

The Federal Perspective

WEATHERIZATION ASSISTANCE PROGRAM

SEPTEMBER 2017



Agenda

- **Funding**
- **WAP Memoranda and Program Guidance**
 - Recently Issued Guidance
 - Annual Grant Guidance
 - Health & Safety Guidance
- **Grantee and Subgrantee Consultation**
- **Incorporating Different Types of Leveraged Funds**
- **Incentives for Leveraging**
- **Solution Summits and Purpose**
- **Certification Update**
- **SWS Update**
- **WPN 17-7**
- **Health & Safety Spending**
- **ACSI Progress and Fall Training Schedule**
- **Monitoring Review and Trends**
- **DOE Risk Assessment**

Funding

- **2017**

Request	Actual
\$225 million for formula grant distribution \$5 million for HQ T&TA	\$223,641,325 million for formula grant distribution including \$3 million for HQ T&TA

- **2018**

Request	Actual
No funding	\$43 million from 1 st Continuing Resolution less an across-the-board cut.

WAP Memoranda and Program Guidance

Recently Issued WAP Memorandums

- **10/17/16 - WAP Memorandum 019: American Customer Satisfaction Index (ACSI)**
- **12/16/16 - WAP Memorandum 020: Clarification on DOE Evaluation Studies vs. Independent Studies**
- **1/17/17 - WAP Memorandum 024: The Use of Solar PV in the WAP**
- **4/18/17 - WAP Memorandum 025: American Customer Satisfaction Index (ACSI) – Subgrantee Survey**

WAP Memoranda and Program Guidance

Recently Issued WAP Program Notices

- **6/5/17 - WPN 17-4: Multifamily Housing – Procedure for Certifying Income-Eligible HUD Assisted Buildings**
- **7/27/17 - WPN Notice 17-5: Closeout Procedures for Grants Under the Weatherization Assistance Program**
- **7/27/17 - WPN Notice 17-6: Property Acquired Under the Weatherization Assistance Program Including Vehicle and Equipment Purchases**
- **8/9/17 - WPN 17-7: Weatherization Health and Safety Guidance**

Annual Grant Guidance

- **2.0 Program Priorities and Initiatives**
 - Addition of American Consumer Satisfaction Index section (2.1)
 - Addition of Expenditures/Carryover (2.2)
- **3.1 FY2018 Appropriated Weatherization Funding**
 - The Adjusted Average Cost Per Dwelling Unit (ACPU) will be updated once the CPI information is released. The ACPU is revised every time the CPI is updated.
- **4.1 Multi-Year Grant Awards**
 - Added the text: All Grantees need to make an effort to effectively utilize the entire DOE allocation in the year it is awarded. DOE will review recent reporting results to assess proposed carryover funding from previous years when applications are submitted.
- **5.0 Weatherization Program Notices**
 - The table will update to add in the latest WPNs and archive any WPNs that are now outdated.

Annual Grant Guidance - 1

- **Application Instructions**

- For the upcoming program year, Weatherization did not institute any major program changes or requirements for Grantees
- Updated Health & Safety WPN from WPN 11-6 to WPN 17-7
- III.3 Budget Justification - Added text to announce an update to PAGE to help manage developing budgets. "To address feedback received from Grantees, DOE enhanced the PAGE system to provide an "Auto Calculate" option that will adjust the multipliers for each entry to achieve whole dollar values for Personnel, Fringe and Indirect Costs categories."

Annual Grant Guidance - 2

- **Application Instructions**

- Indirect Costs: Updated text to clarify text – a rate proposal and an explanation why there is not a federally-approved rate agreement must be included with the application. If DOE determines it will be the Grantee's cognizant Agency for an Indirect rate agreement, the rate agreement will be finalized during award negotiations if a grantee chooses to charge an indirect rate.
- Hearing & Transcripts: The submission of a transcript of the Grantee's public hearing is now required and not voluntary. We have had several issues that make requiring a transcript the most prudent option.

What Do You Call Funds from Other Sources and How Does DOE Treat Them?

- **Leveraged Funds are Diverse:**
 - Utility Programs that Operate Independently
 - Utility Funds that Run Through the State Plan
 - Utility Rebates
 - Utility Payments to Agencies to Purchase Energy Savings Paid for by WAP
 - Landlord Contributions – Single Family
 - Landlord Contributions – Multifamily
 - Petroleum Violation Escrow Funds
 - Home Repair Funds from Other Government Programs
 - Home Repair Funds from Private Sources

Subsidizing a Measure

Up for Discussion: Reconsidering how the cost of a “subsidized” measure is entered in the audit tool?

Subsidizing a Measure

Enter the “subsidized cost” into audit tool to generate SIR.

If funding source asks Agency to select 200 buildings and the funding source will pay \$500 toward cost, measure would be entered at “actual cost” to DOE as if Agency is purchasing the item “on sale.”

Buy-Down

Up for Discussion: Should this be allowed for single family structures?

- **Buy-Down Policy current applies to multifamily projects.**
 - Enter “full cost” into audit to determine placement on list and ensure package of measures is greater than 1.
 - Determine what level of landlord contribution would bring a measure to an SIR of greater than 1.
 - See WPN 16-5 for details.

Incentives to Encourage Cost-Share

- **Who gets to count electric and gas savings, or CO2 reductions, from measures paid for by WAP?**
 - If utility is putting leveraged funds into a unit, it can count the environmental attributes resulting from the measures paid for with the DOE funding.
 - Taxpayers and ratepayers are the same person and should not have to pay twice.
 - Makes cost sharing more attractive, particularly in states with an energy efficiency standard or a carbon standard or market.
 - Improves cost-effectiveness of the utility investment.

