United States Department of Energy
Weatherization Assistance Program

Weatherization Works

2021

New Jersey State Plan and Application

U.S. Department of Energy (USDOE)
Weatherization Assistance Program (WAP)
New Jersey State Plan
Master File

INTRODUCTION

The New Jersey Department of Community Affairs (DCA) in accordance with the Title 10, Code of Federal Regulations, and Section 440 of the Rules and Regulations of the Weatherization Assistance Program for Low-Income Persons has established a Weatherization Assistance Program within the Division of Housing and Community Resources' (DHCR) Office of Low-Income Energy Conservation (OLIEC). The purpose of the program is to reduce fuel consumption, and related energy costs in low-income households, with an emphasis high-energy user, households with a high energy burden, and elderly or disabled households. The program's intent is to reduce both the national energy consumption and the impact of higher fuel costs on low-income families. Funds are provided to facilitate several energy conservation measures, including but not limited to, building shell, air-sealing, hot water conservation measures, attic, sidewall, and foundation insulation and electric baseload measures.

OLIEC, located within DHCR, oversees the administration of the Weatherization Assistance Program (WAP). In addition to the selection of Weatherization Agencies (Sub-grantees), OLIEC has established minimum program requirements and procedures for the implementation of the WAP at the local level.

OLIEC funds a network of non-profit organizations to provide weatherization services to their respective communities. Sub-grantees have a primary responsibility to identify potential applicants, certify eligibility, and provide weatherization services to eligible dwelling units within their geographic scope. Local programs must develop and maintain a substantial public information program and positive client relationships. Sub-grantees must follow program rules and regulations as outlined in the 2020 NJ State Plan, Weatherization Assistance Program Policy and Procedures Manual (Policy Manual), New Jersey Field Guide Standard Work Specifications (aligned edition), and the United States Department of Energy's (USDOE) Federal Code of Regulations 10 CFR 440, Weatherization Program Notices (WPN) and Weatherization Memorandums.

V.1. ELIGIBILITY

V.1.1 APPROACH TO DETERMINING CLIENT ELIGIBILITY

Definition of income used to determine eligibility:

Prior to the weatherization of any unit, documentation shall be obtained, using the state weatherization application certifying that the household meets eligibility criteria as per 10 CFR § 440.22 and the New Jersey Weatherization Policy and Procedures Manual, Chapter 1, Eligibility and Documentation. Chapter 1 can be found at https://www.nj.gov/dca/divisions/dhcr/offices/wap.html.

Eligibility guidelines are based on the Federal Poverty Guidelines. Per the U.S. Department of

Energy (DOE) regulations, the State of New Jersey computes income eligibility at gross annual household income equal to or less than 200% of Federal Poverty Guidelines; or

The household includes a member who has received cash assistance payments under Title IV or Title XVI of the Social Security Act; Food Stamps under the Food Stamp Act of 1977; or adoption subsidy under Title IV federal or state cash assistance payments or applicable state or local law at any time during the twelve-month period preceding the determination of eligibility for weatherization assistance.

Household Eligibility Basis:
All applicants shall be required to complete an application for weatherization assistance including clients that come to the Sub-grantee from the Home Energy Assistance Program (HEA) as the result of a direct feed to HEA from the Food Stamps or the Pharmaceutical Assistance to the Aged and Disabled (PAAD) programs. This application may be the same application used for the household to apply for HEA benefits, provided that the application is complete and current. The only exception to this requirement applies to recipients who rent units in multi-family buildings that use the U.S. Department of Housing and Urban Development (HUD) income qualification process to determine eligibility for subsidized housing. If a multi-unit building is identified and approved by HUD for weatherization as provided in WPNs 16-5 and 17-4, Sub-grantees will not be required to certify income eligibility for the tenants. Sub-grantees are not required to complete landlord-tenant agreements for each tenant. Sub-grantees are still responsible for the collection of all required income and demographic data for such units. Chapter 2, Eligible and Non-Eligible Structures, of the Policy Manual, provides information concerning the HUD income qualification process. Chapter 2 can be found at http://www.nj.gov/dca/divisions/dhcr/offices/wap.html.

Definition of Household:
A household is defined as all persons living together in a dwelling unit (10 C.F.R. § 440.3). The proof necessary to include a person as a member of the household is described in more detail in Chapter 1, Eligibility and Documentation, Section 3, Required Documentation at http://www.nj.gov/dca/divisions/dhcr/offices/wap.html.

Households that have been certified eligible for weatherization and are placed on the sub-grantee waiting list remain eligible for a period of one year from the certification date. The certification date shall be the actual date the household was deemed eligible. If a client is on the waiting list for one year or more, the Sub-grantee must request updated income documentation as outlined in Section 3, Chapter 1 of the NJ WAP Policy and Procedures Manual.

All applicants determined to be eligible for Weatherization Assistance will remain eligible for a period of one year from the date the agency certifies them as eligible. If an energy audit of the applicant's dwelling unit is performed by the Sub-grantee within one year from the date the applicant is certified, no additional documentation is required. If an application has not been acted upon during the past year, it must be reviewed, dated, and re-signed certifying that all information provided is still current.

Process for ensuring qualified alien is eligible for weatherization benefits:
No person except a citizen or a specially qualified non-citizen shall be eligible for the federal Food Stamp program, Family Assistance, Safety Net Assistance, or services funded under Title XX of the federal Social Security Act, except as follows:

1. A qualified non-citizen, who is not a specially qualified non-citizen, who was a lawful resident of the United States before 8/22/96, or who was a lawful resident of the United States on or after 8/22/96, for five or more years, is, if otherwise eligible, eligible for Family Assistance, Safety Net Assistance, and services pursuant to Title XX of the federal Social Security Act, but shall be ineligible for the federal Food Stamp program.
2. A qualified non-citizen, who is not a specially qualified non-citizen, who entered the United States on or after 8/22/96 but who was a legal resident of the United States for less than five years shall, if otherwise eligible, be eligible for Safety Net Assistance, but shall be ineligible for Family Assistance or Food Stamps.
3. A non-citizen whose status is not within the meaning of the term qualified non-citizen, but who is otherwise permanently residing in the United States under color of law (PRUCOL); as such term was used on August 21, 1996, by the federal Administration for Children and Families is, if otherwise eligible, eligible for Safety Net Assistance.
4. A person paroled into the United States under Section 212(d) (5) of the Immigration and Nationality Act for a period of less than one year is, if otherwise eligible, eligible for Safety Net Assistance.
5. Nothing shall preclude the receipt by a non-citizen of community-based non- cash assistance in accordance with the directions of the U.S. Attorney General.
6. Any non-citizen, including a non-citizen who is not qualified, is eligible for adult protective services and services and assistance relating to child protection to the extent that such person is otherwise eligible pursuant to this Section and the Regulations of the department.
7. A non-citizen is eligible for additional state payments for aged, blind, and disabled persons under social services law only to the extent that such person is not ineligible for federal SSI benefits due to citizenship status.

In most cases, non-citizens are eligible for Weatherization Assistance. Qualified non-citizens defined in Section 431 of the Federal Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996, P.L. 104-193, if otherwise eligible, may receive Weatherization Assistance (see N.J.A.C. 10:90-2.10 and 10.3).

1. Qualified non-citizens are defined as legal immigrants that include but may not be limited to legal permanent residents, refugees, individuals paroled into the United States for a period of at least one year, individuals whose deportation has been withheld, individuals granted conditional entry, and certain individuals who are victims of domestic abuse.

2. In cases where a non-qualified (undocumented) citizen resides within an applicant household, the non-qualified (undocumented) citizen must be excluded from the HEA household size. If the non-qualified (undocumented) citizen has monthly income more than $300.00, the amount more than $300.00 shall be counted as income to the household and must be added to all other household income in determining the household's gross monthly income.

V.1.2 APPROACH TO DETERMINING BUILDING ELIGIBILITY

Procedures to determine that units weatherized have eligibility documentation:

Chapter 2, Eligible and Non-Eligible Structures, of the Policy Manual (https://www.nj.gov/dca/divisions/dhcr/offices/docs/wap/Wap_Chapter_2.pdf), defines the

eligible and non-eligible structures for Weatherization Assistance in accordance with 10 C.F.R. § 440.22. An adjusted application date is established for a dwelling unit based on the presence of priority individuals residing in the unit. As stated in Chapter 1, Eligibility and Documentation, Section 4, prioritization of multi-family buildings for which the sub-grantee receives leveraged funds before other multi-family dwellings, group homes or shelters is allowed.

In addition, as stated in this Chapter, sub-grantees are required to obtain and execute New Jersey's current Landlord/Tenant Weatherization Agreement Form Multi-Family Only (5 units or more) which ensure that the rights of tenants, as well as the weatherization investment in rental buildings, are protected and that the benefits of weatherization accrue to the low-income persons the program intends to serve. Signed copies of this document are provided to both the Tenant and the Landlord. The document is enforceable by the tenant(s). A copy of the document must be maintained in the building folder. The agreement also states that owners will agree that rents shall not be raised because of the weatherization measures installed. Sub-grantees must carry out the weatherization without undue or excessive enhancement of the aforesaid property and with benefit to the Tenant.

Re-weatherization Compliance:
In accordance with 10 CFR 440.18€(2)(iii), re-weatherization is the provision of service to a dwelling unit that has been previously served. Re-weatherization is permitted in those units which were originally weatherized 15 years ago. Re-weatherization of units served less than 15 years ago from its original weatherization date may be allowed if the building has been damaged by flood, fire, storm, etc., and approval has been provided by OLIEC. In accordance with Chapter 7, WAP's Agency Grant Management and Program Operations, Section 3.11, sub-grantees are required to maintain a list or database of homes weatherized for cross-referencing with new applications. Sub-grantees must maintain, at a minimum, records of homes weatherized back to 15 years from original weatherization date. The Hancock Energy Software for the Weatherization Assistance Program (HESWAP) provides for a centralized database of homes weatherized in New Jersey. DCA's re-weatherization policies and its weatherization grant agreement explicitly state that the weatherization services may be provided to dwellings that were weatherized 15 years ago.

Eligible Structures for Weatherization:
Single-family dwelling unit means a house or stationary mobile home whose occupants live together as a family or household and share all the facilities of the dwelling unit in common, particularly common access to their dwelling unit and a common kitchen.

Multi-Family building is defined as a building with five or more rental units. If a multi-unit building is identified as a HUD assisted building property owners and or managers interested in Weatherization Assistance must submit two documents to HUD that meet and confirm compliance with the DOE's income eligibility requirements. The two forms are:

1) Property Self-Certification Form; and
2) Multifamily Occupancy Report from current property records.

Both forms can be found in the Appendix, Chapter 2 Section. Upon completion of the Property Certification and the Multifamily Occupancy Report, the property owner (or property manager) will submit both files to HUD at energyaction@hud.gov and to DOE at Derek.Schroeder@ee.doe.gov.

This certification process does not apply to the U.S. Department of Agriculture (USDA) and Low-Income Housing Tax Credit Properties (LIHTC). Sub-grantees must follow standard procedures for verifying individual resident incomes for these properties.

A shelter/transitional home is defined as a dwelling unit or units whose principal purpose is to temporarily provide housing for individuals who may or may not be related to one another and who are not living in nursing homes, prisons, or similar institutional care facilities such as transitional homes for parolees if the facility is zoned as residential as demonstrated by a residential registration form issued by the respective municipality. It provides short-term supportive services housing to facilitate movement to independent living. If more than one family is receiving services in the same unit, then a Shelter License must be obtained from the New Jersey Department of Community Affairs.

Non-stationary campers and trailers are not eligible for weatherization due to a lack of mailing address associated with the applicant. Post Office boxes do not meet the requirement of a valid address.

Prior to weatherization, Sub-grantees are required to comply with Section 106 of the National Historic Preservation Act (NHPA) which can be found at https://www.achp.gov/protecting-historic-properties Section 106 of the National Historic Preservation Act of 1966 (NHPA) requires Federal, state and local agencies to consider the effects of their undertakings on historic properties. Section 106 applies to historic properties or sites that are listed on or eligible for listing on the National Register of Historic Places.

Sub-grantee must verified if the property is historic through the Statewide Historic Preservation website at https://www.state.nj.us/dep/hpo/1identify/nrsr_lists.htm and with the local Historic Preservation Office.

If property is historic, then Sub-grantee must confirm if all work proposed is found in the exemptions list in Appendix A of the NJ Historic Preservation Programmatic Agreement that can be found at https://www.nj.gov/dca/divisions/dhcr/offices/wap_resources.html.

Rental Units/Multifamily Buildings for Weatherization:
Rental Units and Multi-Family Buildings
Prior to weatherizing an entire building of multi-family housing (including common area), a specific eligibility test will be applied:

1. Not less than 66% of the **occupied** dwelling units must be eligible dwelling units in a complex of five or more units.
2. 50% eligibility must be met for duplexes and four-unit buildings.
3. In buildings of five or more units where less than the required percentage of units are eligible, only the eligible units may be weatherized with USDOE grant funds.
4. A building containing rental dwelling units if it is included on the most recent list posted by the USDOE of Assisted Housing and Public Housing buildings identified by HUD. Sub-grantees are not required to complete landlord-tenant agreements for each tenant. Sub-grantees are responsible for the collection of all required income and demographic data for such units and must also have signed permission by landlord/ homeowner to weatherize for

each dwelling unit.

5. Unoccupied units within multi-family buildings may be weatherized only if they will become eligible dwelling units within 180 days under a Federal, State, or Local government program for rehabilitating the building or making similar improvements to the building.
6. A single unit within a multi-family unit building is not categorically excluded. The unit requires prior approval from USDOE.

Sub-grantees are required to obtain and execute New Jersey's current Landlord - Tenant Agreement form that ensures that the rights of tenants and the weatherization investment in rental buildings are protected and that the benefits of weatherization accrue to the low-income persons

the program intends to serve. Signed copies of this document are provided to both the Tenant and the Landlord. The document is enforceable by the tenant(s).

In accordance with 10 C.F.R. § 440.22 (d), NJ WAP may require leveraging of landlord contributions, when feasible, from the owners of such buildings. Landlord contributions shall not be reported as program income nor treated as appropriated funds. The funds contributed by the landlord shall be expended in accordance with the agreement between the landlord and the Sub-grantee.

This policy permits the prioritization of multi-family dwellings for which the Sub-grantee receives a landlord contribution and requires building owners to make code and safety improvements prior to receiving weatherization services.

Deferral Process:
In accordance to the Chapter 7, WAP Agency's Grant Management and Program Operations, Section 3.9, of the Policy Manual, Sub-grantees must postpone work when problems occur that cannot be remedied within the scope of allowable measures identified in this State Plan or other available grantee and sub-grantee funds. Building rehabilitation and hazard remediation work are beyond the scope of WAP.

Units must be deferred if necessary corrective work is beyond the scope of this State Plan.

Clients must be notified in writing within 7 business days of the site visit wherein a determination was made to defer the project. The notification form can be found at https://www.nj.gov/dca/divisions/dhcr/offices/docs/wap/wap_3_deferral_notification.pdf and shall include the reason(s) for deferral, any testing results, and appeal rights. Sub-grantees are expected to make reasonable efforts on behalf of their clients to find alternative assistance when USDOE funds are unable to address conditions that lead to deferral. When possible, the notice shall include a list of potential agencies with funding designed to address the specific issue which precludes a client from participating.

Additional considerations that may lead to deferral shall include other good cause which includes any condition which may endanger the health and/or safety of the occupant, work crew, or subcontractor as determined by the DCA at its sole discretion (i.e., illegal activity, pets, animal waste, and hoarding).

When a unit is deferred, Sub-grantee can submit the unit for review and consideration for possible

weatherization through the WAP and Comfort Partners Partnership. Chapter 9 in the NJWAP Policy Manual reflects the Memorandum of Understanding (MOU) and partnership workflow process with Comfort Partners. WAP sub-grantees will seek a possible joint audit with Comfort Partners. If the unit does not meet the eligibility criteria for the Partnership Program, then the house would be deferred. The joint venture is limited to single-family-owner occupied households with natural gas or electric heating (1-4 units).

V.1.3 DEFINITION OF CHILDREN

The programmatic definition of children is dwelling unit residents not more than six years of age. Chapter 1, Eligibility and Documentation, Section 4, Prioritization of Applicants, establishes a prioritization procedure that results in an "adjusted application date" based on the presence of prioritized individuals residing in a dwelling unit. It includes the prioritization of households that are also high-energy users.

V.1.4 APPROACH TO TRIBAL ORGANIZATIONS

In accordance with 10 C.F.R. § 440.16(f), low-income members of an Indian tribe will receive benefits equivalent to the assistance provided to other low-income persons within the state.

V.2 SELECTION OF AREAS TO BE SERVED

For the 2021 Program Year, NJ WAP will continue to serve the entire State divided into 13 service areas based on the population in poverty, utilizing the 2016 American Community Survey, U.S. Census data, and proximity of surrounding counties. Allocations to Sub-grantees will be a base award of $100,000 with the remaining award allocated based on the number of individuals in poverty within the service area. The map below reflects the 13 services areas. The Annual File of this State Plan identifies the sub-grantees, allocation amounts, and projected production goals.

Sub-grantees are selected based on the following considerations:

- Have the experience and the capacity to complete and undertake the program activities as reflected in the Weatherization Workflow Process chart, as stated in the New Jersey Weatherization Assistance Program Policy and Procedures Manual, Chapter 7, WAP Agency's Grant Management and Program Operations, Section 1.2.
- Demonstrate knowledge of the current New Jersey State Plan for the Weatherization Assistance Program.
- Obtain required training, as indicated in the current NJ WAP State Plan, within 30 to 60 days of award.
- Demonstrate the ability to accept payment on a reimbursable basis and in accordance with Chapter 7, WAP Agency's Grant Management and Program Operations.
- Demonstrate experience in performing energy efficiency retrofits or related experience. Indicate the vehicles available and technical equipment necessary to perform all aspects of the program. Vehicles must meet Health and Safety standards.
- Have qualified staff or entities responsible for performing energy audits and quality assurance audits.
- Be certified as an RRP firm with the U.S. Environmental Protection Agency at the time of application.
- Have on staff a Building Performance Institute (BPI)-certified Quality Control Inspector.
- Have a qualified technical field representative that can perform the job duties performed by both the estimator/evaluator and the heating system specialist.

Preference is given to any Community Action Agency or other public or non-profit entity that has or is currently administering an effective program under 10 C.F.R. § 440 ET. Seq. or under Title II of the Economic Opportunity Act of 1964.

Because of the need to maintain continuity of the WAP, it is not the intention of DCA to replace a Sub-grantee currently operating a program unless it can be shown that the current Sub-grantee cannot effectively operate the program or that an alternative Sub-grantee can provide superior program administration. Further, the selections of alternative delivery systems during the program year are as infrequent as possible so that disruptions in service delivery can be reduced to an absolute minimum. Using the selection criteria required by 10 C.F.R. § 440.15 ET. Seq. as part of a Request for Proposals (RFP) process, DCA chooses alternative delivery systems, if needed, during the program year. Removal of a program of a sub-grantee will not be done until a suitable organization can be found to administer the program, either temporary or on a permanent basis. This will ensure that the transfer of the program will not result in a gap in service to clients for any period of time.

If funding is removed or returned by a sub-grantee, DCA will exercise discretion in either distributing that funding to existing sub-grantees or new sub-grantee through an RFP or awarding funding to performing sub-grantees that have the capacity of handling additional funding as evidenced by their grant spending and meeting production benchmarks. Areas of funding can be expanded or reduced based on the upcoming 2020 Census.

DCA will on a quarterly basis conduct a production analysis to determine the effectiveness of sub grantees in meeting production goals. When necessary, DCA will reallocate funds to performing sub grantees.

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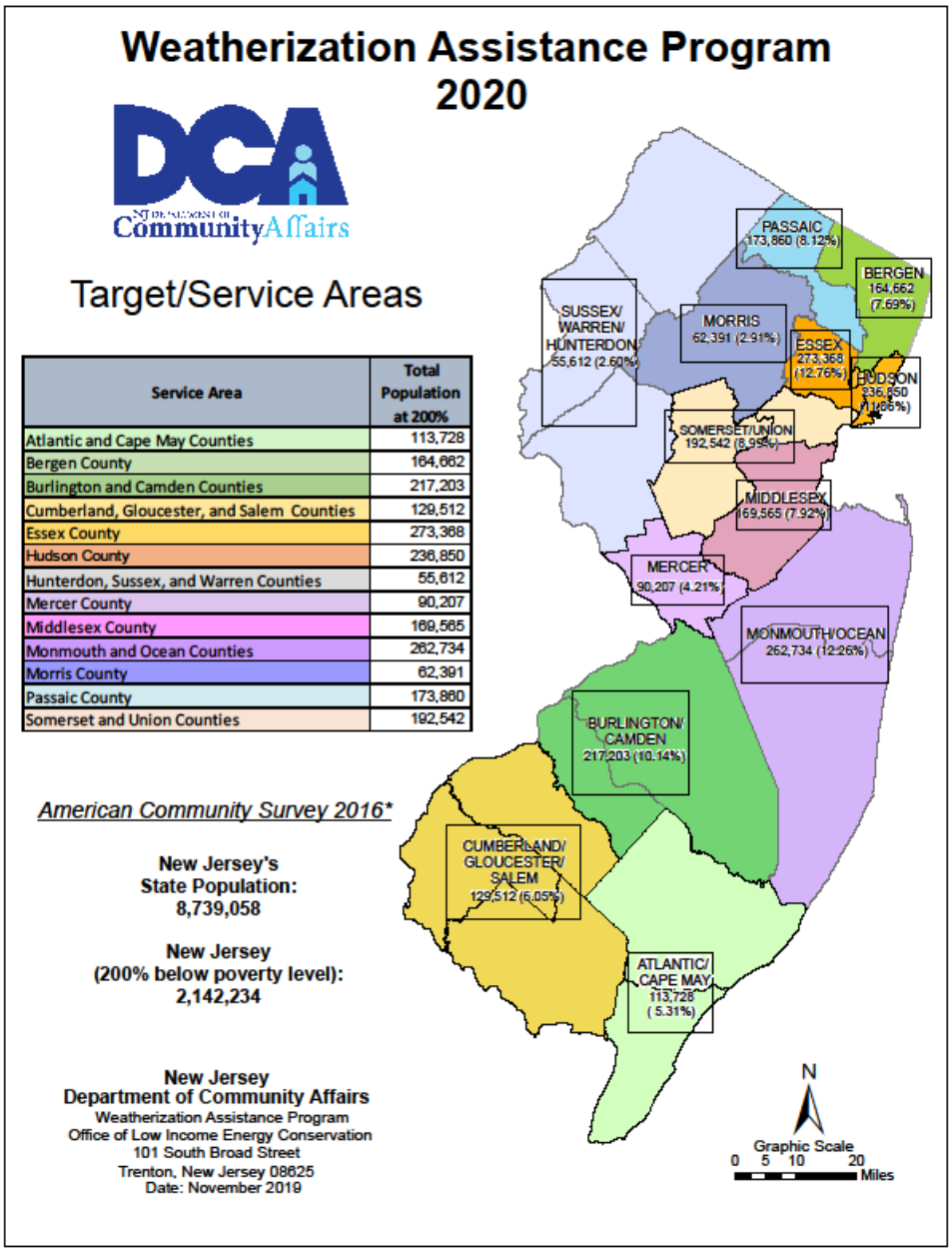

Service Area	Total Population at 200%
Atlantic and Cape May Counties	113,728
Bergen County	164,662
Burlington and Camden Counties	217,203
Cumberland, Gloucester, and Salem Counties	129,512
Essex County	273,368
Hudson County	236,850
Hunterdon, Sussex, and Warren Counties	55,612
Mercer County	90,207
Middlesex County	169,565
Monmouth and Ocean Counties	262,734
Morris County	62,391
Passaic County	173,860
Somerset and Union Counties	192,542

V.3 PRIORITIES FOR SERVICE DELIVERY

Prioritization protocol for weatherization service is established by Chapter 1, Eligibility and Documentation, Section 4, Prioritization of Applicants. Priority is established by the "adjusted application date," which is the date the application is certified as complete by the weatherization manager, as adjusted according to the policy. Adjustments to the application date are made based on the presence of priority clients within the household to be served and to ensure that households that have priority status and are high-energy users and/or high energy burden can receive weatherization on an accelerated basis.

Federal WAP regulations (10 C.F.R. § 440) require that priority be given to “identifying and providing weatherization assistance to elderly and handicapped low-income persons.”

Elderly Units
Data extrapolated from the 2016 American Community Survey of the U.S. Census figures indicate that 15.4% of the State's population is elderly (60 years and older). An assessment of the total number of eligible dwelling units in New Jersey yields 676,976. Thus, the estimated number of eligible dwelling units in which the elderly reside is 104,254 (676,976 x 15.4%).

Handicapped Units
NJ WAP reports for January 1, 2014, through December 31, 2018, reveal that 14.3% of the dwelling units weatherized were occupied by persons with disabilities. Thus, the estimated number of eligible dwelling units in which persons with disabilities reside is 96,808 (676,976 x 14.3%).

In addition, the 2016 American Community Survey of the U.S. Census indicates that 31.9% of the elderly population have at least one disability.

The ranking system, as stated in Chapter 1, of the NJ WAP Policy and Procedures Manual, is applied as follows:

1) Intake and income/categorical eligibility determinations proceed as usual.
2) Following the determination of program eligibility, the household is evaluated to determine its priority status. Priority ranking points are awarded based on the following:

   One point each for:
   - Presence of children ages 0-6 (up to 1)
   - Each elderly household member (up to 2); see definition provided in section 4.1 ("Definitions of Disabled and Elderly")
   - Each disabled household member (up to 2); see definition provided in section 4.1 ("Definitions of Disabled and Elderly")
   - High Energy Burden (up to 1)
   - High Residential Energy User (up to 1)

   Three points for one terminally disabled household member, five points for more than one terminally disabled household member.

