$	
RETURN WITH YOUR AGREEMENT PER THE COVER LETTER INSTRUCTIONS:			TOTAL DOLLARS:	\$	
PLEASE COMPLETE SIDE TWO IF EQUIPMENT,SUPPLIES OR SERVICES IS A BUDGETED ITEM					
PROJECTED PRODUCTION BY QUARTERS					
	FIRST	SECOND	THIRD	FOURTH	TOTAL
This is to certify that I have reviewed this budget form and all proposed expenditure are properly allocable to the Federal award.					
Signature of Agency Executive Director					
I approve the above budget/ budget modification					
Signature of Community Development Manager or designee					

BUDGET NOTES:

EXPLANATION OF LINE ITEMS:

- .1 **ADMINISTRATION COSTS:** An Agency may use up to 5 percent of the total program operations expenditures for contract of \$350,000.00 or more, or 10 percent of the total program operations expenditures of contracts of less than \$350,000.00. Costs associated with administration include fiscal, executive, support operations, rent and utilities, supplies etc. This applies to **staff engaged in program administration.**
- .2 **LIABILITY INSURANCE:** Insurance coverage of \$ 500,000 covering the risks related to the property and personal liability claims of other parties against the insured party. Liability insurance must include Pollution Occurrence Rider.
- ..3 **FISCAL AUDIT:** The cost of obtaining a independent fiscal audit. The amount charged is based upon agency cost allocation plan.
- .4 **PROGRAM OPERATIONS:** are direct costs and include the following:

Program costs per house may not exceed \$2,885 SEE NOTE BELOW

Agency Labor Costs: includes compensation of employees whose time and effort is directly involved in material installation, general office support, such as, but not limited to, crewmembers, auditors, building analysts, coordinators, and support staff. **Where employees work on multiple activities, a distribution of their salaries or wages must be supported by equivalent documentation of the activity percentage of work by the employee.**

Contracted Labor: Cost of professional services rendered by persons who are members of a particular profession or possess a special skill who are not members of the agency.

Non-labor Program Support includes direct costs of rent and utilities for agency labor, advertising, consumable supplies, office equipment, furnishings, and computer equipment. Purchases charged will be at their actual prices after deducting all cash discounts, trade reimbursements, discounts or rebates and allowances.

Materials: Costs of installed materials by agency and contracted labor.

Material Handling: Actual costs including Warehousing Facility Costs such as leases, utilities and security. Transportation costs associated with material delivery, staff transportation to the work sites, vehicle maintenance and depreciation. Direct costs of staff including salaries, purchases etc., whose tasks involve with Inventory control. **Where employees work on multiple activities, a distribution of their salaries or wages must be supported by equivalent documentation of the activity percentage of work by the employee**

Manufacturing of Weatherization Equipment: direct costs of manufactured weatherization items subject to a unit cost of \$1,000 dollars per item or prior approval from state.

.5 **HEALTH AND SAFETY:** Health and safety activities are defined as activities that eliminate hazards aggravated or caused by the installation of weatherization measures. These activities include all combustion appliances in a home. Combustion appliances and combustion gases, as noted by DOE in Weatherization Program Notice 02-5, "pose the most serious hazard found in homes." Dealing with combustion gases in the home may require changing or repairing the venting on the appliance, or replacement of the water heater, furnace or space heater. Health and Safety expenditures may not exceed 15% of expended Program Operations.



**Housing and Community Services
Division of Family and Children
DOE Weatherization Quarterly Report**



Grantee: IHEDA	Program Year: 2006
Contact:	Report Period: 01/01/2007 to 03/31/2007
Final Report: YES NO	Quarter: Quarter 4, 2006
Revision: YES NO	Date Submitted: 07/23/2007
Leveraging Income: Qtr \$0.00 Ytd \$0.00	Program Income: Qtr \$0.00 Ytd \$0.00

**Grant Production Report and Demographics Report do not include Re-Weatherized Units.
For Report on Re-Weatherized units, see Part 2.**

Grant Production	Quarter - 1 Apr - June	Quarter - 2 July - Sept	Quarter - 3 Oct - Dec	Quarter - 4 Jan - Mar	Cumulative Total
Base Program	185	313	449	970	1917
Capital Intensive	0	0	0	0	0
Total Units Completed	185	313	449	970	1917

Other Production	Quarter - 1 Apr - June	Quarter - 2 July - Sept	Quarter - 3 Oct - Dec	Quarter - 4 Jan - Mar	Cumulative Total
Health and Safety	54	122	200	351	727

Base Program Cost	Quarter - 1 Apr - June	Quarter - 2 July - Sept	Quarter - 3 Oct - Dec	Quarter - 4 Jan - Mar	Cumulative Total
Total Completions	185	313	449	970	1917
Cost charged for Operations	302821	485985	663753	1230643	2683202
Average Cost per Home	1636	1552	1478	1268	1399
Overhead dollars (\$)	70592	70592	70592	70592	282368
Overhead Average Cost per Home	381	225	157	72	147
Total Average Cost per Home	2017	1777	1635	1340	1546
Rework dollars (\$)	3418	177	970	5237	9802

Units by Type	Quarter - 1 Apr - June	Quarter - 2 July - Sept	Quarter - 3 Oct - Dec	Quarter - 4 Jan - Mar	Cumulative Total
Owner-Occupied Single Family Site Built	127	166	240	397	930
Single Family Rental Site Built	13	32	34	53	132
Multi-Family	0	27	38	359	424
Owner-Occupied Mobile Home	39	78	90	133	340
Renter-Occupied Mobile Home	6	6	10	22	44
Shelters	0	4	37	6	47
Total	185	313	449	970	1917

Units by Heating Source	Quarter - 1 Apr - June	Quarter - 2 July - Sept	Quarter - 3 Oct - Dec	Quarter - 4 Jan - Mar	Cumulative Total
Coal	0	0	2	0	2
Electric	19	36	44	239	338

Grantee: IHCDA

Report Period: 01/01/2007 to 03/31/2007

Kerosene	0	1	2	0	3
LP Gas	19	29	42	67	157
Natural Gas	143	245	350	648	1386
Oil	4	2	8	13	27
Wood	0	0	1	3	4
Total	185	313	449	970	1917

Income (% of pov)	Quarter - 1 Apr - June	Quarter - 2 July - Sept	Quarter - 3 Oct - Dec	Quarter - 4 Jan - Mar	Cumulative Total
Income Not Available	0	1	15	53	69
under 75%	58	109	176	395	738
75% - 100%	46	69	76	196	387
101% - 125%	45	72	95	188	400
126% - 150%	36	55	80	118	289
over 150%	0	7	7	20	34
Total	185	313	449	970	1917

Income (dollars)	Quarter - 1 Apr - June	Quarter - 2 July - Sept	Quarter - 3 Oct - Dec	Quarter - 4 Jan - Mar	Cumulative Total
Income Not Available	0	1	15	53	69
below - \$1,999	8	32	82	124	246
\$2,000 - \$3,999	5	15	13	41	74
\$4,000 - \$5,999	5	14	8	39	66
\$6,000 - \$7,999	33	37	54	166	290
\$8,000 - \$9,999	21	33	43	100	197
\$10,000 - \$11,999	28	46	52	123	249
\$12,000 - \$14,999	36	45	64	136	281
\$15,000 - above	49	90	118	188	445
Total	185	313	449	970	1917

Total Persons Assisted	Quarter - 1 Apr - June	Quarter - 2 July - Sept	Quarter - 3 Oct - Dec	Quarter - 4 Jan - Mar	Cumulative Total
Actual Number of Individuals Assisted	435	700	949	1941	4025
Elderly 60	91	136	182	438	847
Persons with Disabilities	90	171	209	373	843
Native American	0	0	0	0	0
Children 0-18	183	274	364	731	1552

Race (total persons served)	Quarter - 1 Apr - June	Quarter - 2 July - Sept	Quarter - 3 Oct - Dec	Quarter - 4 Jan - Mar	Cumulative Total
Black or African American	73	101	150	420	744
White	329	565	765	1418	3077
Other	16	15	13	42	86

Grantee: IHCD

Report Period: 01/01/2007 to 03/31/2007

Multi-Race	11	14	9	32	66
Native American	2	0	0	4	6

Ethnicity (total persons served)	Quarter - 1 Apr - June	Quarter - 2 July - Sept	Quarter - 3 Oct - Dec	Quarter - 4 Jan - Mar	Cumulative Total
Hispanic or Latino	22	30	31	50	133
Not Hispanic or Latino	407	659	899	1855	3820