Solution Summits

- Strategic Planning Tool
- Facilitated by Advanced Energy
- Building on ACSI and National Evaluation
- Small Group Meetings
- Distilling broad themes from ACSI and Evaluation into actionable proposals
- Next Steps:
 - Meeting Summary- Distributed to WAP Network
 - Proposed tools and policy considerations
 - Follow up meetings

Certification Update

- QCI and Energy Auditor JTA update and realignment complete
- Final Steps of Committee approval taking place over the next couple of months
- Working towards revising the exams and rolling out the new certification structure by mid-2019
- Upshot of the changes and what's coming:
 - No existing QCIs with adequate CEUs will be required to retake a written exam
 - The new structure will emphasize the Energy Auditor as the core knowledge base and the QCI will be an advanced specialty for an existing auditors

SWS Update

- The new content is live on sws.nrel.gov
- A crosswalk and redline of the changed content is available in the “SWS Maintenance” page
- The updates include the adjudication of 288 comments submitted via the SWS Online Tool since May 2, 2014 and a crosswalk of all three housing types in the Health and Safety Section.
- DOE will record a training webinar in October to assist in updating field guides with new content.

Health & Safety Guidance

WPN 17-7

Let's talk about:

- What's new
- What's available to help
- What else you need

Overview of WPN 17-7

- Drafted from 2012 - 2017 to put all H&S guidance in one place.
- Describes most common issues encountered during weatherization, what is allowed, what is required, and what is prohibited in terms of dealing with these issues.
- Outlines how grantees must address H&S in their grantee plan, and where more guidance may be needed at the local level.
- Grantees need to consult with local agencies as the plan is developed.

WPN 11-6 Organization – 1 Document



Department of Energy
Washington, DC 20585

WEATHERIZATION PROGRAM NOTICE 17-7 EFFECTIVE DATE: August 9, 2017

SUBJECT: WEATHERIZATION HEALTH AND SAFETY GUIDANCE

PURPOSE: To clarify, update and provide additional information related to the implementation and installation of health and safety (H&S) measures as part of the Department of Energy (DOE) Weatherization Assistance Program (WAP). This guidance also provides required components for Grantees to include in their Health and Safety Plans. This Weatherization Program Notice (WPN) and attachments supersede the following:

- WPN 11-6a, Supplemental Health and Safety Guidance
- WPNs 11-6, Health and Safety Guidance
- WPN 09-6, Lead Safe Weatherization (LSW) Additional Materials and Information
- WPN 08-6, Interim Lead-Safe Weatherization Guidance
- WPN 08-4, Space Heater Policy
- WPNs 02-6, Weatherization Activities and Federal Lead-Based Paint Regulations
- WPN 02-5, Health and Safety Guidance

It is DOE's intent that this guidance will better assist Grantee decision-making during H&S Plan development.

Grantees may create more stringent requirements as long as those requirements do not conflict with this guidance. The information in this guidance is available at <http://energy.gov/eeem/wapc/weatherization-program-guidance>

SCOPE: The provisions of this guidance apply to all Grantees applying for financial assistance under the DOE WAP.

Preamble and budget discussion

Weatherization Assistance Program 11-6 5

Health and Safety Issue	Action/Allowability	Testing	Client Education	Training
Biological and Unsanitary Conditions - odors, mites/mold, bacteria, viruses, raw sewage, rotting wood, etc.	Remediation of conditions that may lead to or promote biological concerns and unsanitary conditions is allowed. Addressing 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. Also see Mold and Moisture guidance below.	Sensory inspection.	Inform client of observed conditions. Provide information on how to maintain a sanitary home and steps to correct deferral conditions.	How to recognize conditions and when to defer. Worker safety when coming in contact these conditions.
Building Structure and Roofing	Building rehabilitation is beyond the scope of the Weatherization Assistance Program. Homes with conditions that require more than incidental repair should be deferred. See Mold and Moisture guidance below.	Visual inspection. Ensure that access to treat necessary for weatherization is safe for entry and performance of assessment, work, and inspection.	Notify client of structurally compromised areas.	How to identify structural and roofing issues.
Code Compliance	Correction of preexisting code compliance issues is not an allowable cost other than where weatherization measures are being conducted. State and local (or jurisdiction having authority) codes must be followed while installing weatherization measures. Conducted properties and properties where "red tagged" health and safety conditions exist that cannot be corrected under this guidance should be deferred.	Visual inspection. Local code enforcement inspections.	Inform client of observed code compliance issues.	How to determine what code compliance may be required.
Combustion Gases	Proper venting to the outside for combustion appliances, including gas dryers is required. Correction of venting is allowed when testing indicates a problem.	Combustion safety testing is required when combustion appliances are present. Inspect venting of combustion appliances and confirm adequate clearance. Test centrally drafting appliances for draft and spillage under worst case conditions before and after air tightening. Inspect cooking burners for operability and flame quality.	Provide client with combustion safety and hazards information, including the importance of using exhaust ventilation when cooking and the importance of keeping burners clean to limit the production of CO.	How to perform appropriate testing, determine when a building is excessively depressurized, and the difference between air flow and air-measured.

Table of Issues

Weatherization Assistance Program 11-6 10

Grantee Health and Safety Plan Updates

All Grantees must amend their Health and Safety Plans in their master files of their Grantee Plan to be effective in Program Year 2011. Before any DOE funds can be expended for health and safety, Grantees must provide in the master file the hazards to be remediated and anticipated approaches including testing, training, client education, and conditions that require referral to other agencies that, therefore, necessitate a delay of weatherization services.

As a part of the Health and Safety Plan, Grantees must set health and safety expenditure limits for their Subgrantees, providing justification by explaining the basis for setting these limits and providing related historical experience. It is possible that these limits may vary depending upon conditions found in different geographical areas. These limits must be expressed as a percentage of the average cost per dwelling unit. For example, if the average cost per dwelling is \$5000, 10 percent would equal an average of \$500 per dwelling unit for health and safety. These funds are to be expended by subgrantees in direct weatherization activities.

