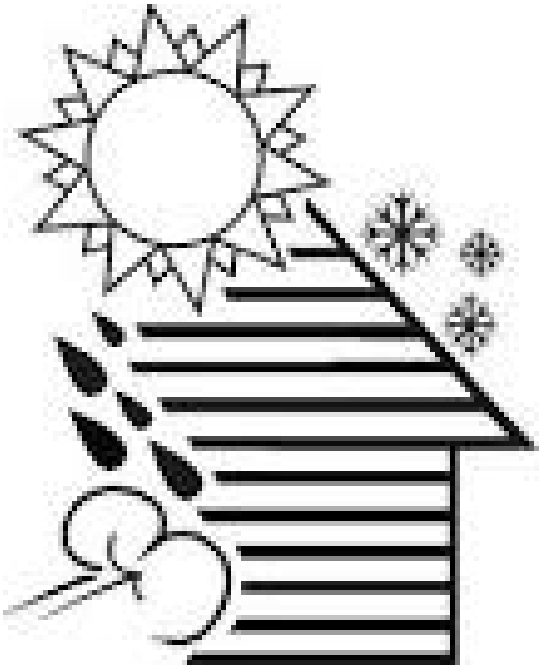
Missouri
Weatherization Assistance Program
Technical Manual

Technical Guidelines and Best Practice
For Missouri WAP Subgrantees



October 2014

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Overview

The Technical Standards and Best Practices included in this manual have been developed by Missouri Department of Economic Development Division of Energy (DED/DE) staff to provide Missouri Subgrantees with technical guidance on effective and allowable weatherization practices. This guidance was designed to assist subgrantees in their efforts to reduce energy waste, improve the comfort and durability of homes, and to enhance the health and safety of the occupants as well as the subgrantee staff and contractors working in those homes. Following these standards and best practices will allow subgrantees to remain in compliance with United States Department of Energy (DOE) and DED/DE regulations.

Section I: How to use the Technical Manual

This version of the technical manual has been aligned to the National Standard Work Specifications (SWS). The SWS were developed for DOE by the National Renewable Energy Lab (NREL) to better insure that work performed in homes is effective, durable, and safe. The entire SWS can be accessed directly at https://sws.nrel.gov/. This edition has extensive written updates aligning DED/DE requirements to the national standards. In addition, the inclusion of SWS detail level numbering throughout this edition will allow for easier cross-referencing with the SWS web site. The SWS references are given throughout in following formatting style:

	Detail Number	Detail Name
SWS Detail:	2.0100.1	Global Worker Safety

The numbering of the Technical Manual follows the following formatting style:

I. Section
- **A. Subsection**
  - **1. Topic**
    - a. Subtopic
      - (1) Detail
        - (a) Part

A. Important Definitions

- *Energy Conservation Measure (ECM)*: Weatherization measures that are evaluated by the computerized audit that have a SIR of 1.0 or greater.

- *Health and Safety Measure*: Actions necessary to maintain the physical well-being of either occupants and/or weatherization workers where:
  - Costs are reasonable as determined by DOE in accordance with the Grantee's approved Grantee plan; AND
  - The actions must be taken to effectively perform weatherization work; OR
  - The actions are necessary as a result of weatherization work.

- *Incidental Repair*: Repairs necessary for the effective performance or preservation of weatherization materials.

- *Savings to Investment Ratio (SIR)*: The life cycle savings of an energy improvement divided by the initial investment, as calculated by the computerized audit. Within the Weatherization Assistance Program, energy conservation measures must have a SIR of 1.0 or greater in order to be eligible for installation.

- *Standard Work Specifications (SWS)*: The Department of Energy has directed the usage of the Standard Work Specifications (SWS) developed by the National Renewable Energy Laboratory as a means to achieve uniform weatherization standards nationwide. The specifications reflect the minimum requirements necessary to ensure that work performed during weatherization is effective, durable and safe.

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Section II: Health and Safety

Health and safety issues have become an important part of the Weatherization Assistance Program (WAP) as knowledge about the hazards within dwellings has increased since the Program's inception. When a health or safety hazard is detected, it is the policy of the Department of Economic Developments' Division of Energy (DED/DE), administrator of the Missouri Weatherization Assistance Program, to address the hazard. This policy is tempered by recognition that the primary goal of the WAP is energy conservation and that funds should focus on that goal. Although balance is needed between these competing issues, the health and safety of the building, occupants and weatherization crews or contractors shall not be compromised by any retrofit material, technique or practice.

According to 10 CFR Part 440, allowable energy related health and safety actions are those actions necessary to maintain the physical well-being of both the occupants and/or weatherization workers where:

- Costs are reasonable as determined by DOE in accordance with the Grantee's approved Grantee Plan; AND
- The actions must be taken to effectively perform weatherization work; OR • the actions are necessary as a result of weatherization work.

A subgrantee must ask themselves two questions:

- What must we do within reasonable costs to get the home to a point we can go forward with weatherizing, where the weatherization work will be lasting and effective?
- What must we do to ensure that the weatherization work we conducted does not create a health or safety problem for the occupant?

Code corrections are allowable health and safety costs when they are required by the local Code Authority in order for weatherization work to be performed. You must note the specific code requirement with reference to the efficiency measure(s) that triggered the code activity. If the code correction cannot be related to weatherization work, then WAP funds cannot be used to make the code correction. An example of this would be bringing hand rails up to code. Since it is not related to the installation of the efficiency measures, it would not be an allowable cost. When health and safety costs are not reasonable or beyond the subgrantees budget, the home may need to be deferred.

Subgrantees may not provide only health and safety measures on a home without conducting other cost effective weatherization measures. For example; a subgrantee is not allowed to only install a smoke detector or carbon monoxide detector as a health and safety measure, without energy conservation measures (ECM), such as insulation or air sealing.

The following sections establish areas of concern that may affect the health and safety of the workers and the clients. In most cases, the best approach to limiting the health and safety risk is to minimize their exposure to the hazard. The inability to minimize exposure may result in some or all of the work being stopped on any particular dwelling.

A. Worker Safety

A subgrantee is responsible for complying with Occupational Safety and Health Administration (OSHA**)** requirements in all weatherization activities that involve staff personnel. When contractors are employed by subgrantees, those contractors also are required to comply with OSHA. For detailed information on worker health and safety, refer to *Construction Industry OSHA Safety and Health Standards* (29 CFR 1926).

The DED/DE expectation is for crews, contractors and auditors to be able to work under conditions that do not jeopardize their own health and safety. The office, warehouse and other workspace owned or rented by each subgrantee should be a safe and healthy environment.

The contractor cost to comply with OSHA, as applicable, is part of the contracted bid price. Related costs for subgrantees to comply with OSHA requirements may be charged as tools and equipment. Subgrantees are responsible for purchasing all OSHA required tools and equipment and are required to immediately repair or replace any defective tool or equipment. Work that threatens worker or client health or safety may not be undertaken.

1. General Guidelines.

SWS Detail: 2.0100.1 Global Worker Safety

The following are general guidelines for accident prevention and should be followed by agencies, crews, auditors and general contractors involved in weatherization work. In addition, this section outlines some of the employer responsibilities to the weatherization crews.

a. The subgrantee or contractor has the responsibility, as employers, to initiate and maintain such programs as may be necessary to comply with this part.

b. The employer shall provide training in the area of health and safety that will allow weatherization personnel to identify existing and potential threats to the client's or crew's health and/or safety. Upon the identification of a threat to the client's health and/or safety, the client will be informed in writing as to the available options for dealing with this threat.

c. Design will be incorporated to eliminate or minimize hazards (e.g., material selection, access to equipment for installation and maintenance, placement of equipment, ductwork and condensate lines).

d. The employer shall allow for frequent and regular inspections of the job sites, materials and equipment to be made by competent persons designated by the subgrantee or state grantee.

e. The employer shall tag all machines, tools, materials or equipment identified as being unsafe making them inoperable by locking the controls or physically removing them.

f. The employer shall permit only those employees qualified by training or experience to operate equipment and machinery.

g. The employer shall require its employees and its representatives to take all reasonable precautions against performing work on homes that will subject clients to health and safety risks. At the time of initial client contact, the weatherization worker will make a cursory evaluation of the individual health of the homes occupants. In cases where a person's health is fragile and/or the crew work activities constitute a health or safety hazard, those occupants at risk will be asked to leave during the work activities.

h. The DED/DE will allow technical waivers for non-performance of audits, installations and/or inspections, or any portion of these functions, if such action will expose workers to conditions regarded as unsafe or unhealthy as determined by OSHA Construction Industry Standards.

i. Expenditure of weatherization funds for materials, protective clothing, respirators, medical exams, proper tools and equipment and other items or activities related to the health and safety of workers are allowable health and safety costs under the Missouri Weatherization Assistance Program.

j. When in doubt, subgrantees should seek consultation services from an OSHA subsidized professional safety consultant (See: OSHA Publication #3047, Consultation Service for the Employer) for identifying hazards and developing a worker health and safety program.

k. First responders (911) will be called when necessary.

2. Subgrantee Health and Safety Policy

SWS Detail:	2.0100.1	Global Worker Safety
	2.0110.1	Material Selection, Labeling, and Material Data Sheets

A subgrantee must have a Health and Safety Policy in place to protect worker health and safety. At a minimum, this policy must contain the following:

a. Material Safety Data Sheets (MSDS) on the job site and available to medical personnel.

b. Employees should know where to go for treatment.

c. A written procedure for reporting medical emergencies.

d. A written procedure for reporting non-emergency accidents.

e. Provision for prompt medical attention for serious injuries.

f. Prompt transportation or a system for contacting an ambulance, in the case of a serious emergency.

g. Telephone numbers of physicians, hospitals or ambulances should be conspicuously posted.

3. Subgrantee First Aid Program

A first aid program must be in place. At a minimum, the program must include the following:

a. First aid training provided to at least one member of each crew.

b. CPR training provided to at least one member of each crew.

c. One complete first aid kit per vehicle.

d. One eyewash station with at least one refill per vehicle.

4. Subgrantee Personal Protection Program

SWS Detail: 2.0100.1 Global Worker Safety

Subgrantees must establish a Personal Protective Equipment Program which will require providing training and wearing of protective clothing. At a minimum, this program must include the following:

a. Respiratory equipment and use training:

(1) Proper respiratory protection will be provided and worn if the risk of airborne contaminants cannot be prevented. (e.g., N-95 or equivalent face mask).

(2) Air purifying masks with an organic vapor cartridge and P-100 particulate filter will be used when applying low pressure 2-component spray polyurethane foam. Consult MSDSs for respiratory protection requirements.

(3) Supplied air respirators (SARs) will be used when applying high-pressure spray polyurethane foam (SPF) insulation. Consult MSDSs for respiratory protection requirements.

(4) Supplied air respirator equipment must be fit tested, by a trained person and employees trained on respirator use.

b. Eye protection should be made available and worn when appropriate. (e.g., safety glasses, goggles if not using full-face respirator).

c. MSDSs and *OSHA* regulations will be consulted for protective clothing and equipment

d. Protective coveralls should be made available and worn when needed to protect worker health or safety. If contaminants are present (e.g., insulation materials), removable protective clothing will be worn.

e. Durable and wrist-protecting gloves will be worn that can withstand work activity when hand protection is necessary.

f. Appropriate footwear and clothing will be worn as well as personal protective equipment (PPE) will be used (e.g. knee pads, bump caps, additional padding, etc. on the job sites when needed).

g. Proper lifting techniques will be used when lifting over-size and over-weight objects.

h. Appropriate ventilation, hydration, rest breaks, and cooling equipment will be provided.

i. Ensure staff is aware of risks during summer months, including the symptoms of heat stroke and heat exhaustion.

j. Ensure that auditors are aware of contaminants which can be encountered in and around the home. Sources of contamination such as sewage, dead animals, needles, etc. will be corrected, repaired or removed before performing inspections. If appropriate, the contaminant will be neutralized and/or a protective barrier will be installed in the area. If the contaminates cannot be corrected or protected from the auditor or crew members, the home must be deferred.

5. Subgrantee Tool Safety Program

SWS Detail: 2.0100.1 Global Worker Safety

Agencies must have in place a Tool Safety Program designed to protect employees from work place hazards. This program should ensure the following:

a. All power tools will be inspected and used in accordance with manufacturer specifications to eliminate hazards associated with missing ground prongs, ungrounded circuits, misuse of power tools, noise, and improper or defective cords or extension cords

b. All tools, including electrical tools, will be assessed and found safe and adequate for the job. Worn or frayed electrical cords will not be used. A three-wire type extension cord will be used with all portable electric tools.

c. All devices used will be verified as ground-fault circuit interrupters (GFCI) or double insulated.

d. Water sources such as drains and condensation pans will be kept separate from all electrical sources.

e. Employees are trained in the safe and proper operation of tools and equipment used in their work. Employees are trained in the hazards of arc flash (refer to NFPA 70E.

f. Safety guards are in place on all tools that come equipped with such devices.

g. Precautions will be taken when ladders are used, when working at heights, or when balancing on joists. Metal ladders will be avoided when possible to prevent electric shock. When scaffolding is used, manufacturer set-up procedures will be followed. Walk boards will only be used when practical.

h. Hearing/ear protection will be provided to individuals working around high-decibel equipment or in high-dust environments.

i. That special precautions are taken if knob and tube wiring is present.

j. Exhaust gases from compressors and generators will be prevented from entering interior space.

k. Hand tools will be used for their intended purpose.

l. It is required that all agency crew and contract workers complete a ten hour Occupational Safety and Health Administration (OSHA) construction safety program (OSHA-10). All crew and contract workers shall complete the course in construction safety and health approved by OSHA or a similar program approved by the department which is at least as stringent as an approved OSHA program. All employees are required to complete the program within sixty days of beginning work on such construction project. Furthermore, agencies may elect to have contractors, crew leaders and/or crew members complete a thirty hour OSHA construction safety program (OSHA-30). Crew leaders and crew members must be able to provide documentation to confirm compliance with OSHA training requirements.

6. Subgrantee Fire Protection Program

SWS Detail: 2.0100.1 Global Worker Safety

Agencies must implement a Fire Protection Program. This program should include the following:

a. Fire extinguishers are provided and are located in the subgrantee offices and warehouse, located in each vehicle and that each is inspected regularly.

b. Training on fire extinguisher use.

c. Fire emergency procedures.

d. The identification and elimination of ignition sources, such as pilot lights, when flammable materials are being used.

e. A reduction in the use of flammable materials and fire rated materials will be implemented.

7. Subgrantee Job Hazards and Chemical Safety Identification Program

SWS Detail:	2.0100.1	Global Worker Safety
	2.0110.1	Material Selection, Labeling, and Material Safety Data Sheets

Agencies need to implement a Job Hazards Identification Program. Inspection will be conducted for hazards, such as damaged or exposed electrical conductors, mold, sewage effluent, potential asbestos containing materials, friable fiberglass, pests, and other potential hazards. Agencies Job Hazards Identification Program should include the following:

a. Investigation for job specific safety hazards. Hazardous materials will be handled in accordance with manufacturer specifications or MSDS standards to eliminate hazards associated with volatile organic compounds (VOCs), sealants, insulation, contaminated drywall, dust, foams, asbestos, lead, mercury, and fibers. The least toxic suitable material will be chosen.

b. Hazard Communication Procedures that include the following:

(1) Written policies for dealing with job hazards.

(2) All hazardous materials containers labeled with:

(a) Hazardous chemical contents.

(b) Hazard warning appropriate for employee protection.

(c) Legible and prominent labels on all containers.

(3) Means of communication for non-routine tasks and unlabeled chemicals.

(4) A means for the exchange of information between subgrantees and contractors regarding hazardous materials.

(5) Access and egress points will be located before beginning work.

(6) Identification of spaces with limited ingress and egress and restricted work areas will be considered confined spaces.

(7) Adequate ventilation will be provided.

8. Material Safety Data Sheet Catalog

SWS Detail: 2.0110.1 Material Selection, Labeling, and Material Safety Data Sheets

Agencies and contractors must develop and maintain a catalog of Material Safety Data Sheets (MSDS) for all hazardous material. An MSDS catalog must be made available to all employees, kept on file at the subgrantee offices and on all job sites. MSDS catalogs should be organized and tabbed by product in a binder for quick reference in case of an emergency. The MSDS catalog should contain the following:

a. Specific identity of chemical and common name.

b. Physical and chemical characteristics.

c. Known acute and chronic health effects and related health effects.

d. Precautionary measures.

e. Exposure limits.

f. Identification of carcinogens.

g. First aid procedures.

B. Building/Occupant Safety

To ensure appropriate consideration for health and safety, relevant procedures and assessments will be conducted as part of the building analyses. Each home weatherized must be individually assessed to determine the existence of potential hazards to workers or clients. When conditions within the home are such that the health and safety of the client, crew or contractor will be jeopardized prior to providing assistance, weatherization must not proceed until such problems are remedied. In some cases mitigation of problems may be beyond the scope of the WAP. In these instances, the agency must invoke the "Deferral" Policy and the client must be notified in writing and referred to any alternative resources that are available for solution of the problem.

In those instances where the existing conditions pose a threat to the crew or contractor's health and safety, the Missouri Weatherization Assistance Program allows technical waivers for any audit or inspection process installation or any portion of the weatherization activity. Efficient auditing protocol would make a deferral determination as early in the inspection process as possible, yet thorough to the point of documenting necessary actions to be taken by the client for weatherization to proceed. Refer to Section II, Subsection D: Required Subgrantee Deferral Policy for additional information.

Under the DED/DE Health and Safety Standards, the following subsections describe the health and safety assessments and associated actions that must be performed:

1. Carbon Monoxide (CO)

SWS Detail:	2.0100.1	Global Worker Safety
	2.0105.1	Combustion Worker Safety
	2.0201.2	Combustion Safety
	2.0301.2	Carbon Monoxide Alarm or Monitor

a. When combustion appliances are present in the dwelling, or where there is reason to suspect a significant level of carbon monoxide (CO) present in the ambient air (such as with an attached garage) the ambient air will be tested for CO at the initial building audit and immediately after the implementation of weatherization measures. The testing procedure is:

(1) Establish building in the winter (heating season) mode with exterior windows and doors closed.

(2) Calibrate the personal CO monitoring equipment in the outdoor ambient air.

(3) Enter the home and walk-through the various rooms and locations and note any areas where CO above the outdoor ambient air level is found.

(a) If indoor ambient CO levels are lower than 9 ppm above outdoors, proceed with testing of combustion appliances.

(b) If the personal CO monitor indicates an indoor ambient CO level between 9 ppm and 35 ppm, the auditor shall complete the mechanical systems audit and advise the occupant that CO has been detected and recommend that all possible sources of CO be checked. Windows and doors will be opened after the mechanical systems audit is complete. Where it appears that the source of CO is a permanently installed appliance, the appliance shall be inspected and the owner shall be advised to contact a qualified servicing agent or the agency may proceed following the guidelines given in Section II, Subsection B, Topic 6: Non-Emergency, One-Day Follow-Up Required.

(c) If measurable levels are 35 ppm or higher than outdoors discontinue testing, remove the occupants, turn off combustion appliances, ventilate the building and contact fuel vendor(s). Sources of high carbon monoxide must be mitigated prior to continuing or completing weatherization work, refer to Section II, Subsection B, Part 5: Emergency Situations, Immediate Follow-Up Required.

2. **Combustion Safety Alarms**

SWS Detail:	2.0201.2	Combustion Safety
	2.0301.1	Smoke Alarm
	2.0301.2	Carbon Monoxide Alarm or Monitor

a. Smoke alarms should be in every home and must be installed if not present in a home receiving weatherization services. A smoke alarm should be installed near combustion zone(s) and one near bedrooms. Smoke alarms may be hardwired or battery operated. Refer to the Missouri Weatherization Field Guide for additional detail on installation and consult manufacturers' recommendations.

b. All homes will have at least one functioning CO alarm. CO alarms must be installed if not present in every home receiving weatherization services. CO alarms will be installed outside of each separate sleeping area in the immediate vicinity of the bedrooms in accordance with *ASHRAE* 62.2 and authority having local jurisdiction. **CO alarms must be installed by the end of the first day of any work commencing at the home.** CO alarms may be hardwired or battery operated. Refer to the Missouri Weatherization Field Guide for additional detail on installation and consult manufacturer's recommendations.

3. Combustion Systems

SWS Detail:	2.0105.1	Combustion Worker Safety
	2.0201.1	Combustion Appliance Zone (CAZ) Testing
	2.0201.2	Combustion Safety
	2.0202.1	Unvented Space Heaters
	2.0203.3	Draft Regulation-Category I Appliance

a. Unvented Space Heaters: DED/DE considers an operable, unvented space heater in a dwelling a potential health and safety hazard. U.S. DOE now distinguishes between primary and secondary unvented space heaters as heat sources (See Attachment *1.1)*.

With the occupant's permission, unvented heaters will be removed except when used as a secondary heat source and when it can be confirmed that the unit is listed to *ANSI* Z21.11.2. Refer to Section III, Subsection E, Topic 2: Unvented Space Heaters for additional information

b. All conventionally vented (this excludes direct-vent appliances) combustion appliances must be tested for proper draft using the worst-case draft procedures in Section III. Worst-case draft testing **must** always be done before and after all weatherization measures are installed.

(1) If present, the operability of the draft regulator will be verified and tested.

(2) Combustion venting systems will be inspected for damage, leaks, disconnections, inadequate slope, and other safety hazards.

c. Subgrantees must seek to eliminate conditions where carbon monoxide levels are at or over the levels stated in Section III, Subsection B, Topic 3: Measuring Worst Case Spillage, Draft, and CO.

d. Carbon monoxide testing of space and water heating appliances must be done with a digital combustion gas analyzer before dilution air enters the vent system. If there is a flue port opening for each burner, the test must be done in each flue port opening individually.

d. When there is an atmospheric combustion appliance in a bedroom,

(1) The appliance must be isolated from the bedroom air by drawing combustion air from another appropriate source;

(2) If the appliance is replaced, a sealed combustion system must be installed; or

(3) The appliance should be moved to a more appropriate location.

f. When an atmospheric combustion appliance installed by the subgrantee is located in a residential garage and/or adjacent space open to the garage, all equipment and appliances having an ignition source shall be elevated such that the source of ignition is not less than 18 inches above the floor unless listed as flammable vapor ignition resistant.

g. A heat shield must be installed when it is determined that a venting system is too close to combustible materials or the venting system must be moved to ensure proper clearance.

h. All visible fuel lines must be tested for fuel leaks both outdoors and indoors, starting at the meter or LP tank.

i. All non-functioning humidifiers from forced air furnace systems may be removed with prior client approval.

j. All gas valves should have at least a single safety. If a gas valve has no safety, then the subgrantee should replace the gas valve with the most cost-effective replacement:

(1) A 100% safety millivolt gas valve.

(2) A 100% safety 24 volt gas valve.

(3) A remote bulb gas valve.

k. When there is a suspicion that the pilot safety system is not functioning properly, subgrantees should perform a simple test of the pilot safety device to ensure that it is functioning properly. Procedures for this test are:

(1) Light pilot and let it warm the thermocouple for at least one minute. Do not operate the heater during this time.

(2) Observe the second hand on a watch or clock, then either blow out the pilot flame or put controller to the off position.

(3) Count the number of seconds from when the pilot is shut off until you hear the sound of the electromagnet valve closing shut. A good drop out time is usually 20 to 30 seconds; longer is better. Heaters equipped with power vents have drop out times of 10 to 15 seconds.

(5) Repeat the test to confirm it is consistent.

l. Subgrantees should use a non-contact voltage sensor to ensure that the main switch will properly turn off the electricity to a space heating unit.

m. All 110 volt wiring connections should be secured with wire nuts and electrical tape, and enclosed in an electrical junction box or other appropriate enclosure.

n. The proper size and type of wire should be used. The wire should have the correct rating for voltage, amperage and heat exposure.

o. Draft hoods, draft diverters, and barometric dampers should be well secured to the appliance, level, and should not reduce or restrict the size of the vent.

p. All gas ranges should be tested for carbon monoxide according to Section III: Mechanical Systems and Combustion Appliances.

q. Flexible gas connectors installed, should be installed so that they do not pass through the appliance housing, cabinet or casing. Semi-rigid tubing and listed connectors shall be permitted to extend through an opening on an appliance housing, cabinet or casing where the tubing or connector is protected against damage.

r. All direct vent (sealed combustion) water heating and space heating appliances must be tested for carbon monoxide, as per Section III, unless the tests cannot be safely performed due to access limitations.

4 **Response to Combustion Appliance Problems**

SWS Detail: 2.0201.1 Combustion Appliance Zone (CAZ) Testing

a. The subgrantee should determine if it is best to contact the local gas company or oil dealer to correct these problems. Gas utilities have their own emergency response protocols and these should be respected. The items listed below are not intended to interfere with gas utilities emergency protocols (often called tagging procedures).

b. In each of the situations in Section II, Subsection B: Building and Occupant Safety, Topics 4-7, the auditor or appliance technician will evaluate the client's situation, in consultation with the Subgrantee Weatherization Director, for the purpose of determining if:

(1) The client can safely remain in the home if an alternative source of heat (portable electric space heaters) can be obtained or whether the client must relocate for a short time.

(2) If the technician believes the client cannot safely remain in the home, the client will be advised to make arrangements to stay with family or friends until the unit can be occupied again.

5. Emergency Situations; Immediate Follow-up Required

SWS Detail: 2.0201.1 Combustion Appliance Zone (CAZ) Testing

Some safety problems may warrant a discontinuing of the combustion appliance testing or shutting off the appliance until the repairs can be made. The client must be notified of any issues and of any methods used to address the emergency situation until repairs can be made. Whenever a technician questions the safety of a situation, they should consult a supervisor.

Examples of this type of situation are:

a. ***Major Natural Gas Leak*:** Gas can be smelled more than two feet from the gas line.

b. ***Major Propane Gas Leak*:** Propane can be smelled more than three feet from the leaking fitting.

c. ***Clogged or Disconnected Flue*:** A clogged or disconnected flue that cannot be fixed, causing significant spillage of combustion products into a heated space or working area of the technician.

d. ***Back drafting or Spillage under Natural Conditions*:** Any combustion appliance that back drafts or has combustion gas spillage from the flue or vent connector under natural conditions. Refer to Section III, Subsection B: Combustion Appliance Zone (CAZ) and Carbon Monoxide Testing for additional information.

e. ***Cracked Furnace Heat Exchanger*:** Any visually identified cracked heat exchanger leaking combustion products in combination with carbon monoxide or others.

f. ***Other Hazards*:** Any other situation or combination of situations which the technician or supervisor judges hazardous to the health of the client or others (e.g. ambient indoor CO above 35 ppm as compared to outside).

6. Non-Emergency, One-day Follow-up Required

Some situations may not warrant discontinuing testing or shutting down the heating system, but are serious enough to require attention within twenty-four hours. The client must be notified of any issues and of any methods used to address the situation. Examples of this type of situation are:

a. ***Cracked Heat Exchanger*:** Visually identified cracked heat exchanger that is leaking combustion products, with no carbon monoxide indications.

b. ***Spillage*:** Spillage but no carbon monoxide indications inside the thermal boundary.

c. ***Propane or Natural Gas Leak*:** Combustible gas can be smelled, but not more than three feet from the leaking fitting for propane and not more than two feet away from the leaking fitting for natural gas.

d. ***Carbon Monoxide*:** Measured carbon monoxide levels must comply with standards set in Section II, Subsection B, Topic 1: Carbon Monoxide (CO) and/or Section III, Subsection B, Topic 3: Measuring Worst Case Spillage, Draft, and CO and there must be an adequate draft and no spillage.

e. ***No Limit Switch*:** A furnace with no limit switch that poses a safety issue or a limit switch that is disconnected.

7. Non-Emergency, Five-day Follow-up Required

All other safety related follow-up must begin within five days unless the system or service can be shut-off until repairs are made. The client must be notified of any issues and of any methods used to address the situation until repairs can be made. Examples of this type of situation are:

a. ***Draft*:** Unacceptable draft with spillage outside the thermal boundary.

b. ***Propane or Natural Gas Leak*:** Gas can be detected by a combustible gas leak detector but not prominently by smell.

c. ***Limit*:** A furnace limit switch that does not shut the gas off by 225° F.

d. ***Suspicion of a Cracked Furnace Heat Exchanger*:** A cracked heat exchanger is suspected, but there are no other apparent problems with the furnace.

e. ***Back drafting or Spillage under Worst Case Depressurization Conditions*:** Any combustion appliance that back drafts or has combustion gas spillage from the flue or vent connector under worst case depressurization conditions. Refer to Section III, Subsection B: Combustion Appliance Zone (CAZ) and Carbon Monoxide Testing for additional information.

Note: In the event of a Health and Safety Emergency on a home that requires Section 106 review, performing the emergency measures prior to SHPO approval may be required. This is allowed as long as no other measures are addressed without the required SHPO approval. See Section VIII, Subsection A, Topic B: Emergency Situation Undertakings for more information

8. Blower Door Safety

a. Do not conduct a depressurization blower door test while a wood stove, fireplace or a vented space heater is operating. If one of these appliances is operating, it **will not** be considered sufficient reason for never conducting a blower door test. Weatherization personnel are expected to shut down the appliance to conduct the test or revisit the dwelling at a time when the appliance is not operating.

b. Do not conduct a depressurization blower door test when any combustion appliance is operating. Standard practice is to positively shut off conventionally vented combustion appliances before the blower door test is conducted. A procedure should be in place to ensure that the appliance is returned to the pretest condition. Exceptions to appliance shut down include:

(1**)** Direct-vent (sealed combustion appliances)

(2**)** Unvented gas appliances, such as most gas ranges.

c. For homes that contain vermiculite or friable asbestos, refer to Section II, Subsection B, Topic 10: Hazardous Conditions and Materials, Subtopic e, Detail 2 for further information.