Old Ethnicity (total persons served)	Quarter - 1 Apr - June	Quarter - 2 July - Sept	Quarter - 3 Oct - Dec	Quarter - 4 Jan - Mar	Cumulative Total
African American - not Hispanic	0	0	0	0	0
White - not Hispanic	0	2	0	0	2
Hispanic	4	0	0	0	4
Asian American	0	0	0	0	0
Multi-race	0	0	0	0	0
Native American	0	0	0	0	0

At Risk Households	Quarter - 1 Apr - June	Quarter - 2 July - Sept	Quarter - 3 Oct - Dec	Quarter - 4 Jan - Mar	Cumulative Total
Native American	0	0	0	0	0
Elderly 60	80	119	159	390	748
Disabled	76	138	179	329	722
Children 0-18	78	131	169	368	746
Children 0-5	37	47	73	212	369
Children 0-2	24	26	42	134	226
Children 3-5	23	29	49	126	227

Denials	Quarter - 1 Apr - June	Quarter - 2 July - Sept	Quarter - 3 Oct - Dec	Quarter - 4 Jan - Mar	Cumulative Total
Applicant Households Denied	0	0	0	0	0

Denials Income (% of pov)	Quarter - 1 Apr - June	Quarter - 2 July - Sept	Quarter - 3 Oct - Dec	Quarter - 4 Jan - Mar	Cumulative Total
Income Not Available	0	0	0	0	0
under 75%	0	0	0	0	0
75% - 100%	0	0	0	0	0
101% - 125%	0	0	0	0	0
126% - 150%	0	0	0	0	0
over 150%	0	0	0	0	0
Total	0	0	0	0	0

Denials Income (dollars)	Quarter - 1 Apr - June	Quarter - 2 July - Sept	Quarter - 3 Oct - Dec	Quarter - 4 Jan - Mar	Cumulative Total
Income Not Available	0	0	0	0	0
below - \$1,999	0	0	0	0	0

Grantee: IHEDA

Report Period: 01/01/2007 to 03/31/2007

\$2,000 - \$3,999	0	0	0	0	0
\$4,000 - \$5,999	0	0	0	0	0
\$6,000 - \$7,999	0	0	0	0	0
\$8,000 - \$9,999	0	0	0	0	0
\$10,000 - \$11,999	0	0	0	0	0
\$12,000 - \$14,999	0	0	0	0	0
\$15,000 - above	0	0	0	0	0
Total	0	0	0	0	0

Measures for Completions	Quarter - 1 Apr - June	Quarter - 2 July - Sept	Quarter - 3 Oct - Dec	Quarter - 4 Jan - Mar	Cumulative Total
Furnace Repair - Energy Efficiency	5	11	18	84	118
Furnace Repair - Health & Safety	9	41	74	133	257
Furnace Replacement - Energy Efficiency	1	1	8	8	18
Furnace Replacement - Health & Safety	5	13	37	94	149
Water Heater Repair	9	29	43	67	148
Water Heater Replacement	1	15	13	28	57
Major Air Sealing / Bypass Sealing	131	183	272	674	1260
Duct Repair / Sealing	123	172	256	395	946
Water Heater System Treatment	121	181	247	438	987
Furnace Tune-Up	12	44	56	93	205
Lighting	150	251	392	833	1626
Client Energy Education	153	262	344	843	1602
Insulate Un-insulated Ceilings	51	54	73	107	285
Insulate Ducts Outside Thermal Barrier	11	18	30	36	95
Insulate Un-insulated Walls	53	78	96	165	392
Insulate Partially Insulated Ceilings	66	116	177	381	740
Insulate Partially Insulated Walls	0	0	0	0	0
Insulate Box Sills	43	44	87	121	295
Insulate Foundation	21	26	57	64	168
Floor Insulation (Belly Blow)	20	47	59	98	224
Windows Replacement(s)	17	32	33	34	116
Doors Replacement(s)	15	31	36	50	132
Other Necessary Repairs	75	155	252	586	1068
Minor Air Sealing	123	171	272	396	962



Agreement Number:
Agreement Start Date:

Agreement Amount:
Agreement End Date:

Agency Name:

Address:

City:

State/Zip:

Line Item Categories		Final Grant Budget Amount	Final Grant Expended Amount	Local/Match Expended Amount	Total Expended Amount
---	-- -DOE WEATHERIZATION				
1	ADMINISTRATION				
2	LIABILITY INSURANCE				
3	FISCAL AUDITS				
4	BASE PROGRAM OPERATIONS				
5	HEALTH AND SAFETY				
Totals:					

Has Final Claim Been Paid?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Advance Funds Received:			
Amount Returned:		Check Number:	

I hereby certify that the above information is correct and that all expenditures relating to this Agreement Number are contained in this report.

Authorized Signature:	Date:
Typed Or Printed Name/Title:	
Phone Number of Preparer:	



Agreement Number:
Agreement Start Date:

Agreement Amount:
Agreement End Date:

Agency Name:

Address:

City:

State/Zip:

Line Item Categories		Final Grant Budget Amount	Final Grant Expended Amount	Local/Match Expended Amount	Total Expended Amount
---	--- 4308- WEATHERIZATION				
1	ADMINISTRATION				
2	LIABILITY INSURANCE				
3	SUPPLIES				
4	EQUIPMENT				
5	BASE PROG OPERATIONS				
7	MECHANICAL OPERATIONS				
9	CAPITAL INTENSIVE OPERATIONS				
15	REFRIGERATOR				
Totals:					

Has Final Claim Been Paid?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Advance Funds Received:			
Amount Returned:		Check Number:	

I hereby certify that the above information is correct and that all expenditures relating to this Agreement Number are contained in this report.

Authorized Signature:	Date:
Typed Or Printed Name/Title:	
Phone Number of Preparer:	

Part A: Agency Information

Date of monitoring: Contract Numbers:

Agency Name:

Agency Contact: Title:

Address:

City: Zip Code:

Monitoring Period: Monitors Present:

Exit Interview Participants:

Part B : Previous Monitoring Results

Previous Monitoring Date: Previous Monitoring Period:

Findings or Recommendations Recorded:

Administrative: Yes No

If yes, describe:

Procurement: Yes No

If yes, describe:

Certification and License: Yes No

If yes, describe:

Client Eligibility: Yes No

If yes, describe:

Database Input: Yes No

If yes, describe:

Fiscal: Yes No

If yes, describe:

Home Inspection: Yes No

If yes, describe:

Other: Yes No

If yes, describe:

Part C: Current Year Budget

Agreement	Program	Effective Dates	Award Amount	Expended
	DOE	4/1/2005-3/31/2006		
	LIHEAP	10/1/2005-9/30/2006		
	SWEEP	10/1/2005-9/30/2006		
Total Dollar Amount:				

Carryover: _____

Does the closeout submitted to IHCDA match the agency's expended amount?

Yes No

Satisfactory Concern Finding

Description of Issues:

Part D: Production

Program	Completions	Amount Expended	Average Cost	Avg. Cost Limit
DOE			#DIV/0!	\$2,744
LIHEAP Base			#DIV/0!	\$2,826
LIHEAP Mech			#DIV/0!	\$2,000
LIHEAP CI			#DIV/0!	\$4,826
SWEEP			#DIV/0!	\$2,800

Is the agency over the average cost limit? Yes No

Part E: Observations

Are there areas of concern established by preparing for this monitoring? Yes No

If yes, describe:

Are there any issues with this section?

Yes

No

General Administration

Client Selection

According to Federal regulation 10 CFR 440.16(b) priority should be given to households that contain:

- ◆ Elderly (age 60 years and older) or Disabled (as defined in Indiana Energy Assistance Program Operations Manual)
- ◆ Children, which Indiana defines as age 18 and under
- ◆ High residential energy users or those families with a high energy burden

Does the Agency follow the above priority list when identifying clients?

Yes **No**

Describe Agency's priority system?

How does the Agency track redetermination dates?

Waiting List:

County Served	Amount on Waiting List

Satisfactory **Concern** **Finding**

Description of Issues:

Rental Policies

Landlord agreement forms must be included in the files of all weatherized rental units. At a minimum, landlord agreements must state that:

- ◆ For a one-year period after the weatherization work on the unit is completed, rent cannot be increased, unless the increase is not related to weatherization services performed, as noted in 10CFR440.22(b)(3)(ii).

