

APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

9. Type of Applicant:

A State Government

10. Name of Federal Agency:

U. S. Department of Energy

11. Catalog of Federal Domestic Assistance Number:

81.042

CFDA Title:

Weatherization Assistance Program

12. Funding Opportunity Number:

DE-WAP-0002016

Title:

2016 Weatherization Assistance Funding Opportunity

13. Competition Identification Number:

Title:

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

State of Iowa

15. Descriptive Title of Applicant's Project:

Iowa Weatherization Assistance for Low Income Households

APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

16. Congressional District Of:

a. Applicant: b. Program/Project: IA-Statewide

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

17. Proposed Project:

a. Start Date: 04/01/2016 b. End Date: 03/31/2017

18. Estimated Funding (\$):

a. Federal	4,591,815.00
b. Applicant	0.00
c. State	0.00
d. Local	0.00
e. Other	0.00
f. Program Income	0.00
g. TOTAL	4,591,815.00

19. Is Application subject to Review By State Under Executive Order 12372 Process?:

- a. This application was made available to the State under the Executive Order 12372 Process for review on:
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372

20. Is the applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation)

No

21. By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code Title 218, Section 1001)**

I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: First Name: WILLIAM
Middle Name: J
Last Name: BRAND
Suffix:

Title: Administrator, Community Action Agencies

Telephone Number: (515)281-3268 Fax Number:

Email: Bill.Brand@iowa.gov

Signature of Authorized Representative: Signed Electronically Date Signed: 03/31/2016

Authorized for Local Reproduction

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. EE0006154		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address State of Iowa Lucas State Office Building Des Moines, IA 503190000		4. Program/Project Start Date 04/01/2016	5. Completion Date 03/31/2017

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Federal	81.042	\$ 0.00		\$ 4,591,815.00		\$ 4,591,815.00
2. STATE			\$ 0.00		\$ 0.00	\$ 0.00
3.						
4.						
5. TOTAL		\$ 0.00	\$ 0.00	\$ 4,591,815.00	\$ 0.00	\$ 4,591,815.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) GRANTEE ADMINISTR ATION	(2) SUBGRANTE E ADMINISTR	(3) GRANTEE T&TA	(4) PROGRAM OPERATION S	
a. Personnel	\$ 123,416.00	\$ 0.00	\$ 353,799.00	\$ 0.00	\$ 477,215.00
b. Benefits	\$ 49,211.00	\$ 0.00	\$ 145,023.00	\$ 0.00	\$ 194,234.00
c. Travel	\$ 8,702.00	\$ 0.00	\$ 86,200.00	\$ 0.00	\$ 94,902.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 5,000.00	\$ 0.00	\$ 10,287.00	\$ 0.00	\$ 15,287.00
f. Contract	\$ 0.00	\$ 369,160.00	\$ 0.00	\$ 2,600,932.00	\$ 3,621,884.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other	\$ 7,700.00	\$ 0.00	\$ 42,275.00	\$ 0.00	\$ 49,975.00
i. Total Direct Charges	\$ 194,029.00	\$ 369,160.00	\$ 637,584.00	\$ 2,600,932.00	\$ 4,453,497.00
j. Indirect	\$ 35,561.00	\$ 0.00	\$ 102,757.00	\$ 0.00	\$ 138,318.00
k. Totals	\$ 229,590.00	\$ 369,160.00	\$ 740,341.00	\$ 2,600,932.00	\$ 4,591,815.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. EE0006154		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address State of Iowa Lucas State Office Building Des Moines, IA 503190000		4. Program/Project Start Date 04/01/2016	5. Completion Date 03/31/2017

SECTION A - BUDGET SUMMARY						
Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.						
2.						
3.						
4.						
5. TOTAL		\$ 0.00	\$ 0.00	\$ 4,591,815.00	\$ 0.00	\$ 4,591,815.00

SECTION B - BUDGET CATEGORIES						
6. Object Class Categories	Grant Program, Function or Activity					Total (5)
	(1) HEALTH AND SAFETY	(2)	(3)	(4)		
a. Personnel	\$ 0.00				\$ 477,215.00	
b. Benefits	\$ 0.00				\$ 194,234.00	
c. Travel	\$ 0.00				\$ 94,902.00	
d. Equipment	\$ 0.00				\$ 0.00	
e. Supplies	\$ 0.00				\$ 15,287.00	
f. Contract	\$ 651,792.00				\$ 3,621,884.00	
g. Construction	\$ 0.00				\$ 0.00	
h. Other	\$ 0.00				\$ 49,975.00	
i. Total Direct Charges	\$ 651,792.00				\$ 4,453,497.00	
j. Indirect	\$ 0.00				\$ 138,318.00	
k. Totals	\$ 651,792.00				\$ 4,591,815.00	
7. Program Income	\$ 0.00				\$ 0.00	

U.S. DEPARTMENT OF ENERGY



BUDGET JUSTIFICATION FOR FORMULA GRANTS

Applicant: State of Iowa
Award number: EE0006154

Budget period: 04/01/2016 - 03/31/2017

1. PERSONNEL - Prime Applicant only (all other participant costs are listed in 6 below and form SF-242A, Section B. Line 6.f. Contracts and Sub-Grants).

Positions to be supported under the proposed award and brief description of the duties of professionals:

<u>Position</u>	<u>Description of Duties of Professionals</u>
Division Administrator	Overall responsibility for the Iowa Weatherization Assistance Program (WAP), as well as the Low-Income Energy Assistance Program (LIHEAP), and the Community Service Block Grant (CSBG) program. The balance of the Administrator's salary and benefits is paid by these other, non-weatherization programs.
Bureau Chief	Overall responsibility for administration of Iowa WX program. Team leader for WX staff. Develops, updates and implements administrative policies and procedures. Monitors and provides technical assistance to subgrantees.
Administrative Assistant	General administrative duties. Assists in coordinating training sessions and meetings. Maintains inventory. The balance of the Administrative Assistant's salary and benefits is paid by other, non-weatherization programs, LIHEAP, CSBG and FaDSS.
Technical Specialist/Trainer/QC	Provides training. Conducts inspections of weatherized dwellings. Establishes work standards. Provides technical assistance to sub-grantees. Investigates client complaints. Assists with technical issues. Assist with special projects.
Technical Specialist/Trainer & QC	Provides training. Conducts inspections of weatherized dwellings. Establishes work standards. Provides technical assistance to sub-grantees. Investigates client complaints. Assists with technical issues. Assist with special projects.
Program Specialist	Monitors sub-grantees for administrative and program compliance issues. Assists in developing, updating and implementing administrative policies and procedures. Works with State Historical Preservation personnel to meet all SHPO reporting requirements. Is also working with QC to gain field experience.
Budget Analyst	Handles utility company contracts. Provides monthly financial and data reports to utility companies. Processes subgrantee monthly financial claims. Reviews closeout reports. Manages the computerized reporting system including providing statistical analysis of WAP database. Provides technical assistance to subgrantees on the reporting system. Provides fiscal monitoring of subgrantees.
Program Specialist	Monitors subgrantees for administrative and program compliance issues. Assists in developing and implementing administrative policies and procedures. Conducts data analysis focusing on program performance

Direct Personnel Compensation:

<u>Position</u>	<u>Salary/Rate</u>	<u>Time</u>	<u>Direct Pay</u>
Division Administrator	\$99,956.00	35.0000 % FT	\$34,984.60
Bureau Chief	\$89,409.00	100.0000 % FT	\$89,409.00
Administrative Assistant	\$61,070.00	35.0000 % FT	\$21,374.50
Technical Specialist/Trainer/QC	\$57,768.00	100.0000 % FT	\$57,768.00
Technical Specialist/Trainer & QC	\$71,922.00	100.0000 % FT	\$71,922.00
Program Specialist	\$76,010.00	100.0000 % FT	\$76,010.00
Budget Analyst	\$64,302.00	75.0000 % FT	\$48,226.50

Program Specialist	\$77,520.00	100.0000 % FT	\$77,520.00
		Direct Pay Total	\$477,214.60

2. FRINGE BENEFITS

- a. Are the fringe cost rates approved by a Federal Agency? If so, identify the agency and date of latest rate agreement or audit below, and attach a copy of the rate agreement to the application.
- b. If a. above does not apply, please use this box (or an attachment) to further explain how your total fringe benefits costs were calculated. Your calculations should identify all rates used, along with the base they were applied to (and how the base was derived), and a total for each (along with grand total). If there is an established computation methodology approved for state-wide use, please provide a copy. Also, please fill out the table below with the Fringe Benefits Calculations.
 All of the WAP personnel are state employees covered under a collective bargaining agreement.
 The contract is binding between the State of Iowa and AFSCME.

FICA 7.65%
 Health Insur \$7351 - \$20721/yr Dental Insur \$350 - \$470/yr
 Life Insur \$40/yr
 Disability Insur 34.33% of \$60M
 Retirement 8.07% - 8.67% of gross Deferred Com \$900/yr max match
 Personnel Processing Fee \$20.67/mo
 Flex Spending Fee \$12.78/mo
 Professional Development Training (state sponsored) \$850/yr

Fringe Benefits Calculations

Position	Direct Pay	Rate	Benefits
Division Administrator	\$34,984.60	33.6000 %	\$11,754.83
Bureau Chief	\$89,409.00	40.5600 %	\$36,264.29
Administrative Assistant	\$21,374.50	47.9900 %	\$10,257.62
Technical Specialist/Trainer/QC	\$57,768.00	49.7900 %	\$28,762.69
Technical Specialist/Trainer & QC	\$71,922.00	41.8500 %	\$30,099.36
Program Specialist	\$76,010.00	41.6800 %	\$31,680.97
Budget Analyst	\$48,226.50	28.9400 %	\$13,956.75
Program Specialist	\$77,520.00	40.5800 %	\$31,457.62
		Fringe Benefits Total	\$194,234.13

3. TRAVEL

- a. Please provide the purpose of travel, such as professional conference(s), DOE sponsored meeting(s), project management meeting, etc. If there is any foreign travel, please identify.

Purpose of Trip	Number of Trips	Cost Per Trip	Total
IWAC Meetings - this is the network of sub-grantee coordinators. Grantee staff attends each meeting to discuss on-going issues.	9	\$220.00	\$1,980.00
NASCSP Meeting	9	\$2,300.00	\$20,700.00
On-site technical assistance provided to sub-grantees by grantee staff.	45	\$150.00	\$6,750.00
Fiscal monitoring	20	\$300.00	\$6,000.00
Training - provide required Tier 2 training to sub-grantee personnel. Includes: NEAT/MHEA, Mold & Moisture, Furnace and Combustion H&S, Basic Evaluator, and Blower Door & Zone Pressures	9	\$483.00	\$4,347.00

WIPFLI Conference for Fiscal and Administrative monitors	4	\$2,000.00	\$8,000.00
CAPLAW Annual Conference for Fiscal and Administrative monitors	2	\$2,173.00	\$4,346.00
Technical Monitoring - includes review of work in process as well as completed jobs.	45	\$450.00	\$20,250.00
Tier 1 training for grantee staff	4	\$601.00	\$2,404.00
Administrative Monitoring	25	\$450.00	\$11,250.00
ACI Conference for grantee staff to stay current with new WAP techniques.	5	\$1,775.00	\$8,875.00
		Travel Total	\$94,902.00

- b. Please provide the basis for estimating the costs, such as past trips, current quotations, Federal Travel Regulations, etc. All listed travel must be necessary for the performance of the award objectives.

Required monitoring activities are budgeted based on past trips. Other meetings including NASCSP, Affordable Comfort (ACI), AHSRAE, WIPFLI, IWAC and DOE meetings are necessary for grantee and sub-grantees to stay current on policies and procedures. The training travel is necessary for state staff to provide Tier 2 training to sub-grantee staff in ensure they are providing high level quality services to clients. The training is provided in a classroom/on-site format and available to all sub-grantee staff. On-site technical assistance is provided to sub-grantees on an as-needed basis. This would include trouble shooting problem houses. Travel to Tier 1 training for grantee staff will be used to send the current QCI certified staff to training to obtain required CEUs.

4. EQUIPMENT - Equipment is generally defined as an item with an acquisition cost greater than \$5,000 and a useful life expectancy of more than one year. Further definitions can be found in 10 CFR 600.

- a. List all proposed equipment below and briefly justify its need as it applies to the objectives of the award.

Equipment	Unit Cost	Number	Total Cost	Justification of Need
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- b. Please provide a basis of cost such as vendor quotes, catalog prices, prior invoices, etc. and justify need. If the Equipment is being proposed as Cost Share and was previously acquired, please provide the source and value of its contribution to the project and logical support for the estimated value shown. If it is new equipment which will retain a useful life upon completion of the project, provide logical support for the estimated value shown. Also, please indicate whether the Equipment is being used for other projects or is 100% dedicated to the DOE project.

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

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

General Category	Cost	Justification of Need
Office supplies.	\$8,000.00	General office supplies to administer the program and maintain records.
Misc. tools, training supplies	\$7,287.00	Used during inspections of homes and for training.
Materials and Supplies Total	\$15,287.00	

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

Based on historical data. Purchased from vendors on state contract.

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

<u>Name of Proposed Sub</u>	<u>Total Cost</u>	<u>Basis of Cost*</u>
Sub-Grantees (Admin, H&S & Program Operations)	\$3,621,884.00	Based on state formula for sub-grantees.
Contracts and Subgrants Total	\$3,621,884.00	

*For example, Competitive, Historical, Quote, Catalog

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

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

<u>General Description</u>	<u>Cost</u>	<u>Justification of Need</u>
QCI Training	\$12,000.00	Provide CEU eligible training to certified QCI grantee and sub-grantee staff. Costs include providing in-state training to large groups.
Dues - NASCSP	\$3,000.00	To maintain the grantee membership in NASCSP organization. This group provides training and technical assistance to the grantee for both administrative and programmatic services to clients.
Printing/Postage/Phone	\$10,975.00	These items are directly related to the Weatherization Program and are not included in the indirect costs. This provides services needed for Grantee staff to perform their job duties. This lists not only administrative costs, but includes the cost of mobile phone service charged to T&TA.
Tier 1 Training	\$24,000.00	To provide training required Tier 1 training to grantee and sub-grantee staff as required. Costs include bringing IREC accredited trainers to provide classes in-state.
Other Direct Costs Total	\$49,975.00	

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

All costs included in "Other Costs" are properly segregated from Indirect costs and are not duplicated. All costs proposed are used in support of the Weatherization Program only. Estimated costs are based on historical spending detail. Printing, postage and phone include not only administrative costs, but those costs charged to T&TA for mobile phone service. Tier 1 training budget include all costs associated with bringing in a accredited trainer to provide sessions to large groups of grantee and sub-grantee staff. Since there are no accredited training centers in the mid-west, it will be more cost effective to have a trainer come to us rather than travel. QCI Training will help all certified sub-grantee staff meet the on-going requirements of obtaining CEUs to maintain certification. Once again the trainer will provide large group sessions in-state. Dues - based on historical data.

8. INDIRECT COSTS

a. Are the indirect cost rates approved by a Federal agency? If so, identify the agency and date of latest rate agreement or audit and provide a copy of the rate agreement.

The indirect cost rate is approved by Department of Health and Human Services. It is a provisional rate of 20.60% and is effective from 07/01/2014 until 06/30/2016. See Attachment #1 on the SF424

b. If the above does not apply, indicate the basis for computation of rates, including the types of benefits to be provided, the rate(s) used, and the cost base for each rate. You may provide the information below or provide the calculations separately.

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

Name: Mary Bowser

Phone Number: 5152816680

Indirect costs calculations:

<u>Indirect Cost Account</u>	<u>Direct Total</u>	<u>Indirect Rate</u>	<u>Total Indirect</u>
Administration - Personnel and Fringe	\$172,627.00	20.6000 %	\$35,561.16
T&TA - Personnel and Fringe	\$498,822.00	20.6000 %	\$102,757.33
		Indirect Costs Total	\$138,318.49

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

(Grant Number: EE0006154, State: IA, Program Year: 2016)

IV.1 Subgrantees

Subgrantee (City)	Planned Funds/Units
01 Community Opportunities, Inc (Carroll)	\$157,914.00 16
02 Hawkeye Area Community Action Program (Hiawatha)	\$383,558.00 40
03 Community Action of Eastern Iowa (Davenport)	\$334,662.00 33
04 MATURA Action Corporation (Creston)	\$71,351.00 8
05 Mid-Iowa Community Action Agency (Marshalltown)	\$241,217.00 24
06 Mid-Sioux Opportunity, Inc. (Remsen)	\$92,720.00 10
08 North Iowa Community Action Org. (Mason City)	\$181,456.00 18
09 Northeast Iowa Community Action Corporation (Decorah)	\$150,670.00 15
10 Operation: New View (Dubuque)	\$157,190.00 16
11 Operation Threshold (Waterloo)	\$216,951.00 22
12 IMPACT Community Action Partnership (Des Moines)	\$102,137.00 10
13 South Central Iowa Community Action Program (Chariton)	\$66,643.00 7
14 Community Action of Southeast Iowa (Burlington)	\$172,402.00 17
15 Southern Iowa Economic Development (Ottumwa)	\$189,787.00 19
16 Upper Des Moines Opportunity, Inc. (Graettinger)	\$240,855.00 24
17 West Central Community Action (Harlan)	\$250,634.00 25
18 Community Action of Siouxland (Sioux City)	\$164,796.00 16
20 Polk County Board of Supervisors (Des Moines)	\$446,941.00 47
Total:	\$3,621,884.00 367

IV.2 WAP Production Schedule

Weatherization Plans	Units
Total Units (excluding reweatherized)	357
Rewatherized Units	10
Note: Planned units by quarter or category are no longer required, no information required for persons.	

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

(Grant Number: EE0006154, State: IA, Program Year: 2016)

Average Unit Costs, Units subject to DOE Project Rules		
VEHICLE & EQUIPMENT AVERAGE COST PER DWELLING UNIT (DOE RULES)		
A	Total Vehicles & Equipment (\$5,000 or more) Budget	\$0.00
B	Total Units Weatherized	357
C	Total Units Reweatherized	10
D	Total Dwelling Units to be Weatherized and Reweatherized (B + C)	367
E	Average Vehicles & Equipment Acquisition Cost per Unit (A divided by D)	\$0.00
AVERAGE COST PER DWELLING UNIT (DOE RULES)		
F	Total Funds for Program Operations	\$2,600,932.00
G	Total Dwelling Units to be Weatherized and Reweatherized (from line D)	367
H	Average Program Operations Costs per Unit (F divided by G)	\$7,087.01
I	Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J	Total Average Cost per Dwelling (H plus I)	\$7,087.01

IV.3 Energy Savings

Method used to calculate savings: <input checked="" type="checkbox"/> WAP algorithm <input type="checkbox"/> Other (describe below)			
	Units	Savings Calculator (MBtus)	Energy Savings
This Year Estimate	367	29.3	10753
Prior Year Estimate	352	30.5	10736
Prior Year Actual	541	30.5	16500
Method used to calculate savings description:			

IV.4 DOE-Funded Leveraging Activities

DCAA does not use DOE funds for leveraging activities.

IV.5 Policy Advisory Council Members

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

Brown, Anna	Type of organization: Other Contact Name: Phone: 8124849053 Email: abrown20914@yahoo.com
Busch, Kelly	Type of organization: Unit of Local Government Contact Name: Phone: 6417820038 Email: kbusch@unioncountyiowa.org
Hilpipre, Anna	Type of organization: Other Contact Name: Phone: 6415281149 Email: anna.hilpipre@basf.com
Iowa Commission for the Division of Community Action Agencies	Type of organization: Other Contact Name: Phone: 5152813861 Email: Marcia.Thompson@iowa.gov
Lindeen, Marc	Type of organization: Unit of Local Government Contact Name: Phone: 3193858084 Email: supervisors@henrycountyiowa.us
	Type of organization: For-profit or Corporate (not a financial institution or utility)

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

(Grant Number: EE0006154, State: IA, Program Year: 2016)

<p>Quiner, Tom</p> <p>Whisenand, Mary E.</p>	<p>Contact Name:</p> <p>Phone: 5152785145</p> <p>Email: tom@bmi-info.com</p> <p>Type of organization: For-profit or Corporate (not a financial institution or utility)</p> <p>Contact Name:</p> <p>Phone: 5152058773</p> <p>Email: Whisenand.Mary@gmail.com</p>
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IV.6 State Plan Hearings (Note: attach notes and transcripts to the SF-424)

Date Held	Newspapers that publicized the hearings and the dates the notice ran
02/22/2016	Published in the Des Moines Register on February 11, 2016 and also put the notification on the Iowa Weatherization website and on the bulletin board outside the Department office. The Notice of Public Hearing is attachment #7 to the SF-424. The minutes from the public hearing are Attachment #9 to the SF-424. Public hearings are defined in Iowa Code Chapter 21.4 and requires that reasonable notice shall include advising the news media who have filed a request for notice with the governmental body and posting the notice on a bulletin board or other prominent place which is easily accessible to the public and clearly designated for that purpose at the principal office of the body holding the meeting, or if no such office exists, at the building in which the meeting is to be held.

IV.7 Miscellaneous

<p>Recipient Business Officer: William Brand, Division Administrator Bill.Brand@iowa.gov 515-281-3268</p> <p>Recipient Principal Investigator: Gwen Howe, Weatherization Bureau Chief Gwen.Howe@iowa.gov 515-281-3988</p>	<p>The Commission for the Division of Community Action Agencies serves as the PAC for Iowa WAP. These commission members are appointed by the Governor of Iowa. There are currently three vacant seats on the commission.</p> <ol style="list-style-type: none"> Three of the commissioners are elected officials. Those individuals have been identified as such in the PAC list. Three of the commissioners represent low-income. Type of Organization is listed as Other in the PAC list. Three of the commissioners represent private business and industry. Type of Organization is listed as For-Profit or Corporate in the PAC list. <p>PAC approval was received on March 3, 2016 as indicated in the minutes attached to the SF-424.</p> <p>The State of Iowa Weatherization Program is delivered by 18 sub-grantees. The numbers associated with each sub-grantee in Section IV.1 represents a unique identifier used at the grantee level for contracting purposes.</p> <p>DCAA projects an average project cost of \$7,105 for program year 2016. The actual average cost (without Health and Safety) for completions in Iowa is \$8,097 with a portion of that paid by other non-DOE funds. Since those funds are subject to change, not guaranteed, DCAA budgets the maximum average allowed by DOE for each of the sub-grantees. If those other funds are available, then the DOE funded average will be lower and additional homes will be completed using DOE funds.</p>
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**WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION**

State: IA Grant Number: EE0006154 Program Year: 2016

Name:	01 Community Opportunities, Inc	Contact:	Mike Berg	
		DUNS:	166933259	
Address:	23751 Hwy 30 P.O. Box 427 Carroll, IA 51401-0000	Phone:	(712) 792-9266	
		Fax:	(712) 792-5723	
		Email:	mberg@newopp.org	
Counties served:	DALLAS County CARROLL County GREENE County AUDUBON County CRAWFORD County CALHOUN County GUTHRIE County SAC County	Tentative allocation:	\$ 157,914.00	Congressional districts served:
		Planned units:	16	CD IA-03 IA-04
		Type of organization:	Local agency	
		Source of labor:	Contractors	

Name:	02 Hawkeye Area Community Action Program	Contact:	Dan Rauser	
		DUNS:	039311399	
Address:	1515 Hawkeye Drive Hiawatha, IA 52233	Phone:	(319) 393-7811	
		Fax:	(319) 393-2793	
		Email:	drauser@hacap.org	
Counties served:	JONES County IOWA County BENTON County WASHINGTON County LINN County JOHNSON County	Tentative allocation:	\$ 383,558.00	Congressional districts served:
		Planned units:	40	CD IA-02 IA-01
		Type of organization:	Local agency	
		Source of labor:	Agency and Contractors	

Name:	03 Community Action of Eastern Iowa	Contact:	Tom Wiebenga	
		DUNS:	078100401	
Address:	500 E. 59th Street Davenport, IA 52807	Phone:	(563) 323-2383	
		Fax:	(563) 324-7736	
		Email:	twiebenga@iacommunityaction.org	
Counties served:	CLINTON County MUSCATINE County CEDAR County SCOTT County	Tentative allocation:	\$ 334,662.00	Congressional districts served:
		Planned units:	33	CD IA-02
		Type of organization:	Local agency	
		Source of labor:	Agency and Contractors	

Name:	04 MATURA Action Corporation	Contact:	Eldon Starmer	
		DUNS:	069616266	
Address:	207 B North Elm St. Creston, IA 50801-0000	Phone:	(641) 782-8431	
		Fax:	(641) 782-6287	
		Email:	estarmer@maturaact.org	

**WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION**

State: IA Grant Number: EE0006154 Program Year: 2016

Counties served: RINGGOLD County UNION County MADISON County TAYLOR County ADAIR County ADAMS County	Tentative allocation: \$ 71,351.00 Planned units: 8 Type of organization: Local agency	Congressional districts served:	<u>CD</u> IA-03
Source of labor: Contractors			

Name: 05 Mid-Iowa Community Action Agency	Contact: Terri Tague DUNS: 107350035		
Address: 1001 S 18th Street Marshalltown, IA 50158	Phone: (641) 752-7162 Fax: (641) 752-9724 Email: ttague@micaonline.org		
Counties served: TAMA County STORY County MARSHALL County JASPER County HARDIN County POWESHIEK County	Tentative allocation: \$ 241,217.00 Planned units: 24 Type of organization: Local agency	Congressional districts served:	<u>CD</u> IA-04 IA-01 IA-02
Source of labor: Agency and Contractors			

Name: 06 Mid-Sioux Opportunity, Inc.	Contact: Julie Colling DUNS: 087073268		
Address: 418 Marion St Remsen, IA 51050	Phone: (712) 786-3415 Fax: (712) 786-3250 Email: jcolling@mid-siouxopportunity.org		
Counties served: IDA County LYON County SIOUX County CHEROKEE County PLYMOUTH County	Tentative allocation: \$ 92,720.00 Planned units: 10 Type of organization: Local agency	Congressional districts served:	<u>CD</u> IA-04
Source of labor: Contractors			