At minimum, grantees must develop and include within their Health and Safety Plan, separate detailed components and explanations for:

- A system with guidelines for determining and documenting if the potential health and safety issue should be remediated, referred to other agencies, result in partial weatherization, or lead to deferral. Subgrantees are expected to pursue reasonable options on behalf of the client, including referrals, and to use good judgment in dealing with difficult situations. Documentation forms must be developed and should include the client's name and address, dates of the audit/assessment and when the client was informed, a clear description of the problem, conditions under which weatherization could continue, the responsibility of all parties involved, and the client's signature(s) indicating that they understand and have been informed of their rights and options.
- Procedures that include a method used to determine when DOE monies will be used to remedy the health and safety issue, and how the Grantee will treat problems that cannot be remediated with DOE monies after discovery.
- How training will be provided in order to meet the requirements of the health and safety issues.
- Testing for the presence of health and safety issues, including, at a minimum, those tests required in the above Guidance Table.
- Implementation of ASHRAE 62.2, which will be required one year after the date this guidance becomes effective. Grantees must provide justification for making changes to ASHRAE 62.2 specific to their housing stock and local considerations in their Grantee Plan.
- Implementation of Smoke/CO Detector installation parameters and procedures.
- Implementation protocols on Air Conditioning and Heating System installation and repair including justification for allowability that includes degree days for cold weather and hot weather climates, and how to define at-risk occupants.

Grantee H&S Plan Updates

WPN 17 – 6 Organization – 3 Pieces

New to 17-7

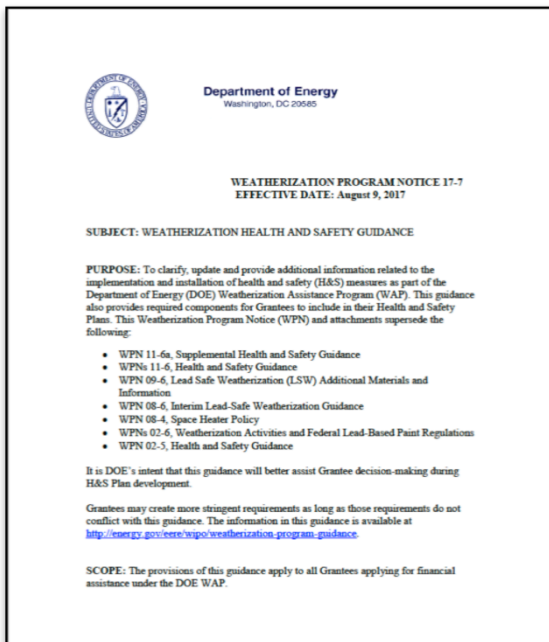
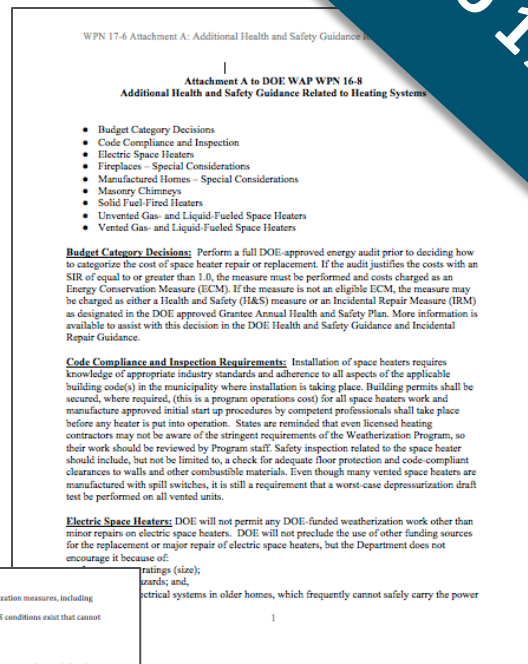