   Note that one household member can qualify the household for points in more than one category.
3) An adjusted application date is calculated, based on the total household priority points.
4) For each point, six months are subtracted from the actual application date.
5) All eligible households are to be served on a first-come, first-served basis based on the adjusted application date.
6) Multi-family buildings are ranked on the waiting list based on the adjusted application date of the building's highest priority individual eligible dwelling unit.

NJ WAP has implemented a Landlord Contribution Policy, which allows Sub-grantees to weatherize multi-family buildings for which contributions have been received before multi-family dwellings owned by non-contributing owners. All eligible clients will be served in both cases; however, expediting service to dwellings that include landlord contribution funds will allow the Sub-grantee to weatherize additional units. New Jersey encourages landlord contribution for

regular or shell weatherization tactics of no less than 25% of the total cost. Mandatory landlord contribution of no less than 50% of the total cost towards all heating system upgrades is required.

V.4 CLIMATE CONDITIONS

Information obtained from the National Centers for Environmental Information, Center for Weather and Climate, classifies New Jersey into three regions, southern, northern and coastal. The data below reflects heating (HD) and cooling days (CD) from 1985 to 2015, a 30-year span. Total heating and cooling days range from 5,835 to 6,734. HD range from 4,862 to 5,869. CD range from 885 to 1,012. The Weatherization Assistance Tool only captures two locations Lakehurst, NJ (located in Ocean County, Coastal NJ) and Newark, NJ (located in Essex County, Northern NJ).

Climatic Region	Sub-grantee	Sub-grantee County	Average Heating Days (HD)	Average Cooling Days (CD)	Total HD and CD
Region 1 Northern	Greater Bergen	Bergen	5,869	895	6,764
	La Casa de Don Pedro	Essex			
	NORWESCAP	Hunterdon, Sussex, Warren			
	PACO	Hudson			
	PROCEED	Morris, Somerset, Union			
	Passaic County	Passaic			
Region 2 Southern	Ocean, Inc.	Monmouth, Ocean	4,969	1,012	5,981
	Native American Advancement Corp (NAAC)	Atlantic, Cape May			
	Camden OEO	Burlington, Camden			
	PRAB, Inc.	Mercer, Middlesex			
	Gateway CAP	Gloucester, Salem, Cumberland			
Region 3 Coastal	NAAC	Atlantic, Cape May	4,862	973	5,835
	OCEAN, Inc.	Monmouth, Ocean			

V.5 TYPE OF WEATHERIZATION WORK TO BE DONE

V.5.1 TECHNICAL GUIDES AND MATERIALS

New Jersey's Weatherization Field Guide Standard Work Specifications (SWS) Aligned edition

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prescribes correct installation practices in accordance with the NREL Standard Work Specifications and WPN 15-4. These standards are mandated for contractor/crew installations and form the basis for quality control inspections of completed work. In addition, Section C, Scope of Services, of the executed Grant Agreements with Sub-grantees clearly states the following:

"This project will be implemented in accordance with the U.S. Department of Energy's Standard Work Specifications" as defined in the New Jersey Weatherization Field Guide (2018 SWS aligned version) and the NJ WAP Policy and Procedures Manual."

Sub-grantees were provided the opportunity to request a printed version of the Field Guide. Field Guides were delivered by State Monitors to each Sub-grantee from November 23-December 7, 2018. Sub-grantees were required to sign a confirmation receipt form.

Sub-grantees are required to include the Field Guide with all bid packages. Executed grant agreements are evidence of acceptance of the terms and conditions for WAP funds.

The Field Guide can also be found at the Department of Community Affairs' webpage at http://www.state.nj.us/dca/divisions/dhcr/offices/wap.html. Sub-grantees can print the field guide and distribute it to contractors and crews. DCA is in the process of updating the Field Guide in accordance with the revised Standard Work Specifications. The current field guide will expire in August of 2021. The revised Field Guide will be available on or about September 2021.

All measures, building, and Heating improvements must be recommended by an approved energy audit and authorized by Appendix A of 10 C.F.R. § 440.

Building Envelope Measures
Typical building envelope measures in New Jersey address both conductive and convective heat losses. These measures include weather-stripping, caulking, infiltration reduction measures, insulation, health, and safety measures and other measures that are recommended by the approved energy audits and authorized by Appendix A of 10 C.F.R. § 440.

Heating System Improvement Measures
Heating system improvement measures include the repair, retrofit, and replacement of the full variety of heating systems and hot water heaters encountered. A furnace or boiler may be replaced if the energy audit report recommends this as a prioritized measure, and priority measure is financially reachable. Heating system improvement services are also available on an expedited basis to address emergency situations if the client can be prioritized based on the point system. These services may also be financed with Health and Safety funds if circumstances so warrant. All clients receive an evaluation of the heating system as a regular part of the WAP energy audit process and are eligible for both building envelope and heating system services. Chapter 6, Heating Systems, of the Policy Manual lists specific procedures for the handling of heating system retrofits, repairs, replacement, and testing. NJ WAP prefers to address Heating System replacements and repairs and hot water heaters through the Heating Improvement Program grant.

V.5.2 ENERGY AUDIT PROCEDURES

New Jersey will use site-specific audits to weatherize units as stated in Chapter 4, Energy Audits, of the Policy Manual. New Jersey is using the National Energy Audit Tool (NEAT) audit for single-family dwelling units, Energy Audit using the Queens Information Package (EA-QUIP) for

multi-family dwellings and Manufactured Home Energy Audit (MHEA) for mobile homes. Sub-grantee personnel will perform the energy audit.

Reviews of energy audits are conducted by State Monitors on a quarterly basis to ensure the quality of work and for identifying training needs. State Monitors will randomly select three to four audits for review and provide Sub-grantee with a summary of findings.

U.S. Department of Energy (USDOE) has provided unconditional approval of the NEAT and MHEA on February 21, 2017. The NEAT and MHEA are due to expire August 2021. NJWAP is in the process of submitting for renewal to the U.S. Department of Energy by end of August 2021. NJWAP will seek approval of NEAT and MHEA. NJ WAP will be conducting a testing/pilot phase to determine if HEAT is a cost-effective and efficient energy software. LIHEAP funds will be utilized during the pilot phase. NJWAP will be submitting for approval to use HEAT in the program by the end of 2021.

Approval request for the EAQUIP audit was submitted on November 1, 2016 and pending resubmission.

NJ WAP received approval on May 11, 2017, to allow the installation of light-emitting diode lighting (LEDs) as an energy conservation measure with the restrictions that LEDs will be Energy Star qualified or of equal or better quality and efficiency.

On August 20, 2018, USDOE provided approval for the variance request on hot water tank installation. If additional tank insulation is warranted by the energy audit, it shall have a minimum R-value of 11. This specification will only apply to single-family and manufactured homes.

On December 18, 2018, USDOE provided approval for the use of spray foam as an energy conservation measure.

V.5.3 FINAL INSPECTIONS

Sub-grantees are required to complete a quality control inspection of all (100%) units weatherized before an invoice is submitted to NJ WAP for quality assurance inspections and request for reimbursement. As indicated in the executed grant agreements and Chapter 8, State Quality Assurance Inspections and Monitoring, of the Policy Manual, all units must be inspected by a Certified Quality Control Inspector.

The date and signature of the certified QCI must be included in the sub-grantee client file for each unit reported on an invoice. The inspector is certifying that the work is complete and adheres to the Standard Work Specifications. NJ WAP has developed a standardized Quality Control and Assurances Inspection Form that will ensure SWS compliance on final inspections.

For contractor-based Sub-grantees, NJ WAP holds the Sub-grantee responsible and accountable for certifying all measures installed by contractors meet the SWS. Sub-grantees are required to provide copies of the New Jersey Field Guide (SWS aligned) to contractors and must include with bid packages.

NJ WAP uses the Independent Auditor/QCI model for its quality control inspections due to the differing capacities of Sub-grantees. Each sub-grantee has at least one QCI on staff or sub-contract the QCI. NJ WAP conducts quality assurances inspections on 25%, or more of the units weatherized statewide. Due to the Covid-19 pandemic, the inspection rate was reduced to 10% to minimize exposure to Covid.

For PY 2019, 29% of the units weatherized, from July 1, 2019, through June 30, 2020, underwent a quality assurance inspection. Of the 77 units inspected, two failed initial inspection For PY 2020, 15% (16 of 194) units reported underwent a quality assurance inspection through January 30, 2021. All 16 units passed the QCI.

Sub-grantees not adhering to SWS will be subjected to the Progressive Compliance Process, as stated in Section V.8.3 of this State Plan.

V.6 WEATHERIZATION ANALYSIS OF EFFECTIVENESS

The effectiveness of weatherization projects completed by Sub-grantees is analyzed by the use of a Weatherization Performance Rating System, which is summarized below. The Performance Rating System is designed to compare each Sub-grantee's actual performance against the contractual requirements and milestones with which the sub-grantee indicated acceptance, as evidenced by contract execution.

The rating system considers the following factors as required by 10 C.F.R. § 440.15(a) (3) (I-iv).

Rating Factor #1: The extent to which the Sub-grantee is meeting biannual benchmark goals. A Sub-grantee that completes its benchmark goals for its base award and subsequently is awarded additional funding will receive separate benchmark goals for its additional funding. The Sub-grantee will be responsible for proposing its own production schedule, within a reasonable timeframe, and at the approval of DCA, for any additional funding that the Sub-grantee is awarded. Sub-grantee will be responsible for only meeting its own benchmarks for the additional funding that it is awarded.

Rating Factor #2: The quality of work performed by the Sub-grantee (as determined by the percentage of units inspected which pass quality control inspections performed by Program Specialists (State Monitors).

Rating Factor #3: The extent to which the Sub-grantee submits required expenditure reports on a timely basis.

Rating Factor #4: Prompt payment to contractors in accordance with Chapter 6, Uniform Bid Process, and Contractor Relations.

The points awarded under this system are totaled (by Rating Factor) for each Sub-grantee bi-annually and annually. The annual totals provide a basis for comparing performance among Sub-grantees. This will be one of the criteria used to determine future funding allocations through a competitive funding application process.

Several of the rating factors referred to herein represent Sub-grantee - DCA contractual requirements. Violations of these contractual provisions will also trigger the Progressive Contract

Compliance Process, which is summarized in the Monitoring Plan Section of this State Plan.

If a Sub-grantee's performance is deemed unsatisfactory, an open competitive bid will be released to identify a temporary Sub-grantee for that target area.

V.7 HEALTH AND SAFETY PLAN

New Jersey's Health and Safety Plan (H&S Plan) is attached as an addendum to this State Plan and is in compliance with WPN 17-7.

NJ WAP HEALTH AND SAFETY Goals:

1. Minimize the risks from the provision of weatherization services that could negatively affect the health and safety of state staff, agency staff, contractors, and clients;

2. Recognize any hazards that could negatively affect the health and safety of the above participants in the weatherization process.

3. Avoid creating any health and safety hazards through the actions of agency staff or contractors and prevent the installation of materials that could have a detrimental effect on clients.

4. Do not harm clients because of any actions by agency staff or contractors being on-site at the client's home or through the aftereffects of installing tactics.

5. Educate clients about weatherization materials that could have a harmful effect on their health and proper maintenance of weatherization materials that will contribute to client safety.

6. Take corrective action when measures are approved by DOE as regular weatherization materials, health and safety measures, or incidental repairs. If DOE funds are not allowed, refer the client to appropriate public or private programs that can remedy the hazard(s) before weatherization can take place.

Deferral & Referral Policy

Agencies must postpone work when problems occur that cannot be remedied within the scope of allowable measures identified in this State Plan or other available funds. Building rehabilitation and hazard remediation work are beyond the scope of WAP. Units must be deferred if necessary corrective work is beyond the scope of this Plan.

Clients must be notified in writing within 7 business days of the site visit wherein a determination was made to defer the project due to H&S issues. The notification form can be found at https://www.nj.gov/dca/divisions/dhcr/offices/docs/wap/wap_3_deferral_notification.pdf shall include the reason(s) for deferral, any testing results, and appeal rights. Agencies are expected to make reasonable efforts on behalf of their clients to find alternative assistance when DOE funds are unable to address conditions that lead to deferral. When possible, the notice shall include a list of potential agencies with funding designed to address the specific H&S issue, which precludes a client from participating.

When a unit is deferred, Sub-grantee can submit the unit for review and consideration for possible

weatherization through the WAP and Comfort Partners Partnership. Chapter 9 in the NJWAP Policy Manual will be dedicated to the Memorandum of Understanding (MOU) and partnership workflow process with Comfort Partners. WAP sub-grantees will seek a possible joint audit with Comfort Partners. If the unit does not meet the eligibility criteria for the Partnership Program, then the house would be deferred. The joint venture is limited to single-family-owner occupied households with natural gas or electric heating (1-4 units).

V.8 PROGRAM MANAGEMENT

V.8.1OVERVIEW AND ORGANIZATION

The NJ WAP is located within DCA's Division of Housing and Community Resources (DHCR). The Division of Housing and Community Services consists of the following programs: Home Energy Assistance, Weatherization Assistance Program, Office of Community Services, and multiple housing programs such as Section 8, HUD-funded Community Development Block Grant and Disaster Recovery Program, etc.

NJ WAP consists of a Program Manager who oversees the day to day operation of the program. Four support staff is assigned to provide program support. These four individuals are responsible for responding to general program inquiries, processing income verification requests, receiving and funneling client complaints to Sub-grantees for corrective action, and providing program support to the Program Manager. There are 4 State Monitors assigned to monitoring, conducting quality control inspections, and providing technical assistance to Sub-grantees. The program unit reports to the Assistant Division Director of DHCR.

The Division's Fiscal Unit aids with fiscal processing activities such as processing grant agreements, vendor contracts, and payments to Sub-grantees.

The State Energy Program is located at another State Agency, the Board of Public Utilities. The NJDCA does not have administrative oversight for this program.

V.8.2 ADMINISTRATIVE EXPENDITURE LIMIT

The total amount available to the Sub-grantees for administrative funds is at least 5% of the state's grant; however, any Sub-grantee that receives a grant of less than $350,000 can be provided up to another 5% of their allocation for administrative expenses provided the Sub-grantee meets any one of the following criteria:

a. Skills Development Needed -The Sub-grantee has one or more employees who have less than one full year of weatherization experience.
b. Participation in Special Projects -The Sub-grantee is currently participating in any special project at the request of, or with the approval of, the State or Federal Weatherization Office (NJDCA or USDOE).
c. Other Demonstrated Hardship - The Sub-grantee has demonstrated extraordinary hardship, the nature of which is so severe that it jeopardizes the ability of the Sub-grantee to operate an effective weatherization program at the five percent administrative level.

It has been the Sub-grantee's responsibility to set aside sufficient administrative funds to conduct financial audits meeting USDOE guidelines. Sub-grantees are required to submit an audit of USDOE funds in accordance with 2 C.F.R. Chapter I, Chapter II, Part 200, et al., as applicable.

V.8.3 MONITORING ACTIVITIES

Program monitoring is the principal method by which DCA can affect the management of any weatherization program and improve the quality of work. NJ WAP will monitor each Sub-grantee to ensure that the program is being implemented as required by US DOE, 10 C.F.R. § 440, New Jersey Field Guide, and US DOE/NREL Standard Work Specifications (SWS), WPN 15-4 and in accordance with the guidelines set forth in the NJ WAP Policy and Procedures Manual. Monitoring activities include but are not limited to the following activities:

- Weekly Visits
- Quality Assurances Inspections of completed units
- Client File Reviews
- Energy Audit Reviews
- Annual Monitoring Visit
- Fiscal Monitoring
- Unscheduled Visits, i.e., inspections of work in progress for safe work practices, LSW, and other relevant factors.
- Production Tracking and Benchmarks
- Attendance at Bid Openings
- Inventory Reviews

NJ WAP ensures that each Sub-grantee continuously operates a quality weatherization program by providing on-site monitoring of both programmatic and fiscal management. The Program Monitoring Staff (State Monitors) is regularly accessible to each Sub-grantee to ensure regulatory compliance and to provide training and technical assistance. State Monitors are prepared to engage in problem-solving at every level, promote an understanding of the goals of the program, and develop strategies in concert with Sub-grantees to overcome various issues and problem areas. They also examine work schedules and reports, oversee the sub-contracting process, and generally evaluate Sub-grantee performance.

NJ WAP program monitoring staff offers planning aid and weekly on-site inspections of weatherized homes. They also examine work schedules and reports, oversee the sub-contracting process, and generally evaluate agency performance. Program monitoring is the principal method by which DCA can affect the management of any weatherization program and improve the quality of work.

The rates of inspections conducted by the State Monitors are based on the performance of the Sub-grantee. At a minimum, due to the Covid-19 pandemic, 10% of the completed units for each Sub-grantee are inspected by State Monitors. Based on the number of failures, State Monitors may conduct an inspection on more than 10% of the units per invoice.

New Sub-grantees must undergo 100% State Quality Assurances Inspections for a minimum of one year. State Monitors provide Sub-grantees with Final Inspection Form along with copies of the HESWAP Quality Control Form concerning failed units. Sample of both forms can be found in the Appendix of the Policy Manual.

State Monitors are required to inspect all jobs that have a total cost of less than $800 for the crew-based agencies and less than $1,000 for contractor installations. Units will not be approved if it is

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determined that effective weatherization jobs were not completed.

NJ WAP's monitoring tool tests the following: estimating, warehousing, product quality, craftsmanship, inventory, equipment, and vehicle maintenance, material installation, productivity, crew safety, reports, and public relations. Substantive assistance includes, but is not limited to, the following areas:

- Administrative and programmatic planning
- Planning outreach activities
- Intake and application process
- Workflow/reporting
- The energy audits
- Bidding
- Recruiting and selecting contractors
- Contract compliance
- Site clustering
- Inspecting the work
- Fiscal accountability

In addition to the weekly program monitoring, each Sub-grantee will also receive comprehensive monitoring of its administrative and fiscal operations by a contracted Certified Public Accounting firm. Through the CPA firm, a risk-based analysis will be conducted on each agency to establish that sound accounting practices are in place, which safeguards the agencies' funds as well as ensures compliance with all applicable State and Federal Regulations and OMB Circulars. A copy of the monitoring report is provided to the Sub-grantee within 30 calendar days after the completion of a visit by the CPA firm. Sub-grantees are required to provide a corrective action plan within 20 business days. NJ WAP monitoring staff will conduct follow-up visits within 30 days to ensure corrective action plan has been implemented.

Each Sub-grantee will be monitored at least once per year by the CPA firm. The monitoring visit examines the cash receipt, payroll, and cash disbursement components of each agency's fiscal operations. The fiscal monitoring process also includes a review of the following documents for each agency:

- Recent audit reports
- Organization charts
- Applicable board/committee meeting minutes
- Internal control standards and procedures manual
- Job descriptions of personnel charged to the Weatherization grant
- Schedule of current insurance
- Chart of general ledger accounts used to record weatherization transactions
- Fiscal reports
- Compliance to Historical Preservation
- Compliance on Pollution Occurrence Insurance
- Any significant correspondence

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In New Jersey, the vast majority of the Sub-grantees hire private contractors to perform the weatherization work. This ensures that different entities complete the work (contractors) and inspect the work (Sub-grantee staff). The remaining Sub-grantees employ crews to complete the work. Separation is achieved by the entities that complete the work (laborers and crew supervisor) and inspect the work (cost-estimator or manager). Approximately XX% of the training and technical assistance funds are used for monitoring.

Training & Technical Assistance (T&TA) addresses all problems and potential problem areas that have an impact on the effectiveness of the weatherization effort. Many problems are significantly reduced through T&TA programs that are specifically oriented to solving identified problems and their causes.

The inspection rate for a Sub-grantee conducted by NJ WAP ranges from 25% to 100%. However, due to Covid-19 pandemic, inspection rate is reduced to 10%. A total of 50% of the weatherized units will be inspected for Sub-grantees with substandard work as determined through quality control inspections until improvement has been demonstrated. All new Sub-grantees will undergo 100% State quality control inspection of weatherized units.

Progressive Compliance Mechanism

To avoid having to use the Progressive Compliance Mechanism steps, New Jersey staff implement several preventive techniques aimed at staving off compliance problems before they start. As with employee discipline problems, Sub-grantee compliance problems are rarely intentional. More often, they are a result of a lack of knowledge of how to complete projects and assignments within accepted standards. When a lack of knowledge is not responsible for the non-compliance issue, however, the following steps comprise the Progressive Compliance Mechanism.

Informal Discussion with Sub-grantee - Discuss the agency's actions in relation to required standards according to contract. Determine the reasons for non-compliance. Stress agency's responsibility to maintain standards. End the talk with acknowledgment of agency's (or manager's) previous cooperation and good work.

Oral Warning to Sub-grantee - Emphasize undesirability of agency's continued non-compliance and possible consequences if continued (for the agency, group, and program). Violation is discussed in a straightforward manner. Offer to assist the agency to correct the deviation. Stress to the agency that there must be an improvement in the future.

Written Notification of Contract Non-Compliance to Executive Director and Weatherization Manager - This notice contains a statement of the specific violation(s) and the contract provision referred to therein, the potential consequences of future violations, the specific action required to correct the deviation and the deadline for taking this action. The offer of assistance is repeated. This notice also summarizes two previous steps.

Suspension or Termination of Contract - This is a serious action taken in extreme cases where the violation is serious in nature and/or the previous three steps have not produced change.

Reduction of Grant Award - This is an interim measure taken to encourage agency change short

of suspension or termination of the grant. This may be implemented for less serious deviations from the contract.

V.8.4 TRAINING AND TECHNICAL ASSISTANCE APPROACH AND ACTIVITIES

Recent advances in the field of building science underscore the need to upgrade the skills and equipment of the Sub-grantee staff. Significant energy conservation opportunities exist, which can only be addressed through instrumented building inspection techniques using furnace efficiency testing equipment, infiltration measurement devices, and under certain circumstances, infrared scanning equipment. Opportunities also exist to streamline and systematize weatherization program management functions through the introduction of computerized systems and electronic data transfer.

Staff turnover and the occasional appointment of new Sub-grantees also dictate that a core curriculum be developed to orient newcomers to the basics of the weatherization program; its goals, methods, and philosophy, as well as the practical job skills, required every day.

The management of the weatherization program at the local level requires expertise in a wide array of areas, including construction management, fiscal policy, client education, staff motivation, energy transfer theory, materials science, installation techniques, and related issues. In addition, Sub-grantees must operate their programs in accordance with a variety of governmental regulations and policies.

New Jersey has determined through experience that regularly scheduled meetings of DCA staff, and the staff of the Sub-grantees, are essential to the optimum performance of the weatherization program. The dissemination of written information between these meetings reinforces their applicability to the program.

The OLIEC proposes to continue its efforts in increasing the productivity, quality, and scope of the weatherization program by offering workshops and seminars targeting a wide range of subject areas. Training is mandatory for sub-grantees unless a sub-grantee can provide proof that training proposed has been undertaken prior to. Proof includes but not limited to registration confirmation and certificate of completion. Sub-grantees are required to provide on an annual basis to provide updates on certifications obtained and training undertaken that is not sponsored or required by NJ WAP. Sub-grantees failing to adhere to required training is subject to the Progressive Compliance, as stated in Section V.7.3 Monitoring Activities of this State Plan. As part of the Progressive Compliance Process, sub-grantees are advised that staff may not function unsupervised until training and certification requirements are met. Failure to adhere to this policy can result in the loss of grant funding.

NJ WAP provides sub-grantees with monthly production status reports. These reports provide each sub-grantee with an overview of their performance based on spend-down of funds and completion of units. Sub-grantees are evaluated and ranked among each other, utilizing the Performance Ranking System, as stated in Section V.5 Weatherization Effectiveness Analysis of this State Plan. State Monitors provide sub-grantee status reports to WAP Supervisor that identifies problems, concerns, and recommended training needs.

Since Program Year 2015, the Virginia Community Housing Partners (CHP) was contracted as the

NJ WAP Training Provider.

CHP has conducted the following training through January 1, 2020, through December 30, 2020:

Course Title	Date (s)	# of participants
Heating Systems	June 17, 2020; July 17, 2020; August 18, 2020	9
BPI – HEP EA Review and Testing	September 17, 2020[October 18, 2020	2
Annual Conference – Health and Safety Plan	September 9, 2020	48
Annual Conference – Program Policy 101	September 9, 2020	42
Annual Conference – Outreach Roundtable Discussion	September 10, 2020	50
Annual Conference – WAP Managers Meeting	September 9, 2020	36
Annual Conference – HESWAP	September 10, 2020	46
Annual Conference – Contractors Issues Discussion	September 10, 2020	39
CAZ Workshop	June 15, 2020	2
Whole House Field Mentoring	January 20, 2020	5

In addition, from March 17, 2020 through June 30, 2020, WAP State staff and sub-grantee staff participating in 121 online courses offered by the U.S. Department of Energy and Virginia Community Housing Partners. Topics ranged from crew leader to energy auditor to program management topics.

The Training Provider will continue to implement the weatherization training curriculum that is focused on the Standard Work Specifications (SWS) for Home Energy Upgrades for Single Family, Manufactured Housing and Multifamily Homes, and the New Jersey Field Guide SWS aligned. Training activities are intended to maintain or increase the efficiency, quality, and effectiveness of the NJ WAP at all levels.