Name: 08 North Iowa Community Action Org.	Contact: John Beyer DUNS: 098022197		
Address: 218 5th Street S.W. P.O. Box 1627 Mason City, IA 50402	Phone: (641) 424-6453 Fax: (641) 423-9046 Email: jbeyer@nicao-online.org		
Counties served: KOSSUTH County WORTH County WINNEBAGO County MITCHELL County BUTLER County HANCOCK County FLOYD County FRANKLIN County CERRO GORDO County	Tentative allocation: \$ 181,456.00 Planned units: 18 Type of organization: Local agency	Congressional districts served:	<u>CD</u> IA-04 IA-01
Source of labor: Agency and Contractors			

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SUBGRANTEE INFORMATION**

State: IA Grant Number: EE0006154 Program Year: 2016

Name: 09 Northeast Iowa Community Action Corporation **Contact:** Scott Barnett
DUNS: 098025059
Address: 305 Montgomery **Phone:** (563) 382-8436
 Decorah, IA 52101 **Fax:** (563) 382-9854
Email: scott@neicac.org

Counties served: BREMER County **Tentative allocation:** \$ 150,670.00 **Congressional districts served:** CD
 FAYETTE County **Planned units:** 15 **IA-04**
 HOWARD County **Type of organization:** Local agency **IA-01**
 CHICKASAW County
 WINNESHIEK County
 CLAYTON County
 ALLAMAKEE County

Source of labor: Agency and Contractors

Name: 10 Operation: New View **Contact:** Don Naderman
DUNS: 078083730
Address: 1473 Central Ave **Phone:** (563) 556-5130
 Dubuque, IA 52001-0000 **Fax:** (563) 556-4402
Email: dnaderman@operationnewview.org

Counties served: JACKSON County **Tentative allocation:** \$ 157,190.00 **Congressional districts served:** CD
 DUBUQUE County **Planned units:** 16 **IA-01**
 DELAWARE County **Type of organization:** Local agency
Source of labor: Contractors

Name: 11 Operation Threshold **Contact:** Joe Ambrose
DUNS: 078094877
Address: 1535 Lafayette **Phone:** (319) 291-2065
 P.O. Box 4120 **Fax:** (319) 235-1518
 Waterloo, IA 50704-0000 **Email:** jambrose@operationthreshold.org

Counties served: BUCHANAN County **Tentative allocation:** \$ 216,951.00 **Congressional districts served:** CD
 GRUNDY County **Planned units:** 22 **IA-04**
 BLACK HAWK County **Type of organization:** Local agency **IA-01**
Source of labor: Agency and Contractors

Name: 12 IMPACT Community Action Partnership **Contact:** Julie Heck
DUNS: 163976731
Address: 3226 University Ave **Phone:** (515) 274-1345
 Des Moines, IA 50311-0000 **Fax:** (515) 273-9833
Email: jheck@impactcap.org

Counties served: BOONE County **Tentative allocation:** \$ 102,137.00 **Congressional districts served:** CD
 WARREN County **Planned units:** 10 **IA-04**
 MARION County **Type of organization:** Local agency **IA-02**
Source of labor: Contractors **IA-03**

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State: IA Grant Number: EE0006154 Program Year: 2016

Name:	13 South Central Iowa Community Action Program	Contact:	Jim Smith	
		DUNS:	161917281	
Address:	1711 Osceola Ave, suite 103 Chariton, IA 50049-0000	Phone:	(641) 774-8133	
		Fax:	() -	
		Email:	jsscicap@scicap.org	
Counties served:	CLARKE County WAYNE County MONROE County DECATUR County LUCAS County	Tentative allocation:	\$ 66,643.00	Congressional districts served: <u>CD</u> IA-02
		Planned units:	7	
		Type of organization:	Local agency	
		Source of labor:	Contractors	

Name:	14 Community Action of Southeast Iowa	Contact:	Tom Richert	
		DUNS:	094782687	
Address:	2850 Mt. Pleasant Street, Suite 108 Burlington, IA 52061	Phone:	(319) 753-0193	
		Fax:	(319) 753-0887	
		Email:	tom.richert@caofscia.org	
Counties served:	LOUISA County LEE County HENRY County DES MOINES County	Tentative allocation:	\$ 172,402.00	Congressional districts served: <u>CD</u> IA-02
		Planned units:	17	
		Type of organization:	Local agency	
		Source of labor:	Agency and Contractors	

Name:	15 Southern Iowa Economic Development	Contact:	Richard (Ned) VanNostrand	
		DUNS:	040588170	
Address:	310 W. Main Street P.O. Box 658 Otumwa, IA 52501-0000	Phone:	(641) 682-8741	
		Fax:	(641) 682-2026	
		Email:	rvannostrand@sieda.org	
Counties served:	JEFFERSON County WAPELLO County VAN BUREN County KEOKUK County MAHASKA County DAVIS County APPANOOSE County	Tentative allocation:	\$ 189,787.00	Congressional districts served: <u>CD</u> IA-02
		Planned units:	19	
		Type of organization:	Local agency	
		Source of labor:	Contractors	

Name:	16 Upper Des Moines Opportunity, Inc.	Contact:	Kyle Dietrich	
		DUNS:	061317236	
Address:	101 Robins Ave. Gractinger, IA 51342-0000	Phone:	(712) 859-3885	
		Fax:	(712) 859-3892	
		Email:	kdietrich@udmo.com	

**WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION**

State: IA Grant Number: EE0006154 Program Year: 2016

Counties served: WEBSTER County PALO ALTO County DICKINSON County HUMBOLDT County POCAHONTAS County HAMILTON County O'BRIEN County WRIGHT County CLAY County OSCEOLA County EMMET County BUENA VISTA County	Tentative allocation: \$ 240,855.00 Planned units: 24 Type of organization: Local agency	Congressional districts served:	<u>CD</u> IA-04
Source of labor: Contractors			

Name: 17 West Central Community Action Address: 1408 A Hwy 44 P.O. Box 709 Harlan, IA 51537-0000	Contact: Kelly Malhberg DUNS: 068675354 Phone: (712) 755-5135 Fax: (712) 755-5999 Email: kmalhberg@westcca.org	Counties served: FREMONT County MILLS County HARRISON County SHELBY County PAGE County CASS County MONTGOMERY County POTTAWATTAMIE County	Tentative allocation: \$ 250,634.00 Planned units: 25 Type of organization: Local agency	Congressional districts served:	<u>CD</u> IA-04 IA-03
Source of labor: Contractors					

Name: 18 Community Action of Siouxland Address: 2700 Leech Sioux City, IA 51106	Contact: Joe Miller DUNS: 153551320 Phone: (712) 274-1610 Fax: (712) 274-0368 Email: jmillier@caasiouxland.org	Counties served: WOODBURY County MONONA County	Tentative allocation: \$ 164,796.00 Planned units: 16 Type of organization: Local agency	Congressional districts served:	<u>CD</u> IA-04
Source of labor: Contractors					

Name: 20 Polk County Board of Supervisors Address: 5885 N.E. 14th Street Des Moines, IA 50313-0000	Contact: Dave Williamson DUNS: 830423872 Phone: (515) 286-3726 Fax: (515) 875-5531 Email: Dave.Williamson@polkcountyiowa.gov	Counties served: POLK County	Tentative allocation: \$ 446,941.00 Planned units: 47 Type of organization: Unit of local government	Congressional districts served:	<u>CD</u> IA-03
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State: IA Grant Number: EE0006154 Program Year: 2016

Source of labor: Contractors

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This worksheet should be completed as specified in Section III of the Weatherization Assistance Program Application Package.

V.1 Eligibility

V.1.1 Approach to Determining Client Eligibility

Provide a description of the definition of income used to determine eligibility

The gross income of all household members residing in the household at the time of application shall be counted to determine eligibility. Any individual listed on an approved application for the current fiscal year may not be listed on another application. Verification of income is required of all participants before an application is complete with the exception that income of individuals age 18 and under employed part-time are exempt. The name on the application must match the name on the income documentation. This verification may take the form of pay receipts, payroll checks, or a statement signed by the employer if the salary is paid in cash. Other evidence, such as copies of unemployment checks or Medicaid cards may also be accepted. If an applicant refuses to produce proof of income and does not authorize the agency to verify earnings, the applicant shall not be eligible for program benefits. Verification of income will be provided before eligibility may be certified. An applicant may elect to use the most recent 90 days, the last 12 months, or the most recent calendar year as a qualification period. If an applicant is not eligible under the time period first selected, one of the alternative periods may be selected to qualify. The applicant must be informed of the right to select different qualification periods. In an effort to qualify clients for the LIHEAP program, this process was established by LIHEAP and followed by all sub-grantees to determine eligibility for both LIHEAP and WAP. This allows clients who have recently lost their jobs to qualify by using the most recent 90 day time period.

Households with documented income at or below 200% of poverty or who are eligible for assistance under the Low-Income Home Energy Assistance Program are eligible for weatherization services. In addition households receiving payments under Title IV and XVI of the Social Security Act are also eligible for assistance.

Approximately 174,166 households in the state of Iowa are at or below 200% of poverty.

Additional priorities are given to households with elderly, disabled, young children and high energy costs. These are further described in Section V.3.

Describe what household Eligibility basis will be used in the Program

The definition of 'low-income' that Iowa uses to determine eligibility for the Iowa Weatherization Program complies with 10 CFR 440.22(a). Program eligibility is based on total household income at, or below, 200 percent of the poverty level, as established by the Office of Management (OMB), households receiving assistance under the Low-Income home Energy Assistance Program, and households receiving payments under Title IV and XVI of the Social Security Act. Persons who are eligible for the LIHEAP program are automatically approved for the Weatherization Program. Persons may also apply for Weatherization Program assistance without applying for LIHEAP assistance, however, these persons will still be required to complete the eligibility process used for the LIHEAP program.

Application dates are checked before any weatherization work begins. If the application is more than 12 months old, the household is advised that a new application is needed before weatherization services can be provided. Copies of approved client applications are included in client weatherization files.

Describe the process for ensuring qualified aliens are eligible for weatherization benefits

To ensure the the applicant is a US citizen proof of Social Security Number (SSN) are required for all household members. Those members without proper documentation will not be included as a household member, but the income earned by that person will be included in the total household income.

If the applicant is a temporary foreign national not authorized for employment, verification of a Social Security number may be waived. However, they must present their I-94 card so the Iowa LIHEAP program can record the USCIS number in lieu of the SSN. The USCIS numbers is also known as the alien number (a 9 digit number). The USCIS number might have eight digits, in which case you put a 0 at the front. This applies to all household members in this category, regardless of age.

Copies of such verification must be included in every file. If the applicant household has provided acceptable documentation in the previous year, this requirement is waived. However, if the household has gained a member since their last application, documentation is required. In order to be fair to households with newborns, the requirement for a Social Security Number for that child is waived, as long as the child is 120 days old, or younger, at the time of application. A copy of the birth certificate should be included in the LIHEAP application file.

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These are the requirements of the LIHEAP Program in Iowa. They comply with the HHS requirements found at this website:
<http://aspe.hhs.gov/hsp/immigration/restrictions-sum.shtml#sec1>

V.1.2 Approach to Determining Building Eligibility

Procedures to determine that units weatherized have eligibility documentation

No dwelling unit will be weatherized without documentation that the dwelling unit is an eligible unit, as defined as 10 CFR 440.22. The local sub-grantees verify applicants' income during the application process. Sub-grantees are required to maintain records that include documentation of client eligibility. The local sub-grantees maintain records of previously weatherized dwelling units in a database. The database is checked prior to scheduling a household for service to ensure that the house has not been previously weatherized. If the house has been previously weatherized and is not eligible for re-weatherization, as defined in 10 CFR 440.18, the house will not be weatherized. If the house is eligible for re-weatherization, the sub-grantee makes a determination whether or not to re-weatherize the house based on a number of factors including the energy usage of the house and the number of eligible households on the waiting list.

Dwellings that were originally weatherized between September 30, 1975 and September 30, 1994, are eligible for re-weatherization.

All household files will contain the required documentation to show eligibility including: Approved client applications, Landlord agreements (if applicable), SHPO documentation indicating age of house, etc.

Describe Reweathering compliance

The local sub-grantees maintain records of previously weatherized dwelling units in a database. These databases contain homes weatherized between 1979 and current year. The database is checked prior to scheduling a household for service to ensure that the house has not been previously weatherized. If the house has been previously weatherized and is not eligible for re-weatherization, as defined in 10 CFR 440.18, the house will not be re-weatherized.

Dwellings that were originally weatherized between September 30, 1975 and September 30, 1994, are eligible for re-weatherization. If the house is eligible for re-weatherization, the sub-grantee makes a determination whether or not to re-weatherize the house based on a number of factors including the energy usage of the house and the number of eligible households on the waiting list.

If the President or the Governor of the State of Iowa declares a Federal or State Emergency for areas of the state due to a natural disaster, the DCAA will allow local agencies within those affected areas to use existing resources to address the needs of the people in the area. DOE funds will NOT be used to complete the re-weatherization of these homes unless they were originally completed before September 30, 1994. Homes weatherized since October 1, 1994 may be eligible for re-weatherization using other sources of funds.

Describe what structures are eligible for weatherization

All eligible households are considered for weatherization services regardless of type of building structure. Client selection for service is based on a point system calculated using an estimate of annual client bill savings for heating, water heating and air conditioning measures. This system is applied by the sub-grantees to all eligible applicants within a county to establish a prioritized waiting list.

Structures without a physical mailing address, such as non-stationary campers or trailers, are not considered as eligible for weatherization.

Shelters are eligible for weatherization with grantee approval. Before approving weatherization of a shelter, the grantee will discuss it with the DOE Project Officer.

Eligible multi-unit dwellings (5 or more units per building structure) will only be weatherized with approval from the DOE Project Officer. All eligible clients in multi-unit dwellings must be high on the local priority list before the structure will be considered for weatherization.

The current SHPO agreement was reviewed for necessary changes in April 2015. No changes were necessary, therefore, it was continued through 2020.

Describe how Rental Units/Multifamily Buildings will be addressed

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Rental dwelling units will not be weatherized without first obtaining the written permission of the owner of the dwelling unit, or the owner's agent.

The benefits of services provided to rental units will apply primarily to the tenants residing in the units. In most cases, the tenants will benefit by lowering the monthly heating costs they pay. In cases where the tenant is not directly responsible for heating costs, the tenant will benefit from warmer and safer dwelling after weatherization services have been provided.

In the case of multi-unit dwellings, 66% of the residents (50% for duplexes and four unit buildings) must be income eligible in order that the entire structure may be weatherized. If fewer households than the required 66% (or 50% for duplexes and four unit buildings) are income eligible, only those units occupied by eligible households or those that will be occupied by eligible households within 180 days, may be weatherized. If the entire multi-unit dwelling is completely weatherized (i.e. the 'completed home' criteria is met for all the units), all units may be counted as completions. Required information will be submitted to the DOE Project Officer for approval before weatherization work begins on structures containing 5 or more units.

In the case of a vacant rental dwelling, weatherization assistance may be provided if there is assurance that a low-income household will reside in the dwelling within 180 days of the date the weatherization service was completed.

Sub-grantees will use an agreement, signed by the landlord, which states the following:

- The benefits of weatherization assistance shall accrue primarily to low-income tenants
- For 12 months after weatherization work has been completed on a dwelling, the tenants in that dwelling will not be subjected to rent increases because of the increased value of dwelling units due solely to weatherization assistance provided under this part.
- No undue or excessive enhancement shall occur to the value of the dwelling units.

In the event of a dispute between the tenant and the landlord regarding the issues listed above, the sub-grantee will attempt to resolve the dispute; if that fails, the tenant will be referred to legal aid by the sub-grantee. The use of this agreement will help protect the rights of the tenant.

Sub-grantee contracts include the following provision:

No dwelling unit will be served without prior written approval from the owner or rental agent. The benefits of weatherization assistance shall accrue primarily to the low-income tenants. For a reasonable period of time after weatherization work has been completed on a dwelling, the tenants in that dwelling shall not be subjected to rent increases because of the increased value of the dwelling due solely to weatherization assistance provided under this part. No undue or excessive enhancement shall occur to the value of the dwelling. In the event of a dispute between the tenant and the landlord regarding these issues, the sub-grantee shall attempt to resolve the dispute. If the sub-grantee is not able to resolve the dispute, the tenant shall be referred to legal aid.

Describe the deferral Process

Although a client may be eligible for the Weatherization Program, there are situations or conditions where weatherization services should be deferred (i.e. delayed or postponed). Hopefully, the decision to defer weatherization can be made before work, or any significant work begins on a dwelling. However, there are times when work will have begun on a dwelling before one of the situations or conditions is identified. In those cases, the agency should defer doing any additional work.

Deferring work on a dwelling does not mean the dwelling will never be weatherized. If the situation or condition causing the deferral changes, it may be possible to begin or complete the work. For example, a dwelling shouldn't be weatherized if it has a roof that leaks or will likely leak. However, the dwelling can be weatherized later if the roof is replaced or repaired. Another example is a dwelling undergoing remodeling. The dwelling should not be weatherized while it is being remodeled. However, after the remodeling is completed, the dwelling may be weatherized.

Deferral Notification

When an agency defers work on a dwelling, it must notify the client, and the landlord when appropriate, in writing of the reason using the Deferral Documentation Form. A copy of the notification, with documentation justifying the decision to defer services, must be kept in the house file. Agencies should attempt to identify all reasons why work is being deferred on a home and notify the client or landlord of all the reasons and what must be done in order for weatherization work to begin.

Following are reasons weatherization services should be deferred. This list is not intended to be all inclusive:

When a client:

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- Refuses to sign the "Release of Liability Form".
- Moves or dies while weatherization services are being provided. (Weatherization services may be completed if the majority of work is done prior to the client moving/dying.)
- Is uncooperative including, but not limited to:
 - Refusing to allow the installation of top energy efficiency measures or important health and safety measures.
 - Refusing access to parts of house that prevent the evaluation of the house from being performed or prevents important measures from being installed.
 - Refusing to change behavior that can cause health and safety problems (e.g. refusal to discontinue using excessive number of humidifiers).
- When a client, or other occupant in a dwelling:
 - Is threatening or physically or verbally abusive.
 - Has known health conditions which prohibit the installation of insulation or other materials.
 - Is involved in illegal activities.

When a dwelling:

- Is posted as being "For Sale" or is known to be for sale (except homes currently in a housing rehabilitation program).
- Is scheduled for demolition or in an area slated for development.
- Poses a health or safety hazard to crew workers or contractors, for example, rats, bats, roaches, reptiles, insects, animals or other vermin inappropriately or not properly contained on the premises.
- Is undergoing remodeling or has unfinished areas, which directly affect the weatherization process. Weatherization work may be done when the remodeling is completed.
- Is so full of clutter a weatherization evaluation or weatherization services cannot be done.
- Is beyond the scope of the program due to major structural deficiencies or is in such a state of disrepair that failure is imminent and the conditions cannot be resolved in a cost-effective manner. Examples would be dwellings requiring a new roof or foundation repair or where lead exposure cannot be mitigated with safe work practices.
- Requires wall insulation, but has slate or insul-brick siding.
- One or more health and safety hazards exist that must be corrected by the client (or landlord) before weatherization services may begin. Examples include, but are not limited to:
 - Severe mold or moisture problems (such as pooling in the crawlspace or standing water in the basement) so severe they cannot be resolved within program limits.
 - The presence of animal feces or raw sewage that prevents weatherization measures from being installed.
 - The presence of a primary heat source unvented space heater unless the unvented space heater is removed from the dwelling. If the unvented space heater is a secondary heat source it may be left in place if it meets ANSI Z21.11.2 requirements.
 - The presence of disconnected water waste pipes or hazardous electrical wiring.
 - The presence of asbestos, including vermiculite that contains asbestos, that prevents weatherization measures from being installed.
 - When health and safety hazards, including unsafe combustion appliances, could pose a health or safety threat to clients but the weatherization program cannot mitigate the hazards due to expenditure limits or program rule/policy limits.
- When a manufactured home:
 - Has been improperly set. Any nonconforming items in the installation will be reported to a licensed installer (e.g., state administering agency). Any installation deficiencies will be repaired by the client or landlord before starting work. Home must be stabilized in accordance with manufacturer specifications or local authority having jurisdiction.
 - Has a fireplace or heating stove drawing combustion air from inside the dwelling.
 - Has a heating system other than a heating system manufactured for mobile homes or a sealed combustion high efficiency furnace with modifications per manufacturer's instructions and installed properly to include outside air for combustion.

V.1.3 Definition of Children

Definition of children (below age): 6

V.1.4 Approach to Tribal Organizations

Recommend tribal organization(s) be treated as local applicant?

If YES, Recommendation. If NO, Statement that assistance to low-income tribe members and other low-income persons is equal.

Low-income members of American Indians tribes will receive benefits equivalent to the assistance provided to other low-income persons in the state.

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V.2 Selection of Areas to Be Served

The Division of Community Action Agencies (DCAA), within the Department of Human Rights, is designated by the Governor to administer the grant from the U.S. Department of Energy for the Weatherization Program. Local sub-grantees are selected by the DCAA to administer the program in local area throughout the state.

It is the intent of the DCAA, as the state grantee, to only consider and contract with sub-grantees that have the capacity to meet the needs of the local areas they serve. The Code of Federal Regulations, 10 CFR, Part 440, requires states to give preference to Community Action Agencies and other non-profit entities when selecting sub-grantees to administer local weatherization programs.

The basis for selecting the Iowa Weatherization Program's sub-grantees includes consideration of the following:

- The sub-grantee's experience and performance in administering a weatherization program
- The sub-grantee's experience in assisting low-income persons in areas to be served
- The sub-grantee's capacity to operate an effective weatherization program.

In selecting sub-grantees each year, the state gives priority to the sub-grantees that currently administer the program in the local areas because these sub-grantees have the vehicles, equipment, and trained staff needed to deliver the services. They also have extensive experience in delivering weatherization services. However, prior to selecting current sub-grantees to administer the program for the new year, the state reviews the results of sub-grantee monitoring reviews and considers other performance factors in determining whether each current sub-grantee is operating an effective program.

The Iowa Weatherization Program contracts with eighteen (18) sub-grantees to provide weatherization service to clients in all counties of the state. Seventeen (17) sub-grantees are Community Action Agencies. The other sub-grantee is a local government.

Service areas are based largely on the Community Action Agencies' (CAA's) historical geographical boundaries. This enables the CAA's to use their existing outreach structure to inform low-income persons about the program and to take applications. The State of Iowa reserves the right to re-designate weatherization service areas.

The State of Iowa also reserves the right to operate the weatherization program in the service area of a defunded sub-grantee, if, in the opinion of the program administrator, the sub-grantee is not meeting the needs of the clients in that area. In the event a sub-grantee elects to discontinue participation or is subject to defunding of its weatherization program, the state will initiate a request for proposal to all practical service agencies within the service area.

In the event that a sub-grantee chooses to no longer administer the Weatherization Program in their service area or if a sub-grantee is defunded, the state reserves the right to use an alternate sub-grantee(s) to temporarily provide weatherization service in the service area of that sub-grantee. The alternate sub-grantee(s) would administer the program until a new sub-grantee for that service area is selected by the state through a request for proposal process. The purpose of the alternate sub-grantee is to minimize disruption in the delivery of weatherization service in the service area of a current sub-grantee that is defunded or discontinues administering the program. All 18 sub-grantees have requested to be considered alternate sub-grantees. If an alternate sub-grantee were needed, the following considerations would be used in making the selection:

- Capacity of deliver the service
- Quality of work
- Geographical proximity to the service area

V.3 Priorities for Service Delivery

Iowa uses the five DOE priority categories. The category High Energy Burden is defined as households eligible for LIHEAP. Therefore, the LIHEAP client list becomes WAP waiting list each year. Clients not eligible for LIHEAP, but who applied for the program are also included in the data received from LIHEAP. Other clients, who did not apply for LIHEAP may make application for weatherization at any time during the year and be placed on the waiting list. Priority for those on the list is given to households with the highest energy usage (greatest potential for savings) with additional priority to households occupied by elderly persons, persons with disabilities, and/or young children. The priority system is consistently applied to all housing types, single family, manufactured homes, and multi-unit dwellings.

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Client selection for service is based on a point system based on an estimate of annual client bill savings for heating, water heating, and air conditioning measures. Additional points are given if any household members are elderly, disabled, or young children.

A household's client point total will be increased by 5 percent for each of the following situations:

- The household is occupied by an elderly person
- The household is occupied by a person with disabilities
- The household is occupied by young children

(A household's priority point total could be increased by 15 percent if each of the situations listed above exists.)

Clients may, at any time, request a recalculation of their priority point total.

Client priority is implemented on a per county basis. Clients will be served in order beginning with those clients with the highest client points, including increases for elderly, disabled, and children. Any waiver from the point system may be made for the following reasons only:

1. Emergency situations, such as a heating system quits working during cold weather or an unsafe furnace poses an immediate health and safety risk to the client(s). In this case services will be provided with LIHEAP Weatherization funds.
2. Clients who are customers of utilities that are co-funding weatherization, or clients who are eligible for other funding sources which can be used in conjunction with regular weatherization program funds to pay for non-energy related health and safety and repair work (e.g. furnace repair/replacement, wiring or roof repair, asbestos abatement, etc.) may be served ahead of clients with higher points, if, by doing so, regular program funds (i.e. DOE or HEAP) can be spread further, thus allowing the sub-grantee to serve more clients.

Shelters are eligible for weatherization with grantee approval. Before approving weatherization of a shelter, the grantee will discuss it with the DOE Project Officer. Shelters are excluded from the priority point system.

V.4 Climatic Conditions

The climatic conditions in Iowa range from an average low of 5,680 heating degree days in the southeast portion of the state to a high of 7,671 heating degree days in the northwest portion of the state using a base of 65° F. The heating degree statewide average is 6,589. The average heating degree-days in each area served by a weatherization project is shown below.

