



Indiana Weatherization National Quality Assurance Review Webinar

Friday, October 7, 2011

IHCDA, IBTS and DOE



AGENDA

National Quality Assurance Review


- Specifically for ARRA Sub-Grantees (approx. 45 minutes)

IHCDA Program Updates

- For all Sub-Grantees (approx. 5 minutes)

IHCDA Annual Funding Updates

- Specifically for DOE and LIHEAP Sub-Grantees (approx. 10 minutes)

- 
- To open this PowerPoint, go to IHCD's website and click on the link for "QA Webinar".
 - The slides include additional details from IBTS and additional slides with forms and log in information.
 - Several slides list phone numbers and websites that would be helpful to you.

[Http://www.in.gov/ihcda/2523.htm](http://www.in.gov/ihcda/2523.htm)

IHCDA Staff:

- Donna Billiard Wright
- Ray Judy
- Paul Krievins
- Shonda Banner

IBTS Staff:

- Keith Ortale
- Cindy Fuentes

DOE Staff:

- Erica Burrin

NATIONAL QUALITY ASSURANCE REVIEW

- ° SPECIFICALLY FOR ARRA SUB-GRANTEES



DOE Weatherization Assistance Program
National Quality Assurance Review

INTRODUCTION TO PROTOCOLS AND PROCEDURES





Agenda



- Overview of the Project
- Reviewer Selection & Training
- Communication Protocols
- IBTS Website
- Interpretation of Observations
- Reporting
- Health and Safety





- Purpose and Intent
- Nature and Scope of Review
 1. Completeness of client files
 2. Measures called for on work order as compared to measures installed
 3. Measures billed to WAP for labor and material
 4. Quality of workmanship and adherence to state guidelines
 - Two Step Process at Sub-grantee Level:
 - ❖ File Review and client site visit
- Responsibilities of Grantee (IHCDA) and Sub-Grantees
- Number of Reviews for Compliance

Reviewer Selection & Training



- **Reviewer Qualification:**
BPI Building Analyst & RESNET
- **Additional Reviewer Training:**
IBTS SF/MF/MFH Training
- **Training Content:**
WAP Core Competencies





- Introduction to Weatherization
- Training Background
- House as a System
- Building Assessment
- Incidental Repairs and Health and Safety
- Attics
- Walls and Subspace
- HVAC, Ducts and Windows/Doors
- Other Measures





Reviewer Training – Multifamily



- Outdoor, Indoor and Apartment Inspection
- Multifamily building as a system
- Thermodynamics and heat transfer
- Combustion
- Venting
- Hydronic boilers, controls and distribution
- Pumps and motors
- Steam system basics-piping, distributions and controls
- Steam boiler operation, maintenance, and safety controls

WAP Core Competencies to be Monitored



- Safe Work Practices and House as a System
- Inspection and Measurement
- Diagnostic Testing
- Combustion Appliance Safety
- Measure Selection
- Heating, Ventilation, and Air Conditioning



QA Reviewers Field Equipment



- Smoke Pen
- Personal CO Monitor
- IBTS Field Manual
- Indiana's Field Guide



- Recipient/Client List and it's advantages
- File Collection Process
- Notification Process

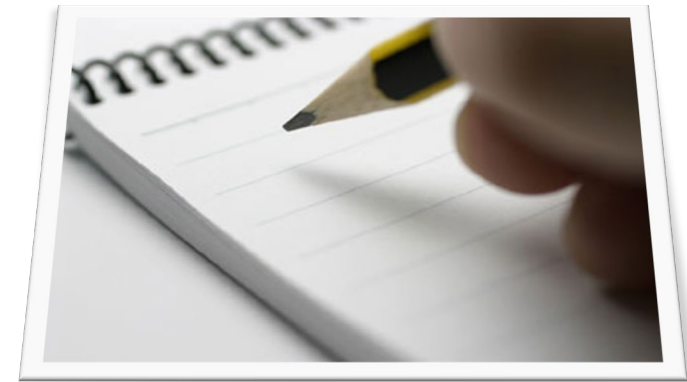


Recipient List and it's Advantages



Recipient List

- ✓ Recipient Name
- ✓ Recipient Address (City, State, Zip)
- ✓ Recipient Contact Number
- ✓ Housing stock designation (SF/MF)
- ✓ (MF) Facility Manager Name
- ✓ (MF) Facility Manager Contact Number
- Assures that the random selection process includes all ARRA funded projects
- Allows for a file collection to scheduled review ratio of 1:1
- Achieves minimum agency disruption of staff and resources

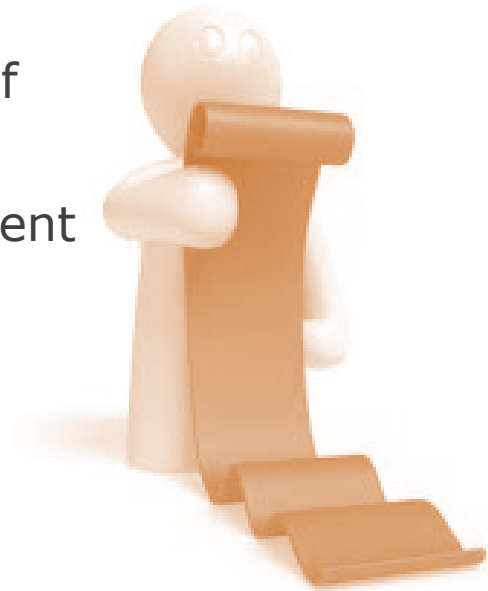




File Collection Process



- Types of File Collection
 - Voluntary electronic submission of WAP recipient file folder information
 - Hancock System - Electronic submission of WAP recipient file folder information
 - IBTS File Collection Team on-site deployment
- Notification Process and Protocols
- Visit Acknowledgement Letter



Barcodes: Appendix B

Agency Visit Form: Appendix C



- Notify Agency of scheduled Review Visits
- 15-Day Notification of scheduled on-site visit and official request for file collection
- File Collection Coordinator
703-481-2000 ext. 141





Notification Process and Protocol



- Sub-grantees “designated” number of reviews
- When selected number is achieved, notification is sent with a list of all the recipients for file collection
- The initial notification will go to the IHCD, Sub-grantee, and to the IBTS File Collection Coordinator
- The notification will include:
 - a request to send IBTS the files (if less than 25)
 - IBTS File Collection Team deployment date (if over 25)
- Phone notification from IBTS File Collection Coordinator



Sub-Grantee Questionnaire



- Single Page Form
- Completed by IBTS Representative
- Purpose: To define file organization and documentation

Appendix D: Sub-Grantee Questionnaire





Review Process and Notifications



- IBTS Responsibilities
- Notification process and protocol
- IBTS Reviewer responsibilities
- IBTS Proposed Windows of Operations





Reviews made and recorded by IBTS may include:

- Completeness of client files
- Measures called for on work order as compared to measures installed
- Measures billed to the WAP for labor and material
- Quality of workmanship and adherence to state guidelines

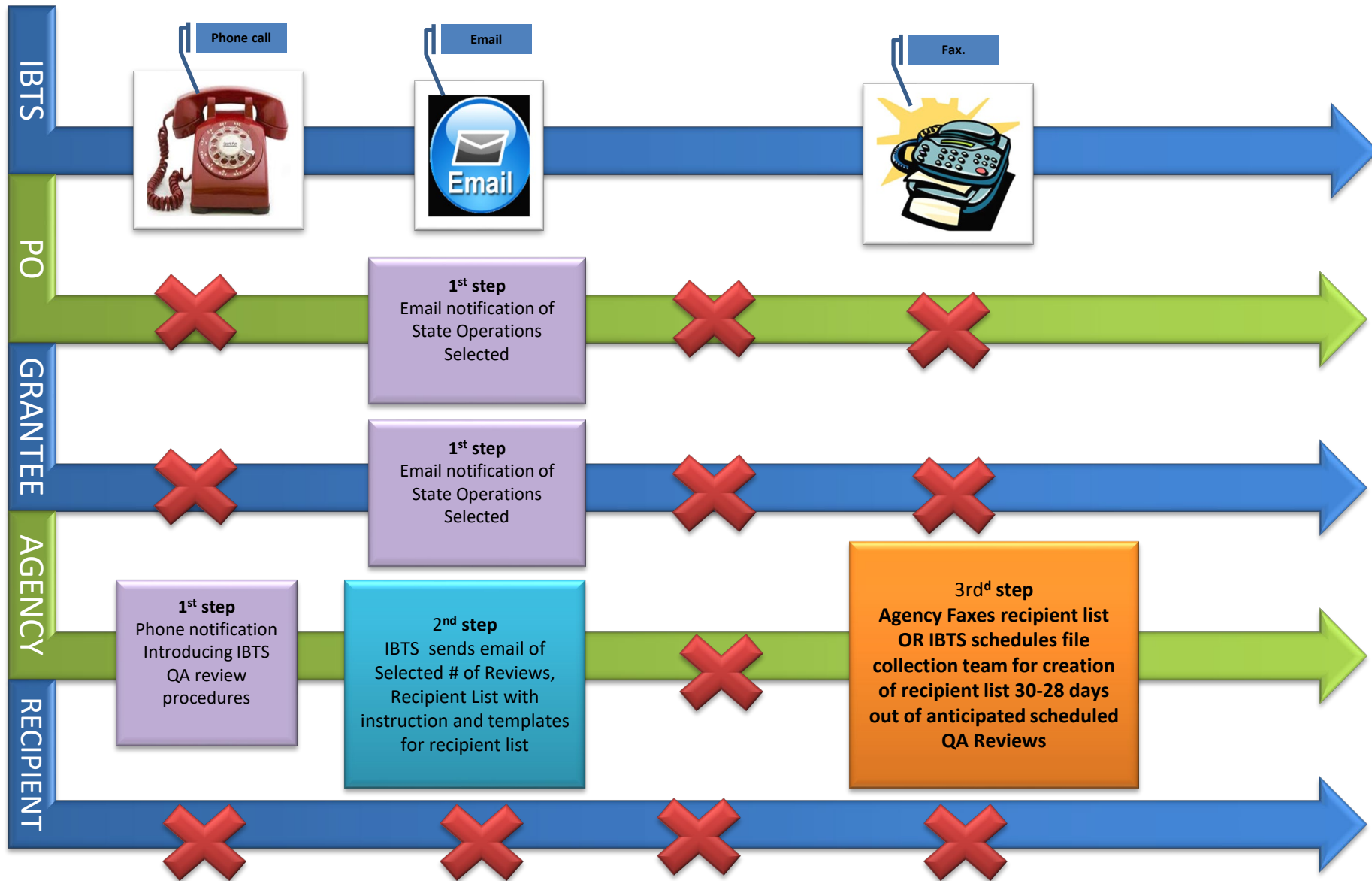


Notification Process & Protocol



- Indiana will begin process week of October 24th
- IHCD is ready to send IBTS the ARRA client list
- When reviews are successfully scheduled, IBTS will contact the corresponding sub-grantees for file collection and post successful scheduled reviews on the IPS Website
- IBTS on-site review scheduling will be posted on IPS