Tier 1:
NJ WAP will continue to focus its training on securing certifications listed below:

Training Topic	**Target Start Date**
Crew Leader	May 30, 2021
Installer	May 30, 2021

Tier 2:
A conference call was held with sub-grantees on Wednesday, February 3, 2021 to discuss training needs and certifications. The top requested trainings are"

- Energy Auditor Training and Certification

- Heating, Ventilation and Air Conditioning (HVAC)
- Refresher course on Quality Control Inspection (QCI)
- Health and Safety
- Standard Work Specification Refresher
- Healthy Home Evaluator
- NEAT/MHEA
- ASHRAE Refresher
- CAZ Testing
- Renovate, Repair and Paint

Single focus training will continue as priority needs are determined in the field. Trainings listed above will be incorporated in the Spring and Fall 2021 Training Calendar.

The Annual Training Conference for NJ WAP and Home Energy Assistance Program is being impacted by Covid-19 pandemic. For PY 2021, the Annual Conference may be hybrid, virtual conference and or small groups trainings in person.

Funding Monitoring
64% of USDOE 2021 regular Training and Technical Assistance funds will be used at the State level for monitoring.

How T&TA funds are apportioned
USDOE T&TA funds are appropriated at the State level for salary and related expenses of Field Monitoring personnel and other OLIEC/DHCR staff (57%). Each Sub-grantee will be allowed to allocate $40,000 for T&TA activities. The remaining T&TA funds will be held for Tier 1, Tier 2 training, and the Annual Conference.

Other funds for monitoring
Other funds for monitoring are derived from the USDHHS (LIHEAP Transfer) 2021 program.

Assessment of T&TA activities' effectiveness
The effectiveness of T&TA activities is measured through a survey of the training participants after each training event. Participant response to training offered to date has been positive as measured by this method.

NJ WAP will, on a quarterly basis, solicit from the sub-grantees' opinions concerning their own training needs and incorporate responses into the training agenda on an ad hoc basis.

In addition, CHP, training provider, will provide quarterly Summary of Training Activities and Outcomes.

V.9 ENERGY CRISIS AND DISASTER PLAN

When disasters strike and in accordance with Weatherization Program Notice 12-07, NJ WAP funds are limited to eligible weatherization activities and the purchase and delivery of weatherization materials. NJ WAP will weatherize homes in accordance with program rules and regulations.

Acceptable uses of DOE WAP funding during Disasters:

1. Replacement of prior weatherization materials in compliance with 10 C.F.R § 440.18(f)(2) (ii), which permits replacement if the materials are not paid for by the insurance.
2. Incidental repairs to make the installation of weatherization materials effective in compliance with WPN 12-09 Incidental Repair Measure Guidance (debris removal is included in disaster replacement).
3. Cost to eliminate health and safety hazards necessary to the installation of weatherization materials.
4. Energy-related health and safety as identified in the NJ Health and Safety Plan outlined in Master File.

Health and Safety expenditure could be increased by DCA for crisis damaged units as applicable.

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ATTACHMENTS

SF-424 APPLICATION FOR FEDERAL FINANCIAL ASSISTANCE

BUDGET

BUDGET JUSTIFICATION

ANNUAL FILE

HEALTH AND SAFE

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OMB Number: 4040-004
Expiration Date: 10/31/2019

APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

1. Type of Submission:
- [ ] Preapplication
- [x] Application
- [ ] Changed/Corrected Application

2. Type of Application:
- [ ] New
- [x] Continuation
- [ ] Revision

If Revision, select appropriate letter(s)

Other (specify):

3. Date Received
02/24/2021

4. Applicant Identifier:

5a. Fed Entity Identifier:

5b. Federal Award Identifier:
DE-EE0007936

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

a. Legal Name: New Jersey, State of

b. Employer/Taxpayer Identification Number (EIN/TIN):
216000928

c. Organizational DUNS:
806417143

d. Address:

Street 1: 101 S. Broad St.

Street 2: PO Box 811

City: Trenton

County: MERCER County

State: NJ

Province:

Country: U.S.A.

Zip / Postal Code: 086250811

e. Organizational Unit:

Department Name:
NJ Department of Community Affairs

Division Name:
Housing and Community Resources

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: Ms

First Name: Angie

Middle Name:

Last Name: Armand

Suffix:

Title: Supervisor

Organizational Affiliation:

Telephone Number: 6099847920

Fax Number: 6092929798

Email: angie.armand@dca.state.nj.us

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-0002021

Title:

2021 Weatherization Assistance Program

13. Competition Identification Number:

Title:

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

Statewide

15. Descriptive Title of Applicant's Project:

2021 New Jersey Low-Income Weatherization Assistance Program Formula Award

APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

16.Congressional District Of:

a. Applicant: New Jersey Congressional District 12

b. Program/Project: NJ-Statewide

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

17. Proposed Project:

a. Start Date: 07/01/2021

b. End Date: 06/30/2022

18. Estimated Funding ($):

a. Federal	6,656,307.00
b. Applicant	0.00
c. State	0.00
d. Local	0.00
e. Other	0.00
f. Program Income	0.00
g. TOTAL	6,656,307.00

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
- [ ] b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- [x] 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**

- [x] 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

Authorized Representative:

Prefix: Ms

First Name: Janel

Middle Name:

Last Name: Winter

Suffix:

Title: Division Director

Telephone Number: 6096336153

Fax Number: 6099848454

Email: Janel.winter@dca.nj.gov

Signature of Authorized Representative: Signed Electronically

Date Signed:

OMB Approval No. 0348-0044

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. EE0007936	2. Program/Project Title Weatherization Assistance Program	
3. Name and Address	New Jersey, State of 101 S. Broad St. Trenton, NJ 086250811	4. Program/Project Start Date 07/01/2021 5. Completion Date 06/30/2022

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. DOE 2019-20 Carry over and WAP-Formula Funds	81.042	$ 5,335,970.00		$ 6,656,307.00		$ 11,992,277.00
2. STATE			$ 0.00		$ 0.00	$ 0.00
3.						
4.						
5. TOTAL		$ 5,335,970.00	$ 0.00	$ 6,656,307.00	$ 0.00	$ 11,992,277.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) GRANTEE ADMINISTRATION	(2) GRANTEE T&TA	(3) SUBGRANTEE T&TA	(4) HEALTH AND SAFETY	
a. Personnel	$ 327,592.79	$ 407,434.05	$ 0.00	$ 0.00	$ 735,026.84
b. Fringe Benefits	$ 174,443.16	$ 216,958.63	$ 0.00	$ 0.00	$ 391,401.79
c. Travel	$ 7,801.00	$ 58,235.00	$ 0.00	$ 0.00	$ 66,036.00
d. Equipment	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
e. Supplies	$ 8,000.00	$ 20,542.37	$ 0.00	$ 0.00	$ 28,542.37
f. Contract	$ 0.00	$ 408,877.00	$ 709,406.00	$ 1,383,678.00	$ 10,717,228.00
g. Construction	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
h. Other Direct Costs	$ 3,325.15	$ 0.00	$ 0.00	$ 0.00	$ 3,325.15
i. Total Direct Charges	$ 521,162.10	$ 1,112,047.05	$ 709,406.00	$ 1,383,678.00	$ 11,941,560.15
j. Indirect Costs	$ 22,603.90	$ 28,112.95	$ 0.00	$ 0.00	$ 50,716.85
k. Totals	$ 543,766.00	$ 1,140,160.00	$ 709,406.00	$ 1,383,678.00	$ 11,992,277.00
7. Program Income	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00

OMB Approval No. 0348-0044

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. EE0007936	2. Program/Project Title Weatherization Assistance Program	
3. Name and Address	New Jersey, State of 101 S. Broad St. Trenton, NJ 086250811	4. Program/Project Start Date 07/01/2021 5. Completion Date 06/30/2022

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		$ 5,335,970.00	$ 0.00	$ 6,656,307.00	$ 0.00	$ 11,992,277.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) LIABILITY INSURANCE	(2) FINANCIAL AUDITS	(3) SUBGRANTE E ADMINISTRA	(4) PROGRAM OPERATIONS	
a. Personnel	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 735,026.84
b. Fringe Benefits	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 391,401.79
c. Travel	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 66,036.00
d. Equipment	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
e. Supplies	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 28,542.37
f. Contract	$ 128,730.00	$ 146,674.00	$ 600,685.00	$ 7,339,178.00	$ 10,717,228.00
g. Construction	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
h. Other Direct Costs	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 3,325.15
i. Total Direct Charges	$ 128,730.00	$ 146,674.00	$ 600,685.00	$ 7,339,178.00	$ 11,941,560.15
j. Indirect Costs	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 50,716.85
k. Totals	$ 128,730.00	$ 146,674.00	$ 600,685.00	$ 7,339,178.00	$ 11,992,277.00
7. Program Income	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00

U.S. DEPARTMENT OF ENERGY

BUDGET JUSTIFICATION FOR FORMULA GRANTS

Applicant: New Jersey, State of
Award number: EE0007936

Budget period: 07/01/2021 - 06/30/2022

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:

Position	Description of Duties of Professionals
Program Specialist 3, Socio-Economic Programs	State Monitors conduct quality control inspections of completed units, provide technical assistance and training to sub grantees, and weekly monitoring of sub grantees to ensure grant compliance.
Program Specialist Trainee	State Monitors conduct quality control inspections of completed units, provide technical assistance and training to sub grantees, and weekly monitoring of sub grantees to ensure grant compliance.
Program Specialist 2, Socio-Economic Programs	State Monitors conduct quality control inspections of completed units, provide technical assistance and training to sub grantees, and weekly monitoring of sub grantees to ensure grant compliance.
Program Specialist 2, Socio-Economic Programs	State Monitors conduct quality control inspections of completed units, provide technical assistance and training to sub grantees, and weekly monitoring of sub grantees to ensure grant compliance.
Program Specialist 2, Socio-Economic Programs	State Monitors conduct quality control inspections of completed units, provide technical assistance and training to sub grantees, and weekly monitoring of sub grantees to ensure grant compliance.
Technical Assistant 1 Community Affairs	Provides technical assistance to grantees in the processing of grant agreements, payments, budget revisions, etc.
Program Specialist 4 - Bilingual	Oversees, administers and manages the day to day operations of the Weatherization Assistance Program.
Technical Assistant MIS	Oversees the management of the Hancock Energy Services for Weatherization Assistance Program (HESWAP) utilize for tracking completed units and expenditures of sub grantees.
Management Assistant	To provide management assistance to Supervisor of the Office of Low-Income Energy Conservation in the day to day management of the Weatherization Assistance Program and related grant programs.
Program Specialist 2	Provides support in fiscal activities such as purchase orders, purchasing of supplies and equipment, travel requests, etc.
Auditor 2	Assists in generating and completing the quarterly Financial and Performance reports.
Administrative Analyst 1 Accounting	Assists in the oversight of fiscal management and administration of the Division of Housing and Community Resources which includes WAP.
Technical Assistant 3, CA	Processes grant agreements, revisions and or amendments for sub grantees.
Secretarial Assistant 3, Non-Steno	Provides clerical and administrative support in processing travel documents, purchase requests, etc. for the Division of Housing and Community Resources.
Technical Asisstant	Provides human resources and administrative assistance to division programs.
Division Director	Oversees the Division of Housing and Community Resources which includes the Weatherization Assistance Program.
Auditor Accountant Trainee	Processes and completes fiscal tasks that includes but not limited to purchase orders, sub grantees' payments, etc.

Technical Assistant 1	Processes administrative tasks for the Division of Housing and Community Resources which includes WAP.

Direct Personnel Compensation:

Position	Salary/Rate	Time	Direct Pay
Program Specialist 3, Socio-Economic Programs	$97,643.83	85.0000 % FT	$82,997.26
Program Specialist Trainee	$43,753.77	92.0000 % FT	$40,253.47
Program Specialist 2, Socio-Economic Programs	$77,418.81	85.0000 % FT	$65,805.99
Program Specialist 2, Socio-Economic Programs	$77,418.81	85.0000 % FT	$65,805.99
Program Specialist 2, Socio-Economic Programs	$77,418.81	85.0000 % FT	$65,805.99
Technical Assistant 1 Community Affairs	$49,043.89	75.0000 % FT	$36,782.92
Program Specialist 4 - Bilingual	$112,372.72	80.0000 % FT	$89,898.18
Technical Assistant MIS	$53,744.56	93.0000 % FT	$49,982.44
Management Assistant	$63,067.45	95.0000 % FT	$59,914.08
Program Specialist 2	$77,418.81	30.0000 % FT	$23,225.64
Auditor 2	$84,916.53	30.0000 % FT	$25,474.96
Administrative Analyst 1 Accounting	$112,372.72	30.0000 % FT	$33,711.82
Technical Assistant 3, CA	$73,926.08	30.0000 % FT	$22,177.82
Secretarial Assistant 3, Non-Steno	$56,923.85	30.0000 % FT	$17,077.16
Technical Asisstant	$51,360.58	30.0000 % FT	$15,408.17
Division Director	$138,000.00	10.0000 % FT	$13,800.00
Auditor Accountant Trainee	$47,810.88	30.0000 % FT	$14,343.26
Technical Assistant 1	$41,872.33	30.0000 % FT	$12,561.70
		Direct Pay Total	$735,026.85

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.

The fringe cost rate for State Fiscal Year 2021-22 approved by the US Department of Health and Human Services (USHHS), our cognizant agency, is 53.25%.

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.

Fringe Benefits Calculations

Position	Direct Pay	Rate	Benefits
Program Specialist 3, Socio-Economic Programs	$82,997.26	53.2500 %	$44,196.04
Program Specialist Trainee	$40,253.47	53.2500 %	$21,434.97
Program Specialist 2, Socio-Economic Programs	$65,805.99	53.2500 %	$35,041.69
Program Specialist 2, Socio-Economic Programs	$65,805.99	53.2500 %	$35,041.69
Program Specialist 2, Socio-Economic Programs	$65,805.99	53.2500 %	$35,041.69
Technical Assistant 1 Community Affairs	$36,782.92	53.2500 %	$19,586.90
Program Specialist 4 - Bilingual	$89,898.18	53.2500 %	$47,870.78
Technical Assistant MIS	$49,982.44	53.2500 %	$26,615.65
Management Assistant	$59,914.08	53.2500 %	$31,904.25

Program Specialist 2	$23,225.64	53.2500 %	$12,367.65
Auditor 2	$25,474.96	53.2500 %	$13,565.42
Administrative Analyst 1 Accounting	$33,711.82	53.2500 %	$17,951.54
Technical Assistant 3, CA	$22,177.82	53.2500 %	$11,809.69
Secretarial Assistant 3, Non-Steno	$17,077.16	53.2500 %	$9,093.59
Technical Asisstant	$15,408.17	53.2500 %	$8,204.85
Division Director	$13,800.00	53.2500 %	$7,348.50
Auditor Accountant Trainee	$14,343.26	53.2500 %	$7,637.79
Technical Assistant 1	$12,561.70	53.2500 %	$6,689.11
		Fringe Benefits Total	$391,401.80

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
Estimated travel reimbursements and costs for the weekly monitoring and technical assistance, maintenance of assigned State Vehicles, EZ Pass, etc.	1371	$21.00	$28,791.00
NASCSP Mid-Winter and Annual Conference; National Home Performance Conference	15	$2,483.00	$37,245.00
		Travel Total	$66,036.00

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.

Travel allocations and costs are covered by State laws, regulations and policies. State Travel regulations are uploaded to the SF-424.

NASCSP Mid Winter, Annual Conference and National Home Performance Conference Justification:

Due to the Covid 19 pandemic, travel restrictions were imposed. No travel costs were incurred for the 2020-2021 period. However, for the purpose of estimating travel costs and preparing for when travel restrictions are lifted 2019 travel costs will be used. The travel costs for the NASCSP 2019 conferences was $5,573 for 3 trips/individuals with an average cost of $1,858. Projected cost for 2021-22 is based on a 6% estimated increase in cost. $1,858 * 6% =$111.48, $1,2858+$111.48=$1,969.48 per conference. Total estimate is $5,908.44.

The 2022 Home Performance Conference will costs a total of $2,139 per person. It is estimated that the 2021 Home Performance Conference cost per person will be $2,267 for a total of $13,602 (6 individuals)..

Monitoring and Technical Assistance of Sub-Grantees:

From July 2020 through December 2020 costs incurred to date are:

Central Motor Pool: YTD expended (Jul-Dec) $13,368. Charged for 4 vehicles @ $220/mo./vehicle and 1 vehicle @ $234/mo./vehicle, the monthly charge totals $1,114. 75% is charged to DOE T&TA.

EZ Pass: YTD expenses (Jul-Dec 2020) charged to DOE TTA = $3,562.47 ($395.83/mo.). 75% is charged to DOE T&TA.

Mileage/Travel: YTD expenses total charged to DOE TTA = $962.17.

Estimated total for 2020-21 is as follows:

Central Motor Pool $16,488 * 75% charged to DOE = $ 9,892.80

EZ Pass $395.83 * 12 months = $ 4,749.96

Mileage/Travel Actual YTD $962.17 as of 12/2019 x2*60% charged to DOE = $ 1,154.60

TOTAL FOR PROGRAM YEAR = $15797.36

Total estimated costs for PY 2020-21 to be charged to DOE Annual is 60% of amount = $15,797/800 trips (625 trips completed in PY 2018) = $19.74.

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.

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

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.

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
Supplies	$28,542.37	general office supplies, calibration of equipment, and purchase of IPADs for HEAT. Purchase of personal protection supplies for State Monitors when conducting inspections.
Materials and Supplies Total	$28,542.37	

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.

From 2019-2020, NJ WAP purchased supplies for State Monitors that included printer cartridges, general office supplies, calibration and or repair of equipment, that totaled $. We are setting aside an additional $ for additional calibration and replacement of equipment that has become obsolete. AndCovid-19 pandemic, laptops and portable printers need to be purchased for support staff to work remotely from home.
NJ WAP will be testing the HEAT Energy Software to determine if it improve field operations for sub grantees in outreach and conducting audits. NJ WAP will need to purchase iPads for State Monitors for training purposes of HEAT.
Due to COVID-19 there is a need to purchase personal protection supplies such as mask, gloves, etc. for inspections.

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 IV.1).

Name of Proposed Sub	Total Cost	Basis of Cost*
Annual Monitoring - CPA Firm	$75,487.00	Total annual cost to conduct monitoring assessment, both administrative and fiscal, of sub grantees for Program Years 2021. USDOE share is 85%. Remaining 15% charged to other funding source.
13 Community Based Organizations	$10,308,350.00	See Annual File, section IV.1 for 2021 Program Year.
Hancock Energy Audit Tool	$21,420.00	NJ WAP will be seeking approval from the U.S. Department of Energy for the Hancock Energy Audit Tool. Total cost of HEAT is $25,200. 85% of costs will be charged to USDOE Annual Award and 15% to other sources.

Tier 1 and 2 Training	$200,000.00	Estimated allocation to retain a Training Provider to conduct training as identified in this State Plan, Master File, Section V.8.4. for 2021 Program Year. To coordinate an Annual Training Conference (virtual) in September 2021.
HESWAP Maintenance Contract	$111,971.00	Total cost reflects shared portion of total contract applicable to USDOE grant for the 2021 Program Year. Estimate annual contract cost for PY 2021 is $131,731. Monthly average cost is $10,978. For this project period (July 1, 2021 through June 30, 2022), 85% of the total costs is charged to USDOE 2020 and 15% to other funding sources.
Contracts and Subgrants Total	$10,717,228.00	

*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.

General Description	Cost	Justification of Need
NASCSP Services	$3,325.15	NASCSP dues for Program Years 2019 and 2020 is $3,325 each year.
Other Direct Costs Total	$3,325.15	

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.

Estimated cost for annual dues for membership to the National Association for State Commuity Services Programs.

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.

Negotiated rate for Fiscal Year 2021-2022 for indirect cost with the US Department of Health and Human Services (USHHS), our cognizant agency, is 6.9%.

New Jersey uses tihe directi costi base known as Directi Salary and Wages (S&W) for our detiermination of chargeable indirecti costi

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: Cindy McDowell, Chief Financial Officer Phone Number: 6092926437

Indirect costs calculations:

Indirect Cost Account	Direct Total	Indirect Rate	Total Indirect
Personnel	$735,026.80	6.9000 %	$50,716.85
		Indirect Costs Total	$50,716.85

OMB Control No: 1910-5127
Expiration Date: 05/31/2023

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

(Grant Number: EE0007936, State: NJ, Program Year: 2021)

IV.1 Subgrantees

Subgrantee (City)	Planned Funds/Units
BERGEN COUNTY COMM. ACTION PROG., INC. (Hackensack)	$863,534.00 86
CAMDEN COUNTY COUNCIL ON ECONOMIC OPPORTUNITY (Pennsauken)	$812,781.00 84
Gateway Community Action Partnership (Bridgeton)	$515,926.00 51
Isles, Inc. (Trenton)	$491,477.00 50
LA CASA DE DON PEDRO (Newark)	$1,204,052.00 118
NATIVE AMERICAN ADVANCEMENT CORP (Bridgeton)	$451,517.00 45
NORTHWEST NJ COMMUNITY ACTION PROGRAM, INC. (Phillipsburg)	$313,194.00 27
OCEAN COMMUNITY ACTION NOW, INC. (Toms River)	$1,286,389.00 131
PASSAIC COUNTY BRD OF CHOSEN FREEHOLD (Totowa)	$846,630.00 83
PUERTO RICAN ACTION BOARD, INC. (PRAB) (New Brunswick)	$1,002,579.00 99
Puerto Rican Organization for Community Economic Development (Elizabeth)	$1,167,783.00 121
Puertorriquenos Asociados for Community Organization (Jersey City)	$1,054,064.00 110
The Morris County Organization for Hispanic Affairs, Inc. (Dover)	$283,435.00 22
Total:	**$10,293,361.00 1,027**

IV.2 WAP Production Schedule

Planned units by quarter or category are no longer required, no information required for persons.

Weatherization Plans	Units
Total Units (excluding reweatherized)	1,027 1,027
Reweatherized Units	0 0

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	1,027
C Total Units Reweatherized	0
D Total Dwelling Units to be Weatherized and Reweatherized (B + C)	1,027
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	$7,339,178.00

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

(Grant Number: EE0007936, State: NJ, Program Year: 2021)

G Total Dwelling Units to be Weatherized and Reweatherized (from line D)	1,027
H Average Program Operations Costs per Unit (F divided by G)	$7,146.23
I Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	$0.00
J Total Average Cost per Dwelling (H plus I)	$7,146.23

IV.3 Energy Savings

Method used to calculate savings: ☑ WAP algorithm ☐ Other (describe below)

	Units	Savings Calculator (MBtus)	Energy Savings
This Year Estimate	1027	29.3	30091
Prior Year Estimate	0	29.3	0
Prior Year Actual	0	29.3	0

Method used to calculate savings description:

IV.4 DOE-Funded Leveraging Activities

N/A

IV.5 Policy Advisory Council Members

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

County of Passaic	Type of organization: Unit of Local Government Contact Name: Kevin Batacchi Phone: 9735694710 Email: kevinba@passaiccountynj.org
Native American Advancement Corp	Type of organization: Indian Tribe Contact Name: Tyrese Gould Jacinto Phone: 8564550600 Email: TyGould@NativeAdvancement.org
NJ Department of Community Affairs	Type of organization: Unit of State Government Contact Name: Jerry Rizziello Phone: 6099157747 Email: Jerry.Rizziello@dca.nj.gov
NJ SHARES	Type of organization: Non-profit (not a financial institution) Contact Name: Cheryl B. Stowell Phone: 6098831460 Email: cstowell@njshares.org
Office of Home Energy	Type of organization: Unit of State Government Contact Name: Fidel Ekhelar Phone: 6099846670 Email: Fidel.Ekhelar@dca.nj.gov
PSEG-Comfort Partners	Type of organization: Utility Contact Name: Marlon Avelino Phone: 9734308936 Email: Marlon.Avelino@pseg.com
Public Service Electric and Gas	Type of organization: Utility Contact Name: Claire Bartolomeo Phone: 9734307610 Email: claire.bartolomeo@pseg.com

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
04/14/2021	Published in the Press of Atlantic City, Courier Times, The Trenton Times, Asbury Park Press, Burlington County Times and the Star Ledger

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

(Grant Number: EE0007936, State: NJ, Program Year: 2021)

IV.7 Miscellaneous

1. Identification of Principal Investigator and Business Officer:

Principal Investigator:
Angie Armand, Supervisor
Weatherization Assistance Program
Office of Low Income Energy Conservation
Division of Housing and Community Resources
NJ Department of Community Affairs
PO Box 811
Trenton, NJ 08625-0811
TEL: 609-984-7920
FAX: 609-292-9798
Angie.armand@dca.nj.gov

Business Officer:
Janel Winter, Division Director
Division of Housing and Community Resources
NJ Department of Community Affairs
PO Box 806
Trenton, NJ 08625-0806
TEL: 609-633-6204
FAX: 609-292-979
Janel.winter@dca.nj.gov

2. Policy Advisory Council

Policy Advisory Council serves in an advisory capacity for all Weatherization Assistance Programs including the two funded through LIHEAP Funds, LIHEAP WAP and Heating Improvement Program (HIP).