Iowa uses the NEAT/MHEA Audit to determine cost-effective measures to install in eligible dwellings. The NEAT/MHEA Audit considers heating degree-days in its analysis of costs effectiveness. The higher the degree-days, the more costs effective a measure or group of measures may be, if other factors remain constant. Each sub-grantee uses the heating degree-day data provided with the NEAT/MHEA Audit that is most appropriate to its geographical service area.

HDD data is from AccuWeather. The HDD 10-year average for each sub-grantee was calculated by summing the data for county weather site in each sub-grantee area and then calculating the average of that number.

Heating Degree Days - 10 year average			
Agency	Low	High	Average
New Opportunities	6050	6819	6654
HACAP	6342	7066	6708
Eastern Iowa	6308	6632	6446
MATURA	6057	6339	6264
MICA	6342	6910	6686
Mid Sioux	6775	7308	6991
North Iowa	7161	7605	7364
Northeast Iowa	6980	7192	7053
New View	6859	7104	7003
Threshold	6937	7151	7065
IMPACT	6040	6757	6396
SCICAP	5994	6324	6172
Southeast Iowa	5680	5732	5703
SIEDA	6195	6323	6232
Upper Des Moines	6831	7671	7244
West Central	5818	6374	6030
Siouxland	6434	6732	6583
Polk County	6012	6012	6012

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V.5 Type of Weatherization Work to Be Done

V.5.1 Technical Guides and Materials

The State of Iowa Weatherization Program utilizes several different technical and procedural manuals. They include:

- The Weatherization Policy and Procedures Manual - last updated 01/01/2016
- The Weatherization Standards and Field Guide Manual - last updated 01/01/2016 (attachment #3)
- The Weatherization General Appendix - last updated 11/01/2014
- The NEAT Audit Manual - last updated 11/01/2014
- The MHEA Audit Manual - last updated 11/01/2014
- Various State Program Notices - issued as needed.

The Weatherization Standards and Field Guide reflect the requirements established in the Standard Work Specification. The crosswalk between these two documents is complete. The Weatherization Standards and Field Guide Manual along with Variance Requests were approved by DOE in 2015. There have been no substantial changes since that time.

Sub-grantee contracts include the following language:

By affixing a signature to this contract, the contractor acknowledges receipt of the items listed in this section. The contractor also acknowledges responsibility to perform in a satisfactory manner, as determined by the DCAA, the activities and services authorized by this agreement in accordance with the most current version of these documents:

- *Contract,*
- *Iowa Weatherization Program's Policies and Procedures Manual,*
- *Iowa Weatherization Work Standards Manual (which reflects SWS requirements),*
- *Iowa Weatherization General Appendix,*
- *Weatherization Program Notices,*
- *DCAA directives, and*
- *Federal, state, and local laws and regulations*

This language assures the grantee that sub-grantees are in receipt of and responsible for all the required work.

Sub-grantee contracts with private contractors are required to contain the following language:

In addition, Contractors must be able to demonstrate, that they are qualified to perform the necessary work described in the Iowa Weatherization Bureau's Weatherization Work Standards (which reflects SWS requirements), and in this Contract and subsequent attachments.

By signing the end of this document, the Contractor agrees to comply with the following:

- *Equal Employment Opportunity and Affirmative Action requirements as described in Executive Order 11246*
- *Copeland "Anti-Kickback" Act (Noncollusion Affidavit Statement) (40 USC 276c and 18 USC 874)*
- *Federal Fair Labor Standards Act (29 USC Chapter 8)*
- *Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333)*
- *U.S. Department of Energy's material standards as described in 10 CFR 440, Appendix A*
- *Iowa Weatherization Program Work Standards (which reflects SWS requirements)*
- *OSHA Safe Work Practices*
- *All other related manuals*

The Contractor also agrees to comply with all applicable federal, state, and local laws, codes, and ordinances; and all other conditions of provisions set within this agreement. The Contractor is responsible for following state/federal guidelines regarding lead paint notification and reporting.

All these manuals and notices are distributed to sub-grantees and made available to sub-grantees and state staff on-line.

Other items made available on-line to sub-grantees include:

- Annual sub-grantee contracts
- SHPO requirements
- Lead safe renovation requirements

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- Licensing requirements for professionals (HVAC, electricians, plumbers, etc.)
- All forms required for client files
- Templates for contracting labor and materials at the sub-grantee level

Compliance with these assure work is being performed in accordance with the NEAT or MHEA energy audit and that materials meet all requirements set down in Appendix A.

The Iowa Weatherization Program also utilizes a software packages for ASHRAE 62.2 2013 calculations. REDCalc is from Residential Energy Dynamics.

Other manuals available to grantee and sub-grantee staff include instructions on use of the Weatherization Assistance Management System (WAMS). This system is used at the sub-grantee level to track and report clients, work in process and completed work. It is used at the grantee level to review client completions, demographics of clients and financial reports.

V.5.2 Energy Audit Procedures

Audit Procedures and Dates Most Recently Approved by DOE

Single-Family : The NEAT Audit is run on every site-built structure. NEAT Audit was re-authorized on 03/20/2013.

Manufactured Housing : The MHEA Audit is run on all manufactured housing structures. MHEA Audit was re-authorized on 03/20/2013.

Housing :

Multi-Family : Sub-grantees will contract with outside sources to run a DOE approved multi-family audit.

Comments

The NEAT/MHEA Audit is used to determine the most cost-effective measures to install. An audit is performed on every single-family dwelling/unit that is weatherized. Energy costs used in the audit are updated annually. Six (6) weather-data locations are used in the audit. Each agency uses the weather data from the location nearest to its service area.

Multi-Unit Dwellings (dwellings containing 5 or more units):

Less than one percent (<1%) of the dwellings weatherized annually are multi-unit dwellings. In PY2015 there were no multi-unit dwellings weatherized. If a multi-unit dwelling is at the top of the prioritized waiting list, an outside contractor will be utilized to perform a DOE approved audit on the structure. Multi-unit projects will be submitted to the DOE Project Officer prior to weatherization as specified in WPN 11-1, 5.5.2.

V.5.3 Final Inspection

The sub-grantee final inspection must be completed by a certified Quality Control Inspector (QCI). Sub-grantees are required to maintain proof of staff QCI certification. This must be made available to grantee staff upon request and will be checked against the on-line list at the BPI web-site.

If the sub-grantee does not have a QCI on staff, it will arrange to utilize certified staff from neighboring agencies or contract with a private QCI. Sub-grantee staff will continue to work toward QCI certification as needed.

Each sub-grantee is required to conduct a final inspection of each completed dwelling unit to ensure the following:

- Ensure the initial energy audit was adequate in identifying measures to be completed on the home. This includes identifying opportunities for saving energy that were missed in the initial energy audit.
- Complete health and safety diagnostics.
- Ensure the work called for by the energy audit and the NEAT/MHEA Audit was done, including both health and safety and energy efficiency work.
- Ensure the work performed is in accordance with the Iowa Weatherization Program Policies and Procedures Manual and Work Standards, and the NEAT/MHEA Audit recommended measures.
- Ensure the materials used, other than for health and safety, repair, and/or utility funded measures, meet or exceed Federal specifications as described in the most current version of 10 CFR 440, Appendix A, "Standards for Weatherization Materials."
- Ensure all materials were installed according to the National Uniform Building Code, International Residential Code, local building codes, and the Iowa Weatherization Program Work Standards (reflecting SWS requirements).
- Ensure the work is complete and is of high quality.

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- Ensure the materials charged to the home were applied to or installed in the home.

Sub-grantees must sign each final inspection form certifying that the factors listed above were met. The final inspection forms must be filed in the client (house) file. Compliance with this requirement is checked during administrative monitoring visits. Sub-grantees may not report dwellings as complete until a final inspection of the unit has been performed. Grantee technical monitoring reports must also be filed in the client (house) file.

If grantee monitoring of a sub-grantee shows consistent poor quality work, the sub-grantee will be required to complete additional training in weak areas and will be subject to additional grantee monitoring. Sub-grantees will be required to submit a Corrective Work Plan with a time-line for meeting requirements. This will be monitored monthly for progress.

Grantee QCI monitoring will include on-site house file review, review of measures installed, diagnostic testing, visual inspection of work completed, etc. Copies of grantee monitoring tools are included with the SF-424 (attachments 4 & 5).

All manuals and notices are distributed to sub-grantees via email, hard copy and made available to sub-grantees and state staff on-line.

Sub-grantee contracts include the following language:

By affixing a signature to this contract, the contractor acknowledges receipt of the items listed in this section. The contractor also acknowledges responsibility to perform in a satisfactory manner, as determined by the DCAA, the activities and services authorized by this agreement in accordance with the most current version of these documents:

- Contract,
- Iowa Weatherization Program's Policies and Procedures Manual,
- Iowa Weatherization Work Standards Manual (which reflects SWS requirements),
- Iowa Weatherization General Appendix,
- Weatherization Program Notices,
- DCAA directives, and
- Federal, state, and local laws and regulations

This language assures the grantee that sub-grantees are in receipt of and responsible for all the required work.

Sub-grantee contracts with private contractors are required to contain the following language:

In addition, Contractors must be able to demonstrate, that they are qualified to perform the necessary work described in the Iowa Weatherization Bureau's Weatherization Work Standards (which reflects SWS requirements), and in this Contract and subsequent attachments.

By signing the end of this document, the Contractor agrees to comply with the following:

- Equal Employment Opportunity and Affirmative Action requirements as described in Executive Order 11246
- Copeland "Anti-Kickback" Act (Noncollusion Affidavit Statement) (40 USC 276c and 18 USC 874)
- Federal Fair Labor Standards Act (29 USC Chapter 8)
- Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333)
- U.S. Department of Energy's material standards as described in 10 CFR 440, Appendix A
- Iowa Weatherization Program Work Standards (which reflects SWS requirements)
- OSHA Safe Work Practices
- All other related manuals

The Contractor also agrees to comply with all applicable federal, state, and local laws, codes, and ordinances; and all other conditions of provisions set within this agreement. The Contractor is responsible for following state/federal guidelines regarding lead paint notification and reporting.

DCAA Policy for Sub-grantee QCI:

For those sub-grantees with only one staff person, they will be allowed to serve as both Energy Auditor and QCI. In those cases, the grantee will monitor a minimum of 10% of the reported completed homes in order to ensure quality work.

For the sub-grantee has more than one staff person conducting audits and inspections, the duties must be separated between staff. The QCI must be totally independent of all other job functions. The grantee will monitor a minimum of 5% of reported completed homes at these sub-grantees.

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DCAA, in conjunction with investor owned utilities, conducts and publishes an annual evaluation of the Iowa Weatherization Program. This sub-grantee specific evaluation includes: energy savings, costs per completion (by measure and overall), energy savings assigned to individual measures, rate of measure installation in completed homes, and other data used to evaluate sub-grantees. Energy savings between sub-grantees are not usually compared to each other to determine effectiveness because the wide range of housing types available in the state. Poorer housing stock in the southern part of the state has a greater potential for energy savings than that of northern Iowa where homes are better insulated.

DCAA also conducts a performance review of each sub-grantee to assess each sub-grantee's needs, strengths, and weaknesses. The performance assessment consists of the following:

- A review of each sub-grantee's fiscal and program monitoring and house inspection results
- A review of each sub-grantee's financial and data submissions
 - Measure costs are reviewed on all completions
 - Anomalies are reviewed and explained by the sub-grantee
- A review of each sub-grantee's annual production
- An analysis of each sub-grantee's annual energy savings
- A review of each sub-grantee's attendance at training sessions and state meetings

The performance assessment is used to determine technical assistance and training needs. If a weakness is evident at multiple sub-grantees, DCAA will arrange for training for all sub-grantees. If only one sub-grantee demonstrates a specific weakness, DCAA will work one-on-one with that sub-grantee to correct the issues. DCAA will continue to monitor progress of sub-grantees to ensure improvement in all areas.

DCAA utilizes a "Risk Assessment" worksheet for each sub-grantee to track performance goals and monitoring results. This assessment tracks sub-grantee financial audits, monthly reports, key personnel, and monitoring results to assign a risk level. Higher risk sub-grantees will be offered additional technical assistance in any areas of weakness. Additional monitoring will also be scheduled to track sub-grantee improvements. DCAA will review all sub-grantee risk assessments to determine if any patterns exist. If recognized, additional training or clarification of policies will be provided.

V.7 Health and Safety

The Health and Safety Plan is Attachment #2 to the SF-424.

The State of Iowa weatherization program does not allow partial weatherization to count as completed homes. All measures called for by the NEAT/MHEA audit are completed.

Iowa uses the language *the most current adopted ASHRAE 62.2* (currently that is ASHRAE 62.2 2013) This language is in all our contracts and policies so we can change to a newer version of ASHRAE as soon as possible without changing all manuals. It is also included in the H&S Plan for 2016.

ASHRAE 62.2 2016 will be out soon and Iowa wants to switch to that without delays for changing manuals and contracts.

V.8 Program Management

V.8.1 Overview and Organization

The Weatherization Program is administered by the Bureau of Weatherization, which is in the Division of Community Action Agencies (DCAA), a division in the Department of Human Rights (DHR). The other bureaus in the DCAA are the Bureau of Energy Assistance, which administers the state's LIHEAP Program and the Bureau of Community Services, which administers the state's Community Services Block Grant. The local sub-grantees that administer the LIHEAP Program and CSBG at the local level are, with one exception, the same sub-grantees that administer the Weatherization Program at the local level. This allows the three bureaus to coordinate various activities and share information involving the sub-grantees. For example, all three programs use one client application form.

The State of Iowa Weatherization Program utilizes several different technical and procedural manuals. They include:

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- The Weatherization Policy and Procedures Manual - last updated 01/01/2016
- The Weatherization Standards and Field Guide Manual - last updated 01/01/2016 (attachment #3)
- The Weatherization General Appendix - last updated 11/01/2014
- The NEAT Audit Manual - last updated 11/01/2014
- The MHEA Audit Manual - last updated 11/01/2014
- Various State Program Notices - issued as needed.

The SEP and HUD programs are not administered by DCAA. SEP is administered by Economic Development. HUD is administered by the Iowa Finance Authority.

V.8.2 Administrative Expenditure Limits

In accordance with 10 CFR 440.18(d), not more than 10 percent of the DOE grant will be used by the state and the sub-grantees for administration of the DOE funds. Also, not more than 5 percent of the grant will be used by the state for administration of DOE funds.

The State Energy Efficiency Programs Improvement Act of 1990 permits grantees the option of providing sub-grantees who receive grants of less than \$350,000 up to an additional 5 percent administrative funds. Iowa will exercise this option for all eligible sub-grantees. For those eligible sub-grantees, an additional 5% of their sub-grant will be available as administrative funds.

V.8.3 Monitoring Activities

Iowa Weatherization monitoring staff include two technical monitors, two administrative monitors and one and a half fiscal monitors. All monitors are paid with T&TA funds. DOE funds will be used to cover a portion of the required monitoring trips (costs can be found in the budget section of the plan). Approximately 57% of T&TA will be used to complete required monitoring. If needed, other non-DOE funds will also be utilized to meet monitoring requirements.

Certificates or training for Monitors:

- Technical monitors have the OSHA 30 hour training for Construction Industry, Lead Renovator or Inspector certificate. Technical monitors are also QCI Certified. They have attended various industry courses such as training on Manual J, building codes, and will receive required continuing education as required to maintain certification.
- Administrative monitors have received training on Iowa Weatherization Policies and Procedures and technical requirements purchasing guidelines, and OMB Circular and 2 CFR part 200 training. They also have OSHA 30 hour training for Construction Industry and Lead Renovator.
- Financial monitors have training in accounting and auditing, OMB Circulars requirements, 2 CFR part 200 requirements and Iowa Weatherization Policies and Procedures.

Monitoring is done to evaluate sub-grantee programmatic and fiscal compliance and accountability of installation of weatherization with respect to program rules, regulations, policies and procedures and to ensure quality work with respect to the measures in dwellings. Technical assistance is provided to sub-grantees as an integral part of monitoring. The technical monitoring process includes both in-house and on-site monitoring and inspections of houses that have been weatherized. Special emphasis is placed on problem areas noted in previous monitoring reviews or recently implemented program requirements. All agencies are, at a minimum, monitored annually. Additional visits are scheduled as necessary to track on-going issues.

When problems are noted, state staff attempt to make recommendations on how to correct the problem. State staff discuss the problem areas directly with the weatherization staff or fiscal staff and/or the sub-grantee director, and give their recommendations for improvement. The monitors conduct an entrance interview, upon request, and an exit interview with agency staff and the agency director or designee.

If a sub-grantee has continuing major issues identified by technical, administrative or fiscal monitoring, it may be determined to be "at-risk". In that case, the sub-grantee would be notified in writing of that status and be required to submit, for state approval, a Corrective Action Plan outlining identified issues and steps to be taken to rectify the problems. A part of this plan would identify a time frame for all corrective actions to be completed. The sub-grantee would also be required to submit, at a minimum, monthly updates on the progress of meeting the details of the Corrective Action Plan. Any at-risk sub-grantee would be subject to additional monitoring until all identified issues are eliminated. Sub-grantee staff may be required to take additional technical training or be provided one-on-one training by grantee technical staff.

Major findings are tracked to final resolution. The tracking record includes findings, recommended corrective actions, deliverables, due dates, action taken, and final resolution.

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A tentative schedule for all monitoring visits is attached to the SF-424 (see Attachment #4).

Technical Quality Assurance Monitoring

Technical monitoring of completed houses is conducted for all sub-grantees during the program year. Inspections will be completed on at least 5 percent (10% for sub-grantees where the auditor and QCI are the same person) of the houses completed. Currently all 18 agencies have at least one QCI on staff. Technical monitors will also complete reviews on "in-process" units to ensure the accuracy and quality of the initial audit.

The technical monitors review the quality of the sub-grantees' evaluations and inspections as well as the quality of the work that was completed on the house. Each house inspected will be reviewed for compliance with the following:

- Iowa Weatherization Program Standards for completion - meet SWS requirements
- Quality of work
- Missed energy saving opportunities
- Quality of materials
- Appropriateness and allowability of measures installed
- Review of work to ensure no undue enhancements to rental properties
- Client health and safety
- Client satisfaction
- Quality of the final QCI inspection
- Documentation
- NEAT/MHEA Audit results will be monitored to ensure correct use of the audit

Monitoring reports are completed on each house and sent to the sub-grantee within 30 work days of the date of the inspection. If the report requires corrective work by the sub-grantee, the corrective work must be completed within 45 days of receiving the report. The sub-grantee must send a written response to the DCAA documenting that all the corrective work was completed, or reasons why it could not be completed. The written response is due within 45 days of receiving the inspection report from the DCAA. If serious quality of work problems are found, the state may inspect up to 100% of a sub-grantee's production until work quality improves. Any required additional inspection trips will be completed with non-DOE money. Funding to the sub-grantee may also be suspended until proper remedies have taken place.

The technical monitors offer the sub-grantees the opportunity to send their staff on some of the housing inspection trips.

Feedback from the monitors about general problem areas is used to develop additional training.

Monitoring of Administrative Operations

The monitoring of administrative operations is performed using both on-site and in-house reviews. Limited focused administrative monitoring may also be conducted. Comprehensive monitoring will be conducted at each sub-grantee at least annually.

Monitoring of administrative operations will include, at a minimum, the following:

- Review of client/house and contractor files to ensure compliance with documentation of eligibility and other requirements
- Review of client/house files to ensure units are inspected prior to reported as complete
- Review of client/house files to ensure a completed inspection report is present
- Review of NEAT Audit reports
- Review of required health and safety documentation
- Review of contracts to ensure compliance with requirements
- Review of contractor insurance coverage
- Review of sub-grantee weatherization procurement procedures
- Determination of compliance with client priority and client service by county
- Review of timeliness and accuracy of monthly fiscal and data reports
- Review of equipment and inventory
- Review of the procedures for rental properties
- A minimum of 5% of files will be reviewed
- Review of general management and administrative practices
- Review of employee/contractor credentials, training certificates and licensing to assure compliance with requirements.

State monitoring staff will conduct an exit interview with the sub-grantee to discuss observations and findings from the on-site review. Written monitoring reports will be sent to the sub-grantee within 30 work days of the review being completed. The report will include any findings, recommendations for improvements, and corrective action that needs to be taken. If the program monitoring report requires a response, the sub-grantee must respond, in writing, to the DCAA

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within 45 days of receiving the report. A sub-grantee's failure to resolve noncompliance findings within 45 days from the date of the report may result in notice being sent to the DOE Project Officer describing the problems at the agency. If significant problems are discovered during the monitoring process, funding may be placed under probationary status until the problems are resolved. Major findings from sub-grantee monitoring will be tracked by the state to final resolution.

Monitoring of Financial Operations

Each monitoring review will be performed using both in-house and on-site reviews. In-house fiscal monitoring consists of reviewing sub-grantees' monthly fiscal reports and their most recent annual financial audits. On-site financial monitoring consists of reviewing fiscal operations for compliance with rules and procedures. Each agency is monitored annually. Fiscal monitoring will include, at a minimum, the following:

- Review the financial procedures manual
- Review of procurement procedures
- Review cost allocation plans
- Review the checking account procedures
- Review the use of indirect cost pools
- Verify cash on hand with that reported on financial report
- Verify insurance coverage including liability
- Review and verify a sample of voucher payments
- Review bank statements and journal entries
- Review administrative charges
- Review internal control procedures
- Review of equipment and inventory
- A minimum of 5% of files will be reviewed

State monitoring staff will conduct an exit interview with the sub-grantee to discuss observations and findings from the on-site review. Written fiscal monitoring reports will be sent to the sub-grantee within 30 work days of the review. The report will include any findings, recommendations for improvements, and corrective action that needs to be taken. If the fiscal monitoring report requires a response, the sub-grantee must respond, in writing, to the DCAA within 45 days of receiving the report.

In-House Monitoring

DCAA reviews monthly financial and data reports from the sub-grantees to review measures installed, check for unusual charges and other data. DCAA also checks that the sub-grantees are on schedule to spend their funds.

Sub-grantee Assessment

DCAA will review the results of each sub-grantees' monitoring reports annually to assess each sub-grantee's needs, strengths, and weaknesses. A part of the review process will include a method to track findings and issues from previous monitoring. The assessment will be used to determine future training and technical assistance needs for particular sub-grantees or for all sub-grantees.

A sub-grantee's failure to resolve noncompliance findings within 45 days from the date of the report may result in notice being sent to the DOE Project Officer. If significant problems are discovered during the monitoring process, funding may be placed under probationary status until the problems are resolved. Major findings from sub-grantee monitoring will be tracked by the state to final resolution.

V.8.4 Training and Technical Assistance Approach and Activities

DCAA believes training and technical assistance play a major role in developing and maintaining a quality weatherization program. Due to the evolutionary and complex nature of residential energy efficiency and the turnover in sub-grantee staff and contractors, training and technical assistance must be provided on an on-going basis.

DCAA uses a variety of approaches in providing training and technical assistance to the sub-grantees. Meetings are held to discuss administrative, fiscal, program, and technical issues. Technical training is provided at formal training sessions and on-site. State staff attend the sub-grantee program manager and fiscal officer meetings to discuss program, technical, and fiscal issues. State staff provide technical assistance during on-site monitoring and house inspections. All of these approaches have proven to be effective in providing training and technical assistance to the sub-grantees.

Individual sub-grantee training needs identified by performance monitoring will be met by either one-to-one training or small group sessions targeting those weak areas. These sessions will either be by in-house training staff or by bringing in outside trainers to meet the needs of the sub-grantees.

Training needs, including those necessary to comply with the health and safety plan, will be met with a combination of DOE and other non-DOE funds.

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DCAA remains pro-active in industry-wide initiatives, often moving to adopt new initiatives before required.

Training and Technical Assistance Needs Assessment

The following methods are used to assess sub-grantee technical assistance and training needs:

- Sub-grantees are asked to identify statewide and individual sub-grantee technical and administrative training needs during the annual monitoring visits or group meetings.
- In-house and on-site program and fiscal monitoring of the sub-grantees is used to identify administrative, programmatic, and fiscal technical assistance and training needs.
- On-site inspections of completed homes are used to identify technical training needs.
- Monitoring the productivity of sub-grantees is used to identify agency specific technical or programmatic technical assistance needs.
- Annual evaluations of the Iowa Weatherization Program are used to identify technical training needs.

Training

The training of sub-grantees is done through sub-grantee-specific training and also through regional or statewide training sessions. The state's policy, with respect to technical training, is to be responsible for all training for auditors by either providing the training directly or providing training that is provided by an outside contractor. The Standard Work Specifications will be incorporated into the training provided to sub-grantee auditors and inspectors. The state believes this practice best assures the standardization of weatherization procedures and practices throughout the state.

The state provides sub-grantees with non-DOE funds that can be used for crew/contractor training and to obtain other weatherization-related training. These funds will also be used to provide additional training/testing for QCI certification as needed.

The state does not require certification of sub-grantee auditor or crew workers prior to hire. All crews and contractors are required to have training in lead paint safe work practices. All auditors/inspectors are required to have the following Tier 2 training. Each of these classes will be offered once during 2016. More classes will be scheduled if needed.

- Basic Evaluator - May 16 - 20, 2016
- NEAT and MHEA Audit, - June 6 - 8, 2016
- Mold/Moisture/Ventilation/ASHRAE 62.2 - June 27 - 29, 2016
- Advanced Blower Door/Zonal Pressure Diagnostics - July 11-13
- Furnace/Combustion Health & Safety - September 12 - 14, 2016

Tier 1 training, provided by an IREC accredited firm, will be provided on a regular basis to all weatherization field staff. DCAA plans to bring accredited training to the state to meet this requirement. DCAA plans to provide Tier 1 training to auditors and inspectors in 2016.

DCAA plans to provide other training necessary for certified QCI staff to obtain required CEUs. This will help ensure field staff are maintaining required credentials.

