Regional Priority List Policy

The Energy Auditor may decide for each job whether the subgrantee will utilize the Priority List (PL) as outlined or conduct a site-specific energy audit using NEAT/MHEA. Any job utilizing these PLs with any DOE funds must install all required Health and Safety (H&S) measures per the DOE-approved H&S plan. If the PL is applied to a project using any DOE funds, then any measure listed as “mandatory” may only be skipped if it is physically impossible to install, regardless of funding source used for the measure. If another funding source is used for a mandatory measure, it must meet the requirements of the DOE WAP as outlined in the PL. “Optional” measures may only be installed if all other applicable mandatory measures are installed as well per (applicable measures are any measure, as defined by [WPN 22-8](https://www.energy.gov/scep/wap/articles/weatherization-program-notice-22-8-streamlining-energy-audit-process-optional), that are included on the regional priority list that can be physically installed and does not already exist).

Any measure deemed not to be “applicable” for the project must be documented, including photos and reason for exclusion. If a measure is deemed inaccessible when Weatherization professionals cannot physically reach location to meet full specifications of the measure due to physically obstruction or unavailability to make site alterations due to logistical or safety constraints. If a measure is deemed inaccessible, then an interim inspection must be held, and photographic evidence and documentation must be retained should the interim inspection consider the measure inaccessible. Not meeting targets are considered questioned costs in Program Monitoring. Questioned costs are clarified with the sub-grantee. When a cost is deemed unallowable, they will be required to be returned or removed from DOE funding. Questioned costs are subject to additional review.

All jobs utilizing a priority list must follow the guidelines for final inspection. The Program State monitor evaluates the measures performed from the priority list. The Program Monitor’s review includes fuel cost, the client file, measures cost against the current pricelist, setpoints, lifetime of the measures, and that the proper measures are checked “active” as required. The Program Monitor must assure that the required SWS is upheld, that all mandatory measures of the Priority List are treated as major measures per

[WPN 23-6](https://www.energy.gov/scep/wap/articles/weatherization-program-notice-23-6-revised-energy-audit-approval-procedures).

If the auditor determines that the home needs any energy conservation measure not included on this PL or if the home does not meet the basic requirements listed below, then a site-specific energy audit must be run in compliance with IHCDA’s most recently DOE-approved energy audit procedures: NEAT/MHEA/MulTEA run and required *Appendix I - Work Order Cover Sheet - NEAT-MHEA Cover*. Please refer to Section 2.2 Building Eligibility and documentation of this manual. ACPU expenditure of financial assistance provided under WAP for labor, weatherization materials, and related matters cannot exceed the Average Cost Per Unit (ACPU) limits. All installation costs must be procured in compliance with 2 CFR 200 and IHCDA’s procurement policies. Individual measure cost caps, if applicable, are detailed in the applicable regional Priority List.

The following policies outline optional and mandatory measures. Each of the required forms are required to be completed and retained for record. All jobs utilizing a Priority List must also have completed required forms for monitoring and compliance found [here](https://www.intelligentweatherization.org/weatherization-forms). All jobs utilizing a Priority List must complete the associated checklists Form A (Region 3 Checklist), Form C (Combustion), and Form H (H&S) for the appropriate housing type found at the links below:

* [Site-Built Single-Family Priority List Checklists](https://www.energy.gov/scep/wap/articles/site-built-single-family-priority-list-checklists)
* [Manufactured Priority List Checklists](https://www.energy.gov/scep/wap/articles/manufactured-housing-priority-list-checklists)
* [Low-Rise Multifamily Priority List Checklists](https://www.energy.gov/scep/wap/articles/low-rise-multifamily-priority-list-checklists)

**Single-Family Site-Built PL Policy**

To qualify use of the PL on Single-family site-built home, the following must be satisfied:

1. No more than 3 stories in height above grade.
2. Primary heating system is NOT:
   1. a sealed-combustion natural gas furnace originally rated greater than, or equal to, 90% AFUE.
   2. a heat pump manufactured after 2006.
3. Job will not exceed **$500** in incidental repairs meeting the definition outlined in WAP WPN 19-5

Region 3 List of Measures:

1. Mandatory: Install all applicable Health and Safety (H&S) measures per the IHCDA’s DOE-approved H&S Plan.

2. Mandatory: Light Emitting Diode (LED) lighting replacement of all existing screw-based incandescent, halogen, or compact fluorescent lighting used for a minimum of one hour per day.