Recipient List Collection Communications Flow





Notification Process & Protocol

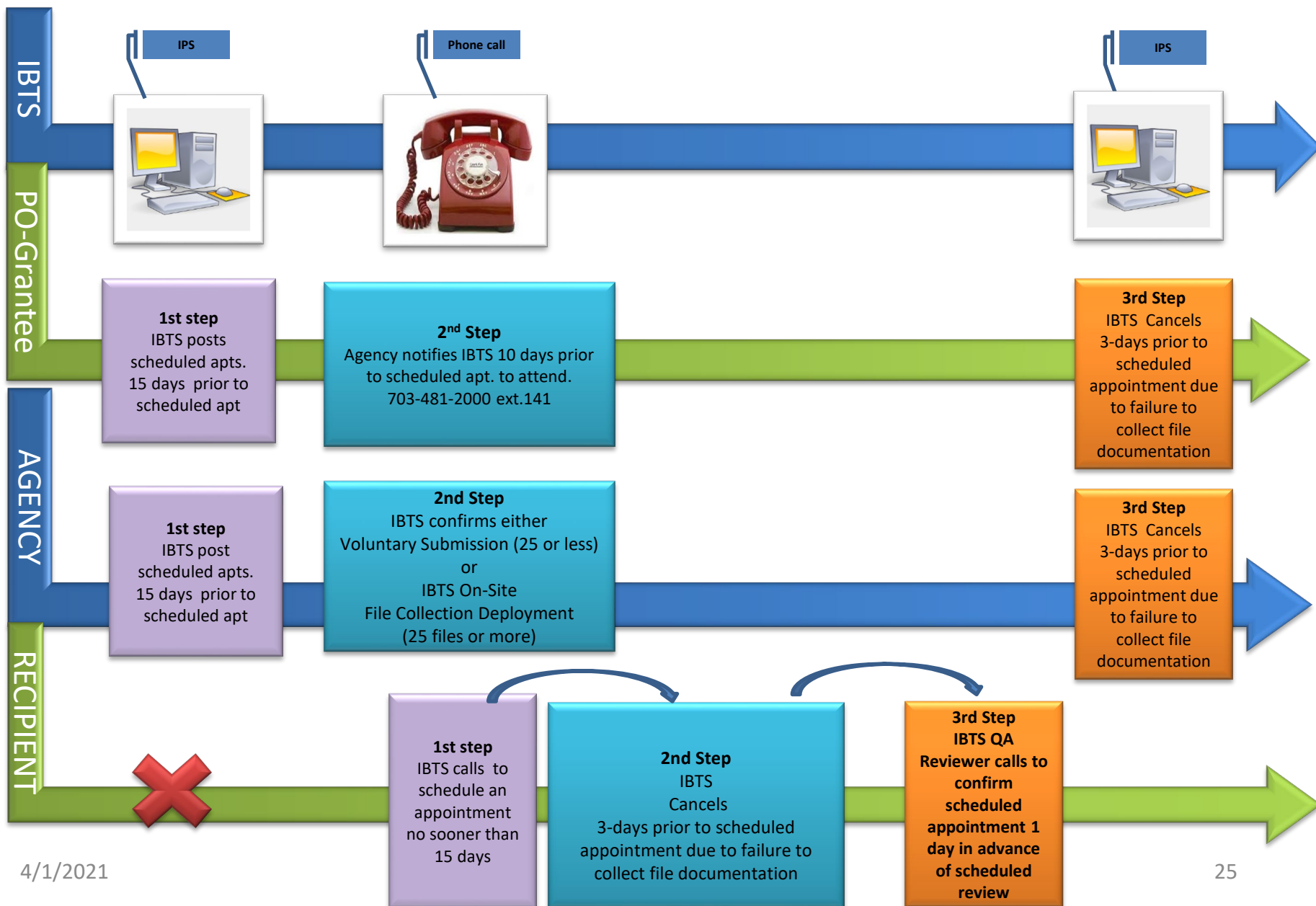


IBTS on-site review scheduling will be posted on the IBTS Operations Website

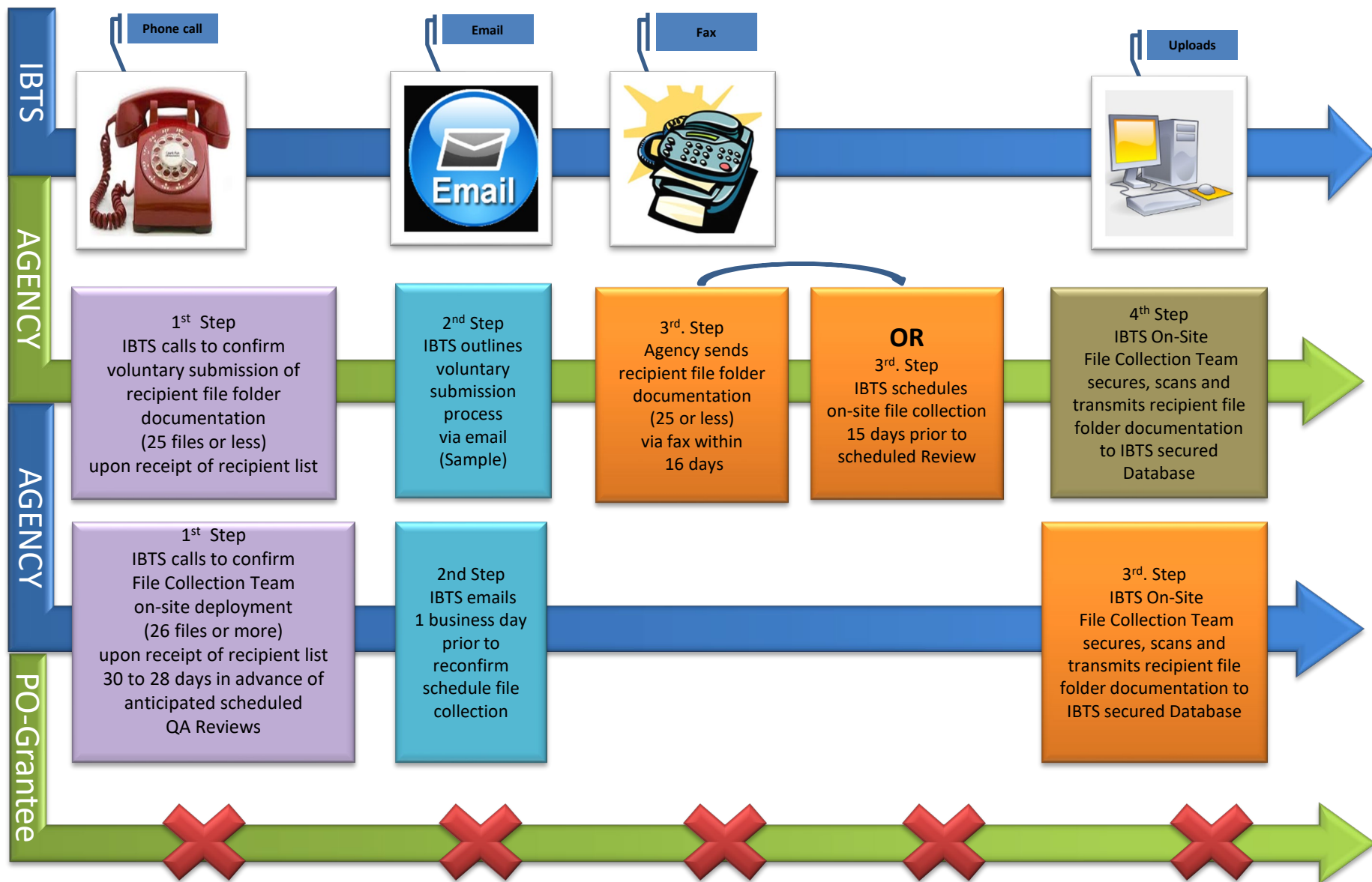
Notifications will be emailed from IBTS to DOE, IHCD and Indiana sub-grantees to include the following information:

- Expected number of days of review
- Expected week or weeks of the on-site visits
- Number of anticipated reviews to be conducted during this period of time.

Scheduling Communications Flow



File Collection Communications Flow





- Notification of WAP recipient/client scheduling will occur via a phone call by IBTS Reviewers.
- This notification will include the date and time of the scheduled appointment, as well as a brief explanation of the QA Review Program and any pertinent contact information at the request of the WAP recipient.
- The notification will take place 15 business days prior to the QA review and will include a 1-800 number for questions and concerns.
- Within 10 days of actual visit, any representative from the Weatherization Assistance Program may confirm with IBTS any intentions to participate in the on-site review with the QA Reviewer.



- Call to remind recipient/client of scheduled appointment 24 hours in advance
- Gain legal entry with a responsible adult
- Determine quality of installation and complete service was provided to ensure uniform implementation of program policies and procedures
- Adhere to Health & Safety Protocol
- Sign and date each form
- Take photos for verification purposes
- At no time will a reviewer make an attempt to repair or fix inoperable or defective items

IBTS Hotline will be made available for recipients/clients to call to get the following information:

- Confirm or Cancel appointments
- Providing qualifications and background of IBTS
- Get information on program
- Define responsible adult
- Hours of operation
- Take compliments or complaints





IBTS hours of operation

Monday – Friday

- 8:00 AM to Noon
- Noon to 4:00 PM
- 4:00 PM to 8:00 PM

- Saturday:

- 8:00 AM to Noon
- Noon to 4:00 PM
- 4:00 PM to 8:00 PM

- Inspection Processing System (IPS) features
- Review Schedules Report
- Accessing the Reports Site
- Notifications



Appendix E: IPS Navigation Instructions




Site Actions ▾

Browse

Page

Search this site...

 wap.ibts.org ▸ Home

wap.ibts.org QA

Reports


Inspection Schedules

Recycle Bin

All Site Content

Inspection Schedules

Grantee	ALABAMA	AL	▼
Sub-Grantee	ALASKA	AK	▼
	AMERICAN-SAMOA	AS	
	ARIZONA	AZ	
	ARKANSAS	AR	
	CALIFORNIA	CA	
	COLORADO	CO	
	CONNECTICUT	CT	
	DELAWARE	DE	
	DISTRICT OF COLUMBIA	DC	
	FLORIDA	FL	
	GEORGIA	GA	



Scheduled Inspections

Recipient ID	Address	Inspector	Phone	Date/Time of Inspection
--------------	---------	-----------	-------	-------------------------

Past Inspections

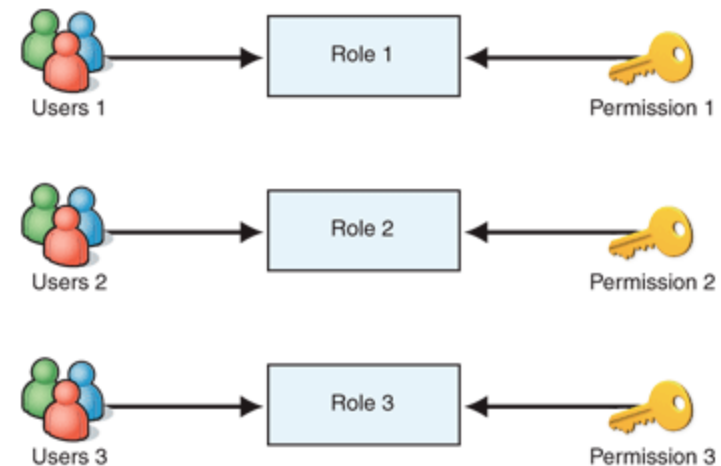
Recipient ID	Address	Inspector	Phone	Date/Time of Inspection
--------------	---------	-----------	-------	-------------------------



- All automated notifications documented
- Real-Time upcoming scheduled QA Reviews
- All past QA Reviews
- On-Site file collection schedules
- IBTS Contacts for DOE, IHCD & Sub-Grantees
 - 703-481-2000 ex 153 – Keith Ortale
- Frequently Asked Questions (FAQ)



- Role Based specific viewing permissions
- IBTS assigns Usernames and Passwords
- System Roles
 - ORNL
 - DOE POs
 - Grantee/IHCDA
 - Agency/SubGrantee



Accessing the Reports - All



Open your browser. (It can be Microsoft Internet Explorer 8/9)

Type <https://wap.ibts.org/qa> on the address bar of the browser.