If sub-grantee staff do not attend DCAA mandated training, within 30 days, they must schedule on-site training with grantee staff to demonstrate proficiency in the specific work detail.

Technical Assistance

Technical assistance is provided to sub-grantees during on-site visits, at state meetings, at sub-grantee program director and fiscal officers' meetings, and through the issuance of letters and technical bulletins. Technical assistance is also provided throughout the year by all state weatherization staff through phone calls and emails from local agencies. The state office also uses a weatherization website as a way of providing technical assistance to the local agencies. In addition to containing statewide program information and materials, the website also contains examples of local agency internal management tools that other agencies may want to use. Monitoring reports and risk assessment from 2015 reviews will be used to determine if any sub-grantee specific training is required.

Sub-grantee Productivity and Energy Savings

The state collects and monitors sub-grantee productivity on a monthly basis. Concerns about productivity with specific sub-grantees are discussed with those sub-grantees. The state conducts annual evaluations of the Weatherization Program that calculates energy savings achieved by each sub-grantee. Results of the productivity monitoring and the energy savings analysis are used to determine sub-grantee-specific training and technical assistance needs.

Effectiveness of State T&TA Activities

The effectiveness of T&TA activities is determined through feedback on technical training, discussions with program and fiscal monitoring staff, discussions with house inspectors, and feedback from sub-grantees during on-site visits and state meetings.

Client Education

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
STATE PLAN/MASTER FILE WORKSHEET

(Grant Number: EE0006154, State: IA, Program Year: 2016)

Sub-grantees will provide client education when they go to clients' homes. Energy education will be done by sub-grantees during home audits and inspection. Crews/contractors also provide some client education if the opportunity presents itself.

QWP Implementation

Iowa Weatherization has incorporated the SWS requirements into the Iowa Weatherization Standards and Field Guide.

Sub-grantees which do not have a certified inspector on staff, will be required to negotiate with other sub-grantees to use their certified QCI. For sub-grantees without sufficient staff to separate the duties of auditor and inspector, DCAA will inspect a minimum of 10% of DOE completions.

V.9 Energy Crisis and Disaster Plan

When an area of the State of Iowa has been declared a disaster by either the Governor of the State or the President, only non-DOE funds may be used to provide disaster relief for weatherization clients. In those cases the following disaster relief plan will be implemented.

In order for a dwelling to be eligible for assistance under this disaster relief plan, it:

- Must be occupied by an eligible household.
- Must be located in a county that has been designated by the Governor or by the President as being a disaster area.
- Must be a habitable structure.
- Was an in-progress unit at the time of the disaster where already installed materials were damaged or destroyed by the disaster or was a unit that was previously weatherized by the program. For purposes of this plan, previously weatherized homes may be re-weatherized without regard to the date of the original weatherization. Disaster assistance is only available for a period of one year after the disaster declaration has been made.
- FEMA funds and/or insurance payments, if available, have been applied to the repair of the dwelling, including the repair or replacement of any materials or mechanical equipment that weatherization funds normally cover.

Walk Away

Some disaster-affected dwellings may be beyond the scope of the program due to structural integrity issues, extent of damage, health and safety risks or other reasons described in the Iowa weatherization program's Policy and Procedures Manual. Local agencies may have to walk away from such dwellings or defer assistance until the problems/issues have been addressed.

Priority Service

Disaster-damaged homes meeting the criteria listed above may be given priority over other eligible dwellings at the discretion of the local agency.

Eligible Activities

All dwellings must have an energy audit performed (NEAT Audit for single family dwellings) to determine which of the following activities are needed.

- Limited clean-up in those areas of the dwelling where weatherization and/or health and safety materials will be installed. Costs for this activity must be entered in the NEAT Audit and included in the NEAT Audit's savings to investment calculation. Clean-up activity will only be allowed if the audit's cumulative savings to investment ratio is 1.0 or greater. Allowable clean-up costs will be charged as Incidental Repairs.
- Removal of previously installed weatherization and/or health and safety materials that are damaged beyond repair, and will be replaced as part of the current activity.
- Installation of weatherization materials called for by the energy audit or allowed by the Iowa Weatherization Program.
- Repair or replacement of mechanical systems and appliances, including but not limited to, heating plants, water heaters, and refrigerators.

Work Quality

All work must be completed according to the Iowa Weatherization Program's Work Standards, as well as building, mechanical or other relevant codes. No unit will be counted as complete until all materials are installed in a quality manner and have passed a final inspection by local agency staff.

Coordination with Other Funds

It is expected that weatherization activities will be coordinated with other funded activities to the maximum extent practicable. This will not only help make the most prudent and non-duplicative use of all funds, but will also help to ensure that service to eligible households will be maximized. However, weatherization funds will not be used to supplant other funds such as FEMA and insurance dollars, which must be applied first in renovating disaster-damaged dwellings.

Costs

Work in disaster-damaged dwellings may run higher than the state average cost per unit.

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
STATE PLAN/MASTER FILE WORKSHEET

(Grant Number: EE0006154, State: IA, Program Year: 2016)

Tracking/Reporting

Flood-damaged dwellings that are re-weatherized will be reported as completions. Disaster-related completions and expenses will be tracked and reported as disaster-related completions in the Iowa Weatherization Program's reporting system.

Grantee Health and Safety Plan - Template

(Fill in the white boxes below the category heading.)

Budgeting (Check one):

The grantee is encouraged to budget health and safety costs as a separate category and, thereby, excludes such costs from the average per-unit cost calculation. This separate category also allows these costs to be isolated from energy efficiency costs in program evaluations. The grantee is reminded that, if health and safety costs are budgeted and reported under the program operations category rather than the health and safety category, the related health and safety costs must be included in the calculation of the average cost per home and cost-justified through the audit.

Separate Health & Safety Budget

Contained in Program Operations

Incidental Repairs (List repairs, if any, that will be removed as health and safety measures and implemented as incidental repairs.):

If the grantee chooses to identify any health and safety measures as incidental repairs, they must be implemented as such under the grantee's weatherization program in all cases – meaning, they can never be applied to the health and safety budget category. In order to be considered incidental repairs, the measure must fit the following definition and be cost justified along with the associated efficiency measure. Incidental Repairs means those repairs necessary for the effective performance or preservation of weatherization materials. Such repairs include, but are not limited to, framing or repairing windows and doors which could not otherwise be caulked or weather-stripped and providing protective materials, such as paint, used to seal materials installed under this program.

Incidental repairs include:

Window repair/replacement

Door repair/replacement

Roof repair

Siding repair

Wall & ceiling repair/replacement

Foundation repair

Roof, gable and soffit vents

Health and Safety Expenditure Limits (Provide a per-unit average percentage and justification relative to the amount. Low percentages should include a statement of what other funding is being used to support health and safety costs, while larger percentages will require greater justification and relevant historical support.):

The grantee must set health and safety expenditure limits for their sub-grantees, providing justification by explaining the basis for setting these limits and providing related historical experience. It is possible that these limits may vary depending upon conditions found in different geographical areas. These limits must be expressed as a percentage of the average cost per dwelling unit. For example, if the average cost per dwelling is \$5000, then an expenditure of \$500 per dwelling would equal 10 percent expenditures for health and safety. 10 percent is not a limit on H&S expenditures but exceeding this amount will require ample justification. These funds are to be expended by sub-grantees in direct weatherization activities. While required as a percentage of the average unit cost, if budgeted separately, the health and safety costs are not calculated into the per-house limitation.

Per-Unit Average Percent: 25 %

Iowa Weatherization program has historically used 25% (\$1,776) of the average DOE production cost (\$7,105) for health and safety and is proposing to continue with that rate. The past year health and safety was actually 39.9%. Anything over the 25% allowable costs is covered with other, non-DOE funds. Required furnace and water heater replacements are run through the NEAT/MHEA audit to determine cost effectiveness. If NEAT/MHEA determines an individual SIR of 1.0 or greater, then that replacement is completed as an energy efficiency measure rather than health & safety. The following chart represents a health and safety measures completed on units in 2014 production.

Average Health and Safety Costs - 2015

Total 1514 Completions					
Work Item	# Homes Receiving Measure	Total Cost	Average Cost	% of Homes Receiving Measure	Health & Safety Cost per Home
Vapor/moisture barrier	620	171,274	276.25	40.951%	113.13
Pressure balancing	199	13,564	68.16	13.144%	8.96
Guttering/grading	96	36,262	377.73	6.341%	23.95
Electrical repair	279	87,320	312.97	18.428%	57.68
Dehumidifier	18	4,612	256.22	1.189%	3.05

Sumps	33	18,073	547.67	2.180%	11.94
Plumbing repair	233	59,927	257.20	15.390%	39.58
Minor asbestos removal	27	24,911	922.63	1.783%	16.45
Moisture/Mold cleanup	5	2,587	517.40	0.330%	1.71
Pest control/removal	10	5,409	540.90	0.661%	3.57
S-fuses K&T wiring	13	1,048	80.62	0.859%	0.69
K&T damming	27	7,005	259.44	1.783%	4.63
Water heater replacement	630	666,720	1,058.29	41.612%	440.37
Water heater repair	83	10,024	120.77	5.482%	6.62
Water heater venting	480	90,494	188.53	31.704%	59.77
Mechanical ventilation	1296	1,083,823	836.28	85.601%	715.87
Dryer venting	937	94,944	101.33	61.889%	62.71
CO alarm	1328	81,287	61.21	87.715%	53.69
Smoke alarm	955	55,332	57.94	63.078%	36.55
LP alarm	107	8,120	75.89	7.067%	5.36
Appliance safety checks	255	35,394	138.80	16.843%	23.38
Misc health & safety repairs	181	34,310	189.56	11.955%	22.66
Heating system replacement	417	1,084,803	2,601.45	27.543%	716.51
Furnace repairs	351	174,528	497.23	23.184%	115.28
Furnace venting	564	137,535	243.86	37.252%	90.84
Heat source damming	749	39,480	52.71	49.472%	26.08
Gas line repair	110	21,412	194.65	7.266%	14.14
Lead safe work	930	248,453	267.15	61.427%	164.10
Total Average H&S Per House					2,839.27
					\$2839/\$7105 = 40%

Deferral Policy (Provide a detailed narrative of the grantees overall deferral policy):

Deferral may be necessary if health and safety issues cannot be adequately addressed according to WPN 11-6 guidance. The decision to defer work in a dwelling is difficult but necessary in some cases. This does not mean that assistance will never be available, but that work must be postponed until the problems can be resolved and/or alternative sources of help are found. In the judgment of the auditor, any conditions that exist, which may endanger the health and/or safety of the workers or occupants, should be deferred until the conditions are corrected. Deferral may also be necessary where occupants are uncooperative, abusive, or threatening. The grantee should be specific in their approach and provide the process for clients to be notified in writing of the deferral and what corrective actions are necessary for weatherization to continue. The grantee should also provide a process for the client to appeal to a higher level in the organization.

Although a client may be eligible for the Weatherization Program, there are situations or conditions where weatherization services should be deferred (i.e. delayed or postponed). Hopefully, the decision to defer weatherization can be made before work, or any significant work, begins on a dwelling. However, there are times when work will have begun on a dwelling before one of the situations or conditions is identified. In those cases, the local agency should defer doing any additional work.

Deferring work on a dwelling does not mean the dwelling will never be weatherized. If the situation or condition causing the deferral changes, it may be possible to begin or complete the work. For example, a dwelling shouldn't be weatherized if it has a bad roof. However, the dwelling can be weatherized later if the roof is replaced or repaired. Another example is a dwelling undergoing remodeling. The dwelling should not be weatherized while it is being remodeled. However, after the remodeling is completed, the dwelling may be weatherized.

Deferral Notification

When an agency defers work on a dwelling, it must notify the client, and the landlord when appropriate, in writing of the reason using the Deferral Documentation Form. A copy of the notification, with documentation justifying the decision to defer services, must be kept in the house file. Agencies should attempt to identify all reasons why work is being deferred on a home and notify the client and/or landlord of all the reasons and what must be done in order for weatherization work to begin.

In cases of deferral, the client is to be referred to other sources of funding to help alleviate the issues causing the deferral. Referrals are not limited to, but may include USDA 501 loans and grants, HUD, utility companies and local public health agencies.

Following are reasons weatherization services should be deferred. This list is not intended to be all inclusive:

- When a client:
 - Refuses to sign the "Release of Liability Form" (See Section 2010)

- Is uncooperative including, but not limited to:
 - Refusing to allow the installation of top energy efficiency measures or important health and safety measures.
 - Refusing access to parts of the house that prevent the audit of the house from being performed or prevents important measures from being installed.
 - Refusing to change behavior that can cause health and safety problems (e.g. refusal to discontinue using excessive number of humidifiers).
- Moves or dies while weatherization services are being provided. (Weatherization services may be completed if the majority of work is done prior to the client moving/dying.)
- When a client, or other occupant in a dwelling:
 - Is threatening or physically or verbally abusive.
 - Has known health conditions which prohibit the installation of insulation or other materials.
 - Is involved in illegal activities.
- When a dwelling:
 - Is posted as being "For Sale" or is known to be for sale (except homes currently in a housing rehabilitation program).
 - Is scheduled for demolition.
 - Poses a health or safety hazard to crew workers or contractors, for example, rats, bats, roaches, reptiles, insects, animals or other vermin inappropriately or not properly contained on the premises.
 - One or more health and safety hazards exist that must be corrected by the client (or landlord) before weatherization services may begin. Examples include, but are not limited to:
 - Severe mold or moisture problems (such as pooling in the crawlspace or standing water in the basement) so severe they cannot be resolved within program limits.
 - The presence of animal feces or raw sewage that prevents weatherization measures from being installed.
 - The presence of a primary heat source unvented space heater unless the unvented space heater is removed from the dwelling. If the unvented space heater is a secondary heat source it may be left in place if it meets ANSI Z21.11.2 requirements.
 - The presence of disconnected water waste pipes or hazardous electrical wiring.
 - The presence of asbestos, including vermiculite that contains asbestos, that prevents weatherization measures from being installed.
 - When health and safety hazards, including unsafe combustion appliances, could pose a health or safety threat to clients but the weatherization program cannot mitigate the hazards due to expenditure limits or program rule/policy limits.
 - Is undergoing remodeling or has unfinished areas, which directly affect the weatherization process. Weatherization work may be done when the remodeling is completed.
 - Is so full of clutter a weatherization energy audit or weatherization services cannot be done.
 - Is beyond the scope of the program due to major structural deficiencies or is in such a state of disrepair that failure is imminent and the conditions cannot be resolved in a cost-effective manner. Examples would be dwellings requiring a new roof or foundation repair or where lead exposure cannot be mitigated with safe work practices.
- When a manufactured home:
 - Has a heating system other than a heating system designed for manufactured homes. A sealed combustion high efficiency furnace with modifications per manufacturer's instructions and installed properly to include outside air for combustion is also allowable.
 - Has an installation deficiency that may affect worker safety
 - Has a solid-fuel burning appliance drawing combustion air from inside.

Procedure for Identifying Occupant Health Concerns:

Procedures must be developed and explained on how information is solicited from clients to reveal known or suspected occupant health concerns as part of the initial application for weatherization, additional screening of occupants again during the audit, and what steps will be taken to ensure that weatherization work will not worsen the health concern.

While the primary purpose of the Weatherization Program is to reduce energy use in dwellings, it is important to ensure the completed energy efficiency work does not create a health and safety problem or exacerbate an existing health and safety problem in the dwelling. Before beginning any work on a home, sub-grantees must complete the Iowa Weatherization Program health and safety assessment, which consists of identifying any health or safety problems that may pose a threat to the occupants and/or workers and any problems that need to be corrected before weatherization activities can be started. Sub-grantees must also notify owners and occupants of visual assessment findings and obtain the release of liability.

The health and safety assessment includes, but is not limited to, addressing the following:

- Client informed consent process
- Combustion appliance testing, including:
 - o Carbon monoxide test
 - o Spillage and draft test
 - o Temperature rise and static pressure test
 - o Proper venting size, configuration, and condition
 - o Gas leaks
- Moisture and mold assessment
- Lead paint
- Slate siding
- Unsanitary conditions
- Electrical hazards

- Fire hazards
- Friable asbestos
- Building structure to ensure a safe working area
- Garage leakage test in homes with an attached or tuck-under garage
- Minimum ventilation limit and depressurization tightness limits

Health and safety problems found during the health and safety assessment will result in the sub-grantee taking one of three actions

1. If the problem will not prevent the dwelling from being weatherized and installing weatherization measures won't exacerbate the problem, the sub-grantee can proceed with weatherizing the dwelling but will notify the client of the problem.
2. If the problem must be remedied before weatherization measures can be installed, the sub-grantee must determine if the program can remedy the problem or if the client or landlord will have to correct the problem. If the program can remedy the problem, weatherization can proceed once the sub-grantee has corrected the problem.
3. In those cases where the client or landlord is responsible for correcting the problem, the sub-grantee must ensure the client understands either he/she or the landlord is responsible for correcting the problem before weatherization can begin. The sub-grantee must notify the client of the problem regardless of who is responsible for correcting it.

Health and safety testing must also be repeated after weatherization to ensure the activities did not create a health and safety problem in the home. Program funds may be used to conduct the assessment and testing, and to abate certain health and safety problems.

It is very important for the sub-grantee to document any health and safety problems and any problems or conditions which could result in health and safety problems. Documentation must include photos. Good documentation can protect the sub-grantee from claims made by clients that the work done by or on behalf of the sub-grantee caused a health and safety problem.

Client Informed Consent

Because it is possible weatherization activities could have an adverse effect on an occupant's health, it is important clients provide an "informed consent", consenting to the weatherization activities before they are started. The form is a checklist of the issues listed below and is reviewed with the client at the time of initial home assessment. Applicant medical conditions are not accessed at the time of application because all weatherization applications in Iowa come through the LIHEAP system. At the time of application, clients are asked about general disability issues, but not those specifically related to the weatherization process. Sub-grantees must inform all clients weatherization activities can release dust and dust-like particles in the air. Occupants with certain health conditions could have those conditions aggravated by the dust and dust-like particles and should be out of the house when insulation is being blown. Health conditions aggravated by dust include:

- Asthma
- Emphysema
- Allergies
- Respiratory problems
- Pregnancy
- Decreased immune function
- Other serious health conditions

It is also recommended infants less than 12 months old should be out of the house when blown insulation or two-part foam insulation is being installed.

Persons who leave the dwelling during the insulation process should remain outside the house for at least 60 minutes after completion of the insulation activities or manufacturer's recommendation. In some cases the sub-grantee will recommend the client remain out of the house for a longer period of time.

Clients are required to sign a **Release of Liability and Waiver of Claims (Release of Liability) Form** informing them of this. The consent form should be signed before the dwelling is evaluated. If the client refuses to sign the form, no work will be completed on the home and it will be closed incomplete. The original of the signed Release of Liability Form must be in the client file, and the copy will be left with the client.

The Release of Liability and Waiver of Claims is a 2-part NCR form that is provided by the Weatherization Program. A sample can also be found in the Forms section of the Weatherization General Appendix as well as on the Members Only section of the Weatherization webpage.

The Release of Liability Form is important because it documents the client has been informed weatherization activities could result in airborne particles being released in the home which could aggravate a health condition of the occupants in the home. It also documents the client authorized the sub-grantee to weatherize the home.

If a client is not available to sign the Release of Liability Form when the energy auditor arrives to conduct the audit of the home, the energy auditor may proceed with the audit. However, the energy auditor must leave a copy of the Release of Liability Form, a return envelope, and instructions to the client that no work will be done on the home until the client signs the form and returns it to the sub-grantee.

Documentation Form(s) have been developed (Check Yes or No):

Documentation forms must be developed, include the client's name and address, dates of the audit/assessment and when the client was informed of a potential health and safety issue, a clear description of the problem, a statement indicating if, or when weatherization could continue, and the client(s) signature(s) indicating that they understand and have been informed of their rights and options

Yes

No

Completing the General Issue Tables below, or something similar, for each health and safety category will help explain to DOE how the WPN 11-6 requirements will be addressed.

Air Conditioning and Heating Systems	
<p>Concurrence or Alteration: Check if you concur with existing guidance from WPN 11-6 or if you are using an alternative action/allowability. Include the guidance action/allowability from WPN 11-6 or alternative guidance in the space provided. Alternatives must be explained and comply with DOE guidance. Note: Where an Action/Allowability or Testing is "required" or "not allowed" through WPN 11-6, the grantee must concur or choose to defer all units where the specific issue is encountered. Allowable items under WPN 11-6 leave room for determining if the issue or testing will be addressed and in what circumstances.</p>	
<p>Concur with WPN11-6 <input checked="" type="checkbox"/> X Alternative Guidance <input type="checkbox"/></p>	
<p>Funding: State that DOE funds are being used or indicate that alternate funding sources will be used to address this particular health and safety category.</p>	
<p>DOE and/or other funds will be used to address this issue</p>	
<p>Beyond Scope of DOE WAP: Describe how the issue will be treated if beyond the scope of DOE WAP.</p>	
<p>N/A</p>	
<p>Standards for Remedy: Describe the standards for remedy of the health and safety category, including testing protocols. Also include when partial weatherization would be appropriate. Note: Some health and safety categories, like combustion gases, require testing.</p>	
<p>The following combustion appliance testing is done both prior to the start of any weatherization work and again after the work is completed (pre- and post-weatherization).</p> <p>For combustion furnaces, boilers, water heaters, cook stoves, space heaters, and gas fireplaces:</p> <ul style="list-style-type: none"> • Ambient CO test • Carbon monoxide levels under worst-case condition • Spillage of combustion gases and proper drafting under worst-case condition • Existence of gas leaks • Proper venting size, configuration, and condition <p>For combustion furnaces:</p> <ul style="list-style-type: none"> • Temperature rise and static pressure testing <p>The Iowa Weatherization Program has established maximum acceptable carbon monoxide levels for various types of appliances. Carbon monoxide problems (exceeding the maximum acceptable level) must be corrected before any work is started on dwellings. Carbon monoxide readings and draft test results must be recorded on the Health and Safety Assessment Findings Form. The temperature rise and static pressure results must be documented in the house file.</p> <p>Heating systems and water heaters are checked to ensure they are safe. Depending on circumstances, unsafe heating systems and water heaters may be repaired or replaced using program funds. All heating system work must be performed by a qualified technician or trained sub-grantee personnel in conformance with ANSI Z223.1 (same as NFPA 54) including Appendix H and shall be done within program spending limits.</p> <p>Air conditioners will not be replaced in Iowa, however if an A-coil is leaking and will result in damage to the furnace, it may be replaced if not repairable.</p> <p>During the heating season, no weatherization work may be done until a non-operational or hazardous primary heating unit is repaired or replaced.</p> <p>Pre- and post-weatherization CAZ pressures are calculated with reference to the outside.</p> <p>Chimneys and flues for wood stoves and gas/oil appliances are inspected to ensure they are in good condition and are free of obstructions.</p> <p>Refer to the Iowa Weatherization Work Standards for detailed combustion appliance testing procedures, venting guidelines, and maximum allowable carbon monoxide levels and CAZ depressurization limits.</p>	
<p>Standards for Deferral: Describe when deferral should take place for the specific health and safety category.</p>	
<p>See deferral policies</p>	
<p>Standards for Referral: Describe when referral should take place for the specific health and safety category. If possible, include associated referral agencies.</p>	
<p>N/A</p>	
<p>Training Provision: Discuss how training will be provided for the specific health and safety category. Note: Some health and safety categories, like OSHA, require training.</p>	
<p>All auditors/inspectors are trained to test heating systems to determine proper operating performance.</p>	
<p>Client Education: Discuss what specific steps will be taken to educate the client, if any, on the specific health and safety category if this is not explained elsewhere in the State Plan. Note: Some health and safety categories, like mold and moisture, require client education.</p>	
<p>Clients are instructed in the operation and maintenance of new heating systems.</p>	
<p>Disposal Procedures: Provide disposal procedures or indicate where these procedures can be found in the Plan or Field Standards.</p>	

Any unit replaced will be removed from the job site and disposed of in a manner to permanently remove it from the grid.

Air Conditioning Installation (as specific to installation as a health and safety measure): Provide a narrative on implementation protocols of air conditioning repair, replacement, and installation including justification for allowability that includes climate justification with degree days and how to define at-risk occupants

Air conditioning systems will not be replaced in Iowa, however if an A-coil is leaking and will result in damage to the furnace, it may be replaced if not repairable.

Heating System Installation (as specific to installation as a health and safety measure): Provide a narrative on implementation protocols of Heating System repair, replacement, and installation including justification for allowability that includes climate justification with degree days

All furnace work shall be performed by a qualified, furnace technician, or trained agency personnel. Load calculation will be performed in accordance with ANSI/ACCA 2 Manual J and manufacturer specifications. Furnace repair shall be performed in conformance with **ANSI Z223.1 (same as NFPA 54) including Appendix H** and shall be done in accordance with program spending limits. All furnace work must be in compliance with:

- International Residential Code (IRC)
- The Uniform Mechanical Code
- National Fire Prevention Association (NFPA)
- Local Codes adopted by the authority having jurisdiction (Where they exist)
- The Furnace Manufacturer's Specifications (must be left in the home)

When installing a new furnace, it must be installed at least ¼" off the floor on blocks, or a plastic pad. Concrete pads and wood blocks are not acceptable. Concrete blocks may be used but air must be able to circulate between the bottom of the furnace and the concrete. The return air drop also needs to be off the floor with the same specifications as the furnace.

Furnaces installed in mobile homes must be for that purpose or a sealed combustion high efficiency furnace may be installed with proper modifications per manufacturer's instructions.

All new units shall carry a minimum one-year (1) warranty on workmanship. Each customer shall receive the manufacturer's product warranty information, clear maintenance instructions, and a phone number of who to contact for warranty problems.

Contractors must offer to the client an option for annual inspection and renewal of warranty and service agreement for new heating systems up to 10 years at a cost.

The output rating of all replacement heating units shall be properly sized as in accordance to Manual J.