3. ACSI Survey

NJ WAP presented the results of the ACSI Survey to sub grantees at the January 15, 2020 Weatherization Managers' monthly. NJ WAP continues to discuss training needs with grantees periodically. For PY 2021, a Teams meeting was held on February 3, 2021 between sub grantees and the training provider, Virginia Community Housing Partners. For PY 2021, sub grantees requested the following trainings:

- Energy Auditor Training and Certification
- Refresher courses for – National Energy Audit Tool (NEAT) and Manufactured Home Energy Audit (MHEA)
- Heating, Ventilation and Air Conditioning (HVAC)
- Refresher course on Quality Control Inspections
- Health and Safety
- Standard Work Specifications (SWS) Refresher
- Healthy Home Evaluator
- ASHRAE Refresher
- CAZ Testing

In the addition, to encourage further input and increase communication, sub grantees participate in two sub committees of the Policy Advisory Council, State Plan and Technical committees. For the development of the 2021 State Plan, the following three sub grantees participated in the sub committees, PROCEED, Native American Advancement Corporation and Passaic County.

Weatherization Managers' meetings are held monthly. At each meeting, sub grantees are provided the opportunity to discuss issues, concerns, etc. with the entire group. Initiated with the 2019 Weatherization Managers' meetings, time is set aside for roundtables. These roundtables will provide the opportunity for sub grantees to share best practices with each other. Each roundtable will focus on a single focus topic such as outreach strategies, financial management practices, contractor management, etc.

New Jersey Weatherization Assistance Program Health and Safety Plan 2021

☑ POLICY SUBMITTED WITH PLAN

1.0 – GENERAL INFORMATION

Grantees are encouraged to enter additional information here that does not fit neatly in one of the other sections of this document.

2.0 – BUDGETING

Grantees are encouraged to budget Health & Safety (H&S) costs as a separate category and, thereby, exclude such costs from the average cost per unit cost (ACPU) limitation. This separate category also allows these costs to be isolated from energy efficiency costs in program evaluations. Grantees are reminded that, if H&S costs are budgeted and reported under the program operations category rather than the H&S category, the related H&S costs must be included in the calculation of the ACPU and cost-justified through the approved energy audit.

Select which option is used below.

Separate Health and Safety Budget ☑	Contained in Program Operations ☐

3.0 – HEALTH AND SAFETY EXPENDITURE LIMITS

Pursuant to 10 CFR 440.16(h), Grantees must set H&S expenditure limits for their Program, providing justification by explaining the basis for setting these limits and providing related historical experience.

For the U.S. Department of Energy (DOE) Weatherization Assistance Program (WAP), the New Jersey Department of Community Affairs (DCA) budgets Health and Safety (H&S) costs in a separate budget category from Program Operations, removing H&S costs from the SIR and the per unit expenditure limitation of $7,776. DCA has expended H&S costs of 7% for DOE Annual 2019. Due to the Covid-19 pandemic, DOE Annual 2020 does not have H&S expenditures yet (as of February 5, 2021). This H&S Plan calls for more grantee intervention in addressing H&S issues; and due to the Covid-19 resulting in higher demand for personal protection equipment, DCA will set an average H&S expenditure limit of 14% of the per unit average for Program Operations. This percent will vary based on actual expenditures and will be averaged across all units. Sub grantees will be required to maintain their budget limitation or face disallowed costs. DCA will require sub grantees to track H&S costs and related measures to support future budget requests.

In order to maintain the primary energy efficiency mission of the program, H&S budgets are limited to 14% of $ (New Jersey's estimated per unit expenditure for the 2021 Program Year) or an estimated $1,089 per unit adjusted based on actual Program Operation expenditures. Sub grantees must maintain this H&S expenditure limit of 14%, on average, across all units reported to the DCA or face disallowed costs except that DCA may approve waivers on a case-by-case basis. Waivers must be submitted to DCA State Monitors for approval when the total H&S cost is over $1,500 up to $2,500 for an individual unit. H&S estimates over $2,500 for an individual unit must be approved by the DCA Office of Low-Income Energy Conservation's (OLIEC) Program Supervisor. H&S practices must be performed within the guidance of the NJ WAP H&S Plan, but certain discretion is left to the auditor in estimating costs and making judgments for deferral. Those judgments must be within the limitations outlined herein and detailed justification provided in the client file.

NJWAP will be incorporating dual funding sources, utilizing both LIHEAP and DOE in single family housing. The DOE/LIHEAP Funding policy should not only help agencies use their funds more effectively, but also reduce the number of deferred units. Chapter 7, Section 3.22 in the NJWAP Policy Manual will be dedicated to the dual shell funding guidance. An individual health and safety measure cannot be split between funding sources. For a unit to be eligible for dual shell funding a minimum expenditure of $2,000 in ECM materials must be estimated before both DOE and LIHEAP funds can be used in the unit. The total expenditure limit will be based on the ACPU for each funding source, with a total health and safety expenditure limit of $7,000. Waivers must be submitted to DCA State Monitors for approval when the total H&S cost is over $3,000 and up to $5,000 for a dual unit. H&S estimates over $5,001 for a dual shell funded unit must be approved by the OLIEC Program Supervisor. Jobs that would exceed $7,001 must be deferred.

H&S Measure Matrix - Optional			
Double Click To Open For Editing			
Cells this shade auto calculate			
Enter Measure ↓	**Enter** Cost ↓	**Enter** Frequency % ↓	Auto Calculates
Asbestos (Encapsulation Only)	$1,072.92	3.0%	$32.19
Combustion Appliances	$4,361.94	0.8%	$36.64
Electrical Repairs	$1,359.50	1.6%	$22.16
Lead Based Paint	$542.85	11.5%	$62.43
Mold, Moisture, Ventilation Air Qaulity	$8,910.00	7.2%	$638.85
Radon (Testing Only)	$132.08	9.5%	$12.55
Smoke and CO Detectors	$623.82	31.6%	$197.13
Total Average H&S Cost Per Unit			$1,001.94
Enter Estimated Production (Annual File: IV.2 WAP Production Schedule) →			516
Enter Estimated Program Operations Budget →			$3,691,923
H&S Budget (Total Average H&S Cost Per Unit * Estimated Production)			$516,999.60
Requested H&S Percentage Per Unit (H&S Budget/Program Operations)			14.0%

4.0 – Incidental Repair Measures

If Grantees choose to identify any H&S measures as incidental repair measures (IRMs), they must be implemented as such under the Grantee's weatherization program in all cases – meaning, they can never be applied to the H&S budget category. In order to be considered IRMs, 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. (10 CFR 440 "Definitions")

Incidental Repair Measure (IRM) A full NEAT/MHEA energy audit must be run on the unit to justify IRM cost. Includes incidental repair materials and installation, which are performed because they are deemed necessary for the effectiveness of one or more Energy Conservation Measure (ECM). The ECM(s) that require the installation of an IRM must be documented in the client file. The total cost of the IRM(s) is added into the audit by checking the "Include in SIR" box. The total package of weatherization measures must have a cumulative SIR of 1.0 or greater to perform the IRM. If the cumulative SIR is below 1.0 the unit will have to be deferred until another funding source can be found to pay for the IRM(s).

5.0 – Deferral/Referral Policy

Deferral of services may be necessary if H&S issues cannot be adequately addressed according to WPN 17-06 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. If, in the judgment of the auditor, any conditions exist which may endanger the health and/or safety of the workers or occupants, the unit should be deferred until the conditions are corrected. Deferral may also be necessary where occupants are uncooperative, abusive, or threatening. Grantees must be specific in their approach and provide the process for clients to be notified in writing of the deferral and what conditions must be met for weatherization to continue. Grantees must also provide a process for the client to appeal the deferral decision to a higher level in the organization.

Yes ☑ No ☐

Where can this deferral/referral policy be accessed?

The deferral/referral policy can be found in the New Jersey Weatherization Assistance Program's Policy and Procedures Manual (NJ WAP Manual) in the following chapters:

The manual can be found on the following link:
http://www.nj.gov/dca/divisions/dhcr/offices/wap.html.

- Chapter 3, Health and Safety, Section 1, Special considerations for COVID-19 can be found in section 7.25 – Infectious Disease Preparedness and Response.
- Chapter 6, Heating Systems, Section 8
- Chapter 7, Sub-grantee's Grant Management and Program Operation, Section 3.22 Dual Shell Funding
- Chapter 7, Sub-grantee's Grant Management and Program Operations, Section 3.9
- Chapter 9, Comfort Partners/WAP Partnership
- Policy Manual Appendix Weatherization Forms, Health and Safety Deferral Notice http://www.state.nj.us/dca/divisions/dhcr/offices/docs/wap/wap_3_deferral_notification.pdf

When a unit is deferred, WAP agency can submit the unit for review and consideration for possible weatherization through the WAP and Comfort Partners Partnership. Chapter 9 in the NJWAP Policy Manual will be dedicated to the Memorandum of Understanding (MOU) and partnership workflow

process with Comfort Partners. WAP sub-grantees will seek a possible joint audit with Comfort Partners. If the unit does not meet the eligibility criteria for the Partnership Program, then the house would be deferred. The joint venture is limited to single-family owner-occupied households with natural gas or electricity utilities.

6.0 – Hazard Identification and Notification Form(s)

Documentation forms must be developed that include at a minimum: the client's name and address, dates of the audit/assessment and when the client was informed of a potential H&S 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.

Documentation Form(s) have been developed and comply with guidance?
Yes ☑ No ☐

7.0 – Health and Safety Categories

For each of the following H&S categories identified by DOE:

- *Explain whether you concur with existing guidance from WPN 17-06 and how that guidance will be implemented in your Program, if you are proposing an alternative action/allowability, or if the identified category will not be addressed and will always result in deferral. Alternatives must be comprehensively explained and meet the intent of DOE guidance.*
- *Where an Action/Allowability or Testing is "required" or "not allowed" through WPN 17-06, Grantees must concur, or choose to defer all units where the specific category is encountered.*
- *"Allowable" items under WPN 17-06 leave room for Grantees to determine if the category, or testing, will be addressed and in what circumstances.*
- *Declare whether DOE funds or alternate funding source(s) will be used to address the particular category.*
- *Describe the explicit methods to remedy the specific category.*
- *Describe what testing protocols (if any) will be used.*
- *Define minimum thresholds that determine minor and major repairs*
- *Identify minimum documentation requirements for at-risk occupants*
- *Discuss what explicit steps will be taken to educate the client, if any, on the specific category if this is not explained elsewhere in the Plan. Some categories, like mold and moisture, require client education.*
- *Discuss how training and certification requirements will be provided for the specific category. Some categories, like Lead Based Paint, require training.*
- *Describe how occupant health and safety concerns and conditions will be solicited and documented*

Grantees may include additional H&S categories for their particular Programs. Additional categories must include, at a minimum, all of the same data fields as the DOE-provided categories. Two additional tables have been created to utilize.

7.1 – Air Conditioning and Heating Systems

Concurrence, Alternative, or Deferral		
Concurrence with Guidance ☑	Alternative Guidance ☐	Results in Deferral ☐
Air Conditioning Unallowable Measure ☐	Heating Unallowable Measure ☐	
Funding		
DOE ☑ LIHEAP ☑	State ☐	Utility ☐ Other ☐
How do you address unsafe or non-functioning primary heating/cooling systems?		

Malfunctioning or inoperable heating system replacement, repair, or installation is allowed given the climate conditions of our service area, unless prevented by other guidance herein. Specific guidelines for replacement of heating system can be found in Chapter 6, of the NJ WAP Manual. Central Air is a permissible weatherization tactic to modify, repair, tune-up, and, in limited and specific circumstances, replace air conditioning systems. Replacement of Central Air Conditioning systems is permitted using Heating Improvement Program funds, whenever replacement is required to facilitate the authorized replacement of (or other modification to) a heating system. This replacement of air conditioning systems should also, where possible, is supported by documentation which indicates that the air conditioning is medically necessary. All work of any kind involving alterations or replacement of Central Air Conditioning systems must receive prior authorization from the Program State Monitor. For room air conditioners, if the customer has non-working air conditioner(s) and has an "at-risk" occupant in the household with a medical condition documented by a physician that requires air conditioning, the sub-grantee must request Program State Monitor permission to replace the room air conditioner(s) under LIHEAP or DOE Health and Safety.
How do you address unsafe or non-functioning secondary heating systems, Including unvented secondary space heaters?
Maintenance and repair of secondary heating systems is allowed to ensure the safety of the household. For unvented secondary space heaters if the unit doesn't conform to the American National Standard Institute ANSI Z21.11.2, removal is required. Damaged and hazardous secondary units must also be removed regardless of meeting the ANSI standard. Deferral will occur when correction of such units is beyond the scope of services or the client doesn't give consent to remove the secondary unit.
Indicate Documentation Required for At-Risk Occupants
For air conditioning clients, determine the presence of at-risk occupants. An at-risk occupant is a household member with a medical condition documented by a physician that requires air conditioning. No new installation of room air conditioning systems is permitted where an air conditioning unit did not previously exist. Medical documentation must be no older than 180 days. Air conditioning is to be repaired when practical and costs are less than replacement.
Testing Protocols
Make sure primary systems are present, operable, and performing correctly. Determine and document presence of "at-risk" current occupants when replacing room air-conditioning as a Health and Safety (H&S) measure. On combustion equipment, inspect chimney and flue and test for Combustion Appliance Zone (CAZ) depressurization. Combustion equipment will be tested to ensure conformance with ANSI/BPI 1200-S-2017. For solid fuel appliances look for visual evidence of soot on the walls, mantel or ceiling or creosote staining near the flue pipe.
Client Education
Chapter 6, Heating Systems, NJ WAP Manual provides guidance to sub grantees on client education

strategies for recipients of heating system/appliances and Chapters 3 and 4 will address room air conditioners.
Training
Training on the elements of the NJ WAP H&S Plan and combustion safety testing will be provided to Auditors and Crew.

7.2 - Asbestos – All				
What is the blower door testing policy when suspected Asbestos Containing Material (ACM) is identified?				
Blower door testing will not be performed until friable asbestos is encapsulated or abated and air sampling is conducted by an AHERA certified professional.				
7.2a – Asbestos - in siding, walls, ceilings, etc.				
Concurrence, Alternative, or Deferral				
Concurrence with Guidance ☑	Alternative Guidance ☐	Results in Deferral ☐		
Funding				
DOE ☑	LIHEAP ☑	State ☐	Utility ☐	Other ☐
How do you address suspected ACM's in siding, walls, or ceilings that will be disturbed through the course of weatherization work?				
Temporary removal and replacement of siding can perform energy conservation measures. All precautions must be taken not to damage siding. Asbestos siding should never be cut or drilled. Recommended, where possible, to insulate through home interior when suspected asbestos siding is present.				
Testing Protocols				
Inspect exterior wall surface and subsurface for asbestos siding prior to drilling or cutting. Remove asbestos or suspected asbestos shingles only as needed to perform the measure installation prior to drilling the sidewall and replace with removed shingles. Temporary removal of shingles is permissible under N.J.A.C. 12:120. Workers should make all attempts to create minimal breakage of shingles. Clients must be removed from the work area. Respirators and full body suits must be used by all workers while asbestos shingles are being removed and replaced. If it becomes necessary to remove the siding, it is recommended that it be removed with minimal breakage. To do this it should not be hammered, sawn, or dropped. Siding should be removed in whole pieces and then carried or lowered to the containment area (instead of letting it drop to the ground). Siding will most likely break where it is fastened to the building, these areas should be moistened with water before attempting to remove the fasteners. Often a type of pliers, called "lineman's pliers" can be used to cut off the heads of the nails. Fasteners may also be cut by inserting a reciprocating saw behind the shingle and carefully cutting it without damaging the shingle. The ground underneath the work area should be protected with heavy plastic (>= 6mil) in order to catch any debris that might inadvertently fall. Debris should be carefully removed from the plastic using a HEPA vacuum for small material at the end of every workday. In NJ it is not required that a NJ licensed asbestos contractor remove this type of material. The only exception is if the building is to be demolished. For more information on this subject, please refer to the Indoor Environments Contacts page for information on how to contact the Department of Health (DOH).				

Client Education
Clients must be informed that suspected asbestos siding is present and how precautions will be taken for containment and to ensure minimal breakage of siding. Formally notify client in writing of results if testing was performed.
Training and Certification Requirements
Sub grantees will be trained in safe practices for siding removal and replacement and how to identify asbestos containing materials.

7.2b – Asbestos - in vermiculite				
Concurrence, Alternative, or Deferral				
Concurrence with Guidance ☑		Alternative Guidance ☐		Results in Deferral ☐
Funding				
DOE ☑	LIHEAP ☑	State ☐	Utility ☐	Other ☐
How do you address suspected ACM's in vermiculite that will be disturbed through the course of weatherization work?				
Testing is allowed with DOE funds. Removal is not allowed with DOE funds. Vermiculite must be assumed to contain asbestos and not disturbed other than testing performed by an Asbestos Hazard Emergency Response Act (AHERA) certified tester. Assess whether suspected vermiculite is present. Do not disturb or reenter the area of the home where suspected asbestos is present unless certified to perform testing. Complete as much of the energy audit as practical without disturbing the vermiculite and estimate the blower door numbers. If ECMs are recommended from the energy audit, have the suspected vermiculite tested in accordance with the Asbestos Hazard Emergency Response Act of 1986 (AHERA) using certified prescriptive sampling performed by a certified tester. Blower door testing will not be done unless vermiculite testing has shown no asbestos is present. If asbestos is present in vermiculite, the unit must be deferred. If tests show that no asbestos is present, perform the blower door tests and complete the energy audit and update estimated numbers to determine the recommended measures.				
Testing Protocols				
AHERA sample collection and testing must be conducted by a certified tester. Baseline environmental asbestos sampling is an allowable cost if authorized in the H&S Plan.				
Client Education				
Clients should be instructed not to disturb suspected asbestos containing material. Sub-grantees provide EPA's *Asbestos Safety Information* http://www.nj.gov/dca/divisions/dhcr/offices/docs/wap/EPA%20Asbestos%20Safety%20Information.pdf and the client must be notified of the potential observed hazard and informed that testing will be necessary to verify the presence of asbestos. Formally notify the client if test results are positive for asbestos and have notification form signed by the client and a copy kept in the client file. If asbestos is determined to be present inform client that work can only continue if the asbestos is removed by a certified professional and appropriate documentation provided.				
Training and Certification Requirements				
Audit training will be provided to Sub-grantees on how to recognize vermiculite. Testers must be certified through the AHERA course for testing.				

7.2c – Asbestos - on pipes, furnaces, other small covered surfaces				
Concurrence, Alternative, or Deferral				
Concurrence with Guidance ☑		Alternative Guidance ☐		Results in Deferral ☐
Funding				
DOE ☑	LIHEAP ☑	State ☐	Utility ☐	Other ☐
How do you address suspected ACM's (e.g., pipes, furnaces, other small surfaces) that will be disturbed through the course of weatherization work?				
Assume asbestos is present in unknown or common asbestos containing covering materials. Encapsulation of friable asbestos is allowed using DOE H&S funds and performed by an AHERA asbestos control professional. Encapsulation and air-sampling must be conducted prior to blower door testing. Removal may be allowed with LIHEAP H&S funds if performed by an AHERA asbestos control professional when encapsulation of friable asbestos is not feasible. Justification for removal must be presented to the Program State Monitor for approval. Blower door results can be estimated to complete the audit but must be updated once asbestos work is concluded. When deferral is necessary due to asbestos, occupant must provide documentation that a certified professional performed the remediation before work continues.				
Testing Protocols				
Auditor will perform visual inspection to identify suspected asbestos containing covering materials. If suspected friable asbestos is present, minor asbestos encapsulation or removal may be performed by a certified asbestos contractor. Complete as much of the energy audit as practical without disturbing the material and estimate the blower door numbers. If the material is intact and will not be disturbed by recommended WAP activity, continue with weatherization work. Testing may be allowed where the material is suspected to contain asbestos and cost estimates for the necessary encapsulation or removal are high and could potentially be avoided. Once the friable material is encapsulated using DOE funding or removed using LIHEAP funding or if tests show that no asbestos is present, perform the blower door tests and complete the energy audit and update estimate numbers to determine the recommended measures.				
Client Education				
Inform client of any observed suspected asbestos containing material. Clients should be instructed not to disturb suspected asbestos containing material. Sub-grantees provide the client with EPA's *Asbestos Safety Information* http://www.nj.gov/dca/divisions/dhcr/offices/docs/wap/EPA%20Asbestos%20Safety%20Information.pdf. If deferral is necessary, inform client that work can only continue if the asbestos is removed by a certified professional and appropriate documentation provided.				
Training and Certification Requirements				
Training will be provided to Sub-grantees to visually identify suspected asbestos and asbestos containing materials. Anyone disturbing suspected asbestos containing material must be a certified AHERA professional.				

7.5 – Biologicals and Unsanitary Conditions (odors, mustiness, bacteria, viruses, raw sewage, rotting wood, etc.)				
Concurrence, Alternative, or Deferral				
Concurrence with Guidance ☑		Alternative Guidance ☐		Results in Deferral ☐
		Unallowable Measure ☐		
Funding				
DOE ☑	LIHEAP ☑	State ☐	Utility ☐	Other ☐
What guidance do you provide Sub grantees for dealing with biological and/or unsanitary conditions in homes slated for weatherization?				
Remediation of conditions that may lead to or promote biological concerns and unsanitary conditions is allowed. Removal of condition is defined as repairing the condition that creates the biological contamination such as repairing leaking or broken waste lines. Addressing or testing for bacteria and viruses is not an allowable cost. Deferral may be necessary in cases where a known agent is present in the home that may create a serious risk to occupants or weatherization workers. **See the Mold and Moisture section for additional guidance.**				
Testing Protocols				
Sensory inspection will be used to identify the biological concerns. The inspection will be conducted by the Sub-grantee representative if he/she is not exposed to hazardous biological contaminants (i.e., raw sewage, animal/human feces, decomposing garbage, and animal carcasses). Cleanup of contaminants such as decomposing garbage and animal/human feces due to the occupant's neglect are not eligible. Hazardous conditions must be corrected by a certified professional and signed clearance notification must be provided to the Sub-grantee prior to weatherization continuing. Non-hazardous conditions can be corrected by the client, and if performed within 30 days, weatherization can continue.				
Client Education				
Inform client in writing of observed conditions. Provide information on how to maintain a sanitary home. When deferral is necessary, provide information in writing describing conditions that must be met for weatherization to commence.				
Training				
Sub-grantee staff is to be trained in how to recognize conditions and when to defer as well as worker safety when encountering these conditions.				

7.6 – Building Structure and Roofing				
Concurrence, Alternative, or Deferral				
Concurrence with Guidance ☑		Alternative Guidance ☐		Results in Deferral ☐
Funding				
DOE ☑	LIHEAP ☑	State ☐	Utility ☐	Other ☐
What guidance do you provide Sub grantees for dealing with structural issues (e.g., roofing, wall, foundation) in homes slated for weatherization?				
Building rehabilitation and structural corrections are beyond the scope of the NJ WAP. Homes with conditions that require more than incidental repair should be deferred. Minor Roof Repairs will be an acceptable measure under health and safety. See Mold and Moisture section for requirements.				

How do you define "minor" or allowable structure and roofing repairs, and at what point are repairs considered beyond the scope of weatherization?
Auditors will perform visual inspection. Ensure that access to areas necessary for weatherization is safe for entry and performance of assessment, work, and inspection. Funds will be utilized to address incidental repairs, which are separate from the H&S funding category and must be included in the package SIR and the average cost per unit for Program Operations. Minor Roof Repairs can be utilized under either DOE or LIHEAP 2020 funding with a monetary limitation of $2,500. Roof Repairs beyond the limitation must be deferred.
If priority lists are used, and these repairs are designated as Incidental Repairs, at what point is a site-specific audit required?
Only incidental repairs will be considered for funding and must be included in the package SIR and the average cost per unit for Program Operations. The package cumulative SIR must be above 1.0 or greater to perform weatherization work. Incidental repairs are those which are performed because they are deemed necessary for the effective performance or preservation of one or more ECMs. In addition, the incidental repair must be listed as ordinary maintenance or minor work as defined in N.J.A.C. 5:23. Determine whether repair work is necessary and meets the definition of incidental repair. The unit must be deferred if the package SIR is below 1.0. If the work requires more than incidental repair, then the client must be deferred.
Client Education
Notify client of any housing deficiencies and/or substandard conditions or compromised areas. When deferral is necessary, provide information in writing describing conditions that must be met for weatherization to commence.
Training
Sub-grantee staff will be trained on how to identify deficiencies and substandard conditions in housing and how to differentiate between incidental and major repair.

7.7 – Code Compliance				
Concurrence, Alternative, or Deferral				
Concurrence with Guidance ☑		Alternative Guidance ☐		Results in Deferral ☐
Funding				
DOE ☑	LIHEAP ☑	State ☐	Utility ☐	Other ☐
What guidance do you provide Sub grantees for dealing with code compliance issues in homes receiving weatherization measures?				
Correction of preexisting code compliance issues is not an allowable cost other than where weatherization measures are being conducted or when necessary to perform weatherization work. When correction of preexisting code compliance issues is triggered and paid for with WAP funds, cite specific code requirements with reference to the weatherization measure(s) that triggered the				

code compliance issue in the client file. State and local (or jurisdiction having authority) codes must be followed while installing weatherization measures. Condemned properties and properties where "red tagged" H&S conditions exist that cannot be corrected under this guidance should be deferred.
What specific situations commonly trigger code compliance work requirements for your network? How are they addressed?
Majority of code compliance issues are commonly triggered by the replacement/installation of heating/hot water equipment and electrical upgrades for ASHRAE 62.2-2016 compliance. All required replacements and installations must comply with the applicable building code(s) in the municipality where the installation is taking place. Required permits must be secured by a licensed contracting service.
Client Education
Inform client in writing of observed code compliance issues when it results in a deferral. When deferral is necessary, provide information in writing describing conditions that must be met for weatherization to commence.
Training
Sub-grantees will be trained on how to determine what code compliance may be required.