o [Lighting Replacement SWS](https://www.in.gov/ihcda/files/2021-WAP-Field-Guide-Final.pdf) (Field Guide Section 10.3; page 341)

3. Mandatory: Air Sealing – seal the exterior pressure boundary surfaces at all the following locations: attic top-plates; ceiling, wall, and floor bypasses, penetrations, and holes; sill box to floor intersection if on unconditioned crawlspace or basement, or entire sill box area if conditioned foundation.

a. Target value is 1 cfm/ft2 of conditioned floor area.

o [Air sealing SWS](https://www.in.gov/ihcda/files/2021-WAP-Field-Guide-Final.pdf)

4. Mandatory: Duct Sealing – seal all accessible ducts located outside the thermal boundary.

o Target value is 1 Pascal per register as measured with a Pressure Pan.

o [Duct sealing SWS](https://www.in.gov/ihcda/files/2021-WAP-Field-Guide-Final.pdf)

1. Mandatory: Ceiling insulation

o Unconditioned Attic

1. Mandatory: insulate all accessible attics to R-60 or to capacity if less.

o [Attic Floors - Unconditioned Attics SWS](https://www.in.gov/ihcda/files/2021-WAP-Field-Guide-Final.pdf)

1. Mandatory: insulate all uninsulated enclosed attics to capacity (e.g., floored or cathedral).

o [Attic Floors - Unconditioned Attics SWS](https://www.in.gov/ihcda/files/2021-WAP-Field-Guide-Final.pdf)

o Finished Attic / Knee wall Attic / Bonus Room

1. Mandatory: Insulate all attic flats (collar beam & outer ceiling joists) to R-60 or to capacity if less.

o [Attic Floors - Unconditioned Attics](https://sws.nrel.gov/spec/40103) SWS

1. Mandatory: Insulate all uninsulated attic enclosed roof rafter slopes to maximum capacity possible.

o [Inaccessible Ceilings – Dense Pack SWS](https://sws.nrel.gov/spec/401023)

1. Mandatory: Insulate all uninsulated knee walls to R-15 or to capacity, whichever is greater.

o [Attic Knee Walls SWS](https://sws.nrel.gov/spec/40104)

7. Mandatory: Wall Insulation

a. Mandatory: Insulate any exterior wall cavity with no existing insulation to full dense-packed capacity.

b. Optional: Insulate any partially insulated exterior wall cavities (e.g., 3.5” cavity with 2” of existing batt) using dense-pack insulation.

o [Dense Pack Insulation SWS](https://sws.nrel.gov/spec/402013)

8. Mandatory: Foundation Insulation – (skip measure if foundation is slab)

a. Conditioned and Unvented Foundations

o Mandatory: Insulate accessible rim/band joist (sill box) to R-30 or to capacity, if less.

o Optional: Insulate accessible above-grade foundation walls to R-15 continuous insulation or R-19 cavity insulation or to capacity, if less.

o [Rim/Band Joist SWS](https://sws.nrel.gov/spec/40401), [Conditioned Subspaces: Walls SWS](https://sws.nrel.gov/spec/404)

b. Unconditioned or Vented Foundations

o Mandatory: Insulate all floors over unconditioned foundations to R-30 or to full joist capacity, if less. Must include complete ground moisture barrier over any exposed dirt floors.

o [Floors SWS](https://sws.nrel.gov/spec/403), [Ground Vapor Retarders SWS](https://sws.nrel.gov/spec/20202)

9. Optional: **$250** per home DOE WAP funds cap

o Faucet aerators should be less than, or equal to, 2.2 GPM – [Low-Flow Devices SWS](https://sws.nrel.gov/spec/702011)

o Showerhead should be less than, or equal to, 2.5 GPM - [Low-Flow Devices SWS](https://sws.nrel.gov/spec/702011)

o Domestic Water Heater (DWH) tank insulation (R-10 minimum) – [Tank Insulation SWS](https://sws.nrel.gov/spec/703012)

o DWH pipe insulation (6’ of both hot and cold-water lines nearest the DWH, and any accessible hot water lines beyond that to R-3) – [Pipe Insulation SWS](https://sws.nrel.gov/spec/703011)

10. Optional: Replace up to (1) refrigerator per home, with a label rating of less than 400kWh/yr and maximum installed cost of **$850** per unit when the existing refrigerator:

o Was manufactured before 2001, OR

o Uses >1000 kWh/yr based upon energy use metering or industry accepted resource.