9. Moisture

SWS Detail:	2.0401.1	Air Sealing Moisture Precautions
	2.0401.2	Vented Crawl Space-Venting
	2.0402.1	Crawl Spaces-Drainage
	2.0403.1	Vented Crawl Spaces-Ground Moisture Barrier
	2.0403.2	Closed Crawl Spaces-Ground Moisture Barrier
	2.0403.3	Closed Crawl Spaces-Vapor Retarders on Walls

All homes should be checked for previous or existing moisture problems. Repair of moisture problems that might result in health problems for the client, damage the structure over the short- or long-term, or diminish the effectiveness of the weatherization measures, must be done before the weatherization job is completed. Major drainage issues beyond the scope of the Weatherization Assistance Program or homes with conditions that may create a serious health concern should be deferred.

Limited water damage repairs that can be addressed by weatherization workers and correction of moisture and mold creating conditions are allowed when necessary in order to weatherize the home and to ensure the long term stability and durability of the measures. Where severe mold and moisture issues cannot be addressed, deferral is required.

Testing for high moisture in a material is an allowable health and safety expense. However, testing for mold is not an allowable health and safety expense. The agency must notify the client when mold is found and provide the client with notification and disclaimer on mold and moisture awareness.

a. The moisture assessment section of the Auditor Field Form must be filled out along with special attention to the following:

   (1) Evidence of condensation on windows and walls indicated by stains or mold.

   (2) Standing water, open sumps, open wells, dirt floors, water stains, etc. in basements. Also, check to see if firewood is stored in the basement and whether laundry is hung to dry during the winter months.

   (3) Leaking supply or waste pipes.

   (4) Attic roof sheathing shows signs of mold or mildew.

b. Identification of existing or potential moisture problems shall be documented in the client file.

c. If existing moisture problems are found, the home should be deferred until the source of the moisture can be substantially reduced or effective mechanical ventilation can be added to cost-effectively remove the moisture. In some cases, air sealing must be done in

order to reduce the source of the moisture (e.g. sealing off crawl spaces from the house, or sealing attic leakage to eliminate condensation on the roof deck).

g. Because air tightening may cause an increase in relative humidity, client education should include information about moisture problems and possible solutions.

h. In the course of weatherization, low-cost measures that help reduce the humidity levels in the house should be installed. Examples of these activities are venting dryers, venting existing bath or kitchen exhaust fans to the outdoors or installing moisture barriers on dirt floors.

i. A dwelling that is in compliance with ASHRAE 62.2 is no guarantee that moisture will not be a problem in that home.

j. Whenever site conditions permit, exposed earth must be covered with a vapor barrier, except for mobile homes.

(1) For crawl spaces, install a 6 millimeter or thicker polyethylene vapor barrier on the earthen floor. When seams exist, they should overlap at least 12 inches and the seams sealed with a durable sealant compatible with the barrier. The polyethylene should extend 6 inches up the crawl space wall. 100 percent of the exposed crawl space floor will be covered, where possible.

(a) Before vapor barrier is installed, all vegetation and organic material. Debris that can cause injury or puncture ground covers (e.g., nails, glass, sheet metal screws, etc.) will be removed from the crawl space.

(b) When vapor barrier or other weatherization measures are installed in a crawl space, then a lockable access will be provided if access to the crawl space is from the exterior.

(c) When vapor barrier or other weatherization measures are installed in a crawl space, then a durable, easily seen sign will be installed inside the crawl space at all accesses providing the following information:

- Those entering the crawl space will be cautioned not to damage the air barrier, ground moisture barrier, insulation, and mechanical components specific to the crawl space type.
- Anyone entering the crawl space will be alerted that immediate repairs are needed in case of damage.
- Language prohibiting storage of hazardous and flammable materials will be provided on site.

(d) When vapor barrier or other weatherization measures are installed in a crawl space, then the clients will be educated on the crawl space system and how to maintain it as follows:

- Occupants will be given written documentation that describes components of the system, maintenance requirements, and health and safety considerations at a minimum. Information will be provided in simple terms using text and pictures.

- Documentation may be provided electronically.

- Literacy levels and language of occupants will be considered in selecting appropriate materials.

(2) For basements, install a 6 millimeter or thicker polyethylene moisture barrier on the floor. When seams exist, they should overlap at least 12 inches and the seams sealed with a durable sealant compatible with the barrier. The polyethylene should extend 6 inches up the basement wall. The subgrantee may lay rolled roofing on top of this polyethylene to provide a safe walkway for clients. Talk with clients about where this rolled roofing should be placed and try to minimize the amount used.

k. In homes that do not have a sump pump installed, it is not an allowable expense to install a sump pump into a home. If a sump pump is present but not working, it is allowable to replace a sump pump as a health and safety measure.

10. Hazardous Conditions & Materials

SWS Detail:	2.0100.1	Global Worker Safety
	2.0104.1	Insulation Worker Safety
	2.0105.2	Heating and Cooling Worker Safety
	2.0501.1	Radon-Air Sealing Considerations
	2.0501.2	Radon-Basements and Crawl Spaces

a. Subgrantees should minimize or restrict the use of materials that may be hazardous to the client, however if the subgrantee must utilize hazardous materials, including chemicals, such use must be discussed with the client prior to using.

b. If strong smelling chemicals, such as formaldehyde, are detected in the client's home, subgrantees should not perform any weatherization measures that would reduce the natural air leakage of the dwelling, therefore the home should be deferred.

c. In homes where radon may be present, precautions should be taken to reduce the likeliness of making radon issues worse. DOE allows radon testing in areas where there is a high radon potential (zone 1). The following ten northwestern and one southeastern counties are in zone 1 which are in the EPA's high potential for indoor radon levels where testing is allowed as a health and safety expense; Cass, Jackson, Clay, Clinton, Platte, Buchannan, Andrew, Nodaway, Holt, Atchison and Iron counties. If the home is suspected to have radon, or conditions are favorable for high levels of radon, and site

conditions permit, exposed earth must be covered with a vapor barrier, except for mobile homes.

(1) All Radon testing and mitigation will be done in accordance with the Environmental Protection Agency (EPA) Healthy Indoor Environment Protocols for Home Energy Upgrades.

(2) In homes where radon may be present the client should be provided a hard copy of the *EPA Consumer's Guide to Radon Reduction*, available at http://www.epa.gov/radon/pubs/consguid.html.

d. The installation of hazardous materials that must be used for effective weatherization must be used in well-ventilated areas.

e. Asbestos Procedures:

(1) Prior to performing work or conducting a blower door tests, the energy auditor must conduct an inspection for materials suspected of containing asbestos if there is the possibility that they may be disturbed during the weatherization testing or work

(2) If it is determined that friable asbestos is present in a dwelling, a depressurization blower door test must not be performed. If vermiculite is present in a dwelling and has not returned a negative test for asbestos, a depressurization blower door must not be performed; however, a pressurization blower door test may be performed.

(3) Decisions on approaches to weatherization work where asbestos is present shall be based on the judgment of the most qualified individual available to the subgrantee.

(a) If suspected asbestos containing materials (ACM) are in good condition, do not disturb.

(b) If suspected ACM is damaged (e.g., unraveling, frayed, breaking apart), immediately isolate the area(s).

(c) For suspected ACM that is damaged or that must be disturbed as part of the retrofit activity, contact an AHERA certified asbestos professional for abatement or repair in accordance with federal, state, and local requirements; only a licensed or trained professional may abate, repair, remove, or encapsulate ACM.

(4) Asbestos siding cannot be cut or drilled. Removal of siding is allowed to perform energy conservation measures. Only the siding necessary to perform the weatherization measures may be removed. If the asbestos siding is removed and disposed of, then disposal is an allowable health and safety expense. Asbestos siding must be disposed of in accordance with local ordinances and landfill protocol. Subgrantees must contact associated landfills for disposal procedures prior to disposal.

(5) When major energy saving measures might be sacrificed as a result of suspected asbestos containing materials, the subgrantee must have the suspected material tested for asbestos content. This testing is an allowable health and safety expense or may be included as a part of the cost of the associated energy conservation measures. EPA standards are; if a material has less than or equal to one percent asbestos, the material is considered to be below the hazardous threshold and therefore weatherization may proceed as if asbestos is not present. If the material contains greater than one percent asbestos, the material may be encapsulated by an AHERA asbestos control professional. Containing the asbestos is an allowable health and safety expense.

(a) Any potential asbestos-containing material that is tested for the presence of asbestos must be collected on-site by an AHERA certified professional. The certified professional must be listed on the Missouri Department of Natural Resource's Asbestos Building Inspector List: http://www.dnr.mo.gov/asp/apcp/asbestos/inspector-list.asp. If the subgrantee has the potential asbestos containing materials tested, the subgrantee must formally notify the client by mail if the tests results are positive for asbestos and the notification shall be signed by the client.

(b) The testing results from suspected asbestos containing materials must be kept in the client file.

(c) Homes containing vermiculite must be evaluated for the installation of insulation. If insulation has a SIR of 1.0 or greater, then the vermiculite must be tested for asbestos. If the vermiculite contains greater than one percent asbestos, then the insulation must be removed from the computerized audit and work order.

(6) All subgrantee workers must wear high quality respirators any time suspected asbestos is worked with.

(7) When materials containing asbestos are worked with, the asbestos materials should be dampened with water whenever possible to reduce the risk of airborne asbestos fibers.

(8) When working around asbestos containing materials, do not:

- Dust, sweep, or vacuum asbestos containing debris
- Saw, sand, scrape, or drill holes in the material
- Use abrasive pads or brushes to strip materials

(9) Subgrantees may use abatement contractors to remove and/or dispose of asbestos containing materials with prior authorization from the Missouri Weatherization Program Administrator however; removal of vermiculite which has been tested to contain greater than one-percent asbestos is not allowed.

11. Electrical Safety

SWS Detail: 2.01001.1 Global Worker Safety
2.0601.1 Knob and Tube Wiring
4.1001.2 Knob and Tube Wiring

a. Minor upgrades and repairs to knob and tube wiring when necessary for weatherization measures and where the health or safety of the occupant is at risk are allowed as a health and safety measure. Knob and tube wiring cannot be replaced as a health and safety or incidental repair measure.

(1) A contractor, assessor, auditor, or similar will inspect and assess the house to identify knob and tube wiring.

(2) A non-contact testing method will be used to identify live wiring.

(3) If live knob-and tube wiring is to remain in an attic and the attic is to be insulated, the knob and tube wiring will not be covered or surrounded. A dam that does not cover the top will be created to separate insulation from the wire path. Any insulation must be kept at least three inches from the wiring.

(4) If live knob and tube wiring is to remain in a dwelling attic, walls or basement, the walls of the dwelling must not be insulated.

(5) Live knob and tube wiring may be replaced with WAP funds in attics and walls provided that the cost of the replacement, when added to the cost of the attic or wall insulation, has an SIR of 1.0 or greater. Knob and tube wiring cannot be replaced as a health and safety or incidental repair measure.

(a) When replaced, knob and tube wiring will be replaced with new appropriate wiring by a licensed electrician in accordance with local codes. Any remaining knob and tube wiring will be rendered inoperable in accordance with local codes. If knob and tube wiring has been deactivated and the dwelling has been rewired with approved electrical cable, the attic may be insulated without special precaution.

b. Replacing an electrical service panel is not an allowable measure. Minor electrical repairs, other than knob and tube wiring, are allowed as a health and safety measure when the occupant is at risk. Minor upgrades and repairs are allowed when necessary to perform specific weatherization measures.

c. Ground-fault circuit interrupter (GFCI**)** devices should be tested to ensure that they are working properly in dwelling bathrooms and kitchens.

12. Lead-safe Weatherization

SWS Detail: 2.0100.1 Global Worker Safety

Lead-based paint dust and other residues are hazards that Weatherization workers are likely to encounter in older homes. HUD estimates that four million homes have significant lead-based paint hazards. Furthermore, Weatherization work may directly disturb lead-based paint, possibly creating hazardous conditions. DOE's policy is that Weatherization workers must be aware of the hazard and conduct Weatherization activities in a safe work manner to avoid contaminating homes with lead-based paint dust and debris, and to avoid exposing the occupants, themselves and their families to this hazard. Presence of lead based paint in pre-1978 homes will be assumed unless testing confirms otherwise. The protocols used to safe guard people from lead-based paint hazards are called Lead Safe Weatherization (LSW**)**. Deferral is required when the extent and condition of lead-based paint in the house would potentially create further health and safety hazards.

Compliance is required with EPA's Renovator, Repair, and Painting (RRP) Rule requirements, To comply with EPA's RRP Rule requirements, renovations must be performed by Certified Renovation firms. Each subgrantee must become a Certified Firm. To become a Certified Firm, subgrantees and renovation firms must submit an application to EPA and pay a fee. Subgrantees are also reminded that compliance with any other state/local requirements is the subgrantees' responsibility to research and to include in their curriculum. The EPA, RRP published rule (40 CFR Part 745) and the proposed changes to this rule (Federal Register/Vol. 75, No. 87/May 6, 2010) will be complied with, to be superseded by any subsequent final rulemaking or any more stringent state or federal standards. The Certified Firm responsibilities as detailed by the RRP rules are:

- Ensure overall compliance with the RRP rule.
- Ensure that all renovation personnel are Certified Renovators or have been trained on the job by Certified Renovators.
- Assign a Certified Renovator to all jobs.
- Meet pre-renovation education requirements.
- Meet recordkeeping requirements.

Certified Renovators will be a required position for pre-1978 job sites which have not been certified as lead free. The Certified Renovators must be trained and receive their credential at an EPA-accredited training facility and be onsite at all LSW sites to perform the mandated functions of the Certified Renovator. Subgrantees will be required to provide documentation of the Certified Renovator credentials, ensuring they are qualified to perform the specific functions of the Certified Renovator. The Certified Renovator responsibilities as detailed by the RRP rules are:

- Perform work and direct LSW practices.
- Provide on the job training to non-certified workers.
- Keep a copy of the initial and/or refresher training certificates onsite.
- When requested, used EPA recognized test kits or collect paint chip samples for laboratory lead analysis to identify lead based paint.
- Be physically present while posting signs, containing work areas and cleaning work areas.
- Be available by telephone when offsite.

- Maintain the containment to keep dust and debris within the work area.
- Implement the cleaning certification procedure.
- Prepare and maintain required records.

a. Lead Safe Weatherization should be performed by Weatherization agencies when all of the following criteria are true:

(1) The dwelling was constructed pre-1978, and

(2) The dwelling has not been determined to be lead-based paint free, and

(3) Either, the total amount of disturbed lead-based painted surface exceeds six square feet per room of interior surface, twenty square feet of exterior surface or a window or door will be replaced.

b. Lead Safe Weatherization protocol should include the following:

(1) Weatherization subgrantees will provide a copy of the pamphlet, "Renovate Right", to inform the household of the potential risk of the lead hazard exposure.

(2) Subgrantees are required to have the client sign a form confirming receipt of the lead pamphlet.

(3) Weatherization workers are required to be trained in LSW. This training may take place on the job site by a Certified Renovator. This training is an allowable use of DOE funds. Documentation of the training must be available onsite and follow all applicable EPA rules.

13. Mercury

SWS Detail:	2.0105.2	Heating and Cooling Worker Safety
	5.3003.9	Heating and Cooling Controls

When new thermostats are installed as a weatherization measure, identify, remove and dispose of any mercury containing thermostats. Mercury containing thermostats must be either recycled or disposed of in accordance with Environmental Protection Agency (EPA) and Missouri Department of Natural Resources regulations, which require that mercury containing thermostats be recycled or disposed of as a hazardous waste. Thermostat Recycling Corporation is a non-profit organization that lists collection sites or can have a subgrantee become a collection site which collects mercury containing thermostats for proper recycling. More information may be found at www.thermostat-recycle.org.

14. Pest Infestation

SWS Detail:	2.0111.2	Crawl Spaces-Pre-Work Qualifications

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 health and safety concern for workers. Screening of windows and points of access is allowed to prevent intrusion.

a. The agency must first assess the situation and the severity of the infestation. If the infestation cannot be easily corrected, then the home must be deferred. If the infestation is not severe and the pests can be easily eradicated and holes plugged then it is an allowable health and safety expense, given that the costs are within reason (any questions regarding costs being within reason contact the DED/DE). For example, if there is a squirrel getting into the attic, and the agency can easily get the squirrel out and repair the entry holes into the attic to prevent re-entry, then it would be a health and safety expense. On the other hand, if the attic is infested with bats and they are not easily removed, then the home should be deferred until the bats can be removed, hole repaired and any waste material removed from the attic.

b. The agency must notify the client of any infestation and inform them of the hazards associated with the pest.

15. Additional Safety

a. Special precautions must be taken if the occupant of the home has respiratory ailments, allergies, is pregnant or has unique health concerns. Subgrantees should try and protect all clients from respirable particles, such as paint or insulation dust, during the weatherization process. When the occupant is identified as having a health risk which may be affected by any part of the weatherization process, the agency must ensure the client takes appropriate action to protect them self from the hazard. It is not the responsibility of the agency to remove and or relocate the occupant from the home to allow for weatherization; however, it is the responsibility of the agency to make sure the occupant is protected and has taken adequate precautions to protect themselves. If the client has a health risk which may be exacerbated by the weatherization measure and the client refuses to take the appropriate precautions, such as leaving the home during weatherization, then the home may be deferred.

b. At minimum, auditors and crewmembers should inform property owners of safety problems, code problems and other health and safety issues. Minor repairs and installation may be conducted only when necessary to effectively weatherize the home; otherwise these measures are not allowed. For problems that are life threatening, or otherwise serious, the subgrantee supervisor should contact the jurisdiction having responsibility for the observed problem.

c. The auditor should be cognizant of fire hazards and address them only when necessary to perform weatherization. If the agency identifies a fire hazard which is not related to a weatherization measure, the agency may not make the repair; however, the agency must notify the client of the fire hazard.

d. Fire extinguishers may be installed as a health and safety measure whenever the client is using a solid fuel source of heat such as wood, wood pellets, etc. A maximum of one fire extinguisher per floor may be installed by the agency. All fire extinguishers installed by the agency must be mounted.

e. All materials replaced or removed from a client's property must be disposed of according to the manufacture's specifications and appropriate federal guidelines, as well as all applicable codes and ordinances.

C. Mechanical Ventilation/ASHRAE 62.2 Standards

A subgrantee is responsible for complying with the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) Standards 62.2-2013. Work should be deferred on any home that cannot be brought in compliance or client will not allow to be brought in compliance with ASHRAE 62.2 Standards as it relates to the Missouri State Plan.

1. General Guidelines

SWS Detail:	6.6002.1	Ducts
	6.6002.2	Terminations
	6.6005.1	Clothes Dryer
	6.6005.2	Kitchen Range
	6.6102.1	Outside Air Ventilation Supply Ducts
	6.6102.2	Intakes, 6.6103.1 Inline or Multi-Port
	6.6188.1	Removing Supply Vents from Garages
	6.6201.1	Installed System Air Flow
	6.6201.2	Primary Ventilation Air Flow Between Rooms
	6.6202.1	Controls
	6.6202.2	HRV and ERV Installation
	6.6288.1	Sound Rating Limits
	6.9901.1	Supplemental Ventilation Information ASHRAE 62.2

a. All homes will be required to comply with ASHRAE 62.2 standards to the fullest extent possible as determined within these standards.

b. All existing exhaust fans that do not vent to the exterior of the building must be vented to the exterior of the building. Herein venting to the exterior of the building requires that the vent exhausts directly to the outdoors. Exhaust air shall not discharge into an attic, soffit, crawl space or other areas inside the building shell.

(1) No more than 6 feet of flexible tubing per ventilation fan may be used to all ventilation system ductwork installed by the subgrantee. Existing ventilation fans ducted to the exterior of the building are not required to have new ductwork installed, given the existing ducting is vented to the exterior of the building.

(2) All ventilation system ductwork which is installed by the subgrantee, which is outside the thermal boundary, must be insulated to a minimum R-8 value.

(3) A backdraft damper must be present or will be installed between the outlet side of installed fans and the exterior.

(4) The terminations of all ventilation ductwork installed by the subgrantee must include screen material with no less than ¼ inch and no greater than ½ inch hole size in order to prevent pest entry. The installation of the screen must not inhibit damper operation or restrict airflow.

(5) All ventilation ductwork installed by the subgrantee must terminate a minimum of 3 feet from any operable opening to houses and a minimum of 10 feet from any mechanical intake.

c. Garages that are attached to the thermal boundary space of a home must be isolated to prevent the migration of contaminants from the garage into the home prior to commencing weatherization work. An attached garage are those which are in direct contact with or within the thermal boundary of the home, fully enclosed on all sides when all windows, doors and points of egress are closed and be readily available for the storage of a motorized vehicle, excluding the accumulation of personal belongings.

(1) To be considered isolated, all joints, seams, penetrations, and other sources of air leakage through wall and ceiling assemblies separating the garage from the residence shall be caulked, gasketed, weather stripped, wrapped or otherwise sealed to limit air movement. Doors between garages and occupiable spaces shall have weather stripping, door sweep, and threshold installed if not present to prevent air leakage and pollutant entry.

(2) If supply vents or return grills are located in the garage, these vents/ grills must be permanently removed and sealed. (For more detailed guidelines see SWS 6.6188.1)

(3) All supply and return air ductwork located in garages shall be sealed or removed, unless the ductwork cannot be accessed due to safety restrictions. When removing the ductwork, the supply run feeding the register will be truncated as near to the supply plenum as possible. A return duct located in the garage will be removed in the same manner. All holes in the duct system created by removal will be patched with sheet metal and sealed with mastic.

d. All supply and return air ductwork located outside of the thermal boundary shall be sealed, unless the ductwork cannot be accessed due to safety restrictions. Ductwork may be considered sealed if the ductwork is encased by existing duct insulation or the ductwork meets the duck leakage standards given in Section IV, Subsection F, Topic 2: Duct Leakage Standards.

e. All clothes dryers, both gas and electric, must be vented to the exterior of the building. Every attempt to vent the dryer to the exterior of the home must be made. If it is not possible to vent the dryer to the outside, please consult DED/DE for guidance.

f. A basement or crawl space with exposed earthen floors, where a 6 mil polyethylene vapor barrier cannot be installed or only partially installed, must be considered outside of the thermal boundary of the home.

g. A ventilation fan manual of operation designed by the subgrantee shall be provided to the client. The manual must include operation instructions and the basic maintenance required for all retrofit or installation/replacement ventilation systems and the appropriate ventilation system settings to comply with ASHRAE 62.2.

h. The handout "Ventilation for You and Your Home" (Attachment 3.6) should be given out to every client that has mechanical ventilation installed or retrofit to comply with ASHRAE 62.2 Standards.

i. Whole house fans and kitchen range recirculating fans are not considered in the ASHRAE 62.2 Standards. Whole house fans and kitchen range recirculating fans shall not be measured and cannot be used to comply with ASHRAE 62.2.

j. Care needs to be taken when determining how infiltration reduction will be performed on the home. Points of infiltration to allow for fresh air to enter the home should remain in direct connection to the exterior of the home, such as around doors and windows. Fresh air infiltrating into the home should not be drawn from the attic, crawl space or other undesirable location, as these locations have a higher likelihood of drawing undesirable sources of air into the home.

k. The retrofit of an existing ventilation fan or the installation/replacement of a ventilation fan to comply with ASHRAE 62.2 must be considered a health and safety measure.

l. If a home situation, configuration or compliance within a home is not otherwise covered within Section II, Subsection C: Mechanical Ventilation/ASHRAE 62.2 Standards, contact the DED/DE for further guidance.

2. Inspection of Existing Ventilation

SWS Detail:	2.0106.1	Ventilation Worker Safety
	6.6201.1	Installed System Airflow
	6.6201.2	Primary Ventilation Air Flow between Rooms

a. All existing exhaust fans in the kitchen and bathrooms must be tested to measure the actual cubic feet per minute (CFM) of airflow that is being exhausted. CFM measurements must be taken on all existing fans during both the initial audit and final inspection. The manufacturers CFM rating of the fan cannot be used to determine the actual CFM flow of the fan.

b. Any exhaust fans that are not in the kitchen or bathrooms should also be tested to measure the actual CFM of airflow that is being exhausted and considered in the ventilation requirements.

c. The actual CFM shall be taken directly from the test results of a commercially available fan flow meter or by using a pitot tube or a custom built box to simulate a fan flow meter.

(1) Pitot Tube Procedure:

(a) Connect pitot tube to channel A on DG700.

- Connect bottom port to input and side port to reference.
- Must have a positive reading when measuring pascals.

(b) Take a single reading in the center of the duct and multiply the reading by 0.9.

(c) Divide that answer by 250 to convert pascals to inches of water column (IWC).

(d) Take the square root of the IWC times 4,005. This is the FLOW VELOCITY.

(e) Determine the Cross Sectional Area of the duct in **square feet**.

- Round Ducts: $A = \pi r^2$
- Square Ducts: A= height x width

(f) FLOW VELOCITY times CROSS SECTIONAL AREA = CFM

(2) Custom Built Box Procedure:

(a) Construct a box to simulate a fan flow meter when measuring fan intakes which the commercially available fan flow meter will not fit. The box will have a specific size hole similar to the opening in a fan flow meter.

(b) A hose will connect the box to the input of a manometer.

(c) The square root of the pressure difference in pascals as read on the manometer times the square inches of the hole in the box = CFM. CFM = (√pressure difference in pascals on manometer) * (sq. inches of hole in measuring device).

d. It must be determined and documented during the testing of the existing exhaust fans if the fan is rated for continuous use or is rates as an intermittent use fan. If it cannot be determined if a fan is rated for continuous use, the fan shall be considered to be an intermittent rated fan.

e. It must be determined and documented during the inspection of the exhaust fans if the bathroom or kitchen has an operable window. To be considered an operable window, the window must be in such a condition that the window may be readily opened by the client and provide a minimum 1.5 square feet of opening.

3. Required Ventilation Determination

SWS Detail:	6.6201.1	Installed System Airflow
	6.6201.2	Primary Ventilation Air Flow between Rooms
	6.9901.1	Supplemental Ventilation Information-ASHRAE 62.2

After the on-site information has been collected, the determination of what measures need to be taken to comply with ASHRAE 62.2, if any, shall be determined using the digital ASHRAE 62.2 Form (See Attachment 2.8). Contact the DED/DE for a digital copy of Attachment 2.8.

a. A digital copy of the ASHRAE 62.2 Form should be completed during the initial audit before any weatherization measures are installed to determine the estimated compliance for the ASHRAE 62.2 Standards.

b. A digital copy of the ASHRAE 62.2 Form must be completed during the final inspection. Before the home may pass final inspection, the home must be re-evaluated using a digital copy of the ASHRAE 62.2 Form with the actual exhaust fan(s) CFM and post blower door results from the final inspection. The home must be compliant based upon the results of the updated ASHRAE 62.2 Form and a copy of the digital form must be printed out and included in the client file and uploaded into MoWAP.

c. On the Existing Home Information section of the ASHRAE 62.2 Form, please enter the information based on the following definitions;

(1) Living Space: Enter the square footage of all areas within the thermal boundary of the home.

(2) Volume: Enter the volume in cubic footage of all areas within the thermal boundary of the home.

(3) Total Structure Height: Enter the average height in feet between the average grade of the building and the highest ceiling of the thermal boundary of the building.

(4) Final Inspection CFM50: Enter the actual CFM_{50} of the home as determined from the blower door test taken during the final inspection. This number must match the final blower door reading from the Final Inspection Form (See Attachment 2.1).

(a) After the initial audit is performed, the target infiltration reduction that is entered into NEAT/MHEA shall be entered as the Final Inspection CFM_{50}. See Section IV, Subsection D: Target Infiltration Reduction for additional information.

(b) Homes that a blower door test cannot be performed due to health and safety concerns (i.e. vermiculite, friable asbestos, etc.) must have zero (0) entered as the Final Inspection CFM_{50} of the home.

(5) Location: Select the city location with the nearest proximity to the home which is being evaluated. This selection uses the climate data available for that location.

d. The kitchen exhaust fan in each home must be entered into the ASHRAE 62.2 Form.

(1) If the kitchen does not have an exhaust fan, the exhaust fan is not vented to the exterior of the building shell or the actual CFM of the exhaust fan could not be measured, the measured kitchen fan flow rate will be entered into the ASHRAE 62.2 Form as zero (0).

(2) The volume of the kitchen shall be determined by the useable footprint of the kitchen times the average ceiling height of the kitchen.

(3) All bathrooms and their exhaust fans, or lack of, must be entered into the AHSRAE 62.2 Form.

(4) If a bathroom does not have an exhaust fan, the exhaust fan is not vented to the exterior of the building shell or the actual CFM of the exhaust fan could not be measured, the bathroom fan flow rate will be entered into the ASHRAE 62.2 Form as zero (0).

(5) A bathroom is considered to be any room containing a bathtub, shower, spa or similar source of moisture. If a bathroom is not used as a bathroom, the source of moisture may be permanently removed with signed written consent of the client.

(a) If a room that does not meet the given definition of a bathroom has an exhaust fan, this fan shall be entered into the ASHRAE 62.2 Form the same as a bathroom and completed as such, but entered as “NO” in the ‘Does this bathroom exist?’ section of the form.

e. The necessary CFM of ventilation that is required at a home to comply with ASHRAE 62.2 Standard shall be given in the 'Continuous Mechanical Ventilation Needed' box of the ASHRAE 62.2 Form.

f. Homes that are determined to require 15 CFM or less " Continuous Mechanical Ventilation Needed' as determined by the ASHRAE 62.2 Form, are exempt and will not require the retrofit of an existing ventilation fan or the installation/replacement of a ventilation fan to comply with ASHRAE 62.2 standards. If; however, there are signs of moisture issues or excessive indoor pollutants, mechanical ventilation should be installed.