7.8 – Combustion Gases				
Concurrence, Alternative, or Deferral				
Concurrence with Guidance ☑		Alternative Guidance ☐		Results in Deferral ☐
Funding				
DOE ☑	LIHEAP ☑	State ☐	Utility ☐	Other ☐
Testing Protocols				
Combustion safety testing is required when combustion appliances are present. Test naturally drafting appliances for spillage and Carbon Monoxide (CO) during Worst Case Depressurization (WCD) of the Combustion Appliance Zone (CAZ) at pre- and post-weatherization and before leaving the home on any day when work has been done that could affect draft (e.g., tightening the home, adding exhaust). Inspect venting of combustion appliances to ensure proper disposal of combustion gases and confirm adequate clearances to building materials.				
How are crews instructed to handle problems discovered during testing, and what are the specific protocols for addressing hazards that require an immediate response?				
Carbon monoxide is a colorless, odorless, tasteless gas produced by burning gas, oil, wood, propane, charcoal or other fuel. Improperly ventilated appliances, particularly in a tightly sealed or enclosed space, may allow carbon monoxide to accumulate to dangerous levels. If you think you or any household occupant may have carbon monoxide poisoning, get into fresh air immediately and seek emergency medical care. If the CO reading exceeds the allowable ppm for the specific appliance in conformance with ANSI/BPI 1200-S-2017 and or ambient CO reading is in the range of 9 ppm-69 ppm, the auditor shall advise the homeowner/occupant that elevated levels of ambient CO have been detected. Windows and doors shall be opened. The auditor shall recommend that all possible sources of CO be				

turned off immediately. The auditor shall contact the clients' utility company to request a "carbon monoxide investigation". If the investigation confirms high CO readings, request an "appliance adjustment for emissions". If the appliance cannot be adjusted by the utility and a violation notice is issued due to unsafe conditions, repair or replacement is an allowable H&S measure unless prevented by other guidance herein. If the CO reading indicates an ambient CO level of 70 ppm or greater, the auditor shall immediately terminate the inspection and notify the homeowner/occupant of the need for all building occupants to evacuate the building. The auditor shall immediately leave the building and the appropriate emergency services shall be notified from outside the home.

Specific guidelines for replacement of heating systems/water-heaters can be found in WAP Policy Chapter 6 and in the New Jersey Field Guide, Chapter 8 Heating and Cooling and Chapter 10 Baseload Measures.

Client Education

Sub-grantees provide the client with the *Appliance/Heating System Evaluation* form found at http://www.state.nj.us/dca/divisions/dhcr/offices/docs/wap/wap_appliance_heating_sys_evaluation_6.pdf, at the post inspection of WAP services. The form summarizes the CO test results of their dryer, gas range/oven, heater, and water heater. Also, information on new combustion appliances, excluding gas dryers, is provided including client education on regular maintenance and warranty information.

Training

Sub-grantees will be trained on how to perform appropriate testing, determine when a building is excessively depressurized, and the difference between air free and as measured.

7.9 – Electrical

Concurrence, Alternative, or Deferral

Concurrence with Guidance ☑ Alternative Guidance ☐ Results in Deferral ☐

Funding

DOE ☑ LIHEAP ☑ State ☐ Utility ☐ Other ☐

What guidance do you provide Sub grantees for dealing with electrical hazards, including knob & tube wiring, in homes slated for weatherization?

Auditors will perform visual inspection. Voltage drop, and voltage detection testing should be performed as necessary. Electrical issues should be determined if correction is necessary to safely perform weatherization activity. Electrical upgrades necessary for a specific ECM can be included in the cost of the measure. Sub-grantees will seek the approval of the State when electrical overloads are likely to result from installing new appliances. The NJWAP Field Guide Chapter 1, 1.7 Electrical Safety, provides guidance on overloads.

When inspecting for the presence and condition of knob-and-tube wiring, check for alterations that may create an electrical hazard. Voltage drop, and voltage detection testing are allowed. Knob and tube wiring can be removed to perform weatherization measures if within the cost limitation identified in the NJ H&S Plan. Damming around the wire with proper clearance or skipping wall cavities where knob-and-tube is present can also be performed unless the area not being insulated is greater than 25% of the total attic/floor area or wall area respectively as called for in the energy audit. Chapter 1, 1.7.1 and 1.7.2 of the New Jersey Weatherization Field Guide provides policy and

guidance on knob and tube wiring.
How do you define "minor" or allowable electrical repairs, and at what point are repairs considered beyond the scope of weatherization?
Deferral will occur when corrections are beyond the scope of the NJ H&S Plan. The primary mechanism for determining deferral of a unit is based on costs associated with correcting the H&S condition necessary to perform audit recommended weatherization work as defined in the DCA Deferral & Referral Policy above.
If priority lists are used, and these repairs are designated as Incidental Repairs, at what point is a site-specific audit required?
NJWAP sub grantees are required to perform a site-specific audit on all building types for WAP services.
Client Education
Sub-grantees provide client with the Electrical Safety Foundation International (ESFI) *Electrical Safety Workbook* http://www.nj.gov/dca/divisions/dhcr/offices/docs/wap/Electrical%20Safety%20Foundation%20International%20(ESFi)%20Electrical%20Safety%20Workbook.pdf. Observed hazards including any existing overloads discovered at the time of the audit will be discussed with the owner and noted in the client folder.
Training
Sub-grantees will be trained on how to identify electrical hazards and local code compliance.

7.10 – Formaldehyde, Volatile Organic Compounds (VOCs), Flammable Liquids, and other Air Pollutants				
Concurrence, Alternative, or Deferral				
Concurrence with Guidance ☑		Alternative Guidance ☐		Results in Deferral ☐
Funding				
DOE ☑	LIHEAP ☑	State ☐	Utility ☐	Other ☐
What guidance do you provide Sub grantees for dealing with formaldehyde, VOCs, flammable liquids, and other air pollutants identified in homes slated for weatherization?				
Removal of pollutants is allowed and is required if they pose a risk to workers. If pollutants pose a risk to workers and removal cannot be performed or is not allowed by the client, the unit must be deferred. Refer to *Hazardous Materials Disposal* section for more information.				
Testing Protocols				
Auditors will perform sensory inspection. Suspected pollutants beyond small amounts of normal household cleaners must be removed from the envelope prior to weatherization and the client informed of risks associated with keeping pollutants indoors, even when ventilation is present. Permanent location of suspected pollutants should be considered in defining the envelope. Formaldehyde vapors are emitted by pressed wood products, hardwood, plywood, wall paneling, particleboard, wafer board, environmental tobacco smoke, durable press drapes, glues, some new carpets, urea-formaldehyde foam insulation, etc. VOCs are emitted by some household cleaning				

products like cleansers and disinfectants; paints, paint strippers, and other solvents; preservatives; stored fuels, and automotive products; moth repellents and air fresheners; etc. ASHRAE 62.2 addresses normal household conditions and does not account for high polluting sources. The Sub-grantees will consider additional ventilation in homes with suspected VOC problems that are not easily removed.
Client Education
Inform client in writing of observed condition and associated risks. Sub-grantees provide client with EPA's *Sure, Your Home is Clean but is it Safe for Your Family* http://www.nj.gov/dca/divisions/dhcr/offices/docs/wap/epa_sure_your_home_is_clean_but.pdf. Sub-grantee must also inform clients of household hazardous waste collection day programs in their county.
Training
Sub-grantees will be trained on how to recognize potential hazards and when removal is necessary.

7.11 – Fuel Leaks				
Concurrence, Alternative, or Deferral				
Concurrence with Guidance ☑		Alternative Guidance ☐		Results in Deferral ☐
Funding				
DOE ☑	LIHEAP ☑	State ☐	Utility ☐	Other ☐
Remediation Protocols				
Fuel leaks found during testing will be addressed immediately. Testing procedures must conform with ANSI/BPI 1200-S-2017 Standards. When a gas leak is found on the utility side of service the utility must be notified and a temporary halt work will be issued. The leak must be repaired by the utility before weatherization can commence. If a fuel leak is found after the utility side of service, the utility must still be contacted to confirm the leak. If the leak is confirmed and cannot be repaired by the utility, repairing fuel leaks is an allowable H&S measure. Oil fuel lines and above ground tanks must be visibly inspected for leaks. If leaks are found repair/replacement of fuel lines or above ground tank is an allowable H&S measure. For testing and evaluating fuel leaks see NJ Field Guide, Chapter 8 Heating and Cooling Systems.				
How do you define allowable fuel leak repairs, and at what point are repairs considered beyond the scope of weatherization?				
Allowable fuel leak repairs consist of replacement of propane and natural gas pipe sections, joints, fittings and shut off valves. Fuel leak repairs for oil lines and above-ground oil tank repair/or replacement is allowable. Leaking under-ground storage tank must be deferred. Deferral will occur when corrections are beyond the scope of the NJ H&S Plan. The primary mechanism for determining deferral of a unit is based on costs associated with correcting the H&S condition necessary to perform audit recommended weatherization work as defined in the DCA Deferral & Referral Policy above.				
Client Education				
Inform clients in writing if fuel leaks are detected.				
Training				
Sub-grantees will be trained on how to properly test and visually inspect for fuel leaks.				

7.12 – Gas Ovens / Stovetops / Ranges				
Concurrence, Alternative, or Deferral				
Concurrence with Guidance ☐		Alternative Guidance ☐		Results in Deferral ☐
Funding				
DOE ☑	LIHEAP ☑	State ☐	Utility ☐	Other ☐
What guidance do you provide Sub grantees for addressing unsafe gas ovens/stoves/ranges in homes slated for weatherization?				
LIHEAP Health and Safety funding can be used to replace ranges and ovens that are dangerous and cannot be repaired. Replacement ranges and or ovens are applicable to single-family owner-occupied units. For tenant occupied units, leveraging applies. Landlords must pay 50% of the cost for replacement. Gas ranges and ovens will be tested for CO levels and where CO levels exceed the ANSI/BPI 1200-S-2017 threshold of 225 ppm as measured, an attempt will be made to correct said levels. If CO levels cannot be corrected, the appliance will be replaced or if the range and or oven has been issued a safety violation by the utility company this can be used to justify replacement. Electric ranges and ovens will only be replaced if there is imminent danger of fire or electrocution due to the condition of the unit. **The sub-grantee must request Program State Monitor permission to replace the oven/stovetop/range under LIHEAP Health and Safety.** DOE health and safety funding can be used to perform standard maintenance or repair to gas ovens and ranges. Replacement is not an allowable DOE H&S measure.				
Testing Protocols				
Test gas range burners and ovens for CO. Visibly inspect gas range burners and ovens for operability and flame quality.				
Client Education				
Clients will be informed of the importance of using exhaust ventilation when cooking and the importance of keeping burners and ovens clean to limit the production of CO. The client will receive all instructional and warranty information if the appliance is replaced.				
Training				
Sub-grantees will be trained on testing techniques and the required CO action levels.				

7.13 – Hazardous Materials Disposal [Lead, Refrigerant, Asbestos, Mercury (including CFLs/fluorescents), etc.] *(please indicate material where policy differs by material)*				
Concurrence, Alternative, or Deferral				
Concurrence with Guidance ☑		Alternative Guidance ☐		Results in Deferral ☐
Funding				
DOE ☑	LIHEAP ☑	State ☐	Utility ☐	Other ☐
Client Education				
Sub-grantees provide the client with EPA's *Sure, Your Home is Clean but is it Safe for Your Family*				

http://www.nj.gov/dca/divisions/dhcr/offices/docs/wap/epa_sure_your_home_is_clean_but.pdf . Clients are informed of hazards associated with hazardous waste materials being generated/handled in the home. The EPA recommends that consumers take advantage of available local options for recycling CFL's, fluorescents bulbs and other bulbs that contain mercury, and all other household hazardous wastes, rather than disposing of them in regular household trash.

Training

Not applicable.

Disposal Procedures and Documentation Requirements

Hazardous Waste Materials generated during weatherization work shall be disposed of according to all local laws, regulations and/or Federal guidelines, as applicable. Document proper disposal requirements in contract language with responsible party.

Refrigerant disposal- (refrigerators, central air units and room air conditioning units)
Contracted appliance providers that provide replacement of refrigerant containing appliances are required to dispose of the old appliance in accordance with Section 608 of the Clean Air Act (CAA), EPA has established regulations (40 CFR Part 82, Subparts A and F) that are relevant to the disposal of refrigeration/AC equipment. Small appliances are subject to special safe disposal requirements (§ 82.156[f]).

Lead paint disposal-
Construction and lead waste shall be disposed in accordance with EPA guidance, which states that "EPA's policy statement allows contractor-generated LBP waste to be disposed of as household waste".

Asbestos disposal-
Disposal of asbestos containing materials shall be included in the contract with the AHERA certified contractor. All asbestos containing materials must be disposed of in accordance with federal and state regulation N.J.A.C 7:26.

Mercury disposal- (includes CFLs, fluorescents bulbs and mercury thermostats)
EPA's universal waste regulations includes Mercury-Containing Equipment. Title 40 of the Code of Federal Regulations (CFR) in part 273.
For free recycling collection sites for disposing mercury thermostats visit the following link https://www.thermostat-recycle.org/statelaws/new_jersey.

7.14 – Injury Prevention of Occupants and Weatherization Workers
(Measures such as repairing stairs and replacing handrails)

Concurrence, Alternative, or Deferral

Concurrence with Guidance ☑ Alternative Guidance ☐ Results in Deferral ☐

Funding

DOE ☑ LIHEAP ☑ State ☐ Utility ☐ Other ☐

What guidance do you provide Sub grantees regarding allowable injury-related repairs (e.g., stairs, handrails, porch deck board)?

Workers must take all reasonable precautions against performing work on homes that will subject

workers or occupants to H&S risks. Minor repairs and installation may be conducted only when necessary to effectively weatherize the home; otherwise these measures are not allowed.

How do you define "minor" or allowable injury prevention measures, and at what point are repairs considered beyond the scope of weatherization? Quantify "minor" or allowable injury prevention measures.

Observe if dangers are present that would prevent weatherization. If weatherization cannot be safely performed, the hazards must be corrected by WAP if within reasonable costs or by the client prior to weatherization or the unit deferred.

Deferral will occur when correction is beyond the scope of this Plan. The primary mechanism for determining deferral of a unit is based on costs associated with correcting the H&S condition necessary to perform audit recommended weatherization work as defined in the DCA Deferral & Referral Policy.

Training

Staff awareness of potential hazards.

7.15 – Lead Based Paint

Concurrence, Alternative, or Deferral

Concurrence with Guidance ☑	Alternative Guidance ☐	Results in Deferral ☐

Funding

DOE ☑	LIHEAP ☑	State ☑	Utility ☐	Other ☑

Safe Work Protocols

Follow EPA's Lead; Renovation, Repair and Painting Program (RRP). In addition to RRP, Weatherization requires all weatherization crews working in pre-1978 housing to be trained in Lead Safe Weatherization (LSW). Lead-based paint should be assumed in pre-1978 housing unless testing negative.

Deferral is required when the extent and condition of lead-based paint in the house would potentially create further H&S hazards. 1 to 4 family households occupied by known lead poisoned children (blood lead level of 5ug/dL or higher with or without an Order to Abatement) shall be referred to the DCA Lead Safe Home Remediation Grant Program, local health departments or publicly assisted housing rehabilitation programs.

Testing Protocols

Testing to determine the presence of lead in paint that will be disturbed by WAP measure installation is allowed with EPA-approved testing methods. Testing methods must be economically feasible and justified.

A determination must be made for all units including the year built of the home, suspected presence of lead, and any necessary actions taken and signed and kept in the client file. A minimum of 3 inspections per Sub-grantee per year shall be conducted by the State Monitor during the performance of weatherization activities to ensure that proper containment is established, occupants and their belongings are being protected, and egress routes which avoid the work area are established. The State Monitor shall stop work if the crew has failed to implement the RRP and LSW practices.

Client Education
The Sub-grantee is required to give a copy of the EPA's *The Lead-Safe Certified Guide to Renovate Right* http://www.nj.gov/dca/divisions/dhcr/offices/docs/wap/EPA%20Lead%20Safe%20Certified%20Guide%20to%20Renovate%20Right%20for%20pre-1978%20homes.pdf to the client at least seven (7) days prior to the start of work.
Training and Certification Requirements
All Sub-grantee employees and contractors working on pre-1978 homes must receive training to install measures in a lead-safe manner in accordance with the SWS and EPA protocols, and installation must be overseen by an EPA Certified Renovator. Grantee State Monitors and Sub-grantee inspectors must be Certified Renovators. Sub grantee must be certified as an RRP Firm with the U.S. Department of Environmental Protection.
Documentation Requirements
Renovate Right Pamphlet Receipt signed by client or Lead-Free Certificate. All testing results and post weatherization cleaning Verification Records shall be maintained in the client file such as photographs of pre-and post LSW practices and photographs of LSW setup, a Certified Renovator acknowledgement that lead-based paint is not present. Training records for all individuals working on weatherization projects will be maintained at the Sub-grantee level and shall be verified by State Monitors on a bi-annual basis. Testing certification forms for each unit must be completed by the Certified Renovator and maintained with the client file. Testing certification forms must include the specific location of the test by room and component and result. The following forms shall be maintained in the client file: *Determination of Lead Safe Weatherization (LSW) Form* http://www.state.nj.us/dca/divisions/dhcr/offices/docs/wap/wap_3_lead_before_1978.pdf *Lead Safety Test Kit Documentation Form* http://www.state.nj.us/dca/divisions/dhcr/offices/docs/wap/Lead_Safety_Test_Kit_Documentation_Form.pdf *Checklist for Performing Renovation, Repair and Painting (RRP)* http://www.state.nj.us/dca/divisions/dhcr/offices/docs/wap/wap_3_checklist.pdf

7.16 – Mold and Moisture (Including but not limited to: minor roof repairs, minor mold remediation, drainage, gutters, down spouts, extensions, flashing, sump pumps, dehumidifiers, vapor retarders, moisture barriers, etc.)				
Concurrence, Alternative, or Deferral				
Concurrence with Guidance ☑		Alternative Guidance ☐		Results in Deferral ☐
Funding				
DOE ☑	LIHEAP ☑	State ☐	Utility ☐	Other ☐

What guidance do you provide Sub grantees for dealing with moisture related issues (e.g., drainage, gutters, down spouts, moisture barriers, dehumidifiers, vapor barrier on bare earth floors) in homes slated for weatherization?
Limited water damage repairs that can be addressed by weatherization workers and correction of moisture and mold creating conditions are allowed when necessary to weatherize the home and to ensure the long-term stability and durability of the measures. DOE and LIHEAP 2020 health and safety funding may be utilized for minor roof repairs effected by bulk water intrusion, ideally using the dual funding. The funding limitation for roof repairs is $2,500 and can only be charged to one grant. The subgrantee must justify the repair by a written explanation and photos of visible biological mold growth, which must be maintained in the client file. Minor suspected mold or moisture conditions will be addressed through providing adequate ventilation by meeting ASHRAE 62.2-2016 standards and or suppling dehumidification. Mold testing and cleaning are not allowable H&S costs under DOE. Minor suspected mold testing and minor to moderate mold remediation may be addressed utilizing LIHEAP 2020 health and safety funding. Remediation may consist of cleaning, removal of damaged material, sealant, and if necessary, replacement of the material removed. The funding limitation for mold remediation is $2,500. The service must be completed by a certified professional. As mentioned above, documented proof of biological mold growth must be maintained in the client file. If justifiable, the agency may submit a request to the OLIEC supervisor to exceed the funding limitation, on a case by case basis. Where severe moisture or suspected mold issues cannot be addressed, deferral is required. Surface preparation where weatherization measures are being installed (e.g., cleaning mold off window trim to apply caulk) must be charged as part of the ECM, not to the H&S budget category.
How do you define "minor" or allowable moisture-related measures, and at what point is work considered beyond the scope of weatherization?
Visual assessment is required and diagnostics such as moisture meters are recommended pre-weatherization and prior to final inspection. Suspected mold of individual areas less than or equal to 10 square feet are considered minor and weatherization can continue if adequate ventilation or dehumidification can be provided. For moderate to severe mold conditions, if the home has more 10 square feet in any one area (conditioned or unconditioned) or more than 20 square feet in total of all areas of the home (either conditioned or unconditioned) of suspected mold it must be deferred under DOE. LIHEAP funding may be utilized for minor mold remediation. Identifiable moisture creating conditions must be corrected by a certified professional prior to weatherization or the unit deferred. High humidity, general mustiness, or sensory observed moisture where a source cannot be pinpointed must be addressed with adequate ventilation or dehumidification prior to weatherization or the unit deferred.
Client Education
Sub-grantees provide the client with EPA's *A Brief Guide to Mold, Moisture and Your Home* http://www.nj.gov/dca/divisions/dhcr/offices/docs/wap/Environmental%20Protection%20Agency%20(EPA)%20A%20Brief%20Guide%20to%20Mold,%20Moisture,%20and%20Your%20Home.pdf. Discuss the importance of cleaning and maintaining drainage systems and proper landscape design. Large mold covered surfaces, exceeding grant health and safety cost limitation must be deferred and remediated by a professional prior to weatherization services.

Training
Sub-grantees will be trained using the national curriculum on mold and moisture or equivalent. NJ WAP will provide training to State Monitors and Sub-grantees' field staff on identifying mold and moisture problems including drainage issues. The training will ensure that staff can identify suspected mold and provide the client with information on remediation, if the subgrantee cannot address the issue due to LIHEAP grant health and safety cost limitations.

7.17 – Pests				
Concurrence, Alternative, or Deferral				
Concurrence with Guidance ☑		Alternative Guidance ☐		Results in Deferral ☐
Funding				
DOE ☑	LIHEAP ☑	State ☐	Utility ☐	Other ☐
What guidance do you provide Sub grantees for dealing with pests and pest intrusion prevention in homes slated for weatherization?				
Pest removal is allowed only where infestation would prevent weatherization. Infestation of pests may be cause for deferral where it cannot be reasonably removed or poses H&S concern for workers. Screening of windows and points of access is allowed to prevent intrusion.				
Define Pest Infestation Thresholds, Beyond Which Weatherization Is Deferred				
The primary mechanism for determining deferral of a unit is based on costs associated with correcting the H&S condition necessary in order to perform audit-recommended weatherization work as defined in the DCA Deferral & Referral Policy.				
Testing Protocols				
Auditors will assess the presence and degree of infestation and risk to worker. Pest infestation that may prevent weatherization activity or potentially lead to the degradation of weatherization materials must be corrected prior to weatherization or the unit deferred. Care should be taken that installed materials are protected from pest intrusion.				
Client Education				
Inform client in writing of observed condition and associated risks as well as methods for pest management and removal.				
Training				
Sub-grantees will be trained in how to assess presence and degree of infestation, associated risks, removal, pest management, and need for deferral. Training for Sub-grantees at: www.epa.gov/pesticides/factsheets/ipm.htm.				

7.18 – Radon				
Concurrence, Alternative, or Deferral				
Concurrence with Guidance ☐		Alternative Guidance ☑		Results in Deferral ☐
Funding				
DOE ☑	LIHEAP ☑	State ☐	Utility ☐	Other ☐
What guidance do you provide Sub grantees around radon?				
Whenever site conditions permit, exposed dirt must be covered with a sealed vapor barrier. Other precautions may include, but are not limited to, sealing any observed floor				

and/or foundation penetrations, including open sump pits, isolating the basement from the conditioned space and ensuring crawl space venting is installed. In homes where radon may be present, work scope should include precautionary measures based on EPA Healthy Indoor Environment Protocols for Home Energy Upgrades, to reduce the possibility of making radon issues worse. Radon testing is an allowable H&S charge with DOE funds, but radon mitigation is not allowed. Properties with radon levels of 4 pC/l and above or where testing is refused in Tier 1 municipalities will be deferred under the DOE grant. Sub-grantees will be allowed to install a Radon Mitigation system in homes with radon levels of 4 pC/l and above. Radon Mitigation systems to be installed are to be charged to the Sub-grantees' LIHEAP health and safety grant. Radon mitigation system cannot be installed if no weatherization work is to be completed on the home/unit. Failure to weatherize the home may result in disallowed costs for the radon mitigation system. Installing a radon mitigation system only is considered partial weatherization which is not allowed.
Testing Protocols
Pre-weatherization radon testing is allowed and required in Tier 1 municipalities and highly recommended for Tier 2 unless the property owner has tested for radon in the previous 5 years and has written evidence that radon levels are below 4 Pico-Curies per liter (pC/l). In the event that a radon test is conducted resulting in radon levels above 3.5 Pico-Curies per liter (pC/l) yet below 4 Pico-Curies per liter (pC/l), OLIEC requires agencies to perform a post weatherization radon test. The purpose of the post weatherization radon test is to ensure that radon levels were not elevated beyond 4 Pico-Curies per liter (pC/l), during the installation of energy conservation measures. If post weatherization radon levels exceed 4 Pico-Curies per liter (pC/l), Agencies are required to install a radon mitigation system. NJ DEP testing protocols will be used.
Client Education
Sub-grantees will provide the client with EPA's *A Citizen's Guide to Radon* http://www.state.nj.us/dca/divisions/dhcr/offices/docs/wap/2016_a_citizens_guide_to_radon.pdf, and inform them of radon related risks. Sub-grantees will review the *Radon Informed Consent Form* with the client. The form will include: Information from the results of the IAQ Study that there is a small risk of increasing radon levels when building tightness is improved; A list of precautionary measures WAP will install based on EPA Healthy Indoor Environment Protocols; The benefits of Weatherization including energy savings, energy cost savings, improved home comfort, and increased safety; and Confirmation that EPA's *A Citizen's Guide to Radon* was received.
Training and Certification Requirements
Sub-grantees will be trained on what radon is, how it occurs, what factors may make radon worse, weatherization measures that may be helpful, and vapor barrier installation.
Documentation Requirements
All clients must complete the *Radon Informed Consent Form,* https://www.nj.gov/dca/divisions/dhcr/offices/docs/wap/wap_3_Radon_Informed_Consent_Form.pdf with confirmation that EPA's *A Citizen's Guide to Radon* was received. Clients located in Tier 1 must sign the *Radon Testing Waiver* http://www.state.nj.us/dca/divisions/dhcr/offices/docs/wap/wap_3_radon_waiver.pdf.