Table of Issues – re-formatted

<p>Unsanitary Conditions</p> <p>Unsanitary conditions (e.g., mold, bacteria, viruses, raw sewage, rotting wood, etc.)</p> <p>Unsanitary Conditions</p> <p>Unsanitary conditions that may lead to or promote biological concerns and unsanitary conditions are allowed.</p> <ul style="list-style-type: none">• Addressing bacteria and viruses is not an allowable cost.• Deferral may be necessary in cases where conditions in the home pose a health risk to occupants or weatherization workers.• See Mold and Moisture section for more information. <p>Testing</p> <ul style="list-style-type: none">• Sensory inspection. <p>Client Education</p> <ul style="list-style-type: none">• 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 in order for weatherization to commence. <p>Training</p> <ul style="list-style-type: none">• How to recognize unsafe conditions and when to defer.• Safe work practices when encountering such conditions. <p>Building Structure and Roofing</p> <p>Action/Allowability</p> <ul style="list-style-type: none">• Building rehabilitation is beyond the scope of the Weatherization Assistance Program.• Homes that require more than minor repairs must be deferred.• See Mold and Moisture, Code Compliance, and Pests sections for more information. <p>Testing</p> <ul style="list-style-type: none">• Visual inspection.• Ensure that access to areas needed for weatherization is safe for entry and performance of assessment, work, and inspection. <p>Client Education</p> <ul style="list-style-type: none">• Notify client in writing of structurally compromised areas.• When deferral is necessary, provide information in writing describing conditions that must be met in order for weatherization to commence. <p>Training</p> <ul style="list-style-type: none">• How to identify structural and roofing issues. <p>Code Compliance</p> <p>Action/Allowability</p> <ul style="list-style-type: none">• Correction of preexisting code compliance issues is not an allowable cost other than where triggered by weatherization measures being installed in a specific room or area of the home.• 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.	<p>• Follow State and local (or AHJ) codes while installing weatherization measures, including H&S measures.</p> <ul style="list-style-type: none">• Condemned properties and properties where "red tagged" H&S conditions exist that cannot be corrected under this guidance must be deferred. <p>Testing</p> <ul style="list-style-type: none">• Visual inspection. <p>Client Education</p> <ul style="list-style-type: none">• 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 in order for weatherization to commence. <p>Training</p> <ul style="list-style-type: none">• How to determine what code compliance may be required. <p>Combustion Gases</p> <p>Action/Allowability</p> <ul style="list-style-type: none">• Proper venting to the outside for combustion appliances, including gas dryers and refrigerators, furnaces, vented space heaters and water heaters is required.• Correct venting when testing indicates a problem.• If unsafe conditions where remediation is necessary to perform weatherization cannot be remedied by repair or tuning, replacement is an allowable H&S measure unless prevented by other guidance herein.• Maintain documentation justifying the replacement with a cost comparison between replacement and repair in the client file.• Replacement units must meet safety guidelines as determined in the Grantee Plan or technical Field Guide.• See Air-Conditioning and Heating Systems section and Attachment A for more information. <p>Testing</p> <ul style="list-style-type: none">• Combustion safety testing is required when combustion appliances are present.• Test naturally drafting appliances for spillage and CO during Combustion Appliance Zone (CAZ) depressurization testing pre- and post-weatherization and before leaving the home on any day when work has been done that could affect draft (i.e., tightening the home, adding exhaust).• Inspect venting of combustion appliances and confirm adequate clearances.• Check DOE approved audit to determine if the appliance can be justified as an ECM prior to replacement as an H&S measure. <p>Client Education</p> <ul style="list-style-type: none">• Provide client with combustion safety and hazards information. <p>Training</p> <ul style="list-style-type: none">• How to perform appropriate testing, determine when a building is excessively depressurized, and the difference between air free and air-measured CO.• CO action levels.
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Attachment A – Special Considerations re: Heating Systems

Guidance Narrative:

- Preamble
- Budget discussion
- Plan updates

Table of Issues Headings – 17-7

- Air-Conditioning and Heating Systems/ Units
- Asbestos - in siding, walls, ceilings, etc.
- Asbestos - in vermiculite
- Asbestos - on pipes, furnaces, other small covered surfaces
- Biologicals and Unsanitary Conditions
- Building Structure and Roofing
- Code Compliance
- Combustion Gases
- Electrical
- Formaldehyde, Volatile Organic Compounds (VOCs), Flammable Liquids and other Air Pollutants
- Fuel Leaks
- Gas Ovens/Stovetops/Ranges
- Hazardous Materials Disposal
- Injury Prevention of Occupants and Weatherization Workers
- Lead Based Paint
- Mold and Moisture
- Occupant Pre-existing or Potential Health Conditions
- Pests
- Safety Devices: Smoke and Carbon Monoxide Alarms, Fire Extinguishers
- Ventilation
- Window and Door Replacement, Window Guards
- Worker Safety

- Blower Door testing – Grantees must state their policy for blower door testing when suspected Asbestos Containing Materials (ACMs) are present.
- Documentation - When asbestos is the cause for deferral, and client addresses the issue, they must provide documentation that the asbestos removal or encapsulation was conducted by a certified professional before the home is eligible for weatherization.

What's New?

Cite specific code in client file if:

- Code issue leads to deferral, or
- Extra work is done due to code compliance being triggered.

Ventilation and Indoor Air Quality

New to 17-7

What's New?

- Previous guidance required adoption of most current standard; This ends at 62.2 – 2016.
- Added language about 3 Pa pressure difference.
- Clarified Climate Zone 1 partial exemption.
- Client Education now includes “location of switch and cleaning instructions.”
- Removed reference to ASHRAE 62.2 FAQs, these will be part of overall H&S FAQs.
- Grantees may propose variances to 62.2
 - Scientific justification improves odds of approval
- Clients cannot refuse mechanical ventilation



- “What’s New” summary document
- H&S Plan Template
- H&S FAQs
- Radon Consent Form Sample Language
- More upon request

WPN 17 - 7 – What's New Summary Document

- 6 Pages
- Covers all substantial updates
- Helpful when updating Plan

WPN 17-6 What's New?	
What's New? Crosswalk from WPN 11-6 to WPN 17-6	
General	2
Table of Issues	2
General	2
Air-Conditioning and Heating Systems/Units	3
Asbestos - General	3
Asbestos - in siding, walls, ceilings, etc.	3
Asbestos - in vermiculite	3
Asbestos - on pipes, furnaces, other small covered surfaces	3
Biologicals and Unsanitary Conditions	3
Building Structure and Roofing	3
Code Compliance	4
Combustion Gases	4
Electrical	4
Formaldehyde, Volatile Organic Compounds (VOCs), Flammable Liquids and other Air Pollutants	4
Fuel Leaks	4
Gas ovens /Stovetops/Ranges	4
Hazardous Materials Disposal	4
Injury Prevention of Occupants and Weatherization Workers	5
Lead Based Paint	5
Mold and Moisture	5
Occupant Pre-existing or Potential Health Conditions	5
Pests	5
Radon	5
Safety Devices: Smoke and Carbon Monoxide Alarms, Fire Extinguishers	6
Ventilation and Indoor Air Quality	6
Window and Door Replacement, Window Guards	6
Worker Safety	6

WPN 17 – 7 Health and Safety Plan Template

- Optional
- Includes budget calculator tool
- Prompts for developing policy that complies with WPN
- Streamlines DOE review

Version 1.0

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	<input type="checkbox"/>	Alternative Guidance	<input type="checkbox"/>	Results in Deferral	<input type="checkbox"/>
Air Conditioning Unallowable Measure	<input type="checkbox"/>	Heating Unallowable Measure	<input type="checkbox"/>		
Funding					
DOE	<input type="checkbox"/>	LIHEAP	<input type="checkbox"/>	State	<input type="checkbox"/>
		Utility	<input type="checkbox"/>	Other	<input type="checkbox"/>
How do you address unsafe or non-functioning primary heating/cooling systems?					
How do you address unsafe or non-functioning secondary heating systems, including unvented secondary space heaters?					
Indicate Documentation Required for At-Risk Occupants					
Testing Protocols					
Client Education					
Training					

7.2 - Asbestos - All

What is the blower door testing policy when suspected Asbestos Containing Material (ACM) is identified?