If a new space heater is installed it must be vented and the agency must ensure there is an operable smoke alarm. (See Section 2060)

Perform a temperature rise and static pressure test to ensure they are within the manufacturer's guidelines.

The output rating of all replacement heating units shall be properly sized as in accordance to Manual J.

New forced air furnaces must be a minimum of 95% or higher AFUE except in cases of attic or garage installation or manufactured homes. A minimum of 80% is required in those cases. A two pipe system is required. Condensate lines must go to a drain or drain line.

If the furnace panel of a high efficiency furnace is being used as combustion air chamber, there must be a rubber gasket around the panel to seal the combustion chamber. Grommets and/or rubber gaskets must be installed to seal openings in the furnace cabinet.

Ensure thermostats are working properly, replace if defective.

For new furnace installation, wiring from ceiling down to appliance must be secured at the top and bottom and in rigid or flexible metal conduit or non-metallic (gray) electrical PVC. Repair or replace any unsafe power supply and install a properly sized, fused switch on the appliance or within 24" from appliance.

For gas line specifications, refer to the NFPA 54-2009. Drip legs (sediment traps) need to be installed to code. Flexible gas lines cannot be installed through or in the furnace cabinet. When installing a new appliance (furnace or water heater) fuel lines coming down from the ceiling to the appliance gas valve must be hard pipe. Corrugated stainless steel tubing (CSST) will not be used to drop to the appliance. When used for other purposes, it must be installed in accordance with manufacturer guidelines and the National Electrical Code

All venting shall be completed according to the manufacturer's specifications. Combustion and exhaust air must terminate outside (not be drawn or exhausted from under decks, in crawlspaces, or attics). Outside terminations must be at the same location. This applies to both new and existing terminations. Supports for the PVC piping need to be installed per the manufacturers' specifications or a maximum of four feet apart.

If an atmospheric appliance (water heater) shares a chimney with a draft-induced appliance, the draft of the atmospheric appliance must be checked to ensure no drafting problems. (See Section 2031 & 2043)

All furnaces must have a filter rack outside the cabinet with a cover and shall have no open returns in the combustion area.

Perform a temperature rise and static pressure test to ensure both are within the manufacturer's guidelines.

Perform CO testing to ensure it does not exceed 100ppm, without any alterations to the furnace, lowering gas pressure below manufacturer recommendations, or changing orifice size.

All condensate lines must be ½" line (unless using a condensate pump) and terminate to a drain line; they cannot terminate outside the envelope of the house or to a sump pump unless required by local code. Drain lines from a condensate pump must be 3/8" line. Condensate

pump cord must have original plug, it cannot be cut and hard wired into the unit. It must be a single outlet receptacle for the pump. Ensure the condensate line does not present a trip hazard for the client. No copper piping may be used as a condensate line. High efficiency boiler condensate discharge will be an acceptable pH level in accordance with local code.

Contractor must record information from the equipment data plate for future service work.

Basic operation of the new equipment will be explained to the occupant including:

- Efficiency measures
- Proper operation of controls
- Electrical and fuel disconnects or shut offs
- Location of combustion air intake including importance of not blocking the intake
- Importance of cleaning dust and debris from return grilles
- Importance of not blocking return or supply registers
- Importance of proper filter selection and how to change the filter
- Importance of routine maintenance
- Importance of keeping area around furnace clear.

Manufactured Homes

All units shall be sealed combustion. If the combustion air is being drawn from the inside, repair or replace the heating system before beginning weatherization activities.

Contractors must remove and dispose of equipment being replaced unless otherwise directed by the sub-grantee.

All condensate lines must terminate to a drain line; they cannot terminate outside the envelope of the house or to a sump pump. Ensure the condensate line does not present a trip hazard for the client. No copper piping may be used as a condensate line.

Heating systems will only be replaced as a health and safety measure if the system is hazardous to the household and cannot be justified as an energy conservation measure through the NEAT/MHEA Audit.

Climate conditions in Iowa vary from the north to the south. Northern Iowa had approximately 8300 heating degree days in the past year while Southern Iowa had approximately 6500 heating degree days. With these high heating degree days heating systems do become a health and safety issue for clients.

Appliances and Water Heaters

Concurrence or Alteration: Check if you concur with existing guidance from WPN 11-6 or if you are using an alternative action/allowability. Include the guidance action/allowability from WPN 11-6 or alternative guidance in the space provided. Alternatives must be explained and comply with DOE guidance. **Note:** Where an Action/Allowability or Testing is "required" or "not allowed" through WPN 11-6, the grantee must concur or choose to defer all units where the specific issue is encountered. Allowable items under WPN 11-6 leave room for determining if the issue or testing will be addressed and in what circumstances.

Concur with WPN 11-6 X
 Alternative Guidance

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

DOE and/or other funds will be used to address this issue

Beyond Scope of DOE WAP: Describe how the issue will be treated if beyond the scope of DOE WAP.

N/A

Standards for Remedy: Describe the standards for remedy of the health and safety category, including testing protocols. Also include when partial weatherization would be appropriate. **Note:** Some health and safety categories, like combustion gases, require testing.

All combustion water heaters must be properly vented before proceeding with any weatherization work. Any water heater which cannot be properly vented must be replaced.

Determine if there is adequate combustion air for the appliance.

Determine if the gas valve is working properly. If not, replace the valve or the water heater, whichever is most cost-effective.

Examine the temperature setting on the gas valve or thermostat. Consult with client to determine if the temperature can be lowered to 120°F without affecting the client's life style. If the home has a dishwasher without a temperature boost, the temperature should be set at 140°F.

Inspect the unit to determine whether combustibles or flammable items are around the water heater. If items are within 3', they need to be removed and the client needs to be notified of this safety problem.

Record the appliance make, model, and input ratings for additional testing if needed.

As houses become tighter, there is a concern about sufficient combustion air. One simple check is to observe the flame. There are several symptoms of insufficient air. They are:

- Light blue flames with yellow tips

- Lazy flame with poorly defined edges that appear to be “reaching-out” for air
- Long flames that roll around, sometimes completely off the burner ports
- Flames that roll out the front of the cabinet
- Carbon monoxide production

If the flame shows any of these symptoms, open an outside door or window in the CAZ. If this improves the flame, extra air is definitely needed.

Iowa has been using ASHRAE 62.2 standards for ventilation for a number of years. When the added ventilation results in high negative pressure (-5pa or greater) in the water heater CAZ it often causes back drafting. When necessary to solve the back drafting problem, a power vented water heater will be installed. In those cases water heater replacements are considered a health and safety measure.

Determine if the tank is leaking. If it is leaking, it should be determined if it is a health and safety concern and should be replaced. Water heaters will be replaced as a health and safety measure if it is hazardous to the household and cannot be justified as an energy conservation measure through the NEAT/MHEA Audit.

Determine whether a pressure relief valve and a discharge pipe are present. If the relief valve and/or the discharge pipe are not present and there is an existing location for them, determine whether it could be a safety concern and install if needed.

Examine the plumbing to determine if there are leaks. If leaks exist, they may be repaired within program limits for General Health & Safety repairs.

Contractors must offer to the client an option for annual inspection and renewal of warranty and service agreement for new water heaters up to 6 years at a cost (requirement for installers).

Manufactured Homes

Venting systems need to be inspected. If the water heater has a draft diverter, it must be replaced with a direct vent unit that pulls combustion air from underneath the manufactured home (see Figure 6)

Manufactured homes have a much smaller volume than most residential homes. For this reason care must be taken to avoid back drafting of vented combustion appliances such as the water heater.

A water heater is not replaced solely on the basis of its age. The age of a water heater does not provide an accurate indication of whether it should be replaced.

Other combustion appliances, such as cooking stoves, are tested. If the CO reading is above acceptable limits, a CO alarm is installed and the client is informed of the issue. Weatherization dollars are not used to remedy these issues.

Standards for Deferral: Describe when deferral should take place for the specific health and safety category.

Deferral would only take place in the case of high CO reading on appliances other than water heater.

Standards for Referral: Describe when referral should take place for the specific health and safety category. If possible, include associated referral agencies.

Clients are advised to thoroughly clean the stove to try to eliminate the high CO readings. If that does not work, clients are advised to replace the unit.

Training Provision: Discuss how training will be provided for the specific health and safety category. **Note:** Some health and safety categories, like OSHA, require training.

All auditors/inspectors receive on-going on Iowa Weatherization Procedures concerning this issue including ASHRAE 62.2.

Client Education: Discuss what specific steps will be taken to educate the client, if any, on the specific health and safety category if this is not explained elsewhere in the State Plan. **Note:** Some health and safety categories, like mold and moisture, require client education.

Clients are instructed in the operation and maintenance of new water heaters. Clients are also advised to keep gas appliances (cooking stoves) as clean as possible to eliminate the possibility of CO production.

Disposal Procedures: Provide disposal procedures or indicate where these procedures can be found in the Plan or Field Standards.

Any unit replaced will be removed from the job site and disposed of in a manner to take it off grid permanently.

Asbestos - in siding, walls, ceilings, etc.

Concurrence or Alteration: Check if you concur with existing guidance from WPN 11-6 or if you are using an alternative action/allowability. Include the guidance action/allowability from WPN 11-6 or alternative guidance in the space provided. Alternatives must be explained and comply with DOE guidance. **Note:** Where an Action/Allowability or Testing is “required” or “not allowed” through WPN 11-6, the grantee must concur or choose to defer all units where the specific issue is encountered. Allowable items under WPN 11-6 leave room for determining if the issue or testing will be addressed and in what circumstances.

Concur with WPN 11-6	Homes with insul-brick or slate siding which require sidewall insulation may only be completed if the siding can be removed and replaced by a contractor who has a current asbestos permit from the Iowa Division of Labor. Sub-grantee crew members may also complete the siding removal/replacement if: The sub-grantee has a current permit issued by Iowa Division of labor; and the individual crew members (who will be working with the siding) have a current asbestos license issued by Iowa Division of Labor. This must be completed within the General Health and Safety Repair limit. A file with all required permits and licenses must be maintained by the sub-grantee.
Alternative Guidance X	

Walls may be insulated from the interior if all work protocols including client permission, lead safe

confinement, clean up and wall repair are followed and documented in the files.
Funding: State that DOE funds are being used or indicate that alternate funding sources will be used to address this particular health and safety category.
DOE and/or other funds will be used to address this issue
Beyond Scope of DOE WAP: Describe how the issue will be treated if beyond the scope of DOE WAP.
N/A
Standards for Remedy: Describe the standards for remedy of the health and safety category, including testing protocols. Also include when partial weatherization would be appropriate. Note: Some health and safety categories, like combustion gases, require testing.
N/A
Standards for Deferral: Describe when deferral should take place for the specific health and safety category.
If an insul-brick or slate sided house requires wall insulation and the cost to remove/replace the rows of siding will exceed the limit, or the interior walls cannot be drilled, all work on that house must be deferred.
Standards for Referral: Describe when referral should take place for the specific health and safety category. If possible, include associated referral agencies.
N/A
Training Provision: Discuss how training will be provided for the specific health and safety category. Note: Some health and safety categories, like OSHA, require training.
Sub-grantee personnel will be trained on identifying slate and insul-brick siding.
Client Education: Discuss what specific steps will be taken to educate the client, if any, on the specific health and safety category if this is not explained elsewhere in the State Plan. Note: Some health and safety categories, like mold and moisture, require client education.
Clients will be provided with the <i>Asbestos in Homes</i> handout anytime materials with presumed asbestos are present in the home. The handout is available on the Iowa Members Only website.
Disposal Procedures: Provide disposal procedures or indicate where these procedures can be found in the Plan or Field Standards.
Disposal of suspected asbestos containing materials must be completed according to IOSH (Iowa Occupational Safety & Health) rules and regulations. When the debris must be taken to a landfill that accepts hazardous waste, a receipt containing proper documentation must be obtained from the landfill operator. The receipt must be kept in the records of the sub-grantee, if the sub-grantee disposed of the waste, or by the contractor, if the contractor disposed of the waste.

Asbestos - in vermiculite

Concurrence or Alteration: Check if you concur with existing guidance from WPN 11-6 or if you are using an alternative action/allowability. Include the guidance action/allowability from WPN 11-6 or alternative guidance in the space provided. Alternatives must be explained and comply with DOE guidance. **Note:** Where an Action/Allowability or Testing is "required" or "not allowed" through WPN 11-6, the grantee must concur or choose to defer all units where the specific issue is encountered. Allowable items under WPN 11-6 leave room for determining if the issue or testing will be addressed and in what circumstances.

Concur with WPN11-6 <input type="checkbox"/> Alternative Guidance X	<ul style="list-style-type: none"> • If vermiculite is in the walls. <ul style="list-style-type: none"> Operate the blower door in pressurization mode. <ul style="list-style-type: none"> ▪ Have a sample of the vermiculite tested to see if it contains asbestos ▪ If test results show there is no asbestos in the vermiculite, the walls may be insulated, if needed. ▪ If test results show there is asbestos in the vermiculite, do not insulate the walls. Operate the blower door in the pressurization mode. Other work may be done on the home. • If vermiculite is in the attic. <ul style="list-style-type: none"> Operate the blower door in pressurization mode. <ul style="list-style-type: none"> ▪ Have a sample of the vermiculite tested to see if it contains asbestos ▪ If the test results indicate there is no asbestos in the vermiculite, do attic air sealing and install needed insulation over the existing vermiculite. ▪ If the test results indicate there is asbestos in the vermiculite: <ul style="list-style-type: none"> — Attic bypass sealing should not be completed nor should the attic be insulated. — To reduce the risk of moisture problems in the attic, the attic must be properly vented. If needed, add ventilation to ensure one (1) square foot of venting for every 300 square feet of attic floor space. This is necessary because the bypasses are not sealed. — Other energy efficiency measures and health and safety measures may be done. — Operate the blower door in the pressurization mode.
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Funding: State that DOE funds are being used or indicate that alternate funding sources will be used to address this particular health and safety category.
DOE and/or other funds will be used to address this issue
Beyond Scope of DOE WAP: Describe how the issue will be treated if beyond the scope of DOE WAP.
N/A
Standards for Remedy: Describe the standards for remedy of the health and safety category, including testing protocols. Also include when partial weatherization would be appropriate. Note: Some health and safety categories, like combustion gases, require testing.
N/A
Standards for Deferral: Describe when deferral should take place for the specific health and safety category.
N/A
Standards for Referral: Describe when referral should take place for the specific health and safety category. If possible, include associated

referral agencies.
N/A
Training Provision: Discuss how training will be provided for the specific health and safety category. Note: Some health and safety categories, like OSHA, require training.
Auditors are instructed in proper methods to gather samples for testing.
Client Education: Discuss what specific steps will be taken to educate the client, if any, on the specific health and safety category if this is not explained elsewhere in the State Plan. Note: Some health and safety categories, like mold and moisture, require client education.
Clients will be provided with the <i>Asbestos in Homes</i> handout anytime materials with presumed asbestos are present in the home. The handout is available on the Iowa Members Only website.
Disposal Procedures: Provide disposal procedures or indicate where these procedures can be found in the Plan or Field Standards.
N/A

Asbestos - on pipes, furnaces, other small covered surfaces

Concurrence or Alteration: Check if you concur with existing guidance from WPN 11-6 or if you are using an alternative action/allowability. Include the guidance action/allowability from WPN 11-6 or alternative guidance in the space provided. Alternatives must be explained and comply with DOE guidance. Note: Where an Action/Allowability or Testing is "required" or "not allowed" through WPN 11-6, the grantee must concur or choose to defer all units where the specific issue is encountered. Allowable items under WPN 11-6 leave room for determining if the issue or testing will be addressed and in what circumstances.	
Concur with WPN11-6 <input type="checkbox"/>	Weatherization measures will not be installed if they will disturb suspected friable asbestos unless it can be removed under the following provision. Minor asbestos removal, such as asbestos tape on furnaces, is allowable under the General Health and Safety Repair limits described in the Weatherization General Appendix if completed by a licensed asbestos abatement contractor.
Alternative Guidance <input checked="" type="checkbox"/>	
Funding: State that DOE funds are being used or indicate that alternate funding sources will be used to address this particular health and safety category.	
DOE and/or other funds will be used to address this issue	
Beyond Scope of DOE WAP: Describe how the issue will be treated if beyond the scope of DOE WAP.	
Suspected friable asbestos that would interfere with installation of weatherization measures would result in a deferral of work.	
Standards for Remedy: Describe the standards for remedy of the health and safety category, including testing protocols. Also include when partial weatherization would be appropriate. Note: Some health and safety categories, like combustion gases, require testing.	
Standards for Deferral: Describe when deferral should take place for the specific health and safety category.	
Suspected friable asbestos that would interfere with installation of weatherization measures would result in a deferral of work.	
Standards for Referral: Describe when referral should take place for the specific health and safety category. If possible, include associated referral agencies.	
Training Provision: Discuss how training will be provided for the specific health and safety category. Note: Some health and safety categories, like OSHA, require training.	
Client Education: Discuss what specific steps will be taken to educate the client, if any, on the specific health and safety category if this is not explained elsewhere in the State Plan. Note: Some health and safety categories, like mold and moisture, require client education.	
Clients will be provided with the <i>Asbestos in Homes</i> handout anytime materials with presumed asbestos are present in the home. The handout is available on the Iowa Members Only website.	
Disposal Procedures: Provide disposal procedures or indicate where these procedures can be found in the Plan or Field Standards.	
Disposal of suspected asbestos containing materials must be completed according to IOSH (Iowa Occupational Safety & Health) rules and regulations. The debris must be taken to a landfill that accepts hazardous waste. A receipt containing proper documentation must be obtained from the landfill operator. The receipt must be kept in the records of the sub-grantee, if the sub-grantee disposed of the waste, or by the contractor, if the contractor disposed of the waste.	

Biologicals and Unsanitary Conditions - odors, mustiness, bacteria, viruses, raw sewage, rotting wood, etc.

Concurrence or Alteration: Check if you concur with existing guidance from WPN 11-6 or if you are using an alternative action/allowability. Include the guidance action/allowability from WPN 11-6 or alternative guidance in the space provided. Alternatives must be explained and comply with DOE guidance. Note: Where an Action/Allowability or Testing is "required" or "not allowed" through WPN 11-6, the grantee must concur or choose to defer all units where the specific issue is encountered. Allowable items under WPN 11-6 leave room for determining if the issue or testing will be addressed and in what circumstances.	
Concur with WPN11-6 <input type="checkbox"/>	Any unsanitary conditions, including insect pests, animal or bird feces/carcasses or sewage leakage in the work area must be recorded on the Health & Safety Assessment Findings Form.
Alternative Guidance <input checked="" type="checkbox"/>	
Funding: State that DOE funds are being used or indicate that alternate funding sources will be used to address this particular health and safety category.	
DOE and/or other funds will be used to address this issue	
Beyond Scope of DOE WAP: Describe how the issue will be treated if beyond the scope of DOE WAP.	
All work will be deferred on the house until all issues are remedied.	
Standards for Remedy: Describe the standards for remedy of the health and safety category, including testing protocols. Also include when partial weatherization would be appropriate. Note: Some health and safety categories, like combustion gases, require testing.	
1. Animal Feces or Raw Sewage If animal feces or raw sewage are in the way of doing work or pose a health threat to workers, the feces/sewage must be removed by	

the client before work is begun or continued. If the client refuses to do this, the sub-grantee must defer work on the job. This must be documented on the Health and Safety Assessment Form.

2. Bird/Bat Droppings

There are some fungal diseases associated with bird and bat droppings. Those are histoplasmosis and cryptococcus. Histoplasmosis is caused by a fungus that is transmitted to humans by airborne fungus spores from soil contaminated with bird droppings. The fungus is not in the bird droppings but in the soil. The bird droppings just provide a nutrient source for the growth of the fungi. Most infections are mild and produce either no symptoms or minor flu-like symptoms. Fresh bird droppings have not been shown to present a health risk for histoplasmosis.

Cryptococcus is found in debris around pigeon roosts and soil contaminated with pigeon or chicken droppings. Cryptococcosis infections are mild and usually occur without symptoms.

Unlike birds, bats can become infected with the organism that can cause histoplasmosis. They can excrete the organism in their droppings. However, the incidence of histoplasmosis being transmitted to humans from bat droppings occurs infrequently.

Exposure to bat droppings only pose a risk if the droppings are dry and are disturbed so the spores become airborne and are inhaled. As a precautionary measure, auditors should wear an NIOSH-certified respirator (an N95 respirator is sufficient) when entering attics until they have had a chance to determine whether bat droppings are present.

If bat droppings are present but will not prevent attic by-pass sealing and attic insulation from being done, work may proceed. However, protective clothing including an NIOSH-certified respirator that can filter particles as small as 0.3 microns, disposable gloves, overalls and boots must be worn. The bat droppings should be misted with water to prevent the spores from becoming airborne.

If the bat feces will prevent attic by-pass sealing and attic insulation from being done, do not do those measures. Do one-point pressurization test and conduct a pressure test in the attic. With the blower door @ 50 pascals, if the house to zone (attic) pressure is 45 pascals or more, other work on the house may be done. If the house to zone (attic) pressure is less than 45 pascals, defer any work on the house. (A pressure reading of 45-50 pascals would indicate very little by-pass leakage, thus other work could be done to the home without concern about the by-passes not being sealed. A reading of less than 45 pascals indicates there is enough by-pass leakage to possibly be a problem. Therefore, all work on the house should be deferred.)

Standards for Deferral: Describe when deferral should take place for the specific health and safety category.
Only when beyond the scope of the program.

Standards for Referral: Describe when referral should take place for the specific health and safety category. If possible, include associated referral agencies.

Training Provision: Discuss how training will be provided for the specific health and safety category. **Note:** Some health and safety categories, like OSHA, require training.

Client Education: Discuss what specific steps will be taken to educate the client, if any, on the specific health and safety category if this is not explained elsewhere in the State Plan. **Note:** Some health and safety categories, like mold and moisture, require client education.

Clients will be informed of any issues resulting in either total or partial deferral of work. In cases where the client cleans or otherwise eliminates the issue, weatherization work will be completed.

Disposal Procedures: Provide disposal procedures or indicate where these procedures can be found in the Plan or Field Standards.
N/A

Building Structure and Roofing

Concurrence or Alteration: Check if you concur with existing guidance from WPN 11-6 or if you are using an alternative action/allowability. Include the guidance action/allowability from WPN 11-6 or alternative guidance in the space provided. Alternatives must be explained and comply with DOE guidance. **Note:** Where an Action/Allowability or Testing is "required" or "not allowed" through WPN 11-6, the grantee must concur or choose to defer all units where the specific issue is encountered. Allowable items under WPN 11-6 leave room for determining if the issue or testing will be addressed and in what circumstances.

Concur with WPN11-6 <input checked="" type="checkbox"/> Alternative Guidance <input type="checkbox"/>	Building rehabilitation and renovation is beyond the scope of the Weatherization Program. Homes whose structural integrity is in question should be referred to a housing rehabilitation program, if possible. Incidental repairs necessary for the effective performance and preservation of weatherization materials are allowed. An example of a limited repair would be sealing minor roof leaks to preserve attic insulation. Weatherization services should not be performed on dwellings whose structural integrity is in question, which could pose a safety hazard to workers, or are in such a state of disrepair that failure is imminent and the conditions cannot be resolved in a cost-effective manner.
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Funding: State that DOE funds are being used or indicate that alternate funding sources will be used to address this particular health and safety category.

DOE and/or other funds will be used to address this issue

Beyond Scope of DOE WAP: Describe how the issue will be treated if beyond the scope of DOE WAP.

All work will be deferred on the house until issues are remedied.

Standards for Remedy: Describe the standards for remedy of the health and safety category, including testing protocols. Also include when partial weatherization would be appropriate. **Note:** Some health and safety categories, like combustion gases, require testing.

