



Department of Energy
Washington, DC 20585

MEMORANDUM

DATE: December 29, 2010

TO: All Weatherization Grantees and Subgrantees

FROM: Robert C. Adams, Supervisor 
Weatherization and Intergovernmental Program

PURPOSE: To introduce the Quality Assurance Contractor who will perform the quality assurance reviews of approximately 30,000 weatherized homes funded by the American Recovery and Reinvestment Act of 2009 (ARRA).

BACKGROUND: As part of monitoring the investment of ARRA funds, the Office of Weatherization and Intergovernmental Program (OWIP) has contracted with Oak Ridge National Laboratory (ORNL) as the responsible party to oversee the quality assurance (QA) process for the Weatherization Assistance Program (WAP).

The QA project will be conducted by a team led by the Institute for Building Technology and Safety (IBTS). This contractor was selected based on a competitive procurement offered by ORNL. The IBTS will conduct both file reviews and quality assurance visits at homes completed using ARRA funds. QA visits will include the following activities at the subgrantees' office and various work sites:

- Examining of a representative sample of client work files based on weatherized homes reported or planned to be reported by the subgrantee during the ARRA period;
- Scheduling of site visits to a representative sample of completed homes; and
- Visiting a representative sample of homes reported as completed by the subgrantee.

Observations made and recorded by IBTS may include completeness of client files, measures called for on a work order as compared to measures installed and signed-off on during final inspection by the subgrantee, measures billed to the WAP program for labor and material costs versus measures installed on units, quality of workmanship/adherence to state field guides, etc.

ACTION: The QA team will be contacting each subgrantee to make arrangements to review client files and homes beginning in early 2011. Every subgrantee will receive at least one visit by the IBTS staff during the next two years. The number of homes visited and frequency of visits will be determined based on the share of units each agency is responsible for completing with ARRA funds. For further information about the QA project, please contact Ryan Middleton, U.S. Department of Energy, at 202-287-1863, or ryan.middleton@ee.doe.gov.