- ♦ Landlord and/or other contributions shall be expended in accordance with the agreement between the landlord and the weatherization agency, as noted in 10CFR440.22 (d).
- ♦ Written permission of the landlord, or the landlord's agent, must be obtained prior to the weatherization of the dwelling.

Does the Agency follow the above requirements when dealing with rental properties?

Yes No

Describe the Agency's policy toward rental property?

Does the Agency require landlord contributions? Yes No

If yes provide a description of how landlord contributions are applied to the program:

Documentation of Contribution:

Satisfactory Concern Finding

Description of issues:

Are there any issues with this section?

Yes

No

Part A: Procurement

Does Agency have procurement standards? Yes No

Does the agency have a price list? Yes No
If yes, describe how the agency determines the price list.

Does the agency do a cost price analysis to determine amounts on the price list? Yes No

How often does agency update price list. Satisfactory Concern Finding

Description of Issues:

Contractors

Does they agency have signed, updated contracts with all contractors used? Yes No

What criteria is used for evaluation and contractor selection?

Does the Agency have multiple contractors that perform the same task? Yes No
If yes, how does the agency divide up the work load among contractors?

How does the agency solicit new contractors?

Satisfactory

Concern

Finding

Description of Issues:

Materials

How are materials procured?

How does this provide competition?

Who tracks inventory materials and how they are selected?

Satisfactory

Concern

Finding

Description of Issues:

Are there any issues with this section?

Yes No

Staff/Contractor Certification and License

How is Wx work completed? Contractor Crew Both

If contractor: complete Part A, PartB, and Part C.

If crew complete Part A and Part C.

If both complete Part A, Part B, and Part C.

Part A: Weatherization Staff

Staff Name	Position	Certification	Expiration Date	Hire Date	Duties

Agency Tracking

Does agency properly track staff and contractor certification? **Yes** No

Does agency inform contractors of their certification status? **Yes** No **N/A**

Satisfactory **Concern** **Finding**

Description of Issues:

Program Managers and Certified Staff

Did Program managers attend a minimum of 20 hours of administrative classes per year? **Yes** No

Did certified staff complete at least 40 hours of training? **Yes** No
 If yes, were 20 of those hours Wx technical preparation? **Yes** No

Did Staff re-certification process begin at least 6-months before expiration of initial certification? **Yes** No

Satisfactory
 Concern
 Finding

Description of Issues:

New Technical Staff

Did newly hired agency staff receive BPI certification in proper classification within twelve months? Yes No

If BA did not receive certification within 12 months did agency provide written notice to IHCDA with an attached 120 day training plan? Yes No
 N/A

Within the first year of employment, have all technical staff members taken Lead Safe Work Practices and Mold and Moisture Assessments (required by Program Notice 02-5)? Yes No

Satisfactory
 Concern
 Finding

Description of Issues:

Part B: Contractor

Contractor Name	Staff Name	Position	Certification	Expiration Date	Hire Date	Duties

Did contractors complete at least 40 hours of training? Yes No
 If yes, were 20 of those hours Wx technical preparation? Yes No

Did contractor re-certification begin at least 6-months before expiration of initial certification? Yes No

Within the first year of employment, have all contractors taken

Lead Safe Work Practices and Mold and Moisture Assessment **Yes** **No**
(required by Program Notice 02-5)?

Satisfactory **Concern** **Finding**

Description of Issues:

Part C: Lead License

Licensed lead assessor: _____ Expiration Date: _____

If there is no licensed risk assessor on staff, how does agency handle lead issues?

Does the agency generate lead reports? **Yes** **No**
If yes, explain the agency's process for generating reports.

Where applicable, are clients informed of lead risk? **Yes** **No**
If yes, how? _____

Is XRF tested every 6 months? **Yes** **No**
If yes, does agency have Leak Test Analysis? **Yes** **No**

When was the XRF last resourced? _____

Satisfactory **Concern** **Findings**

Description of Issues:

Part A: Production Information

How many dwellings did the agency complete for review period?

What was the total number of completions by the agency?

Number of files to review: Number of Home to Inspect:

Part B: Client Information

Client File #1: _____

Name:

Address:

City: State: Indiana Zip Code:

Date of Application: County:

Date of Final Inspection: Household Income:

Qualifying Factor: Elderly (60+) Disabled Children age 6 & under

Type of Dwelling:

Was the date of the application and final inspection within 12 months? Yes No

If no, was there an income re-verification? Yes No

Satisfactory Concern Finding

Description of Issues:

Does the file contain:

	Yes	No	N/A	Comments
Energy Programs Application:	<input type="checkbox"/>	<input type="checkbox"/>	—	
Income Documentation:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A if client is eligible under EAP
Fuel Release (optional):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Appeal Notification:	<input type="checkbox"/>	<input type="checkbox"/>	—	
Landlord/Rental Agreement:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>		

- Proper Work Order:
- Final Inspection Form:
- Original Signatures: Must include BA and Client
- Smoke Detector Release:
- Heating System Form:
- Furnace Sizing form:
- New Furnace Installation:
- Wx Gas Inspection:
- Lead Paint Notification: Documentation of client receiving brochure
- Moisture Assessment: Required by DOE Program Guidance 05-1
- Mold Hazard Notification:
- Client Release of liability: Smoke detectors, lead, and mold included

Satisfactory Concern Finding

Description of Issues:

Client File #2: _____

Name: _____

Address: _____

City: _____ State: Indiana Zip Code: _____

Date of Application: _____ County: _____

Date of Final Inspection: _____ Household Income: _____

Qualifying Factor: Elderly (60+) Disabled Children age 6 & under

Type of Dwelling: _____

Was the date of the application and final inspection within 12 months? Yes No

If no, was there an income re-verification? Yes No

Satisfactory Concern Finding

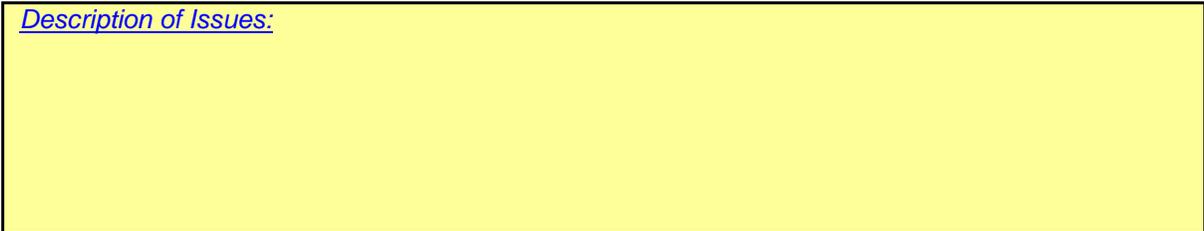
Description of Issues:



Does the file contain:

	Yes	No	N/A	Comments
Energy Programs Application:	<input type="checkbox"/>	<input type="checkbox"/>	—	
Income Documentation:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A if client is eligible under EAP
Fuel Release (optional):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Appeal Notification:	<input type="checkbox"/>	<input type="checkbox"/>	—	
Landlord/Rental Agreement:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Proper Work Order:	<input type="checkbox"/>	<input type="checkbox"/>	—	
Final Inspection Form:	<input type="checkbox"/>	<input type="checkbox"/>	—	
Original Signatures:	<input type="checkbox"/>	<input type="checkbox"/>	—	Must include BA and Client
Smoke Detector Release:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Heating System Form:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Furnace Sizing form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
New Furnace Installation:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Wx Gas Inspection:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lead Paint Notification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Documentation of client receiving brochure
Moisture Assessment:	<input type="checkbox"/>	<input type="checkbox"/>	—	Required by DOE Program Guidance 05-1
Mold Hazard Notification:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Client Release of liability:	<input type="checkbox"/>	<input type="checkbox"/>	—	Smoke detectors, lead, and mold included

Satisfactory Concern Finding



Client File #3:

Name:

Address:

City: State: Indiana Zip Code:

Date of Application: County:

Date of Final Inspection: Household Income:

Qualifying Factor: Elderly (60+) Disabled Children age 6 & under

Type of Dwelling:

Was the date of the application and final inspection within 12 months? Yes No

If no, was there an income re-verification? Yes No

Satisfactory Concern Finding

Description of Issues:

Does the file contain:

	Yes	No	N/A	<u>Comments</u>
Energy Programs Application:	<input type="checkbox"/>	<input type="checkbox"/>	—	
Income Documentation:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A if client is eligible under EAP
Fuel Release (optional):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Appeal Notification:	<input type="checkbox"/>	<input type="checkbox"/>	—	
Landlord/Rental Agreement:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Proper Work Order:	<input type="checkbox"/>	<input type="checkbox"/>	—	
Final Inspection Form:	<input type="checkbox"/>	<input type="checkbox"/>	—	
Original Signatures:	<input type="checkbox"/>	<input type="checkbox"/>	—	Must include BA and Client
Smoke Detector Release:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Heating System Form:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Furnace Sizing form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
New Furnace Installation:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Wx Gas Inspection:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lead Paint Notification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Documentation of client receiving brochure
Moisture Assessment:	<input type="checkbox"/>	<input type="checkbox"/>	—	Required by DOE Program Guidance 05-1
Mold Hazard Notification:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Client Release of liability:	<input type="checkbox"/>	<input type="checkbox"/>	—	Smoke detectors, lead, and mold included

Satisfactory Concern Finding

Description of Issues:

Client File #4:

Name:

Address:

City: State: Indiana Zip Code:

Date of Application: County:

Date of Final Inspection: Household Income:

Qualifying Factor: Elderly (60+) Disabled Children age 6 & under

Type of Dwelling:

Was the date of the application and final inspection within 12 months? Yes No

If no, was there an income re-verification? Yes No

Satisfactory Concern Finding

Description of Issues:

Does the file contain:

	Yes	No	N/A	Comments
Energy Programs Application:	<input type="checkbox"/>	<input type="checkbox"/>	—	
Income Documentation:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A if client is eligible under EAP
Fuel Release (optional):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Appeal Notification:	<input type="checkbox"/>	<input type="checkbox"/>	—	
Landlord/Rental Agreement:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Proper Work Order:	<input type="checkbox"/>	<input type="checkbox"/>	—	
Final Inspection Form:	<input type="checkbox"/>	<input type="checkbox"/>	—	
Original Signatures:	<input type="checkbox"/>	<input type="checkbox"/>	—	Must include BA and Client
Smoke Detector Release:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Heating System Form:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Furnace Sizing form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

New Furnace Installation:

Wx Gas Inspection:

Lead Paint Notification: Documentation of client receiving brochure

Moisture Assessment: — Required by DOE Program Guidance 05-1

Mold Hazard Notification:

Client Release of liability: — Smoke detectors, lead, and mold included

Satisfactory Concern Finding

Description of Issues:

Client File #5: _____

Name: _____

Address: _____

City: _____ State: Indiana Zip Code: _____

Date of Application: _____ County: _____

Date of Final Inspection: _____ Household Income: _____

Qualifying Factor: Elderly (60+) Disabled Children age 6 & under

Type of Dwelling: _____

Was the date of the application and final inspection within 12 months? Yes No

If no, was there an income re-verification? Yes No

Satisfactory Concern Finding

Description of Issues:

Does the file contain:

	Yes	No	N/A	Comments
Energy Programs Application:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	—	
Income Documentation:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A if client is eligible under EAP
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

- Fuel Release (optional):
- Appeal Notification:
- Landlord/Rental Agreement:
- Proper Work Order:
- Final Inspection Form:
- Original Signatures: Must include BA and Client
- Smoke Detector Release:
- Heating System Form:
- Furnace Sizing form:
- New Furnace Installation:
- Wx Gas Inspection:
- Lead Paint Notification: Documentation of client receiving brochure
- Moisture Assessment: Required by DOE Program Guidance 05-1
- Mold Hazard Notification:
- Client Release of liability: Smoke detectors, lead, and mold included

Satisfactory Concern Finding

Description of Issues:

Client File #6: _____

Name: _____

Address: _____

City: _____ State: Indiana Zip Code: _____

Date of Application: _____ County: _____

Date of Final Inspection: _____ Household Income: _____

Qualifying Factor: Elderly (60+) Disabled Children age 6 & under

Type of Dwelling: _____

Was the date of the application and final inspection within 12 months? Yes No

If no, was there an income re-verification? Yes No

Satisfactory
 Concern
 Finding

Description of Issues:

Does the file contain:

	Yes	No	N/A	Comments
Energy Programs Application:	<input type="checkbox"/>	<input type="checkbox"/>	—	
Income Documentation:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A if client is eligible under EAP
Fuel Release (optional):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Appeal Notification:	<input type="checkbox"/>	<input type="checkbox"/>	—	
Landlord/Rental Agreement:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Proper Work Order:	<input type="checkbox"/>	<input type="checkbox"/>	—	
Final Inspection Form:	<input type="checkbox"/>	<input type="checkbox"/>	—	
Original Signatures:	<input type="checkbox"/>	<input type="checkbox"/>	—	Must include BA and Client
Smoke Detector Release:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Heating System Form:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Furnace Sizing form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
New Furnace Installation:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Wx Gas Inspection:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lead Paint Notification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Documentation of client receiving brochure
Moisture Assessment:	<input type="checkbox"/>	<input type="checkbox"/>	—	Required by DOE Program Guidance 05-1
Mold Hazard Notification:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Client Release of liability:	<input type="checkbox"/>	<input type="checkbox"/>	—	Smoke detectors, lead, and mold included

Satisfactory
 Concern
 Finding

Description of Issues:

Client File #7:

Name:

Address:

City: State: Indiana Zip Code:

Date of Application: County:

Date of Final Inspection: Household Income:

Qualifying Factor: Elderly (60+) Disabled Children age 6 & under

Type of Dwelling:

Was the date of the application and final inspection within 12 months? Yes No

If no, was there an income re-verification? Yes No

Satisfactory Concern Finding

Description of Issues:

Does the file contain:

	Yes	No	N/A	Comments
Energy Programs Application:	<input type="checkbox"/>	<input type="checkbox"/>	—	
Income Documentation:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A if client is eligible under EAP
Fuel Release (optional):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Appeal Notification:	<input type="checkbox"/>	<input type="checkbox"/>	—	
Landlord/Rental Agreement:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Proper Work Order:	<input type="checkbox"/>	<input type="checkbox"/>	—	
Final Inspection Form:	<input type="checkbox"/>	<input type="checkbox"/>	—	
Original Signatures:	<input type="checkbox"/>	<input type="checkbox"/>	—	Must include BA and Client
Smoke Detector Release:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Heating System Form:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Furnace Sizing form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
New Furnace Installation:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Wx Gas Inspection:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lead Paint Notification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Documentation of client receiving brochure
Moisture Assessment:	<input type="checkbox"/>	<input type="checkbox"/>	—	Required by DOE Program Guidance 05-1
Mold Hazard Notification:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Client Release of liability:	<input type="checkbox"/>	<input type="checkbox"/>	—	Smoke detectors, lead, and mold included

Satisfactory
 Concern
 Finding

Description of Issues:

Client File #8: _____

Name: _____

Address: _____

City: _____ State: Indiana Zip Code: _____

Date of Application: _____ County: _____

Date of Final Inspection: _____ Household Income: _____

Qualifying Factor: Elderly (60+) Disabled Children age 6 & under

Type of Dwelling: _____

Was the date of the application and final inspection within 12 months? Yes No

If no, was there an income re-verification? Yes No

Satisfactory
 Concern
 Finding

Description of Issues:

Does the file contain:

	Yes	No	N/A	Comments
Energy Programs Application:	<input type="checkbox"/>	<input type="checkbox"/>	—	
Income Documentation:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A if client is eligible under EAP
Fuel Release (optional):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Appeal Notification:	<input type="checkbox"/>	<input type="checkbox"/>	—	
Landlord/Rental Agreement:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Proper Work Order:	<input type="checkbox"/>	<input type="checkbox"/>	—	
Final Inspection Form:	<input type="checkbox"/>	<input type="checkbox"/>	—	
Original Signatures:	<input type="checkbox"/>	<input type="checkbox"/>	—	Must include BA and Client

	┌	┌	
Smoke Detector Release:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heating System Form:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Furnace Sizing form	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
New Furnace Installation:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wx Gas Inspection:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lead Paint Notification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Documentation of client receiving brochure
Moisture Assessment:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	— Required by DOE Program Guidance 05-1
Mold Hazard Notification:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Client Release of liability:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	— Smoke detectors, lead, and mold included
	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Concern	<input type="checkbox"/> Finding