o [Refrigerator Replacement SWS](https://sws.nrel.gov/spec/701011)

11. Optional: Primary Heating and Air-Conditioning System Replacements

o [Heating & Cooling: Equipment Installation SWS](https://sws.nrel.gov/spec/50108)

i) Replace existing ducted electric resistance forced-air furnace and air conditioning combination with a heat pump of minimum 8.5/HSPF2 & COP @5°F >1.75 (at maximum capacity operation) which includes an EC air handler motor and programmable thermostat (SWS 5.0108.1; SWS 5.0101.1).

ii) Replace existing combination of non-ducted fixed electric resistance heat (e.g., electric baseboard, and PTAC units), and non-ducted air conditioning (i.e., window or room A/C, including PTAC) with a minimum 10/HSPF2 & COP @5°F >1.75 (at maximum capacity operation) mini-split heat pump system which must include a programmable thermostat (SWS 5.0108.3; SWS 5.0101.1).

i) Replace existing ducted heat pump system that is manufactured before 2006 with a heat pump rated a minimum of 8.5/HSPF2 & COP @5°F >1.75 (at maximum capacity operation) which must include an EC air handler motor and programmable thermostat (SWS 5.0108.1; SWS 5.0101.1).

iii) Replace existing window A/C manufactured before 2014 with a minimum 12 CEER or higher unit of the same or lesser BTU capacity.

iv) If the home has any other existing combination of heating/cooling systems other than as described above, then an energy model may be run that assumes items 1-8 have been completed and determine if an alternative heating/cooling system replacement is cost effective for this specific home.

**Manufactured Single-Wide or Double-Wide Homes PL Policy**

To qualify use of the PL on manufactured single-wide or double-wide homes, the following must be satisfied:

1. Is manufactured before 2010.
2. Has an accessible unconditioned subspace.
3. Does NOT have an attached conditioned addition.
4. Primary heating system is NOT a natural gas furnace originally rated greater than, or equal to, 80% AFUE.
5. Job will not exceed **$500** in incidental repairs meeting the definition outlined in WAP WPN 19-5.

Region 3 List of Measures

1. Mandatory: Install all applicable Health and Safety (H&S) measures per the IHCDA’s DOE-approved H&S Plan.

2. Mandatory: Light Emitting Diode (LED) lighting replacement of all existing screw-based incandescent, halogen, or compact fluorescent lighting used for a minimum of one hour per day.

o [Lighting Replacement SWS](seal%20the%20exterior%20pressure%20boundary%20surfaces%20at%20all%20the%20following%20locations:%20attic%20top-plates;%20ceiling,%20wall,%20and%20floor%20bypasses,%20penetrations,%20and%20holes;%20sill%20box%20to%20floor%20intersection%20if%20on%20unconditioned%20crawlspace%20or%20basement,%20or%20entire%20sill%20box%20area%20if%20conditioned%20foundation)

3. Mandatory: Air Sealing – seal the primary pressure boundary surfaces at the following locations: attic top-plates (if accessible); all penetrations and holes through the ceiling, exterior walls, and floor.

a. Target value is 1 cfm/ft2 of conditioned floor area.

o [Air sealing SWS](seal%20the%20exterior%20pressure%20boundary%20surfaces%20at%20all%20the%20following%20locations:%20attic%20top-plates;%20ceiling,%20wall,%20and%20floor%20bypasses,%20penetrations,%20and%20holes;%20sill%20box%20to%20floor%20intersection%20if%20on%20unconditioned%20crawlspace%20or%20basement,%20or%20entire%20sill%20box%20area%20if%20conditioned%20foundation)

4. Mandatory: Duct Sealing – seal all accessible ducts. At a minimum, seal all end caps, crossovers, duct boot connections, holes or penetrations, and furnace connections.

a. Target value is 1 Pascal per register.

o [Duct sealing SWS](seal%20the%20exterior%20pressure%20boundary%20surfaces%20at%20all%20the%20following%20locations:%20attic%20top-plates;%20ceiling,%20wall,%20and%20floor%20bypasses,%20penetrations,%20and%20holes;%20sill%20box%20to%20floor%20intersection%20if%20on%20unconditioned%20crawlspace%20or%20basement,%20or%20entire%20sill%20box%20area%20if%20conditioned%20foundation)

5. Mandatory: Ceiling insulation (both flat and vaulted ceilings) – fill ceiling to R-60 or to capacity, whichever is less, with blown insulation.