Page 4 | 14

2017 Grantee Health And Safety Plan Template

WPN 17 – 7 Health and Safety FAQs

- Almost 40 pages of Q&A, and growing.
- Intended to address common policy and implementation questions.
- Used to address comments submitted during review process – WAP network comments.
- Living document, will add Q&A as issues arise.

Radon Consent Form – Sample Language

- Optional
- Editable
- Meets requirements outlined in guidance

Sample Radon Informed Consent Language

(Can be added to existing Release of Liability and Waiver of Claims forms)

Weatherization achieves energy and cost savings and improved comfort, health and safety of homes through a variety of home retrofit measures, including some which improve the airtightness of the building. According to the Department of Energy (DOE) sponsored study, "[Weatherization and Indoor Air Quality: Measured Impacts in Single-family Homes under the Weatherization Assistance Program](#)," there is a small risk of increased radon levels in homes when the building air tightness levels are improved. These increases are smaller in manufactured housing everywhere, and all homes in low-radon potential counties, and higher in site built homes in high-radon-potential counties. There is some evidence that the installation of continuous mechanical ventilation reduces radon levels in homes, and counteracts any radon increases that are due to improved building air tightness levels.

Zones 1 and 2 Only:

Precautionary Measures: Since your house is located in a county identified as having moderate- to high-potential-radon levels¹, precautionary measures indicated below will be installed as part of weatherization:

- ☐ Exposed dirt floors covered and sealed
- ☐ Floor/foundation penetrations sealed
- ☐ Open sump pit capped
- ☐ Crawl space venting inspected and/or improved
- ☐ Basement isolated (air sealed) from living space
- ☐ Other: _____

I am aware that weatherization may result in increased levels of radon, and that mechanical ventilation may counteract those increases. I have received the Environmental Protection Agency's (EPA's) "A Citizen's Guide to Radon," and radon-related risks were discussed. I have chosen to go forward with weatherization, and accept all risks of injury or damages.

I have carefully read this informed consent form and have signed it of my own free will.