It opens the login page of the system, as shown left.



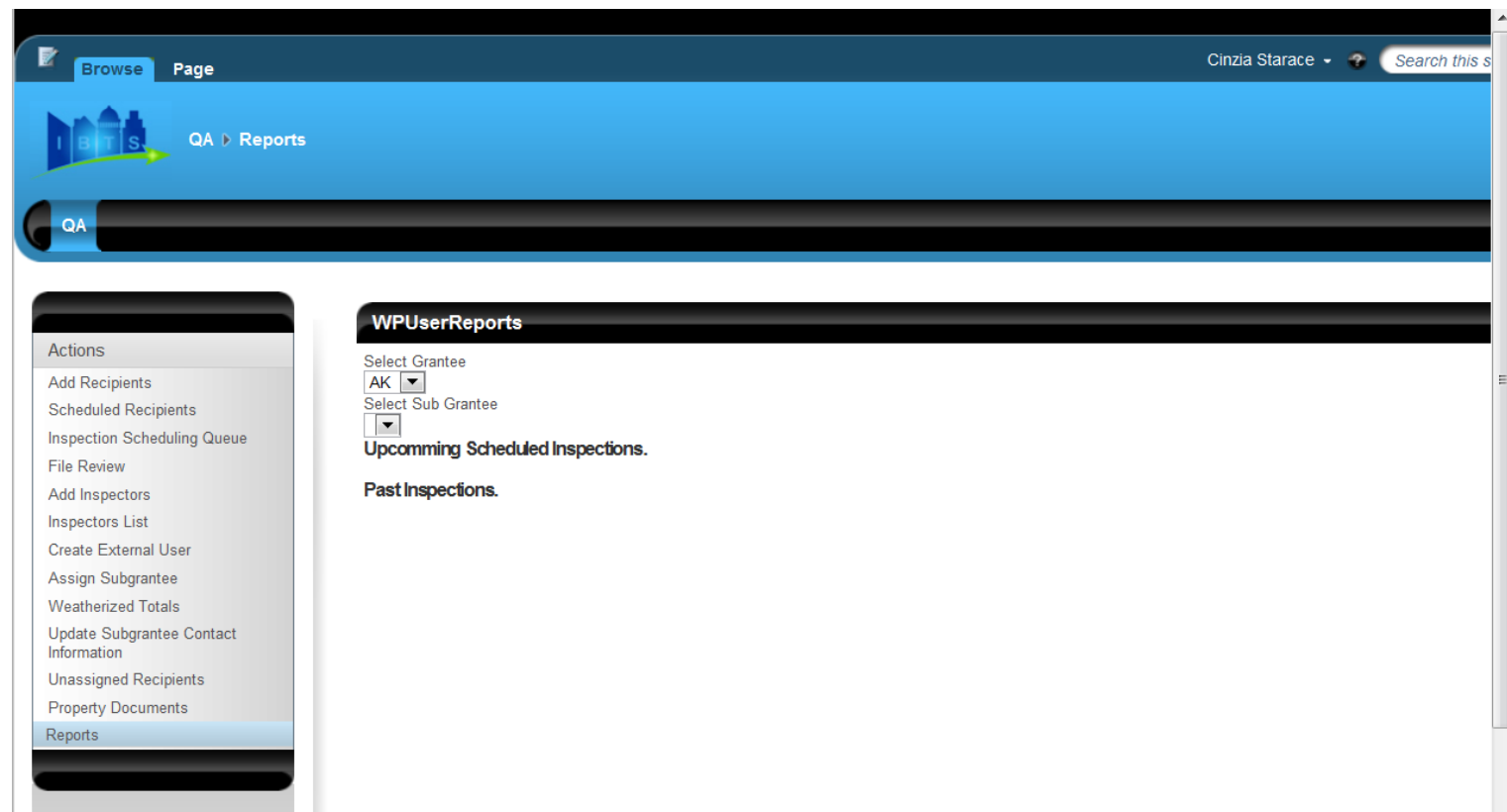
Type the **user name** and **password** on the text boxes (please use IBTS\username). Click on the **Ok** button to log in to the system.

The browser displays the home page of the Grantee.

Accessing the Reports “Cont.”



Click on **Reports** link on the left navigation menu, a **Reports** page will be displayed as shown here.





Interpretations of Reviews



- Commendations
- Recommendations
- Concerns



Reviews

Quality Assurance Review Form



Audit/Priority List	Work Order	Invoice

1. Attic Air Sealing Performed

- ☐ Site visit indicates should have been on work order
- ☐ Yes, work appears to have been performed to specified standards
- ☐ Yes, work appears to have been performed but cannot verify (no access to attic, closed cavity, etc.)
- ☐ Yes, work appears to have been performed but does not reflect good workmanship
- ☐ Yes, some work was performed, but NOT ALL work meets specified standards
- ☐ No, does not appear to have been performed, cannot verify (no access to attic, closed cavity, etc.)
- ☐ No, item was on work order but not installed and NO justification in file
- ☐ Comments on the WAP measure (explanation required)

- Potential Health and Safety hazards
- Imminent Danger Protocol

Appendix F: IBTS H&S Notification Form





Health & Safety Potential Hazards



Health & Safety Plans Address Potential Hazards

Asbestos	Biological
Building Structure	Code Compliance Issues
Combustion Appliances & Gases	Electrical Issues
Existing Occupant Health Problems	Fire Hazards
Indoor Air Quality	Lead Paint
Mold & Moisture	Pests
Refrigeration Issues	Stand Alone Space Heaters
Unvented combustion space heaters	Volatile Organic Compounds (VOCs)



- Whenever health and safety hazards are identified beyond certain actionable thresholds, the Reviewer will report the information by using the *IBTS Health and Safety Notification* form.
- The client will be notified and given a copy of this form. An email notification will be sent to IHCD and the sub-grantee within one business day.
- The Reviewer will document, in detail, the full extent of potential health and safety issue and support the claim with required photographic documentation.

Appendix F: IBTS Health & Safety Notification Form

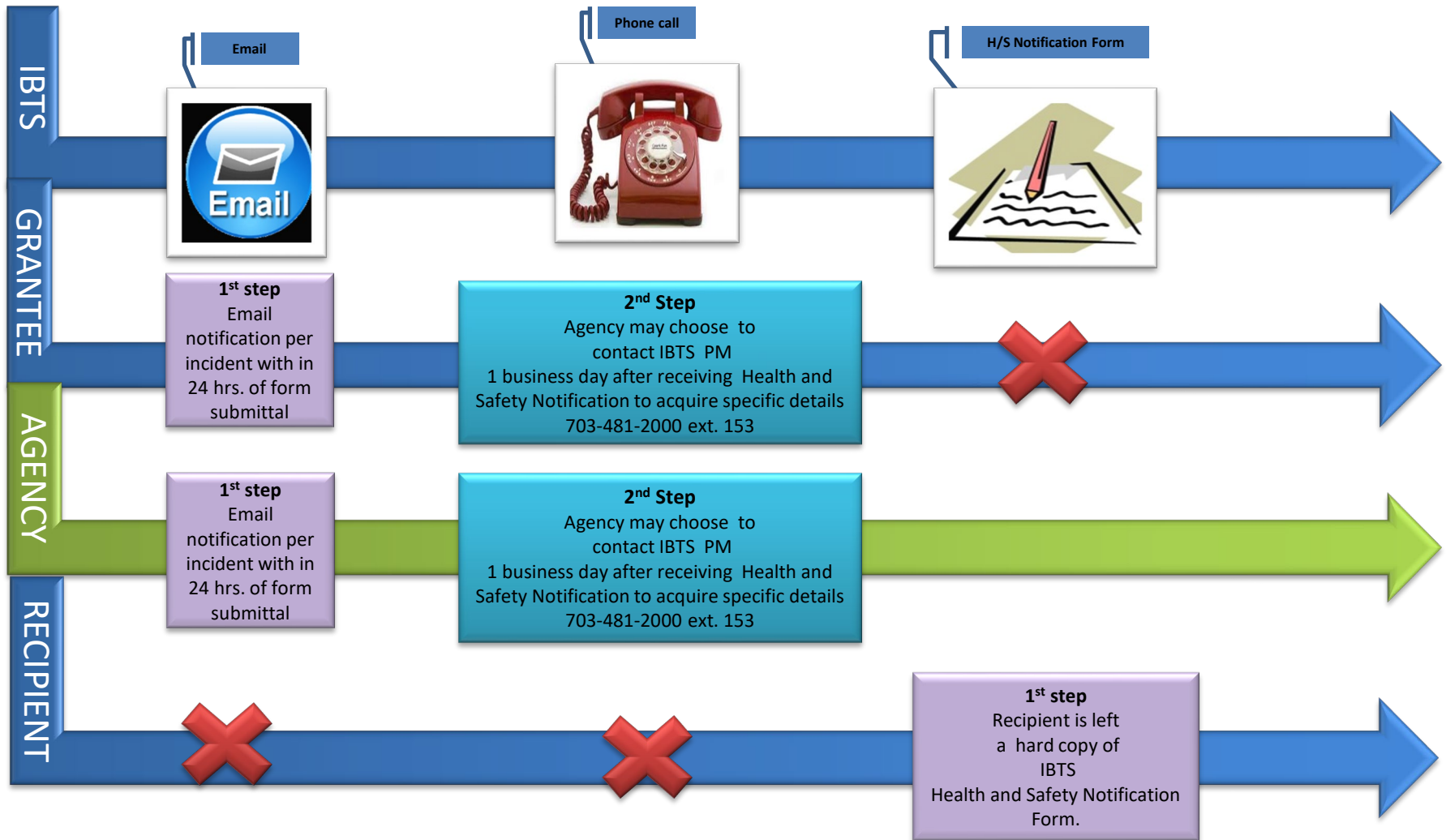


Carbon Monoxide Protocol



- Draft and CO detection devices
- Verify the presence of working CO monitors
- Ambient CO > 35ppm
- Basic draft test on combustion appliances