o [Attic Floors – Unconditioned Attics SWS](https://sws.nrel.gov/spec/40103)

6. Mandatory: Floor/Belly Insulation – Fill all belly cavities to capacity and proper density (1.25-1.75 pounds per cubic foot) with blown insulation after air sealing floor and ducts.

a. [MH Belly Insulation SWS](https://sws.nrel.gov/spec/403029), [Ground Vapor Retarder SWS](https://sws.nrel.gov/spec/20202)

7. Mandatory: Replace all single-paned metal-framed windows with Low-E double-paned windows having a U-value of 0.33 or less. Single pane windows with storm windows are not eligible for replacement using DOE funds.

o [Window Replacement SWS](https://sws.nrel.gov/spec/302019)

8. Optional: **$250** per home DOE WAP funds cap

a. Faucet aerators should be less than, or equal to, 2.2 GPM – [Low-Flow Devices SWS](https://sws.nrel.gov/spec/702011)

b. Showerhead should be less, than, or equal to, 2.5 GPM - [Low-Flow Devices SWS](https://sws.nrel.gov/spec/702011)

c. Domestic Water Heater (DWH) tank insulation (R-10) – [Tank Insulation SWS](https://sws.nrel.gov/spec/703012)

d. DWH pipe insulation (6’ of both hot and cold-water lines nearest the DWH, and any accessible hot water lines beyond that to R-3.) – [Pipe Insulation SWS](https://sws.nrel.gov/spec/703011)

9. Optional: Replace up to (1) refrigerator per home, with a label rating of less than 400kWh/yr and maximum installed cost of **$850** per unit when the existing refrigerator:

a. Was manufactured before 2001, OR

b. Uses >1000 kWh/yr based upon energy use metering or industry accepted resource.

o [Refrigerator and Freezer Replacement SWS](https://sws.nrel.gov/spec/701011)

10. Optional: Primary Heating and Air-Conditioning System Replacements

o [Heating & Cooling: Equipment Installation SWS](https://sws.nrel.gov/spec/50108)

i) Replace existing window A/C manufactured before 2014 with a 12 CEER or higher unit of the same or lesser BTU capacity.

ii) If the home has any other existing combination of heating/cooling systems other than as described above, then an energy model may be run that assumes items 1-7 have been completed and determine if an alternative heating/cooling system replacement is cost effective for this specific home.

**Dwellings Not Eligible for Priority Lists**

If a single-family site-built or manufactured home does meet the criteria to be eligible for the Preapproved Priority Lists or if it is determined additional measures are required which are not included on the Preapproved Priority Lists, a site-specific Energy Audit using the NEAT/MHEA software as approved by DOE is required.

**Low-Rise Multifamily PL Policy**

These PLs apply to any wood-framed low-rise multifamily structure that meets the following checklist:

1. Five or more dwelling units per building.
2. No more than 3 stories above grade in height.
3. Incidental Repair Measure (IRM) costs, as defined in WAP WPN 19-5, funded with DOE WAP funds will not exceed 10% of the project’s total Energy Conservation Measure (ECM) package.

Region 3 List of Measures

1. Mandatory: Install all applicable Health and Safety (H&S) measures per the Grantee’s DOE-approved H&S Plan.
2. Mandatory: Light Emitting Diode (LED) lighting replacement of all existing screw-based incandescent, halogen, or compact fluorescent lighting used for a minimum of one hour per day.
   1. [Lighting Replacement SWS](https://sws.nrel.gov/spec/701031)
3. Mandatory: Air Sealing – seal the primary pressure boundary surfaces at the following locations: attic top-plates; attic ceiling; exterior wall, and floor penetrations, and holes; sill box to floor intersection if on unconditioned crawlspace or basement, or entire sill box area if conditioned foundation.

o [Air sealing SWS](https://sws.nrel.gov/spec/301011)

1. Mandatory: Duct Sealing – seal all accessible ducts located outside the thermal boundary.

o [Duct sealing SWS](https://sws.nrel.gov/spec/501061)

1. Mandatory: Duct Insulation – insulate all accessible uninsulated ducts located outside the thermal boundary to R-8 or R12 if exposed to the exterior.

o [General Duct insulation SWS](https://sws.nrel.gov/spec/501071)

1. Mandatory: Ceiling insulation – insulate all accessible attics to R-60 or to capacity if less.

o [Attic Floors - Unconditioned Attics SWS](https://sws.nrel.gov/spec/40103)

1. Mandatory: Wall Insulation

o Mandatory – where the total gross area of any uninsulated exterior wall is >10%, insulate the missing areas to capacity with dense pack insulation.

o Optional – Insulate any partially insulated exterior wall cavities (e.g., 3.5” cavity with 2” of existing batt) using dense-pack insulation.