In cases of deferral, the client will be referred to other sources of funding to help alleviate the issues causing the deferral. There referrals may include USDA 501 loans and grants, HUD, utility companies and local public health agencies. Other referral processes may also be developed as

needed.
Standards for Deferral: Describe when deferral should take place for the specific health and safety category.
Work will be deferred for structural issues in the following cases: <ul style="list-style-type: none"> o Is undergoing remodeling or has unfinished areas, which directly affect the weatherization process. Weatherization work may be done when the remodeling is completed. o Is so full of clutter a weatherization energy audit or weatherization services cannot be done. o Is beyond the scope of the program due to major structural deficiencies or is in such a state of disrepair that failure is imminent and the conditions cannot be resolved in a cost-effective manner. Examples would be dwellings requiring a new roof or foundation repair or where lead exposure cannot be mitigated with safe work practices.
Standards for Referral: Describe when referral should take place for the specific health and safety category. If possible, include associated referral agencies.
In cases of deferral, the client will be referred to other sources of funding to help alleviate the issues causing the deferral. There referrals may include USDA 504 loans and grants, HUD, utility companies and local public health agencies. Other referral processes may also be developed as needed.
Training Provision: Discuss how training will be provided for the specific health and safety category. Note: Some health and safety categories, like OSHA, require training.
Client Education: Discuss what specific steps will be taken to educate the client, if any, on the specific health and safety category if this is not explained elsewhere in the State Plan. Note: Some health and safety categories, like mold and moisture, require client education.
When a sub-grantee defers work on a dwelling, it must notify the client, and the landlord when appropriate, in writing of the reason for the deferral. The notification must include, at a minimum, the reason why work is being deferred and, when appropriate, what corrective action the client or landlord must take so the weatherization services can be rescheduled. A copy of the notification with documentation justifying the decision to defer services must be kept in the client/house file.
Disposal Procedures: Provide disposal procedures or indicate where these procedures can be found in the Plan or Field Standards.
N/A

Code Compliance

Concurrence or Alteration: Check if you concur with existing guidance from WPN 11-6 or if you are using an alternative action/allowability. Include the guidance action/allowability from WPN 11-6 or alternative guidance in the space provided. Alternatives must be explained and comply with DOE guidance. Note: Where an Action/Allowability or Testing is "required" or "not allowed" through WPN 11-6, the grantee must concur or choose to defer all units where the specific issue is encountered. Allowable items under WPN 11-6 leave room for determining if the issue or testing will be addressed and in what circumstances.	
Concur with WPN 11-6 <input checked="" type="checkbox"/>	Alternative Guidance
Funding: State that DOE funds are being used or indicate that alternate funding sources will be used to address this particular health and safety category.	
DOE and/or other funds will be used to address this issue	
Beyond Scope of DOE WAP: Describe how the issue will be treated if beyond the scope of DOE WAP.	
N/A	
Standards for Remedy: Describe the standards for remedy of the health and safety category, including testing protocols. Also include when partial weatherization would be appropriate. Note: Some health and safety categories, like combustion gases, require testing.	
N/A	
Standards for Deferral: Describe when deferral should take place for the specific health and safety category.	
N/A	
Standards for Referral: Describe when referral should take place for the specific health and safety category. If possible, include associated referral agencies.	
N/A	
Training Provision: Discuss how training will be provided for the specific health and safety category. Note: Some health and safety categories, like OSHA, require training.	
Auditors/Inspectors are trained in national code requirements. Sub-grantees must be aware of any local code requirements. Sub-grantees must ensure that weatherization-related work complies with all applicable codes.	
Client Education: Discuss what specific steps will be taken to educate the client, if any, on the specific health and safety category if this is not explained elsewhere in the State Plan. Note: Some health and safety categories, like mold and moisture, require client education.	
N/A	
Disposal Procedures: Provide disposal procedures or indicate where these procedures can be found in the Plan or Field Standards.	
N/A	

Combustion Gases

Concurrence or Alteration: Check if you concur with existing guidance from WPN 11-6 or if you are using an alternative action/allowability. Include the guidance action/allowability from WPN 11-6 or alternative guidance in the space provided. Alternatives must be explained and comply with DOE guidance. Note: Where an Action/Allowability or Testing is "required" or "not allowed" through WPN 11-6, the grantee must concur or choose to defer all units where the specific issue is encountered. Allowable items under WPN 11-6 leave room for determining if the issue or testing will be addressed and in what circumstances.	
Concur with WPN 11-6 <input checked="" type="checkbox"/>	Alternative Guidance

Funding: State that DOE funds are being used or indicate that alternate funding sources will be used to address this particular health and safety category.	
DOE and/or other funds will be used to address this issue	
Beyond Scope of DOE WAP: Describe how the issue will be treated if beyond the scope of DOE WAP.	
Work will be deferred on houses where weatherization cannot solve the issues.	
Standards for Remedy: Describe the standards for remedy of the health and safety category, including testing protocols. Also include when partial weatherization would be appropriate. Note: Some health and safety categories, like combustion gases, require testing.	
Combustion appliances must be tested for proper drafting. All draft testing must be taken under "Worst-Case Scenario". (See Section 2041 Iowa Weatherization Standards) The purpose of draft testing is to ensure the proper venting of all combustion devices in the home.	
Standards for Deferral: Describe when deferral should take place for the specific health and safety category.	
N/A	
Standards for Referral: Describe when referral should take place for the specific health and safety category. If possible, include associated referral agencies.	
N/A	
Training Provision: Discuss how training will be provided for the specific health and safety category. Note: Some health and safety categories, like OSHA, require training.	
All auditors/inspectors receive training in proper testing methods	
Client Education: Discuss what specific steps will be taken to educate the client, if any, on the specific health and safety category if this is not explained elsewhere in the State Plan. Note: Some health and safety categories, like mold and moisture, require client education.	
N/A	
Disposal Procedures: Provide disposal procedures or indicate where these procedures can be found in the Plan or Field Standards.	
N/A	
Combustion Gas Problem Discovery: Provide a narrative describing the process to be followed when combustion gas testing reveals health and safety concerns.	
<p>If CO level is unacceptable, correct the problem by one of the following methods:</p> <ul style="list-style-type: none"> • Check the gas pressure • Check the combustion volume (see Section 2022) • Check for dirty burner • Air damper not set correctly • Improper venting • Check orifice size • Check for blocked heat exchanger <p>The following combustion appliance testing is done both prior to the start of any weatherization work and again after the work is completed (pre- and post-weatherization).</p> <p>For combustion furnaces, boilers, water heaters, cook stoves, space heaters, and gas fireplaces:</p> <ul style="list-style-type: none"> Carbon monoxide levels under worst-case condition Spillage of combustion gases and proper drafting under worst-case condition Existence of gas leaks Proper venting size, configuration, and condition <p>For combustion furnaces:</p> <ul style="list-style-type: none"> Temperature rise and static pressure test <p>The Iowa Weatherization Program has established maximum acceptable carbon monoxide levels for various types of appliances. Carbon monoxide problems (exceeding the maximum acceptable level) must be corrected before any work is started on dwellings. Carbon monoxide readings and draft test results must be recorded on the Health and Safety Assessment Findings Form. The temperature rise and static pressure results must be documented in the house file. Refer to Section 2042 and 2043 Iowa Weatherization Standards for allowable limits.</p>	

Drainage - gutters, down spouts, extensions, flashing, sump pumps, landscape, etc.

Concurrence or Alteration: Check if you concur with existing guidance from WPN 11-6 or if you are using an alternative action/allowability. Include the guidance action/allowability from WPN 11-6 or alternative guidance in the space provided. Alternatives must be explained and comply with DOE guidance. Note: Where an Action/Allowability or Testing is "required" or "not allowed" through WPN 11-6, the grantee must concur or choose to defer all units where the specific issue is encountered. Allowable items under WPN 11-6 leave room for determining if the issue or testing will be addressed and in what circumstances.	
Concur with WPN 11-6	X
Alternative Guidance	
Funding: State that DOE funds are being used or indicate that alternate funding sources will be used to address this particular health and safety category.	
DOE and/or other funds will be used to address this issue	
Beyond Scope of DOE WAP: Describe how the issue will be treated if beyond the scope of DOE WAP.	
Work will be deferred on houses where weatherization cannot solve the issues.	

Standards for Remedy: Describe the standards for remedy of the health and safety category, including testing protocols. Also include when partial weatherization would be appropriate. Note: Some health and safety categories, like combustion gases, require testing.
<p>1. Site Drainage</p> <p>Poor site drainage is often the reason for wet foundations, basements, crawlspaces, and slabs. The ground around the foundation of the house should be sloped away from the house so water runs away from the house and not toward it. Ideally, the ground adjacent to the foundation should slope away from the house at a minimum 5 percent (Six inches of fall in the first 10 feet).</p> <p>Check for the following site drainage situations:</p> <ul style="list-style-type: none"> Does the site direct rain and snow melt toward the foundation rather than away from it? Are there depressions in the ground close to the house where water can collect? Are sidewalks or paved driveways sloped so they direct water toward the foundation rather than away from it? Does the house have an effective gutter/downspout system that collects and drains rain water away from the foundations? <p>Sub-grantees may improve grading around foundations as a General Health and Safety Repair, as long as the cumulative cost of the grading and any other general health and safety repair does not exceed the General Health and Safety Repair limit.</p>
<p>2. Gutters and Downspouts</p> <p>Gutters and downspouts can be an important part of solving a site drainage problem. They collect and drain rain water away from foundations. Sub-grantees should note if the house has an existing effective gutter/downspout system. If the gutter system is in good condition, but is clogged with debris, they may be cleaned by the program if client is physically unable to do the job and all other options (such as family or chore services) have been exhausted. The cleaning can only be done at the time of weatherization services and cannot be repeated as needed.</p> <p>If gutters/downspouts are missing or are severely damaged, the sub-grantee may install or repair existing gutters/downspouts as a General Health and Safety Repair, as long as the cumulative cost of the gutter/downspouts and any other general health and safety repair does not exceed the General Health and Safety Repair limit.</p>
<p>3. Plumbing Repair</p> <p>Leaking water pipes and sewer lines may cause moisture problems within the house. Minor repairs may be made to water pipes and sewer lines as a General Health and Safety Repair, as long as the cumulative cost of the plumbing repair and any other general health and safety repair does not exceed the General Health and Safety Repair limit. Cleanup of any unsanitary conditions due to plumbing leaks is the sole responsibility of the client.</p>
<p>4. Sump Pumps</p> <p>Sump pumps may be installed to control water in lower levels of the home. Pumps may be installed as a General Health and Safety Repair, as long as the cumulative cost of the pump installation and any other general health and safety repair does not exceed the General Health and Safety Repair limit. Sump pumps must be installed to meet manufacturer's instructions and all local codes. Interior grading will be sloped to the sump pump, if possible.</p>
<p>5. Dehumidifiers</p> <p>Dehumidifiers may be installed, with client permission, to help control humidity in basements during summer months in homes with existing mold like substances or moisture problems. All moisture source control methods must have been exhausted before installing a dehumidifier. Explain to the client that the dehumidifier might result in an increase in electric usage. Dehumidifiers must be ENERGY STAR® rated and installed to drain properly. If a drain does not exist, a dehumidifier may be installed by utilizing a condensation pump to an existing drain or drain line. In this case, the dehumidifier must be put up on blocks to allow for drainage. Educate the client on proper usage of the dehumidifier including settings and summer/winter use.</p> <p>Dehumidifiers may be installed as a General Health and Safety Repair, as long as the cumulative cost of the dehumidifier and any other general health and safety repair does not exceed the General Health and Safety Repair limit.</p>
Standards for Deferral: Describe when deferral should take place for the specific health and safety category.
Only when beyond the scope of the program.
Standards for Referral: Describe when referral should take place for the specific health and safety category. If possible, include associated referral agencies.
Clients will be referred to housing rehabilitation programs.
Training Provision: Discuss how training will be provided for the specific health and safety category. Note: Some health and safety categories, like OSHA, require training.
N/A
Client Education: Discuss what specific steps will be taken to educate the client, if any, on the specific health and safety category if this is not explained elsewhere in the State Plan. Note: Some health and safety categories, like mold and moisture, require client education.
Clients will be instructed to keep gutters clean, downspouts and horizontal spouts clear. If sump pumps or dehumidifiers are installed, clients will be instructed in the use and maintenance of the equipment.
Disposal Procedures: Provide disposal procedures or indicate where these procedures can be found in the Plan or Field Standards.
N/A

Electrical, other than Knob-and-Tube Wiring

Concurrence or Alteration: Check if you concur with existing guidance from WPN 11-6 or if you are using an alternative action/allowability. Include the guidance action/allowability from WPN 11-6 or alternative guidance in the space provided. Alternatives must be explained and comply with DOE guidance. Note: Where an Action/Allowability or Testing is "required" or "not allowed" through WPN 11-6, the grantee

must concur or choose to defer all units where the specific issue is encountered. Allowable items under WPN 11-6 leave room for determining if the issue or testing will be addressed and in what circumstances.	
Concur with WPN11-6 X Alternative Guidance F	Correcting electrical wiring problems is generally not an allowable weatherization measure. Wires are inspected to ensure they are not bare or frayed. Service boxes are inspected to ensure they have secure covers. If it is determined a hazardous situation exists, the problem must be corrected before weatherization work is started. Program funds may be used to correct minor electrical problems but spending must be within the General Health and Safety Repair cost limits. A licensed electrical contractor will be used to perform electrical work needed to correct a problem.
Funding: State that DOE funds are being used or indicate that alternate funding sources will be used to address this particular health and safety category.	
DOE and/or other funds will be used to address this issue	
Beyond Scope of DOE WAP: Describe how the issue will be treated if beyond the scope of DOE WAP.	
Electrical issues that cannot be remedied within Iowa weatherization limits will result in deferral of work. The client will be referred to a housing rehabilitation program.	
Standards for Remedy: Describe the standards for remedy of the health and safety category, including testing protocols. Also include when partial weatherization would be appropriate. Note: Some health and safety categories, like combustion gases, require testing.	
Standards for Deferral: Describe when deferral should take place for the specific health and safety category.	
Electrical issues that cannot be remedied within Iowa weatherization limits will result in deferral of work.	
Standards for Referral: Describe when referral should take place for the specific health and safety category. If possible, include associated referral agencies.	
See above	
Training Provision: Discuss how training will be provided for the specific health and safety category. Note: Some health and safety categories, like OSHA, require training.	
Client Education: Discuss what specific steps will be taken to educate the client, if any, on the specific health and safety category if this is not explained elsewhere in the State Plan. Note: Some health and safety categories, like mold and moisture, require client education.	
Weatherization staff will explain the issues to the client and discuss possible solutions including referral to other programs.	
Disposal Procedures: Provide disposal procedures or indicate where these procedures can be found in the Plan or Field Standards.	
N/A	

Electrical, Knob-and-Tube Wiring

Concurrence or Alteration: Check if you concur with existing guidance from WPN 11-6 or if you are using an alternative action/allowability. Include the guidance action/allowability from WPN 11-6 or alternative guidance in the space provided. Alternatives must be explained and comply with DOE guidance. Note: Where an Action/Allowability or Testing is "required" or "not allowed" through WPN 11-6, the grantee must concur or choose to defer all units where the specific issue is encountered. Allowable items under WPN 11-6 leave room for determining if the issue or testing will be addressed and in what circumstances.	
Concur with WPN11-6 X Alternative Guidance F	<p>Unless prohibited by local codes, S-type fuses must be installed in homes having knob and tube wiring to provide over-current protection. If S-type fuses will not work because of overloaded circuits, a new service panel must be installed and the house brought up to code. Agencies may use either General Health and Safety repair funds (within limits) or other sources of funds.</p> <p>At agency discretion, a licensed electrical contractor may inspect and certify all K&T wiring to be safe. In those cases, fiberglass and cellulose insulation are acceptable for use in contact with K&T. The attic and sidewalls may be fully insulated.</p> <p>Live knob and tube in the attic, not certified as safe by electrical contractor, will not be covered or surrounded. A dam that does not cover the top will be created using unfaced-fiberglass batt to separate insulation from the wire path. A dam that does not cover the top will be created to separate insulation from the wire path. If the wiring is above the joists, an un-faced fiberglass batt must be installed below the wiring. A dam shall be created using un-faced fiberglass batts at least 14 inches in width and equivalent to an R-38 to prevent attic insulation from covering the wiring. The balance of the attic may be blown to required insulation depth without covering any knob & tube. If the knob and tube wiring goes through the joists, do not insulate below the wiring, just create the dam as described earlier. The additional cost of damming K&T wiring will be considered H&S costs and reported as such.</p> <p>Sidewalls with active knob and tube wiring will not be insulated unless a licensed electrical contractor has certified the wiring to be safe.</p>
Funding: State that DOE funds are being used or indicate that alternate funding sources will be used to address this particular health and safety category.	
DOE and/or other funds will be used to address this issue	
Beyond Scope of DOE WAP: Describe how the issue will be treated if beyond the scope of DOE WAP.	
If the use of S-type fuses is prohibited by local code, work will be deferred on the house.	
Standards for Remedy: Describe the standards for remedy of the health and safety category, including testing protocols. Also include when partial weatherization would be appropriate. Note: Some health and safety categories, like combustion gases, require testing.	

Standards for Deferral: Describe when deferral should take place for the specific health and safety category.
Standards for Referral: Describe when referral should take place for the specific health and safety category. If possible, include associated referral agencies.
Training Provision: Discuss how training will be provided for the specific health and safety category. Note: Some health and safety categories, like OSHA, require training.
Weatherization auditors are trained to check for knob-and-tube wiring.
Client Education: Discuss what specific steps will be taken to educate the client, if any, on the specific health and safety category if this is not explained elsewhere in the State Plan. Note: Some health and safety categories, like mold and moisture, require client education.
Disposal Procedures: Provide disposal procedures or indicate where these procedures can be found in the Plan or Field Standards.

Fire Hazards

Concurrence or Alteration: Check if you concur with existing guidance from WPN 11-6 or if you are using an alternative action/allowability. Include the guidance action/allowability from WPN 11-6 or alternative guidance in the space provided. Alternatives must be explained and comply with DOE guidance. Note: Where an Action/Allowability or Testing is "required" or "not allowed" through WPN 11-6, the grantee must concur or choose to defer all units where the specific issue is encountered. Allowable items under WPN 11-6 leave room for determining if the issue or testing will be addressed and in what circumstances.	
Concur with WPN11-6 <input type="checkbox"/> Alternative Guidance <input type="checkbox"/>	<p>There must be a minimum of three (3) feet clearance of combustible materials around combustion appliances. If this situation does not already exist, workers must, with client permission, move items the required 3 feet away from the appliance and explain the potential safety problem to the client.</p> <p>All combustible materials must be a minimum of three (3) inches from the vent pipe or meet manufacturer's specifications. Damning material must also be around all heat sources in the attic, such as flue pipes, chimneys, mechanical ventilation with lights, unless IC rated and recessed lights, unless IC rated</p> <p>Smoke alarms must be installed for the following reasons:</p> <ul style="list-style-type: none"> When space heaters are replaced with a vented space heater. When manufactured homes are weatherized. When local codes require their installation.
Funding: State that DOE funds are being used or indicate that alternate funding sources will be used to address this particular health and safety category.	
DOE and/or other funds will be used to address this issue	
Beyond Scope of DOE WAP: Describe how the issue will be treated if beyond the scope of DOE WAP.	
N/A	
Standards for Remedy: Describe the standards for remedy of the health and safety category, including testing protocols. Also include when partial weatherization would be appropriate. Note: Some health and safety categories, like combustion gases, require testing.	
Weatherization workers will, with client permission, clear areas around combustion appliances of all flammable materials.	
Standards for Deferral: Describe when deferral should take place for the specific health and safety category.	
If the client refuses to all the removal of combustible materials from the area surrounding the combustion appliance, work on the house will be deferred.	
Standards for Referral: Describe when referral should take place for the specific health and safety category. If possible, include associated referral agencies.	
N/A	
Training Provision: Discuss how training will be provided for the specific health and safety category. Note: Some health and safety categories, like OSHA, require training.	
Weatherization auditors/inspectors are trained to check for such issues.	
Client Education: Discuss what specific steps will be taken to educate the client, if any, on the specific health and safety category if this is not explained elsewhere in the State Plan. Note: Some health and safety categories, like mold and moisture, require client education.	
Clients are educated on the importance of keeping the area around combustion appliances clear.	
Disposal Procedures: Provide disposal procedures or indicate where these procedures can be found in the Plan or Field Standards.	
N/A	

Formaldehyde, Volatile Organic Compounds (VOCs), and other Air Pollutants

Concurrence or Alteration: Check if you concur with existing guidance from WPN 11-6 or if you are using an alternative action/allowability. Include the guidance action/allowability from WPN 11-6 or alternative guidance in the space provided. Alternatives must be explained and comply with DOE guidance. Note: Where an Action/Allowability or Testing is "required" or "not allowed" through WPN 11-6, the grantee must concur or choose to defer all units where the specific issue is encountered. Allowable items under WPN 11-6 leave room for determining if the issue or testing will be addressed and in what circumstances.	
Concur with WPN11-6 X <input checked="" type="checkbox"/> Alternative Guidance <input type="checkbox"/>	<p>Volatile Organic Compounds (VOCs) are widely used as ingredients in many household products, such as paints, varnishes, fuels, and many cleaning, disinfecting, cosmetic, and hobby products. These products can release the organic compounds as vapor when they are used and, to some extent, when they are stored. Formaldehyde is a volatile organic compound found in many building materials and household</p>

	<p>products, such as new carpets and plywood. These products release the organic compounds over time. Organic compounds sometimes have adverse health effects on people.</p> <p>Because of the potential for adverse health effects, sub-grantees must take this into consideration when determining air tightness limits of dwellings and whether installing ventilation may be needed.</p>
Funding: State that DOE funds are being used or indicate that alternate funding sources will be used to address this particular health and safety category.	
DOE and/or other funds will be used to address this issue	
Beyond Scope of DOE WAP: Describe how the issue will be treated if beyond the scope of DOE WAP.	
Standards for Remedy: Describe the standards for remedy of the health and safety category, including testing protocols. Also include when partial weatherization would be appropriate. Note: Some health and safety categories, like combustion gases, require testing.	
Standards for Deferral: Describe when deferral should take place for the specific health and safety category.	
N/A	
Standards for Referral: Describe when referral should take place for the specific health and safety category. If possible, include associated referral agencies.	
N/A	
Training Provision: Discuss how training will be provided for the specific health and safety category. Note: Some health and safety categories, like OSHA, require training.	
Client Education: Discuss what specific steps will be taken to educate the client, if any, on the specific health and safety category if this is not explained elsewhere in the State Plan. Note: Some health and safety categories, like mold and moisture, require client education.	
Disposal Procedures: Provide disposal procedures or indicate where these procedures can be found in the Plan or Field Standards.	
N/A	

Injury Prevention of Occupants and Weatherization Workers – Measures such as repairing stairs and replacing handrails.

Concurrence or Alteration: Check if you concur with existing guidance from WPN 11-6 or if you are using an alternative action/allowability. Include the guidance action/allowability from WPN 11-6 or alternative guidance in the space provided. Alternatives must be explained and comply with DOE guidance. Note: Where an Action/Allowability or Testing is "required" or "not allowed" through WPN 11-6, the grantee must concur or choose to defer all units where the specific issue is encountered. Allowable items under WPN 11-6 leave room for determining if the issue or testing will be addressed and in what circumstances.	
Concur with WPN 11-6 <input checked="" type="checkbox"/>	Minor repairs to stairs, steps, railings, etc are allowed under the program if necessary to complete the weatherization work. For example broken steps to the basement where the furnace is located may be repaired in order to complete furnace work. Broken boards on the front porch which will not interfere with weatherization work may not be repaired.
Alternative Guidance <input type="checkbox"/>	
Funding: State that DOE funds are being used or indicate that alternate funding sources will be used to address this particular health and safety category.	
DOE and/or other funds will be used to address this issue	
Beyond Scope of DOE WAP: Describe how the issue will be treated if beyond the scope of DOE WAP.	
If repairs are not considered minor, weatherization work will be deferred.	
Standards for Remedy: Describe the standards for remedy of the health and safety category, including testing protocols. Also include when partial weatherization would be appropriate. Note: Some health and safety categories, like combustion gases, require testing.	
The minor repairs made to remedy the issues will be charged to incidental repairs rather than H&S.	
Standards for Deferral: Describe when deferral should take place for the specific health and safety category.	
Work beyond the scope of the program will be deferred	
Standards for Referral: Describe when referral should take place for the specific health and safety category. If possible, include associated referral agencies.	
In case of deferral, clients will be referred to other programs to help eliminate the issues.	
Training Provision: Discuss how training will be provided for the specific health and safety category. Note: Some health and safety categories, like OSHA, require training.	
Client Education: Discuss what specific steps will be taken to educate the client, if any, on the specific health and safety category if this is not explained elsewhere in the State Plan. Note: Some health and safety categories, like mold and moisture, require client education.	
In case of deferral, clients are informed of the problem and possible remedies.	
Disposal Procedures: Provide disposal procedures or indicate where these procedures can be found in the Plan or Field Standards.	
N/A	

Lead Based Paint

Concurrence or Alteration: Check if you concur with existing guidance from WPN 11-6 or if you are using an alternative action/allowability. Include the guidance action/allowability from WPN 11-6 or alternative guidance in the space provided. Alternatives must be explained and comply with DOE guidance. Note: Where an Action/Allowability or Testing is "required" or "not allowed" through WPN 11-6, the grantee must concur or choose to defer all units where the specific issue is encountered. Allowable items under WPN 11-6 leave room for determining if	
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the issue or testing will be addressed and in what circumstances.	
<p>Concur with WPN11-6 Alternative Guidance X</p>	<p>All Weatherization Assistance Program activities involving renovation work on pre-1978 target housing or child-occupied facility (see Chapter 69 for definition of child-occupied facility) are subject to the provisions of the Federal Environmental Protection Agency (EPA) and the Iowa Department of Public Health (IDPH) regulation that require that a notification be given to the occupants of the housing, informing them about the hazards of lead paint and the paint dust.</p> <p>Renovation activities are those resulting in a modification of an existing structure that results in the disturbance in excess of the allowable limits established by the Iowa Department of Public Health.</p> <p>Lead Safe Work Practices Any activity disturbing painted surfaces on residential structures built before 1978 may cause lead hazards. The Iowa Weatherization Program requires sub-grantees and their contractors to follow certain practices whenever lead-painted or presumed lead-painted surfaces are disturbed. These practices, known as lead-safe work (LSW) practices, meet or exceed the DOE Benchmark Curriculum. They include ways to minimize and contain lead hazards inside a work area (also known as containment) when disturbing lead-based or presumed lead-based paints and coatings. Lead safe work practices are designed to protect clients and workers. LSWP must be used on residences built before 1978 if the area disturbed exceeds:</p> <ol style="list-style-type: none"> 1. 1.0 square foot of an interior painted or finished wood surface per renovation; 2. 6.0 square feet of a painted or finished drywall or plaster surface per room; or 3. 20.0 square feet of an exterior painted or finished surface per renovation. <p>Lead based paint dust, chips, and debris will be disposed of properly. Refer to the Weatherization General Appendix for more detailed information concerning the notification requirement and lead safe work practices.</p> <p>Occupational Safety and Health Administration (OSHA) have regulations governing work involving lead containing material. Included in the regulations are action levels and permissible exposure limits (PEL) for exposure to lead concentrations. An exposure in excess of the PEL requires the use of safety equipment such as respirators, protective clothing, head covering (hat, hood), eye and ear protection and hand and feet protection.</p>
Funding: State that DOE funds are being used or indicate that alternate funding sources will be used to address this particular health and safety category.	
DOE and/or other funds will be used to address this issue	
Beyond Scope of DOE WAP: Describe how the issue will be treated if beyond the scope of DOE WAP.	
N/A	
Standards for Remedy: Describe the standards for remedy of the health and safety category, including testing protocols. Also include when partial weatherization would be appropriate. Note: Some health and safety categories, like combustion gases, require testing.	
Standards for Deferral: Describe when deferral should take place for the specific health and safety category.	
The Weatherization Program does not allow funding for lead-base paint abatement. Sub-grantees must defer weatherization work on homes that need lead paint abatement.	
Standards for Referral: Describe when referral should take place for the specific health and safety category. If possible, include associated referral agencies.	
Training Provision: Discuss how training will be provided for the specific health and safety category. Note: Some health and safety categories, like OSHA, require training.	
<p>All final inspectors employed by sub-grantees are required to be Certified Lead Renovators. DCAA also recommends all sub-grantee auditors also be Certified Renovators. All contractors and crews working on targeted housing (Pre-1978 construction) or child-occupied facility (see Chapter 69 for definition of child-occupied facility) must take the Iowa Department of Public Health Lead-Safe Renovator training program. The training must be provided by a trainer certified with the IDPH. The Lead-Safe Renovator course consists of eight hours of instruction time with two of those hours, hands on training and a 40 question test that the participants must score at least 80 percent (32 questions correct) in order to pass. If a person has already taken the Lead-Safe Work Practice course and can show proof they passed the course, he or she will need to take the four hour Lead-Safe Renovator course with two of those hours being hands on training.</p> <p>The course is designed for workers who perform renovation, remodeling and repainting or standard treatment for federally assisted activities pursuant to 24 Code of Federal Regulations (CFR) Part 35. Students successfully completing this course meet the performance standard of HUD's Lead Paint Regulation 24 CFR Part 1330 (a) (4).</p> <p>The course does not train people to perform lead-paint abatement, although it will prepare workers to perform Lead Safe Work Practices and LSW (Lead Safe Weatherization). Persons completing this course are not qualified to perform lead-base paint abatement. Courses for these activities are available from accredited lead training providers.</p> <p>All workers that are not certified renovators, that are conducting renovation, remodeling and repainting work on the job site, must have on the job training by the certified renovator assigned to that job site. The training should be specific to the work the worker is doing.</p>	
Client Education: Discuss what specific steps will be taken to educate the client, if any, on the specific health and safety category if this is not explained elsewhere in the State Plan. Note: Some health and safety categories, like mold and moisture, require client education.	
The notification pamphlet from the Iowa Department of Public Health is titled Lead Poisoning: How to Protect Iowa Families. A copy of this	

pamphlet is available on the State of Iowa Weatherization web page in the Members Only section www.weatherization.iowa.gov . Renovate Right is the federal version. DOE recommends providing the Renovate Right pamphlet, however; one of the two pamphlets must be provided to the owner, operator or occupants of the home prior to commencing the work but not more than 60 days prior to commencing the work. LSWP work will be discussed with the client.
Disposal Procedures: Provide disposal procedures or indicate where these procedures can be found in the Plan or Field Standards.
Lead based paint dust, chips, and debris will be disposed of properly.
Lead Based Paint Compliance: Provide a narrative describing how RRP and LSW implementation will be conducted and how the grantee will verify compliance. The explanation should clearly show an understanding that LSW and RRP are separate requirements and both are required to be met.
The state will verify sub-grantees are complying with the minimum LSW standards and procedures by requiring file photos of LSW procedures being followed at all appropriate jobsites, by performing spot checks of crews and contractors working at jobsites and requiring the sub-grantees to perform spot checks of crews and contractors at jobsites.
If a local sub-grantee crew or contractor is found not to be in compliance with the LSW policies, procedures and minimum standards, the state will notify the local sub-grantee in writing of the noncompliance. The local sub-grantee will be required to submit a written corrective action plan to the state. Repeated instances of noncompliance will result in referral to the Iowa Department of Public Health which can levy fines.