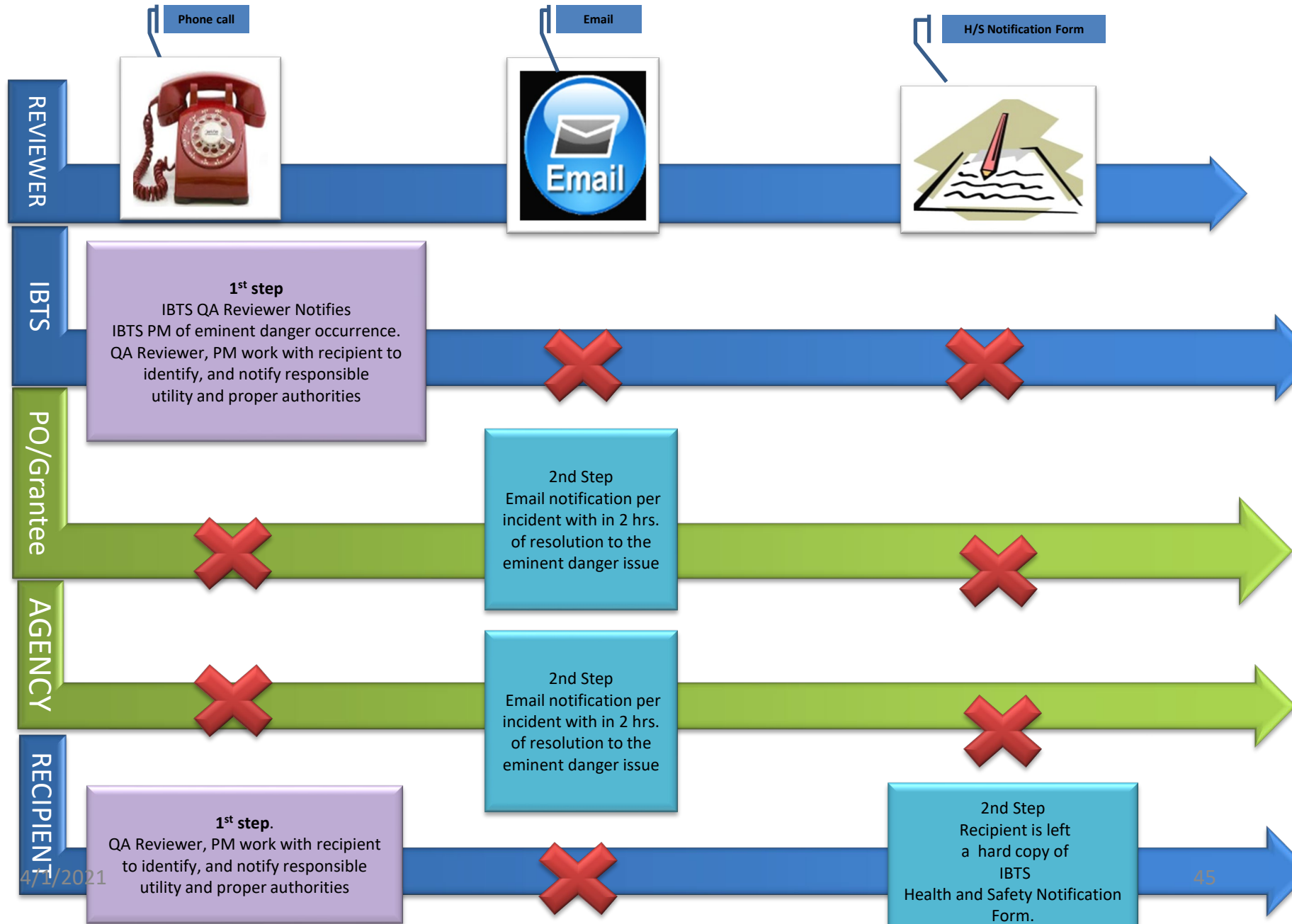


Imminent Danger Protocol



- Risk of electrocution
- Severe Gas Leak
- Ambient CO > 100ppm
- The Reviewer will immediately notify the IBTS Project Manager (PM) of the imminent danger issue observed.

IBTS Health and Safety Imminent Danger Notification Protocol





- Thank you to Indiana sub-grantees who participated in the file collection process in July and upcoming reviewer trainings next week.
- Lessons learned were incorporated into the roll out of this process nationwide.



END PRESENTATION



- This concludes National Quality Assurance Review presentation on protocols and procedures
- Appendices are at the end of this PowerPoint and will be available on IHCD's website and emailed to webinar participants.

QUESTIONS

IHCDA PROGRAM UPDATES



FOR ALL SUB-GRANTEES

Centralized Purchasing

- Continue for ARRA until December 31, 2011.
- Outstanding issues need to be addressed from now until 12/31/11.
- Centralized Purchasing will no longer be available starting January 1, 2012.
- Contact your contractors and change your contractor agreements or price lists if necessary.

Waiver Audits/Priority List Update

- Site Built and Mobile Home Waiver Audits [Priority List/Work Order] have been approved by DOE
- Newly approved Waiver Audits in effect until September 19, 2016
- Approved Site Built Waiver Audit **DOES NOT** include replacement of draft hood furnaces
- NEAT must be ran showing a SIR of 1 or greater in order to use base funds to replace furnace for energy efficiency purposes
- Field Guide is being updated to reflect the approved Priority List

Field Guide/ASHRAE 62.2

- Field Guide will be updated to reflect ASHRAE 62.2 requirements
- INCAA is developing a spreadsheet that will assist calculating venting requirements and MVR based upon ASHRAE 62.2
- Updated work order in Field Guide will represent changes required by ASHRAE 62.2

IHCDA ANNUAL FUNDING UPDATES



**SPECIFICALLY FOR DOE AND LIHEAP
SUB-GRANTEES**

OSHA Training

- **OSHA Training certification is required for all weatherization workers and crew supervisors starting April 1, 2012.**
- Environmental Management Institute (EMI) will provide the trainings.
- IHCD will pay for 4 OSHA 10-hour trainings and 1 OSHA 30-hour trainings per DOE sub-grantee during the next six months.
- Additional workers can be trained using sub-grantee DOE T&TA Pass Thru funds.
 - OSHA 10-hour Fee = \$250
 - OSHA 30-hour Fee= \$550
- Only sign up those individuals that you anticipate working in homes in April 1, 2012 and beyond.
- Classes have space for 25 students in each class.

OSHA Training

OSHA 10 hour course

- November 21-22
- January 16-17
- January 30-31 (for local sub-grantees)
- February 23-24
- March 20-21

OSHA 30 hour course

- October 24-26 (New Date)
- January 9-12
- February 27-March 1 (public class)
- March 5-8

Contact EMI to register at 800-488-8842 or 317-248-4848

LIHEAP Funding

- 2012 Agreements emailed Friday, Sept. 30 to Executive Director
- Limited amount, anticipate additional funding available. Added as an Amendment.
- New Reporting Requirements – see section 31 of grant agreement.
- Close Out forms for 2011 grant on our website <http://www.in.gov/ihcda/2523.htm>

DOE Funding

- DOE grants are for 4/1/10-3/31/12
- Funding the 2010 and 2011 allocation
- IHCD has additional DOE funds to be allocated per the funding formula.
- Average additional grant amounts are \$20,000-\$40,000 additional funds
- Larger sub-grantees average \$80,000-\$100,000
- Additional Admin. but not additional H&S
- Amendments emailed later today or Tuesday to ED and PM




QUESTIONS



- 1.) Appendix A - IBTS Recipient List
- 2.) Appendix B - IBTS File Collection Barcodes
- 3.) Appendix C – Agency Acknowledgment Letter
- 4.) Appendix D – Agency Questionnaire Form
- 5.) Appendix E – IPS Navigation Instructions
- 6.) Appendix F - IBTS Health & Safety Notification Form

Appendix A – Recipient Collection Form



 Recipients Collection Form										
Sub Grantee Name	Recipient Name	Street Address	# Unit/Apt #	City	State	Zip	Type	Recipient Phone	Contact /Facility Manager Number	Contact /Facility Manager Name
Select subgrantee name from here							SF			
Select subgrantee name from here							SF			
Select subgrantee name from here							SF			
Select subgrantee name from here							SF			
Select subgrantee name from here							SF			
Select subgrantee name from here							SF			
Select subgrantee name from here							SF			
Select subgrantee name from here							SF			
Select subgrantee name from here							SF			
Select subgrantee name from here							SF			
Select subgrantee name from here							SF			
Select subgrantee name from here							SF			
Select subgrantee name from here							SF			
Select subgrantee name from here							SF			
Select subgrantee name from here							SF			
Select subgrantee name from here							SF			
Select subgrantee name from here							SF			
Select subgrantee name from here							SF			
Select subgrantee name from here							SF			

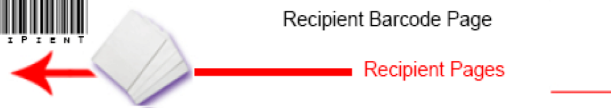
Appendix B - Barcodes



Open Single-Family Barcode Page



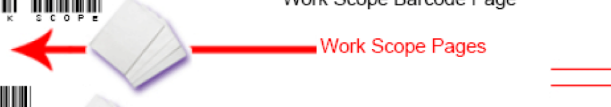
Recipient Barcode Page



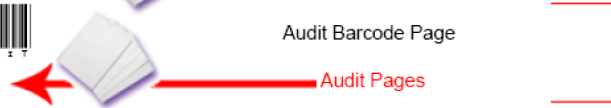
Project Files Barcode Page



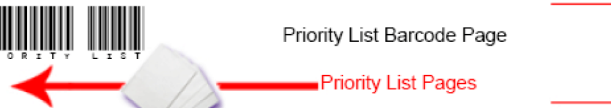
Work Scope Barcode Page



Audit Barcode Page



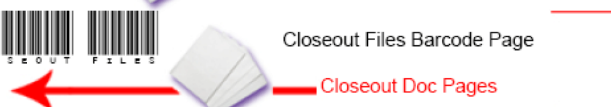
Priority List Barcode Page



Invoices Barcode Page



Closeout Files Barcode Page



Close Single-Family Barcode Page

Appendix C – Agency Visit Form



Date _____

The IBTS Team leader identified below is authorized on behalf of the Institute for Building Technology and Safety, DOE & ORNL to retrieve and scan information from your client files. Files will not be removed from your office, but will be scanned into a safeguarded electronic format.

This information will be used in conjunction with the Weatherization Assistance Program contracted through the Department of Energy and Oak Ridge National Laboratories as part of the review and audit process for inspected homes in your locality.

Visit Date _____

Time Visit Scheduled _____

Files Received - Time In _____

Files Returned - Time Out _____

I acknowledge that scanning was completed and all original files were returned in satisfactory condition to Sub-Grantee. I further confirm that IBTS left with only scanned documents, and the equipment, and material that they arrived with.

Please email any correspondence, complaints or issues to cstarace@ibts.org. Your e-mail will receive a prompt response.