Client Name: _____

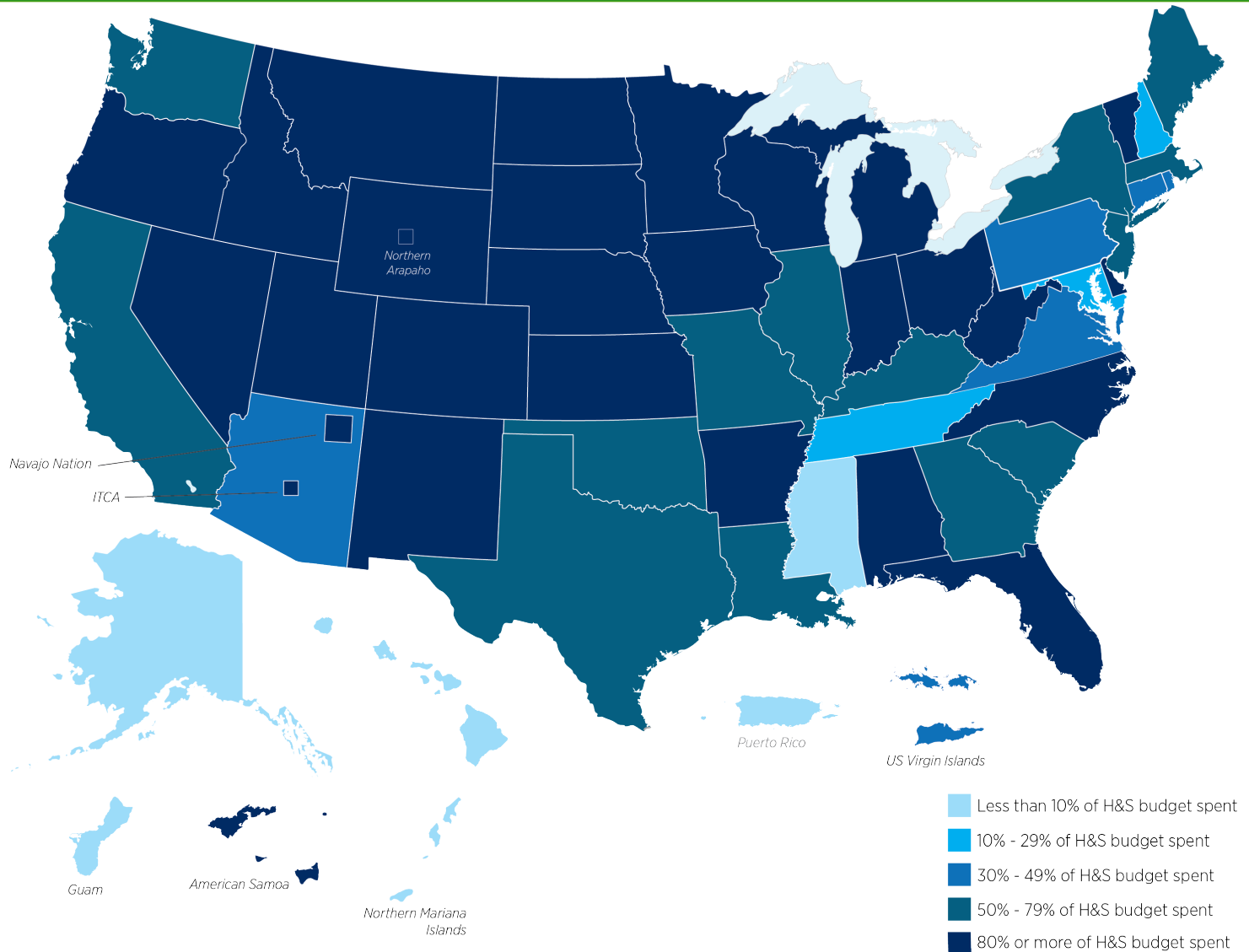
Client Signature: _____ Date: _____

¹ Defined as counties with predicted indoor radon screening levels at or above 2 **pico** Curies per liter of air (pCi/L). Link to EPA interactive zonal radon map: <https://www.epa.gov/radon/find-information-about-local-radon-zones-and-state-contact-information#radonmap>

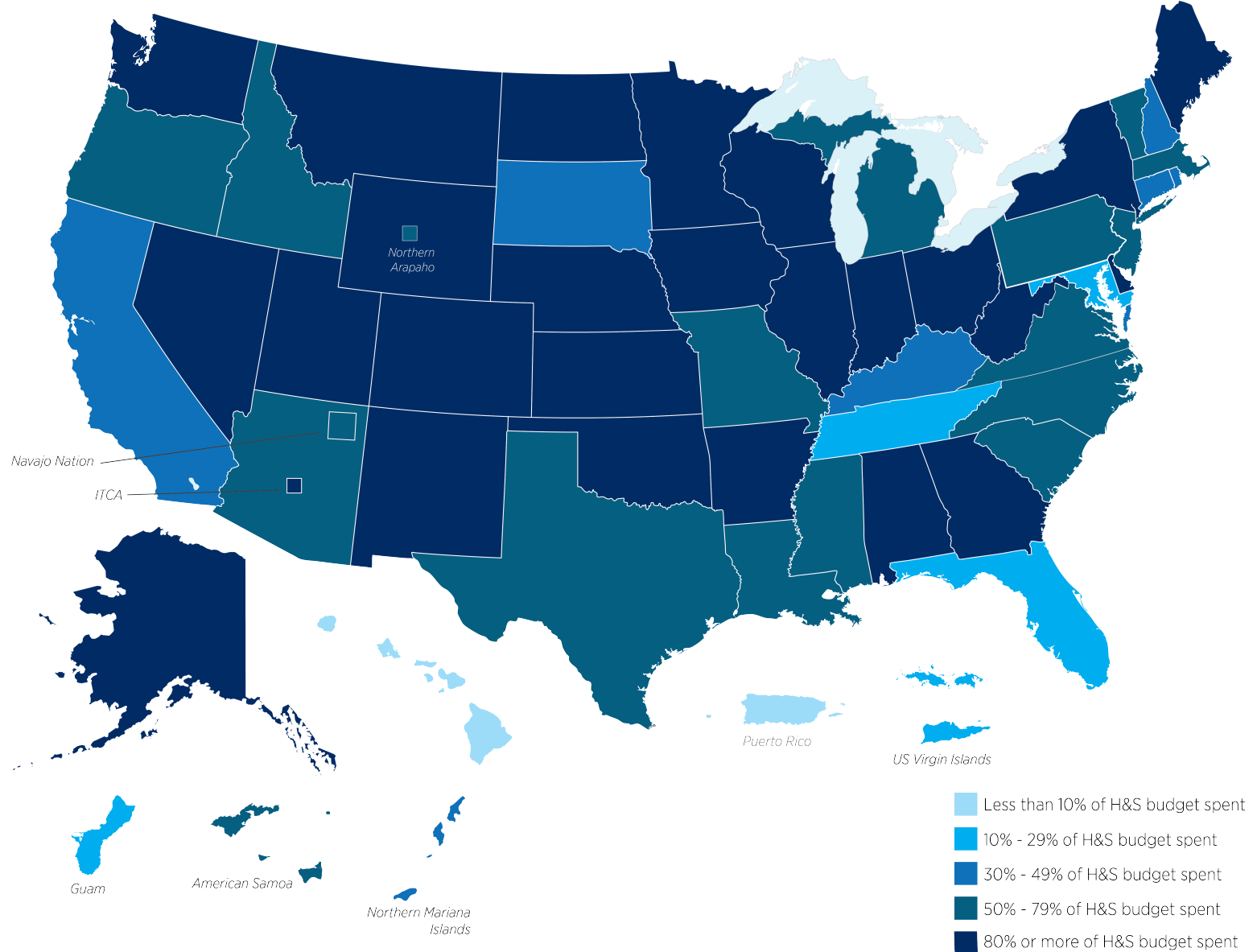
Health & Safety Spending Comparison

RANGE	PY2015	PY2016
Less than 10% spent	7	2
10 – 29%	3	5
30 – 49%	6	8
50– 79%	14	16
80% or more spent	29	28

PY2015 Health & Safety Spending



PY2016 Health & Safety Spending



ACSI Grantee Survey – Plan Review & Acceptance

1. Improve the State Plan submission process

Topic	Under Consideration	In Development	Implemented	Date Implemented
Record webinars to outline changes to the annual application package.			✓	February 2017
Hold an in-depth training on issues/solutions based on prior year plan submissions.		✓		
Familiarize Grantees with FAO's role/tools and help build the relationship between Grantees and FAO.			✓	March 2017
Develop a WAP State Plan Development Timeline/Calendar and training.			✓	Training held 9.7.17
PAGE Improvements and Enhancements (warning screens, rounding issue)		✓		Will be rolling out in October
PAGE Trainings on WAP Plan Submission			✓	
Templates (H&S, Training and Technical Assistance, Monitoring)			✓	Trainings scheduled for Nov