4. Retrofit of Existing Ventilation

SWS Detail:	2.0106.1	Ventilation Worker Safety
	6.6002.1	Ducts
	6.6201.1	Installed System Airflow

To comply with ASHRAE 62.2, the retrofit of an existing fan may be done. This retrofit may include repairing an existing fan to operate properly or by converting an existing intermittent fan to run at an interval that will allow compliance with ASHRAE 62.2.

a. The exhaust fan retrofit must provide adequate ventilation as determined by the ASHRAE 62.2 Form.

b. When an existing intermittent fan is converted to run at a designated interval to comply with ASHRAE 62.2:

c. Existing exhaust fans must:

(1) run at a minimum of ten percent of the time per day; AND

(2) be converted to operate without occupant intervention; AND

(3) be programmed to operate during all occupiable hours

d. A readily accessible system shut off must be provided to the occupant. If the exhaust fan is supplied by a dedicated circuit, then a circuit breaker may be considered as a readily accessible system shut off.

(1) Existing exhaust fans which are converted to meet the ASHRAE 62.2 standards are not required to comply with the sone sound requirements.

(2) Controls to the ventilation system must be labeled as to their function, unless that function is obvious, such as toilet exhaust fan switches.

5. Installation and Replacement of Ventilation

SWS Detail:	2.0106.1	Ventilation Worker Safety
	6.6002.3	Exhaust-Only Ventilation
	6.6003.1	Surface-Mounted Ducted
	6.6003.2	Inline
	6.6003.3	Through the Wall
	6.6102.1	Outside Air Ventilation Supply Ducts
	6.6102.2	Intakes
	6.6103.1	Inline or Multi-Port
	6.6202.1	Controls
	6.6202.2	Heat Recovery Ventilator (HRV) and Energy Recovery Ventilator (ERV Installation)
	6.6203.1	Ventilator Dehumidifiers, 6.6288.1 Sound-Rating Limits

To comply with ASHRAE 62.2, the installation of a ventilation fan or replacement of an existing exhaust fan may be done to comply with ASHRAE 62.2.

a. Ventilation fans that are installed or replaced must provide adequate ventilation as determined by the ASHRAE 62.2 Form.

b. The installation of ventilation fans is not limited to kitchens or bathrooms.

(1) Ventilation fans that are installed in utility rooms or non-occupied spaces, such as crawl spaces or semi-conditioned basements within the thermal boundary, and draw air from these areas must have a permanent and adequate path of passive air transfer to the occupied spaces of the home.

c. When a ventilation fan is installed or replaced to comply with ASHRAE 62.2:

(1) The ventilation fan must be designed to continuously operate without occupant intervention.

(2) The ventilation fan must be designed to operate with a sound rating of 1.0 sone or less. Exceptions to this are remote mounted fans and systems using HVAC air handlers. In order for this exemption, remote mounted fans must be mounted outside the thermal boundary or in a non-occupied space, and there must be at least four feet of ductwork between the fan and the intake grill.

(3) The ventilation fan must run at a minimum of ten percent of the time per day.

(4) A readily accessible system shut off must be provided to the occupant. If the exhaust fan is supplied by a dedicated circuit, then a labeled circuit breaker may be considered as a readily accessible system shut off.

(5) Controls to the ventilation system must be labeled as to their function, unless that function is obvious, such as toilet exhaust fan switches.

d. If a supply ventilation fan is installed at a home, it is highly recommended to install an exhaust ventilation fan that exhausts the same CFM of air that the supply ventilation fan is supplying to the home to alleviate potential moisture issues.

6. Inspection of Installed Ventilation

SWS Detail:	2.0106.1	Ventilation Worker Safety
	6.6201.1	Installed System Air Flow
	6.9901.1	Supplemental Ventilation Information-ASHRAE 62.2

All installed ventilation systems must be tested during the final inspection, along with all other existing ventilation fans, and re-evaluated to ensure compliance with ASHRAE 62.2 Standards. If compliance is not obtained, the subgrantee must take the necessary steps to ensure compliance with ASHRAE 62.2. See Section II, Subsection C, Topic 2: Inspection of Existing Ventilation for testing ventilation fans.

D. Required Subgrantee Deferral Policy

There are some situations in which a subgrantee should not or may choose not to weatherize an otherwise eligible unit. In order to deal with these situations each subgrantee must develop a policy which, when implemented, allows weatherization staff to defer a home due to conditions or circumstances that may be hazardous to their health and safety or that of the client's.

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. Condemned properties and properties where "red tagged" health and safety conditions exist that cannot be corrected under this guidance should be deferred.

The following is a model deferral policy intended to list the more common conditions and situations a subgrantee may encounter while delivering weatherization services. This list is not intended to be all inclusive of those instances in which a subgrantee may choose not to weatherize a unit. In some instances, corrective measures by the client/owner may allow program services to proceed. At a minimum, each subgrantee must develop its own deferral policy and the subgrantee deferral policy should contain the following:

1. Documentation

In the event a subgrantee cannot or chooses not to weatherize a dwelling unit it must notify the client and owner/authorized agent in writing. The notification needs to be signed by the client and a copy of the signed notification shall be provided to the client and a copy kept in the client file. The notification needs to include the following items:

a. The nature and extent of the problem(s) and how the problem(s) relate to the determination to not weatherize the unit;

b. Any corrective action required before weatherization services can be considered;

c. A time limit for correcting problems so that weatherization services may be rescheduled;

d. The right of appeal; and

e. All correspondence justifying the decision to defer the home must be kept in the client file.

2. Withholding of Weatherization Services

A subgrantee may withhold weatherization services under the following conditions:

a. A dwelling unit is vacant.

b. A dwelling unit is for sale or in foreclosure.

c. A dwelling unit is scheduled for demolition.

d. A dwelling unit is found to have serious structural problems that would make weatherization impossible or impractical.

e. A dwelling unit is deemed by the auditor to pose a threat to the health or safety of the crew, subcontractor or client.

f. A mobile home is improperly installed (for example, inadequate supports).

g. A dwelling unit is uninhabitable (for example, such as a burned out apartment).

h. When there are minor children in the dwelling but no adult client or adult agent of the client, subgrantee personnel must not enter the dwelling. An adult client or adult agent of the client need not be present if the auditor or crew foreman feels satisfied with a signed note from an adult client or adult agent of the client stating their permission to enter the dwelling occupied by the minor children.

i. The client is uncooperative with the weatherization subgrantee, either in demanding that certain work be done and refusing higher priority work which is needed, or by being abusive to the work crew or subcontractor, or by being unreasonable in allowing access to the unit, every attempt should be made to explain the program and the benefits of the work. If this fails, work should be suspended and the State Weatherization Office consulted.

j. Obvious discrepancies are found between the information supplied by the client on the application and observed conditions at the time of weatherization. The subgrantee must resolve these discrepancies before weatherization work can continue.

k. If, at any time prior to the beginning of work (materials installed in a unit), the subgrantee determines that the client is no longer eligible or subgrantee personal believe that circumstances may have changed, the unit shall not be weatherized until updated information can be obtained from the client.

l. There is an infestation of rats, bats, roaches, reptiles, insects or other vermin.

m. There is health or safety hazards that must be corrected before weatherization services may begin including, but not limited to:

(1) There are inappropriately or not appropriately contained animals on the premises,

(2) The presence of animal feces and/or other excrement,

(3) Disconnected waste water pipes,

(4) Hazardous electrical wiring, or

(5) Unvented combustion appliances

(6) Excessive garbage or trash,

(7) Hoarding.

n. There are illegal drugs or illegal activities occurring on the premises.

o. The client or owner is physically or verbally abusive to subgrantee personnel.

p. The dwelling unit or parts thereof are being remodeled and weatherization work is not coordinated with a housing rehabilitation program.

q. The eligible household moves from the dwelling unit where weatherization activities and services are in progress. In such a case, the subgrantee must determine whether to complete the work and the circumstances must be documented in the client file.

r. There are unusual situations, which in the judgment of the subgrantee staff, must be corrected before proceeding with weatherization.

(1) No utility hookups (It is apparent that utilities have been shut off).

(2) Lack of cooperation from client.

(3) Dwelling units undergoing remodeling, or which have untreated areas that directly affect the weatherization process, shall not be weatherized.

s. If for any reason a worst-case draft test cannot be done in a dwelling requiring a worst-case draft.

t. If weatherization work is to be completed on a dwelling unit with an unvented gas-and/or liquid-fueled space heater as the primary heat source.

u. If a client has no fuel or electric at the time of the initial audit the subgrantee must defer the home until all necessary combustion safety tests and a blower door test can be performed.

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Section III: Mechanical Systems and Combustion Appliances

All homes with combustion appliances shall be tested to determine if the air-free carbon monoxide levels exceed those limits set by the National Standard Work Specifications (SWS). Combustion appliances include any appliance, water heater, wood stoves, furnace/heating system (including free standing kerosene, natural gas or propane space heaters) or lighting which has a flame or burns fuel in an open or enclosed chamber. Gas fired clothes dryers may be excluded from this requirement; however, the clothes dryer must be properly vented to the outside of the home. Except as noted, this includes all active combustion heating systems and appliances whether they are primary, secondary, off-peak or dual-fuel systems.

The mechanical systems audit includes all of the following: carbon monoxide test, draft measurement, spillage evaluation and worst-case depressurization of the combustion appliance zone. Combustion safety test results must be acted upon appropriately according to the combustion safety action levels, see Section III, Subsection B: Combustion Appliance Zone (CAZ) and Carbon Monoxide Testing for additional information. As applicable, every combustion appliance will be checked for a safe flue pipe, chimney or vent, adequate combustion air and gas leaks. Whenever an appliance fails any of the combustion safety tests, appropriate repairs must be completed or specified in the weatherization work scope. For homes with unvented space heaters see Section III, Subsection F, Topic 2: Unvented Space Heaters for additional information.

A complete mechanical systems audit is required on every home during the initial audit and as part of the final inspection. Diagnostic equipment needs to be calibrated per manufacturers' instructions. All relevant information must be recorded on the Mechanical Systems Audit Form and all combustion tests performed with a combustion gas analyzer must have the associated printout from the combustion gas analyzer attached to the Mechanical Systems Audit Form (i.e. Bacharach tapes, etc.). The procedure includes collecting general information; interviewing the client; collecting and recording mechanical systems information; visual and diagnostic inspection of the venting and distribution system and combustion analysis and diagnostic tests for gas/oil-fired equipment.

The following sections describe the actions that should occur on specific combustion systems to include additional safety tests, best practices and remedies for combustion related problems.

A. Combustion Heating Systems

1. Natural Gas and Propane Systems

SWS Detail:	2.0105.1	Combustion Worker Safety
	2.0105.2	Heating and Cooling Worker Safety
	2.0201.1	Combustion Safety
	2.0299.1	Combustion Appliance Depressurization Limits Table
	5.3001.1	Load Calculation and Equipment Selection
	5.3001.2	Ductwork and Termination Design
	5.3002.1	Preparation for New Equipment
	5.3003.3	Evaluating Air Flow
	5.3104.1	Controls—Thermostat Replacement

a. General Information

Gas is the primary combustible fuel use in heating or appliance systems in Missouri homes. Natural gas and propane systems are basically the same, differing only in the orifice sizes of their burners. The word "gas" used here means either natural or propane gas. The following inspection and maintenance practices should be performed on all gas-fired furnaces, boilers, water heaters and space heaters. The goal of the measures is to reduce carbon monoxide (CO), stabilize system combustion and ensure system safety.

(1) Gas leaks and piping problems should be checked at the beginning of the inspection process to ensure inspector and client safety before the appliance is run for testing. Testing should stop if a hazardous leak is detected. For any gas leak, refer to Section II, Subsection B, Topic 5: Emergency Situations, Immediate Follow-Up Required, Topic 6: Non-Emergency, One-Day Follow-Up Required and Topic 7: Non-Emergency, Five Day Follow-Up Required for additional information. Gas and piping procedures include the following:

(2) Test all accessible gas piping in the home for leaks using an electronic leak detector and/or soap bubbles. Electronically located leaks should be verified with soap bubbles. All located leaks must be repaired.

(3) Inspect the gas piping system for any potential hazards.

(a) If a flexible connector is badly kinked, corroded or shows signs of physical wear it should be replaced.

(b) Flex connectors of the soldered two-piece type or those manufactured in 1973 or before are to be replaced.

(c) Only American Gas Association (AGA) approved materials should be used in the gas piping system. This includes but is not limited to piping, fittings, valves, and flex connectors.

(d) Only black iron pipe should be used as piping for natural gas systems.

(e) Black iron pipe, galvanized pipe or copper tubing can be used on propane systems.

(f) Inspect to make sure that flex connectors or soft copper tubing do not extend through a knockout hole into the cabinet of an appliance. Exception: semi rigid tubing and listed connectors shall be permitted to extend through an opening in an appliance housing, cabinet or casing where the tubing or connector is protected against damage.

(g) Ensure that flex connectors are entirely in the same room as the appliance it serves and have a shut off valve on the inlet of the connector.

(h) Assure that flex connectors used outdoors are rated for such use.

(i) Install sediment traps on systems that do not have them if the piping system is to be altered in any way.

(j) Assure that the piping system is properly supported.

(k) Repair any problems with the gas piping system.

(4) Visually inspect for soot, burned wires and other evidence of flame roll-out.

(5) Inspect the burners for dust, debris, misalignment, and other flame interference problems.

(6) Inspect the heat exchanger for leaks using the following methods:

(a) Visually inspect the heat exchanger, shining a bright light on one side and looking for light traces on the other using a mirror to peer into tight locations. Observations of rust at exhaust ports and at the vent connector and flame impingement on the heat exchanger during firing are red-flags for heat exchanger problems.

(b) Observe flame movement, change in chimney draft, or change in CO reading as blower is turned on and off.

(c) To test for cracks using a combustion gas analyzer, simply watch the O_2/ CO_2 readings and the CO reading when the blower comes on - usually several minutes after the burner(s) ignite. Typically, the O_2/ CO_2 or CO readings will stabilize within 30 to 60 seconds after ignition. If a crack is present, when the blower energizes, ambient air (at 20.9% O_2) may be blown through the crack in sufficient quantities to raise the O_2 (or decrease the CO_2) reading on the combustion analyzer). Repeat this procedure to ensure conclusions.

(d) Test for a crack using a combustion gas analyzer to test for any CO in the nearest supply vent register to the blower motor.

(e) Employ chemical detection techniques, following manufacturer's instructions.

(f) Use techniques recommended by the Gas Appliance Manufacturer's Association (GAMA).

Action: Any primary heating system with a cracked heat exchanger must be replaced if weatherization is to proceed on the home. Non-primary systems should be removed from the home when practical. (Refer to Attachment 1.1)

(7) Assure that all 120-volt wiring connections are enclosed in covered electrical boxes. Furnaces and boilers should have dedicated circuits.

(8) Determine that the pilot is burning (if equipped) and that the main burner ignition is satisfactory.

(9) Sample the undiluted combustion gases (before draft diverter and may require multiple tests in multi-cell exchanger) with a calibrated combustion gas analyzer during operation. After performing test, attach associated combustion gas analyzer printout to Attachment 2.5 (Mechanical Systems Audit Form).

(10) Test the pilot safety control for complete gas valve shutoff when pilot is extinguished.

(11) Check the thermostat's heat-anticipator setting. The setting should match the measured current in the 24-volt control circuit.

(12) Check venting system for proper size and pitch. See NFPA 54 – Fuel Gas Code for reference.

(13) Check venting system for obstructions, blockages or leaks.

(14) Measure the chimney draft downstream of the draft diverter.

(15) Test to ensure that the high-limit control shuts-down the system when temperature rises within 10 percent of 200 degrees Fahrenheit.

(16) Observe flame characteristics: if soot, CO, or other combustion problems are present a clean and tune may be appropriate

Action: A clean and tune and appropriate repairs must be included in the weatherization work scope when CO is greater than 400 ppm air-free, visual indicators of soot or flame roll-out exist, burners are visibly dirty, measured draft is low or nonexistent, the appliance has not received regular service for two or more years or the auditor determines such is appropriate to ensure safe and efficient operation; unless the heating system is being replaced as an ECM.

b. Forced Air Systems

Forced air systems are the most common type of heating system. Leaky ducts and airflow are common problems with heating systems. A gas system should receive maintenance services every 2 to 4 years and are often neglected in low-income homes thereby creating

inefficient and unsafe systems. Diagnostics and actions to remedy problems with such systems are described below.

(1) Measure heat rise after 5 minutes of operation. Heat rise is supply air temperature minus return air temperature. The heat rise should be compared to manufacturer specifications, given on the furnace data plate, with the lower end of this range being preferable for energy efficiency. Manufacturers' recommendations should be followed when practical to obtain. A typical range for heat rise is 30 – 70 degrees.

(2) Forced air systems should be a closed duct system, meaning the supply air and return air should only be delivered and returned from the intentionally heated areas of the house. Air intentionally entering the return system from an unheated area of the house is not acceptable. For additional information refer to Section II, Subsection C, Topic 1: General Information, subtopic d and Section V, Subsection B, Topic 1: Ductwork Inspection, Cleaning, and Sealing.

c. Hydronic Systems

The following standards refer to hydronic systems commonly found in single family homes. **Hydronic systems are generally more complex and must be tested and evaluated by HVAC professionals experienced in their operation**. Weatherization should not proceed until a safe system is assured. Observe the following standards for servicing hydronic heating systems in single family structures.

(1) Hot Water Space-Heating

Hot water heating is generally a little more efficient than forced-air heating and considerably more efficient than steam heating. The most significant energy wasters are off-cycle flue losses stealing heat from stored water and operating at too high a water temperature. Boilers are more dangerous than furnaces, so checking their limit controls and pressure tank are important safety procedures. HVAC professionals must evaluate the following safety and efficiency checks for potential improvements:

(a) Check operation of a 30-psi-rated pressure-relief valve and replace or add one if necessary. Note signs of leakage or discharges and find out why the relief valve is discharging.

(b) Ensure that boilers are equipped with a pressure and temperature relief valve and a safety discharge pipe. The discharge shall be piped to drains by gravity to within 18 inches of the floor or to an open receptor. The discharge should be made of rigid metal pipe or approved high temperature plastic pipe and cannot have threads on the end of the pipe.

(c) Check for leaks on the boiler, its fittings or on any of the distribution piping connected to the boiler. High-limit control should deactivate boiler at 200° F or less.

(d) Make sure that the pressure tank isn't waterlogged; this could cause pressure-relief valve discharge. Test pressure tank for its rated air pressure – often 15 psi.

(e) Lubricate circulator pump if necessary.

(f) Repair water leaks in the system.

(g) Boiler should not have low-limit control for maintaining a minimum boiler-water temperature, unless the boiler is heating domestic water in addition to space heating.

(h) Bleed air from radiators and piping through air vents in elbows or radiators. Most systems have an automatic fill valve. If there is a manual fill valve for refilling system with water, it should be open to push water in and air out, during air purging.

(i) Consider installing electric vent dampers on atmospheric gas- and oil-fired high-mass boilers to prevent significant heat loss up the vent stack.

(j) Consider installing reset controllers on larger boilers to regulate water temperature, depending on outdoor temperature.

(k) Clean fire side of heat exchanger of noticeable dirt.

(l) Vacuum and clean fins of fin-tube convectors if you notice dust and dirt there.

(m) Verify that all hot water boilers have a pressure tank to control pressure and prevent system damage from water's expansion.

(n) Insulate all supply piping, passing through unheated areas, with foam pipe insulation, at least one-inch thick, rated for temperatures up to 200° F.

(2) Steam Heating

Steam heating is less efficient than hot water heating because a steam boiler heats water to its boiling point before making any steam or doing any space heating. Higher temperature heating systems are less efficient than lower temperature ones. Steam boilers are also more hazardous because of the steam pressure. For these reasons heating-system replacement with a hot-water or forced-air system should be considered.

If the steam-heating system must remain, operate it at the lowest steam pressure that will heat the building. This may be near 0 psi on the boiler pressure gauge. Large buildings need higher steam pressures but smaller ones can operate at little or no measurable steam pressure. Traps and air vents are crucial to operating at a low steam pressure. Electric vent dampers will reduce off-cycle losses for both gas- and oil-fired systems. HVAC professionals must perform the following safety checks and efficiency checks for possible improvement regarding steam systems:

(a) Steam boilers should be equipped with high-pressure limits and low water cut off controls. Verify that high-pressure limit control is set at or below 10 psi.

(b) Ensure that boilers are equipped with a pressure and temperature relief valve and a safety discharge pipe. The discharge shall be piped to drains by gravity to within18 inches of the floor or to an open receptor. The discharge should be made of rigid metal pipe or approved high temperature plastic pipe and cannot have threads on the end of the pipe.

(c) Verify that flush valves on low-water cutoffs are operable and do not leak.

(d) On steam boilers with externally mounted low-water cut off, verify the function of the control by flushing the low-water cutoff with the burner operating. Combustion must cease when the water level in the boiler drops below the level of the float.

(e) Verify steam vents are operable and that all steam radiators receive steam during every cycle. Unplug vents as necessary. Add vents to steam lines and radiators as needed to achieve this goal.

(f) Check steam traps with a digital thermometer or listening device to detect any steam escaping from radiators through the condensate return. Replace leaking steam traps or their thermostatic elements. Repair leaks on the steam supply piping or on condensate return piping.

(g) Consider a flame retention burner and electric vent damper as retrofits for steam boilers.

(h) Clean fire side of heat exchanger of noticeable dirt.

(i) Drain water out of blow-down valve until water runs clear.

(j) Check with owner about chemicals added to boiler water to prevent corrosion. Add chemicals if necessary.

(k) All steam piping, passing through unconditioned areas, should be insulated to at least R-3 with insulation rated for steam piping.

2. Oil Systems

SWS Detail:	2.0105.1	Combustion Worker Safety
	2.0105.2	Heating and Cooling Worker Safety
	2.0201.1	Combustion Safety
	2.0201.2	Combustion Appliance Zone (CAZ) Testing
	5.3003.2	Combustion Analysis of Oil-Fired Appliances

a. General Information:

Oil-fired furnaces, boilers or water heaters are not encountered frequently in the Missouri Weatherization Program and are generally more complex and **must be tested and evaluated by HVAC professionals experienced in their operation.** In addition, oil burners require annual maintenance to retain the desired operation, efficiency and safety characteristics. Weatherization should not proceed until a safe system is assured. In consideration of the limited encounter with oil systems, the following tests and best practices must be considered to achieve a minimum standard or oil burner safety:

(1) Inspect fuel lines and storage tanks for leaks and repair all identified leaks as appropriate.

b. Inspect burner and appliance for signs of soot, overheating, fire hazards or wiring problems.

c. Assure that all 120-volt wiring connections are enclosed in covered electrical boxes. Each oil furnace or boiler should have a dedicated electrical circuit.

d. Inspect heat exchanger and combustion chamber for cracks, corrosion, or soot buildup.

e. Inspect to see if flame ignition is instantaneous or delayed. Flame ignition should be instantaneous except for units where the blower runs for a while to purge the system before ignition.

f. Sample undiluted flue gases with a smoke tester following the smoke-tester instructions. Compare the smoke residue left by the gases on the filter paper with the manufacturer's smoke-spot scale to determine smoke number.

g. Analyze the flue gas for O_2 or CO_2, temperature, CO, and steady-state efficiency. Sample undiluted flue gases between the barometric draft control and the appliance.

3. Wood-Solid Fuel Systems

SWS Detail:	2.0105.1	Combustion Worker Safety
	2.0105.2	Heating and Cooling Worker Safety
	2.0201.1	Combustion Appliance Zone (CAZ) Testing
	2.0201.2	Combustion Safety

a. Wood/Coal Stoves and Fireplaces:

Whenever possible, ask the client to start the wood or coal stove after the use of any blower door testing has been completed. With the stove operating, check around the solid-fuel appliances for carbon monoxide (CO) emissions. If there are any indications of CO leaking from the stove into the ambient air, repairs should be made to correct the problem. Weatherization should not proceed until appropriate repairs are made allowing safe operation of the stove or fireplace.

b. Maintenance, repair, or replacement of a primary indoor solid fuel heating unit is allowed where occupant health and safety is a concern. Maintenance and repair of secondary solid fuel heating units is allowed as a health and safety measure. Replacement of a secondary solid fuel heating unit is **not** allowed.

c. All venting systems and installations shall comply with the latest edition of NFPA 211, *Standard for Chimneys, Fireplaces, Vents, and Solid Fuel-Burning Appliances*.

d. The client shall be notified of any unsafe conditions.

B. Combustion Appliance Zone (CAZ) and Carbon Monoxide Testing

A combustion appliance zone (CAZ) is any space where a vented combustion appliance is located. The CAZ must be measured for worst-case depressurization. The worst-case depressurization test is configured by determining the largest combustion appliance zone depressurization due to the combined effects of door position, exhaust appliance operation and air handler (generally the furnace blower) fan operation. A base pressure must be measured with all fans off and doors open. The worst-case depressurization is the pressure difference between worst-case and the base pressure.

A recommended protocol for completing all of the combustion safety tests for vented appliances follows. This step-by-step procedure is recommended to guide technicians through a complete combustion safety analysis safely and efficiently:

1. Measuring Base Pressure

SWS Detail:	2.0201.1	Combustion Appliance Zone (CAZ) Testing
	2.0201.2	Combustion Safety

Start with all exterior doors and windows closed, all interior doors (including the CAZ door) open and the fireplace damper closed. Set all combustion appliances to the pilot setting or turn off the service disconnect. Combustion appliances include boiler, furnace, space heaters and water heater. With the home in this configuration, measure and record the baseline pressure of the mechanical room WRT outside.

2. Establishing Worst Case

SWS Detail:	2.0201.1	Combustion Appliance Zone (CAZ) Testing
	2.0201.2	Combustion Safety

Turn on the dryer and all exhaust fans. Close all interior doors that do not pull air from the mechanical room. Turn on the air handler and recheck all doors to see if they pull air from the mechanical room, closing those that do not, and if the pressure in the CAZ becomes more positive or does not change, reposition doors to the configuration before the air handler was turned on. If the pressure becomes more positive, turn the air handler off. Measure the net

change in pressure from the mechanical room to outside, correcting for the base pressure. Record the "worst case depressurization" and compare to Table III-1: CAZ Depressurization Limits. If the worst case depressurization is more negative than the limits given in the table, specify measures to mitigate.

3. CAZ Depressurization Limits Exceeded

SWS Detail: 2.0201.1 Combustion Appliance Zone (CAZ) Testing
2.0201.2 Combustion Safety

When CAZ depressurization limits are exceeded under worst-case conditions according to the CAZ Depressurization Limit table, make up air must be provided or other modifications to the building shell or exhaust appliances must be included in the work scope to bring the depressurization within acceptable limits. Refer to Attachment 3.4: CAZ Pressure Diagnostics for additional information. Combustion air, if necessary, will be provided from the outside and, where applicable, in accordance with the 2012 *IRC* for the type of appliance installed. Worst-case CAZ depressurization limits are shown in the table below:

Table III-1

CAZ Depressurization Limits	
Venting Condition	**Limit (pascals)**
Atmospheric water heater only (Category I, natural draft), open-combustion appliances	-2
Atmospheric water heater (Category I, natural draft) and atmospheric or fan-assisted furnace (Category I, natural draft or fan-assisted), common-vented, open-combustion appliances	-3
Gas furnace or boiler (Category I or Category I fan-assisted) open-combustion appliances	-5
Oil or gas unit with power burner, low- or high-static pressure burner, open combustion appliances	-5
Closed, controlled wood burning appliances	-7
Induced-draft appliances (fan at point of exit at wall), Category I with induced draft, open-combustion appliances	-15
Pellet stoves with exhaust fan and sealed vent	-15
Gas appliances, Category III vented through the wall, forced draft, open-combustion appliances	-15
Direct-vent, sealed combustion appliances with forced draft	-25

4. Measuring Worst Case Spillage, Draft, and CO

SWS Detail: 2.0201.1 Combustion Appliance Zone (CAZ) Testing
2.0201.2 Combustion Safety

While the home is in worst case, fire the appliance with the smallest Btu capacity first, test for spillage at the draft diverter with a flame or smoke test. If a combustion appliance spillage exceeds two minutes during pressure testing, specify measures to mitigate. If spillage exceeds two minutes under the worst-case condition go on to the Topic 5 below. If spillage does not exceed 2 minutes, test the draft after the diverter or first elbow and fire all other connected appliances simultaneously. Avoid testing draft near elbows where turbulence in the flue may affect draft test results.

Test for CO in the undiluted flue gases of the gas appliances before the draft diverter after 5 minutes of burner operation or at steady state. If CO levels exceed 400 ppm air-free measurement, service will be provided to reduce CO to below these levels (unless CO measurement is within manufacturer specifications). For gas oven CO levels, see Section III, Subsection H, Topic 2: Natural Gas or Propane Oven Testing Instructions and Action Levels.

5. Measuring Spillage, Draft, and CO under Natural Conditions

If spillage is found in the first draft hood at worst case after 2 minutes, turn off the exhaust fans and open the interior doors with the first appliance operating and test again for CO, spillage and draft under "natural conditions". Appliance spillage testing will be administered on natural draft appliances and shall not exceed 2 minutes. Repeat the process for each appliance, allowing the vent to cool between tests. Refer to Section II, Subsection B, Topic 5: Emergency Situations, Immediate Follow-Up Required, Topic 6: Non-Emergency, One-Day Follow-Up Required and Topic 7: Non-Emergency, Five Day Follow-Up Required for additional information whenever a tests must be performed under natural conditions.

Note: Vent draft pressure may be measured at steady-state operating conditions (generally after 5 minutes of run time and distribution fan operating when applicable) for all natural draft heating and hot water appliances. Draft test location should be approximately 1-2 feet downstream of the appliance draft diverter. The test hole must be sealed with an appropriate plug after the test. If draft pressures tests are taken, the acceptable draft test results are in the table below:

Table III-2

Acceptable Draft Test Ranges	
Outside Temperature (degree F)	**Draft Pressure Standard (Pa)**
<10	-2.5
10-90	(T_out / 40) – 2.75
>90	-0.5

Note: Most appliances will spill upon startup with a cold chimney. Document the amount of time it takes for spillage to stop and a draft to be established. Any appliance that continues to spill flue gases beyond 2 minutes has failed the spillage test.