Mold and Moisture

Concurrence or Alteration: Check if you concur with existing guidance from WPN 11-6 or if you are using an alternative action/allowability. Include the guidance action/allowability from WPN 11-6 or alternative guidance in the space provided. Alternatives must be explained and comply with DOE guidance. Note: Where an Action/Allowability or Testing is "required" or "not allowed" through WPN 11-6, the grantee must concur or choose to defer all units where the specific issue is encountered. Allowable items under WPN 11-6 leave room for determining if the issue or testing will be addressed and in what circumstances.	
Concur with WPN 11-6 <input checked="" type="checkbox"/> X Alternative Guidance <input type="checkbox"/>	<p>All homes must be visually inspected for existing mold. Although the entire house should be inspected for mold, particular attention should be paid to the following areas: bathrooms, kitchens, laundry areas, basement walls, ceilings next to exterior walls, attics, and crawlspaces. The mold assessment should be done the same time the moisture assessment is performed. If the sub-grantee determines air leakage between a heated portion of the home and an unheated area could cause moisture damage to either existing or newly installed insulation or structural damage to the unheated area, air sealing will be completed in order to ensure the stability of the structure and/or insulation. Sub-grantees must document any existing mold like substances that is found. The Health and Safety Assessment Findings Form, Part 2 must be used to document existing mold like substances. Photos must also be taken of existing mold like substances. The Health and Safety Assessment Findings Form, Part 2 and the photos must be filed in the client/house file. The reason existing mold like substances must be documented is to have proof that the mold like substances was pre-existing and that weatherization did not cause it.</p> <p>Sometimes what may look like mold may actually be water stains. If there is uncertainty as to whether a spot that looks like mold is actually mold rather than a water stain, a couple of drops of household bleach can be dropped on the stain. If the spot is mold, the bleach will cause it to lose its color or disappear. If there is no change in the appearance of the spot, the spot probably isn't mold.</p> <p>Auditors must also inform the client of any mold like substances that is found and the location of the mold. Auditors should explain to clients that he/she is not a mold expert, that the mold assessment was a visual assessment only and that no testing for mold was done.</p>
Funding: State that DOE funds are being used or indicate that alternate funding sources will be used to address this particular health and safety category.	
DOE and/or other funds will be used to address this issue	
Beyond Scope of DOE WAP: Describe how the issue will be treated if beyond the scope of DOE WAP.	
Standards for Remedy: Describe the standards for remedy of the health and safety category, including testing protocols. Also include when partial weatherization would be appropriate. Note: Some health and safety categories, like combustion gases, require testing.	
If the auditor determines the moisture problem can be solved satisfactorily, there are three (3) options regarding the mold like substances that are possible:	
<ul style="list-style-type: none"> • The sub-grantee may determine that the mold like substances will not be disturbed by weatherization activities; therefore, weatherization work can proceed without the need for remediating the mold like substances. • The sub-grantee may clean-up the mold like substances and then proceed with weatherization work. • The sub-grantee can defer any work on the home until the mold like substances is remediated by the client or landlord. This would be the situation if there large areas with mold like substances growth. 	
If the auditor determines the moisture problem cannot be satisfactorily eliminated, weatherization work must be deferred and the house closed incomplete.	
Standards for Deferral: Describe when deferral should take place for the specific health and safety category.	
If the auditor determines the moisture problem cannot be satisfactorily eliminated, weatherization work must be deferred and the house closed incomplete.	
Standards for Referral: Describe when referral should take place for the specific health and safety category. If possible, include associated referral agencies.	

Training Provision: Discuss how training will be provided for the specific health and safety category. Note: Some health and safety categories, like OSHA, require training.
Client Education: Discuss what specific steps will be taken to educate the client, if any, on the specific health and safety category if this is not explained elsewhere in the State Plan. Note: Some health and safety categories, like mold and moisture, require client education.
Disposal Procedures: Provide disposal procedures or indicate where these procedures can be found in the Plan or Field Standards.
Mold Protocols: Provide a narrative describing protocols for addressing mold found in the client's homes. The protocol should include a method of identifying the presence of mold during the initial audit or assessment, notification to the client, and crew training on how to alleviate mold and moisture conditions in homes.
<p>If the work can be completed without disturbing mold/mildew, cleanup is not required, but may be completed at the discretion of the auditor within the program cost limits. If cleanup is completed, the following cleanup procedures must be followed. These procedures for the remediation of building materials that contain mold like substances or will likely contain mold like substances are from the U. S. Environmental Protection Agency (EPA) and New York City Department of Health Bureau of Environmental and Occupational Disease Epidemiology. The procedures are designed to protect the health of the occupants and cleanup personnel during remediation. These procedures are based on the area and type of material affected by water damage and/or mold like substances growth. Visual documentation, such as pictures of the red flag situations, should be taken before and after the remediation process and kept in the client file.</p> <p>Non-porous (e.g. metals, glass, and hard plastics) and semi-porous (e.g. wood and concrete) materials that are structurally sound and visibly moldy can be cleaned and reused. Cleaning can be done using a detergent solution. Porous materials (e.g. ceiling tiles, insulation, or wallboard) that can be cleaned can be reused. Some porous material cannot be cleaned and should be discarded.</p> <p><u>Small Isolated Areas (10 sq. ft. or less per affected area)</u> Recommended personal protection:</p> <ul style="list-style-type: none"> • Respiratory protection (e.g. N95 disposable respirator), gloves, and goggles. • The work area should be unoccupied. • Containment of the work area is not necessary. Vacating people from spaces adjacent to the work area is not necessary but is recommended in the case of children less than 12 months old, persons recovering from recent surgery, immune suppressed people, and people with chronic lung diseases (e.g. asthma, severe allergies). • The mold like substances should be cleaned with a detergent solution. • Discarded material should be put in a sealed plastic bag. There are no other special requirements for the disposal. <p><u>Mid-Sized Isolated Areas (10 – 30 sq. ft. per affected area)</u> Recommended personal protection:</p> <ul style="list-style-type: none"> • Respiratory protection (e.g. N95 disposable respirator), gloves, and goggles. • The work area should be unoccupied. Vacating people from spaces adjacent to the work area is not necessary but is recommended in the case of children less than 12 months old, persons recovering from recent surgery, immune suppressed people, and people with chronic lung diseases (e.g. asthma, severe allergies). • The work area should be covered with plastic sheets and sealed with tape before cleaning to contain any dust or debris. • Misting surfaces (to suppress dust) should be done prior to cleaning. • The work area should be HEPA vacuumed and the mold like substances should be cleaned with a detergent solution. • Discarded material should be put in a sealed plastic bag. There are no other special requirements for the disposal. <p><u>Large-Sized Isolated Areas (30 – 100 sq. ft. per affected area)</u> Recommended personal protection:</p> <ul style="list-style-type: none"> • Respiratory protection (e.g. N95 disposable respirator), gloves, and goggles. • The work area and areas directly adjacent to the work area should be unoccupied. • The work area should be covered with plastic sheets and sealed with tape before cleaning to contain any dust or debris. • Heating/cooling system registers in the work area should be sealed with tape or other material. • Misting surfaces (to suppress dust) should be done prior to cleaning. • The work area should be HEPA vacuumed and the mold like substances should be cleaned with a detergent solution. • Discarded material should be put in a sealed plastic bag. There are no other special requirements for the disposal. • This will be paid with funds other than DOE. <p><u>Extensive Areas (greater than 100 sq. ft. per affected area)</u> Personnel trained in the handling of hazardous materials should do the clean-up. This will be paid with funds other than DOE.</p>

Occupant Preexisting or Potential Health Conditions

Concurrence or Alteration: Check if you concur with existing guidance from WPN 11-6 or if you are using an alternative action/allowability. Include the guidance action/allowability from WPN 11-6 or alternative guidance in the space provided. Alternatives must be explained and comply with DOE guidance. **Note:** Where an Action/Allowability or Testing is "required" or "not allowed" through WPN 11-6, the grantee must concur or choose to defer all units where the specific issue is encountered. Allowable items under WPN 11-6 leave room for determining if the issue or testing will be addressed and in what circumstances.

Concur with WPN 11-6 <input type="checkbox"/>	See Procedures for Identifying Occupant Health Concerns section.
Alternative Guidance <input checked="" type="checkbox"/>	

Funding: State that DOE funds are being used or indicate that alternate funding sources will be used to address this particular health and safety

category.
DOE and/or other funds will be used to address this issue
Beyond Scope of DOE WAP: Describe how the issue will be treated if beyond the scope of DOE WAP.
Standards for Remedy: Describe the standards for remedy of the health and safety category, including testing protocols. Also include when partial weatherization would be appropriate. Note: Some health and safety categories, like combustion gases, require testing.
Standards for Deferral: Describe when deferral should take place for the specific health and safety category.
Standards for Referral: Describe when referral should take place for the specific health and safety category. If possible, include associated referral agencies.
Training Provision: Discuss how training will be provided for the specific health and safety category. Note: Some health and safety categories, like OSHA, require training.
Client Education: Discuss what specific steps will be taken to educate the client, if any, on the specific health and safety category if this is not explained elsewhere in the State Plan. Note: Some health and safety categories, like mold and moisture, require client education.
Disposal Procedures: Provide disposal procedures or indicate where these procedures can be found in the Plan or Field Standards.

Occupational Safety and Health Administration (OSHA) and Crew Safety

Concurrence or Alteration: Check if you concur with existing guidance from WPN 11-6 or if you are using an alternative action/allowability. Include the guidance action/allowability from WPN 11-6 or alternative guidance in the space provided. Alternatives must be explained and comply with DOE guidance. **Note:** Where an Action/Allowability or Testing is "required" or "not allowed" through WPN 11-6, the grantee must concur or choose to defer all units where the specific issue is encountered. Allowable items under WPN 11-6 leave room for determining if the issue or testing will be addressed and in what circumstances.

Concur with WPN 11-6



Alternative Guidance



Sub-grantees must comply with Occupational Safety and Health Administration (OSHA) requirements in all activities. This is a sub-grantee responsibility, as OSHA requirements apply to all sub-grantee personnel - not just weatherization. The portion of OSHA standards which apply to weatherization field staff can be found in Construction Industry OSHA Safety and Health Standards (29 CFR 1926/1910). A Health and Safety Plan must be developed by each sub-grantee, using sub-grantee specific information. This plan will include written confined spaces and hazard communication policies including education on the new format for the Safety Data Sheets.

Because of the wide range of activities involved in weatherizing a house, ensuring crew health and safety requires a broad knowledge of the appropriate OSHA requirements. Some of these requirements include, but are not limited to: personal protective equipment, techniques for safe lifting, electrical equipment safety, ladder safety, and general worker protection. OSHA standards should be consulted for further details. OSHA Standards can be obtained by contacting:

Iowa Division of Labor
1000 East Grand
Des Moines, Iowa 50319

Sub-grantees must have a written safety plan in effect. A copy of the safety plan must be provided to all weatherization personnel. All sub-grantee weatherization personnel must receive orientation training on the sub-grantee's safety plan. Contractors, employed by sub-grantees, are also expected to comply with OSHA requirements.

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

DOE and/or other funds will be used to address this issue

Beyond Scope of DOE WAP: Describe how the issue will be treated if beyond the scope of DOE WAP.

N/A

Standards for Remedy: Describe the standards for remedy of the health and safety category, including testing protocols. Also include when partial weatherization would be appropriate. **Note:** Some health and safety categories, like combustion gases, require testing.

N/A

Standards for Deferral: Describe when deferral should take place for the specific health and safety category.

N/A

Standards for Referral: Describe when referral should take place for the specific health and safety category. If possible, include associated referral agencies.

N/A

Training Provision: Discuss how training will be provided for the specific health and safety category. **Note:** Some health and safety categories, like OSHA, require training.

Client Education: Discuss what specific steps will be taken to educate the client, if any, on the specific health and safety category if this is not explained elsewhere in the State Plan. **Note:** Some health and safety categories, like mold and moisture, require client education.

N/A
Disposal Procedures: Provide disposal procedures or indicate where these procedures can be found in the Plan or Field Standards.
N/A
OSHA and MSDS Compliance: Provide a narrative describing procedures for implementation of OSHA and MSDS requirements related to crew and worker safety, how the 10 and 30 hour training requirements will be met, and what the process is for determining if crews are utilizing good safe work practices according to all requirements (BPA, OSHA, etc.).
Crew based sub-grantees must have Safety Data Sheets (SDS) on all weatherization materials used by their crews on file at the sub-grantee. Safety Data Sheets can be obtained by requesting them from the material supplier or by contacting the manufacturer of the material. Contractor based sub-grantees should stipulate in their contracts with contractors that the contractors will be responsible for supplying Safety Data Sheets to the sub-grantee upon request by the sub-grantee.
DCAA will monitor sub-grantee files for compliance with OSHA requirements.

Pests

Concurrence or Alteration: Check if you concur with existing guidance from WPN 11-6 or if you are using an alternative action/allowability. Include the guidance action/allowability from WPN 11-6 or alternative guidance in the space provided. Alternatives must be explained and comply with DOE guidance. Note: Where an Action/Allowability or Testing is "required" or "not allowed" through WPN 11-6, the grantee must concur or choose to defer all units where the specific issue is encountered. Allowable items under WPN 11-6 leave room for determining if the issue or testing will be addressed and in what circumstances.	
Concur with WPN11-6 <input checked="" type="checkbox"/>	
Alternative Guidance <input type="checkbox"/>	
Funding: State that DOE funds are being used or indicate that alternate funding sources will be used to address this particular health and safety category.	
DOE and/or other funds will be used to address this issue	
Beyond Scope of DOE WAP: Describe how the issue will be treated if beyond the scope of DOE WAP.	
Standards for Remedy: Describe the standards for remedy of the health and safety category, including testing protocols. Also include when partial weatherization would be appropriate. Note: Some health and safety categories, like combustion gases, require testing.	
Pest removal is only allowed in cases where the infestation would prevent weatherization	
Standards for Deferral: Describe when deferral should take place for the specific health and safety category.	
If pests cannot be reasonably removed, or where removal poses a safety concern for workers, work should be deferred on the house.	
Standards for Referral: Describe when referral should take place for the specific health and safety category. If possible, include associated referral agencies.	
Training Provision: Discuss how training will be provided for the specific health and safety category. Note: Some health and safety categories, like OSHA, require training.	
Client Education: Discuss what specific steps will be taken to educate the client, if any, on the specific health and safety category if this is not explained elsewhere in the State Plan. Note: Some health and safety categories, like mold and moisture, require client education.	
If pest cannot be removed, the client will be informed of the issue and instructed as to possible remedies.	
Disposal Procedures: Provide disposal procedures or indicate where these procedures can be found in the Plan or Field Standards.	
N/A	

Radon

Concurrence or Alteration: Check if you concur with existing guidance from WPN 11-6 or if you are using an alternative action/allowability. Include the guidance action/allowability from WPN 11-6 or alternative guidance in the space provided. Alternatives must be explained and comply with DOE guidance. Note: Where an Action/Allowability or Testing is "required" or "not allowed" through WPN 11-6, the grantee must concur or choose to defer all units where the specific issue is encountered. Allowable items under WPN 11-6 leave room for determining if the issue or testing will be addressed and in what circumstances.	
Concur with WPN11-6 <input type="checkbox"/>	Radon mitigation is not an allowable activity under the program. Where there is a previously identified radon problem in a home, work that may exacerbate the problem should be limited. Houses with previously identified radon problems should not be left with an increased negative pressure in the contaminated area than existed before weatherization work began. This is determined by setting the house up in worst-case. The Work Standards describes worst-case testing methods.
Alternative Guidance <input type="checkbox"/>	Iowa will not test for radon. Tests would have to be performed as a part of every audit. In order to properly test for radon, all sub-grantee auditors and inspectors would have to be trained and licensed to perform radon testing, or a licensed contractor would have to be hired to perform the tests before and after weatherization work. Either of these methods would result in large increases in health and safety costs.
Funding: State that DOE funds are being used or indicate that alternate funding sources will be used to address this particular health and safety category.	
DOE and/or other funds will be used to address this issue	
Beyond Scope of DOE WAP: Describe how the issue will be treated if beyond the scope of DOE WAP.	
Previously identified cases of high radon levels will result in deferral	

Standards for Remedy: Describe the standards for remedy of the health and safety category, including testing protocols. Also include when partial weatherization would be appropriate. Note: Some health and safety categories, like combustion gases, require testing.
Exposed dirt floors will be covered with vapor barrier (with seams sealed) to lessen the possibility of radon entering the house.
Standards for Deferral: Describe when deferral should take place for the specific health and safety category.
Major radon problems should be referred to the appropriate local environmental sub-grantee.
Standards for Referral: Describe when referral should take place for the specific health and safety category. If possible, include associated referral agencies.
Major radon problems should be referred to the appropriate local environmental agency.
Training Provision: Discuss how training will be provided for the specific health and safety category. Note: Some health and safety categories, like OSHA, require training.
Client Education: Discuss what specific steps will be taken to educate the client, if any, on the specific health and safety category if this is not explained elsewhere in the State Plan. Note: Some health and safety categories, like mold and moisture, require client education.
Clients in high radon areas will receive information on radon and its sources.
Disposal Procedures: Provide disposal procedures or indicate where these procedures can be found in the Plan or Field Standards.
N/A

Refrigerant

Concurrence or Alteration: Check if you concur with existing guidance from WPN 11-6 or if you are using an alternative action/allowability. Include the guidance action/allowability from WPN 11-6 or alternative guidance in the space provided. Alternatives must be explained and comply with DOE guidance. Note: Where an Action/Allowability or Testing is "required" or "not allowed" through WPN 11-6, the grantee must concur or choose to defer all units where the specific issue is encountered. Allowable items under WPN 11-6 leave room for determining if the issue or testing will be addressed and in what circumstances.	
Concur with WPN11-6 <input checked="" type="checkbox"/>	
Alternative Guidance <input type="checkbox"/>	
Funding: State that DOE funds are being used or indicate that alternate funding sources will be used to address this particular health and safety category.	
DOE and/or other funds will be used to address this issue	
Beyond Scope of DOE WAP: Describe how the issue will be treated if beyond the scope of DOE WAP.	
Standards for Remedy: Describe the standards for remedy of the health and safety category, including testing protocols. Also include when partial weatherization would be appropriate. Note: Some health and safety categories, like combustion gases, require testing.	
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 the Final Rule, 40 CFR 82, May 14, 1993. The party recovering the refrigerant must possess an EPA-approved Section 608 Type II license or an approved universal certification.	
Standards for Deferral: Describe when deferral should take place for the specific health and safety category.	
N/A	
Standards for Referral: Describe when referral should take place for the specific health and safety category. If possible, include associated referral agencies.	
N/A	
Training Provision: Discuss how training will be provided for the specific health and safety category. Note: Some health and safety categories, like OSHA, require training.	
N/A	
Client Education: Discuss what specific steps will be taken to educate the client, if any, on the specific health and safety category if this is not explained elsewhere in the State Plan. Note: Some health and safety categories, like mold and moisture, require client education.	
N/A	
Disposal Procedures: Provide disposal procedures or indicate where these procedures can be found in the Plan or Field Standards.	
Refrigeration appliances removed from client houses must be taken off the grid and the refrigerant must be disposed of according to environmental standards.	

Smoke, Carbon Monoxide Detectors, and Fire Extinguishers

Concurrence or Alteration: Check if you concur with existing guidance from WPN 11-6 or if you are using an alternative action/allowability. Include the guidance action/allowability from WPN 11-6 or alternative guidance in the space provided. Alternatives must be explained and comply with DOE guidance. Note: Where an Action/Allowability or Testing is "required" or "not allowed" through WPN 11-6, the grantee must concur or choose to defer all units where the specific issue is encountered. Allowable items under WPN 11-6 leave room for determining if the issue or testing will be addressed and in what circumstances.	
Concur with WPN11-6 <input type="checkbox"/>	
Alternative Guidance <input checked="" type="checkbox"/> X	
Funding: State that DOE funds are being used or indicate that alternate funding sources will be used to address this particular health and safety category.	
DOE and/or other funds will be used to address this issue	
Beyond Scope of DOE WAP: Describe how the issue will be treated if beyond the scope of DOE WAP.	
N/A	

Standards for Remedy: Describe the standards for remedy of the health and safety category, including testing protocols. Also include when partial weatherization would be appropriate. Note: Some health and safety categories, like combustion gases, require testing.
N/A
Standards for Deferral: Describe when deferral should take place for the specific health and safety category.
N/A
Standards for Referral: Describe when referral should take place for the specific health and safety category. If possible, include associated referral agencies.
N/A
Training Provision: Discuss how training will be provided for the specific health and safety category. Note: Some health and safety categories, like OSHA, require training.
N/A
Client Education: Discuss what specific steps will be taken to educate the client, if any, on the specific health and safety category if this is not explained elsewhere in the State Plan. Note: Some health and safety categories, like mold and moisture, require client education.
Verbal and written instructions are to be given to the client as to the use and maintenance of the alarm.
Disposal Procedures: Provide disposal procedures or indicate where these procedures can be found in the Plan or Field Standards.
N/A
Smoke/CO Detector Installation: Provide a narrative describing smoke/CO Detector installation parameters and procedures.
<p>CO ALARMS</p> <p>Carbon monoxide alarms may be purchased and installed using program funds. If installing more than one CO alarm, they should be installed outside each separate sleeping area.</p> <p>Carbon monoxide alarms must be installed immediately by the energy auditor whenever an agency finds a combustion appliance that is putting off carbon monoxide at an unacceptable level. (See Section 2043)</p> <p>A working carbon monoxide alarm must be present in every home. Program funds may be used to installed carbon monoxide alarms if one does not exist.</p> <p>Carbon monoxide alarms are to be installed between 4' and 6' from the floor. CO alarms installed by the program must be either lithium-ion battery operated or electric with a battery back-up. When an electric alarm is installed, it will be the auditor's discretion to install a raceway to protect the wiring of the alarm.</p> <p>Do not install the alarm in the following areas:</p> <ul style="list-style-type: none"> • Near bathrooms or in shower areas. • In closets. • Crawlspace or unheated areas where extreme hot or cold temperatures occur. • Within five feet of fuel burning appliances. • Close to adjacent walls or in corners. • Near bathtubs or basins. • Directly above or below return air registers. • Behind drapes, furniture, or other objects that could block air flow to the CO alarm. <p>Alarms must meet UL2034-98 standards. Alarms should be warranted for a minimum of three (3) years.</p> <p>Installed alarms must have the expiration date, as warranted by the manufacturer, written on the front of the mounting plate or back side of alarm in permanent ink. Verbal and written instructions are to be given to the client as to the use and maintenance of the alarm.</p> <p>SMOKE ALARMS</p> <p>Weatherization funds will be used to purchase and install up to two (2) alarms. Additional alarms may be installed using program funds if required by local codes for single family residences (specific code requirement must be noted in file).</p> <p>When installing more than one smoke alarm, they must be on separate living levels.</p> <p>Smoke alarms must be installed for the following reasons:</p> <ul style="list-style-type: none"> • When space heaters are replaced with a vented space heater. • When there is a solid fuel burner in the home. • When manufactured homes are weatherized. • When local codes require their installation. <p>Areas that alarms should be installed:</p> <ul style="list-style-type: none"> • Install on basement ceiling level near basement stairs. • Install within 15 feet of rooms used for sleeping purposes. • Install on hall ceiling as centered as possible between bedrooms. • Install in rooms having a space heater, if agency replaced heater. • Avoid placement near kitchen stoves or bathroom showers. • Exclude unoccupied attics. <p>Smoke alarms may be installed on the ceilings or in dead air space (four to six inches below the ceiling on the wall).</p> <p>Smoke alarms should not be installed in front of air supply ducts.</p>

Smoke alarms must be dual sensor detectors which contain both an ionization sensor and a photoelectric sensor and which are designed to detect and trigger an alarm in response to smoke detected through either sensing device, or a smoke detector which has at least two sensors and which is listed to Underwriters Laboratory Standard 217, Single and Multiple Station Smoke Alarm. The alarms may be powered by 9-volt battery and emit a signal when the battery is losing power. The use of combination alarms (CO and smoke) does not change the requirements for separate CO alarms as described in this section because smoke alarms and CO alarms are not installed in the same location.