Description of Issues:

Client File #9:

Name:

Address:

City: State: Indiana Zip Code:

Date of Application: County:

Date of Final Inspection: Household Income:

Qualifying Factor: Elderly (60+) Disabled Children age 6 & under

Type of Dwelling:

Was the date of the application and final inspection within 12 months? Yes No

If no, was there an income re-verification? Yes No

Satisfactory Concern Finding

Description of Issues:

Does the file contain:

	Yes	No	N/A	Comments
Energy Programs Application:	<input type="checkbox"/>	<input type="checkbox"/>	—	
Income Documentation:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A if client is eligible under EAP
Fuel Release (optional):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Appeal Notification:	<input type="checkbox"/>	<input type="checkbox"/>	—	
Landlord/Rental Agreement:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Proper Work Order:	<input type="checkbox"/>	<input type="checkbox"/>	—	
Final Inspection Form:	<input type="checkbox"/>	<input type="checkbox"/>	—	
Original Signatures:	<input type="checkbox"/>	<input type="checkbox"/>	—	Must include BA and Client
Smoke Detector Release:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Heating System Form:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Furnace Sizing form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
New Furnace Installation:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Wx Gas Inspection:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lead Paint Notification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Documentation of client receiving brochure
Moisture Assessment:	<input type="checkbox"/>	<input type="checkbox"/>	—	Required by DOE Program Guidance 05-1
Mold Hazard Notification:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Client Release of liability:	<input type="checkbox"/>	<input type="checkbox"/>	—	Smoke detectors, lead, and mold included

Satisfactory Concern Finding

Description of Issues:

Client File #10:

Name: _____

Address: _____

City: _____ State: Indiana Zip Code: _____

Date of Application: _____ County: _____

Date of Final Inspection: _____ Household Income: _____

Qualifying Factor: Elderly (60+) Disabled Children age 6 & under

Type of Dwelling: _____

Was the date of the application and final inspection within 12 months?

Yes No

If no, was there an income re-verification?

Yes No

Satisfactory Concern Finding

Description of Issues:

Does the file contain:

	Yes	No	N/A	Comments
Energy Programs Application:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	—	
Income Documentation:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A if client is eligible under EAP
Fuel Release (optional):	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Appeal Notification:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	—	
Landlord/Rental Agreement:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Proper Work Order:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	—	
Final Inspection Form:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	—	
Original Signatures:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	—	Must include BA and Client
Smoke Detector Release:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Heating System Form:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Furnace Sizing form	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
New Furnace Installation:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Wx Gas Inspection:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lead Paint Notification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Documentation of client receiving brochure
Moisture Assessment:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	—	Required by DOE Program Guidance 05-1
Mold Hazard Notification:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Client Release of liability:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	—	Smoke detectors, lead, and mold included

Satisfactory Concern Finding

Description of Issues:

[Redacted]

Client File #11:

Name: [Redacted]

Address: [Redacted]

City: [Redacted] State: Indiana Zip Code: [Redacted]

Date of Application: [Redacted] County: [Redacted]

Date of Final Inspection: [Redacted] Household Income: [Redacted]

Qualifying Factor: Elderly (60+) Disabled Children age 6 & under

Type of Dwelling: [Redacted]

Was the date of the application and final inspection within 12 months? Yes No

If no, was there an income re-verification? Yes No

Satisfactory Concern Finding

Description of Issues:
[Redacted]

Does the file contain:

	Yes	No	N/A	Comments
Energy Programs Application:	<input type="checkbox"/>	<input type="checkbox"/>	—	
Income Documentation:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A if client is eligible under EAP
Fuel Release (optional):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Appeal Notification:	<input type="checkbox"/>	<input type="checkbox"/>	—	
Landlord/Rental Agreement:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Proper Work Order:	<input type="checkbox"/>	<input type="checkbox"/>	—	
Final Inspection Form:	<input type="checkbox"/>	<input type="checkbox"/>	—	
Original Signatures:	<input type="checkbox"/>	<input type="checkbox"/>	—	Must include BA and Client
Smoke Detector Release:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Heating System Form:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Furnace Sizing form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
New Furnace Installation:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Wx Gas Inspection:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Lead Paint Notification: Satisfactory Concern Finding Documentation of client receiving brochure
 Moisture Assessment: Satisfactory Concern Finding Required by DOE Program Guidance 05-1
 Mold Hazard Notification: Satisfactory Concern Finding
 Client Release of liability: Satisfactory Concern Finding Smoke detectors, lead, and mold included

Satisfactory Concern Finding

Description of Issues:

Client File #12:

Name:
 Address:

City: State: Indiana Zip Code:

Date of Application: County:

Date of Final Inspection: Household Income:

Qualifying Factor: Elderly (60+) Disabled Children age 6 & under

Type of Dwelling:

Was the date of the application and final inspection within 12 months? Yes No

If no, was there an income re-verification? Yes No

Satisfactory Concern Finding

Description of Issues:

Does the file contain:

	Yes	No	N/A	Comments
Energy Programs Application:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Income Documentation:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A if client is eligible under EAP
Fuel Release (optional):	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

- Appeal Notification:
- Landlord/Rental Agreement:
- Proper Work Order:
- Final Inspection Form:
- Original Signatures: Must include BA and Client
- Smoke Detector Release:
- Heating System Form:
- Furnace Sizing form:
- New Furnace Installation:
- Wx Gas Inspection:
- Lead Paint Notification: Documentation of client receiving brochure
- Moisture Assessment: Required by DOE Program Guidance 05-1
- Mold Hazard Notification:
- Client Release of liability: Smoke detectors, lead, and mold included

Satisfactory Concern Finding

Description of Issues:

Client File #13:

Name:

Address:

City: State: Indiana Zip Code:

Date of Application: County:

Date of Final Inspection: Household Income:

Qualifying Factor: Elderly (60+) Disabled Children age 6 & under

Type of Dwelling:

Was the date of the application and final inspection within 12 months? Yes No

If no, was there an income re-verification? Yes No

Satisfactory Concern Finding

Description of Issues:

Does the file contain:

	Yes	No	N/A	Comments
Energy Programs Application:	<input type="checkbox"/>	<input type="checkbox"/>	—	
Income Documentation:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A if client is eligible under EAP
Fuel Release (optional):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Appeal Notification:	<input type="checkbox"/>	<input type="checkbox"/>	—	
Landlord/Rental Agreement:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Proper Work Order:	<input type="checkbox"/>	<input type="checkbox"/>	—	
Final Inspection Form:	<input type="checkbox"/>	<input type="checkbox"/>	—	
Original Signatures:	<input type="checkbox"/>	<input type="checkbox"/>	—	Must include BA and Client
Smoke Detector Release:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Heating System Form:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Furnace Sizing form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
New Furnace Installation:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Wx Gas Inspection:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lead Paint Notification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Documentation of client receiving brochure
Moisture Assessment:	<input type="checkbox"/>	<input type="checkbox"/>	—	Required by DOE Program Guidance 05-1
Mold Hazard Notification:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Client Release of liability:	<input type="checkbox"/>	<input type="checkbox"/>	—	Smoke detectors, lead, and mold included

Satisfactory Concern Finding

Description of Issues:

Client File #14:

Name:

Address:

City: State: Indiana Zip Code:

Date of Application: County:

Date of Final Inspection: Household Income:

Qualifying Factor: Elderly (60+) Disabled Children age 6 & under

Type of Dwelling:

Was the date of the application and final inspection within 12 months? Yes No

If no, was there an income re-verification? Yes No

Satisfactory Concern Finding

Description of Issues:

Does the file contain:

	Yes	No	N/A	Comments
Energy Programs Application:	<input type="checkbox"/>	<input type="checkbox"/>	—	
Income Documentation:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A if client is eligible under EAP
Fuel Release (optional):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Appeal Notification:	<input type="checkbox"/>	<input type="checkbox"/>	—	
Landlord/Rental Agreement:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Proper Work Order:	<input type="checkbox"/>	<input type="checkbox"/>	—	
Final Inspection Form:	<input type="checkbox"/>	<input type="checkbox"/>	—	
Original Signatures:	<input type="checkbox"/>	<input type="checkbox"/>	—	Must include BA and Client
Smoke Detector Release:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Heating System Form:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Furnace Sizing form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
New Furnace Installation:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Wx Gas Inspection:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lead Paint Notification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Documentation of client receiving brochure
Moisture Assessment:	<input type="checkbox"/>	<input type="checkbox"/>	—	Required by DOE Program Guidance 05-1
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Mold Hazard Notification:

Client Release of liability: ——— Smoke detectors, lead, and mold included

Satisfactory Concern Finding

Description of Issues:

Client File #15:

Name: _____

Address: _____

City: _____ State: Indiana Zip Code: _____

Date of Application: _____ County: _____

Date of Final Inspection: _____ Household Income: _____

Qualifying Factor: Elderly (60+) Disabled Children age 6 & under

Type of Dwelling: _____

Was the date of the application and final inspection within 12 months? Yes No

If no, was there an income re-verification? Yes No

Satisfactory Concern Finding

Description of Issues:

Does the file contain:

	Yes	No	N/A	<u>Comments</u>
Energy Programs Application:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	————	
Income Documentation:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A if client is eligible under EAP
Fuel Release (optional):	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Appeal Notification:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	————	
Landlord/Rental Agreement:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>		

- Proper Work Order:
- Final Inspection Form:
- Original Signatures: Must include BA and Client
- Smoke Detector Release:
- Heating System Form:
- Furnace Sizing form:
- New Furnace Installation:
- Wx Gas Inspection:
- Lead Paint Notification: Documentation of client receiving brochure
- Moisture Assessment: Required by DOE Program Guidance 05-1
- Mold Hazard Notification:
- Client Release of liability: Smoke detectors, lead, and mold included

Satisfactory Concern Finding

Description of Issues:

Client File #16:

Name:

Address:

City: State: Indiana Zip Code:

Date of Application: County:

Date of Final Inspection: Household Income:

Qualifying Factor: Elderly (60+) Disabled Children age 6 & under

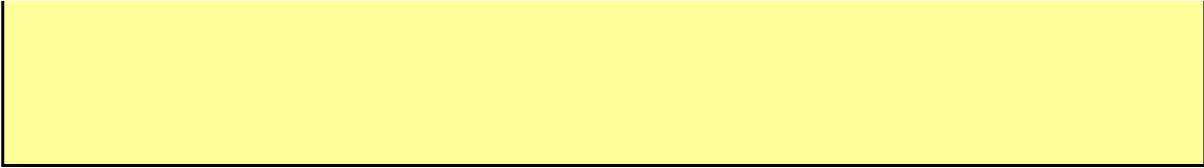
Type of Dwelling:

Was the date of the application and final inspection within 12 months? Yes No

If no, was there an income re-verification? Yes No

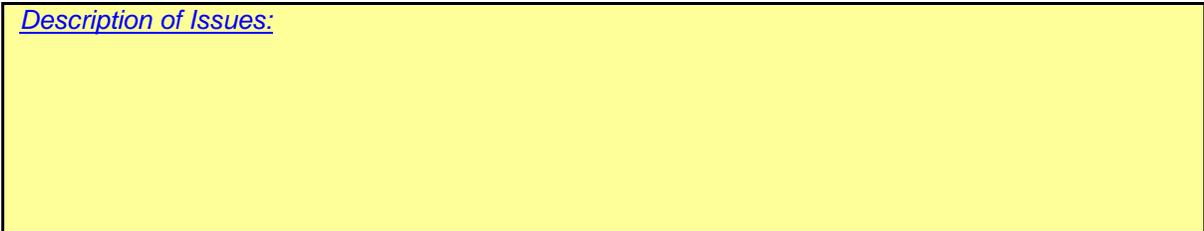
Satisfactory Concern Finding

Description of Issues:



Does the file contain:

	Yes	No	N/A	Comments
Energy Programs Application:	<input type="checkbox"/>	<input type="checkbox"/>	—	
Income Documentation:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A if client is eligible under EAP
Fuel Release (optional):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Appeal Notification:	<input type="checkbox"/>	<input type="checkbox"/>	—	
Landlord/Rental Agreement:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Proper Work Order:	<input type="checkbox"/>	<input type="checkbox"/>	—	
Final Inspection Form:	<input type="checkbox"/>	<input type="checkbox"/>	—	
Original Signatures:	<input type="checkbox"/>	<input type="checkbox"/>	—	Must include BA and Client
Smoke Detector Release:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Heating System Form:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Furnace Sizing form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
New Furnace Installation:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Wx Gas Inspection:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lead Paint Notification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Documentation of client receiving brochure
Moisture Assessment:	<input type="checkbox"/>	<input type="checkbox"/>	—	Required by DOE Program Guidance 05-1
Mold Hazard Notification:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Client Release of liability:	<input type="checkbox"/>	<input type="checkbox"/>	—	Smoke detectors, lead, and mold included
<input type="checkbox"/> Satisfactory	<input type="checkbox"/>	<input type="checkbox"/> Concern	<input type="checkbox"/>	Finding



Client File #17:

Name: _____

Address: _____

City: _____

State: Indiana

Zip Code: _____

Date of Application:

County:

Date of Final Inspection:

Household Income:

Qualifying Factor: Elderly (60+) Disabled Children age 6 & under

Type of Dwelling:

Was the date of the application and final inspection within 12 months? Yes No

If no, was there an income re-verification? Yes No

Satisfactory Concern Finding

Description of Issues:

Does the file contain:

	Yes	No	N/A	Comments
Energy Programs Application:	<input type="checkbox"/>	<input type="checkbox"/>	—	
Income Documentation:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A if client is eligible under EAP
Fuel Release (optional):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Appeal Notification:	<input type="checkbox"/>	<input type="checkbox"/>	—	
Landlord/Rental Agreement:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Proper Work Order:	<input type="checkbox"/>	<input type="checkbox"/>	—	
Final Inspection Form:	<input type="checkbox"/>	<input type="checkbox"/>	—	
Original Signatures:	<input type="checkbox"/>	<input type="checkbox"/>	—	Must include BA and Client
Smoke Detector Release:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Heating System Form:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Furnace Sizing form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
New Furnace Installation:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Wx Gas Inspection:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lead Paint Notification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Documentation of client receiving brochure
Moisture Assessment:	<input type="checkbox"/>	<input type="checkbox"/>	—	Required by DOE Program Guidance 05-1
Mold Hazard Notification:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Client Release of liability:	<input type="checkbox"/>	<input type="checkbox"/>	—	Smoke detectors, lead, and mold included

Satisfactory Concern Finding

Description of Issues:

Client File #18:

Name: _____

Address: _____

City: _____ State: Indiana Zip Code: _____

Date of Application: _____ County: _____

Date of Final Inspection: _____ Household Income: _____

Qualifying Factor: Elderly (60+) Disabled Children age 6 & under

Type of Dwelling: _____

Was the date of the application and final inspection within 12 months? Yes No

If no, was there an income re-verification? Yes No

Satisfactory Concern Finding

Description of Issues:

Does the file contain:

	Yes	No	N/A	Comments
Energy Programs Application:	<input type="checkbox"/>	<input type="checkbox"/>	—	
Income Documentation:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A if client is eligible under EAP
Fuel Release (optional):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Appeal Notification:	<input type="checkbox"/>	<input type="checkbox"/>	—	
Landlord/Rental Agreement:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Proper Work Order:	<input type="checkbox"/>	<input type="checkbox"/>	—	
Final Inspection Form:	<input type="checkbox"/>	<input type="checkbox"/>	—	
Original Signatures:	<input type="checkbox"/>	<input type="checkbox"/>	—	Must include BA and Client

- Smoke Detector Release:
- Heating System Form:
- Furnace Sizing form:
- New Furnace Installation:
- Wx Gas Inspection:
- Lead Paint Notification: Documentation of client receiving brochure
- Moisture Assessment: — Required by DOE Program Guidance 05-1
- Mold Hazard Notification:
- Client Release of liability: — Smoke detectors, lead, and mold included

Satisfactory Concern Finding

Description of Issues:

Client File #19:

Name:

Address:

City: State: Indiana Zip Code:

Date of Application: County:

Date of Final Inspection: Household Income:

Qualifying Factor: Elderly (60+) Disabled Children age 6 & under

Type of Dwelling:

Was the date of the application and final inspection within 12 months? Yes No

If no, was there an income re-verification? Yes No

Satisfactory Concern Finding

Description of Issues:

Does the file contain:

	Yes	No	N/A	Comments
Energy Programs Application:	<input type="checkbox"/>	<input type="checkbox"/>	—	
Income Documentation:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A if client is eligible under EAP
Fuel Release (optional):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Appeal Notification:	<input type="checkbox"/>	<input type="checkbox"/>	—	
Landlord/Rental Agreement:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Proper Work Order:	<input type="checkbox"/>	<input type="checkbox"/>	—	
Final Inspection Form:	<input type="checkbox"/>	<input type="checkbox"/>	—	
Original Signatures:	<input type="checkbox"/>	<input type="checkbox"/>	—	Must include BA and Client
Smoke Detector Release:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Heating System Form:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Furnace Sizing form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
New Furnace Installation:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Wx Gas Inspection:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lead Paint Notification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Documentation of client receiving brochure
Moisture Assessment:	<input type="checkbox"/>	<input type="checkbox"/>	—	Required by DOE Program Guidance 05-1
Mold Hazard Notification:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Client Release of liability:	<input type="checkbox"/>	<input type="checkbox"/>	—	Smoke detectors, lead, and mold included

Satisfactory Concern Finding

Description of Issues:

Client File #20:

Name:

Address:

City: State: Indiana Zip Code:

Date of Application: County:

Date of Final Inspection: Household Income:

Qualifying Factor: Elderly (60+) Disabled Children age 6 & under

Type of Dwelling:

Was the date of the application and final inspection within 12 months? Yes No

If no, was there an income re-verification? Yes No

Satisfactory Concern Finding

Description of Issues:

Does the file contain:

	Yes	No	N/A	<u>Comments</u>
Energy Programs Application:	<input type="checkbox"/>	<input type="checkbox"/>	—	
Income Documentation:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A if client is eligible under EAP
Fuel Release (optional):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Appeal Notification:	<input type="checkbox"/>	<input type="checkbox"/>	—	
Landlord/Rental Agreement:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Proper Work Order:	<input type="checkbox"/>	<input type="checkbox"/>	—	
Final Inspection Form:	<input type="checkbox"/>	<input type="checkbox"/>	—	
Original Signatures:	<input type="checkbox"/>	<input type="checkbox"/>	—	Must include BA and Client
Smoke Detector Release:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Heating System Form:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Furnace Sizing form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
New Furnace Installation:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Wx Gas Inspection:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lead Paint Notification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Documentation of client receiving brochure
Moisture Assessment:	<input type="checkbox"/>	<input type="checkbox"/>	—	Required by DOE Program Guidance 05-1
Mold Hazard Notification:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Client Release of liability:	<input type="checkbox"/>	<input type="checkbox"/>	—	Smoke detectors, lead, and mold included

Satisfactory Concern Finding

Description of Issues:

[Redacted]

Part C: Denied Clients

Number of Denied Files Reviewed: [Redacted]

Denied File #1:

Name: [Redacted] EAP Ap: Yes No

Address: [Redacted]

City: [Redacted] State: Indiana Zip Code: [Redacted]

Date of Application: [Redacted] County: [Redacted]

Houshold Income: [Redacted]

Reason for Denial: [Redacted]

How Client was notified: [Redacted]

Date Notified: [Redacted]

Satisfactory Concern Finding

Description of Issues:
[Redacted]

Denied File #2:

Name: [Redacted] EAP Ap: Yes No

Address: [Redacted]

City: [Redacted] State: Indiana Zip Code: [Redacted]

Date of Application: [Redacted] County: [Redacted]

Houshold Income: [Redacted]

Reason for Denial: [Redacted]

How Client was notified:

Date Notified:

Satisfactory Concern Finding

Description of Issues:

Are there any issues?

Yes

No

Part A: Database Entry

What is the agency's process for entering jobs in the database:

[Yellow text input area]

Who does the data entry? [Yellow text input area]

Part B: Examination of Data Input

Number of Files to Compare: [Blue box containing 0]

Select Clients from the previous tab to compare data in the file to data entered in the Roeing database:

Client File #1:

Name: [Yellow text input area] Job Number: [Yellow text input area]

Field	Database	Paperwork
Dwelling Type		
Primary Heating Source		
Members		
Year Built		
Area of Living Space		
Gas Utility		
Gas Utility Acct. Number		
Electric Utility		
Electric Utility Acct. Number		
Contractors		
Contractors		
Pre-Blower Door		
Post-Blower Door		
Final Draft		
MVR		

Satisfactory Finding Concern

Description of Issues:

[Large yellow text input area]

Client File #2:

Name: [Yellow text input area] Job Number: [Yellow text input area]

Field	Database	Paperwork
Dwelling Type		
Primary Heating Source		
Members		
Year Built		
Area of Living Space		
Gas Utility		
Gas Utility Acct. Number		
Electric Utility		
Electric Utility Acct. Number		
Contractors		
Pre-Blower Door		
Post-Blower Door		
Final Draft		
MVR		

Satisfactory
 Finding
 Concern

Description of Issues:

Client File #3: _____

Name: _____ Job Number: _____

Field	Database	Paperwork
Dwelling Type		
Primary Heating Source		
Members		
Year Built		
Area of Living Space		
Gas Utility		
Gas Utility Acct. Number		
Electric Utility		
Electric Utility Acct. Number		
Contractors		
Pre-Blower Door		
Post-Blower Door		
Final Draft		
MVR		

Satisfactory
 Finding
 Concern

Description of Issues:

Client File #4:

Name:

Job Number:

Field	Database	Paperwork
Dwelling Type		
Primary Heating Source		
Members		
Year Built		
Area of Living Space		
Gas Utility		
Gas Utility Acct. Number		
Electric Utility		
Electric Utility Acct. Number		
Contractors		
Pre-Blower Door		
Post-Blower Door		
Final Draft		
MVR		

Satisfactory Finding Concern

Description of Issues:

Client File #5:

Name:

Job Number:

Field	Database	Paperwork
Dwelling Type		
Primary Heating Source		
Members		
Year Built		
Area of Living Space		
Gas Utility		
Gas Utility Acct. Number		
Electric Utility		
Electric Utility Acct. Number		
Contractors		
Pre-Blower Door		
Post-Blower Door		
Final Draft		

MVR		
-----	--	--

Satisfactory
 Finding
 Concern

Description of Issues:

Client File #6:

Name: _____ Job Number: _____

Field	Database	Paperwork
Dwelling Type		
Primary Heating Source		
Members		
Year Built		
Area of Living Space		
Gas Utility		
Gas Utility Acct. Number		
Electric Utility		
Electric Utility Acct. Number		
Contractors		
Pre-Blower Door		
Post-Blower Door		
Final Draft		
MVR		

Satisfactory
 Finding
 Concern

Description of Issues:

Client File #7:

Name: _____ Job Number: _____

Field	Database	Paperwork
Dwelling Type		
Primary Heating Source		
Members		
Year Built		
Area of Living Space		
Gas Utility		

Gas Utility Acct. Number		
Electric Utility		
Electric Utility Acct. Number		
Contractors		
Pre-Blower Door		
Post-Blower Door		
Final Draft		
MVR		

Satisfactory Finding Concern

Description of Issues:

Client File #8:

Name: _____ Job Number: _____

Field	Database	Paperwork
Dwelling Type		
Primary Heating Source		
Members		
Year Built		
Area of Living Space		
Gas Utility		
Gas Utility Acct. Number		
Electric Utility		
Electric Utility Acct. Number		
Contractors		
Pre-Blower Door		
Post-Blower Door		
Final Draft		
MVR		

Satisfactory Finding Concern

Description of Issues:

Are there any issues in this section?

Yes

No

Part A: General Fiscal Information

Is this agency: Contractor Crew Both

If contractor: complete Part A, PartB, & Part C.

If crew complete Part A , Part C, & D.

If both complete Part A, Part B, Part C, & Part D.

Describe how the average cost per home is tracked?

[Yellow text box]

Who tracks the above information? [Yellow text box]

Does Wx staff receive expenditure reports? Yes No

Does Wx staff have a copy of the approved budget? Yes No

Describe the agency's process for identifying costs that can and should be charged to utility programs.