Company Name of Sub-Grantee (printed)

Printed Name of IBTS Team Leader

Location

Team Leader Signature

Sub-Grantee Representative Signature

Name of Sub-Grantee Representative (Printed)

Appendix D – Agency Questionnaire



SUBGRANTEE QUESTIONNAIRE	
Grantee Name	
Sub-grantee Name	
Contact Name	
Phone Number	
1) What Audit type do you use?	
	<input type="checkbox"/> NEAT <input type="checkbox"/> TREAT <input type="checkbox"/> MHEA <input type="checkbox"/> E-EQUIP <input type="checkbox"/> OTHER
2) Where do you list your total job cost?	
	<input type="checkbox"/> Work Summary <input type="checkbox"/> Grantee Report <input type="checkbox"/> Other
3) Do you include a copy of the Renovate Right pamphlet in your file or do you have the recipient sign a form acknowledging they received the pamphlet?	
	<input type="checkbox"/> Pamphlet <input type="checkbox"/> Form
4) Does your agency have a certified renovator certificate?	
	<input type="checkbox"/> Yes <input type="checkbox"/> No
5) Do you have evidence of the certified renovator forms used in your file?	
	<input type="checkbox"/> Yes <input type="checkbox"/> No
6) Who is the responsible person for the certified renovator document?	
	<input type="checkbox"/> WAP Director <input type="checkbox"/> Executive Director
7) Do you have documentation of SHPO on homes that require this?	
	<input type="checkbox"/> Yes <input type="checkbox"/> No
8) What form do you use to assess mold and moisture issues?	
	<input type="checkbox"/> Client Questionnaire <input type="checkbox"/> Official Mold Document <input type="checkbox"/> Other
9) Do you use an individual form to list your hazard notifications?	
	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other
10) Do you use a Building Certification or a Certificate of Completion?	
	<input type="checkbox"/> Building Certification <input type="checkbox"/> Certificate of Completion <input type="checkbox"/> Other
11) What form do you use for an apartment building work summary?	
	<input type="checkbox"/> State Form <input type="checkbox"/> Sub-grantee Form <input type="checkbox"/> Other
12) Where are your reworks or change orders found?	
	<input type="checkbox"/> Its own Individual Form <input type="checkbox"/> Part of Work Order <input type="checkbox"/> Other
13) Who performs your final inspections?	
	<input type="checkbox"/> Agency Inspector <input type="checkbox"/> Third Party
14) Do you use a client satisfaction form?	
	<input type="checkbox"/> Yes <input type="checkbox"/> No
15) Do you perform Pre-Work?	
CAZ testing	<input type="checkbox"/> Yes <input type="checkbox"/> No
Primary heating	<input type="checkbox"/> Yes <input type="checkbox"/> No
DHW	<input type="checkbox"/> Yes <input type="checkbox"/> No
Cook/Stove	<input type="checkbox"/> Yes <input type="checkbox"/> No
What form is this found on?	<input type="checkbox"/> Home Assessment <input type="checkbox"/> Audit <input type="checkbox"/> Other
16) Do you perform Post-Work?	
CAZ testing	<input type="checkbox"/> Yes <input type="checkbox"/> No
Primary heating	<input type="checkbox"/> Yes <input type="checkbox"/> No
DHW	<input type="checkbox"/> Yes <input type="checkbox"/> No
Cook/Stove	<input type="checkbox"/> Yes <input type="checkbox"/> No
What form is this found on?	<input type="checkbox"/> Home Assessment <input type="checkbox"/> Audit <input type="checkbox"/> Other
17) Do you perform Pre-Work Blower Door Testing?	
	<input type="checkbox"/> Yes <input type="checkbox"/> No
What form is this found on?	
	<input type="checkbox"/> Home Assessment <input type="checkbox"/> Audit <input type="checkbox"/> Other
19) Do you perform POST Work Blower Door Testing?	
	<input type="checkbox"/> Yes <input type="checkbox"/> No
What form is this found on?	
	<input type="checkbox"/> Home Assessment <input type="checkbox"/> Audit <input type="checkbox"/> Other
21) How is the pressure boundary tested in multifamily units (mid to high rise), if applicable?	
	<input type="checkbox"/> Blower Door Testing <input type="checkbox"/> Other Data Collection & Modeling Techniques
22) Is eligibility being documented in multifamily buildings?	
	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, on what form can this be found in the file?	

Appendix E – IBTS H&S Notification Form



IBTS NOTIFICATION OF HEALTH AND SAFETY OBSERVATION FORM

Grantee: _____ **Subgrantee:** _____
IBTS Job/Identifier#: _____ **Completed:** ☐ **Date of Completion:** _____
Address: _____ **City:** _____ **Pre-1979 Building** ☐ **Yes** ☐ **No**

Reviewer: _____
Housing Type: ☐ Single family detached ☐ Low house ☐ Multiple (apart) ☐ 3-4 Unit Multi ☐ 5-25 Unit Multi
Primary Fuel Type: ☐ Natural Gas ☐ Propane ☐ Electric ☐ Oil ☐ Other: _____
Secondary Fuel Type: ☐ Natural Gas ☐ Propane ☐ Electric ☐ Oil ☐ Other: _____
Combustion Appliances Present: ☐ Primary Heat ☐ HW ☐ Cook stove ☐ Secondary Heat ☐ Fireplace ☐ Other

Part 1 – EXISTENT HEALTH AND SAFETY HAZARDS

a. Asbestos
b. Building Structure
c. Combustion Appliances & Gas
d. Existing Occupant Health Problems
e. Indoor Air Quality
f. Mold & Moisture
g. Refrigerant in Issue
h. Unvented combustion space heaters

i. Biological
j. Code Compliance Issue
k. Electrical Issues
l. Fire Hazards
m. Lead Paint
n. Pests
o. Stand Alone Space Heaters
p. Volatile Organic Compounds (VOCs)

Level of Severity Chart

Red – Immediate reporting

Yellow – Reporting within 3 days

Green – Standard reporting

The following issues were observed and noted as **Existent Health and Safety Hazards** that require immediate attention. (Use additional sheets if needed)

Item Number	Hazard Location	Level of severity Red/Yellow/Green	Check Defect Type(s) (See list above)																Comments	
			a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p		

Part 2 – IMMINENT DANGER

q. Severe Gas leak:

- ☐ Evacuate the dwelling of all occupants
- ☐ Immediately notify the IBTS Project Manager (PM) of the imminent danger issue observed.
- ☐ Coordinate with PM and the client to identify & notify the responsible entity (utility company, fire depart., etc.).
- ☐ Coordinate with PM for a resolution to the imminent danger issue.
- ☐ Sync you PIT tablet to activate the IBTS Health and Safety Notification.

r. Ambient Carbon monoxide >100ppm

- ☐ Evacuate the dwelling of all occupants
- ☐ Supply air to GAS/dwelling
- ☐ Immediately notify the IBTS Project Manager (PM) of the imminent danger issue observed.
- ☐ Coordinate with PM and client to identify & notify the responsible entity (utility company, fire depart., etc.).
- ☐ Coordinate with PM for a resolution to the imminent danger issue.
- ☐ Sync you PIT tablet to activate the IBTS Health and Safety Notification.

s. Risk of Electrocution

- ☐ Isolate area of concern
- ☐ Immediately notify the IBTS Project Manager (PM) of the imminent danger issue observed.
- ☐ Coordinate with PM and client to identify & notify the responsible entity (utility company, fire depart., etc.).
- ☐ Coordinate with PM for a resolution to the imminent danger issue.
- ☐ Sync you PIT tablet to activate the IBTS Health and Safety Notification.

Part 3 – CARBON MONOXIDE DANGER

t. Carbon Monoxide Danger

- ☐ All QA Reviewers will carry smoke sticks and personal ambient CO Detectors.
- ☐ IBTS training materials and field protocol will instruct that the IBTS QA reviewer perform a single spillage test.
- ☐ Documented verification that a working CO monitor is located in all rooms containing a combustion appliance.
- ☐ Documented verification that a working CO monitor is NOT located in all rooms containing a combustion appliance.
- ☐ Inquire with the responsible adult about the frequency of any CO unit's alarm.
- ☐ If at any time you detect ambient CO concentrations of 35ppm, attempt to notify the source of the CO emission. If from a non-vented source, advise homeowner to discontinue use of appliance. Document on IBTS H&S form.
- ☐ If smoke stick indicates draft is not occurring, supply fresh air to home. H&S issued to Client with recommendation for a service call. H&S notification will be emailed to Grantee/Subgrantee on next business day regarding the recommendation for a service call.

Comments - Specify location in the house for the above selected: _____

The following issues were observed and noted as **gas leak hazards** and require immediate attention.

Item Number	Hazard Location	Level of Severity Red/Yellow/Green	Check Defect Type(s) (See list above)				Comments
			q	r	s	t	

Other life threatening concerns not defined in above Matrix:

1. _____	3. _____
2. _____	4. _____

☐ Confirm IBTS PM Notified

Name of Owner/Agents Representative _____ Date _____

Signature of Owner/Agents Representative _____ Date _____

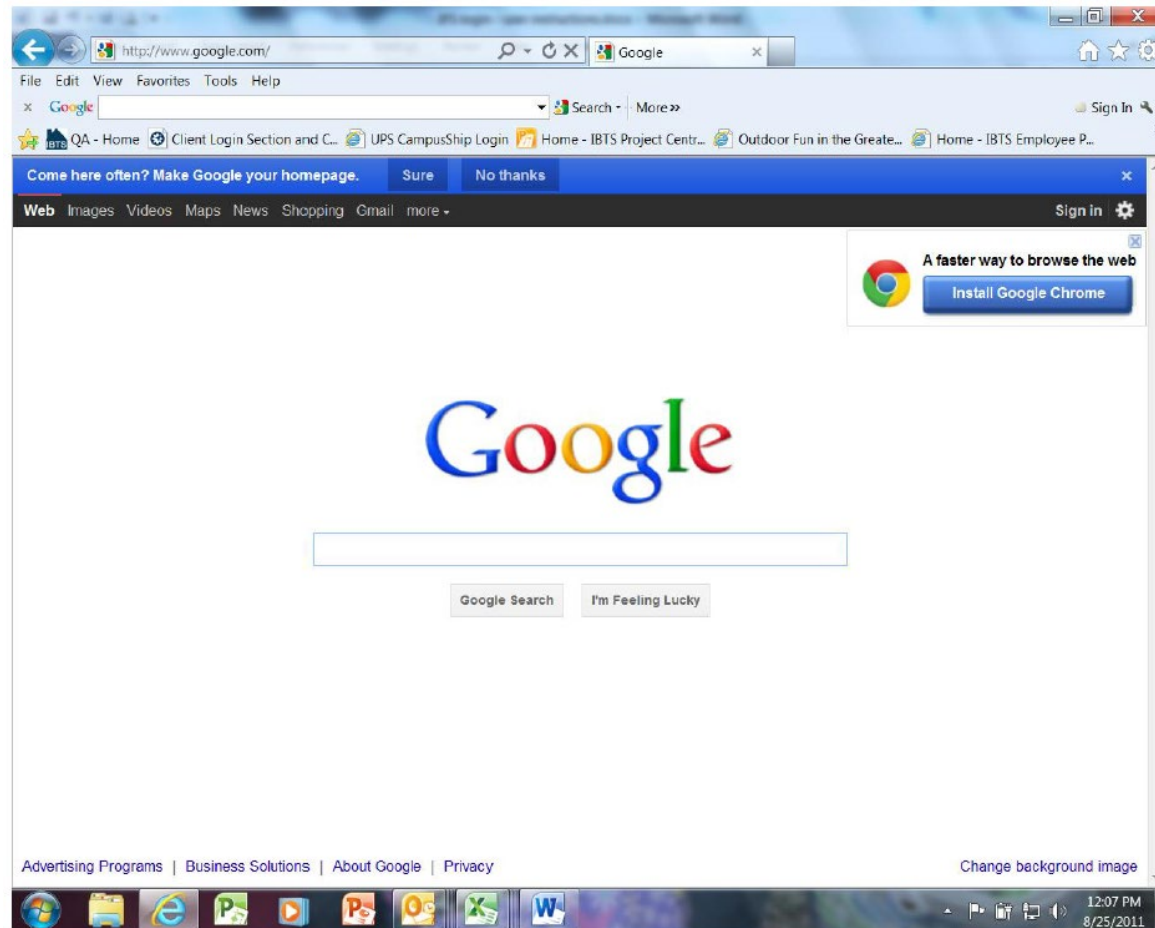
Observer Name: _____

Observer ID# _____

Appendix F – IBS Navigation Instructions

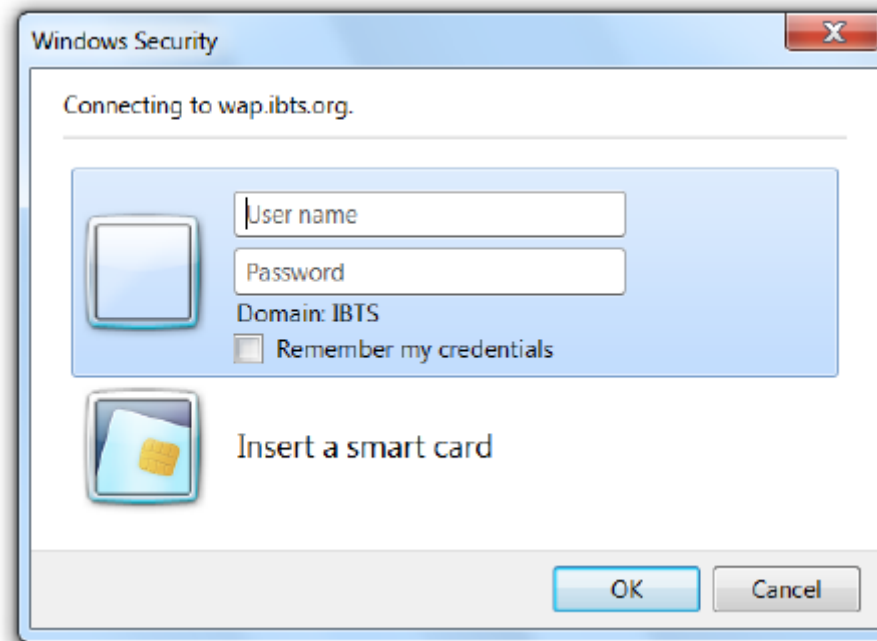


Open Google web browser:





Appendix F – IBS Navigation Instructions



Appendix F – IBS Navigation Instructions



The screenshot shows a web browser window with several tabs open. The active page is the "WAP QA Inspection Processing System (IPS)". The interface has a blue header bar with the IBTS logo and a "QA Home" link. Below the header is a black navigation bar with a "QA" button. On the left side, there is a vertical menu with the following items: "Actions", "Reports", "FAQ", and "Health and Safety Protocol". A large red arrow points to the "Actions" link. The main content area has a title "Welcome to the WAP QA Inspection Processing System (IPS)" and a paragraph of text explaining the system's purpose. Below the paragraph, there is a brief explanation of the navigation bar.

Delivery Service from UPS | Amberlea at South Riding... | Deltek Time & Expense - ... | Association of Proposal M... | http--www.childrensatio...

Browse Page | Burrin, Erica | Search this s

IBTS QA Home

QA

Actions
Reports
FAQ
Health and Safety Protocol

Welcome to the WAP QA Inspection Processing System (IPS)

Welcome to the Institute for Building Technology and Safety (IBTS) Inspection Processing System (IPS). IBTS has developed the IPS to provide tools to execute a nationwide Weatherization Assistance Program (WAP) inspection review for the Oak Ridge National Laboratory (ORNL), a part of the Department of Energy (DOE), operated by Battelle Corporation.

The navigation bar to the left has a list of links to "actions", or functions, that you may do. Below is a brief explanation of those actions.

Appendix F – IBS Navigation Instructions



Browser: <https://wap.ibts.org/QA/SitePages/Reports.aspx>

Page: QA Reports

Search:

Sign In

QA

Reports

Select Grantee:

Select Subgrantee:

Upcoming Schedule

Completed Inspections

Grantee List:

- Alaska Housing Finance Corp.
- State of Alabama Department of Economic & Community Affairs (ADECA)
- AR Dept. of Human Services
- American Samoa Government
- State of Arizona
- Navajo Nation
- State of California
- STATE OF COLORADO
- State of Connecticut
- District of Columbia
- Delaware Energy Office
- Florida, State of
- GA Environmental Fact. Auth.
- Guam Energy Office
- State of Hawaii
- STATE OF IOWA
- State of Idaho
- State of Illinois
- State of Indiana, IHDC
- Kansas Housing Resources Corp.
- Kentucky Commonwealth of
- LOUISIANA HOUSING FINANCE AGEN
- Commonwealth of Massachusetts
- Maryland, State of
- Maine State Housing Authority
- STATE OF MICHIGAN
- STATE OF MINNESOTA
- State of Missouri
- Commonwealth of the N. Mariana

Appendix F – IBS Navigation Instructions



https://wap.ibts.org/QA/SitePages/Reports.aspx

File Edit View Favorites Tools Help

Google

Client Login Section and C... UPS CampusShip Login

Browse Page

QA Reports

QA

Actions

- Add Recipients
- Scheduled Recipients
- Upload Files
- WAP File Transfer
- Inspection Scheduling Queue
- Reschedule
- Unmatched Documents
- File Indexing
- File Review
- Add Inspectors
- Inspectors List
- Assign Subgrantee
- Weatherized Totals
- Unassigned Recipients
- Property Documents
- Reports**
- FAQ
- Health and Safety Protocol

Reports

Select Grantee:

Select Subgrantee: Robert Garcia

Upcoming Scheduled Inspections

Completed Inspections

4:29 PM 8/22/2011

Appendix F – IBS Navigation Instructions



https://wap.ibts.org/QA/SitePages/Reports.aspx

File Edit View Favorites Tools Help

Google Search

Client Login Section and C... UPS CampusShip Login Home - IBTS Project Centr... Outdoor Fun in the Greate... Home - IBTS Employee P...

Sign In

Reports

Select Grantee: New York State

Select Subgrantee:

Upcoming Scheduled Inspections

Recipient Name	Recipient ID	Full Address	Property Type	Inspector Name	Inspector Phone	Scheduled
Ruth Holze	NY-1024-03878	,2 Cambridge Court, Fishkill, NY 12524	SF	Oshea, James A	(845)234-5738	7/29/2011 11:00
Mario D'Scanio	NY-1024-03881	,219 Johnson Hill Road, Wingdale, NY 12594	SF	Oshea, James A	(845)234-5738	8/3/2011 12:00
Rita Lewis	NY-1024-03884	,62 Forbus Street, Poughkeepsie, NY 12603	SF	Johnston, Thomas	(404)717-9399	8/9/2011 9:00:00
Jean M. Lindh	NY-1024-03890	,148 Rosewood Drive, Wappingers Falls, NY 12590	SF	Oshea, James A	(845)234-5738	7/29/2011 12:00
Chester Bruskevicz	NY-1024-03896	,37 Friendly Way, Stormville, NY 12582	SF	Oshea, James A	(845)234-5738	7/29/2011 1:00
Evelyn Dolon	NY-1024-03898	,107 Gina Drive, Dover Plains, NY 12522	SF	Oshea, James A	(845)234-5738	8/3/2011 7:00:00
Kayla Ann Bradford	NY-1024-03900	,225 Vassar Road, Poughkeepsie, NY 12603	SF	Oshea, James A	(845)234-5738	8/3/2011 8:00:00
Michael Dammacco	NY-1024-03901	,40 Cardinal Drive, Poughkeepsie, NY 12601	SF	Oshea, James A	(845)234-5738	7/29/2011 8:00

Completed Inspections

Recipient Name	Recipient ID	Full Address	Property Type	Scheduled Date	Inspector Name	Inspector Phone	Inspection Report
Janice Keeler	NY-1024-03874	,8 Sasso Lane, Wingdale, NY 12594	SF	7/29/2011 10:00:00 AM	Oshea, James A	(845)234-5738	View Inspection Report
Joan Lefkowitz	NY-1024-03888	,97 gina Drive, Dover Plains, NY 12522	SF	8/3/2011 9:00:00 AM	Oshea, James A	(845)234-5738	View Inspection Report
Mark Amodio	NY-1024-03902	,3 Garden Street, Hyde Park, NY 12538	SF	8/3/2011 10:00:00 AM	Oshea, James A	(845)234-5738	View Inspection Report

4/1/2021

4:33 PM 8/22/2011

Appendix F – IBS Navigation Instructions



Browser window showing the IBS QA - Reports page. The URL is https://wap.ibts.org/QA/SitePages/Reports.aspx. The page displays a sidebar with navigation links and a main content area with filters and inspection tables.

Navigation Links (Left Sidebar):

- Home
- Client Login Section and C...
- UPS CampusShip Login
- Home - IBTS Project Centr...
- Outdoor Fun in the Greate...
- Home - IBTS Employee P...

Filters:

Select Grantee: **NY** (New York State)

Select Subgrantee: **Dutchess County Community Action Agency, Inc.**

Upcoming Scheduled Inspections

Recipient Name	Recipient ID	Full Address	Property Type	Inspector Name	Inspector Phone	Scheduled Date
Rita Lewis	NY-1024-03884	62 Forbus Street, Poughkeepsie, NY 12603	SF	Johnston, Thomas	(404)717-9399	8/9/2011 9:00:00 AM

Completed Inspections

Recipient Name	Recipient ID	Full Address	Property Type	Scheduled Date	Inspector Name	Inspector Phone	Inspection Reports
Janice Keeler	NY-1024-03874	8 Sasso Lane, Wingdale, NY 12594	SF	7/29/2011 10:00:00 AM	Oshea, James A	(845)234-5738	View Inspection Report
Ruth Holze	NY-1024-03878	2 Cambridge Court, Fishkill, NY 12524	SF	7/29/2011 11:00:00 AM	Oshea, James A	(845)234-5738	View Inspection Report
Mario D'Scanio	NY-1024-03881	219 Johnson Hill Road, Wingdale, NY 12594	SF	8/3/2011 12:00:00 PM	Oshea, James A	(845)234-5738	View Inspection Report
Joan Lefkowitz	NY-1024-03888	97 Gina Drive, Dover Plains, NY 12522	SF	8/3/2011 9:00:00 AM	Oshea, James A	(845)234-5738	View Inspection Report
Jean M. Lindh	NY-1024-03890	148 Rosewood Drive, Wappingers Falls, NY 12590	SF	7/29/2011 12:00:00 PM	Oshea, James A	(845)234-5738	View Inspection Report
Chester Bruskowicz	NY-1024-03896	37 Friendly Way, Stormville, NY 12582	SF	7/29/2011 1:00:00 PM	Oshea, James A	(845)234-5738	View Inspection Report
Evelyn Dolon	NY-1024-03898	107 Gina Drive, Dover Plains, NY 12522	SF	8/3/2011 7:00:00 AM	Oshea, James A	(845)234-5738	View Inspection Report
Kavla Ann	NY-1024-	225 Vassar Road, Poughkeepsie, NY		8/3/2011 8:00:00	Oshea, James		View Inspection

A red arrow points to the "View Inspection Report" link for the first row in the Completed Inspections table.