Solid Fuel Heating (Wood Stoves, etc.)	
<p>Concurrence or Alteration: Check if you concur with existing guidance from WPN 11-6 or if you are using an alternative action/allowability. Include the guidance action/allowability from WPN 11-6 or alternative guidance in the space provided. Alternatives must be explained and comply with DOE guidance. Note: Where an Action/Allowability or Testing is "required" or "not allowed" through WPN 11-6, the grantee must concur or choose to defer all units where the specific issue is encountered. Allowable items under WPN 11-6 leave room for determining if the issue or testing will be addressed and in what circumstances.</p>	
<p>Concur with WPN11-6 <input type="checkbox"/></p> <p>Alternative Guidance <input checked="" type="checkbox"/></p>	<p>Iowa Weatherization does not work on solid fuel heating systems. If the solid fuel system is the primary heating source, weatherization will work on the secondary system if it does not have a common chimney.</p>
<p>Funding: State that DOE funds are being used or indicate that alternate funding sources will be used to address this particular health and safety category.</p>	
<p>Iowa Weatherization does not work on solid fuel heating system</p>	
<p>Beyond Scope of DOE WAP: Describe how the issue will be treated if beyond the scope of DOE WAP.</p>	
<p>Standards for Remedy: Describe the standards for remedy of the health and safety category, including testing protocols. Also include when partial weatherization would be appropriate. Note: Some health and safety categories, like combustion gases, require testing.</p>	
<p>Chimneys and flues on solid fuel heating systems are inspected to ensure they are in good condition and are free of obstructions.</p>	
<p>Standards for Deferral: Describe when deferral should take place for the specific health and safety category.</p>	
<p>Standards for Referral: Describe when referral should take place for the specific health and safety category. If possible, include associated referral agencies.</p>	
<p>Training Provision: Discuss how training will be provided for the specific health and safety category. Note: Some health and safety categories, like OSHA, require training.</p>	
<p>Client Education: Discuss what specific steps will be taken to educate the client, if any, on the specific health and safety category if this is not explained elsewhere in the State Plan. Note: Some health and safety categories, like mold and moisture, require client education.</p>	
<p>Disposal Procedures: Provide disposal procedures or indicate where these procedures can be found in the Plan or Field Standards.</p>	

Space Heaters, Stand Alone Electric	
<p>Concurrence or Alteration: Check if you concur with existing guidance from WPN 11-6 or if you are using an alternative action/allowability. Include the guidance action/allowability from WPN 11-6 or alternative guidance in the space provided. Alternatives must be explained and comply with DOE guidance. Note: Where an Action/Allowability or Testing is "required" or "not allowed" through WPN 11-6, the grantee must concur or choose to defer all units where the specific issue is encountered. Allowable items under WPN 11-6 leave room for determining if the issue or testing will be addressed and in what circumstances.</p>	
<p>Concur with WPN11-6 <input checked="" type="checkbox"/></p> <p>Alternative Guidance <input type="checkbox"/></p>	
<p>Funding: State that DOE funds are being used or indicate that alternate funding sources will be used to address this particular health and safety category.</p>	
<p>Program funds will not be used to install, repair or replace portable electric space heaters</p>	
<p>Beyond Scope of DOE WAP: Describe how the issue will be treated if beyond the scope of DOE WAP.</p>	
<p>Standards for Remedy: Describe the standards for remedy of the health and safety category, including testing protocols. Also include when partial weatherization would be appropriate. Note: Some health and safety categories, like combustion gases, require testing.</p>	
<p>If allowed by the client, electric space heaters will be removed.</p>	
<p>Standards for Deferral: Describe when deferral should take place for the specific health and safety category.</p>	
<p>N/A</p>	
<p>Standards for Referral: Describe when referral should take place for the specific health and safety category. If possible, include associated referral agencies.</p>	
<p>N/A</p>	
<p>Training Provision: Discuss how training will be provided for the specific health and safety category. Note: Some health and safety categories, like OSHA, require training.</p>	
<p>N/A</p>	
<p>Client Education: Discuss what specific steps will be taken to educate the client, if any, on the specific health and safety category if this is not</p>	

explained elsewhere in the State Plan. Note: Some health and safety categories, like mold and moisture, require client education.
Clients will be informed of the dangers of using electric space heaters
Disposal Procedures: Provide disposal procedures or indicate where these procedures can be found in the Plan or Field Standards.
N/A

Space Heaters, Unvented Combustion

Concurrence or Alteration: Check if you concur with existing guidance from WPN 11-6 or if you are using an alternative action/allowability. Include the guidance action/allowability from WPN 11-6 or alternative guidance in the space provided. Alternatives must be explained and comply with DOE guidance. Note: Where an Action/Allowability or Testing is "required" or "not allowed" through WPN 11-6, the grantee must concur or choose to defer all units where the specific issue is encountered. Allowable items under WPN 11-6 leave room for determining if the issue or testing will be addressed and in what circumstances.	
Concur with WPN 11-6 <input type="checkbox"/>	<p>All primary heat source unvented fuel-fired heating units which cannot be vented must be removed or replaced with properly vented units. No weatherization work can be completed until the problem is corrected.</p> <p>If the unvented space heater is a secondary heat source it may be left in place if it meets ANSI Z21.11.2 requirements.</p> <p>When a new, vented, space heater is installed, the sub-grantee must insure an operable smoke alarm exists.</p>
Alternative Guidance <input checked="" type="checkbox"/>	
Funding: State that DOE funds are being used or indicate that alternate funding sources will be used to address this particular health and safety category.	
DOE and/or other funds will be used to address this issue	
Beyond Scope of DOE WAP: Describe how the issue will be treated if beyond the scope of DOE WAP.	
N/A	
Standards for Remedy: Describe the standards for remedy of the health and safety category, including testing protocols. Also include when partial weatherization would be appropriate. Note: Some health and safety categories, like combustion gases, require testing.	
Unvented space heaters will be removed with client approval.	
Standards for Deferral: Describe when deferral should take place for the specific health and safety category.	
If a client refuses to allow removal of primary heat source unvented space heater, all work on the house will be deferred.	
Standards for Referral: Describe when referral should take place for the specific health and safety category. If possible, include associated referral agencies.	
N/A	
Training Provision: Discuss how training will be provided for the specific health and safety category. Note: Some health and safety categories, like OSHA, require training.	
N/A	
Client Education: Discuss what specific steps will be taken to educate the client, if any, on the specific health and safety category if this is not explained elsewhere in the State Plan. Note: Some health and safety categories, like mold and moisture, require client education.	
Clients will be informed of the dangers of using unvented space heaters	
Disposal Procedures: Provide disposal procedures or indicate where these procedures can be found in the Plan or Field Standards.	
N/A	

Space Heaters, Vented Combustion

Concurrence or Alteration: Check if you concur with existing guidance from WPN 11-6 or if you are using an alternative action/allowability. Include the guidance action/allowability from WPN 11-6 or alternative guidance in the space provided. Alternatives must be explained and comply with DOE guidance. Note: Where an Action/Allowability or Testing is "required" or "not allowed" through WPN 11-6, the grantee must concur or choose to defer all units where the specific issue is encountered. Allowable items under WPN 11-6 leave room for determining if the issue or testing will be addressed and in what circumstances.	
Concur with WPN 11-6 <input checked="" type="checkbox"/>	
Alternative Guidance <input type="checkbox"/>	
Funding: State that DOE funds are being used or indicate that alternate funding sources will be used to address this particular health and safety category.	
DOE and/or other funds will be used to address this issue	
Beyond Scope of DOE WAP: Describe how the issue will be treated if beyond the scope of DOE WAP.	
N/A	
Standards for Remedy: Describe the standards for remedy of the health and safety category, including testing protocols. Also include when partial weatherization would be appropriate. Note: Some health and safety categories, like combustion gases, require testing.	
Vented space heaters will be treated as a furnace.	
Standards for Deferral: Describe when deferral should take place for the specific health and safety category.	
N/A	
Standards for Referral: Describe when referral should take place for the specific health and safety category. If possible, include associated referral agencies.	
N/A	
Training Provision: Discuss how training will be provided for the specific health and safety category. Note: Some health and safety	

categories, like OSHA, require training.
N/A
Client Education: Discuss what specific steps will be taken to educate the client, if any, on the specific health and safety category if this is not explained elsewhere in the State Plan. Note: Some health and safety categories, like mold and moisture, require client education.
N/A
Disposal Procedures: Provide disposal procedures or indicate where these procedures can be found in the Plan or Field Standards.
N/A

Spray Polyurethane Foam (SPF)

Concurrence or Alteration: Check if you concur with existing guidance from WPN 11-6 or if you are using an alternative action/allowability. Include the guidance action/allowability from WPN 11-6 or alternative guidance in the space provided. Alternatives must be explained and comply with DOE guidance. Note: Where an Action/Allowability or Testing is "required" or "not allowed" through WPN 11-6, the grantee must concur or choose to defer all units where the specific issue is encountered. Allowable items under WPN 11-6 leave room for determining if the issue or testing will be addressed and in what circumstances.	
Concur with WPN11-6 <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>
Funding: State that DOE funds are being used or indicate that alternate funding sources will be used to address this particular health and safety category.	
DOE and/or other funds will be used to address this issue	
Beyond Scope of DOE WAP: Describe how the issue will be treated if beyond the scope of DOE WAP.	
N/A	
Standards for Remedy: Describe the standards for remedy of the health and safety category, including testing protocols. Also include when partial weatherization would be appropriate. Note: Some health and safety categories, like combustion gases, require testing.	
Only use if local codes permit	
Manufacturer's guidelines must be followed for recommended use and application, temperature tolerances, shut down procedures and storage.	
When cost effective according to the NEAT/MHEA Audit, the two-part closed-cell polyurethane foam may be installed at the auditor's discretion.	
If installed in a confined space, there should be a negative pressure in the area. Follow NIOSH Std as what is defined as a confined space. Recommend tenants, especially children, vacate the premises while being installed and for at least one hour after completion or manufacturer's recommendation.	
Installers must wear an NIOSH certified respirator as well as eye and skin protection as specified in the product MSDS. Clean up any overspray or excess of the two-part foam	
Standards for Deferral: Describe when deferral should take place for the specific health and safety category.	
N/A	
Standards for Referral: Describe when referral should take place for the specific health and safety category. If possible, include associated referral agencies.	
N/A	
Training Provision: Discuss how training will be provided for the specific health and safety category. Note: Some health and safety categories, like OSHA, require training.	
N/A	
Client Education: Discuss what specific steps will be taken to educate the client, if any, on the specific health and safety category if this is not explained elsewhere in the State Plan. Note: Some health and safety categories, like mold and moisture, require client education.	
Recommend tenants, especially children, vacate the premises while being installed and for at least one hour after completion or manufacturer's recommendation.	
Disposal Procedures: Provide disposal procedures or indicate where these procedures can be found in the Plan or Field Standards.	
N/A	

Ventilation

Concurrence or Alteration: Check if you concur with existing guidance from WPN 11-6 or if you are using an alternative action/allowability. Include the guidance action/allowability from WPN 11-6 or alternative guidance in the space provided. Alternatives must be explained and comply with DOE guidance. Note: Where an Action/Allowability or Testing is "required" or "not allowed" through WPN 11-6, the grantee must concur or choose to defer all units where the specific issue is encountered. Allowable items under WPN 11-6 leave room for determining if the issue or testing will be addressed and in what circumstances.	
Concur with WPN11-6 <input type="checkbox"/>	Alternative Guidance <input checked="" type="checkbox"/>
Funding: State that DOE funds are being used or indicate that alternate funding sources will be used to address this particular health and safety category.	
DOE and/or other funds will be used to address this issue	
Beyond Scope of DOE WAP: Describe how the issue will be treated if beyond the scope of DOE WAP.	

Standards for Remedy: Describe the standards for remedy of the health and safety category, including testing protocols. Also include when partial weatherization would be appropriate. **Note:** Some health and safety categories, like combustion gases, require testing.

The most recently adopted ASHRAE 62.2 testing and required work is completed on every home

The MVL is expressed as a CFM50 value; making it easy to determine whether the dwelling achieves a minimum ventilation level for infiltration work.

The purpose of DTL is to establish a CFM50 minimum, below which the back drafting of conventionally vented combustion appliances is likely to occur.

The purpose of ASHRAE 62.2 is for pollutant source control and defines acceptable ventilation levels.

Ventilation Systems for Acceptable Indoor Air Quality

Existing operable fans that will remain in place and serve as part of the ventilation system shall be measured for CFM airflow. This airflow shall be recorded on the appropriate form.

Bathroom Ventilation

1. Should have on-demand fans that exhaust at least 50 CFM and are controlled by an on/off switch or a time-delay-shutoff switch; or
2. Should have continuously operating 20 CFM fan.
3. A continuously operating bathroom fan or a programmed intermittently operating fan may serve as the whole-building ventilation.
4. If a bathroom does not have this amount of ventilation stated above, Appendix A of most current adopted ASHRAE 62.2 must be used for sizing whole-building ventilation.
5. Installed fans must have a back-draft damper at the fan and at the duct termination.
6. The duct termination must be outdoors.
7. Fan flows of existing bathroom fans that are to be left in place must be measured or the flow rate shall be determined by the fan label according to most current adopted ASHRAE 62.2 requirements (see most recent adopted ASHRAE 62.2, Section A4.2).
8. Dehumidistats may not be used in bathrooms.

Kitchen Ventilation

1. On-demand exhaust fan:
 - a. Should have on-demand fans that exhaust at least 100 CFM and are controlled by an on/off switch.
 - b. The fan may be located anywhere in the kitchen, but a range hood or a fan location near the range is preferred. Fans not rated for kitchen use must be installed according to manufacturer's specifications.
2. Continuously-operating exhaust fan:
 - a. Should have continuously operating fan that exhausts at least 5 ACH based on kitchen volume. A continuously operating kitchen fan or a programmed intermittently operating fan may serve as the whole-building ventilation.
A continuously operating kitchen fan or a programmed intermittently operating fan may serve as the whole-building ventilation.
3. If a kitchen does not have the amount of ventilation stated, Appendix A of ASHRAE 62.2 must be used for sizing whole-building ventilation.
4. Kitchen fans to be installed must be rated for use in the kitchen.
5. Installed fans must have a back-draft damper at the fan and at the duct termination.
6. The duct termination must be outdoors.
7. Fan flows of existing kitchen fans that are to be left in place must be measured or the flow rate shall be determined by the fan label according to ASHRAE 62.2 requirements (see ASHRAE 62.2, Section A4.2).
8. Outdoor make-up air should be provided for kitchen fans exhausting more than 200 CFM.

FOOTNOTE: ASHRAE 62.2-2013 Section A4.2 Airflow Rating

If airflow ratings do not exist or the duct sizing requirements of Section 5.4 cannot be verified, the airflow rate shall be measured and the alternative procedure of Section 5.4 using the airflow rating at 0.25 in. w.c. (62.5 Pa) may not be used. If airflow ratings for the existing equipment are available at 0.1 in. w.c. (25 Pa) but not at 0.25 in. w.c. (62.5 Pa), those values may be used, provided they are reduced by 25%.

Garage Ventilation

1. Garage exhaust fans may be installed in certain cases with state approval.
2. Ventilation for garage will be exhaust only and provide a minimum installed capacity of 100 CFM of ventilation per vehicle bay and will vent directly outdoors.
3. Garage exhaust fan will be wired for continuous operation or installed with automatic controls that activate the fan whenever the garage is occupied and for at least 15 minutes after the garage has been vacated.
4. If a ducted fan (not through-the-wall) is used, measure and verify the minimum air flow and adjust as necessary.
5. Air leakage between the house and garages will be prevented by sealing and weather stripping.
6. Pressure effects caused by fans will be assessed and corrected when found outside of combustion safety standards.
7. Exhaust fans and other exhausting systems shall be provided with makeup air or other pressure relief.

Whole-Building Ventilation

Whole-building ventilation operating continuously shall be determined by the most current adopted ASHRAE 62.2. REDCalc or similar program must be used to determine whole house ventilation needed with a copy of the ventilation requirements and program inputs in the house file.

- This ventilation may operate intermittently, but
 - The CFM airflow must be increased accordingly while the fan is operating. For example, a flow rate of 25 CFM for continuous operation would be increased to 50 CFM for 30 minutes-on/30-minutes-off operation.
 - The fan must operate at least once every 3 hours.

- o The fan must be controlled automatically.
 - o The fan control must be appropriately labeled.
 - If the bathroom and/or kitchen fans do not satisfy the requirement of 50 CFM and 100 CFM airflow rates, respectively, the most current adopted ASHRAE 62.2 (Alternative Compliance Supplement) must be used when sizing the minimum whole-building airflow rate.
 - The whole-building ventilation may be a single exhaust fan; multiple exhaust fans controlled appropriately; a balanced system, such as an energy recovery ventilator; or part of the furnace air-handling system.
 - o Local bathroom and/or kitchen exhaust fans are permitted to be part of the whole-building ventilation system.
 - o The system must be designed to operate during all occupied hours.
 - o A readily available override control must be provided to the occupant.
 - o The infiltration credit shall be calculated as part of the inputs in REDCalc or similar program.
- One example of how to utilize the furnace air handling system follows:
 ASHRAE 62.2 2013 Section 4.2 allows for outdoor air connected to the return ducts side of the mechanical heating or cooling system for makeup air as long as the manufacturers' air temperature requirements are met (temp. rise).
- o Air flow measurements may be done by measuring static pressure of the return duct in the location where the outside air duct connection will be installed.
 - o Air flow then can be estimated using the Table 3 in Section 2022.2 of the Iowa Weatherization Standards and Field Guide using air flow hood, or other airflow measuring device.
 - o The supply duct to the return must be a minimum of six feet away from the heat exchanger in the heating system.
 - o The operating control for the system shall be the heating and air conditioning thermostat. The thermostat must have a smart fan control timer that will turn the blower fan on the heating and cooling system when there is no call for heating or cooling. The Energy Auditor must determine if the client is capable of programming the thermostat.
 - o This method may be useful for homes that don't require a lot of continuous ventilation. Caution should be taken with homes that have high moisture content with high positive pressures.

Whole-Building Ventilation, Discretionary Threshold

1. If the whole-building minimum ventilation requirement is 15 CFM or less, the auditor may decide to install a whole-building ventilation system or not. The reasons for not installing a ventilation system when the minimum CFM requirement is between 1 and 15 shall be documented in the client file. This decision shall be based on:
 - a. The moisture assessment of the dwelling,
 - b. The indoor air quality assessment of the dwelling,
 - c. The health of the occupants, and
 - d. Other factors deemed significant by the auditor.
2. If the whole building minimum ventilation requirement is greater than 15 CFM, a system supplying the minimum ventilation airflow must be installed.

Fan Sound Ratings

Fan sound ratings shall be equal to or less than the ratings in Table 4-1.

Standards for Deferral: Describe when deferral should take place for the specific health and safety category.
Standards for Referral: Describe when referral should take place for the specific health and safety category. If possible, include associated referral agencies.
Training Provision: Discuss how training will be provided for the specific health and safety category. Note: Some health and safety categories, like OSHA, require training.
Client Education: Discuss what specific steps will be taken to educate the client, if any, on the specific health and safety category if this is not explained elsewhere in the State Plan. Note: Some health and safety categories, like mold and moisture, require client education. Inform the client about the reason and the importance of using the kitchen exhaust fan while cooking and the importance of using the bathroom exhaust fan after showers or baths.
Disposal Procedures: Provide disposal procedures or indicate where these procedures can be found in the Plan or Field Standards.
N/A
ASHRAE 62.2 Compliance: Provide a narrative describing implementation of ASHRAE 62.2, which will be required during the 2012 program year. Grantees must provide justification if making changes to ASHRAE 62.2 specific to their housing stock and local considerations.

Window and Door Replacement, Window Guards

Concurrence or Alteration: Check if you concur with existing guidance from WPN 11-6 or if you are using an alternative action/allowability. Include the guidance action/allowability from WPN 11-6 or alternative guidance in the space provided. Alternatives must be explained and comply with DOE guidance. Note: Where an Action/Allowability or Testing is "required" or "not allowed" through WPN 11-6, the grantee must concur or choose to defer all units where the specific issue is encountered. Allowable items under WPN 11-6 leave room for determining if the issue or testing will be addressed and in what circumstances.	
Concur with WPN 11-6 Alternative Guidance X	All window and door replacements are considered as repair costs.
Funding: State that DOE funds are being used or indicate that alternate funding sources will be used to address this particular health and safety category.	

Beyond Scope of DOE WAP: Describe how the issue will be treated if beyond the scope of DOE WAP.
Standards for Remedy: Describe the standards for remedy of the health and safety category, including testing protocols. Also include when partial weatherization would be appropriate. Note: Some health and safety categories, like combustion gases, require testing.
Standards for Deferral: Describe when deferral should take place for the specific health and safety category.
Standards for Referral: Describe when referral should take place for the specific health and safety category. If possible, include associated referral agencies.
Training Provision: Discuss how training will be provided for the specific health and safety category. Note: Some health and safety categories, like OSHA, require training.
Client Education: Discuss what specific steps will be taken to educate the client, if any, on the specific health and safety category if this is not explained elsewhere in the State Plan. Note: Some health and safety categories, like mold and moisture, require client education.
Disposal Procedures: Provide disposal procedures or indicate where these procedures can be found in the Plan or Field Standards.

Other (copy and paste as needed)

Health and Safety Issue: Describe the health and safety category below. Methods for addressing additional energy related health and safety issues must be consistent with DOE guidance.
<p>Animals</p> <p>If there is an animal in the house or on the house grounds that is menacing, or if a worker is uncomfortable being around the animal, require the client to restrain the animal before proceeding with any work. If the client refuses to do this, defer work on the house. Document this on the Health and Safety Assessment Form.</p> <p>Any bite from an animal, particularly a wild animal, should always be considered a potential for rabies exposure. If a worker is bitten by an animal, the worker should immediately and thoroughly wash the bite wound and then seek medical care. If a worker is bitten by a bat, an attempt should be made to kill the bat without destroying the head. The bat should be placed in a cloth or plastic bag and then shipped under refrigeration to the nearest health laboratory for examination for rabies. Any animal bite should be reported to the appropriate local sub-grantee personnel.</p> <p>Room-to-room pressure balancing</p> <p>Room-to-room pressure testing measures the pressure difference between each room in the house and the main body of the house when the air handler is running. The test can indicate the degree to which:</p> <ul style="list-style-type: none"> • There is an imbalance of air distribution resulting from closed interior doors. The doors can act as dampers restricting the flow of air within the dwelling. • There is an imbalance of air distribution resulting from airflow differences between the supply side and return side of the ductwork. <p>When Required</p> <p>Room-to-room pressure testing must be done when a dwelling has a dominate return. The test is also required for mobile homes.</p> <p>By providing the room-to-room pressure balance, the return air to the furnace is unrestricted from inside the heated portion of the dwelling. Air is lazy so when the air from the rooms can't get back to the returns, it will draw air from where ever it can and in most of our homes that would be from the basement environment with all of its contaminants (radon could be one of those). It also makes the furnace run harder because it can't pull the air from where it is being supplied at through the supplies and could lead to a static pressure problem.</p> <p>Pressure relief must be obtained by trimming the door by a maximum of 1½" or installing a transfer grill between rooms, when rooms are pressurized or depressurized by more than 3 Pascal (except for the bathroom).</p>
Funding: State that DOE funds are being used or indicate that alternate funding sources will be used to address this particular health and safety category.
Beyond Scope of DOE WAP: Describe how the issue will be treated if beyond the scope of DOE WAP.
Standards for Remedy: Describe the standards for remedy of the health and safety category, including testing protocols. Also include when partial weatherization would be appropriate. Note: Some health and safety categories, like combustion gases, require testing.
Standards for Deferral: Describe when deferral should take place for the specific health and safety category. See deferral policy
Standards for Referral: Describe when referral should take place for the specific health and safety category. If possible, include associated referral agencies.
Training Provision: Discuss how training will be provided for the specific health and safety category. Note: Some health and safety categories, like OSHA, require training.

Client Education: Discuss what specific steps will be taken to educate the client, if any, on the specific health and safety category if this is not explained elsewhere in the State Plan. **Note:** Some health and safety categories, like mold and moisture, require client education.

Disposal Procedures: Provide disposal procedures or indicate where these procedures can be found in the Plan or Field Standards.