ACSI Grantee Survey - Plan Review & Acceptance

2. Improve the timeliness of responses

Topic	Under Consideration	In Development	Implemented	Date Implemented
Reinforce with WAP staff and Grantees the 60-day timeline for reviews (so that awards are made on time).			✓	PY2017
Project Officers are conducting WAP state plan pre-reviews.			✓	January 2017
Conduct the 1st level WAP review within one week of Plan submission; starting with the budget; using the desk guide; and getting questions and comments back to Grantees quickly.			✓	January 2017
Enforce a 20-day timeframe for the Grantees to respond.			✓	
Work with FAO to assure its response within 30 days.		✓		
Rebalance portfolios among staff.			✓	January 2017

ACSI Grantee Survey – Plan Review & Acceptance

3. Improve the clarity and consistency of the feedback

Topic	Under Consideration	In Development	Implemented	Date Implemented
Weatherization Project Officer Desk Guide developed.			✓	October 2016
Expand staff knowledge of content—the fundamentals/ 440 (regulations) and how to interpret.			✓	May 2017
Create internal guidance on what “DOE can live with but will need to correct” vs. plan rejection			✓	May 2017
Project Officers will cite the regulation(s) and section(s) of the application instrument in the reviews, as appropriate, to identify specific issues that need to be resolved or expanded.			✓	May 2017

ACSI Grantee Survey – Grant Monitoring & Corrective Actions

1. Improve the timeliness of monitoring report feedback.

Topic	Under Consideration	In Development	Implemented	Date Implemented
Notify Grantees of the review schedule by the end of January.			✓	January 2017
Schedule calls (at least 60 days prior to the onsite) with the Grantees who are to be reviewed to discuss deadlines, including when the information requested prior to the onsite visit must be submitted.			✓	August 2017
Track the receipt of documents from the Grantees internally.		✓		
Review requested documents prior to the onsite visit.			✓	January 2017
Synthesize visit notes and complete the checklists by the end of each day while onsite.			✓	August 2017

ACSI Grantee Survey – Grant Monitoring & Corrective Actions

1. Improve the timeliness of monitoring report feedback.

Topic	Under Consideration	In Development	Implemented	Date Implemented
Set clear expectations by informing the Network about how onsite visits are supposed to work, and the process for resolving Grantee issues related to the onsite visit.		✓		
Establish targets for DOE/WAP regarding the percentage and number of monitoring reports that are issued within 30 days. Begin by determining what the current baseline is for getting reports out within 30 days, and then set a target for improving performance.		✓		
Identify workarounds and/or tips for using PAGE, in the short term, due to the cumbersome nature of the system. As a longer term solution, consider either fixing it or finding another system.		✓		

ACSI Grantee Survey – Grant Monitoring & Corrective Actions

2. Improve the clarity and consistency of the monitoring reports.

Topic	Under Consideration	In Development	Implemented	Date Implemented
Review draft report for consistency in timely manner.			✓	Spring 2017
Create pull downs for specific issues and the checklist with common statements and directions to use in the report.		✓		
Develop a Corrective Action Tool (using PAGE to pull findings and corrective actions across Grantees) that catalogues options for corrective actions Grantees might consider (based on actions taken by other Grantees) to resolve similar findings.	✓			
DOE WAP has shared common monitoring findings/issues at NASCSP meetings and conference calls and will continue to collaborate with NASCSP to inform Grantees about common findings.			✓	2016