 [Dense Pack Insulation SWS](https://sws.nrel.gov/spec/402013)

1. Mandatory: Foundation Insulation – (skip measure if foundation is slab)

a. Conditioned and Unvented Foundations

* + 1. o Mandatory: Insulate accessible rim/band joist (sill box) to R-30 or to capacity, if less.
    2. o Optional: Insulate accessible above-grade foundation walls to R-15 continuous insulation or R-19 cavity insulation or to capacity, if less.
    3. o [Rim/Band Joist SWS](https://sws.nrel.gov/spec/40401), [Conditioned Subspaces: Walls SWS](https://sws.nrel.gov/spec/40402)

b. Unconditioned or Vented Foundations

* + 1. o Mandatory: Insulate all floors over unconditioned foundations to R-30 or to full joist capacity, if less. Must include complete ground moisture barrier over any exposed dirt.
    2. o [Floors SWS,](https://sws.nrel.gov/spec/403) [Ground Vapor Retarders SWS](https://sws.nrel.gov/spec/20202)

1. Optional: $250 per dwelling unit DOE WAP funds cap

o Faucet aerators (< 2.2 GPM) – [Low-Flow Devices SWS](https://sws.nrel.gov/spec/702011)

o Showerhead (<2.5 GPM) - [Low-Flow Devices SWS](https://sws.nrel.gov/spec/702011)

o Domestic Water Heater (DWH) tank insulation (R-10) – [Tank Insulation SWS](https://sws.nrel.gov/spec/703012)

o DWH pipe insulation (6’ of both hot and cold-water lines nearest the DWH, and any accessible hot water lines beyond that to R-3) – [Pipe Insulation SWS](https://sws.nrel.gov/spec/703011)

1. Optional: Replace up to (1) refrigerator per dwelling unit, with a label rating of less than 400kWh/yr and maximum installed cost of $850 per unit when the existing refrigerator:

o Was manufactured before 2001, OR

o Uses >1000 kWh/yr based upon energy use metering or industry accepted resource.

* + 1.  [Refrigerator and Freezer Replacement SWS](https://sws.nrel.gov/spec/701011)

1. Optional: LED lighting replacement of fluorescent tube lighting - [Lighting Replacement SWS](https://sws.nrel.gov/spec/701031)
2. Optional: Primary Heating and Air-Conditioning System Replacements

o [Heating & Cooling: Equipment Installation SWS](https://sws.nrel.gov/spec/50108)

1. Replace existing ducted electric resistance forced air furnace and air conditioning combination with a heat pump of minimum 8.5/HSPF2 & COP @5°F >1.75 (at maximum capacity operation) which includes an EC air handler motor and programmable thermostat (SWS 5.0108.1; SWS 5.0101.1).
2. Replace existing combination of non-ducted fixed electric resistance heat (e.g., electric baseboard, and PTAC units), and non-ducted air conditioning (i.e., window or room A/C, including PTAC) with a minimum 10/HSPF2 & COP @5°F >1.75 (at maximum capacity operation) mini-split heat pump system which must include a programmable thermostat (SWS 5.0108.3; SWS 5.0101.1).
3. Replace existing ducted heat pump system that is manufactured before 2006 with a heat pump rated a minimum of 8.5/HSPF2 & COP @5°F >1.75 (at maximum capacity operation) which must include an EC air handler motor and programmable thermostat (SWS 5.0108.1; SWS 5.0101.1).
4. Replace any existing window A/C system manufactured before 2014 with a new 12 CEER or higher unit.
5. If the building has any other existing combination of heating/cooling systems other than as described above, then an energy model may be run in compliance with the Grantee’s DOE-approved audit process which assumes items 1-8 have been completed and determine if an alternative heating/cooling system replacement is cost effective for this specific building.

**Dwellings Not Eligible for Priority Lists**

If a low-rise multifamily project does meet the criteria to be eligible for the Preapproved Priority Lists or if it is determined additional measures are required which are not included on the Preapproved Priority Lists, a site-specific Energy Audit using the NEAT/MulTEA software as approved by DOE is required.