[Yellow text box]

Total number of jobs completed with utility programs: [Yellow text box]

Total dollar reimbursement from utility programs: [Yellow text box]

Satisfactory Concern Finding

Description of Issues:

[Yellow text box]

Refrigerator Replacement

Were utility dollars utilized before state funds? Yes No

Has the Agency utilized the refrigerator replacement program? Yes No

How many refrigerators were tested? [Yellow text box]

How man refrigerators were replaced? [Yellow text box]

Did Agency consider SIR for replacement? **Yes** No

Does the Agency enter refrigerator information in the database? **Yes** No

Satisfactory Concern Finding

Description of Issues:

Part B: Contractor Payment

Number of files to use:

Track the payments to all of the contractors used from the clients selected for database analysis:

Client File #1:

Name: Job Number:

Contractor Name	Submission Date	Check Date	Cashed Date

Satisfactory Concern Finding

Description of Issues:

Client File #2:

Name: Job Number:

Contractor Name	Submission Date	Check Date	Cashed Date

Satisfactory Concern Finding

Description of Issues:

Client File #3:

Name:

Job Number:

Contractor Name	Submission Date	Check Date	Cashed Date
<input style="width: 345px; height: 20px;" type="text"/>	<input style="width: 135px; height: 20px;" type="text"/>	<input style="width: 135px; height: 20px;" type="text"/>	<input style="width: 135px; height: 20px;" type="text"/>
<input style="width: 345px; height: 20px;" type="text"/>	<input style="width: 135px; height: 20px;" type="text"/>	<input style="width: 135px; height: 20px;" type="text"/>	<input style="width: 135px; height: 20px;" type="text"/>
<input style="width: 345px; height: 20px;" type="text"/>	<input style="width: 135px; height: 20px;" type="text"/>	<input style="width: 135px; height: 20px;" type="text"/>	<input style="width: 135px; height: 20px;" type="text"/>

Satisfactory Concern Finding

Description of Issues:

Client File #4:

Name:

Job Number:

Contractor Name	Submission Date	Check Date	Cashed Date
<input style="width: 345px; height: 20px;" type="text"/>	<input style="width: 135px; height: 20px;" type="text"/>	<input style="width: 135px; height: 20px;" type="text"/>	<input style="width: 135px; height: 20px;" type="text"/>
<input style="width: 345px; height: 20px;" type="text"/>	<input style="width: 135px; height: 20px;" type="text"/>	<input style="width: 135px; height: 20px;" type="text"/>	<input style="width: 135px; height: 20px;" type="text"/>
<input style="width: 345px; height: 20px;" type="text"/>	<input style="width: 135px; height: 20px;" type="text"/>	<input style="width: 135px; height: 20px;" type="text"/>	<input style="width: 135px; height: 20px;" type="text"/>

Satisfactory Concern Finding

Description of Issues:

Client File #5:

Name:

Job Number:

Contractor Name	Submission Date	Check Date	Cashed Date
<input style="width: 345px; height: 20px;" type="text"/>	<input style="width: 135px; height: 20px;" type="text"/>	<input style="width: 135px; height: 20px;" type="text"/>	<input style="width: 135px; height: 20px;" type="text"/>

Satisfactory Concern Finding

Description of Issues:

Client File #6:

Name: _____ Job Number: _____

Contractor Name	Submission Date	Check Date	Cashed Date

Satisfactory Concern Finding

Description of Issues:

Client File #7:

Name: _____ Job Number: _____

Contractor Name	Submission Date	Check Date	Cashed Date

Satisfactory Concern Finding

Description of Issues:

Client File #8:

Name:

Job Number:

Contractor Name	Submission Date	Check Date	Cashed Date

Satisfactory Concern Finding

Description of Issues:

Part C: Job Cost & Claims

Number of files to use:

Track how job costs are claimed from IHCD use same jobs referenced above:

Client File #1:

Name:

Job Number:

Program	Amount	Claim Date	Line Item
DOE Base			
LIHEAP Base			
LIHEAP Mechanical			
LIHEAP Cap Intensive			
SWEEP			

Satisfactory Concern Finding

Description of Issues:

Client File #2:

Name:

Job Number:

Program	Amount	Claim Date	Line Item
DOE Base			
LIHEAP Base			
LIHEAP Mechanical			
LIHEAP Cap Intensive			
LIHEAP Fridge			
SWEEP			

Satisfactory Concern Finding

Description of Issues:

Client File #3: _____

Name:

Job Number:

Program	Amount	Claim Date	Line Item
DOE Base			
LIHEAP Base			
LIHEAP Mechanical			
LIHEAP Cap Intensive			
LIHEAP Fridge			
SWEEP			

Satisfactory Concern Finding

Description of Issues:

Client File #4: _____

Name:

Job Number:

Program	Amount	Claim Date	Line Item
---------	--------	------------	-----------

DOE Base			
LIHEAP Base			
LIHEAP Mechanical			
LIHEAP Cap Intensive			
LIHEAP Fridge			
SWEEP			

Satisfactory Concern Finding

Description of Issues:

Client File #5:

Name: _____ Job Number: _____

Program	Amount	Claim Date	Line Item
DOE Base			
LIHEAP Base			
LIHEAP Mechanical			
LIHEAP Cap Intensive			
LIHEAP Fridge			
SWEEP			

Satisfactory Concern Finding

Description of Issues:

Client File #6:

Name: _____ Job Number: _____

Program	Amount	Claim Date	Line Item
DOE Base			
LIHEAP Base			
LIHEAP Mechanical			

LIHEAP Cap Intensive			
LIHEAP Fridge			
SWEEP			

Satisfactory Concern Finding

Description of Issues:

Client File #7:

Name: _____ Job Number: _____

Program	Amount	Claim Date	Line Item
DOE Base			
LIHEAP Base			
LIHEAP Mechanical			
LIHEAP Cap Intensive			
LIHEAP Fridge			
SWEEP			

Satisfactory Concern Finding

Description of Issues:

Client File #8:

Name: _____ Job Number: _____

Program	Amount	Claim Date	Line Item
DOE Base			
LIHEAP Base			
LIHEAP Mechanical			
LIHEAP Cap Intensive			
LIHEAP Fridge			
SWEEP			

Satisfactory
 Concern
 Finding

Description of Issues:

Part D: Materials Purchase Primarily for Crew Based Agencies

By using the agency's price list for materials track purchase items:

Brand of Material	Invoice Date	Check Number	Check Date	Date Cashed

Satisfactory
 Concern
 Finding

Description of Issues:

Are there any Issues with this section?

Yes No

**Indiana Housing & Community
Development Authority**

**Community Development
Weatherization Program**

Going to be created after program monitoring completed.

VIA ELECTRONIC MAIL

Date

Contact Name

Contact Title

Agency Name

Agency Address

City IN Zip

RE: Weatherization Monitoring Year Reviewed

This correspondence confirms the results of the monitoring conducted as of the date of this letter by the Indiana Housing and Community Development Authority (IHCDA) staff. This letter outlines the categories that were reviewed as related to your award referenced above. Satisfactory issues are not discussed in detail in this correspondence. Concerns and/or findings for insufficient or deficient items are listed in detail along with the required action needed to resolve the concern or finding. If a category needs additional clarification, you will find the review sheets for that category as an attachment to this letter.

General Administration	Satisfactory	Concern	Finding
Description of Concern(s):			

Description of Findings:

Required Action(s):

Procurement	Satisfactory	Concern	Finding
Description of Concern(s):			

Description of Finding(s):

[Redacted]

Required Action(s):

[Redacted]

Certification & License [] Satisfactory [] Concern [] Finding

Description of Concern(s):

[Redacted]

Description of Finding(s):

[Redacted]

Required Action(s):

[Redacted]

Client Files [] Satisfactory [] Concern [] Finding

Description of Concern(s):

[Redacted]

Description of Finding(s):

[Redacted]

Required Action(s):

[Redacted]

Database Input [] Satisfactory [] Concern [] Finding

Description of Concern(s):

[Redacted]

[Redacted]

Description of Finding(s):

[Redacted]

Required Action(s):

[Redacted]

Fiscal	Satisfactory	Concern	Finding
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Description of Concern(s):

[Redacted]

Description of Finding(s):

[Redacted]

Required Action(s):

[Redacted]

IHCDA respectfully requests a written response to all findings and concerns prior to ***. OR There were no findings or concerns found during this monitoring review.

We hope the issues addressed in this correspondence will assist you in administering your current and future Weatherization program. If there are any questions regarding this correspondence, please contact me at (800) 872-0371.

Sincerely,

[Redacted]

IHCDA Community Action Monitor

cc:

Name, Agency Program Coordinator

Cecelia Johnson-Powell, IHCDA Community Development Manager

Erica Burrin, IHCDA Community Development Administrator

Name, IHCDA Community Action Monitor

file

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