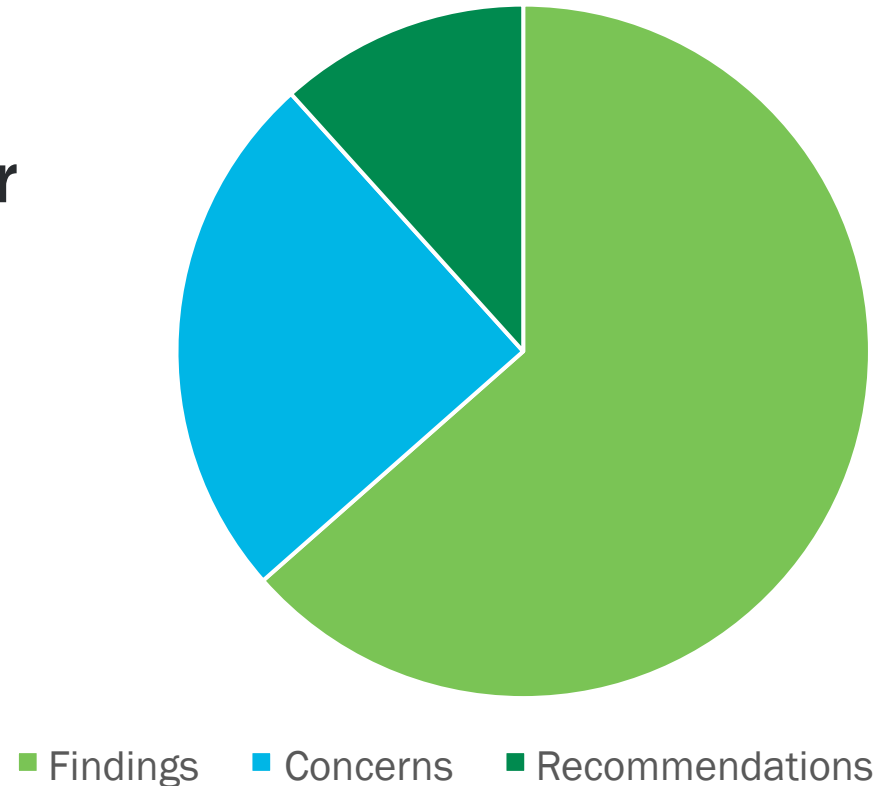
ACSI Fall Training Schedule

- *Completed 9/7/17 – Grant Planning Calendar*
- *Completed 9/11 – Health & Safety Guidance: What's New*
 - *FAQs and new H&S Template Review*
- **Week of 9/25 – Technical – Training and Technical Resources**
- **Week of 10/2 – Annual Guidance Changes**
- **Week of 10/9 – PAGE Changes for State Plan Development**
- **Week of 10/16 – Monitoring and T&TA Plan Templates Review**
- **Week of 11/6 – Program Assessment Tool Update**
- **Week of 11/14 – SWS Training**
- **Week of 12/11 – Field Guide Review Process**

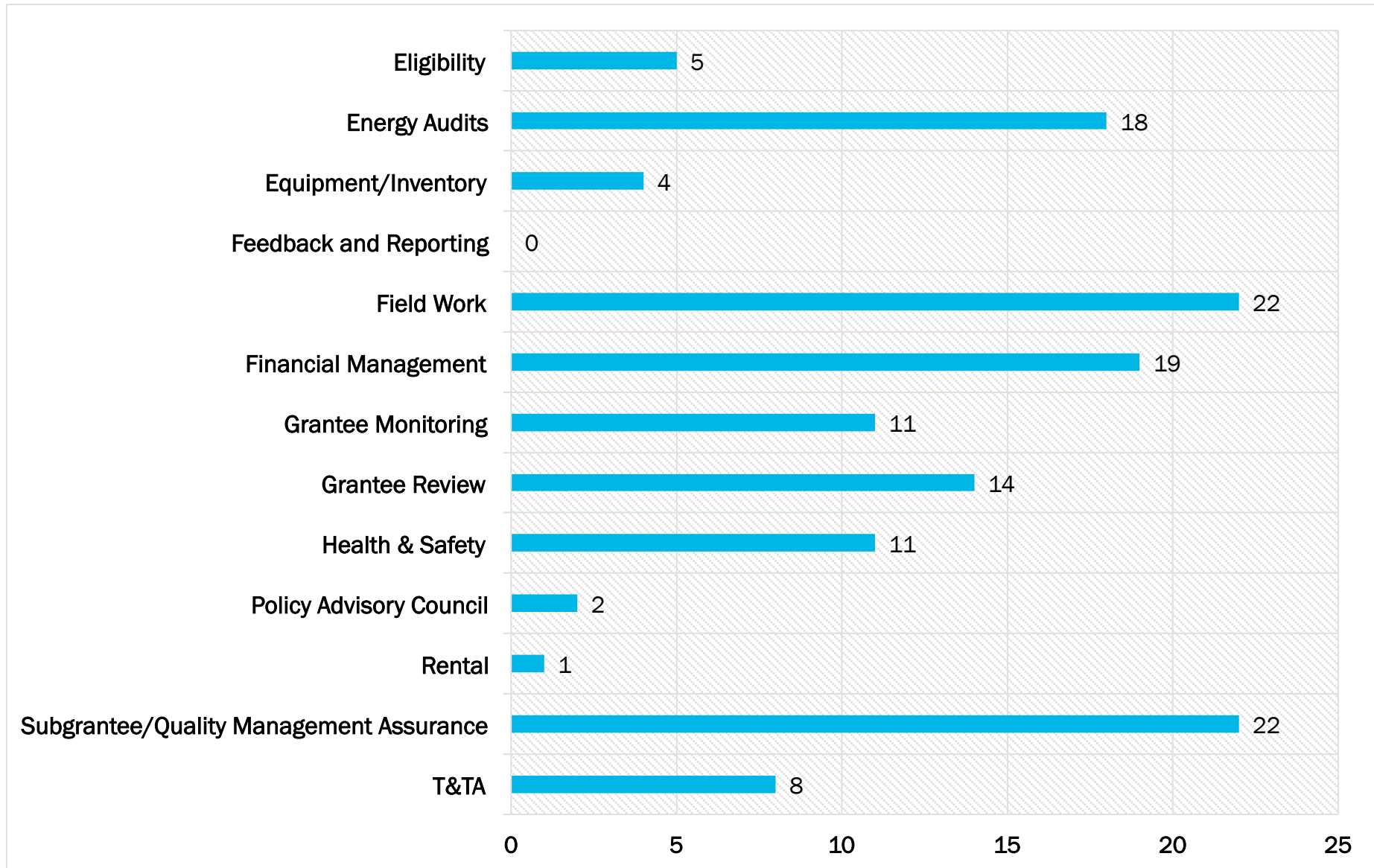
PY2017 Monitoring Overview

19 Grantees scheduled for onsite visits

- 60+ Subgrantees visited
- 137 monitoring assessments assigned to date



PY 2017 Monitoring Assessments by Topic



Monitoring Reporting Trends

Completion of onsite monitoring checklist

2016	2017
48 days, on average	10 days, on average

Submission of onsite monitoring report to Grantee

2016	2017
87 days, on average	39 days, on average

What DOE includes in “Risk Assessment”

Project Officers take an objective review of each Grantee to assess the potential risk based on the following specific, cross-program criteria:

- Performance over time (carryover, extensions, etc.)
- Funding expenditures
- Staffing
- Subgrantee Performance (production/expenditures)
- Last DOE Onsite Monitoring Visit
- Unresolved monitoring assessments
 - Grantee
 - Subgrantee
- A133 Audit
- Reporting
- Energy Audit Compliance