When a chimney is shared by multiple appliances, the appliance with the smallest Btu input rating should be tested first and remaining appliances tested in order of increasing input rate. Induced draft heating systems should be checked for spillage at the base of the chimney liner or flue. If a chimney is shared between an induced draft heating system and a natural draft water heater, spillage should be checked at the water heater draft diverter.

6. Ambient CO

SWS Detail:	2.0201.1	Combustion Appliance Zone (CAZ) Testing
	2.0201.2	Combustion Safety

Monitor the ambient CO in the breathing zone during the test procedure and refer to Section II, Subsection B, Topic 1: Carbon Monoxide (CO) if any ambient CO is detected inside the home.

C. Combustion Air Supply

1. Atmospheric Combustion Appliances

SWS Detail:	2.0105.1	Combustion Worker Safety
	2.0201.1	Combustion Appliance Zone (CAZ) Testing
	2.0201.2	Combustion Safety
	2.0203.1	Combustion Air for Natural Draft Appliances

a. Combustion appliances need a source of combustion air while they are operating. If the CAZ contains less than a volume of 50 cubic feet of indoor space for every 1,000 Btu of appliance input rating, it is defined as a "confined space" by the National Fire Protection Association (NFPA). In this case, steps must be taken to correct the situation. Please refer to the latest edition of NFPA 31, *Standard for the Installation of Oil-Burning Equipment*; NFPA 54, *National Fuel Gas Code*; or NFPA 211, *Standard for Chimneys, Fireplaces, Vents, and Solid Fuel-Burning Appliances* for corrective measures.

b. If the CAZ contains or is properly connected with a volume of 50 cubic feet or more of indoor space for every 1,000 Btu of appliance input rating, it is defined as an "unconfined space" by the National Fire Protection Association (NFPA). In this case, no corrective action is required, unless an appliance in the CAZ fails the worst-case draft test, in which case, corrections must be made.

c. Modern weatherization techniques can create a situation referred to by the NFPA as unusually tight construction. When this situation occurs, the whole house may not supply adequate combustion air to assure complete combustion and proper draft of appliances. Remedies for this situation may include direct vent appliances, mechanical ventilation,

and other methods referenced by the above sited NFPA methods for introducing combustion air.

2. Direct Vent and Combustion Air

SWS Detail:	2.0105.1	Combustion Worker Safety
	2.0201.1	Combustion Appliance Zone (CAZ) Testing
	2.0201.2	Combustion Safety
	2.0203.2	Combustion Flue Gas-Orphaned Water Heater

a. Many new combustion appliances are designed for direct out-door-air supply to the burner. These include most condensing furnaces, mobile home furnaces, some mobile home water heaters, many space heaters, and some non-condensing furnaces and boilers. Some appliances give installers a choice between indoor and outdoor combustion air. Outdoor combustion air is required, unless against manufacturer specifications, in order to prevent the depressurization problems, combustion-air deficiencies, and draft problems common in atmospheric, open-combustion systems.

b. The dedicated combustion-air intake of sealed combustion (direct-vent) appliances must be inspected. The air intake for the combustion air should be physically connected to the appliance body and it must pull air from outside the building, unless drawing combustion air from outside is in direct violation of manufacturer specifications.

D. Heating System Replacement

1. General Information

SWS Detail:	2.0105.2	Heating and Cooling Worker Safety
	2.0201.2	Combustion Safety
	5.3001.1	Load Calculation and Equipment Selection

a. Replacements will be limited to owner occupied units. Rental units that have an unsafe heating system will not be weatherized until repairs to the water heater can be made or the landlord has installed an approved, safely operating heating system. Owner occupied units that have an unsafe heating system must have a safe heating system installed if any weatherization is to occur. Weatherization work on all units shall not commence until unsafe heating systems are addressed. Note that heating system replacements cannot be performed in rental units.

b. Heating system replacement is not allowed when no fuel is present to perform the necessary combustion tests. If post weatherization combustion safety tests cannot be performed due to lack of fuel then the final inspection must be delayed and the home cannot be submitted for reimbursement until the appliances are tested.

c. A heating system has exceeded its useful and operational life expectancy when it reaches at least one of the following conditions:

(1) The heating system is inoperable and cannot be cost-effectively repaired or restored to efficient, operational and safe condition

(2) A structural degradation of the heating system has rendered it inoperable, potentially unsafe and not cost-effective to repair

(3) The heating system has been condemned by a utility or gas supplier (i.e. "Red Tagged").

(4) The heating system has been identified as having a faulty and/or cracked heat exchanger. The existence of a faulty or cracked heat exchanger must be documented either by a visible crack or hole, or through an approved diagnostic process specifically designed to identify cracked heat exchangers. Heating systems with a crack in the heat exchanger must be replaced prior to any weatherization work being done.

d. Electric resistance heating systems are not eligible for replacement as an energy efficiency measure, except when being replaced with a heat pump (refer to Section III, Subsection K, Topic 3: Air Conditioner and Heat Pump Replacement).

(1) All homes with electric furnaces must be evaluated for replacement of the heating system with a heat pump.

(2) A site-specific heating system replacement may be authorized by DED/DE on a case-by-case basis.

e. New heating appliances must be installed in accordance with manufacturer specifications, 2012 *IRC* G2427.8, and additional applicable codes.

(1) Replacements of combustion heating systems, as an energy efficiency measure, will be limited to natural gas, propane and oil-fired systems.

(2) When replacing or installing a forced air furnace heating system it is required to install sealed-combustion, direct-vent, high efficiency condensing units with Annual Fuel Utilization Efficiency (AFUE) of 90% or higher.

(3) When installing a condensing unit, the combustion air needs to be drawn from outside the thermal boundary, unless drawing combustion air from outside is in direct violation of manufacturer specifications.

(4) Replacement equipment venting will be assessed to ensure other existing equipment is not adversely affected. If other equipment is adversely affected, measures will be taken to address the existing equipment(s) venting.

(5) A site-specific heating system replacement may be authorized by DED/DE on a case-by-case basis.

(6) New central forced air HVAC systems will have minimum MERV 6 filtration with no air bypass around the filters.

f. To determine the steady state efficiency for a non-working heating system, or in the case of a non-existent heating system, determine what the existing or previous system was and refer to Section XI, Subsection C, Topic 4: Heating System(s) Data, Subtopic c.

g. A heating appliance may also be replaced if the current system is a gravity flow furnace, or boiler converted from coal and the SIR is calculated at one or greater to include all costs associated with replacement, including removal of the old system. Refer to Section XI, Subsection C, Topic 4: Heating System(s) Data, Subtopic c for information on replacement evaluation.

h. Sizing calculations should meet general HVAC sizing calculations such as Manual J or approved computerized load calculations. Sizing should account for lower heating loads resulting from insulation and air-sealing work.

i. The assumption that older furnaces and boilers are inefficient should not be made until testing them. If combustion test results show high levels of carbon monoxide a clean and tune must be performed before a heating system may be replaced as a health and safety measure. After a clean and tune is performed, additional combustion tests are required to determine if the levels of carbon monoxide still warrant replacement as a health and safety measure, with results of the combustion tests documented in the client file.

j. Before deciding to replace a heating system, every effort to repair and retrofit it should be made. Replacement parts like gas valves and controls for older heating units are commonly available. Repair is defined as any work needed to ensure efficient operation. Repair items include replacing blower motors and pumps, fixing vent connectors and chimneys, or other activities required to bring the heating appliance up to safe and operable condition. All repairs that are not considered to be cost effective must be performed as a health and safety measure.

k. Heating appliances may be replaced when the cost of repair, retrofit or a combination of both exceeds two thirds of estimated replacement costs.

(1) The replacement cost must have a Savings to Investment Ratio (SIR) of one or greater or the replacement must be reported under health and safety.

(2) In some instances, it may be necessary for the heating contractor to repair a heating appliance before it can be tested for efficiency. If estimated repairs or retrofits are more than 2/3 the cost of replacement, then replacement is eligible for health and safety, unless it is a rental property. Estimate the repair and retrofit costs and compare them to replacement cost before proceeding.

l. If a heating system is to be replaced as a health and safety measure, documentation must be present in the client file denoting the justification for the health and safety replacement.

m. If a forced air heating system is being replaced on a site built home and the heating system is located outside of thermal boundary, then duct insulation must be evaluated in NEAT to be installed on all ductwork outside the thermal boundary.

n. The replaced heating system must be removed from the home and properly disposed, thereby permanently eliminating the heating system from being able to be used at another home.

2. Emergency Services

Subgrantees may provide emergency services to clients who are without a sufficient heat source according to Missouri State WAP Operational Manual Section 2, Subsection III, Part B: Emergency Services. These services may require the repair or replacement of the heat source when the client faces a health-threatening situation directly related to insufficient heat in the home. The subgrantee must verify that these conditions exist at the clients' home. The client must be eligible for the WAP and on the subgrantee waiting list to receive services. Maximum cost limits will be followed, as with services to other clients.

E. Heating System Modifications

Allowable retrofits or modifications include; flame retention burners, intermittent electronic ignition devices, automatic vent dampers, thermally actuated vent dampers and duct work repairs.

F. Space Heaters

1. Vented Space Heaters:

SWS Detail:	2.0105.2	Heating and Cooling Worker Safety
	2.0201.1	Combustion Appliance Zone (CAZ) Testing
	2.0201.2	Combustion Safety

Vented gas- and liquid-fueled space heaters should be treated the same as furnaces in terms of repair and replacement, as well as combustion appliance safety testing. This applies to vented, natural gas-fired space heaters, vented propane-fired space heaters, and oil-fired space heaters.

2. Unvented Space Heaters:

SWS Detail:	2.0105.2	Heating and Cooling Worker Safety
	2.0201.2	Combustion Safety
	2.0202.1	Unvented Space Heaters: Propane, Natural Gas, and Kerosene Heaters

Separate guidance applies to electric space heaters and unvented gas- and liquid-fueled space heaters.

a. Electric Space Heaters

DOE will not permit any DOE-funded weatherization work on electric space heaters. DOE will not preclude the use of other funding sources for the replacement or major repair of electric space heaters, but the Department does not encourage it because of:

- The high cost of electricity as compared to fossil fuels;
- Lower output ratings (size);
- Risk of fire hazards; and
- Inadequate electrical systems in older homes frequently cannot safely carry the power required to operate an electric heater.

Work on such systems may make local agencies liable for inadequate electric wiring and damages that may result. The subgrantee should remove all stand-alone electric space heaters or collect a signed waiver from the client if removal is not allowed.

b. Unvented Gas and Liquid Fueled Space Heaters

(1) It is not permitted to use DOE-funds on weatherization work where the completed dwelling unit is heated with an unvented gas- and/or liquid-fueled space heater as the primary heat source. This policy applies to unvented natural gas-fired space heaters, unvented propane-fired space heaters and unvented kerosene space heaters. This policy is consistent with the IRC and the IFGC.

(2) Failure to remove unvented space heaters serving as primary heat sources has the potential to create hazardous conditions and therefore the home must be deferred or a vented primary heating system must be installed as part of the weatherization work scope.

(3) With the occupant's permission, unvented heaters will be removed except when used as an emergency backup source and when it can be confirmed that the unit meets *ANSI* Z21.11.2 standards. This flexibility is allowed primarily to provide low-income clients an emergency back-up source of heat in the event of electrical power outages.

Any unvented gas- and liquid-fueled space heaters that remain in a completed single-family house after weatherization:

- shall not have an input rating in excess of 40,000 Btu/hour
- shall not be located in, or obtain combustion air from sleeping rooms, bathrooms, toilet rooms or storage closets, unless:
- Where approved by the authority having jurisdiction, one listed wall-mounted space heater in a bathroom is allowed if it:
  - Has an input rating that does not exceed 6,000 Btu/hour;
  - Is equipped with an oxygen-depletion sensing safety shut-off system; and
  - The bathroom meets required volume criteria to provide adequate combustion air
- Where approved by the authority having jurisdiction, one listed wall-mounted space heater in a bedroom is allowed if it:
  - Has an input rating that does not exceed 10,000 Btu/hour;
  - Is equipped with an oxygen-depletion sensing safety shut-off system; and;
  - The bedroom meets required volume criteria to provide adequate combustion air.

(4) Units that are not being operated in compliance with *ANSI* Z21.11.2 should be removed before the retrofit but may remain until a replacement heating system is in place.

(5) Occupant will be educated on potential hazards of unvented combustion appliances (primary or secondary) within a living space.

(6) DOE funds may only be used to replace the primary heating source. DOE funds may not be used to replace unvented space heaters to be left in the weatherized dwelling unit as secondary heating sources. DOE will not preclude the use of other funding sources to replace secondary space heaters with code-compliant units.

(7) Refer to Weatherization Program Notice 08-4 and 11-6 for additional information regarding space heater policy.

G. Mobile Home Systems

There are many characteristics common of mobile home heating systems and those generally installed in site-built structures. The general test procedures for gas or oil should be followed as described above. There are some differences that need recognition for proper testing and operation. Final combustion testing will be conducted at project completion to ensure compliance with the above specifications.

1. General Characteristics

SWS Detail:	2.0105.3	Combustion Worker Safety
	2.0105.4	Heating and Cooling Worker Safety
	2.0201.2	Combustion Safety
	2.0201.3	Combustion Appliance Zone (CAZ) Testing
	2.0203.6	Draft Regulation—Category I Appliance

a. Mobile home combustion systems have been sealed combustion systems since the early 1970s, in that the air for combustion comes from outside the conditioned space and vent gases move the combustion products to the outside air. The systems do not have draft diverters or barometric draft controls. At times it is necessary to remove wall panels or portions thereof to gain access to the vent pipe to sample the flue gas and test for draft. Many mobile home systems are two wall venting systems with combustion air entering the system through the outer wall channel and the vent gas exiting through the inner passage. When this is the case, care must be taken to ensure both drill holes are sealed following the test of the combustion system.

b. Gas furnaces are either the older atmospheric sealed combustion type or the newer fan-assisted mid-efficiency models; however, some older less-efficient models had draft fans too.

c. The majority of mobile home systems will be down flow furnaces, designed specifically for mobile homes.

d. Gas-fired systems for mobile homes generally come with kits allowing conversion between natural gas and propane. The weatherization auditor should be alert to the possibility of the wrong orifice installed in the system.

e. Return air is generally admitted to the furnace through a large opening in the furnace rather than through return ducts.

2. System Repair or Replacement

SWS Detail:	2.0105.4	Heating and Cooling Worker Safety
	2.0201.2	Heating and Cooling Worker Safety
	5.3003.12	Package Units—Repair and Service

a. Mobile home furnaces must be replaced with furnaces designed and listed for use in a mobile home and must be a sealed combustion, direct vent appliance with an AFUE of 90 percent or higher.

b. Mobile home furnaces may be replaced when any of the following is observed:

(1) The furnace has a cracked heat exchanger. There are some models that will allow replacement of the heat exchanger. The replacement may be considered when determined by the agency to be unsafe or cost-effective.

(2) Repair and retrofit exceed 2/3 the cost of the replacement.

(3) The furnace is not operating and not repairable.

c. The following additional items should be considered regarding replacement:

(1) Follow manufacturer's installation instructions carefully.

(2) Make sure the furnace base exactly matches the new furnace or allow for a new base.

(3) The furnace base should be attached firmly to the duct and all seams sealed between the base and the duct with mastic and fabric tape before installing the furnace.

(4) Provide any additional support underneath the furnace with additional strapping or other material that will provide the support, as necessary.

(5) Account for any difference in the method of supplying combustion air.

(6) Install a new chimney that is manufactured specifically for the new furnace.

(7) In the event the new chimney does not exactly line up, use an offset pipe provided by the manufacturer for this purpose or enlarge the opening to allow the new chimney to remain vertical.

(8) Properly install the vent cap.

H. Gas Ranges and Ovens

Gas range cook tops and ovens are often significant generators of CO in a kitchen. Frequent causes of CO production are from over firing, dirt buildup and foil installed around the burners. Ovens are prone to produce CO regardless of condition. The following tests and recommended actions are relevant to gas range and oven safety:

1. Natural Gas or Propane Stove-top Burner Testing:

SWS Detail:	2.0105.1	Combustion Worker Safety
	2.0201.2	Combustion Safety
	6.6005.2	Kitchen Range

Although not required, it is recommended to test each stove-top burner separately using a digital combustion gas analyzer by holding the probe about 8 inches above the flame for 2 minutes. Specify a clean and tune if the flame has any discoloration, flame impingement, or

an irregular pattern or if burners are visibly dirty, corroded, or bent. Clean and adjust burners producing more than 25 ppm. Burners often have an adjustable gas control or orifice.

2. Natural Gas or Propane Oven Testing Instructions and Action Levels:

SWS Detail:	2.0105.1	Combustion Worker Safety
	2.0201.2	Combustion Safety
	6.6005.2	Kitchen Range

a. Remove any items/foil in or on the oven

b. Make sure self-cleaning features are not activated and set the oven to the highest setting.

c. Test the oven for CO in the oven vent, before dilution air.

d. After 5 minutes of operation, check for steady state. Record the steady state CO reading and the ambient air CO level. A clean and tune will be conducted if *CO* in the flue gas in the oven vent exceeds 800 ppm air-free measurement, at steady state.

(1) Subgrantees may defer a home when an oven exceeds these CO limits until the client corrects the issues.

(2) If a subgrantee does complete a clean and tune and the oven still exceeds the CO limits, an exhaust hood venting to the exterior of the home must be present or installed prior to further weatherization.

e. Replacement of gas ovens is not an allowable weatherization expense.

I. Dryers

1 General Requirements

SWS Detail:	2.0105.1	Combustion Worker Safety
	2.0201.2	Combustion Safety

Gas dryers are generally not significant producers of CO when the burner is firing. No specific tests are required. The Weatherization auditor may conduct any appropriate tests that could remedy a safety concern.

2. Dryer Venting Requirements

SWS Detail:	6.6005.1	Cloths Dryer

a. All dryer vents must be vented directly to the exterior of the building shell, which does not include unconditioned spaces such as attics and crawl spaces that are ventilated with the outdoors.

b. Dryer vents should be as short as practical and made of rigid sheet metal or semi-rigid sheet metal.

c. Plastic venting material will not be used.

d. Dryer ducts exceeding 35' in duct equivalent length will have a dryer booster fan installed. This maximum duct equivalent length will be reduced 5 feet for every 90º elbow and 2½ feet for every 45º elbow.

e. Ducts will be appropriately connected and sealed.

f. Dryer vent pipe should not be installed with sheet metal screws or other intrusive fasteners that will collect lint and block the vent gases.

g. A termination fitting manufactured for use with dryers will be installed. A backdraft damper will be included with the termination fitting.

J. Water Heaters

1. General Requirements

SWS Detail: 2.0105.1 Combustion Worker Safety
2.0201.2 Combustion Safety

In addition to the general gas combustion requirements described above, water heaters must meet the following specifications:

a. Inspect the existing water heater for health and safety hazards. A water heater lacking a pilot access door or a pressure and temperature relief discharge pipe may be considered a health and safety issue. A water heater lacking a pressure or temperature relief valve shall be considered a health and safety issue. Water heaters shall be inspected for adequate combustion air and a safe and proper flue gas venting system (refer to the National Fuel Gas Code – NFPA 54).

b. Documentation stating reasoning for the repair or replacement shall be located within the client file. Rental units that have an unsafe water heater will not be weatherized until repairs to the water heater can be made or the landlord has installed an approved, safely operating water heater. Note that water heater replacements may not be performed in rental units.

2. Water Heater Repairs

SWS Detail: 7.8102.2 Storage-Type Appliance

Water heaters may be repaired as a health and safety measure if the water heater has high carbon monoxide, a leaking water tank creating a moisture problem, insufficient draft, pulls

combustion air from a bedroom or bathroom, is working but unsafe or on a case by case basis with DED/DE approval.

3. Water Heater Replacement

SWS Detail:	7.8102.1	Water Heater Selection
	7.8102.2	Storage-Type Appliance

a. Replacement of any water heater due to the water heater not being operational is not allowed.

b. Electric water heaters may only be replaced as a health and safety measure, only if the tank of the water heater is leaking, creating a moisture problem and cannot be repaired or on a case by case basis with DED/DE approval.

c. Gas water heaters may be replaced as a health and safety measure if the cost of the repairs exceeds two-thirds the cost of replacement, if the tank of the water heater is leaking, creating a moisture problem and cannot be repaired, or on a case by case basis with DED/DE approval.

d. Gas water heater replacements will be either direct-vented or power vented and be ENERGYSTAR qualified or have an Energy Factor (EF) of .58 or higher.

e. A water heater installed by the subgrantee must have a pressure and temperature relief valve installed in compliance with P2803 of the 2012 IRC and according to manufacturer specifications. A discharge pipe will be installed in accordance with P2803.6.1 of the 2012 IRC. The discharge pipe should terminate no more than 6 inches above the floor or as specified by local codes. The discharge pipe must be made of rigid metal pipe or approved high temperature plastic pipe and cannot have threads on the end of the pipe.

f. A replaced water heater will have an emergency drain pan installed with sides that extend a minimum of 4” above floor if leakage would cause damage to the home and in accordance with P2801.5 of the 2012 IRC. A ¾” drain line or larger will be connected to tapping on pan and terminated in accordance with P2801.5.2 of the 2012 IRC.

g. When replacing a water heater, a potable water expansion tank will be installed on the cold water side. A direct connection with no valves between the storage tank and expansion tank will be installed in accordance with the 2012 IRC, authority having jurisdiction, and according to manufacturer specifications.

4. Water Heater Insulation General Requirements and Temperature settings

SWS Detail:	2.0107.1	Baseload Worker Safety
	7.8102.2	Storage-Type Appliance
	7.8102.3	On-Demand Appliance

a. Water heaters should be insulated to at least R-11 unless the water heater label gives specific instructions not to insulate or water heater is already insulated.

b. Water heater insulation must not obstruct draft diverter, pressure relief valve, thermostats, high limit switch, plumbing pipes or access plates.

c. Adjust water temperature to a maximum of 120°F with clients' approval, unless the client has an older automatic dishwasher without its own water heating booster. In this case the maximum setting is 140°F.

5. Gas-Fired Water Heater Insulation

SWS Detail:	2.0107.1	Baseload Worker Safety
	7.8102.2	Storage-Type Appliance
	7.8102.3	On-Demand Appliance

a. Keep insulation at least 2 inches away from the access door to the burner.

b. Insulation should be cut away from the water heater's gas valve and drain valve to provide ample clearance for access.

c. Do not insulate the tops of gas fired water heaters.

6. Electric Water-Heater Insulation

SWS Detail:	2.0107.1	Baseload Worker Safety
	7.8102.2	Storage-Type Appliance
	7.8102.3	On-Demand Appliance

a. The installation of water heater blankets on electric water heaters may be evaluated for installation unless this will void the warranty of the water heater.

b. With client permission, set both upper and lower thermostat to keep water at 120°F before insulating water heater.

c. Insulation may cover the water heater's top if the insulation will not obstruct the pressure relief valve.

d. Access holes should be cut in the insulation for the heating element thermostats, or better, thermostat location should be marked with a permanent marker to preserve the insulation's integrity until the access is needed.

7. Water Heater Blankets

SWS Detail:	2.0107.1	Baseload Worker Safety
	7.8102.2	Storage-Type Appliance
	7.8102.3	On-Demand Appliance

a. Water heaters located in unintentionally heated areas should be insulated with the following materials:

(1) Fiberglass batt insulation with a protective covering is the preferred material for the water heater blanket; however other appropriate materials may be used if designed for such purpose or approved by the LIWAP Program Administrator.

(2) Water heaters should be insulated to at least R-11 with an external insulation blanket, unless the water heater label gives specific instructions not to insulate or the water heater is already insulated properly.

(3) A water heater blanket must be secured to the water heater with at least two (2) straps. The installed straps must be securely connected, and not excessively pressing the water heater blanket.

b. Installation

(1) The water heater tank must be inspected to determine the type of water heater (gas, electric, other), and whenever possible, the amount of existing insulation.

(2) If there are signs that the water heater is leaking, this problem must be solved before insulation is added.

(3) Water heaters outside the living space, including mobile home water heaters in exterior closets, must be insulated if the total existing tank insulation is less than R-11.

8. Water Heater Pipe Insulation

SWS Detail:	2.0107.1	Baseload Worker Safety
	7.8102.2	Storage-Type Appliance
	7.8102.3	On-Demand Appliance

a. The first 6 feet of inlet and outlet piping will be insulated in accordance with manufacturer specifications.

b. Interior diameter of pipe sleeve must match exterior diameter of pipe and cover over all elbows, unions and other fittings to same thickness as pipe.

c. Keep pipe insulation at least 3 inches away from flue pipe.

d. Do not insulate pipes below the draft diverter.

K. Air Conditioners and Heat Pumps

1. Air Conditioner and Heat Pump Repair

SWS Detail:	2.0105.2	Heating and Cooling Worker Safety
	5.3003.3	Evaluating Air Flow
	5.3003.4	Evaluating Electrical Service
	5.3003.5	Refrigerant Line Inspection
	5.3003.10	Condensate Drainage of Heating and Air Conditioning Equipment

a. All repairs and tune ups must be performed by a qualified technician with EPA Section 608 Technician Certification, except the cleaning of evaporative and conditioning coils when there is no potential to release refrigerant. A copy of the Section 608 Technician Certification must be kept on file by the subgrantee and available for review, as needed.

b. Tune ups to improve the efficiency of the central air conditioner, heat pump and room air conditioner units must have a SIR of 1.0 or greater to be considered an energy efficiency measure.

c. An air conditioner tune up includes all of the following: replace or clean existing air filters; check and clean condensate trough and drain; clean evaporator (indoor) and condenser (outside) coils; straighten bent or flattened coil fins if necessary; ensure unobstructed air flow to the condenser coil; check for proper refrigerant charge and adjust, if necessary; remove dust and dirt from fan blades; examine and oil motor and fan bearings; inspect and/or tighten electrical connections and contacts; check for blockages or leaks in the supply and return ducts.

d. Tune ups that do not have an SIR of 1.0 or greater and repairs will be considered a health and safety measure only if the client has a letter from a board certified physician stating that the occupant's life would be endangered without a functioning air conditioning unit. If the tune up does not have an SIR of 1.0 or greater and no letter is provided, the tune up is not eligible.

(1) See the following links for information regarding Energy Star qualifications:

- Room Air Conditioners: http://www.energystar.gov/index.cfm?c=roomac.pr_crit_room_ac

- Central Air Conditioners: http://www.energystar.gov/index.cfm?c=airsrc_heat.pr_crit_as_heat_pumps
- Heat Pumps: http://www.energystar.gov/index.cfm?c=airsrc_heat.pr_crit_as_heat_pumps

(2) The installation of a compressor/condenser unit, also known as an outside unit, for a central air conditioner or heat pump is not allowable as a repair and is considered to be a replacement.

(3) Repairs to room air conditioners that exceed two thirds of the estimated replacement cost may be replaced instead of repaired. These replacements of room air conditioners that do not have a SIR or 1.0 or greater are health and safety measures and may only be replaced if the client has a letter from a board certified physician stating that the occupant's life would be endangered without a functioning air conditioning unit. All replacement units, including replacement for health and safety reasons, must be Energy Star qualified units.

(a) Replacement of room air conditioners on rental units where the occupant owns the air conditioner may be done, per the guidelines given above, as a health and safety measure.

(b) Replacement of landlord owned room air conditioners on rental units may be done, given that the landlord provides a minimum of 50 percent of the cost of materials and per the guidelines given above, as a health and safety measure.

2. Air Conditioner and Heat Pump Replacement

SWS Detail:	2.0105.2	Heating and Cooling Worker Safety
	5.3001.1	Load Calculation and Equipment Selection
	5.3003.9	Heating and Cooling Controls
	5.3003.10	Condensate Drainage of Heating and Air Conditioning Equipment

a. Replacements for energy efficiency are limited to central air conditioners, heat pump units and room air conditioners (also known as a window unit).

b. Replacements are limited to owner occupied units that have a previously installed central air conditioner or room air conditioner. **Heat pumps must be evaluated to be installed in homes as an energy efficiency measure given the home has an existing electric furnace or an existing heat pump**.

(1) Room air conditioning units cannot be used to cost test the replacement of a central air conditioning unit and central units cannot be used to cost test the replacement of room air conditioning units, unless approved on a case by case basis by DED/DE.

(2) Only one room air conditioner can be replaced for each room air conditioner currently installed.

(3) The window encasing a replacement room air conditioner must be weatherized to prevent air infiltration and heat loss.

c. Energy efficiency replacements must have an SIR of 1.0 or greater. The life span of the replacement is to be figured as 15 years.

d. The electrical wiring that is present in the home must be able to accommodate the installation of the new replacement air conditioner or heat pump. If the current wiring is inadequate, it must be upgraded to the manufactures' specifications. All electrical system upgrades resulting from the air conditioner or heat pump replacement, must be included in the SIR of the replacement unit.

e. Only new Energy Star qualified air conditioners and heat pumps may be installed.

(1) All split system central air conditioners and heat pumps that are installed or retrofit need to have an electronically commutated motor or an equivalent as the air handler motor. If a permanent-split capacitor motor is present it must be replaced with an electronically commutated motor or equivalent. The electronically commutated motor must be included as part of the cost of the central air conditioner and/or heat pump.

(2) On all split system central air conditioners and heat pump replacements or installations, the A-coil and line set must be sized to match the compressor unit to reach the desired efficiency.

f. Replacements must be Energy Star qualified and properly sized using the post-weatherization characteristics of the home based upon HVAC sizing calculations such as Manual J or approved computerized load calculations.

g. Replacements of heat pumps and central air conditioners shall be performed by a qualified technician with EPA Section 608 Technician Certification. A copy of the Section 608 Technician Certification must be kept on file by the subgrantee and available for review, as needed.

h. New central forced air HVAC systems will have minimum MERV 6 filtration with no air bypass around the filters.

i. When central air conditioner or heat pumps are replaced, all liquid refrigerant lines must be insulated to a minimum of R-4.

j. Condensate drain lines will be insulated with a minimum 1inch of insulation with a vapor retarder when there is potential for condensation or freezing of the drain line.

k. All central air conditioners, heat pumps and room air conditioners that have been replaced must be decommissioned according to the Clean Air Act of 1990; Section 608, as amended by Final Rule 40 CFR 82, May 14, 1993. Replaced units cannot be returned to service by sale, barter, or given away for free. Written documentation/certification that the central air conditioner, heat pump or room air conditioner unit has been properly decommissioned must be included in the Client File.