The client file must have pre/post EPA Approved Lab Results if a radon mitigation system was installed using LIHEAP funding. After a radon mitigation system is installed the auditor must complete the *Radon Mitigation Checklist* http://www.state.nj.us/dca/divisions/dhcr/offices/docs/wap/Radon_Mitigation_Checklist-_Agency.pdf.

7.19 – Safety Devices: Smoke and Carbon Monoxide Alarms, Fire Extinguishers				
Concurrence, Alternative, or Deferral				
Concurrence with Guidance ☑		Alternative Guidance ☐		Results in Deferral ☐
Funding				
DOE ☑	LIHEAP ☑	State ☐	Utility ☐	Other ☐
What is your policy for installation or replacement of the following:				
Smoke Alarms: Every home should have smoke alarm(s) installed on each floor, near bedroom(s) per local code or manufacturers specification where ones are not present, functioning, or within their useful life span. Carbon Monoxide Alarms: All homes must have CO detector(s). Install these detector(s) on each floor, near bedrooms per local code or manufacturers specification where ones are not present, functioning, or within their useful life span. Fire Extinguishers: Providing fire extinguishers is allowed only when solid fuel is present. Installation is not allowed unless audit-approved weatherization measures are installed.				
Testing Protocols				
Check for operation of existing smoke and CO detectors.				
Client Education				
Provide client with verbal and written information on use of smoke/CO detectors and fire extinguishers where allowed. Inform the client to replace the batteries in smoke/CO detectors at least once a year.				
Training				
Sub-grantees will be trained on where to install detectors and local code compliance.				

7.20 – Occupant Health and Safety Concerns and Conditions				
Concurrence, Alternative, or Deferral				
Concurrence with Guidance ☑		Alternative Guidance ☐		Results in Deferral ☐
Funding				
DOE ☑	LIHEAP ☑	State ☐	Utility ☐	Other ☐
What guidance do you provide Sub grantees for soliciting the occupants' health and safety concerns related to components of their homes?				
Explaining to the occupants the necessary of ensuring their health and safety, and that of the NJWAP staff and contractors are a critical component of the NJWAP and that all weatherization activities cannot be delivered to the residence unless the occupant discloses existing health and safety concerns.				

What guidance do you provide Sub grantees for determining whether occupants suffer from health conditions that may be negatively affected by the act of weatherizing their home?
Require occupant to reveal known or suspected health concerns as part of initial application for weatherization. Screen occupants again during audit to verify earlier concerns and/or to determine if additional concerns exist that may not have been included at the time of application. Sub-grantee staff as early as the intake stage should be alert to situations that could negatively affect the H&S of clients. Question clients about allergies or diseases that are traceable to materials used in weatherization. The client must complete the *Health and Safety Client Intake Survey*, http://www.state.nj.us/dca/divisions/dhcr/offices/docs/wap/wap_3_client_intake_survey.pdf. Later, a decision can be made about proceeding with weatherization work or postponing work because of a major problem. Sub-grantees will become aware of clients' health problems that could be exacerbated by weatherization activities at the intake stage.
What guidance do you provide Sub grantees for dealing with potential health concerns when they are identified?
When a person's health may be at risk and/or WAP work activities could constitute a health or safety hazard, the occupant at risk will be required to take appropriate action based on severity of risk. Temporary relocation of at-risk occupants may be allowed on a case by case basis as approved by DCA. Failure or the inability to take appropriate actions must result in deferral.
Client Education
Provide client information of any known risks. Provide Sub-grantee contact information, so client can inform of any issues.
Documentation Form(s) have been developed and comply with guidance? Yes ☑ No ☐
The *Health and Safety Client Intake Survey* must be completed at client intake and confirmed with follow up during the home assessment.

7.21 – Ventilation and Indoor Air Quality				
Concurrence, Alternative, or Deferral				
Concurrence with Guidance ☑		Alternative Guidance ☐		Results in Deferral ☐
Funding				
DOE ☑	LIHEAP ☑	State ☐	Utility ☐	Other ☐
Identify the Most Recent Version of ASHRAE 62.2 Implemented (optional: identify Addenda used)				
The NJ WAP requires the installation of ventilation as prescribed by the most recent version of ASHRAE 62.2 - 2016. The NJWAP Monitors and Auditors have been trained using the Residential Energy Dynamics (RED) calculation http://www.residentialenergydynamics.com/ for determining required ventilation.				
Testing and Final Verification Protocols				
Implementation of ASHRAE 62.2-2016 is required. Client refusal of mechanical ventilation, when evaluated and called for pursuant to the Standard, must result in deferral. Conduct ASHRAE 62.2-2016 evaluation, measure fan flows, estimate costs needed to meet compliance and determine if deferral is necessary, install ventilation as necessary to meet the ASHRAE 62.2-2016 calculated CFM requirements and perform follow up testing to ensure compliance and adjust as needed to meet the				

standard. Post weatherization blower door numbers can be assumed to calculate required CFM, but ventilation must be adjusted once final blower door numbers are performed. ASHRAE 62.2-2016 is a minimum standard and additional ventilation may be necessary and is allowed to address higher concentrations of humidity or pollutants.
Client Education
Provide client with information on function, use, and maintenance this will include location of service switch and cleaning instructions of the ventilation system and components. The client will be provided with the equipment manual for installed equipment. Include disclaimer that ASHRAE 62.2 does not account for high polluting sources or guarantee indoor air quality.
Training
ASHRAE 62.2-2016 training will be provided including proper sizing, evaluation of existing and new systems, depressurization tightness limits, critical air zones, etc.

7.22 – Window and Door Replacement, Window Guards				
Concurrence, Alternative, or Deferral				
Concurrence with Guidance ☑		Alternative Guidance ☐		Results in Deferral ☐
Funding				
DOE ☑	LIHEAP ☑	State ☐	Utility ☐	Other ☐
What guidance do you provide to Sub grantees regarding window and door replacement and window guards?				
Replacement, repair or installation is not an allowable H&S cost. Unless there is physical proof of water intrusion causing biological growth, then the subgrantee may repair said window(s) and or door(s). Repairs may include framing components, sash and glass pane repairs or replacement. The subgrantee must follow the requirements for client file documentation found in the Mold and Moisture section of this plan to justify the use of health and safety funds. Funds under the weatherization portion of the program will be utilized to replace, repair, or install windows and doors provided the measure is recommended on the energy audit software with an SIR of 1.0 or greater based on DOE rule, whereas an SIR of .5 to 1.0 can be utilized with LIHEAP funds. Also, window and door repair and or replacement may be justified as an incidental repair. See the Incidental Repair Measure section for guidance.				
Testing Protocols				
Not applicable				
Client Education				
Provide information on the generation of lead household dust by friction and impact surfaces such as windows and doors.				
Training				
Sub-grantees will be trained on awareness of this guidance.				

7.23 – Worker Safety (OSHA, etc.)				
Concurrence, Alternative, or Deferral				
Concurrence with Guidance ☑		Alternative Guidance ☐		Results in Deferral ☐
Funding				
DOE ☑	LIHEAP ☑	State ☐	Utility ☐	Other ☐
How do you verify safe work practices? What is your policy for in-progress monitoring?				
Workers must follow OSHA standards and Safety Data Sheets (SDS) and take precautions to ensure the H&S of themselves and other workers. SDS must be posted wherever workers may be exposed to hazardous materials. DCA will perform random onsite assessments to determine if crews are utilizing safe work practices. State Monitors may stop work for observed unsafe work practices.				
Training and Certification Requirements				
Sub-grantees will be trained in use and importance of personal protection equipment (PPE). OSHA 10-hour training is required for all workers. OSHA 30-hour training is recommended for crew leaders. Training will be provided for State Monitors, Sub-grantee Field Technicians, and Contractors from among these topics offered by the New Jersey Department of Labor's Occupational Safety & Health Training Unit: • Electrical Safe Work Practices • Ergonomics for the Offices • First Aid for Bystanders • Hand and Portable Power Tool Safety • Hand Injury Prevention • Hazard Awareness • Hazard Communication • Heat and Cold Stress and Carbon Monoxide Poisoning • Hearing Conservation • Ladder Safety • Material Handling, Back Safety & Lifting Techniques • OSHA Record Keeping • Personal Protective Equipment • Respiratory Protection • Safety Audit • Safety Program Development • Safety Scanning • The Supervisor and Safety • Walking and Working Surfaces • Permit Required Confined Space Training				

7.24 – Water Heaters				
Concurrence, Alternative, or Deferral				
Concurrence with Guidance ☑		Alternative Guidance ☐		Results in Deferral ☐
Funding				
DOE ☑	LIHEAP ☑	State ☐	Utility ☐	Other ☐
Remediation Protocols				
Determine whether the appliances/water heaters are operating safely. Issues related to leaking units, combustion safety, electrical concerns, and other conditions leading to water heater failure will be assessed. Primary funding source for repair/replacement will be LIHEAP WAP/HIP. Repair and Replacement Water Heater Protocols Chapter 6, Section 2 of the NJWAP Manual.				
Testing Protocols				
Combustion safety testing is required when combustion appliances are present. Test naturally drafting appliances for spillage and CO during CAZ depressurization testing pre- and post-weatherization and before leaving the home on any day when work has been done that could affect draft. Testing Protocols Chapter 6, section 3.4 of the NJWAP Manual.				
Client Education				
Sub-grantees provide the client with the *Appliance/Heating System Evaluation* form http://www.state.nj.us/dca/divisions/dhcr/offices/docs/wap/wap_appliance_heating_sys_evaluation_6.pdf, at the post inspection of WAP services. The form summarizes the carbon monoxide test results of their dryer, gas range/oven, heater, and water heater. Also, information on new combustion appliances, excluding gas dryers, is provided including client education on regular maintenance and warranty information.				
Training				
Training on the elements of the NJ WAP H&S Plan and combustion safety testing will be provided to Auditors and Crew.				

7.25 – Infections Disease Preparedness and Response				
Concurrence, Alternative, or Deferral				
Concurrence with Guidance ☑		Alternative Guidance ☑		Results in Deferral ☐
Funding				
DOE ☑	LIHEAP ☑	State ☐	Utility ☐	Other ☐
Intake Protocols				
For guidance on workplace safety, refer to the following websites. Center for Disease Control and Prevention (CDC) https://www.cdc.gov and U.S. Department of Labor Occupational Safety and Health Administration (OSHA) http://www.osha.gov Due to the COVID 19 pandemic, it is of great significance to promote social distancing and teleworking. Intake workers should be collecting applications remotely, if possible, and in instances where remote applications are not feasible, implement strict distancing protocols to obtain applications. Collecting client signatures on required WAP documentation can be mailed and/or electronically sent. (If the client is unable to sign documents electronically, they may send photo signatures via email). The client must complete the Health and Safety Client Intake Survey, with additional questions regarding the infectious disease. This form is located at http://www.state.nj.us/dca/divisions/dhcr/offices/docs/wap/wap_3_client_intake_survey.pdf. For WAP agencies, the health and safety of the weatherization workers strongly depends on properly screening cliental during the COVID-19 pandemic.				
Deferral/Waiting List Protocols				
For COVID-19 a minimum 30-day deferral will be determined based on clients that have tested positive or are exhibiting symptoms or have been exposed to others with the infectious disease. The agency intake worker should strongly consider using the COVID-19 self-screening tool https://c19check.com/start, at the initial survey to help determine if clients should be served or deferred. Clients that are vulnerable; the elderly, individuals with serious underlying health conditions and or compromised immune systems should be placed on the agency's waiting list, giving them priority once the State of New Jersey implements stage three of the re-opening process. Clients that do not meet the above-mentioned circumstances but are concerned with their health and safety, can also be placed on the waiting list and reschedule for a later date for WAP services. After 30 days, agency intake worker will reach out to the client to determine scheduling status.				
Considerations for Field Work				
In accordance with OSHA 3990, all field workers shall be equipped with PPE and be provided with training for proper and safe use, removal, and cleaning to avoid contamination (and cross-contamination) for self and others. Weatherization field workers must clean and disinfect surfaces in the clients' home before and after performing work and/or diagnostic testing.				

During the COVID-19 crisis, all weatherization workers entering households must complete the *Field Safety Protocol Check List* prior to entry. It is strongly recommended to provide the WAP client(s) with mask(s), if feasible. And to always maintain social distancing. Weatherization services in regard to household entry should be limited. The workflow process should incorporate the contractor/crew's final workday with the Quality Control Inspection (QCI).
OSHA Guidance and Training
Additional worker safety must be met to protect the WAP workers as well as the client's household members during this pandemic. Please refer to the following guidance found in New Jersey WAP Policy Additional Resources, *OSHA 3990 Guidance on Preparing Workplaces for COVID-19*. The Occupational Safety and Health Administration has released an online training focused on Worker Safety https://www.energysmartacademy.com/online-courses.html . This training is strongly recommended in preparation for resuming Weatherization Services in the field.

New Jersey Weatherization Assistance Program Health and Safety Plan 2021

☑ POLICY SUBMITTED WITH PLAN

1.0 – GENERAL INFORMATION

Grantees are encouraged to enter additional information here that does not fit neatly in one of the other sections of this document.

2.0 – BUDGETING

Grantees are encouraged to budget Health & Safety (H&S) costs as a separate category and, thereby, exclude such costs from the average cost per unit cost (ACPU) limitation. This separate category also allows these costs to be isolated from energy efficiency costs in program evaluations. Grantees are reminded that, if H&S costs are budgeted and reported under the program operations category rather than the H&S category, the related H&S costs must be included in the calculation of the ACPU and cost-justified through the approved energy audit.

Select which option is used below.

Separate Health and Safety Budget ☑	Contained in Program Operations ☐

3.0 – HEALTH AND SAFETY EXPENDITURE LIMITS

Pursuant to 10 CFR 440.16(h), Grantees must set H&S expenditure limits for their Program, providing justification by explaining the basis for setting these limits and providing related historical experience.

For the U.S. Department of Energy (DOE) Weatherization Assistance Program (WAP), the New Jersey Department of Community Affairs (DCA) budgets Health and Safety (H&S) costs in a separate budget category from Program Operations, removing H&S costs from the SIR and the per unit expenditure limitation of $7,776. DCA has expended H&S costs of 7% for DOE Annual 2019. Due to the Covid-19 pandemic, DOE Annual 2020 does not have H&S expenditures yet (as of February 5, 2021). This H&S Plan calls for more grantee intervention in addressing H&S issues; and due to the Covid-19 resulting in higher demand for personal protection equipment, DCA will set an average H&S expenditure limit of 14% of the per unit average for Program Operations. This percent will vary based on actual expenditures and will be averaged across all units. Sub grantees will be required to maintain their budget limitation or face disallowed costs. DCA will require sub grantees to track H&S costs and related measures to support future budget requests.

In order to maintain the primary energy efficiency mission of the program, H&S budgets are limited to 14% of $ (New Jersey's estimated per unit expenditure for the 2021 Program Year) or an estimated $1,089 per unit adjusted based on actual Program Operation expenditures. Sub grantees must maintain this H&S expenditure limit of 14%, on average, across all units reported to the DCA or face disallowed costs except that DCA may approve waivers on a case-by-case basis. Waivers must be submitted to DCA State Monitors for approval when the total H&S cost is over $1,500 up to $2,500 for an individual unit. H&S estimates over $2,500 for an individual unit must be approved by the DCA Office of Low-Income Energy Conservation's (OLIEC) Program Supervisor. H&S practices must be performed within the guidance of the NJ WAP H&S Plan, but certain discretion is left to the auditor in estimating costs and making judgments for deferral. Those judgments must be within the limitations outlined herein and detailed justification provided in the client file.

NJWAP will be incorporating dual funding sources, utilizing both LIHEAP and DOE in single family housing. The DOE/LIHEAP Funding policy should not only help agencies use their funds more effectively, but also reduce the number of deferred units. Chapter 7, Section 3.22 in the NJWAP Policy Manual will be dedicated to the dual shell funding guidance. An individual health and safety measure cannot be split between funding sources. For a unit to be eligible for dual shell funding a minimum expenditure of $2,000 in ECM materials must be estimated before both DOE and LIHEAP funds can be used in the unit. The total expenditure limit will be based on the ACPU for each funding source, with a total health and safety expenditure limit of $7,000. Waivers must be submitted to DCA State Monitors for approval when the total H&S cost is over $3,000 and up to $5,000 for a dual unit. H&S estimates over $5,001 for a dual shell funded unit must be approved by the OLIEC Program Supervisor. Jobs that would exceed $7,001 must be deferred.

H&S Measure Matrix - Optional			
Double Click To Open For Editing			
Cells this shade auto calculate			
Enter Measure ↓	**Enter** Cost ↓	**Enter** Frequency % ↓	Auto Calculates
Asbestos (Encapsulation Only)	$1,072.92	3.0%	$32.19
Combustion Appliances	$4,361.94	0.8%	$36.64
Electrical Repairs	$1,359.50	1.6%	$22.16
Lead Based Paint	$542.85	11.5%	$62.43
Mold, Moisture, Ventilation Air Qaulity	$8,910.00	7.2%	$638.85
Radon (Testing Only)	$132.08	9.5%	$12.55
Smoke and CO Detectors	$623.82	31.6%	$197.13
Total Average H&S Cost Per Unit			$1,001.94
Enter Estimated Production (Annual File: IV.2 WAP Production Schedule) →			516
Enter Estimated Program Operations Budget →			$3,691,923
H&S Budget (Total Average H&S Cost Per Unit * Estimated Production)			$516,999.60
Requested H&S Percentage Per Unit (H&S Budget/Program Operations)			14.0%

4.0 – Incidental Repair Measures

If Grantees choose to identify any H&S measures as incidental repair measures (IRMs), they must be implemented as such under the Grantee's weatherization program in all cases – meaning, they can never be applied to the H&S budget category. In order to be considered IRMs, 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. (10 CFR 440 "Definitions")

Incidental Repair Measure (IRM) A full NEAT/MHEA energy audit must be run on the unit to justify IRM cost. Includes incidental repair materials and installation, which are performed because they are deemed necessary for the effectiveness of one or more Energy Conservation Measure (ECM). The ECM(s) that require the installation of an IRM must be documented in the client file. The total cost of the IRM(s) is added into the audit by checking the "Include in SIR" box. The total package of weatherization measures must have a cumulative SIR of 1.0 or greater to perform the IRM. If the cumulative SIR is below 1.0 the unit will have to be deferred until another funding source can be found to pay for the IRM(s).

5.0 – Deferral/Referral Policy

Deferral of services may be necessary if H&S issues cannot be adequately addressed according to WPN 17-06 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. If, in the judgment of the auditor, any conditions exist which may endanger the health and/or safety of the workers or occupants, the unit should be deferred until the conditions are corrected. Deferral may also be necessary where occupants are uncooperative, abusive, or threatening. Grantees must be specific in their approach and provide the process for clients to be notified in writing of the deferral and what conditions must be met for weatherization to continue. Grantees must also provide a process for the client to appeal the deferral decision to a higher level in the organization.

Yes ☑ No ☐

Where can this deferral/referral policy be accessed?

The deferral/referral policy can be found in the New Jersey Weatherization Assistance Program's Policy and Procedures Manual (NJ WAP Manual) in the following chapters:

The manual can be found on the following link:
http://www.nj.gov/dca/divisions/dhcr/offices/wap.html.

- Chapter 3, Health and Safety, Section 1, Special considerations for COVID-19 can be found in section 7.25 – Infectious Disease Preparedness and Response.
- Chapter 6, Heating Systems, Section 8
- Chapter 7, Sub-grantee's Grant Management and Program Operation, Section 3.22 Dual Shell Funding
- Chapter 7, Sub-grantee's Grant Management and Program Operations, Section 3.9
- Chapter 9, Comfort Partners/WAP Partnership
- Policy Manual Appendix Weatherization Forms, Health and Safety Deferral Notice http://www.state.nj.us/dca/divisions/dhcr/offices/docs/wap/wap_3_deferral_notification.pdf

When a unit is deferred, WAP agency can submit the unit for review and consideration for possible weatherization through the WAP and Comfort Partners Partnership. Chapter 9 in the NJWAP Policy Manual will be dedicated to the Memorandum of Understanding (MOU) and partnership workflow

process with Comfort Partners. WAP sub-grantees will seek a possible joint audit with Comfort Partners. If the unit does not meet the eligibility criteria for the Partnership Program, then the house would be deferred. The joint venture is limited to single-family owner-occupied households with natural gas or electricity utilities.

6.0 – Hazard Identification and Notification Form(s)

Documentation forms must be developed that include at a minimum: the client's name and address, dates of the audit/assessment and when the client was informed of a potential H&S 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.

Documentation Form(s) have been developed and comply with guidance?
Yes ☑ No ☐

7.0 – Health and Safety Categories

For each of the following H&S categories identified by DOE:

- *Explain whether you concur with existing guidance from WPN 17-06 and how that guidance will be implemented in your Program, if you are proposing an alternative action/allowability, or if the identified category will not be addressed and will always result in deferral. Alternatives must be comprehensively explained and meet the intent of DOE guidance.*
- *Where an Action/Allowability or Testing is "required" or "not allowed" through WPN 17-06, Grantees must concur, or choose to defer all units where the specific category is encountered.*
- *"Allowable" items under WPN 17-06 leave room for Grantees to determine if the category, or testing, will be addressed and in what circumstances.*
- *Declare whether DOE funds or alternate funding source(s) will be used to address the particular category.*
- *Describe the explicit methods to remedy the specific category.*
- *Describe what testing protocols (if any) will be used.*
- *Define minimum thresholds that determine minor and major repairs*
- *Identify minimum documentation requirements for at-risk occupants*
- *Discuss what explicit steps will be taken to educate the client, if any, on the specific category if this is not explained elsewhere in the Plan. Some categories, like mold and moisture, require client education.*
- *Discuss how training and certification requirements will be provided for the specific category. Some categories, like Lead Based Paint, require training.*
- *Describe how occupant health and safety concerns and conditions will be solicited and documented*

Grantees may include additional H&S categories for their particular Programs. Additional categories must include, at a minimum, all of the same data fields as the DOE-provided categories. Two additional tables have been created to utilize.

7.1 – Air Conditioning and Heating Systems

Concurrence, Alternative, or Deferral		
Concurrence with Guidance ☑	Alternative Guidance ☐	Results in Deferral ☐
Air Conditioning Unallowable Measure ☐	Heating Unallowable Measure ☐	
Funding		
DOE ☑ LIHEAP ☑	State ☐	Utility ☐ Other ☐
How do you address unsafe or non-functioning primary heating/cooling systems?		

Malfunctioning or inoperable heating system replacement, repair, or installation is allowed given the climate conditions of our service area, unless prevented by other guidance herein. Specific guidelines for replacement of heating system can be found in Chapter 6, of the NJ WAP Manual. Central Air is a permissible weatherization tactic to modify, repair, tune-up, and, in limited and specific circumstances, replace air conditioning systems. Replacement of Central Air Conditioning systems is permitted using Heating Improvement Program funds, whenever replacement is required to facilitate the authorized replacement of (or other modification to) a heating system. This replacement of air conditioning systems should also, where possible, is supported by documentation which indicates that the air conditioning is medically necessary. All work of any kind involving alterations or replacement of Central Air Conditioning systems must receive prior authorization from the Program State Monitor. For room air conditioners, if the customer has non-working air conditioner(s) and has an "at-risk" occupant in the household with a medical condition documented by a physician that requires air conditioning, the sub-grantee must request Program State Monitor permission to replace the room air conditioner(s) under LIHEAP or DOE Health and Safety.
How do you address unsafe or non-functioning secondary heating systems, Including unvented secondary space heaters?
Maintenance and repair of secondary heating systems is allowed to ensure the safety of the household. For unvented secondary space heaters if the unit doesn't conform to the American National Standard Institute ANSI Z21.11.2, removal is required. Damaged and hazardous secondary units must also be removed regardless of meeting the ANSI standard. Deferral will occur when correction of such units is beyond the scope of services or the client doesn't give consent to remove the secondary unit.
Indicate Documentation Required for At-Risk Occupants
For air conditioning clients, determine the presence of at-risk occupants. An at-risk occupant is a household member with a medical condition documented by a physician that requires air conditioning. No new installation of room air conditioning systems is permitted where an air conditioning unit did not previously exist. Medical documentation must be no older than 180 days. Air conditioning is to be repaired when practical and costs are less than replacement.
Testing Protocols
Make sure primary systems are present, operable, and performing correctly. Determine and document presence of "at-risk" current occupants when replacing room air-conditioning as a Health and Safety (H&S) measure. On combustion equipment, inspect chimney and flue and test for Combustion Appliance Zone (CAZ) depressurization. Combustion equipment will be tested to ensure conformance with ANSI/BPI 1200-S-2017. For solid fuel appliances look for visual evidence of soot on the walls, mantel or ceiling or creosote staining near the flue pipe.
Client Education
Chapter 6, Heating Systems, NJ WAP Manual provides guidance to sub grantees on client education

strategies for recipients of heating system/appliances and Chapters 3 and 4 will address room air conditioners.
Training
Training on the elements of the NJ WAP H&S Plan and combustion safety testing will be provided to Auditors and Crew.