Appendix F – IBS Navigation Instructions



U.S. DEPARTMENT OF ENERGY
WEATHERIZATION ASSISTANCE PROGRAM
QUALITY ASSURANCE FORM - SINGLE FAMILY UNITS

grantee: New York State sub-grantee: Dutchess County Community Action Agency, Inc.
job/identifier: NY-1024-0387-A completed date of completion:
address: 8500 1st Ave. city: Wingdale pre-1978 building: ☐ Yes ☐ No
General Contractor: Auditor: Seamus O'Shea
Housing Type: ☐ Single family detached ☐ Row house ☐ Mobile Home ☐ 2-4 Unit Multi ☐ 5-25 Unit Multi
Primary Fuel Type: ☐ Natural Gas ☐ Propane ☐ Electric ☐ Oil ☐ Other:
Secondary Fuel Type: ☐ Natural Gas ☐ Propane ☐ Electric ☐ Oil ☐ Other:
Combustion Appliances Present: ☐ Primary Heat ☐ DHW ☐ Cook Stove ☐ Secondary Heat ☐ Fireplace ☐ Other:

Property Picture 1
Property Picture 2

FILE REVIEW
1.) Unit Assessed Using: (select one) ☐ Energy Audit - name of Audit:
TIPS ☐ Priority Use ☐ Invoice ☐ None evidenced
2.) Work Order/Building Weatherization Report: ☐ Yes ☐ No
DOE Investment: \$5000.00 owner investment: \$0 Total job investment: \$5000.00
3.) Work Agreement/Notice to Proceed (if applicable) ☐ Yes ☐ No ☐ N/A
4.) Lead-Paint Notification Documented: ☐ Yes ☐ No ☐ N/A 1978, or later or verified as "lead free"
5.) Lead Safe Weatherization Documentation: ☐ Yes ☐ No ☐ N/A Post 1978, or verified as "lead free" or completed before 4/22/10
Certified Renovator, Documentation: ☐ Yes ☐ No ☐ N/A Post 1978, or verified as "lead free" or completed before 4/22/10

Appendix F – IBS Navigation Instructions



The screenshot shows a web browser window with the URL <https://wap.ibts.org/QA/Lists/FAQ/AllItems.aspx>. The browser's address bar shows the ibts.org domain. The page has a blue header with the IBS logo and navigation links: [Browse](#), [Items](#), and [List](#). Below the header, there is a search bar and a user profile for Cinzia Starace. The main content area is titled 'QA > FAQ > All Items'. On the left, there is a sidebar with a list of actions, including 'FAQ', which is highlighted by a red arrow. The main content area displays a list of questions and answers. The first question is 'What is the purpose and intent of this National review of ARRA-funded WAP work?'. The answer states: 'By collecting a very defined set of data related to local WAP jobs, the purpose and intent is to assist D Officers in identifying any patterns or trends in either file maintenance and the conduct of the work to program operations and administration.' The second question is 'What is the nature and scope of the review?'. The answer lists four bullet points: 'Completeness of client files', 'Measures called for on work order as compared to measures installed', 'Measures billed to the WAP for labor and material', and 'Quality of workmanship and adherence to state guidelines'. The third question is 'How many files will be reviewed and how many sites will be visited?'. The answer states: 'USDOE has developed a formula based on the number of recorded completions ARRA at the Grantee level that has produced an optimal number of jobs to be reviewed at the subgrantee level. These numbers will be randomly selected from the total numbers completed. Each job will receive a file and site review.'

Appendix F – IBS Navigation Instructions



The screenshot shows a web browser window displaying the IBS website. The address bar shows the URL: [http://wap.ibts.org/QA/Lists/FAQ/AllItems.aspx?View=\[bcea9f...](http://wap.ibts.org/QA/Lists/FAQ/AllItems.aspx?View=[bcea9f...). The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar shows a Google search bar, a search button, and a 'Sign In' link. The website's navigation bar includes a 'Browse' button, a 'LIST TOOLS' dropdown, and a 'Search this site' input field. The breadcrumb navigation shows 'QA > FAQ > All Items'. A red arrow points to the 'QA' tab in the breadcrumb navigation. The left sidebar contains a list of actions: Add Recipients, Scheduled Recipients, Upload Files, WAP File Transfer, Inspection Scheduling Queue, Reschedule, Unmatched Documents, File Indexing, File Review, Add Inspectors, Inspectors List, Assign Subgrantee, Weatherized Totals, Unassigned Recipients, Property Documents, Reports, FAQ, and Health and Safety Protocol. The main content area displays a list of questions and answers. The first question is 'As an Inspector how do I log into IFS?'. The answer is 'See attached file for step-by-step instructions.' The second question is 'How many files will be reviewed and how many sites will be visited?'. The answer is 'USDOE has developed a formula based on the number of recorded completions ARRA at the Grantee a level that has produced an optimal number of jobs to be reviewed at the subgrantee level. These num be randomly selected from the total numbers completed. Each job will receive a file and site review.' The third question is 'How will the confidentiality of the data be presented?'. The answer is 'All personal client information and other data related to reviews will be subject to strict, confidential protocols by all parties involved.' The fourth question is 'Message to Agencies'. The answer is 'Over the past several months, your agency received notification from the U.S. Department of Energy that IBTS was selected to perform Assistance Program (WAP) review for a selected number of homes at your agency. We are beginning that effort now, and felt that a follow up message would be useful. This message provides a written explanation of be, how we will communicate with you, how we are communicating with your state contacts, and your responsibilities in this effort.' The bottom of the page shows a taskbar with various application icons and a system clock displaying 10:37 AM on 8/23/2011.

QA > FAQ > All Items

QA

Actions

- Add Recipients
- Scheduled Recipients
- Upload Files
- WAP File Transfer
- Inspection Scheduling Queue
- Reschedule
- Unmatched Documents
- File Indexing
- File Review
- Add Inspectors
- Inspectors List
- Assign Subgrantee
- Weatherized Totals
- Unassigned Recipients
- Property Documents
- Reports
- FAQ
- Health and Safety Protocol

Questions

As an Inspector how do I log into IFS?

Answer:

See attached file for step-by-step instructions.

How many files will be reviewed and how many sites will be visited?

USDOE has developed a formula based on the number of recorded completions ARRA at the Grantee a level that has produced an optimal number of jobs to be reviewed at the subgrantee level. These num be randomly selected from the total numbers completed. Each job will receive a file and site review.

How will the confidentiality of the data be presented?

All personal client information and other data related to reviews will be subject to strict, confidential protocols by all parties involved.

Message to Agencies

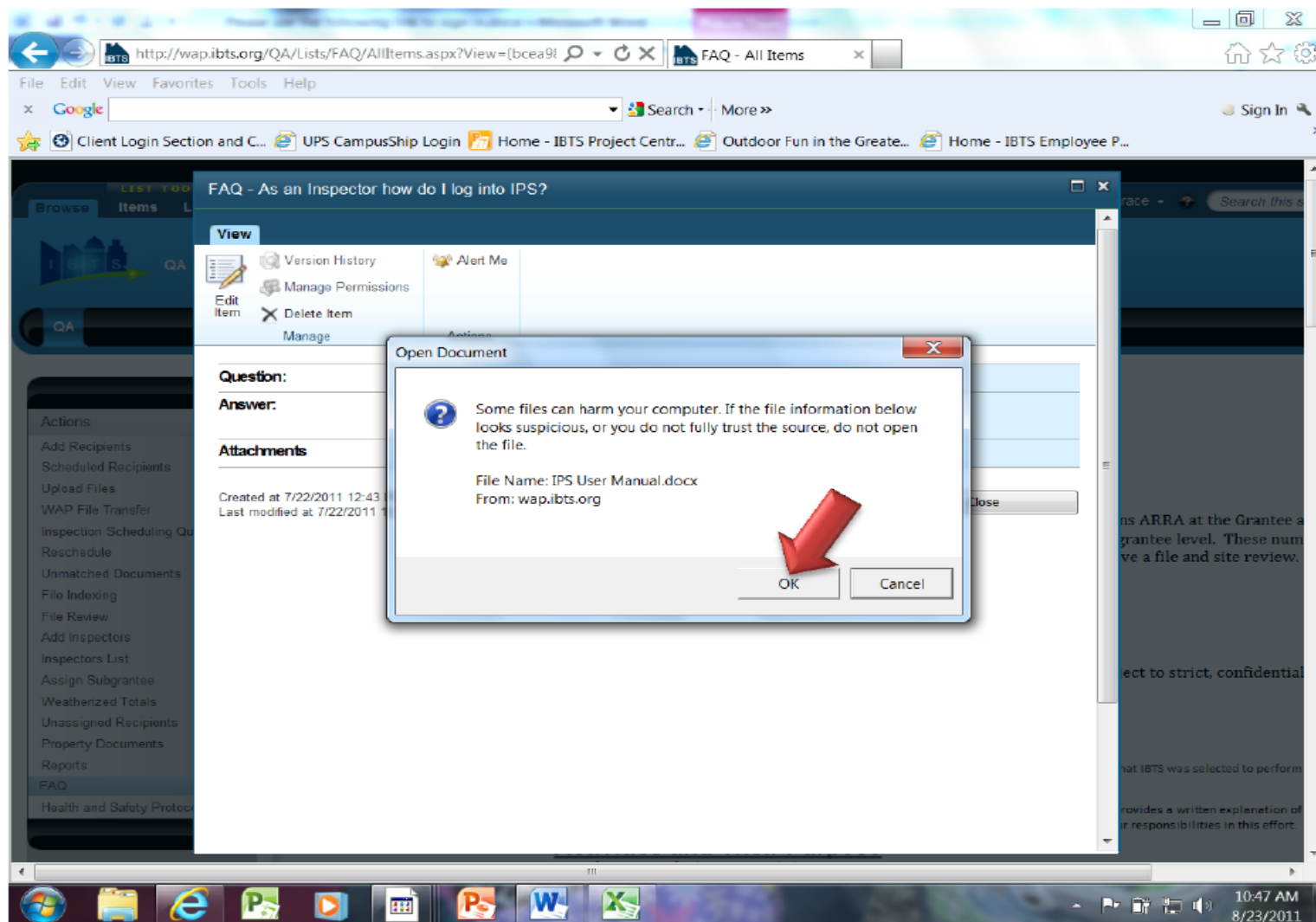
Over the past several months, your agency received notification from the U.S. Department of Energy that IBTS was selected to perform Assistance Program (WAP) review for a selected number of homes at your agency. We are beginning that effort now, and felt that a follow up message would be useful. This message provides a written explanation of be, how we will communicate with you, how we are communicating with your state contacts, and your responsibilities in this effort.