3. Air Conditioner and Heat Pump: Health and Safety Repair and Replacement

SWS Detail: 2.0105.2 Heating and Cooling Worker Safety

a. Central air conditioners, heat pumps and room air conditioners may be repaired, replaced or tuned up as a health and safety measure provided that the occupant can provide **a letter from a board certified physician stating that the occupant's life would be endangered without a functioning air conditioning unit.** All documentation pertaining to the health and safety (i.e. letter, etc.) must be included in the Client File. If a home has one or more working central air conditioner, room air conditioner or heat pump unit, replacement or repair as a health and safety measure cannot be performed.

b. Central air conditioner and heat pump replacements, for health and safety, are limited to owner-occupied units that have an existing central air conditioner or heat pump.

(1) If the replacement or installation of an air conditioner is necessary as a health and safety measure, the subgrantee may elect to install a single Energy Star qualified room air conditioner in a home in lieu of replacing an existing central air conditioner or heat pump.

c. A single Energy Star qualified room air conditioner can be installed in a home that does not have a working room air conditioner, central air conditioner or heat pump unit, given a letter from the board certified physician is provided, as detailed above. The room air conditioner must be installed in a regularly occupied space; only new Energy Star qualified units may be installed.

d. All health and safety replacements must abide by the guidelines outlined in Section III, Subsection K: Air Conditioners and Heat Pumps.

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Section IV: Shell & Duct Air Leakage Diagnostics

A. Blower Door Testing & Diagnostics

The blower door is highly valued as a weatherization tool as it is used to determine the pre-and post-weatherization dwelling leakage rates. The pre-test will aid the auditor in determining the air sealing work scope with the post-test providing an accurate idea of the effectiveness of the air sealing efforts and to assure the building tightness is satisfactory. In addition, the blower door is used for zone pressure testing and duct leakage testing to aid building diagnostics.

In order to obtain consistent test results, it is important the blower door is setup and used properly at each weatherization job. The depressurization blower door test is preferred by Missouri's Weatherization Assistance Program and it is the standard test used in the low-income weatherization program across the U.S. However, the pressurization test is an acceptable alternative when conditions warrant its use.

Blower door tests are required at the initial audit and final inspection. Exceptions to this requirement are only for friable asbestos and vermiculite and must be thoroughly documented in the client file. If it is determined that vermiculite is present in a dwelling, a depressurization blower door test must not be performed; however a pressurization blower door test may be performed. If a depressurization blower test is not performed, it is recommended to use two times the living space square footage of the home for the estimated blower door test to be entered into the computerized audit. Thereby if a home is 1200 square feet, the estimated blower door would be 2400 CFM_{50}.

1. Preparation for Blower Door Test

SWS Detail: 2.0100.1 Global Worker Safety

The blower door testing procedures below assumes the use of The Energy Conservatory (TEC) Minneapolis Blower Door, Model 3, with the TEC digital manometer, Model DG-700. The Minneapolis Blower Door Operation Manual should be referenced for additional instructions (http://www.energyconservatory.com/download/bdmanual.pdf. on how to prepare for and conduct a blower door test, or refer to the Weatherization Field Guide Chapter 12: Air Leakage Diagnostics for more information.

a. Subgrantees should inspect all blower door equipment and maintain accurate calibration of blower doors and related equipment. This includes:

(1) Blower door fan.

(a) There should be no physical damage to the fan or flow rings.

(b) The flow sensor on the Minneapolis Blower Door, Model 3, is the white ring that is permanently attached to the end of the motor opposite the fan blade. The ring is perhaps the most critical part of the Blower Door fan. Make sure the sensor is

in its proper position, not damaged, that the connected hose is in good condition, and that the four holes in the sensor are not obstructed or blocked.

(c) If there is a problem with the fan or the flow sensor, contact the manufacturer before further use.

(2) Digital pressure gauges should be calibrated annually by the manufacturer.

(3) Hoses should be checked for breaks, cracks or other imperfections that may affect test results.

(4) The blower door panel and frame should be checked to ensure that the condition will not affect test results.

Note: For detailed maintenance recommendations for equipment manufactured by The Energy Conservatory, go to http://www.energyconservatory.com/manuals.html and download Maintenance Tips.

b. Deactivate all vented combustion-type appliances before depressurizing the structure by turning the thermostat down, the appliances to pilot or the appliance off.

c. Prevent the ashes of wood/coal burning units from entering the living space by closing/sealing doors and dampers or by cleaning out or covering the ashes.

d. Inspect the house for loose or missing hatchways, paneling, ceiling tiles or glass panes. Secure any items that may become dislocated during the test and seal any missing hatchways.

e. Close all primary windows, self-storing storm windows (if possible), sky lights and exterior doors and latch them, as they normally would be found closed during the winter.

f. Open all livable areas to the interior of the structure, even if the occupants close them off during the winter.

g. Open the basement doors during test if the basement is within the thermal boundary. The basement may be considered out of the thermal boundary if any of the following conditions are present:

(1) The basement is outside of the thermal boundary of the home due to insulation being installed in the basement ceiling.

(2) The only access to the basement is located outside of the thermal boundary of the home; thereby there is no access to the basement from within the thermal boundary of the home.

(3) The garage is in the basement and the garage is not separated from the basement by a wall.

(4) The basement has an earthen floor which cannot be covered in its entirety with a 6 mil polyethylene moisture barrier.

(5) Perform a house-to-zone pressure test to determine if the basement is conditioned in terms of the air barrier. The house-to-zone pressure should be 25 pascals difference or less.

(6) It is determined by the auditor that due to on-site conditions the basement should be considered outside of the thermal boundary. Documentation must be provided in the client file on why the basement should be considered outside the thermal boundary.

h. Set up the blower door unit in a favorable location in an area free from obstructions and wind interference.

2. Blower Door Depressurization Test (preferred)

SWS Detail: 2.0100.1 Global Worker Safety

a. Set the blower door up in an exterior door with the least number of obstacles within 3 feet of the blower door fan. If the doorway leads to an enclosed area, make sure the space is open to the outdoors. Do not set up in a door facing the wind if an acceptable alternative exists.

b. Install the frame and panel securely into the doorframe, making sure that there are no gaps between any of the components or between the components and the doorframe

c. Set the fan into the panel/frame assembly, making sure that the panel opening fits snugly around the fan. Install the fan so that the flow ring assembly (or low flow plate) is facing toward the inside of the house. Set up the fan in a level or nearly level position.

d. Make sure the variable speed control is in the off position. Plug the fan electric cord into a safe and fully functional electrical outlet.

e. Insert the tube from the house pressure gauge into the hole in the door panel. Make sure that the end of the hose is not in front of the fan outlet or positioned so that it is exposed to windy conditions. Ensure that the fabric cover or all the rings and the center plug are on the fan.

f. Set the manometer to read PR/FL@50.

g. Measure the baseline building pressure. This reading is usually a result of stack pressure.

h. Perform a one-point test by depressurizing to -50 pascals house pressure or the highest house pressure if unable to reach -50 pascals. If wind seems to be affecting test results, take several one-point tests and average the results.

i. Record the CFM_{50} of the dwelling from the digital monometer.

Note: A depressurization blower door test cannot be performed at a home that has friable asbestos or vermiculite insulation, unless a certified AHERA tester has confirmed the material does not contain greater than one percent asbestos.

3. Blower Door Pressurization Test

If a pressurization blower door test is to be performed at a home reference the manufacturer's equipment manual on proper pressurization blower door test procedures for the equipment to be used.

B. Blower Door Guided Air Sealing

When performing air sealing, the DED/DE highly recommends using blower door guided air sealing.

1. Pre-Guided and Guided Air Sealing

SWS Detail:	2.0100.1	Global Worker Safety
	2.0103.1	Air Sealing Worker Safety

Air sealing work is best performed with the use of the blower door to focus the work in the most cost-effective area. Agency crews and contractors are expected to make use of the blower door as a valuable tool and shall make every reasonable effort to incorporate blower door guided air sealing strategies into their weatherization services.

Air sealing work on dwellings consists of the following categories:

a. *Pre-guided air sealing*. Examples include replacing window glass where glass is missing and sealing gross holes in the building envelope. There is little question that sealing or repairing these gross holes in the dwelling envelope will be cost-effective.

(1) Prior to any work done on the dwelling, an "as-is" blower door test should be performed as a means of finding these gross holes. This test will indicate whether pre-guideline air sealing is required in order to perform a more representative blower door test.

b. *Guided air sealing*. This is air sealing completed with the guidance of the Air Sealing Cost-Effective Guidelines (ASG). The ASG must be used on all blower door guided air sealing. As with other measures, air sealing work is cost-effective only up to a point. Once that point is reached, air sealing work on a dwelling should cease. Agencies are

expected to use their experience and expertise to control the air sealing costs and assure the CFM_{50} reduction is cost-effective.

c. *Estimating leakage areas*. There are several ways to convert blower door CFM_{50} measurements into square inches of total leakage area. The simplest way to convert CFM_{50} into an approximate leakage area (ALA) is to divide CFM_{50} by 10. The ALA can help you visualize the square inches of openings you're looking for in a home or section of a home. The formula is: **$ALA = CFM_{50} \div 10$.**

C. Air Sealing Cost-Effective Guidelines (ASG)

This following ASG should be used to guide the level of air sealing and serve to aid in the estimation of cost-effective air sealing. The value of the air sealing activity is relevant to the cost of obtaining the CFM_{50} reduction in relation to the cost of heating/cooling fuel. The primary focus of the Missouri Weatherization Program is on air sealing to reduce heating costs. Higher or lower fuel costs will alter the outcome of the Savings to Investment Ratio (SIR) of the air sealing work. Agencies desiring to obtain more accuracy in their air sealing work are recommended to purchase the Techtite Software program distributed by The Energy Conservatory.

1. Procedure

SWS Detail:	2.0100.1	Global Worker Safety
	2.0103.1	Air Sealing Worker Safety

Air sealing should prioritize the largest leakage paths first. These largest leaks include replacing window glass where glass is missing and sealing gross holes in the building envelope.

a. Upon sealing the largest leakage paths, bypasses in the attic followed by bypasses in the crawl space and the basement should be air sealed.

b. All supply and return air ductwork outside of the thermal boundary shall be sealed.

c. Minor air sealing, such as caulk and weather stripping, should be kept to a minimum and performed only after all major leakage paths, attic bypasses, crawl space/basement bypasses and ductwork sealing is completed.

d. When the strategy for air sealing costs more than the amount necessary to meet the desired SIR, the air sealing should stop unless there are documented reasons to continue such as health and safety issues or potential for damage to the structure.

D. Target Infiltration Reduction

Target infiltration reduction is the estimated infiltration reduction that will occur at the home. The target infiltration reduction is used both in calculating a SIR for infiltration reduction within computerized audit and estimating the necessary ventilation requirements to comply with ASHRAE 62.2 Standards after the initial audit. The target infiltration reduction of a home used to calculate a SIR for infiltration reduction within computerized audit must be the same target infiltration reduction used to estimate the necessary ventilation requirements to comply with ASHRAE 62.2 Standards.

When determining the target infiltration reduction for a home a realistic level of infiltration reduction must be used. The target infiltration reduction level must be an obtainable reduction based upon the conditions at the home and the infiltration reduction having an SIR of 1.0 or greater. Consideration should also be given to how the target infiltration reduction will correlate with compliance with ASHRAE 62.2.

E. Air Handler Pressure Testing

SWS Detail: 2.0100.1 Global Worker Safety

1. Air Handler Dominant Duct Leakage Testing

a. This test procedure is performed only in dwellings with air handlers and ductwork located outside of the thermal boundary. The purpose of the test is to determine if supply or return duct leakage to the outside is predominate in the home. This test does not quantify the amount of leakage.

b. The test procedure is as follows:

(1) All exterior doors and windows must be closed and all interior doors open.

(2) Run a pressure hose from the main body of the house to the outdoors and connect the pressure hose to the input tap on the manometer. Record any pressure difference between the main body of the dwelling and the outdoors. This is the reference baseline pressure.

(3) Turn the air handler on at the home.

(a) With the air handler on, if the home becomes more negative than the baseline, the predominant duct leakage is in supply duct leaking to the outside.

(b) With the air handler on, if the home becomes more positive, than the baseline, the predominant duct leakage is in the return duct leaking to the outside.

(c) With the air handler on, if the home does not change from the baseline pressure, then the return and supply leakage are equal.

2. Air Handler Pressure Balance Testing

a. This test procedure is performed only in dwellings with air handlers. Room-to-room pressure(s) should be measured in all rooms with forced air heating return or supply ducts and operable doors. The procedure indicates the magnitude of:

(1) Imbalances of air distribution resulting from closed interior doors. These closed doors can act as dampers to the free flow of air within the conditioned space of the dwelling.

(2) Imbalances of air distribution resulting from airflow differences between the supply side and return side of the ductwork, for example, a restricted return trunk.

b. The test procedure is as follows:

(1) Set house up in winter operating mode and turn the air handler on.

(2) Make sure that registers and grilles are not blocked, even though they appear open, and all ducts connected.

(3) Use a manometer to measure the pressure difference across all interior doors. Pressure test and record the measurements for all rooms with reference to the main body of the house.

(4) Provide pressure relief to any room with readings greater than 3 pascals by opening the door slightly while measuring the pressure difference across the door. Open the door until the pressure difference is less than 3 pascals and measure the square inches of opening that the door is providing.

- This is the number of square inches to undercut the door, or
- The size of an installed direct grille, offset grilles or jump duct to be installed to properly relieve the pressure imbalance caused by the distribution system when the door is closed.

(5) Turn off air handler and return house to the condition it was in before testing began.

F. Duct Leakage Testing

1. General Information

Duct leakage can detect many problems in a dwelling, ranging from wasted energy, thermal discomfort, substandard indoor air quality and CAZ depressurization.

Ductwork leakage can take place within the confines of the conditioned envelope of the building or to and from the outdoors. Duct leakage to or from the outdoors wastes more energy than leakage within the confines of the thermal envelope. Mobile home ducts and site

built homes with ductwork in crawl spaces or attics are susceptible to leakage to and from the outdoors.

On the other hand, although duct leakage within the conditioned envelope usually does not have a significant energy impact; it might impose a hazard to occupant health by causing poor indoor air quality or back drafting of combustion appliances. These potential problems are addressed with the ASHRAE 62.2 Standards and by performing the worst-case draft test.

2. Duct Leakage Standards

a. Pressure Pan Standards

Pressure pan testing must be done at all dwellings with ducts outside the thermal boundary. This is done to determine where ducts are leaking to the outdoors. The pressure pan must be performed while the blower door is depressurizing the home to -50 pascals, if possible. All results of duct leakage testing needs to be recorded on the Diagnostic Field Form (Attachment 2.4).

If the ducts are perfectly sealed with no leakage to the outdoors, there will not be a measurable pressure difference (0.0 pascals) during the pressure pan test. The higher the measured pressure reading, the more connected the duct is to the outdoors. Registers attached to stud cavities should also be tested, as these stud cavities may be connected to unconditioned spaces.

(1) If the median pressure pan reading is 4 pascals or more and/or if one reading is more than 8 pascals, duct sealing is usually cost effective.

(2) After duct sealing, no more than 3 registers should have a pressure pan reading of greater than 2 pascals. No single register should have a pressure pan reading of greater than 4 pascals.

(3) The reduction you achieve depends on the ability to find leaks and where the ducts can be accessed. The general goal is for each register to have a pressure pan reading of 1 pascal or less.

(4) Mobile Homes

(a) Visually check furnace-plenum joint and repair and seal with mastic, if necessary.

(b) Visually check all boots and repair and seal with mastic, if necessary.

(c) Visually check furnace-plenum joint and repair and seal with mastic, if necessary.

(5) Site-Built Homes, including Manufactured Housing with ducts located in unconditioned spaces:

(a) Always repair disconnected ducts in all spaces.

(b) If possible, convert the unconditioned space where the ducts are located to a conditioned space, making sure the air and thermal barriers are installed effectively. Demonstrate the effectiveness of this weatherization work by performing a house-to-zone pressure and flow test (if possible) before and after converting the unconditioned space to a conditioned space.

(c) If it is not feasible to convert the unconditioned space to a conditioned space or it is determined impractical to convert to a conditioned space, repair, seal with mastic, and thermally insulate ducts to at least an R-8.

b. The subgrantee may choose to use a duct blower to determine the duct leakage to the outdoors. Examples of these types of unconditioned spaces include crawl spaces, unconditioned basements, attics, attached or tuck-under garages, and exterior walls.

3. Pressure Pan Testing Procedures

SWS Detail: 2.0100.1 Global Worker Safety

Pressure pan testing helps find ductwork leaks or disconnections that are connected to outdoor air. Testing before and after duct sealing, will give an indication of the effectiveness of sealing efforts. Pressure pans do not read duct leakage directly; they infer leakage to the outdoors by reading the pressure at individual registers. The test procedure involves the following:

a. Install the blower door for a depressurization test. Make sure the dwelling is set up for winter conditions.

b. Open all interior doors, including the door to the basement if the basement is considered conditioned space (heating system, water heater, washer or dryer located there and it is determined that the basement is part of the conditioned envelope).

c. Make sure the furnace burner and air handler is off and will not start during the testing. Remove the furnace filter and ensure that all registers, grilles and balancing dampers are fully open.

(1) Exception: When performing pressure pan testing in a mobile home, block the filter opening by covering the filter with a plastic bag and reinserting the filter with the bag over it. This blocks the filter opening and results in more accurate pressure pan testing. When the testing is completed, make sure to remove the plastic bag from around the filter.

d. Temporarily seal outside combustion air inlets or ventilation system connections that are directly connected to the duct system. These connections will show up as large leaks if

not sealed prior to testing. If supply vents or return grills are located in a garage or other unconditioned space, these vents must be permanently sealed.

e. Open attics, crawl spaces, garages, and other unconditioned spaces to the outdoor air as much as possible, so that the spaces do not create a secondary air barrier. If the basement is being treated as an unconditioned space, open it to the outdoor air.

f. Only one person at a time should be taking pressure pan readings. Having two registers in different parts of the duct covered by a pressure pan at the same time can affect readings.

g. Depressurize the dwelling to -50 pascals with the blower door.

h. Make sure the pressure pan is properly connected to the manometer. The proper connection should be reading the space under the pressure pan with reference to the main dwelling pressure.

i. Place the pressure pan completely over each register and grille in conditioned areas.

(1) If a register or grille is larger than the pressure pan, cover the oversized portion of the register or grille with tape while the reading is recorded.

(2) If access to a register or grille is difficult, for example at a kitchen counter kick space, cover the entire opening with tape and insert the pressure probe through the tape (near the center of the taped opening. while the reading is recorded).

(3) When two registers or grilles are closely connected to the same duct run (for example, two registers on opposite sides of the same partition wall), seal one and use the pressure pan on the other unsealed register or grille. Once you have taken the pressure pan reading, remove the seal before proceeding to the next register.

j. Record the pressure pan readings before and after duct sealing activities to get an idea of sealing effectiveness. It will sometimes be useful to record readings during duct sealing.

(1) If an unconditioned space is not well connected to the outdoors (e.g. unvented crawl spaces or unvented attics) or has very large connections to the house, then the unconditioned space will be at a pressure between the outside and inside house pressure during the blower door test. In this case, the pressure pan reading will show an artificially low number. To correct this misleading number:

(a) With the dwelling at -50 pascals, measure the pressure difference between the main dwelling and the unconditioned space in question. (For example, the house to zone pressure is 10 pascals and the pressure pan reading is 2.0 pascals).

(b) Multiply the pressure pan reading by the multiplier in Table IV-1 to get the corrected and true reading. (For example, multiply the pressure pan reading of

2.0 pascals by the multiplier of "5", resulting in a pressure pan reading of 10 pascals).

Table IV-1. Pressure Pan Multipliers

	House/Zone Pressure									
	50	45	40	35	30	25	20	15	10	5
Pressure	1	1.1	1.25	1.42	1.66	2.0	2.5	3.5	5.0	10.0

k. If you are testing a house with a very leaky building shell and are not able to create a 50 Pa pressure difference with the blower door, perform your pressure pan tests with the house at the highest achievable pressure. In this case you will need to interpret your pressure pan readings carefully. Compare the measured pressure pan reading with the maximum possible reading. Record the pre- and post-weatherization readings on the Diagnostics Field Form (Attachment 2.4).

4. Duct Blower Testing for Leakage to Outdoors

This recommended duct blower test requires measurement of duct air leakage to the outdoors, not total duct leakage (to outdoors and indoors).

During this test procedure a blower door fan is used to pressurize the building to the test pressure, while the duct blower system is used to pressurize the duct system to the same pressure as the building. Because the duct system and the inside of the dwelling will be at the same pressure, there will be no leakage between the ducts and the dwelling during the test.

The blower door fan should be set up to blow air into the building for pressurization. Airflow through the blower door does not need to be measured during this test. Because of this, the blower door fan can either be set up in the pressurization test mode, or it can be set up in the standard depressurization test mode, with the fan direction switch reversed to blow air into the dwelling. For residential duct systems, 25 pascals is generally recommended as the test pressure. This pressure has been adopted by the majority of residential duct testing programs in the U.S. because 25 pascals represents a typical operating pressure seen in many residential systems.

For complete instructions on how to test for duct leakage to outdoors, refer to your Minneapolis Blower Door Operation Manual (http://www.energyconservatory.com/download/ bdmanual.pdf) or refer to the Weatherization Field Guide Chapter 4, Diagnosing Shell and Duct Air Leakage for more information.

G. Pressure Testing Air Barriers

1. General Information

Leaks in air barriers can cause energy loss and moisture problems in many homes. You can test air barriers for leakiness during blower-door testing. Air-barrier pressure testing uses a manometer to measure pressure differences between zones in order to estimate air leakage between zones.

Specifically air-barrier leak-testing can help:

a. Evaluate the air tightness of portions of a building's air barrier, especially floors, ceilings and attached garage walls.

b. Decide which of two possible air barriers to air seal, for example, the floor versus foundation walls.

c. Estimate the approximate leakage area (ALA) of air leaks through a particular air barrier, for the purpose of estimating the materials and labor necessary to seal the leaks.

d. Determine whether building cavities like floor cavities, porch roofs and overhangs are conduits for air leakage.

e. Determine whether building cavities, intermediate zones and ducts are connected by air leaks.

Air-barrier leak-testing provides a range of information from simple clues about which parts of a building are leakiest to specific estimates of the airflow and hole size through a particular air barrier like a ceiling.

2. Primary versus Secondary Air Barriers

Intermediate zones are unconditioned spaces, sheltered within the exterior shell of the house. Intermediate zones include: unconditioned basements, crawl spaces, attics, enclosed porches, and attached garages. Some intermediate zones can be included inside the home's primary air barrier or outside it. Intermediate zones have two potential air barriers: one between the zone and house and one between the zone and outdoors. For example, an attic or roof space has two air barriers: the ceiling and roof.

The primary air barrier should be adjacent to the insulation to ensure the insulation's effectiveness, so testing is important to verify that insulation and primary air barrier are together. The most airtight of these two air barriers is the primary air barrier and the least airtight is the secondary air barrier. Sometimes we're surprised during testing to find that our assumed primary air barrier is actually secondary, and the secondary air barrier is actually primary. The air barrier should be a material that is continuous, sealed at seams, and is itself relatively impermeable to airflow.

You can find valuable information about the relative leakiness of rooms or sections of the home with closable interior doors during a blower-door test. Listed below are 5 simple methods:

a. Feeling zone air leakage: Close an interior door partially so that there is a one-inch gap between the door and door jamb. Feel the airflow along the length of that crack, and compare that airflow intensity with airflow from other rooms, using the same technique. Discovering that there is a lot of leakage coming from one zone and only a little coming from another is this test's limitation.

b. Difference in CFM_{50}: Check the difference in CFM_{50} when an interior door is closed versus when it is open. You will probably have to adjust the blower door after opening or closing the interior door to restore 50 pascals house pressure. This technique works well for basements, attached garages, hallways in multi-family buildings, crawl spaces with interior access hatches, and other zones that may contain significant air leaks.

c. Zone pressure difference: Check the pressure difference between a closed room or zone and the main body of a home. Larger pressures indicate larger potential air leakage within the closed room or zone or a tight air barrier between the zone and main body.

d. Observing the ceiling/attic floor: Pressurize the home to 50 pascals and observe the top-floor ceiling from the attic with a good flashlight. Air leaks will show in movement of loose fill insulation, blowing dust, moving cobwebs, etc.

e. Observing smoke movement: Pressurize the home to 50 pascals and observe the movement of smoke through the house and out of its air leaks.

All of these tests are approximate. Feeling airflow with your hand may be inaccurate, but this simple technique may point out many air leaks that could have remained hidden without it. Air leakage, restricted by closing a door, may have almost equal alternative paths, rendering tests b and c inaccurate. However, closing doors to leakier rooms will usually produce a greater reduction in CFM_{50} than closing doors to tighter ones. Leakier rooms will usually have greater pressure differences with the main zone than tighter rooms. Only practice and experience can guide your decisions about the applicability and usefulness of these tests.

3. Simple Attic Leak Testing

a. Air-sealing crews commonly use simple diagnostic techniques like the attic-pressure procedure described below. This procedure assumes that the roof is well-vented. There are many variations of this test used to evaluate other air barriers in other intermediate zones.

(1) Depressurize house to –50 pascals with a blower door.

(2) Find an existing hole or drill a hole through the ceiling between the conditioned space indoors and the attic.

(3) Setup the manometer as follows:

(a) Connect the input port to a hose connected into the attic.

(b) Leave the reference port open to the indoors.

(4) Read the pressure given by the manometer. This is the house-to attic pressure, which will be close to -50 pascals if the ceiling is airtight and the roof well-vented.

(5) If the reading is significantly different from -50 pascals, find the air barrier's largest leaks and seal them.

(6) Repeat steps 1 through 5, performing more air-sealing as necessary, until the pressure is as close to -50 pascals as possible.

4. Zonal Pressure Testing

The digital manometer, used for blower door testing and worst case depressurization testing, can also measure pressures between intermediate zones, indoors, and outdoors during blower-door tests.

When the blower door depressurizes the house to –50 pascals, the home's intermediate zones will also be depressurized to between 0 and –50 pascals. The amount of depressurization depends on relative leakiness of the zone's two air barriers. For example, in an attic with a very well ventilated roof and a fairly airtight ceiling, the attic won't be depressurized much by a blower-door test. The leakier the ceiling and the tighter the roof, the more an attic will be depressurized. This holds true for other intermediate zones like crawl spaces, attached garages and unconditioned basements.

For additional reference on how to perform zonal pressure testing refer to the Missouri Weatherization Field Guide, Section 12: Air Leakage Diagnostics.

a. Zonal pressure testing is required to be performed at homes at the following locations:

(1) Between the house and any and all unconditioned attic spaces. House to attic space zonal pressure testing is not required in mobile homes.

(2) Between the house and any and all unconditioned basements and/or crawlspaces. House to belly space zonal pressure testing is not required in mobile homes.

(3) Between the house and any and all attached garages.

b. Use the following test procedures for measuring zone pressures in attics, crawl spaces, building cavities, and attached or tuck under garages.

(1) Set-up blower door for house air-leakage test.

(2) Ensure that the hose to the outside will not be affected by the blower door airflow.

(3) Close any openings (door, access hatch) between the intermediate zone and conditioned space, taking care not to pinch hose if it goes through the door or hatchway.

(4) Depressurize house to -50 pascals. If the house cannot be depressurized to -50 Pa, depressurize to highest multiple of 5 and use blower door conversion table.

(5) Connect hose from zone to input tap on manometer.

(6) Record pressure of zone with reference to the inside.

(a) Readings of 25-to-50 pascals house-to-attic pressure mean that the ceiling is tighter than the roof.

(b) Readings of 0-to-25 pascals house-to-attic pressure mean that the roof is tighter than the ceiling.

(c) Readings around 25 pascals house-to-attic pressure indicate that the roof and ceiling are equally airtight or leaky.

5. Interpreting Zone Pressure

Pressure readings between the zone and outside indicate whether the air barrier is aligned with the insulation. In all cases, both the air barrier and insulation should be in the same building section. Pressure readings also give clues about the amount of air-sealing work required.

House to zone readings of -25 to -50 pascals indicate that the air barrier between the living space and zone is tighter than the barrier between the zone and outside (for example, the ceiling is tighter than the roof in an unfinished attic). This is good in that the primary air barrier is adjacent to the insulation. However, the air barrier (ceiling) can be made tighter if the pressure reading is more negative than -45 pascals. Pressure readings more negative than -5 pascals indicate that bypasses are present in the ceiling. Bypasses should be located and sealed.

House to zone readings of 0 pascals to -25 pascals indicate that the air barrier between the zone and outside is tighter than the air barrier between the living space and zone. For example, the crawl-space foundation walls are tighter than the floor between crawl space and conditioned area. If the crawl space foundation walls are the thermal boundary, holes in the

foundation wall should be sealed until the pressure difference between the crawl space and inside is as close to 0 pascals as can be achieved.

If the floor above the crawl space is the thermal boundary, the air barrier (foundation walls) and the insulation (floor above the crawl space) are misaligned. A decision of where to locate the thermal boundary must be made, followed by appropriate air-sealing and insulation work.

Zone-to-inside readings around -25 pascals indicate that the air barrier between the zone and conditioned space and the air barrier between the zone and outside are equally leaky. If there is currently no insulation, decide where the thermal boundary should be and perform appropriate air-sealing and insulation work accordingly.