7.2 - Asbestos – All				
What is the blower door testing policy when suspected Asbestos Containing Material (ACM) is identified?				
Blower door testing will not be performed until friable asbestos is encapsulated or abated and air sampling is conducted by an AHERA certified professional.				
7.2a – Asbestos - in siding, walls, ceilings, etc.				
Concurrence, Alternative, or Deferral				
Concurrence with Guidance ☑	Alternative Guidance ☐	Results in Deferral ☐		
Funding				
DOE ☑	LIHEAP ☑	State ☐	Utility ☐	Other ☐
How do you address suspected ACM's in siding, walls, or ceilings that will be disturbed through the course of weatherization work?				
Temporary removal and replacement of siding can perform energy conservation measures. All precautions must be taken not to damage siding. Asbestos siding should never be cut or drilled. Recommended, where possible, to insulate through home interior when suspected asbestos siding is present.				
Testing Protocols				
Inspect exterior wall surface and subsurface for asbestos siding prior to drilling or cutting. Remove asbestos or suspected asbestos shingles only as needed to perform the measure installation prior to drilling the sidewall and replace with removed shingles. Temporary removal of shingles is permissible under N.J.A.C. 12:120. Workers should make all attempts to create minimal breakage of shingles. Clients must be removed from the work area. Respirators and full body suits must be used by all workers while asbestos shingles are being removed and replaced. If it becomes necessary to remove the siding, it is recommended that it be removed with minimal breakage. To do this it should not be hammered, sawn, or dropped. Siding should be removed in whole pieces and then carried or lowered to the containment area (instead of letting it drop to the ground). Siding will most likely break where it is fastened to the building, these areas should be moistened with water before attempting to remove the fasteners. Often a type of pliers, called "lineman's pliers" can be used to cut off the heads of the nails. Fasteners may also be cut by inserting a reciprocating saw behind the shingle and carefully cutting it without damaging the shingle. The ground underneath the work area should be protected with heavy plastic (>= 6mil) in order to catch any debris that might inadvertently fall. Debris should be carefully removed from the plastic using a HEPA vacuum for small material at the end of every workday. In NJ it is not required that a NJ licensed asbestos contractor remove this type of material. The only exception is if the building is to be demolished. For more information on this subject, please refer to the Indoor Environments Contacts page for information on how to contact the Department of Health (DOH).				

Client Education
Clients must be informed that suspected asbestos siding is present and how precautions will be taken for containment and to ensure minimal breakage of siding. Formally notify client in writing of results if testing was performed.
Training and Certification Requirements
Sub grantees will be trained in safe practices for siding removal and replacement and how to identify asbestos containing materials.

7.2b – Asbestos - in vermiculite				
Concurrence, Alternative, or Deferral				
Concurrence with Guidance ☑		Alternative Guidance ☐		Results in Deferral ☐
Funding				
DOE ☑	LIHEAP ☑	State ☐	Utility ☐	Other ☐
How do you address suspected ACM's in vermiculite that will be disturbed through the course of weatherization work?				
Testing is allowed with DOE funds. Removal is not allowed with DOE funds. Vermiculite must be assumed to contain asbestos and not disturbed other than testing performed by an Asbestos Hazard Emergency Response Act (AHERA) certified tester. Assess whether suspected vermiculite is present. Do not disturb or reenter the area of the home where suspected asbestos is present unless certified to perform testing. Complete as much of the energy audit as practical without disturbing the vermiculite and estimate the blower door numbers. If ECMs are recommended from the energy audit, have the suspected vermiculite tested in accordance with the Asbestos Hazard Emergency Response Act of 1986 (AHERA) using certified prescriptive sampling performed by a certified tester. Blower door testing will not be done unless vermiculite testing has shown no asbestos is present. If asbestos is present in vermiculite, the unit must be deferred. If tests show that no asbestos is present, perform the blower door tests and complete the energy audit and update estimated numbers to determine the recommended measures.				
Testing Protocols				
AHERA sample collection and testing must be conducted by a certified tester. Baseline environmental asbestos sampling is an allowable cost if authorized in the H&S Plan.				
Client Education				
Clients should be instructed not to disturb suspected asbestos containing material. Sub-grantees provide EPA's *Asbestos Safety Information* http://www.nj.gov/dca/divisions/dhcr/offices/docs/wap/EPA%20Asbestos%20Safety%20Information.pdf and the client must be notified of the potential observed hazard and informed that testing will be necessary to verify the presence of asbestos. Formally notify the client if test results are positive for asbestos and have notification form signed by the client and a copy kept in the client file. If asbestos is determined to be present inform client that work can only continue if the asbestos is removed by a certified professional and appropriate documentation provided.				
Training and Certification Requirements				
Audit training will be provided to Sub-grantees on how to recognize vermiculite. Testers must be certified through the AHERA course for testing.				

7.2c – Asbestos - on pipes, furnaces, other small covered surfaces				
Concurrence, Alternative, or Deferral				
Concurrence with Guidance ☑		Alternative Guidance ☐		Results in Deferral ☐
Funding				
DOE ☑	LIHEAP ☑	State ☐	Utility ☐	Other ☐
How do you address suspected ACM's (e.g., pipes, furnaces, other small surfaces) that will be disturbed through the course of weatherization work?				
Assume asbestos is present in unknown or common asbestos containing covering materials. Encapsulation of friable asbestos is allowed using DOE H&S funds and performed by an AHERA asbestos control professional. Encapsulation and air-sampling must be conducted prior to blower door testing. Removal may be allowed with LIHEAP H&S funds if performed by an AHERA asbestos control professional when encapsulation of friable asbestos is not feasible. Justification for removal must be presented to the Program State Monitor for approval. Blower door results can be estimated to complete the audit but must be updated once asbestos work is concluded. When deferral is necessary due to asbestos, occupant must provide documentation that a certified professional performed the remediation before work continues.				
Testing Protocols				
Auditor will perform visual inspection to identify suspected asbestos containing covering materials. If suspected friable asbestos is present, minor asbestos encapsulation or removal may be performed by a certified asbestos contractor. Complete as much of the energy audit as practical without disturbing the material and estimate the blower door numbers. If the material is intact and will not be disturbed by recommended WAP activity, continue with weatherization work. Testing may be allowed where the material is suspected to contain asbestos and cost estimates for the necessary encapsulation or removal are high and could potentially be avoided. Once the friable material is encapsulated using DOE funding or removed using LIHEAP funding or if tests show that no asbestos is present, perform the blower door tests and complete the energy audit and update estimate numbers to determine the recommended measures.				
Client Education				
Inform client of any observed suspected asbestos containing material. Clients should be instructed not to disturb suspected asbestos containing material. Sub-grantees provide the client with EPA's *Asbestos Safety Information* http://www.nj.gov/dca/divisions/dhcr/offices/docs/wap/EPA%20Asbestos%20Safety%20Information.pdf. If deferral is necessary, inform client that work can only continue if the asbestos is removed by a certified professional and appropriate documentation provided.				
Training and Certification Requirements				
Training will be provided to Sub-grantees to visually identify suspected asbestos and asbestos containing materials. Anyone disturbing suspected asbestos containing material must be a certified AHERA professional.				

7.5 – Biologicals and Unsanitary Conditions (odors, mustiness, bacteria, viruses, raw sewage, rotting wood, etc.)				
Concurrence, Alternative, or Deferral				
Concurrence with Guidance ☑		Alternative Guidance ☐		Results in Deferral ☐
		Unallowable Measure ☐		
Funding				
DOE ☑	LIHEAP ☑	State ☐	Utility ☐	Other ☐
What guidance do you provide Sub grantees for dealing with biological and/or unsanitary conditions in homes slated for weatherization?				
Remediation of conditions that may lead to or promote biological concerns and unsanitary conditions is allowed. Removal of condition is defined as repairing the condition that creates the biological contamination such as repairing leaking or broken waste lines. Addressing or testing for bacteria and viruses is not an allowable cost. Deferral may be necessary in cases where a known agent is present in the home that may create a serious risk to occupants or weatherization workers. **See the Mold and Moisture section for additional guidance.**				
Testing Protocols				
Sensory inspection will be used to identify the biological concerns. The inspection will be conducted by the Sub-grantee representative if he/she is not exposed to hazardous biological contaminants (i.e., raw sewage, animal/human feces, decomposing garbage, and animal carcasses). Cleanup of contaminants such as decomposing garbage and animal/human feces due to the occupant's neglect are not eligible. Hazardous conditions must be corrected by a certified professional and signed clearance notification must be provided to the Sub-grantee prior to weatherization continuing. Non-hazardous conditions can be corrected by the client, and if performed within 30 days, weatherization can continue.				
Client Education				
Inform client in writing of observed conditions. Provide information on how to maintain a sanitary home. When deferral is necessary, provide information in writing describing conditions that must be met for weatherization to commence.				
Training				
Sub-grantee staff is to be trained in how to recognize conditions and when to defer as well as worker safety when encountering these conditions.				

7.6 – Building Structure and Roofing				
Concurrence, Alternative, or Deferral				
Concurrence with Guidance ☑		Alternative Guidance ☐		Results in Deferral ☐
Funding				
DOE ☑	LIHEAP ☑	State ☐	Utility ☐	Other ☐
What guidance do you provide Sub grantees for dealing with structural issues (e.g., roofing, wall, foundation) in homes slated for weatherization?				
Building rehabilitation and structural corrections are beyond the scope of the NJ WAP. Homes with conditions that require more than incidental repair should be deferred. Minor Roof Repairs will be an acceptable measure under health and safety. See Mold and Moisture section for requirements.				

How do you define "minor" or allowable structure and roofing repairs, and at what point are repairs considered beyond the scope of weatherization?
Auditors will perform visual inspection. Ensure that access to areas necessary for weatherization is safe for entry and performance of assessment, work, and inspection. Funds will be utilized to address incidental repairs, which are separate from the H&S funding category and must be included in the package SIR and the average cost per unit for Program Operations. Minor Roof Repairs can be utilized under either DOE or LIHEAP 2020 funding with a monetary limitation of $2,500. Roof Repairs beyond the limitation must be deferred.
If priority lists are used, and these repairs are designated as Incidental Repairs, at what point is a site-specific audit required?
Only incidental repairs will be considered for funding and must be included in the package SIR and the average cost per unit for Program Operations. The package cumulative SIR must be above 1.0 or greater to perform weatherization work. Incidental repairs are those which are performed because they are deemed necessary for the effective performance or preservation of one or more ECMs. In addition, the incidental repair must be listed as ordinary maintenance or minor work as defined in N.J.A.C. 5:23. Determine whether repair work is necessary and meets the definition of incidental repair. The unit must be deferred if the package SIR is below 1.0. If the work requires more than incidental repair, then the client must be deferred.
Client Education
Notify client of any housing deficiencies and/or substandard conditions or compromised areas. When deferral is necessary, provide information in writing describing conditions that must be met for weatherization to commence.
Training
Sub-grantee staff will be trained on how to identify deficiencies and substandard conditions in housing and how to differentiate between incidental and major repair.

7.7 – Code Compliance				
Concurrence, Alternative, or Deferral				
Concurrence with Guidance ☑		Alternative Guidance ☐		Results in Deferral ☐
Funding				
DOE ☑	LIHEAP ☑	State ☐	Utility ☐	Other ☐
What guidance do you provide Sub grantees for dealing with code compliance issues in homes receiving weatherization measures?				
Correction of preexisting code compliance issues is not an allowable cost other than where weatherization measures are being conducted or when necessary to perform weatherization work. When correction of preexisting code compliance issues is triggered and paid for with WAP funds, cite specific code requirements with reference to the weatherization measure(s) that triggered the				

code compliance issue in the client file. State and local (or jurisdiction having authority) codes must be followed while installing weatherization measures. Condemned properties and properties where "red tagged" H&S conditions exist that cannot be corrected under this guidance should be deferred.
What specific situations commonly trigger code compliance work requirements for your network? How are they addressed?
Majority of code compliance issues are commonly triggered by the replacement/installation of heating/hot water equipment and electrical upgrades for ASHRAE 62.2-2016 compliance. All required replacements and installations must comply with the applicable building code(s) in the municipality where the installation is taking place. Required permits must be secured by a licensed contracting service.
Client Education
Inform client in writing of observed code compliance issues when it results in a deferral. When deferral is necessary, provide information in writing describing conditions that must be met for weatherization to commence.
Training
Sub-grantees will be trained on how to determine what code compliance may be required.

7.8 – Combustion Gases				
Concurrence, Alternative, or Deferral				
Concurrence with Guidance ☑		Alternative Guidance ☐		Results in Deferral ☐
Funding				
DOE ☑	LIHEAP ☑	State ☐	Utility ☐	Other ☐
Testing Protocols				
Combustion safety testing is required when combustion appliances are present. Test naturally drafting appliances for spillage and Carbon Monoxide (CO) during Worst Case Depressurization (WCD) of the Combustion Appliance Zone (CAZ) at pre- and post-weatherization and before leaving the home on any day when work has been done that could affect draft (e.g., tightening the home, adding exhaust). Inspect venting of combustion appliances to ensure proper disposal of combustion gases and confirm adequate clearances to building materials.				
How are crews instructed to handle problems discovered during testing, and what are the specific protocols for addressing hazards that require an immediate response?				
Carbon monoxide is a colorless, odorless, tasteless gas produced by burning gas, oil, wood, propane, charcoal or other fuel. Improperly ventilated appliances, particularly in a tightly sealed or enclosed space, may allow carbon monoxide to accumulate to dangerous levels. If you think you or any household occupant may have carbon monoxide poisoning, get into fresh air immediately and seek emergency medical care. If the CO reading exceeds the allowable ppm for the specific appliance in conformance with ANSI/BPI 1200-S-2017 and or ambient CO reading is in the range of 9 ppm-69 ppm, the auditor shall advise the homeowner/occupant that elevated levels of ambient CO have been detected. Windows and doors shall be opened. The auditor shall recommend that all possible sources of CO be				

turned off immediately. The auditor shall contact the clients' utility company to request a "carbon monoxide investigation". If the investigation confirms high CO readings, request an "appliance adjustment for emissions". If the appliance cannot be adjusted by the utility and a violation notice is issued due to unsafe conditions, repair or replacement is an allowable H&S measure unless prevented by other guidance herein. If the CO reading indicates an ambient CO level of 70 ppm or greater, the auditor shall immediately terminate the inspection and notify the homeowner/occupant of the need for all building occupants to evacuate the building. The auditor shall immediately leave the building and the appropriate emergency services shall be notified from outside the home.

Specific guidelines for replacement of heating systems/water-heaters can be found in WAP Policy Chapter 6 and in the New Jersey Field Guide, Chapter 8 Heating and Cooling and Chapter 10 Baseload Measures.

Client Education

Sub-grantees provide the client with the *Appliance/Heating System Evaluation* form found at http://www.state.nj.us/dca/divisions/dhcr/offices/docs/wap/wap_appliance_heating_sys_evaluation_6.pdf, at the post inspection of WAP services. The form summarizes the CO test results of their dryer, gas range/oven, heater, and water heater. Also, information on new combustion appliances, excluding gas dryers, is provided including client education on regular maintenance and warranty information.

Training

Sub-grantees will be trained on how to perform appropriate testing, determine when a building is excessively depressurized, and the difference between air free and as measured.

7.9 – Electrical

Concurrence, Alternative, or Deferral

Concurrence with Guidance ☑ Alternative Guidance ☐ Results in Deferral ☐

Funding

DOE ☑ LIHEAP ☑ State ☐ Utility ☐ Other ☐

What guidance do you provide Sub grantees for dealing with electrical hazards, including knob & tube wiring, in homes slated for weatherization?

Auditors will perform visual inspection. Voltage drop, and voltage detection testing should be performed as necessary. Electrical issues should be determined if correction is necessary to safely perform weatherization activity. Electrical upgrades necessary for a specific ECM can be included in the cost of the measure. Sub-grantees will seek the approval of the State when electrical overloads are likely to result from installing new appliances. The NJWAP Field Guide Chapter 1, 1.7 Electrical Safety, provides guidance on overloads.

When inspecting for the presence and condition of knob-and-tube wiring, check for alterations that may create an electrical hazard. Voltage drop, and voltage detection testing are allowed. Knob and tube wiring can be removed to perform weatherization measures if within the cost limitation identified in the NJ H&S Plan. Damming around the wire with proper clearance or skipping wall cavities where knob-and-tube is present can also be performed unless the area not being insulated is greater than 25% of the total attic/floor area or wall area respectively as called for in the energy audit. Chapter 1, 1.7.1 and 1.7.2 of the New Jersey Weatherization Field Guide provides policy and

guidance on knob and tube wiring.
How do you define "minor" or allowable electrical repairs, and at what point are repairs considered beyond the scope of weatherization?
Deferral will occur when corrections are beyond the scope of the NJ H&S Plan. The primary mechanism for determining deferral of a unit is based on costs associated with correcting the H&S condition necessary to perform audit recommended weatherization work as defined in the DCA Deferral & Referral Policy above.
If priority lists are used, and these repairs are designated as Incidental Repairs, at what point is a site-specific audit required?
NJWAP sub grantees are required to perform a site-specific audit on all building types for WAP services.
Client Education
Sub-grantees provide client with the Electrical Safety Foundation International (ESFI) *Electrical Safety Workbook* http://www.nj.gov/dca/divisions/dhcr/offices/docs/wap/Electrical%20Safety%20Foundation%20International%20(ESFi)%20Electrical%20Safety%20Workbook.pdf. Observed hazards including any existing overloads discovered at the time of the audit will be discussed with the owner and noted in the client folder.
Training
Sub-grantees will be trained on how to identify electrical hazards and local code compliance.

7.10 – Formaldehyde, Volatile Organic Compounds (VOCs), Flammable Liquids, and other Air Pollutants				
Concurrence, Alternative, or Deferral				
Concurrence with Guidance ☑		Alternative Guidance ☐		Results in Deferral ☐
Funding				
DOE ☑	LIHEAP ☑	State ☐	Utility ☐	Other ☐
What guidance do you provide Sub grantees for dealing with formaldehyde, VOCs, flammable liquids, and other air pollutants identified in homes slated for weatherization?				
Removal of pollutants is allowed and is required if they pose a risk to workers. If pollutants pose a risk to workers and removal cannot be performed or is not allowed by the client, the unit must be deferred. Refer to *Hazardous Materials Disposal* section for more information.				
Testing Protocols				
Auditors will perform sensory inspection. Suspected pollutants beyond small amounts of normal household cleaners must be removed from the envelope prior to weatherization and the client informed of risks associated with keeping pollutants indoors, even when ventilation is present. Permanent location of suspected pollutants should be considered in defining the envelope. Formaldehyde vapors are emitted by pressed wood products, hardwood, plywood, wall paneling, particleboard, wafer board, environmental tobacco smoke, durable press drapes, glues, some new carpets, urea-formaldehyde foam insulation, etc. VOCs are emitted by some household cleaning				

products like cleansers and disinfectants; paints, paint strippers, and other solvents; preservatives; stored fuels, and automotive products; moth repellents and air fresheners; etc. ASHRAE 62.2 addresses normal household conditions and does not account for high polluting sources. The Sub-grantees will consider additional ventilation in homes with suspected VOC problems that are not easily removed.
Client Education
Inform client in writing of observed condition and associated risks. Sub-grantees provide client with EPA's *Sure, Your Home is Clean but is it Safe for Your Family* http://www.nj.gov/dca/divisions/dhcr/offices/docs/wap/epa_sure_your_home_is_clean_but.pdf. Sub-grantee must also inform clients of household hazardous waste collection day programs in their county.
Training
Sub-grantees will be trained on how to recognize potential hazards and when removal is necessary.

7.11 – Fuel Leaks				
Concurrence, Alternative, or Deferral				
Concurrence with Guidance ☑		Alternative Guidance ☐		Results in Deferral ☐
Funding				
DOE ☑	LIHEAP ☑	State ☐	Utility ☐	Other ☐
Remediation Protocols				
Fuel leaks found during testing will be addressed immediately. Testing procedures must conform with ANSI/BPI 1200-S-2017 Standards. When a gas leak is found on the utility side of service the utility must be notified and a temporary halt work will be issued. The leak must be repaired by the utility before weatherization can commence. If a fuel leak is found after the utility side of service, the utility must still be contacted to confirm the leak. If the leak is confirmed and cannot be repaired by the utility, repairing fuel leaks is an allowable H&S measure. Oil fuel lines and above ground tanks must be visibly inspected for leaks. If leaks are found repair/replacement of fuel lines or above ground tank is an allowable H&S measure. For testing and evaluating fuel leaks see NJ Field Guide, Chapter 8 Heating and Cooling Systems.				
How do you define allowable fuel leak repairs, and at what point are repairs considered beyond the scope of weatherization?				
Allowable fuel leak repairs consist of replacement of propane and natural gas pipe sections, joints, fittings and shut off valves. Fuel leak repairs for oil lines and above-ground oil tank repair/or replacement is allowable. Leaking under-ground storage tank must be deferred. Deferral will occur when corrections are beyond the scope of the NJ H&S Plan. The primary mechanism for determining deferral of a unit is based on costs associated with correcting the H&S condition necessary to perform audit recommended weatherization work as defined in the DCA Deferral & Referral Policy above.				
Client Education				
Inform clients in writing if fuel leaks are detected.				
Training				
Sub-grantees will be trained on how to properly test and visually inspect for fuel leaks.				

7.12 – Gas Ovens / Stovetops / Ranges				
Concurrence, Alternative, or Deferral				
Concurrence with Guidance ☐		Alternative Guidance ☐		Results in Deferral ☐
Funding				
DOE ☑	LIHEAP ☑	State ☐	Utility ☐	Other ☐
What guidance do you provide Sub grantees for addressing unsafe gas ovens/stoves/ranges in homes slated for weatherization?				
LIHEAP Health and Safety funding can be used to replace ranges and ovens that are dangerous and cannot be repaired. Replacement ranges and or ovens are applicable to single-family owner-occupied units. For tenant occupied units, leveraging applies. Landlords must pay 50% of the cost for replacement. Gas ranges and ovens will be tested for CO levels and where CO levels exceed the ANSI/BPI 1200-S-2017 threshold of 225 ppm as measured, an attempt will be made to correct said levels. If CO levels cannot be corrected, the appliance will be replaced or if the range and or oven has been issued a safety violation by the utility company this can be used to justify replacement. Electric ranges and ovens will only be replaced if there is imminent danger of fire or electrocution due to the condition of the unit. **The sub-grantee must request Program State Monitor permission to replace the oven/stovetop/range under LIHEAP Health and Safety.** DOE health and safety funding can be used to perform standard maintenance or repair to gas ovens and ranges. Replacement is not an allowable DOE H&S measure.				
Testing Protocols				
Test gas range burners and ovens for CO. Visibly inspect gas range burners and ovens for operability and flame quality.				
Client Education				
Clients will be informed of the importance of using exhaust ventilation when cooking and the importance of keeping burners and ovens clean to limit the production of CO. The client will receive all instructional and warranty information if the appliance is replaced.				
Training				
Sub-grantees will be trained on testing techniques and the required CO action levels.				

7.13 – Hazardous Materials Disposal [Lead, Refrigerant, Asbestos, Mercury (including CFLs/fluorescents), etc.] *(please indicate material where policy differs by material)*				
Concurrence, Alternative, or Deferral				
Concurrence with Guidance ☑		Alternative Guidance ☐		Results in Deferral ☐
Funding				
DOE ☑	LIHEAP ☑	State ☐	Utility ☐	Other ☐
Client Education				
Sub-grantees provide the client with EPA's *Sure, Your Home is Clean but is it Safe for Your Family*				

http://www.nj.gov/dca/divisions/dhcr/offices/docs/wap/epa_sure_your_home_is_clean_but.pdf . Clients are informed of hazards associated with hazardous waste materials being generated/handled in the home. The EPA recommends that consumers take advantage of available local options for recycling CFL's, fluorescents bulbs and other bulbs that contain mercury, and all other household hazardous wastes, rather than disposing of them in regular household trash.

Training

Not applicable.

Disposal Procedures and Documentation Requirements

Hazardous Waste Materials generated during weatherization work shall be disposed of according to all local laws, regulations and/or Federal guidelines, as applicable. Document proper disposal requirements in contract language with responsible party.

Refrigerant disposal- (refrigerators, central air units and room air conditioning units)
Contracted appliance providers that provide replacement of refrigerant containing appliances are required to dispose of the old appliance in accordance with Section 608 of the Clean Air Act (CAA), EPA has established regulations (40 CFR Part 82, Subparts A and F) that are relevant to the disposal of refrigeration/AC equipment. Small appliances are subject to special safe disposal requirements (§ 82.156[f]).

Lead paint disposal-
Construction and lead waste shall be disposed in accordance with EPA guidance, which states that "EPA's policy statement allows contractor-generated LBP waste to be disposed of as household waste".

Asbestos disposal-
Disposal of asbestos containing materials shall be included in the contract with the AHERA certified contractor. All asbestos containing materials must be disposed of in accordance with federal and state regulation N.J.A.C 7:26.

Mercury disposal- (includes CFLs, fluorescents bulbs and mercury thermostats)
EPA's universal waste regulations includes Mercury-Containing Equipment. Title 40 of the Code of Federal Regulations (CFR) in part 273.
For free recycling collection sites for disposing mercury thermostats visit the following link https://www.thermostat-recycle.org/statelaws/new_jersey.

7.14 – Injury Prevention of Occupants and Weatherization Workers
(Measures such as repairing stairs and replacing handrails)

Concurrence, Alternative, or Deferral

Concurrence with Guidance ☑ Alternative Guidance ☐ Results in Deferral ☐

Funding

DOE ☑ LIHEAP ☑ State ☐ Utility ☐ Other ☐

What guidance do you provide Sub grantees regarding allowable injury-related repairs (e.g., stairs, handrails, porch deck board)?