[Activities and Their Purpose](#)

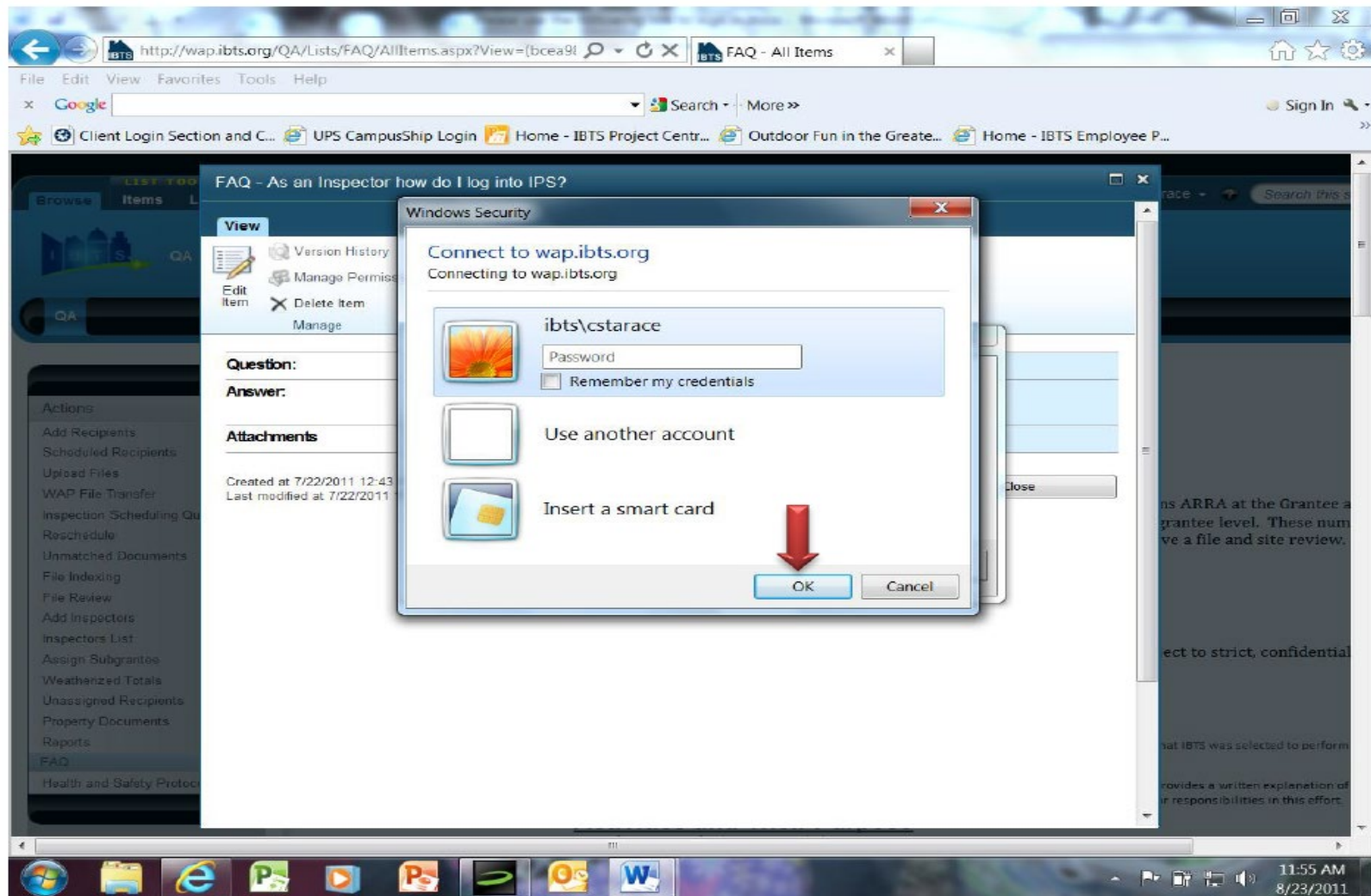
Appendix F – IBS Navigation Instructions

A screenshot of a web browser displaying the IBS website. The browser's address bar shows the URL: <http://wap.ibts.org/QA/Lists/FAQ/AllItems.aspx?View={bcea9f...}>. The page title is "FAQ - All Items". The main content area displays an FAQ entry titled "FAQ - As an Inspector how do I log into IPS?". The entry includes a "Question:" field with the text "As an Inspector how do I log into IPS?", an "Answer:" field with the text "See attached for step-by-step instructions.", and an "Attachments" field with the link "IPS User Manual.docx". A red arrow points to the "Answer:" field. The page also shows a "Close" button and a "Created at 7/22/2011 12:43 PM by Cinzia Starace" timestamp. The left sidebar contains a list of navigation links, including "Browse", "Items", "QA", "Actions", "Add Recipients", "Scheduled Recipients", "Upload Files", "WAP File Transfer", "Inspection Scheduling Qu...", "Reschedule", "Unmatched Documents", "File Indexing", "File Review", "Add Inspectors", "Inspectors List", "Assign Subgrantee", "Weatherized Totals", "Unassigned Recipients", "Property Documents", "Reports", "FAQ", and "Health and Safety Protec...". The bottom of the screen shows a Windows taskbar with various application icons and a system clock displaying "10:39 AM 8/23/2011".

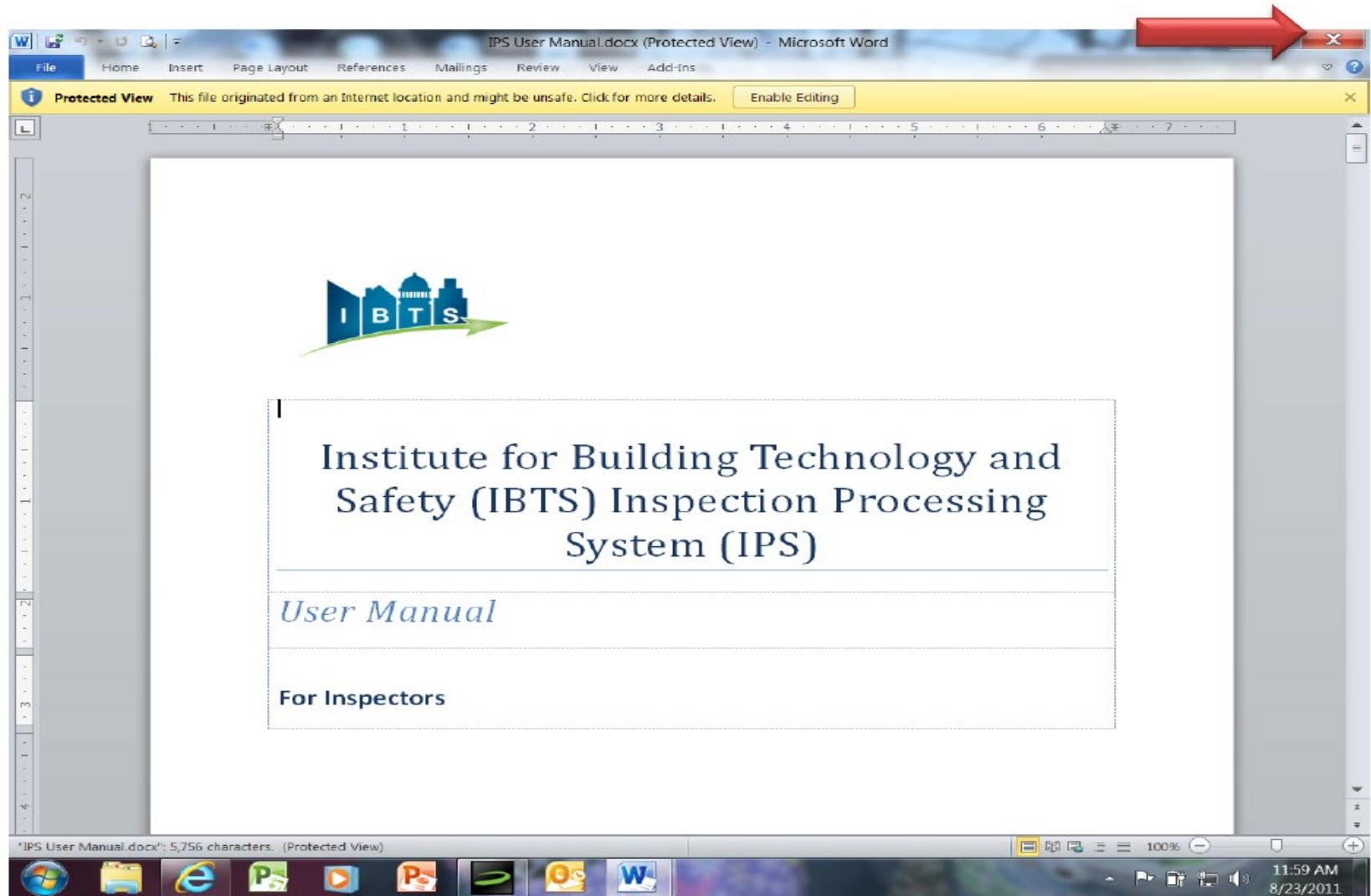
Appendix F – IBS Navigation Instructions



Appendix F – IBS Navigation Instructions



Appendix F – IBS Navigation Instructions



Appendix F – IBS Navigation Instructions



The screenshot displays the IBS web application interface. The browser window shows the URL [http://wap.ibts.org/QA/Lists/FAQ/AllItems.aspx?View=\[bcea9f...](http://wap.ibts.org/QA/Lists/FAQ/AllItems.aspx?View=[bcea9f...). The application has a sidebar on the left with various navigation links. The main content area displays a FAQ item titled "FAQ - As an Inspector how do I log into IPS?". The item details include a question, an answer, and an attachment named "IPS User Manual.docx". A red arrow points to the "Close" button in the bottom right corner of the FAQ item view.

FAQ - As an Inspector how do I log into IPS?

View

Actions: Version History, Alert Me, Manage Permissions, Delete Item, Manage, Actions

Question: As an Inspector how do I log into IPS?

Answer: See attached file for step-by-step instructions.

Attachments: IPS User Manual.docx

Created at 7/22/2011 12:43 PM by Cinzia Starace
Last modified at 7/22/2011 12:43 PM by Cinzia Starace

Close

Appendix F – IBS Navigation Instructions



https://wap.ibts.org/QA/SitePages/Health%20and%20Safe

File Edit View Favorites Tools Help

Google Search More >>

Client Login Section and C... UPS CampusShip Login Home - IBTS Project Centr... Outdoor Fun in the Greate... Home - IBTS Employee P...

QA Health and Safety Protocol

QA

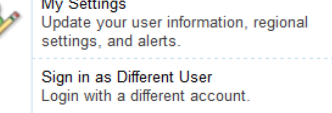
Actions

- Add Recipients
- Scheduled Recipients
- Upload Files
- WAP File Transfer
- Inspection Scheduling Queue
- Reschedule
- Unmatched Documents
- File Indexing
- File Review
- Add Inspectors
- Inspectors List
- Assign Subgrantee
- Weatherized Totals
- Unassigned Recipients
- Property Documents
- Reports
- FAQ
- Health and Safety Protocol**

Health and Safety Protocol

Potential Health & Safety Hazards	
• Asbestos	• Biological
• Building Structure	• Code Compliance Issues
• Combustion Appliances & Gasses	• Electrical Issues
• Existing Occupant Health Problems	• Fire Hazards
• Indoor Air Quality	• Lead Paint
• Mold & Moisture	• Pests
• Refrigeration Issues	• Stand Alone Space Heaters
• Unvented combustion space heaters	• Volatile Organic Compounds (VOCs)

During the QA review, health and safety hazards may become apparent. Whenever health and safety hazards beyond certain actionable thresholds, the QA Reviewer will report the information by using the *IBTS Health and Safety Notification form*. This form will be signed by the QA Reviewer and the responsible adult of the household. They will receive a copy, and an email notification will be sent to the Grantee and subgrantee. The notification will include the following: address, date, time, QA Reviewer, recorded health and safety concern, and QA Reviewer comments.



coordinator

Search this site...

My Settings
Update your user information, regional settings, and alerts.

Sign in as Different User
Login with a different account.

Request Access
Email the site administrator to request additional permissions.

Sign Out
Logout of this site.

Personalize this Page
Add, remove, or update Web Parts on this page.