Generally, the thermal boundary (air barrier and insulation) should be between the conditioned space and attic. The thermal boundary can be either the foundation walls or floor above crawl space. The thermal boundary must always be between the conditioned space and tuck-under or attached garage, to separate the living spaces from this unconditioned and often polluted zone.

Building cavities like wall cavities, floor cavities between stories, and soffits in kitchens and bathrooms can also be tested as described above to determine their connection to the outdoors.

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Section V: Air Sealing

A. Air Sealing Requirements

Refer to Section IV – Shell and Duct Air Leakage Diagnostics for guidance on cost-effective air sealing.

Before air leakage reduction measures are installed, the building envelope must be defined and existing health and safety problems must be corrected.

Infrared scanning should be used in conjunction with a blower door as a tool to identify areas of excessive air leakage. Subgrantees are advised to use infrared scanning whenever the equipment is available and the use is practical.

1. Air Sealing Guidelines

SWS Detail:	2.0103.1	Air Sealing Worker Safety
	3.1001.1	Penetrations and Chases
	3.1001.2	Chase Capping
	3.1001.3	Walls Open to Attic-Balloon Framing and Double Walls
	3.1002.1	Interior with Sloped Ceiling
	3.1002.2	Stairwell to Attic-Door at Bottom with No Ceiling Above
	3.1002.3	Stairwell to Attic-Door at Top with Finished Ceiling Above
	3.1003.1	New Ceiling Below Original-Old Ceiling Intact or Repairable
	3.1003.3	Above Closets and Tubs
	3.1003.5	Dropped Ceiling with Light Boxes and Fixtures
	3.1003.6	Dropped Soffits
	3.1004.1	Cathedralized Attic Air Sealing (Insulation Installed at Roof Deck)
	3.1005.1	Tongue and Groove Ceilings
	3.1201.1	Double-Hung Wood Windows
	3.1201.2	Single-Unit Window and Fixed Frame with Wood Sash
	3.1201.3	Exterior Doors
	3.1201.4	Pocket Door
	3.1401.1	Basements Connected to Crawl Spaces-Sealing and Insulating
	3.1402.1	Crawl Spaces-Sealing Floor Penetrations
	3.1402.2	Closed Crawl Spaces-Air Sealing Foundation Vents
	3.1402.3	Closed Crawl Spaces-Air Sealing Exterior Wall
	3.1402.4	Closed Crawl Spaces-Air Sealing Brick Curtain Wall with Piers
	3.1402.5	Closed Crawl Spaces-Attached Crawl Spaces Under Unconditioned Spaces
	3.1501.1	Penetrations, Cracks, and Doors Between Garage and House

a. The approach to air sealing should be to seal high (attic) spaces first, low (crawl or unconditioned basement) spaces second and the middle spaces around windows, doors and other penetrations last as determined cost-effective.

b. Before attic insulation is installed, all obvious leaks must be sealed. These leaks might include, but are not limited to:

(1) Open top plates (usually in balloon-frame dwellings).

(2) Chases around masonry and metal chimneys.

(3) Missing or misaligned attic doors or hatches.

(4) Chases around plumbing stacks.

c. Additional leaks may include but are not limited to:

(1) Missing window sashes or lights.

(2) Installation of sash locks on double- and single-hung windows.

(3) Doors which are misaligned in their frames.

(4) Missing drywall or other interior finish materials.

(5) Other obvious holes or leaks in the dwelling envelope that:

(a) Are cost-effective to seal,

(b) Prevent the structure from damage, or

(c) Are necessary for the proper installation of insulation.

d. Backing or infill should be used to minimize hole size to ensure successful use of sealants. The infill or backing will not bend, sag, or move once installed in order to ensure that sealant does not fall out.

e. Sealants selected should be compatible with their intended surfaces and allow for differential expansion and contraction between dissimilar materials. Sealants will be continuous and meet fire barrier specifications, according to authority having jurisdiction.

f. Whenever it is cost-effective, the installation of spray polyurethane foam (SPF) is recommended where it can achieve both insulation and air sealing value. The cost for applying SPF can be split between both infiltration reduction and insulating of an area such as a band sill or duct work. The cost of applying foam may be split between the two measures to have a better possibility that they both have a SIR of 1.0 or greater. Use EPA recommendations (available online at http://www.epa.gov/dfe/pubs/projects/spf/spray_polyurethane_foam.html) when working within the conditioned space or when SPF fumes become evident within the conditioned space.

g. Whenever SPF is not practical or cost-effective, the installation of dense pack cellulose insulation in sidewalls, cathedral ceilings, convective bypass areas, open top plates, drop ceilings and other air leakage locations is preferred over the use of air sealing techniques using air barrier materials for achieving reductions in air leakage.

h. Documentation of materials, labor and CFM_{50} reductions must be retained in the client file.

2. Penetrations and Holes

SWS Detail:	2.0103.1	Air Sealing Worker Safety
	3.1001.1	Penetrations and Chases
	3.1001.2	Chase Capping

a. All penetrations through the exterior sidewalls of a unit that are not sealed must be sealed from the interior with the exception of:

(1) Foundations, which may be sealed from either interior or exterior.

(2) Any hole or penetration requiring sealing to keep out rain or snow.

b. Openings in recessed light fixtures must not be sealed unless the fixture is rated as an "IC" fixture.

c. A fire-rated material, such as at least 26 gauge galvanized tin, must be used to seal gaps around heat sources such as masonry or metal chimneys. This fire-rated material must be sealed with high temperature caulking to the chimney and to surrounding framing and finish materials. Only non-combustible sealant will be used in contact with chimneys, vents, and flues.

(1) Unfaced fiberglass insulation with an ASTM rating as a non-combustible material of at least 3 ½ inches in thickness may be used to wrap a masonry chimney above this fire-rated material. This fiberglass serves as a fire shield for cellulose installed against the chimney.

(2) If an existing chimney or flue was previously treated incorrectly, attempts should be made to comply with these standards. If it is not reasonable to bring a chimney up to these standards, document this fact in the client file and include photographs.

3. Fireplace Plugs and Equipment Covers

SWS Detail: 2.0103.1 Air Sealing Worker Safety

a. Removable fireplace "plugs" should be installed in a manner that prohibits the use of the fireplace unless the "plug" is removed.

b. When a fireplace “plug” is installed or the chimney is sealed, the subgrantee must provide a tag on or in the fireplace denoting that the fireplace flue is blocked and that the fireplace cannot be used until the “plug” is removed.

c. Covers for evaporative coolers, whole house fans and window air conditioners should be easy to remove and reinstall.

B. Ducted Distribution Requirements

1. Ductwork Inspection, Cleaning, and Sealing

SWS Detail: 2.0103.1 Air Sealing Worker Safety
3.1601.1 Preparation and Mechanical Fastening
3.1601.2 Duct Preparation for SPF Application
3.1601.3 Support
3.1602.1 Air Sealing Duct System
3.1602.2 Duct Spray Polyurethane Foam Installation
3.1602.4 Air Sealing System Components

a. Ductwork must be tested and sealed according to Section IV – Shell and Duct Leakage Diagnostics.

b. If asbestos tape or insulation is present, it will not be disturbed except for encapsulation or removal by an AHERA asbestos control professional. DED/DE approval must be granted prior to any removal. For additional information regarding asbestos, refer to Section II, Subsection B, Topic 10, Subtopic e: Asbestos Procedures.

c. Supply and return ductwork must be cleaned as necessary to remove large objects and debris, which may impede airflow through the heating system.

d. Uncover any blocked registers or grilles. Explain to the client the importance of maintaining unrestricted airflow. Registers or grills which have been blocked reduce the efficiency of the heating or cooling unit.

e. As necessary, delivery and return air grilles and registers may be removed and cleaned to remove excessive dirt and debris, which may impede airflow.

f. Remove or permanently seal off ducts, registers and grilles located in unconditioned spaces including attached garages.

g. Ductwork outside the thermal envelope of the dwelling must be connected and sealed.

h. All accessible return air ductwork within a combustion appliance zone (CAZ), except gravity systems, must be sealed enough to eliminate the potential for back drafting.

i. Ducts and registers into non-living areas of the structure may be sealed off with owner permission.

j. Existing crawl-space plenums should be abandoned and replaced with a sealed duct system.

k. Ductwork sealing shall be done with mastic, fiberglass mesh tape, sheet metal or SPF. Existing duct tape must be removed before installing duct mastic or other approved sealing materials.

   (1) Seams, cracks, joints, holes, and penetrations less than ¼" will be sealed using fiberglass mesh and mastic. Mastic alone will be acceptable for holes less than ¼" that are more than 10' from air handler.

   (2) Seams, cracks, joints, holes, and penetrations between ¼" and ¾" will be sealed in two stages:

   - They will be backed using temporary tape (e.g., foil tape) as a support prior to sealing
   - They will be sealed using fiberglass mesh and mastic

   (3) Seams, cracks, joints, holes, and penetrations larger than ¾" will be repaired using rigid duct material. Fiberglass mesh and mastic will overlap repair joint by at least 1" on all sides.

l. If a boot is loose to the floor it shall be reattached to the sub floor with roofing nails or staples. Wood screws may also be used. Ensure that the heads of the screws do not prevent the register or grille from fitting into the boot. If gaps exist between the boot and the floor and the space below the floor is unconditioned, fill the gaps with mastic or other appropriate materials.

m. If the furnace filter slot is not covered, a pre-manufactured or site manufactured durable filter slot cover will be installed to prevent air bypass around the filter.

C. Windows and Doors

Windows and doors were once thought to be a major air-leakage problem. However, it has been determined that higher priority areas exist, therefore, window and door air-sealing has been de-emphasized. The application of window and door measures should be governed by cost-effectiveness as determined by the NEAT/MHEA computer audits.

Window and door energy efficiency is improved in two primary ways: increasing thermal resistance and reducing air leakage. The limiting factors to the application of these measures are money and time. In the past, window measures, especially storm windows and replacement windows, were over emphasized.

Windows and doors remain very important building elements and their repair or replacement is often essential for the survival of a building. The repair of windows and doors are not allowable health and safety costs but may be allowed as an incidental repair if tied to a specific cost effective weatherization measure or group of measures. For more information on Incidental Repairs, refer to Section XII, Subsection C: Incidental Repairs. All tasks relating to window and door repair must be accomplished using lead-safe weatherization methods, if required.

1. Primary windows

SWS Detail:	3.1201.1	Double-Hung Wood Windows
	3.1201.2	Single-Unit Window and Fixed Frame with Wood Sash
	3.1202.1	Single-Unit Window, Mounted on Rough Opening-Newer House
	3.1202.2	Fixed Frame with Wood Sash-Older House
	3.1203.1	Fixed Frame with Wood Sash-Older House
	3.1203.2	Single-Unit Window, Mounted on Rough Opening-Newer House

a. Window Assessment

(1) Windows must be assessed with the computerized audit to determine the need for potential repair for air leakage reduction.

(2) All existing egress windows must remain operable.

(3) Non-operable windows may receive air leakage work based on the guidelines in Section IV and in the following air sealing priority: big holes first, then attic, then basement, then windows/doors/interior.

b. Subgrantee installed storm windows in kitchens, baths and other high moisture areas should be operable if they provide the only source of fresh air ventilation into the space.

2. Window Air Leakage

SWS Detail:	3.1201.1	Double-Hung Wood Windows
	3.1201.2	Single-Unit Window and Fixed Frame with Wood Sash
	3.1202.1	Fixed Frame with Wood Sash-Older House
	3.1202.2	Single-Unit Window, Mounted on Rough Opening-Newer House

With the exception of broken glass or missing panes, windows are rarely the major source of air leakage in a home. Window air-leakage measures are marginally cost-effective.

The measures listed below may be addressed as energy efficiency if they are found to be cost-effective through the use of the air sealing guidelines outlined in Section V. Otherwise, they may be incidental repairs:

a. Replace missing or broken glass or glass that is cracked and noticeably separated that affects the structural integrity of the window. Use glazing points or clips and glazing compound when replacing glass in frames which require glazing compounds. Glass cracks that are not noticeably separated may remain.

b. To prevent air leakage, condensation, and rain leakage, seal between window frame and other building materials on interior and exterior walls. Use sealants with rated adhesion and joint-movement characteristics appropriate for both the window frame and the building materials surrounding the window. Seals between the fixed components of the window (e.g., jambs, sill) will be continuous and complete while maintaining the operability of the window.

c. Replace missing or severely deteriorated window frame components, such as, stops, jambs or sills. Wood exposed to the weather must be primed and painted. Glazing window sashes is best accomplished as part of a comprehensive window rehabilitation project. Re-glazing wood windows may not be a durable repair without scraping, priming and painting.

d. Stops will be adjusted to eliminate visible gaps between the stops and the jamb while maintaining operability of the window.

e. Large gaps between sash and sill and sash and stops may be weather-stripped. Meeting rails may also be weather-stripped or planed.

f. Replace/repair missing or non-functional top and side sash locks, hinges or other hardware if such action will significantly reduce air leakage. Locks will be installed so that the rails of the upper and lower sashes are flush and in full contact.

g. Avoid expensive or time-consuming window-repair measures implemented to solve minor comfort complaints.

3. Window Repairs

SWS Detail:	3.1201.1	Double-Hung Wood Windows
	3.1201.2	Single-Unit Window and Fixed Frame with Wood Sash
	3.1202.1	Fixed Frame with Wood Sash-Older House
	3.1202.2	Single-Unit Window, Mounted on Rough Opening-Newer House

a. When feasible, window repairs must be done, instead of replacement, whenever the total cost of the repair is less than seventy-five percent of the cost of a replacement window. If a window repair exceeds seventy-five percent of the cost of replacement, see Section V, Subsection D, Topic 4: Window Replacements.

b. Window glazing compound shall only be replaced if the existing glazing is deteriorated to the degree that the window glass is in jeopardy of falling out of the sash.

c. Window sashes are not required to be made operable unless stipulated by building codes.

4. Window Replacements

SWS Detail:	3.1201.1	Double-Hung Wood Windows
	3.1201.2	Single-Unit Window and Fixed Frame with Wood Sash
	3.1202.1	Single-Unit Window, Mounted on Rough Opening-Newer House
	3.1202.2	Fixed Frame with Wood Sash-Older House
	3.1203.1	Fixed Frame with Wood Sash-Older House
	3.1203.2	Single-Unit Window, Mounted on Rough Opening-Newer House

Window replacements are generally not cost-effective energy conservation measures and are replaced when the window is missing or damaged beyond repair. When feasible, window repairs must be done rather than replacement.

a. A window may be replaced if the individual SIR is 1 or greater when evaluated using the approved computerized audit. The individual SIR shall include materials and labor to install the window, which should include lead safe work practices if required.

b. An agency may replace up to 2 windows per home without prior approval, given that individually each window is cost effective with a SIR of one or greater. If an agency feels 3 or more windows need to be replaced, a request to replace all windows must be submitted and approved by DED/DE on a case by case basis.

1. The request must include:

- The client name,
- Job number,
- The total number of windows to be replaced,
- The total cost of windows to be replaced,
- The NEAT/MHEA Recommended Measures,
- The NEAT/MHEA Input Report,
- A building diagram with the windows to be replaced denoted,
- Digital photos of each window to be replaced with specific detailed photos showing the issues of the existing windows and
- A short narrative explaining justification why 3 or more windows need to be replaced.

2. Upon request to replace 3 or more windows, an on-site evaluation of the windows may be required by DED/DE.

c. All replacement windows installed must be double pane windows constructed of thermally broke aluminum, vinyl or other non-thermal conductive material.

d. Window replacements must be based on an energy-conservation decision process rather than client requests or aesthetics. Operable windows which do not operate properly or do not operate with ease, is not a justification for replacement. Broken glass can be replaced as part of the infiltration reduction measure or as an incidental repair and is not considered in the leakiness factor when assessing the window. Only the leakiness between the sash and frame should be considered when determining the leakiness factor of a window. See Attachment 3.7: Window Leakiness Guide for additional information.

e. Twin (double) windows shall be considered as two (or more) separate windows and not as one large window.

f. For homes older than 45 years, refer to Section XIII: Section 106 Requirements.

5. Storm Windows

a. New storm windows must not be used to replace existing storms if the existing storms are in good condition or can be repaired at a reasonable cost. If storm windows are to be installed, select metal exterior storm windows with the following qualities:

- Frame should have sturdy corners and not tend to rack out-of-square during transport and installation.
- The gasket sealing the glass should surround the glass's edge and not merely wedge the glass in place against the metal frame.
- Storm-window sashes must fit tightly in their frames.
- The window should be sized correctly and fit well in the opening.
- Storm-window sashes must be removable from indoors.

b. Storm windows shall be caulked around the frame at time of installation, except for weep holes that shall not be sealed. If weep holes are not manufactured into the new storm window, weep holes shall be drilled into them.

c. Wood storm window inserts should fit neatly within window frame with the appropriate turn buttons, latches or closing hardware.

d. Fixed storm windows must not restrict the existing capacity and access required for emergency exits.

6. Non-Allowable Window Materials

Tinted window films, all sun shields and heat reflective materials are not allowable WAP expenses. Refer to Table XI-1 Measure selection for the WA and associated life spans for additional information.

7. Doors

SWS Detail: 3.1201.3 Exterior Doors

Door measures are usually not cost-effective unless they have a very low cost. Doors have a small surface area and their air leakage is more of a localized comfort problem than a significant energy problem most of the time.

a. Doors must be assessed to determine the need for repair and for air leakage reduction.

b. All existing egress doors must remain operable.

c. Non-operable doors may receive air leakage work based on the guidelines in Section IV and in the following air sealing priority: big holes first, then attic, then basement, then windows/doors/interior.

8. Door Air Leakage

SWS Detail: 3.1201.3 Exterior Doors

Door weather-strip, thresholds and sweeps are marginally cost-effective. These measures may be addressed if they are found to be cost-effective using the guidelines in Section IV.

a. Before installing weather-stripping, remove old weather-strip. Tighten door hardware and adjust stops so door closes snugly against its stops.

b. Use a durable stop-mounted or jamb-mounted weather-strip material to weather-strip the door. New weather-strip must form a tight seal (no buckling or gaps) when installed. Door should close without rubbing or binding on the stops and jambs.

c. Thresholds and door sweeps are installed to prevent infiltration and should not bind the door. Thresholds should be caulked at the sill and jamb junction.

9. Door Repairs

SWS Detail: 3.1201.3 Exterior Doors

a. When feasible, a door must be repaired rather than replaced whenever the total cost of the repair is seventy-five percent or less than the cost of the replacement door.

b. Doors found in non-operable condition are not required to be made operable.

c. The following door repair items may be included in infiltration reduction or, if completed to insure the effective performance of weatherization materials, may be done as an incidental repair.

(1) Replace missing or inoperable locksets.

(2) Reposition the lockset/strike plate.

(3) Install a modernization kit so that the door can be held in a tightly closed position.

(4) Reposition stops if necessary.

(5) Seal gaps between the stop and jamb with caulk.

10. Door Replacements

SWS Detail: 3.1201.3 Exterior Doors

Door replacements are generally not cost-effective energy conservation measures and are replaced when the door is missing, damaged beyond repair and cost effective. When feasible, door repairs must be done rather than replacement.

a. A door may be replaced if the individual SIR is 1.0 or greater when evaluated using the approved computerized audit. The individual SIR shall include all materials (including door hardware, door trim, thresholds, etc.) and labor to install the door, which should include lead safe work practice if required. The evaluation of mobile home doors may be included as part of the cost of infiltration reduction, given that the infiltration reduction has a SIR of 1.0 or greater with the cost of the mobile home door included.

b. Observe the following standards when replacing exterior doors:

(1) Replacement doors must have a solid wood core or an exterior-grade skin with foam core. Pre-hung doors are preferred; however, door slabs may be used when it is necessary to reduce the size to fit a non-standard opening. Replacing an exterior panel door with another panel door is not allowed. Sliding glass doors may be used to replace existing sliding glass doors.

(2) Replacement doors should not have glass panes, however, replacement doors may include one light (pane of glass) if the replaced door had one or more lights. A door viewer is the preferred installation.

(3) Pre-hung replacement doors may be installed if determined to be more cost-effective than the repair of the existing door and frame or the installation of a door that is not pre-hung.

(4) The agency must include a finish of either paint or clear sealer on all raw wood doors installed as part of the repair measure to protect the investment. All surfaces of the door, including the edges, shall be finished with a paint or sealer after any cutting and fitting of the door. Unsealed wood doors will weather and potentially deteriorate in a short period of time.

c. If a door cost effective, but the subgrantee determines the door needs to be replaced, a request for a case by case approval may be submitted to the DED/DE.

d. Door replacements must be based on an energy-conservation decision process rather than client requests or aesthetics. Operable doors which do not operate properly or do not operate with ease, is not a justification for replacement. Weather stripping and door sweeps can be replaced as part of the infiltration reduction measure.

e. For homes older than 45 years, refer to Section XIII: Section 106 Requirements.

11. Storm Doors

Replacement or repair to storm doors is not allowed with WAP funds.

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Section VI: Insulation

For insulation purposes, a living space is defined as any conditioned room or area inside the building shell which is used in the day-to-day activity of the occupants. These rooms or spaces include, but may not be limited to, kitchen/dining, living rooms, bathrooms, bedrooms, hall, family room, utility room, etc.

SWS Detail: 2.0104.1 Insulation Worker Safety

A. Attic Insulation

1. General Procedures

a. Before installing insulation, a thorough inspection of the attic area should be performed.

b. The inspection should include the determination of the R-value and integrity of existing insulation, location of air leakage passages from the conditioned spaces to the attic, and the suitability of the structure for receiving insulation. Refer to Table VI-1, developed by the Building Performance Institute, for guidance in the evaluation of insulation.

c. Any attic that contains vermiculite must follow the guidelines given in Section II, Subsection B, Topic 10: Hazardous Conditions and Materials, Subtopic e, detail 5.

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Table VI-1 -- Effective R-values of Batt Insulation

	"Good"	"Fair"	"Poor"	
Measured Batt Thickness (inches)	Effective R-value (2.5 per inch)	Effective R-value (1.8 per inch)	Effective R-value (0.7 per inch)	1. Measure the insulation thickness. 2. Determine the condition of the installation using the following criteria: 4 Good – No gaps or other imperfections 4 Fair – Gaps over 2.5% of the insulated area. This equals 3/8 inch spacing along a 14.5 inch batt. 4 Poor – Gaps over 5% of the insulated area. This equals ¾ inch space along a 14.5 inch batt. *3.* Look up the effective R-value of the installed insulation using the condition and measured inches.
0	0	0	0	
1	3	2	1	
2	5	4	1.5	
3	8	5	2	
4	10	7	3	
5	13	9	3.5	
6	15	11	4	
7	18	13	5	
8	20	14	5.5	
9	23	16	6	
10	25	18	7	
11	28	20	8	
12	30	22	8.5	

d. The inspection should determine any repair work associated with the installation of the attic insulation. Repairs should be completed before installing insulation.

2. Moisture Inspection and Repair

SWS Detail: 4.1088.1 Attic Ventilation

a. Roof leaks and all other attic moisture problems shall be repaired prior to the installation of attic insulation or the home must be deferred.

b. All vents from combustion appliances must be vented through the roof or sidewall.

c. All exhaust fans in bathrooms, toilet rooms and kitchens must be exhausted to the exterior of the building.

d. Repair any moisture problems that will degrade or diminish the effectiveness of weatherization measures.

3. Electrical Safeguards

SWS Detail:	2.0601.1	Knob and Tube Wiring
	4.1001.1	Non-Insulation Contact (IC) Recessed Light
	4.1001.2	Knob and Tube Wiring
	4.1005.2	Accessible Floors-Loose Fill Installation

a. Unsafe wiring, uncovered junction boxes or other hazardous electrical situations must be corrected prior to performing any other work in the attic(s). If insulation exists, ensure that wiring is safe and meets applicable codes.

b. All visible electrical junctions must be installed in covered junction boxes if additional insulation is installed. All electrical boxes will be flagged to be seen above the level of the insulation.

c. Non-Insulation Contact (IC) Recessed Lights

(1) A fire-rated *air barrier* system (i.e., equivalent to 5/8 fire code gypsum wallboard. will be used to separate non- *IC* rated recessed lights from insulation, using one of the methods below:

- A fire-rated airtight closure taller than surrounding attic insulation will be placed over non- *IC* rated recessed lights

OR

- The non- *IC* rated light fixture will be replaced with an airtight and *IC* - rated fixture

(2) The top-fire rated enclosure material will have an R-value of 0.5 or less and will be left free of insulation

(3) The entire closure will maintain a 3" clearance between the closure and the fixture including wiring, box, and ballast.

(4) Caulk, mastic, or foam will be used on all edges, gaps, cracks, holes, and penetrations of closure material.

d. Knob and tube wiring.

(1) A contractor, assessor, auditor, or similar will inspect and assess the house to identify knob and tube wiring.

(2) A non-contact testing method will be used to identify live wiring.

(3) If live knob-and tube wiring is to remain in an attic, it will not be covered or surrounded. A dam that does not cover the top will be created to separate insulation from the wire path. Any insulation must be kept at least three inches from the wiring.

(4) If live knob and tube wiring is to remain in a dwelling attic, walls or basement, the walls of the dwelling must not be insulated.

(5) Live knob and tube wiring may be replaced with WAP funds in attics and walls provided that the cost of the replacement, when added to the cost of the attic and/or wall insulation, has an SIR of 1.0 or greater. Knob and tube wiring cannot be replaced as a health and safety or incidental repair measure.

(6) If knob and tube wiring is replaced, new appropriate wiring will be installed by a licensed electrician in accordance with local codes. Any remaining knob and tube wiring will be rendered inoperable in accordance with local codes. If knob and tube wiring has been deactivated and the dwelling has been rewired with approved electrical cable, the attic may be insulated without special precaution.

4. Treatment of Other Hazards

a. Use appropriate personal protective equipment and work practices in the presence of animal or insect hazards. Ensure personal safety during work.

b. Repair any rotted, broken or damaged attic structural components. Ensure that the ceiling will safely hold the weight of the insulation. Repair or replace any weakened, damaged or missing interior ceiling surface.

5. Attic Access

SWS Detail:	3.1002.2	Stairwell to Attic-Door at Bottom with No Ceiling Above
	3.1002.3	Stairwell to Attic-Door at Top with Finished Ceiling Above
	4.1006.2	Access Doors and Hatches

a. If attic insulation is added, access doors and pull-down stairs over living areas must be insulated with non-compressible insulation as close as possible to the same R-value as the attic. The insulation will be permanently attached and in complete contact with the air barrier.

b. When it is necessary to install an interior access in the ceiling, it must be at least 20 inches by 30 inches.

c. A ceiling access shall have an insulation dam, made of rigid materials, that exceeds the height of the insulation to be installed. The dam must be strong enough to hold the weight of a person entering or exiting the attic.

d. If any work is performed in the attic of a home, an attic access must be left for inspection purposes. If there are no interior accesses, at least one exterior access to each attic space shall be left for inspection purposes.

e. If attic insulation is added, knee wall doors from the living areas to the attic must be insulated with non-compressible insulation as close as possible to the same R-value as the kneewall. The insulation will be permanently attached and in complete contact with the air barrier.

f. When it is necessary to install an interior access in a knee wall, it must be at least the knee wall stud cavity width x 24 inches and shall be weather-stripped and insulated to the same R-value as the knee wall. A latch shall also be installed to ensure air tightness.

g. When the attic is accessed by a stairwell and attic insulation is installed, the stairwell must be evaluated for inclusion within or exclusion from the thermal boundary in order to create a continuous thermal boundary between the attic and conditioned spaces.

(1) Stairwells with doors at the bottom may be brought into the thermal boundary or kept out of the thermal boundary (See SWS 3.1002.2 for detailed information).

(2) Stairwells with doors at the top must be brought into the thermal boundary (See SWS 3.1002.3 for detailed information)

6. Insulation Shielding and Blocking

SWS Detail:	4.1001.1	Non-Insulation Contact (IC) Recessed Light
	4.1001.2	Knob and Tube Wiring
	4.1001.3	Fireplace Chimney and Combustion Flue Vents

a. All electrical fixtures, excluding IC (insulation contact) rated recessed lights and covered junction boxes, shall be blocked with rigid material, to ensure a minimum insulation clearance of 3 inches and a maximum clearance of 6 inches.

b. Insulation barriers of fire-rated material shall be used around heat-producing sources. Barriers shall be slightly higher than the finished height of the insulation. If metal is used as an insulation barrier, a 3-inch clearance must be maintained between the metal insulation barrier and the heat-producing source and no insulation shall be left within the blocked area. Blocking must be installed so that it is effective in shielding the heat source from the insulation. Metal blocking must be notched so that it does not contact electrical wiring.

c. A fire-rated material, such as at least 26 gauge galvanized tin, must be used to seal gaps around heat sources such as masonry or metal chimneys. This fire-rated material must be sealed with high temperature caulking to the chimney and to surrounding framing and finish materials.

(1) Un-faced fiberglass insulation with an ASTM rating as a non-combustible material of at least 3 ½ inches in thickness, may be used to wrap the masonry chimney above this fire-rated material. This fiberglass serves as a fire shield for cellulose installed against the masonry chimney.

(2) If an existing chimney or flue is treated incorrectly, correct it to comply with these standards. If it is not reasonable to bring a chimney up to these standards, document this fact in the client file and include photographs.

d. Requirements for furnaces installed in attics:

(1) Attic furnace blocking must be installed to ensure a minimum free air clearance of 18 inches, but not more than 24 inches.

(2) If a working platform is present for an attic furnace, or if one is installed by the subgrantee, 30 inches of clearance adjacent to the furnace controls must be provided.

(3) Attic furnaces must be checked after adding attic insulation to ensure they are free of insulation and operate properly.