Workers must take all reasonable precautions against performing work on homes that will subject

workers or occupants to H&S risks. Minor repairs and installation may be conducted only when necessary to effectively weatherize the home; otherwise these measures are not allowed.

How do you define "minor" or allowable injury prevention measures, and at what point are repairs considered beyond the scope of weatherization? Quantify "minor" or allowable injury prevention measures.

Observe if dangers are present that would prevent weatherization. If weatherization cannot be safely performed, the hazards must be corrected by WAP if within reasonable costs or by the client prior to weatherization or the unit deferred.

Deferral will occur when correction is beyond the scope of this Plan. The primary mechanism for determining deferral of a unit is based on costs associated with correcting the H&S condition necessary to perform audit recommended weatherization work as defined in the DCA Deferral & Referral Policy.

Training

Staff awareness of potential hazards.

7.15 – Lead Based Paint

Concurrence, Alternative, or Deferral

Concurrence with Guidance ☑	Alternative Guidance ☐	Results in Deferral ☐

Funding

DOE ☑	LIHEAP ☑	State ☑	Utility ☐	Other ☑

Safe Work Protocols

Follow EPA's Lead; Renovation, Repair and Painting Program (RRP). In addition to RRP, Weatherization requires all weatherization crews working in pre-1978 housing to be trained in Lead Safe Weatherization (LSW). Lead-based paint should be assumed in pre-1978 housing unless testing negative.

Deferral is required when the extent and condition of lead-based paint in the house would potentially create further H&S hazards. 1 to 4 family households occupied by known lead poisoned children (blood lead level of 5ug/dL or higher with or without an Order to Abatement) shall be referred to the DCA Lead Safe Home Remediation Grant Program, local health departments or publicly assisted housing rehabilitation programs.

Testing Protocols

Testing to determine the presence of lead in paint that will be disturbed by WAP measure installation is allowed with EPA-approved testing methods. Testing methods must be economically feasible and justified.

A determination must be made for all units including the year built of the home, suspected presence of lead, and any necessary actions taken and signed and kept in the client file. A minimum of 3 inspections per Sub-grantee per year shall be conducted by the State Monitor during the performance of weatherization activities to ensure that proper containment is established, occupants and their belongings are being protected, and egress routes which avoid the work area are established. The State Monitor shall stop work if the crew has failed to implement the RRP and LSW practices.

Client Education
The Sub-grantee is required to give a copy of the EPA's *The Lead-Safe Certified Guide to Renovate Right* http://www.nj.gov/dca/divisions/dhcr/offices/docs/wap/EPA%20Lead%20Safe%20Certified%20Guide%20to%20Renovate%20Right%20for%20pre-1978%20homes.pdf to the client at least seven (7) days prior to the start of work.
Training and Certification Requirements
All Sub-grantee employees and contractors working on pre-1978 homes must receive training to install measures in a lead-safe manner in accordance with the SWS and EPA protocols, and installation must be overseen by an EPA Certified Renovator. Grantee State Monitors and Sub-grantee inspectors must be Certified Renovators. Sub grantee must be certified as an RRP Firm with the U.S. Department of Environmental Protection.
Documentation Requirements
Renovate Right Pamphlet Receipt signed by client or Lead-Free Certificate. All testing results and post weatherization cleaning Verification Records shall be maintained in the client file such as photographs of pre-and post LSW practices and photographs of LSW setup, a Certified Renovator acknowledgement that lead-based paint is not present. Training records for all individuals working on weatherization projects will be maintained at the Sub-grantee level and shall be verified by State Monitors on a bi-annual basis. Testing certification forms for each unit must be completed by the Certified Renovator and maintained with the client file. Testing certification forms must include the specific location of the test by room and component and result. The following forms shall be maintained in the client file: *Determination of Lead Safe Weatherization (LSW) Form* http://www.state.nj.us/dca/divisions/dhcr/offices/docs/wap/wap_3_lead_before_1978.pdf *Lead Safety Test Kit Documentation Form* http://www.state.nj.us/dca/divisions/dhcr/offices/docs/wap/Lead_Safety_Test_Kit_Documentation_Form.pdf *Checklist for Performing Renovation, Repair and Painting (RRP)* http://www.state.nj.us/dca/divisions/dhcr/offices/docs/wap/wap_3_checklist.pdf

7.16 – Mold and Moisture (Including but not limited to: minor roof repairs, minor mold remediation, drainage, gutters, down spouts, extensions, flashing, sump pumps, dehumidifiers, vapor retarders, moisture barriers, etc.)				
Concurrence, Alternative, or Deferral				
Concurrence with Guidance ☑		Alternative Guidance ☐		Results in Deferral ☐
Funding				
DOE ☑	LIHEAP ☑	State ☐	Utility ☐	Other ☐

What guidance do you provide Sub grantees for dealing with moisture related issues (e.g., drainage, gutters, down spouts, moisture barriers, dehumidifiers, vapor barrier on bare earth floors) in homes slated for weatherization?
Limited water damage repairs that can be addressed by weatherization workers and correction of moisture and mold creating conditions are allowed when necessary to weatherize the home and to ensure the long-term stability and durability of the measures. DOE and LIHEAP 2020 health and safety funding may be utilized for minor roof repairs effected by bulk water intrusion, ideally using the dual funding. The funding limitation for roof repairs is $2,500 and can only be charged to one grant. The subgrantee must justify the repair by a written explanation and photos of visible biological mold growth, which must be maintained in the client file. Minor suspected mold or moisture conditions will be addressed through providing adequate ventilation by meeting ASHRAE 62.2-2016 standards and or suppling dehumidification. Mold testing and cleaning are not allowable H&S costs under DOE. Minor suspected mold testing and minor to moderate mold remediation may be addressed utilizing LIHEAP 2020 health and safety funding. Remediation may consist of cleaning, removal of damaged material, sealant, and if necessary, replacement of the material removed. The funding limitation for mold remediation is $2,500. The service must be completed by a certified professional. As mentioned above, documented proof of biological mold growth must be maintained in the client file. If justifiable, the agency may submit a request to the OLIEC supervisor to exceed the funding limitation, on a case by case basis. Where severe moisture or suspected mold issues cannot be addressed, deferral is required. Surface preparation where weatherization measures are being installed (e.g., cleaning mold off window trim to apply caulk) must be charged as part of the ECM, not to the H&S budget category.
How do you define "minor" or allowable moisture-related measures, and at what point is work considered beyond the scope of weatherization?
Visual assessment is required and diagnostics such as moisture meters are recommended pre-weatherization and prior to final inspection. Suspected mold of individual areas less than or equal to 10 square feet are considered minor and weatherization can continue if adequate ventilation or dehumidification can be provided. For moderate to severe mold conditions, if the home has more 10 square feet in any one area (conditioned or unconditioned) or more than 20 square feet in total of all areas of the home (either conditioned or unconditioned) of suspected mold it must be deferred under DOE. LIHEAP funding may be utilized for minor mold remediation. Identifiable moisture creating conditions must be corrected by a certified professional prior to weatherization or the unit deferred. High humidity, general mustiness, or sensory observed moisture where a source cannot be pinpointed must be addressed with adequate ventilation or dehumidification prior to weatherization or the unit deferred.
Client Education
Sub-grantees provide the client with EPA's *A Brief Guide to Mold, Moisture and Your Home* http://www.nj.gov/dca/divisions/dhcr/offices/docs/wap/Environmental%20Protection%20Agency%20(EPA)%20A%20Brief%20Guide%20to%20Mold,%20Moisture,%20and%20Your%20Home.pdf. Discuss the importance of cleaning and maintaining drainage systems and proper landscape design. Large mold covered surfaces, exceeding grant health and safety cost limitation must be deferred and remediated by a professional prior to weatherization services.

Training
Sub-grantees will be trained using the national curriculum on mold and moisture or equivalent. NJ WAP will provide training to State Monitors and Sub-grantees' field staff on identifying mold and moisture problems including drainage issues. The training will ensure that staff can identify suspected mold and provide the client with information on remediation, if the subgrantee cannot address the issue due to LIHEAP grant health and safety cost limitations.

7.17 – Pests				
Concurrence, Alternative, or Deferral				
Concurrence with Guidance ☑		Alternative Guidance ☐		Results in Deferral ☐
Funding				
DOE ☑	LIHEAP ☑	State ☐	Utility ☐	Other ☐
What guidance do you provide Sub grantees for dealing with pests and pest intrusion prevention in homes slated for weatherization?				
Pest removal is allowed only where infestation would prevent weatherization. Infestation of pests may be cause for deferral where it cannot be reasonably removed or poses H&S concern for workers. Screening of windows and points of access is allowed to prevent intrusion.				
Define Pest Infestation Thresholds, Beyond Which Weatherization Is Deferred				
The primary mechanism for determining deferral of a unit is based on costs associated with correcting the H&S condition necessary in order to perform audit-recommended weatherization work as defined in the DCA Deferral & Referral Policy.				
Testing Protocols				
Auditors will assess the presence and degree of infestation and risk to worker. Pest infestation that may prevent weatherization activity or potentially lead to the degradation of weatherization materials must be corrected prior to weatherization or the unit deferred. Care should be taken that installed materials are protected from pest intrusion.				
Client Education				
Inform client in writing of observed condition and associated risks as well as methods for pest management and removal.				
Training				
Sub-grantees will be trained in how to assess presence and degree of infestation, associated risks, removal, pest management, and need for deferral. Training for Sub-grantees at: www.epa.gov/pesticides/factsheets/ipm.htm.				

7.18 – Radon				
Concurrence, Alternative, or Deferral				
Concurrence with Guidance ☐		Alternative Guidance ☑		Results in Deferral ☐
Funding				
DOE ☑	LIHEAP ☑	State ☐	Utility ☐	Other ☐
What guidance do you provide Sub grantees around radon?				
Whenever site conditions permit, exposed dirt must be covered with a sealed vapor barrier. Other precautions may include, but are not limited to, sealing any observed floor				

and/or foundation penetrations, including open sump pits, isolating the basement from the conditioned space and ensuring crawl space venting is installed. In homes where radon may be present, work scope should include precautionary measures based on EPA Healthy Indoor Environment Protocols for Home Energy Upgrades, to reduce the possibility of making radon issues worse. Radon testing is an allowable H&S charge with DOE funds, but radon mitigation is not allowed. Properties with radon levels of 4 pC/l and above or where testing is refused in Tier 1 municipalities will be deferred under the DOE grant. Sub-grantees will be allowed to install a Radon Mitigation system in homes with radon levels of 4 pC/l and above. Radon Mitigation systems to be installed are to be charged to the Sub-grantees' LIHEAP health and safety grant. Radon mitigation system cannot be installed if no weatherization work is to be completed on the home/unit. Failure to weatherize the home may result in disallowed costs for the radon mitigation system. Installing a radon mitigation system only is considered partial weatherization which is not allowed.
Testing Protocols
Pre-weatherization radon testing is allowed and required in Tier 1 municipalities and highly recommended for Tier 2 unless the property owner has tested for radon in the previous 5 years and has written evidence that radon levels are below 4 Pico-Curies per liter (pC/l). In the event that a radon test is conducted resulting in radon levels above 3.5 Pico-Curies per liter (pC/l) yet below 4 Pico-Curies per liter (pC/l), OLIEC requires agencies to perform a post weatherization radon test. The purpose of the post weatherization radon test is to ensure that radon levels were not elevated beyond 4 Pico-Curies per liter (pC/l), during the installation of energy conservation measures. If post weatherization radon levels exceed 4 Pico-Curies per liter (pC/l), Agencies are required to install a radon mitigation system. NJ DEP testing protocols will be used.
Client Education
Sub-grantees will provide the client with EPA's *A Citizen's Guide to Radon* http://www.state.nj.us/dca/divisions/dhcr/offices/docs/wap/2016_a_citizens_guide_to_radon.pdf, and inform them of radon related risks. Sub-grantees will review the *Radon Informed Consent Form* with the client. The form will include: Information from the results of the IAQ Study that there is a small risk of increasing radon levels when building tightness is improved; A list of precautionary measures WAP will install based on EPA Healthy Indoor Environment Protocols; The benefits of Weatherization including energy savings, energy cost savings, improved home comfort, and increased safety; and Confirmation that EPA's *A Citizen's Guide to Radon* was received.
Training and Certification Requirements
Sub-grantees will be trained on what radon is, how it occurs, what factors may make radon worse, weatherization measures that may be helpful, and vapor barrier installation.
Documentation Requirements
All clients must complete the *Radon Informed Consent Form,* https://www.nj.gov/dca/divisions/dhcr/offices/docs/wap/wap_3_Radon_Informed_Consent_Form.pdf with confirmation that EPA's *A Citizen's Guide to Radon* was received. Clients located in Tier 1 must sign the *Radon Testing Waiver* http://www.state.nj.us/dca/divisions/dhcr/offices/docs/wap/wap_3_radon_waiver.pdf.

The client file must have pre/post EPA Approved Lab Results if a radon mitigation system was installed using LIHEAP funding. After a radon mitigation system is installed the auditor must complete the *Radon Mitigation Checklist* http://www.state.nj.us/dca/divisions/dhcr/offices/docs/wap/Radon_Mitigation_Checklist-_Agency.pdf.

7.19 – Safety Devices: Smoke and Carbon Monoxide Alarms, Fire Extinguishers				
Concurrence, Alternative, or Deferral				
Concurrence with Guidance ☑		Alternative Guidance ☐		Results in Deferral ☐
Funding				
DOE ☑	LIHEAP ☑	State ☐	Utility ☐	Other ☐
What is your policy for installation or replacement of the following:				
Smoke Alarms: Every home should have smoke alarm(s) installed on each floor, near bedroom(s) per local code or manufacturers specification where ones are not present, functioning, or within their useful life span. Carbon Monoxide Alarms: All homes must have CO detector(s). Install these detector(s) on each floor, near bedrooms per local code or manufacturers specification where ones are not present, functioning, or within their useful life span. Fire Extinguishers: Providing fire extinguishers is allowed only when solid fuel is present. Installation is not allowed unless audit-approved weatherization measures are installed.				
Testing Protocols				
Check for operation of existing smoke and CO detectors.				
Client Education				
Provide client with verbal and written information on use of smoke/CO detectors and fire extinguishers where allowed. Inform the client to replace the batteries in smoke/CO detectors at least once a year.				
Training				
Sub-grantees will be trained on where to install detectors and local code compliance.				

7.20 – Occupant Health and Safety Concerns and Conditions				
Concurrence, Alternative, or Deferral				
Concurrence with Guidance ☑		Alternative Guidance ☐		Results in Deferral ☐
Funding				
DOE ☑	LIHEAP ☑	State ☐	Utility ☐	Other ☐
What guidance do you provide Sub grantees for soliciting the occupants' health and safety concerns related to components of their homes?				
Explaining to the occupants the necessary of ensuring their health and safety, and that of the NJWAP staff and contractors are a critical component of the NJWAP and that all weatherization activities cannot be delivered to the residence unless the occupant discloses existing health and safety concerns.				

What guidance do you provide Sub grantees for determining whether occupants suffer from health conditions that may be negatively affected by the act of weatherizing their home?
Require occupant to reveal known or suspected health concerns as part of initial application for weatherization. Screen occupants again during audit to verify earlier concerns and/or to determine if additional concerns exist that may not have been included at the time of application. Sub-grantee staff as early as the intake stage should be alert to situations that could negatively affect the H&S of clients. Question clients about allergies or diseases that are traceable to materials used in weatherization. The client must complete the *Health and Safety Client Intake Survey*, http://www.state.nj.us/dca/divisions/dhcr/offices/docs/wap/wap_3_client_intake_survey.pdf. Later, a decision can be made about proceeding with weatherization work or postponing work because of a major problem. Sub-grantees will become aware of clients' health problems that could be exacerbated by weatherization activities at the intake stage.
What guidance do you provide Sub grantees for dealing with potential health concerns when they are identified?
When a person's health may be at risk and/or WAP work activities could constitute a health or safety hazard, the occupant at risk will be required to take appropriate action based on severity of risk. Temporary relocation of at-risk occupants may be allowed on a case by case basis as approved by DCA. Failure or the inability to take appropriate actions must result in deferral.
Client Education
Provide client information of any known risks. Provide Sub-grantee contact information, so client can inform of any issues.
Documentation Form(s) have been developed and comply with guidance? Yes ☑ No ☐
The *Health and Safety Client Intake Survey* must be completed at client intake and confirmed with follow up during the home assessment.

7.21 – Ventilation and Indoor Air Quality				
Concurrence, Alternative, or Deferral				
Concurrence with Guidance ☑		Alternative Guidance ☐		Results in Deferral ☐
Funding				
DOE ☑	LIHEAP ☑	State ☐	Utility ☐	Other ☐
Identify the Most Recent Version of ASHRAE 62.2 Implemented (optional: identify Addenda used)				
The NJ WAP requires the installation of ventilation as prescribed by the most recent version of ASHRAE 62.2 - 2016. The NJWAP Monitors and Auditors have been trained using the Residential Energy Dynamics (RED) calculation http://www.residentialenergydynamics.com/ for determining required ventilation.				
Testing and Final Verification Protocols				
Implementation of ASHRAE 62.2-2016 is required. Client refusal of mechanical ventilation, when evaluated and called for pursuant to the Standard, must result in deferral. Conduct ASHRAE 62.2-2016 evaluation, measure fan flows, estimate costs needed to meet compliance and determine if deferral is necessary, install ventilation as necessary to meet the ASHRAE 62.2-2016 calculated CFM requirements and perform follow up testing to ensure compliance and adjust as needed to meet the				

standard. Post weatherization blower door numbers can be assumed to calculate required CFM, but ventilation must be adjusted once final blower door numbers are performed. ASHRAE 62.2-2016 is a minimum standard and additional ventilation may be necessary and is allowed to address higher concentrations of humidity or pollutants.
Client Education
Provide client with information on function, use, and maintenance this will include location of service switch and cleaning instructions of the ventilation system and components. The client will be provided with the equipment manual for installed equipment. Include disclaimer that ASHRAE 62.2 does not account for high polluting sources or guarantee indoor air quality.
Training
ASHRAE 62.2-2016 training will be provided including proper sizing, evaluation of existing and new systems, depressurization tightness limits, critical air zones, etc.

7.22 – Window and Door Replacement, Window Guards				
Concurrence, Alternative, or Deferral				
Concurrence with Guidance ☑		Alternative Guidance ☐		Results in Deferral ☐
Funding				
DOE ☑	LIHEAP ☑	State ☐	Utility ☐	Other ☐
What guidance do you provide to Sub grantees regarding window and door replacement and window guards?				
Replacement, repair or installation is not an allowable H&S cost. Unless there is physical proof of water intrusion causing biological growth, then the subgrantee may repair said window(s) and or door(s). Repairs may include framing components, sash and glass pane repairs or replacement. The subgrantee must follow the requirements for client file documentation found in the Mold and Moisture section of this plan to justify the use of health and safety funds. Funds under the weatherization portion of the program will be utilized to replace, repair, or install windows and doors provided the measure is recommended on the energy audit software with an SIR of 1.0 or greater based on DOE rule, whereas an SIR of .5 to 1.0 can be utilized with LIHEAP funds. Also, window and door repair and or replacement may be justified as an incidental repair. See the Incidental Repair Measure section for guidance.				
Testing Protocols				
Not applicable				
Client Education				
Provide information on the generation of lead household dust by friction and impact surfaces such as windows and doors.				
Training				
Sub-grantees will be trained on awareness of this guidance.				

7.23 – Worker Safety (OSHA, etc.)				
Concurrence, Alternative, or Deferral				
Concurrence with Guidance ☑		Alternative Guidance ☐		Results in Deferral ☐
Funding				
DOE ☑	LIHEAP ☑	State ☐	Utility ☐	Other ☐
How do you verify safe work practices? What is your policy for in-progress monitoring?				
Workers must follow OSHA standards and Safety Data Sheets (SDS) and take precautions to ensure the H&S of themselves and other workers. SDS must be posted wherever workers may be exposed to hazardous materials. DCA will perform random onsite assessments to determine if crews are utilizing safe work practices. State Monitors may stop work for observed unsafe work practices.				
Training and Certification Requirements				
Sub-grantees will be trained in use and importance of personal protection equipment (PPE). OSHA 10-hour training is required for all workers. OSHA 30-hour training is recommended for crew leaders. Training will be provided for State Monitors, Sub-grantee Field Technicians, and Contractors from among these topics offered by the New Jersey Department of Labor's Occupational Safety & Health Training Unit: • Electrical Safe Work Practices • Ergonomics for the Offices • First Aid for Bystanders • Hand and Portable Power Tool Safety • Hand Injury Prevention • Hazard Awareness • Hazard Communication • Heat and Cold Stress and Carbon Monoxide Poisoning • Hearing Conservation • Ladder Safety • Material Handling, Back Safety & Lifting Techniques • OSHA Record Keeping • Personal Protective Equipment • Respiratory Protection • Safety Audit • Safety Program Development • Safety Scanning • The Supervisor and Safety • Walking and Working Surfaces • Permit Required Confined Space Training				

7.24 – Water Heaters				
Concurrence, Alternative, or Deferral				
Concurrence with Guidance ☑		Alternative Guidance ☐		Results in Deferral ☐
Funding				
DOE ☑	LIHEAP ☑	State ☐	Utility ☐	Other ☐
Remediation Protocols				
Determine whether the appliances/water heaters are operating safely. Issues related to leaking units, combustion safety, electrical concerns, and other conditions leading to water heater failure will be assessed. Primary funding source for repair/replacement will be LIHEAP WAP/HIP. Repair and Replacement Water Heater Protocols Chapter 6, Section 2 of the NJWAP Manual.				
Testing Protocols				
Combustion safety testing is required when combustion appliances are present. Test naturally drafting appliances for spillage and CO during CAZ depressurization testing pre- and post-weatherization and before leaving the home on any day when work has been done that could affect draft. Testing Protocols Chapter 6, section 3.4 of the NJWAP Manual.				
Client Education				
Sub-grantees provide the client with the *Appliance/Heating System Evaluation* form http://www.state.nj.us/dca/divisions/dhcr/offices/docs/wap/wap_appliance_heating_sys_evaluation_6.pdf, at the post inspection of WAP services. The form summarizes the carbon monoxide test results of their dryer, gas range/oven, heater, and water heater. Also, information on new combustion appliances, excluding gas dryers, is provided including client education on regular maintenance and warranty information.				
Training				
Training on the elements of the NJ WAP H&S Plan and combustion safety testing will be provided to Auditors and Crew.				

7.25 – Infections Disease Preparedness and Response				
Concurrence, Alternative, or Deferral				
Concurrence with Guidance ☑		Alternative Guidance ☑		Results in Deferral ☐
Funding				
DOE ☑	LIHEAP ☑	State ☐	Utility ☐	Other ☐
Intake Protocols				
For guidance on workplace safety, refer to the following websites. Center for Disease Control and Prevention (CDC) https://www.cdc.gov and U.S. Department of Labor Occupational Safety and Health Administration (OSHA) http://www.osha.gov Due to the COVID 19 pandemic, it is of great significance to promote social distancing and teleworking. Intake workers should be collecting applications remotely, if possible, and in instances where remote applications are not feasible, implement strict distancing protocols to obtain applications. Collecting client signatures on required WAP documentation can be mailed and/or electronically sent. (If the client is unable to sign documents electronically, they may send photo signatures via email). The client must complete the Health and Safety Client Intake Survey, with additional questions regarding the infectious disease. This form is located at http://www.state.nj.us/dca/divisions/dhcr/offices/docs/wap/wap_3_client_intake_survey.pdf. For WAP agencies, the health and safety of the weatherization workers strongly depends on properly screening cliental during the COVID-19 pandemic.				
Deferral/Waiting List Protocols				
For COVID-19 a minimum 30-day deferral will be determined based on clients that have tested positive or are exhibiting symptoms or have been exposed to others with the infectious disease. The agency intake worker should strongly consider using the COVID-19 self-screening tool https://c19check.com/start, at the initial survey to help determine if clients should be served or deferred. Clients that are vulnerable; the elderly, individuals with serious underlying health conditions and or compromised immune systems should be placed on the agency's waiting list, giving them priority once the State of New Jersey implements stage three of the re-opening process. Clients that do not meet the above-mentioned circumstances but are concerned with their health and safety, can also be placed on the waiting list and reschedule for a later date for WAP services. After 30 days, agency intake worker will reach out to the client to determine scheduling status.				
Considerations for Field Work				
In accordance with OSHA 3990, all field workers shall be equipped with PPE and be provided with training for proper and safe use, removal, and cleaning to avoid contamination (and cross-contamination) for self and others. Weatherization field workers must clean and disinfect surfaces in the clients' home before and after performing work and/or diagnostic testing.				

During the COVID-19 crisis, all weatherization workers entering households must complete the *Field Safety Protocol Check List* prior to entry. It is strongly recommended to provide the WAP client(s) with mask(s), if feasible. And to always maintain social distancing. Weatherization services in regard to household entry should be limited. The workflow process should incorporate the contractor/crew's final workday with the Quality Control Inspection (QCI).
OSHA Guidance and Training
Additional worker safety must be met to protect the WAP workers as well as the client's household members during this pandemic. Please refer to the following guidance found in New Jersey WAP Policy Additional Resources, *OSHA 3990 Guidance on Preparing Workplaces for COVID-19*. The Occupational Safety and Health Administration has released an online training focused on Worker Safety https://www.energysmartacademy.com/online-courses.html . This training is strongly recommended in preparation for resuming Weatherization Services in the field.