B. Installation Methods for Attic Insulation

1. General Procedures

SWS Detail:	3.1001.1	Penetrations and Chases
	4.1002.1	Preparation
	4.1002.2	Installation
	4.1005.2	Accessible Floors-Loose Fill Installation

a. Locate and seal attic bypasses, chases and open-topped partition walls.

b. Properly treat ceiling height changes and stairwells as necessary to stop leakage. Seal knee wall floor cavities. Check for completion of bypass sealing before installing any insulation.

c. Attic insulation must be installed in such a manner that ensures complete coverage over heated areas, and is installed at an even depth except where physical constraints may exist.

d. Insulation must be installed according to the manufacturer's specifications for coverage and R-Value.

e. Attics must be tested using zonal pressure diagnostics. This test should be used to determine quality and completeness of air leakage and bypass sealing, prior to, and then after, installing insulation. For additional information on zonal pressure diagnostics, refer to Section IV, Subsection G, Topic 5: Zonal Pressure Testing.

f. Cellulose insulation is the preferred choice for installation in site built homes and should be used unless technical issues warrant other product consideration.

g. A signed and dated attic certificate will be permanently fastened to the roof side of the attic. The certificate will include:

- Insulation type and brand
- Installed thickness and settled thickness
- Coverage area
- R-value
- Number of bags installed in accordance with manufacturer specifications
- Installation date
- Installed by

2. Insulation Coverage and Density

SWS Detail:	4.1002.1	Preparation
	4.1002.2	Installation
	4.1003.1	Pitched/Vaulted/Cathedralized Ceilings-Loose Fill Over
	4.1003.2	Pitched/Vaulted/Cathedralized Ceilings-Dense Pack Over
	4.1003.3	Unvented Flat Roof with Existing Insulation
	4.1003.4	Cape Cod Side Attic Roof-Dense Pack Installation
	4.1004.1	Preparation for Dense Packing
	4.1004.2	Preparation for Batt Insulation
	4.1005.1	Accessible Floors-Batt Installation
	4.1005.2	Accessible Floors-Loose Fill Installation
	4.1005.3	Accessible Floors-Batt Insulation Over Existing Insulation
	4.1005.4	Accessible Floors-Loose Fill Over Existing Insulation
	4.1005.5	Enclosed Bonus Room Floor Over Unconditioned Space-Dense
	4.1005.6	Enclosed Attic Storage Platform Floor-Dense Pack Installation

a. Insulate uninsulated open-joist attics and other areas that form the thermal barrier to the level recommended by the computerized audit program.

b. Insulation will be adequately marked for depth with rulers, a minimum of every 300 square feet of attic area, with measurement beginning at the air barrier.

c. At the beginning of each job, measure the density of the insulation for a selected test area before beginning the major installation. This should be done for insulation blowing jobs using any nozzle type or tubing method.

(1) Insulate enclosed areas (under floors, slopes, under knee wall cavities, etc.) to high density level as follows:

(a) Blown cellulose 3.5 lb/ft^3

(b) Blown fiberglass 2.2 lb/ft^3

(2) Insulate knee wall areas as follows:

(a) Blown cellulose 3.5 lb/ft³

(b) Blown fiberglass 1.5 to 2 lb/ft³

(c) Fiberglass batts R-19

d. Calculating the number of bags is the preferred method for determining the proper amount of material to be installed into an attic area at a given R-value.

e. When a vapor barrier is installed with the insulation, the barrier should be installed on the warm side of the insulation and never more than 1/3 of the R-value away from the warm-side surface.

f. Add necessary insulation to eliminate voids and areas of incomplete coverage. Cut or pull back existing fiberglass batts two feet from the soffit and blow and dense pack the perimeter. Prepare floored areas or other restricted zones with existing insulation for high-density application.

3. Enclosed Ceiling Cavities

When insulating enclosed ceiling cavities, it is preferred that insulation be installed from a location other than through roofing material. Such locations may include rafter cavities that open into an attic area, through the eave, or from the interior of the home.

4. Storage Space

Where attic space is being used for storage, subgrantees should request the client remove storage items from the area. In cases where the client is physically unable to perform this task, subgrantees should include the removal of items in the cost-effective analysis of installing insulation, and proceed with the measure if it is cost-effective (savings-to-investment ratio of 1.0 or greater).

5. Ductwork Insulation

SWS Detail:	4.1601.1	Insulating Flex Ducts
	4.1601.2	Insulating Metal Ducts
	4.1601.3	General Information on Spray Polyurethane Foam (SPF)

a. When attic insulation is installed, all uninsulated ductwork in the attic must be insulated. Install a minimum of R-8 (preferably R-11 or greater, when possible) on ducts and plenums. Whenever it is cost-effective, the installation of spray polyurethane foam is recommended where it can achieve both insulation and air sealing value. If spray polyurethane foam is not cost-effective, it is preferred that attic ducts be draped with an un-faced blanket insulation and blown over with loose fill insulation, to at least the depth

of the surrounding insulation. If faced duct insulation is installed, it is preferred that the facing be to the outside.

b. All joints, seams, and connections in ductwork shall be securely fastened and sealed with the proper materials (fiberglass mesh and mastics or spray foam) before insulation is installed. The cost for applying spray polyurethane foam can be split between both duct sealing and insulating of ductwork to have a better possibility of both having an SIR of 1.0 or greater.

c. A minimum of 6 inches clearance between duct insulation and heat sources must be maintained, unless the material is rated for closer proximity.

6. Drill-and-Blow Patching

If a drill-and-blow method is used for installing ceiling insulation, holes must be properly plugged, secured with adhesives, and sealed.

C. Attic Ventilation

SWS Detail:	4.1001.4	Vented Eave or Soffit Baffles
	4.1088.1	Attic Ventilation

1. General Installation

a. Ensure that existing vents are not blocked, crushed or otherwise obstructed. Correct problems as necessary, or replace.

b. When attic ventilation is installed, use the following guideline unless local code supersedes:

If air-sealing work has been completed at the attic floor then one square foot of net-free ventilation may be installed for every 300 square feet of attic floor area.

c. Attic vent types will be made of corrosion-resistant material for their specific location (e.g., exterior soffit, gable end, roof) and material and intended use (e.g., metal vent on metal roof).

d. All ventilation openings should have suitable louvers and screens to prevent snow, rain and pests from entering the attic. Screens will be made of non-corroding wire mesh with openings of 1/16" to 1/4" to prevent pest entry

e. Placement of attic vents will be considered for proper air flow and prevention of entry of wind driven rain or snow.

2. Soffit Vents

When soffit vents are present, baffling for attic soffit vents will be installed to:

(a) Ensure proper air flow

(b) Prevent wind washing of insulation

(c) Allow for maximum insulation coverage

3. High-Low Vents

a. Roof vents should be installed close to the peak.

b. Install high gable vents at least 3 feet above the soffit or gable vent used for low venting.

c. When roof vents are installed they should be nailed and well-sealed to the roof to prevent water leakage.

4. Gable Vents

a. Gable-end vents should be installed as high in the gable as possible and positioned to provide cross ventilation.

b. Steps shall be taken to prevent wind washing of insulation around the attic vents.

5. Knee Wall Ventilation

Knee wall attics or attic spaces that are sealed from other attic spaces may need to be ventilated as if they are a separate attic.

D. Sidewall Insulation

1. General Procedures

SWS Detail:	4.1101.1	Exterior Wall Dense Packing
	4.1101.2	Exterior Wall Insulating Sheathing
	4.1103.1	Dense Pack Exterior Walls
	4.1103.2	Additional Exterior Wall Cavities
	4.1103.3	Insulated Sheathing and Insulated Siding Installation

a. An inspection from the interior and exterior of the home should be performed prior to installing insulation. This inspection should identify all potential hazards and needed repairs.

b. An inspection from the exterior of the home should include an examination of the following:

(1) Building construction details.

(2) Siding type and condition.

(3) The location of electrical, gas, oil and phone lines.

(4) Plumbing pipes.

(5) Existing moisture and drainage problems.

(6) Existing structural problems.

c. An inspection from the interior of the home should include an examination of the following:

(1) Interior wall siding type and condition.

(2) Electrical and plumbing utilities.

(3) Duct work in wall cavities.

(4) Dropped or suspended ceilings.

(5) Moisture problems.

d. An inspection from the attic should include an examination of the following:

(1) Open top plates and balloon framing.

(2) Type of electrical wiring in the walls.

(3) Knee wall areas.

e. Correct electrical problems such as unsafe wiring, uncovered junction boxes or electrical situations which must be corrected prior to performing any insulation work. If insulation exists, ensure that wiring is safe and meets applicable codes.

f. Live knob and tube wiring may be replaced with WAP funds in attics and walls provided that the cost of the replacement, when added to the cost of the attic and/or wall insulation, has an SIR of 1.0 or greater. Knob and tube wiring cannot be replaced as a health and safety or incidental repair measure.

(1) If active knob and tube wiring remains in the dwelling attic, walls or basement, the walls of the dwelling must not be insulated. Unless it is cost effective to rewire and the rewiring is completed before insulating.

(2) If knob and tube wiring has been deactivated and the dwelling has been rewired with BX, Romex, or other approved electrical cable, the walls may be insulated without special precaution.

g. Any wall that contains vermiculite must follow the guidelines given in Section II, Subsection B, Topic 10: Hazardous Conditions and Materials, Subtopic e, detail 5.

2. Moisture Inspection and Repair

SWS Detail: 2.0401.1 Air Sealing Moisture Precautions

a. Any leaks or other moisture problems must be repaired prior to installing wall insulation.

b. Repair any moisture problems that will degrade or diminish the effectiveness of weatherization measures.

3. Treatment of Other Hazards

a. Use appropriate personal protective equipment and work practices in the presence of animal or insect hazards. Ensure personal safety during work.

b. Remove any items that inhibit the ability to install wall insulation effectively.

c. Repair any rotted, broken or damaged structural components. Ensure that the finished wall material will safely withstand the pressure of the insulation. Repair or replace any weakened, damaged or missing interior wall surface.

4. Interior Inspection and Repairs

SWS Detail: 4.1101.1 Exterior Wall Dense Packing
4.1102.1 Open Wall Insulation-General
4.1102.2 Open Wall-Spray Polyurethane Foam (SPF) Installation

a. Repair or replace week or damaged drywall or lath and plaster sections. Locate any interior areas of paneling with no sub-wall surfaces or that are not securely fastened. Determine an insulation strategy which will not damage the paneling. Repair or replace damaged or missing baseboard, casing, jambs, etc., that may allow insulation to escape from the wall cavity. Holes drilled for insulation must be finished and returned to a condition as close to the original as possible. Interior holes will be masked and dust controlled during drilling when accessing from interior.

b. Locate the positions of all wall-mounted switches and outlets before beginning insulation work. Locate all chases, utility runs, duct runs, wall heaters, vent fan penetrations, etc. prior to insulating. Block around these areas, if possible. If it is not possible to block around an area, avoid that area when insulating.

c. Find any interior soffit areas, pocket doors, or other structural details which may need preparation prior to insulating, and prepare as necessary. Locate critical framing junctures and ensure adequate insulation density.

5. Exterior Inspection and Repairs

SWS Detail:	4.1101.1	Exterior Wall Dense Packing
	4.1102.1	Open Wall Insulation-General
	4.1102.2	Open Wall-Spray Polyurethane Foam (SPF) Installation

a. Note all types of siding material. Note siding material which may contain asbestos and if present refer to Section II, Subsection B, Topic 10 Hazardous Conditions & Materials. Wherever possible, determine the presence and condition of previous layers of siding or sub-siding. Determine the best drilling strategy (the tubing method or the nozzle method. As the primary acceptable method, the siding must be lifted or temporarily removed to gain access for drilling. Permission is needed from the client to drill through any type of exterior siding.

b. Repair or replace severely deteriorated window or door components as needed to install insulation.

c. Patch holes in exterior walls.

d. Determine the source and correct any problem which has led to moisture in wall cavities prior to installing insulation. Repair or replace damaged, rotted or deteriorated siding to ensure the integrity of the insulation. If any missing siding, flashing, etc. would allow deterioration of installed insulation, replace it with a compatible material.

e. Access structural additions and critical junctures to determine the ability of these areas to contain high-density insulation. Correct any openings or gaps prior to installing insulation.

E. Installation Methods for Wall Insulation

1. General Procedures

SWS Detail: 4.1103.1 Dense Pack Exterior Walls
4.1103.2 Additional Exterior Wall Cavities
4.1103.3 Insulated Sheathing and Insulated Siding Installation

a. Wall areas above windows and doors (except in mobile homes), and the area below windows must be insulated, whenever possible. These cavities made need to be drilled and blown separately.

b. Uninsulated exterior walls without drywall, paneling or other interior finishing material, must be insulated if adding interior finishing material and insulation is deemed cost-effective.

c. Fiberglass insulation must not be left exposed in living spaces. For insulation purposes, a living space is defined as any conditioned room or area inside the building shell which is used in the day-to-day activity of the occupants.

d. Removal of siding before drilling the sheathing is considered "best practice" and should be the method used unless conditions make this impossible or an unacceptable risk.

e. Dense pack insulation will be installed using the tube-fill method. Using fill tube, 100% of each cavity will be filled to a consistent density. For additional information, see the Missouri Weatherization Field Guide, Chapter 5: Walls.

2. Blocking

SWS Detail: 4.1101.1 Exterior Wall Dense Packing

a. Construction details that allow insulation to escape from sidewall cavities such as balloon framed walls must be blocked or packed with insulation or other material in a manner that effectively retains the insulation material.

3. Materials

SWS Detail: 4.1101.1 Exterior Wall Dense Packing
4.1101.2 Exterior Wall Insulating Sheathing
4.1102.2 Open Wall—Spray Polyurethane Foam (SPF) Installation

a. Site-built homes:

(1) Insulate all closed-cavity sidewalls with cellulose insulation unless this is not possible. If it is not possible, documentation for the reason must be included in the client file.

(2) Insulate open cavity walls with fiberglass, faced or unfaced, using a density and thickness appropriate for the cavity. Cover any flammable insulation facing or vapor barrier installed in a living space with a fifteen-minute fire rated material such as 1/2 inch drywall (taped once) or 3/4 inch plywood.

(3) Rigid plastic insulation or spray polyurethane foam (SPF) may be used when appropriate. Cover any rigid insulation, SPF or vapor barrier installed in a living space with a fifteen-minute fire rated material such as 1/2 inch drywall (taped once), 3/4 inch plywood or a UL 1775 listed thermal barrier intumescent coating.

b. For mobile home wall insulation materials, refer to Section VIII, Subsection G: Sidewall Insulation.

4. Insulation Coverage, Density and Voids

SWS Detail: 4.1101.1 Exterior Wall Dense Packing

a. Sidewall insulation must be installed according to manufacturers' recommended density, and in such a manner that does not allow settling of the material to occur.

b. Determine the appropriate sidewall insulation technique(s) to be used. When dense pack insulation is installed, the tube-fill method must be used.

c. Insulate all sidewalls to a minimum density of 3.5 lb/ft^3 with cellulose insulation, unless a technical barrier prevents this technique.

d. When using blown fiberglass, install at a density of 1.5 to 2 lb/ft^3.

e. The number of bags installed will be confirmed and will match the number required on the coverage chart.

f. Insulation density will be verified by bag count, core sampling, or with diagnostic methods such as infrared camera or chemical smoke with the blower door at 50 pascals of pressure difference.

g. Subgrantees should obtain a warranty, of at least one-year, against voids of more than 5 percent from subcontractors installing wall insulation.

5. Plugs and Patching

SWS Detail: 4.1103.2 Additional Exterior Wall Cavities

a. Where possible, exterior lap siding must be removed and sheathing be drilled for the installation of insulation. Exterior holes will be weather barrier patched. If the exterior siding is properly shedding water, then patching of holes in the sub-siding is not required.

Small pieces of fiberglass insulation can be inserted into the hole to prevent wicking of moisture from outside.

(1) Plugs that are compatible with the siding or wall type must be used to cover the exposed surface that has been drilled.

(2) Plugs must be sealed tightly and glued. They must be primed when exposed to weather.

b. Interior holes will be coated and patched to match as close to the original interior surface as possible. Subgrantees or their contractors should paint and may texture to match plugs to the surrounding wall, but may not paint or texture the entire wall.

6. Brick Siding

Interior drill and blow techniques are preferred for homes with brick veneer siding that are going to receive sidewall insulation.

7. Quality Control

When possible, infrared scanning should be used with a blower door as a quality control tool to check wall insulation work and identify areas of excessive air leakage. The infrared scanning device is a powerful tool for finding air leaks when used in conjunction with a blower door. Subgrantees are advised to use infrared scanning whenever the equipment is available and the use is practical.

F. Foundation Insulation

This section addresses rim joist insulation, basement wall insulation, and crawl space wall insulation.

SWS Detail:	2.0111.1	Basements and Crawl Spaces Worker Safety
	2.0111.2	Crawl Spaces-Pre-Work Qualifications

1. General Procedures

a. An inspection from the interior and exterior of the home should be performed prior to installing insulation. This inspection should identify all potential hazards and needed repairs.

b. An inspection from the exterior of the home should include an examination of the following:

(1) Building construction details.

(2) Foundation type and condition.

(3) The location of electrical, gas, oil and phone lines.

(4) Plumbing pipes.

(5) Existing moisture and drainage problems.

(6) Existing structural problems.

c. An inspection from the interior of the home should include an examination of the following:

(1) Interior foundation wall type and condition.

(2) Electrical and plumbing utilities.

(3) Moisture problems.

d. Make any necessary repairs before installing insulation.

e. If any work is performed in the subspace of the home, an access must be left accessible for inspection purposes.

2. Moisture Inspection and Repair

SWS Detail:	2.0401.2	Vented Crawl Space-Venting
	2.0402.1	Crawl Spaces-Drainage
	2.0403.1	Vented Crawl Spaces-Ground Moisture Barrier
	2.0403.2	Closed Crawl Spaces-Ground Moisture Barriers
	2.0403.3	Closed Crawl Spaces-Vapor Retarders on Walls

a. All units must be inspected for problems associated with excess moisture.

b. Identification of potential moisture problems shall be documented in the client file.

c. Repair any moisture problems that will degrade or diminish the effectiveness of weatherization measures.

d. For crawl spaces and basements with exposed dirt floors, refer to Section II, Subsection B, Topic 9: Moisture, Subtopic J.

3. Wall Moisture Barrier

SWS Detail: 2.0403.3 Closed Crawl Spaces-Vapor Retarders on Walls
4.1402.3 Basement Wall Insulation-Ground Water Leakage

If there is evidence of water leakage or moisture coming through the foundation wall from the exterior, a continuous moisture barrier must be attached from the top of the sill plate to the top of the slab in a manner that drains the moisture behind the insulation to be installed, and covers the insulated section of the foundation or crawl space wall.

4. Treatment of Other Hazards

a. Use appropriate personal protective equipment and work practices in the presence of animal or insect hazards. Ensure personal safety during work and exercise the deferral policy when appropriate.

b. Repair any rotted, broken or damaged structural components as necessary to install ECM's.

5. Defining the Thermal Boundary

SWS Detail: 3.1401.1 Basements Connected to Crawl Spaces-Sealing and Insulating

a. If the basement or crawl space meets the criteria to be a conditioned space as stated in Section IV, Subsection A, Topic 1: Preparation for a Blower Door Test, it must be treated as a conditioned area. In this case, the basement or crawl space walls are part of the boundary of the conditioned envelope. Therefore, it is preferred to air seal and insulate the basement or crawl space walls because this strategy encloses the furnace, ducts, pipes, water heater and other appliances within the conditioned envelope.

b. Unconditioned basements and crawl spaces must be tested using zonal pressure diagnostics when the housing construction type or the air leakage rate indicates that there may be hidden air leakage or bypass pathways into the basement or crawl space. This test should be used to determine quality and completeness of air leakage and bypass sealing, prior to, and then after, installing insulation. In addition, this test can help determine the appropriate location of the thermal boundary.

c. If the appropriate thermal boundary is determined to be the basement or crawl space wall, rather than the floor above the basement/crawl space, then the basement or crawl space wall should be sealed, as necessary, before any insulation is installed on these surfaces.

d. If a basement and crawl space are not separated by a continuous air barrier, both areas must be assessed the same (e.g., conditioned or unconditioned).

G. Foundation Insulation Installation Methods

SWS Detail: 2.0111.1 Basements and Crawl Spaces Worker Safety

1. Storage Space

a. Where the basement or crawl space is being used for storage, subgrantees should request the client remove storage items from the area that inhibit weatherization.

b. In cases where the client is physically unable to perform this task, subgrantees should include the removal of items that inhibit weatherization in the cost-effective analysis of installing insulation, and proceed with the measure if it is cost-effective with additional costs (savings-to-investment ratio of 1.0 or greater).

2. Materials

SWS Detail:	4.1102.2	Open Wall—Spray Polyurethane Foam (SPF) Installation
	4.1401.1	Band/Rim Joists-Spray Polyurethane Foam (SPF) Installation
	4.1402.1	Closed Crawl Spaces-Wall Insulation
	4.1402.2	Basement Wall Insulation-No Ground Water Leakage
	4.1402.3	Basement Wall Insulation-Ground Water Leakage
	4.9901.1	General Information on Spray Polyurethane Foam (SPF)

a. Interior wall insulation:

(1) If the wall is studded out on the interior, it may be filled with unfaced fiberglass batt of an appropriate thickness or with vinyl-faced fiberglass (metal building insulation).

(2) Vinyl-faced fiberglass (metal building insulation) may be fastened at the band joist area and hung down four feet.

(3) An alternative method for installing perimeter insulation is to attach metal-building insulation at the floor above the rim, so that the blanket extends from the floor above four feet down the foundation wall. It should be run horizontally in a continuous manner to eliminate as many seams as possible. The blanket may be slit at each floor joist to allow installation in a manner that minimizes gaps around the joist. The bottom of the bottom of this fiberglass batt insulation should be air sealed to the wall with a strip of wood nailed to the foundation or by sealing the vinyl facing to the wall with adhesive caulk.

(4) Interior rigid foam insulation may be glued and fastened or SPF applied to the basement or crawlspace wall. If the basement or crawlspace is used as a living space or a storage space, the rigid foam insulation and/or the SPF will be separated from the space using a thermal barrier material (e.g. ½ inch gypsum wallboard).

(4) All costs associated with this measure should be included in the cost-effective analysis of the wall insulation and proceed with the measure if it is has a savings-to-investment ratio of 1.0 or greater and cost controls will permit installation.

b. Exterior wall insulation:

(1) Foundation panels (factory pre-finished on exterior) may be used if they are glued and fastened, has drip caps installed, and is sealed around windows. They must extend at least 6 inches below the finished grade.

(2) Extruded polystyrene may be used that is not pre-finished if glued and fastened, has drip caps installed, and is sealed around windows. The insulation must extend at least 6 inches below the finished grade. The exterior surface of these panels must be covered with a material that will protect it from ultra-violet light.

(3) All costs associated with this measure should be included in the cost-effective analysis and proceed with the measure if it is has a savings-to-investment ratio of 1.0 or greater.

c. Insulation Coverage

SWS Detail: 4.1401.1 Band/Rim Joists-Spray Polyurethane Foam (SPF) Installation

(1) Insulation must be installed in a manner that provides as continuous a thermal boundary as possible.

(2) Perimeter insulation must not be installed in a manner that excessively compresses the insulation material.

d. Band and Rim Joist Insulation

SWS Detail: 4.1401.1 Band/Rim Joists-Spray Polyurethane Foam (SPF) Installation

(1) Rim joist insulation must be a minimum of R-10.

(2) Fiberglass, rigid foam board or spray polyurethane foam insulation may be used for this application. Whichever is used must result in a savings-to-investment ratio of at least 1.0.

(3) If there is significant air leakage, the band or rim joist area must be properly sealed before the insulation is installed. Spray polyurethane foam is recommended where it can achieve both insulation and an air sealing value. The cost for applying spray polyurethane foam can be split between both infiltration reduction and insulating of band or rim joist work to have a better possibility of both having a SIR of 1.0 or greater.

(4) Installed insulation must be secured in a permanent manner.

(5) Fiberglass insulation must not be left exposed in living areas.

e. Foundation Insulation

SWS Detail:	4.1402.1	Closed Crawl Spaces-Wall Insulation
	4.1402.2	Basement Wall Insulation-No Ground Water Leakage
	4.1402.3	Basement Wall Insulation-Ground Water Leakage

(1) Foundation walls should be insulated so that no portion above grade is left uninsulated.

(2) Fiberglass insulation must not be left exposed in living areas.

(3) Mechanical fasteners must be used to secure perimeter insulation in a permanent manner.

(4) Basement wall insulation must be a minimum of R-7.5.

3. Crawl Space Insulation

SWS Detail:	3.1402.1	Crawl Spaces-Sealing Floor Penetrations
	4.1402.1	Closed Crawl Spaces-Wall Insulation

a. Separate an unconditioned crawl space from an adjoining conditioned basement with suitable materials.

b. Seal all direct air leakage sites into the crawl space from the exterior if the crawl space is conditioned.

c. Seal all bypasses and chases into and through the conditioned areas of the house.

d. Install perimeter insulation from the band joist to the crawl space floor. The crawl space wall insulation shall extend downward:

(1) to a distance that is two feet below the exterior grade, or

(2) to the crawl space floor and then horizontally across the floor for two feet, whichever is appropriate. Mechanically fasten the insulation and seal all joints with tape.

e. An alternative method for installing interior perimeter insulation is to attach metal-building insulation at the floor above the rim, so that the blanket extends from the floor above to four feet down the wall. It should be run horizontally in a manner that minimizes the number of seams. The blanket may be slit at each floor joist to allow

installation in a manner that minimizes gaps around the joist. This insulation should extend downward to a distance that is two feet below the exterior grade or to the crawl space floor and then horizontally across the floor for two feet, whichever is appropriate. Mechanically fasten the insulation and seal all joints with tape.

H. Floor Insulation

1. General Procedures

SWS Detail: 2.0111.1 Basements and Crawl Spaces Worker Safety

a. Precautions must be taken to insure adequate combustion air is being supplied, through non-operable vents, for combustion appliances in crawl spaces.

b. If any work is performed in the subspace of the home, an access must be left accessible for inspection purposes.

2. Moisture Inspection and Repairs

SWS Detail: 2.0401.2 Vented Crawl Space-Venting
2.0402.1 Crawl Spaces-Drainage
2.0403.1 Vented Crawl Spaces-Ground Moisture Barrier
2.0403.2 Closed Crawl Spaces-Ground Moisture Barriers
2.0403.3 Closed Crawl Spaces-Vapor Retarders on Walls

a. All homes where floor insulation is being installed must be inspected for problems associated with excess moisture.

b. Identification of potential moisture problems shall be documented in the client file.

c. Repair moisture problems that will degrade or diminish the effectiveness of weatherization measures.

d. If floor insulation is installed over a crawl space area, install a 6 millimeter or thicker polyethylene vapor barrier on the earthen floor. For additional information on vapor barrier installation, see Section II, Subsection B, Topic 9: Moisture, Subtopic j.

3. Defining the Thermal Boundary

SWS Detail: 2.0104.1 Insulation Worker Safety
2.0111.1 Basements and Crawl Spaces Worker Safety
3.1401.1 Basements Connected to Crawl Spaces-Sealing and Insulating

a. If the basement or crawl space meets the criteria to be a conditioned space as stated in Section IV, Subsection A, Topic 1: Preparation for a Blower Door Test, Subtopic g, Details 1-6, it must be treated as a conditioned area. In this case, the basement or crawl

space walls are part of the boundary of the conditioned envelope. Therefore, it is preferred to air seal and insulate the basement or crawl space walls because this strategy encloses the furnace, ducts, pipes, water heater and other appliances within the conditioned envelope.

b. Unconditioned basements and crawl spaces must be tested using zonal pressure diagnostics when the housing construction type or the air leakage rate indicates that there may be hidden air leakage or bypass pathways into the basement or crawl space. This test should be used to determine quality and completeness of air leakage and bypass sealing, prior to, and then after, installing insulation. In addition, this test can help determine the appropriate location of the thermal boundary.

c. If the appropriate thermal boundary is determined to be the basement or crawl space wall, rather than the floor above the basement/crawl space, then the basement or crawl space wall should be sealed, as necessary, before any insulation is installed on these surfaces.

d. If a basement and crawl space are not separated by a continuous air barrier, both areas must be assessed the same (e.g., conditioned or unconditioned).

I. Installation Methods for Floor Insulation

SWS Detail: 2.0104.1 Insulation Worker Safety

1. General Procedures

SWS Detail: 4.1301.1 Standard Floor System-Batt Installation
4.1301.5 Cantilevered Floor-Batt Installation
4.1301.9 Open Floors Over Unconditioned Space and Cantilevered Floors, Floors Over Garages, Floors Over Unconditioned Crawl Spaces-Spray Polyurethane Foam (SPF))

a. Install a minimum of R-11insulation between the floor joists.

b. The insulation should be installed without voids or gaps. Fit insulation tightly around all cross bracing and any obstructions.

c. Floor insulation must be fastened securely in place with wire fasteners, nylon mesh or other appropriate methods. Friction fitting or stapling of floor insulation is not considered an appropriate method for securing the material. Do not support insulation with Tyvek or Typar sheeting stapled to the bottom edges of the joists.

d. Install insulation so that it is in contact with the underside of the sub floor above with no voids or gaps.

e. Faced fiberglass insulation must have the facing upward toward the heated area.

f. Ensure that floor insulation is in direct contact with the rim joints. If the dwelling is balloon-framed, air-seal the bottom of the stud cavities prior to installing insulation.

g. Fiberglass insulation must not be left exposed in living areas. Fiberglass may be encapsulated.

2. Materials

SWS Detail:	4.1301.1	Standard Floor System-Batt Installation
	4.1301.5	Cantilevered Floor-Batt Installation
	4.1301.9	Open Floors Over Unconditioned Space and Cantilevered Floors, Floors Over Garages, Floors Over Unconditioned Crawl Spaces-Spray Polyurethane Foam (SPF))

a. Spray polyurethane foam, fiberglass (faced or un-faced) insulation is preferred for floor insulation material. Whichever is used must result in a savings-to-investment ratio of at least 1.0.

b. If there is significant air leakage, the floor area must be properly sealed before the insulation is installed. Spray polyurethane foam is recommended where it can achieve both insulation and an air sealing value. The cost for applying spray polyurethane foam can be split between both infiltration reduction and insulating the floor to have a better possibility of both having a SIR of 1.0 or greater.

c. It is preferred that vinyl faced insulation not be used for floor insulation.

3. Insulation Coverage Procedures

SWS Detail:	4.1301.1	Standard Floor System-Batt Installation
	4.1301.5	Cantilevered Floor-Batt Installation
	4.1301.9	Open Floors Over Unconditioned Space and Cantilevered Floors, Floors Over Garages, Floors Over Unconditioned Crawl Spaces-Spray Polyurethane Foam (SPF))

a. Floor insulation must be installed in a manner that provides as continuous of a thermal boundary as possible.

b. Floor insulation must not be installed in a manner that excessively compresses the material.

4. Storage Space

a. Where the basement or crawl space is being used for storage, subgrantees should request the client remove storage items that inhibit weatherization from the area.

b. In cases where the client is physically unable to perform this task, subgrantees should include the removal of items that inhibit weatherization in the cost-effective analysis of installing insulation, and proceed with the measure if it is cost-effective with the additional cost (savings-to-investment ratio of 1.0 or greater).

5. Ducts and Pipes Procedures

SWS Detail:	3.1602.1	Air Sealing Duct System
	3.1602.7	Return and Supply Plenums in Basements and Crawl Spaces
	4.1601.2	Insulating Metal Ducts

a. When floor insulation is installed, any water pipe that is susceptible to freezing, and all furnace supply and return ducts below the insulation, must be insulated as part of the floor insulation measure or insulated as a duct insulation measure, given it has an SIR of 1.0 or greater.

b. Do not insulate over pumps, valves, pressure relief devices or vents; do not insulate over heat tape unless manufacturers' specification indicate that such insulation is safe.

6. Crawl space Ventilation

SWS Detail:	2.0401.2	Vented Crawl Space-Venting

a. Conditioned crawl spaces:

If crawl space walls are insulated, the crawl space shall not be vented to the outdoors.

b. Unconditioned crawl spaces:

Crawl space ventilation is not necessary if the crawl space is well drained and dry.

c. Crawl space vents shall be louvered and screened or otherwise designed to prevent the entry of snow, rain and critters into the building.

d. If operable crawl space vents are installed, the client must be informed of the benefits of closing the vents in winter and opening the vents in summer.

e. If excess ventilation is present, it is preferred that it be closed off with removable rigid insulation. Where possible, close off vents on the windward side of the crawl space. Do not close off combustion air vents.

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Section VII: Baseload

A. Energy-Saving Showerheads and Faucet Aerators

SWS Detail: 2.0107.1 Baseload Worker Safety
7.8101.1 Shower Head and Faucet Aerator

1. An energy-saving (low-flow) showerhead may be installed with client permission. The energy-saving showerhead must have a flow rating of 2.5 GPM or less and must cost test with a SIR of 1.0 or greater.

2. Energy-saving (low-flow) faucet aerators may be installed with client permission. Aerator flow rate will be 2.2 GPM or less and must cost test with a SIR of 1.0 or greater.

B. Plug Load

1. Refrigerators/Freezers

SWS Detail: 7.8001.1 Refrigerator and Freezer Replacement

a. Only new refrigerators and refrigerator/freezers can be installed in weatherized housing. Stand-alone upright and chest freezers cannot be installed. However, if upright or chest model types are determined to be energy inefficient, agencies may encourage clients to decommission them as part of the refrigerator replacement. Agencies may decommission a combination of stand-alone upright freezers, chest freezers and/or refrigerator/freezers and replace them with a new refrigerator/freezer if the energy savings compared to both the existing units justify the measure. The replacement refrigerator must be an Energy Star-rated energy-efficient refrigerator with an estimated annual consumption of 600 kWh/yr or less. The replacement refrigerators must be equipped with either manual, automatic or partial-automatic defrost. New replacement units may not have through-the-door ice or water service as this feature increases energy use. However, DED/DE will allow refrigerators to have an automatic ice maker in the freezer if there is an existing water line hook-up for the icemaker in the home.

b. Refrigerator replacements are limited to one per household. Unless there are special conditions, the refrigerator to be replaced must be the primary unit used by the household.

c. Refrigerator replacement must result in a savings-to-investment ratio (SIR) of 1.0 or greater.

d. There are two methods to estimate the savings that result from replacing an existing refrigerator. These methods should be incorporated into the initial energy audit.

(1) Check the data plate on the refrigerator. The Association of Home Appliance Manufactures' database which is incorporated into computerized audit may be used to estimate the annual energy use of existing refrigerators.

(2) Use a meter to determine the energy usage of the appliance.

e. In accordance with DOE guidance, DED/DE will require all agencies to meter at least 10% of the units replaced. Prior to metering, the refrigerator coils must be cleaned and the thermostat must be set within the ranges of 36º to 40º F for the refrigerator and 0º to 5º F for the freezer. **If the existing refrigerator is non-functional and unable to be metered, it is ineligible to be replaced.**

f. All refrigerators replaced must be properly decommissioned according to the environmental standards in the Clean Air Act of 1990, section 608, as amended by Final Rule 40 CFR 82, May 14, 1993. The environmental standards set certification requirements for recycling and recovering equipment, technicians and reclaimers. These standards require refrigerants to be recovered to avoid the release of ozone-depleting compounds into the atmosphere. No refrigerator or freezer that is taken out of service should be returned to service by sale, barter or for free. **Written documentation/ certification that the refrigerator has been properly decommissioned must be included in the Client File.**

g. Size of the replacement refrigerator should be comparable to the size of the unit being replaced. The agency may, on a case-by-case basis, provide a refrigerator larger than the unit being replaced. If a larger refrigerator is installed, the refrigerator replacement must still have an SIR of 1.0 or greater. Some conditions where a larger unit may be installed may include but not limited to:

(1) A larger unit costing less than the similar size being replaced, larger unit needed due to size of family.

(2) A larger size needed due to medical condition of family member, decommissioning a combination of refrigerators and/or freezers.

h. Replacement refrigerators must include a warranty that meets or exceeds:

(1) A one year warranty on parts and labor.

(2) A minimum five year warranty on the compressor.

i. Refrigerator replacements will be limited to owner-occupied units.

j. A completed Baseload Replacement Audit Form must be included with the Client File for each refrigerator to be replaced. (See Attachment 2.6)

2. Lighting Replacement

SWS Detail: 7.8003.1 Lighting Upgrade

Most homes have six to twelve lamps that burn for more than two hours per day. These should be considered for retrofit by more-efficient compact fluorescent lamps (CFLs) and/or light emitting diodes (LEDs). This easy retrofit has as good an economic return as any weatherization measure. Explain the benefits to the client and encourage them to purchase additional CFL bulbs, if possible. Point out that the long life of these lamps makes them economical, despite their higher initial cost.

a. All lighting replacement must have an individual measure SIR of 1.0 or greater.

b. All lighting replacements must be installed by the subgrantee. Lighting replacements cannot be left with the client to install.

c. All replaced lighting must be removed from the property and be properly discarded.

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Section VIII: Mobile Home Requirements

The same general procedures described in all other sections of these WAP Standards shall apply to mobile homes unless otherwise stated or stated more specifically in this section.

A. Inspections and Repairs

1. General Information

a. The structure shall be properly supported, leveled and secured, if required, at the homeowner's expense before weatherization measures are installed.

b. Existing structural problems which may affect insulation measures must be completed prior to installing insulation.

c. Belly rodent barrier damages must be repaired if insulation will be installed or if significant air leakage is occurring.

2. Moisture Problems

SWS Detail: 2.0401.1 Air Sealing Moisture Precautions

a. If moisture problems are present in the ceiling or sidewalls, insulation should not be added until the moisture source and/or site of penetration, including leaks, is identified and repaired.

b. Exhaust-fan ducts terminating in spaces such as ceiling cavities or crawl spaces shall be extended to terminate directly to the outdoors, and sealed to prevent exhaust air from returning back into the conditioned space.

3. Electrical Inspections

SWS Detail: 2.0602.1 Static Electric Shock
2.0602.2 House Current Electric Hazard

a. In units that are receiving insulation measures, electrical wiring and the electrical circuit breaker/fuse box must be assessed for adequacy as follows: #14 copper wiring must be protected with 15 amp fusing or breakers. If aluminum wiring is present, work on the home will be stopped until the suspect wiring is inspected and determined to be safe by a licensed electrician

b. The client should be asked about any known existing electrical problems.

c. Care must be taken to ensure that electrical wiring is not damaged during insulation work. This can be done by testing electrical outlets and switches following completion of work.

B. Air Leakage Reduction Requirements

1. General Requirements

SWS Detail:	3.1001.4	General Penetrations
	3.1101.1	Exterior Holes and Penetrations
	3.1101.2	Interior Holes and Penetrations
	3.1101.3	Holes, Penetrations, and Marriage Line
	3.1201.5	Manufactured Housing Windows and Doors
	3.1201.6	Interior Storm Windows
	3.1202.3	Replacing Damaged Window Glass in Manufactured Housing
	3.1301.1	Electrical, HVAC, Plumbing, Gas, Dryer Vent, and General Penetrations Through Bottom Board
	3.1301.2	Electrical, HVAC, Plumbing, Gas, Dryer Vent, and General Penetrations Through Flooring
	3.1302.1	Floor Framing-Bay Window

a. Except for the sealing of ductwork and large holes to prevent insulation from entering the living space, all insulation measures should be completed before additional air sealing work is done, whenever possible.

b. Air sealing activities should comply with the cost-effective air sealing guidelines in Section IV of these standards.

c. Snap fasteners and/or weather-stripping shall be used whenever possible to reduce air leakage and/or to stop water from entering primary windows.

d. Major air leakage problems around single pane windows that cannot be eliminated with sidewall insulation or snap fasteners, should have a storm window installed, or the window replaced, whichever is most cost-effective.

e. It is recommended that caulking be done around all interior casing when there is an interior storm window.

f. When accessible, the joint between the two sections of a double-wide must be filled and sealed from underneath the structure.

g. Large holes in water heater closets with an exterior wall must be sealed, with care taken not to seal off combustion air from the outside if the water heater is a natural draft water heater.

C. Insulation

1. General Information

Insulation shall be installed only in areas of the mobile home envelope that separate conditioned from unconditioned space.

2. Ceiling Insulation

SWS Detail:	2.0104.1	Insulation Worker Safety
	4.1003.8	Installing Fiberglass Blown Insulation for Flat, Bowed, or Vaulted Ceilings (via Roof Side Lift)
	4.1003.9	Installing Fiberglass Blown Insulation for Flat, Bowed, or Vaulted Ceilings (via Exterior Access from Top of Roof)
	4.1003.10	Installing Fiberglass Blown Insulation for Flat, Bowed, or Vaulted Ceilings (via Interior Access Through the Ceiling)
	4.1003.11	Installing Fiberglass Blown Insulation in Roof-Over Constructions

a. Recessed lighting fixtures and fan/light combinations that are Type-IC rated by UL may be covered with insulation.

b. Ventilation fans may be covered with insulation if all holes and penetrations are sealed with a nonflammable sealant.

c. Thermal insulation shall not be installed within 3 inches of fans, lights and heaters that are not Type-IC rated.

d. All combustible insulation materials shall be kept at least 2 inches from metal flues and chimneys.

e. The ceiling and roof condition must be inspected and assessed before installing insulation.

f. If cost-effective, ceilings that appear weak shall be repaired or reinforced, especially in heavy snow load areas, before installing insulation.

g. Combustion appliance vent blocking is required when insulation is installed, except where combustion air is pulled through a combustion air pipe that surrounds the combustion appliance vent pipe (concentric pipe system). Follow manufacture's recommendation for clearances between vent and combustible insulation.

h. Ceiling insulation must be installed in such a manner that ensures complete coverage over heated areas.

i. Fiberglass insulation material is preferred for use in mobile home ceilings.

j. Average insulation densities for loose fill fiberglass insulation installed in mobile home ceiling cavities shall be 1.25 to 1.75 pounds per cubic foot.

k. Mobile home ceilings shall not be dense-packed or over filled so as to create ceiling structural problems.

l. If an interior drill-and-blow method is used for installing insulation, holes must be plugged and sealed properly. In addition, the whole pattern must be adequate to ensure complete coverage.

m. If an exterior installation method or side-opening method is used, all roof penetrations and areas of potential leakage must be sealed with elastomeric sealant (when compatible with roof materials), or with other equivalent sealant, as necessary. Areas that are to be patched must be cleaned to the metal roof surface before patch is applied.

E. Ductwork

1. General Requirements

SWS Detail:	4.1601.4	Insulating Flex Ducts
	4.1601.5	Insulating Metal Ducts
	5.3001.3	Replace Return Air Systems that Incorporate Floor Cavity (Belly) and/or Attic as the Return Air Pathway

2. Mobile Home Belly Return Air Systems

Belly-return systems in mobile homes are notoriously leaky. These leaky return systems can significantly increase the space heating costs and lead to thermal discomfort and indoor air quality problems.

a. Existing return air openings will be closed off and sealed with a durable material equivalent in strength to the surrounding material. An alternate return air opening will be provided to the furnace closet (e.g., replace louvered door or install grilles); whenever possible, follow manufacturer specifications for amount needed. A continuous and adequate return air pathway to the air handler will be installed.

b. For duct leakage, ductwork sealing and insulation follow the instructions covering ductwork in Sections IV, V, and VI.

3. Duct Repair and Treatment:

SWS Detail:	4.1601.4	Insulating Flex Ducts

a. Crossover (jumper) ducts shall be installed in a manner that prevents compressions or sharp bends, minimize stress at connections, avoid standing water and avoid excessive length. When skirting is not present, the crossover duct shall be protected against rodents, pets, etc.

b. Flexible crossover ducts shall have a minimum R-8 insulation. They shall be secured with mechanical fasteners (for example, stainless steel worm drive clamps, plastic/nylon straps applied with a tightening tool, etc.) and sealed with mastic or aluminum foil backed butyl or equivalent pressure-sensitive tape.

c. Existing flexible crossover duct with an insulation of R-4 or less which has been damaged may be replaced with new flexible duct with R-8 insulation.

d. The crossover must be replaced if the inner lining is brittle or made of mesh. In many cases, a leaky crossover can be repaired by cutting out the section of duct containing the leak. A fabricated sheet metal sleeve can be inserted between the remaining pieces of crossover duct. The metal sleeve must be attached to the flex duct crossover using ratcheting plastic straps.

e. Crossover ductwork must be appropriately secured above the ground. It may be supported by strapping or blocking.

f. Flexible duct shall not be allowed to sag more than 12 inches for a span of eight feet.

g. Fiberglass, with the exception of duct board, shall not be left exposed in ductwork.

h. Any portion of the ductwork that extends beyond the last register or grille should be sealed.

i. Trunk end sweeps are only allowed if it is determined that duct air leakage reduction will result from installation. End sweeps shall be made from sheet metal or aluminum valley flashing. Two-part foam may not be used unless it is adequately protected with a fifteen-minute fire rated material. Any metal sweeps must be mechanically attached to the duct system. Gaps between the sweep and the duct must be sealed with mastic.

F. Floor (Belly) Insulation

SWS Detail: 2.0104.1 Insulation Worker Safety

1. Floor Insulation Requirements

SWS Detail: 4.1302.1 Prepare Belly Floor Cavity for Insulation
4.1303.1 Insulation of Floor Cavity with Blown Material
4.1303.2 Insulation of Floor Cavity with Batt Material
4.1303.3 Insulation of Floor Cavity with Spray Foam Material

a. Belly rodent barriers must be inspected for general condition, structural strength, and major air leakage, prior to installing insulation.

b. Necessary belly rodent barrier repairs must be made if additional insulation will be added or if holes in the belly allow significant air movement between the belly cavity and the outside atmosphere.

c. Belly cavities must be inspected to determine the location of the plumbing, any existing plumbing leaks and the R-value of existing insulation. Leaks must be fixed prior to weatherization.

d. Water pipes that have not been covered by under-floor insulation should be insulated to a minimum of R-3.

   (1) The piping shall be free from water leaks and properly secured to support the weight of the piping and insulation.

   (2) The insulation product may be either; flat and capable of being molded to the outside surface of common pipe size, or preformed to fit standard pipe diameters. If the product is preformed, dimensions shall be appropriate for the pipe size.

   (3) If the insulation is exposed to the weather, it shall be resistant to degradation from moisture, ultra-violet light, and extremes in temperature, or a jacket or facing shall be installed that protects the insulation from these conditions.

e. Belly insulation shall be installed only after all repairs have been made, major holes in the rodent barrier and floor have been sealed, and all ductwork has been sealed according to Section V.

f. Belly insulation must be installed in such a manner that ensures complete coverage under heated areas except those areas requiring and receiving a technical waiver. For more detailed instructions on installation of belly insulation, refer to the Missouri Weatherization Field Guide, Chapter 11: Mobile Homes.

g. Holes that have been made in belly rodent barriers for the installation of insulation must be patched and sealed.

h. Rim joists may not be drilled if they are determined to be a structural component of the foundation support system.

i. Fiberglass insulation material is preferred for use in mobile home ceilings.

j. Average insulation densities for loose fill fiberglass insulation installed in mobile home bellies shall be 1.25 to 1.75 pounds per cubic foot

k. Bellies shall not be dense-packed or over filled so as to create undue stress on the belly rodent barrier.

l. Fiberglass is the preferred insulation material for mobile home bellies.

m. Bellies that are 8 inches height and less in the center area shall be filled entirely with insulation blown at the required densities.

n. Bellies that are greater than 8 inches in height at the center area should have the rodent barrier brought closer to the floor above if possible. This must be done with care to avoid damaging the duct trunk line or water lines in the belly.

o. Access through the rim joist and the use of a metal fill tube is preferred for installing mobile home belly insulation whenever possible.

p. If bellies cannot be insulated through the rim joist and must be insulated from underneath, the use of the insulation hose or a large diameter fill tube is preferred; a 90-degree nozzle may not be used.

q. When insulation is to be installed from underneath the belly, a 6 mil vapor barrier should be installed on the ground by the first person to go underneath in order to reduce health risks to the installers from animal feces.

r. The preferred methods of securing belly patches are through the use of adhesives, clinch staples, screws and lath strips whenever possible to provide a lasting patch. Preferred patching materials for large holes in belly rodent barriers include insulated sheathing board, fiberboard, and nylon reinforced belly bottom material specifically manufactured for mobile homes.

s. Ductwork shall be inspected for insulation that might have accidentally entered during insulation work. The furnace is to be cycled to assess proper operation.

t. Upon completion of insulation work, rim joists that have been drilled shall be plugged with a wood plug. The plug shall be sealed in the hole with an adhesive compound.

G. Sidewall Insulation

1. General Requirements

SWS Detail:	2.0104.1	Insulation Worker Safety
	4.1101.5	Exterior Wall Dense Packing
	4.1104.1	Stuffing Wall Cavities with Fiberglass Batts
	4.1104.2	Fiberglass Blown Insulation Installation (Lifting Siding)
	4.1104.3	Fiberglass Blown Insulation Installation (via Penetrations Through or Behind the Siding)

a. The exterior siding and the interior wall materials must be inspected prior to the installing of insulation.

b. Weak or damaged wall materials must be repaired or reinforced prior to installing insulation.

c. Electrical precautions:

(1) Electrical wiring and the electrical circuit breaker/fuse box must be assessed for adequacy. The client should be asked about any existing electrical problems, especially in the wall outlets or switches.

(2) If aluminum wiring is present, extra care must be taken to insure the electrical system is not damaged during insulation work. Each cavity that contains an outlet, switch, or light fixture should be clearly identified and marked on the outside siding prior to the installation of the insulation, and these cavities should be carefully tubed rather than stuffed with a batt or, if excessive movement of the wires will still occur, then the cavity should not be insulated and each outlet, switch or light fixture must be checked for proper operation immediately following the completion of the insulation work with a receptacle tester.

(3) If the above steps cannot be completed, the sidewalls shall not be insulated and documentation stating the reason for omission must be placed in the client file.

d. Installing insulation above windows and doors is usually not feasible or cost-effective and is not required in mobile homes.

e. Mobile home sidewalls should not be dense-packed or over filled so as to create siding or interior wall structural problems. The batt-stuff method is the favored technique for insulating wall cavities. For cavities that cannot or should not be insulated with the batt-stuff technique, the fill-tube method with loose fill fiberglass is recommended.

f. Vinyl faced fiberglass batt insulation and loose fill fiberglass are the preferred insulation materials for mobile home sidewalls.

H. Water Heater Closets

1. General Information

SWS Detail:	2.0104.1	Insulation Worker Safety
	2.0204.1	Isolating Combustion Water Heater Closet

a. At a minimum, water heater closets with an exterior wall must be treated as follows:

(1) The exterior access door and associated exterior walls of closets containing electric or gas water heaters shall be insulated, if possible. If the door and associated wall can be insulated, the water heater shall not be wrapped with insulation.

(a) Cover air vents if they are present in the door or associated exterior wall.

(b) Bring combustion air from underneath the belly or through the skirting by installing an appropriately sized metal chute with a rodent barrier.

(2) If it is not possible to insulate the closet door and associated wall area:

(a) The tank should be wrapped with an insulation blanket. Please refer to Section IV for the procedure.

(b) Large holes in the closet walls that allow air leakage into the interior must be sealed.

(c) All plumbing within the closet that is susceptible to freezing must be insulated.

(d) An adequate amount of combustion air must be provided to gas water heaters.

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Section IX: Multi-family Buildings

A. General Requirements/Information

1. Prior Approval

a. No multi-family project consisting of five or more units may commence without the prior written approval from DED/DE. See Attachment 5.1 for the required information to be submitted to the DED/DE for approval of multi-family projects.

b. Multi-family projects consisting of four or less thermally connected units may commence without the prior written approval from DED/DE.

2. Eligibility

a. Multi-family buildings are those buildings which do not fall under the DOE definition of a single family unit. The DOE definition of a single family unit is, "a structure containing no more than one dwelling unit".

b. Weatherization work shall be performed in the entire building provided the building is qualified based on applications that meet the 66-2/3 percent eligibility guideline. However, DOE offered flexibility by adding certain eligible type of large multi-family buildings to the list of dwellings that are exempt from the 66-2/3 percent requirement.

c. Some multi-family buildings are listed on the DOE-HUD Multi-Family Lists. These buildings have been identified by DOE to meet certain eligibility criteria. A copy of the list may be requested from DED/DE.

3. Expenditures/Funding Issues

a. Landlords must contribute at least 25 percent of the cost of the work on multi-family rental units.

b. Only ECMs with a SIR of 1.0 or greater may be performed. However, if the SIR is less than 1, the owner has the option to buy down the estimated cost of the measure in order to bring the SIR to 1.0 or greater. Note that the buy down of measures may only be done on multi-family buildings.

4. Building Measures

a. All work must be cost-justified using the EA-QUIP, TREAT analysis tool or an engineering assessment, except when:

(1) Multi-family projects that have between 5 and 25 units in which each unit is individually heated and cooled. The projects may be evaluated using the NEAT analysis tool.

(2) Multi-family projects that have four or less units may be evaluated using the NEAT audit tool.

b. When NEAT is used to evaluate a multi-family project, the entirety of the thermal envelope of the building must be evaluated within a single NEAT audit. The estimated cost and SIR of the measures will be for the entire building.

c. A person certified to use the EA-QUIP or TREAT auditing tool or other approved software must perform the inspection of the building when these analysis tools are used.

d. All applicable ECMs specified in the audit must be evaluated and performed unless a waiver is approved by DED/DE.

e. All ECMs must be performed in the order of their cost-effectiveness from highest to lowest SIR.

B. Tasks and Analysis for Preparing the Report

1. Energy Consumption and Facility Data

The auditor shall thoroughly evaluate energy, water and sewage costs and consumption, demand and time-of-use data in order to properly evaluate the economics of specific energy efficiency measures and to formulate an accurate energy/demand baseline. The baseline shall be weather-normalized using a heating degree-day adjustment factor and shall be based on at least 12 months, but preferably 24 months of utility data. Exceptions to this rule are multi-family buildings evaluated using NEAT.

2. Inventory Existing Systems and Equipment

The auditor shall compile and deliver an inventory based on a physical inspection of the major electrical, plumbing, HVAC and other mechanical systems, as well as building shell systems including:

a. Cooling and cooling distribution systems and related equipment.

b. Heating and heat distribution systems.

c. Automatic temperature control systems and equipment.

d. Outdoor ventilation systems and equipment.

e. Exhaust systems and equipment.

f. Domestic hot and cold water systems.

g. Electric motors, transmission and drive systems.

h. Interior and exterior lighting.

i. Water usage equipment.

j. Rated and performance insulation values at walls, floors, and attics.

k. Estimated natural infiltration rate for all buildings.

3. Inventory Data

The auditor shall evaluate the following data for performing the inventory:

a. The actual loads, equipment sizing, operating efficiency and hours of operation for each system.

b. A list of major air leakage sites and description of how natural infiltration was estimated.

c. Current operating condition for each system.

d. Remaining useful life of each system (exclusive of premature equipment failure).

e. A catalog of current indoor air quality and comfort problems in the buildings.

f. An evaluation of feasible replacement/upgrades to address the efficiency, indoor air quality and comfort concerns that were identified.

4. Diagnostics

The auditor shall:

a. Perform diagnostic testing on equipment. These tests shall include combustion appliance zone testing for back drafting potential:

(1) Standard and worst-case draft testing. See Section III for testing information.

(2) Combustion efficiency analysis.

(3) Ambient carbon monoxide and flue-gas testing.

b. Perform additional diagnostics to help identify potential Energy Efficiency Measures for installation or implementation at the building, including potential solutions for indoor air quality and comfort concerns.

c. Complete all inputs required by the analysis tool used to evaluate the project and otherwise ensure an accurate audit of the multi-family structure.

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Section X: Initial Audits and Final Inspections

A. Initial Audit and Final Inspection Requirements

1. Subgrantee Requirements

Each subgrantee is required to have at a minimum, one certified energy auditor (BPI-Building Analyst 1) or Quality Control Inspector (QCI) on staff. Any Subgrantee without the required trained and certified energy auditor must submit a corrective action plan to the DED/DE before the DED/DE will award a subgrant for the subsequent program year.

A corrective action plan must include a detailed timeline that outlines:

a. When the subgrantee may hire this position.

b. When the subgrantee plans to train this position.

c. When the subgrantee plans to get this person certified.

d. How the agency plans to handle final inspections in the interim.

B. Initial Audit

1. General Requirements

a. A field audit of each home must be conducted and documented in the client file. A home must be in progress within six months of the initial audit being performed. A home in progress is a home for which one of the following applies:

(1) Energy conservation measures (ECMs) have actually commenced.

(2) Specialty items have been ordered that cannot be returned to the vendor.

(3) The home has been awarded to a contractor.

b. If work on the home has not started within six months of the field audit being performed, a follow-up, on-site inspection will be necessary. The starting of work does not include the hanging of smoke or carbon monoxide alarms. This follow-up inspection will determine if any conditions have changed at the unit since the initial field audit was performed and that the home is in compliance with all current DED/DE requirements. A re-run of the computerized audit to ensure accuracy must be completed after the follow-up inspection. If any conditions have changed on-site, the subgrantee must make these changes in the computerized audit. A new on-site inspection and a re-run of the computerized audit is necessary after six months due to likely changes in the conditions at the home, changing labor and material costs, and changing fuel prices.

2. Initial Audit Procedures

The initial audit must include:

a. A client interview, to discuss the client's energy use habits, condition of the dwelling, operation of mechanical equipment, health and comfort problems and other information that may be useful to the auditor or the audit process. See Attachment 2.2: Client Interview & Auditor Assessment Form.

b. A health, safety and hazards assessment of the heating unit as well as the combustion appliances.

c. A cost-effective analysis using the approved computerized audit.

d. A blower door test and ventilation assessment. See attachments 2.1: Final Inspection Form, 2.4: Diagnostic Field Form and 2.8: ASHRAE 62.2 Form.

e. A ductwork assessment.

f. An insulation assessment.

g. A general heat waste assessment.

h. A mechanical systems audit and completion of the mechanical systems audit form on each home. See Attachment 2.5 Mechanical Systems Audit Form.

i. The thermal boundary of each dwelling must be determined during the field audit. This includes the identification of each part of the thermal shell or envelope.

j. All building cavities that define the thermal boundary between the conditioned space and unconditioned must be inspected and measured for existing insulation R-values, structural integrity and the need for repairs.

k. The field audit must identify the most appropriate methods for:

(1) Reducing air leakage and convective bypasses, and

(2) Increasing the insulating value of thermal boundary surfaces, when appropriate.

C. Final Inspection / Quality Control

1. General Requirements

a. As of July 1, 2015, all final inspections must be performed by a certified Quality Control Inspector (QCI).

b. Every dwelling must pass a thorough, quality-control inspection by the subgrantee before it can be reported as completed. The final inspection must certify that work was completed in a professional manner and in accordance with the Technical Standards.

c. The quality-control inspection should be conducted by an individual that has no prior involvement in the work on the home either as the initial auditor or as a member of the crew. In this case, DED/DE must perform quality assurance reviews on a minimum of 5 percent of all completed homes. Subgrantees may choose to have the same individual perform the initial audit and the quality control inspection. In this case, DED/DE must perform quality assurance reviews on a minimum of 10 percent of all completed homes. In addition, DED/DE will review both initial audits and quality control inspections completed by any individual performing both responsibilities in order to ensure that the individual is able to consistently perform both tasks.

d. Repeated attempts must be made by final inspectors to final-inspect homes that have all ECMs completed. Final inspection includes inspection of both the interior and exterior of the dwelling.

e. DED/DE requires a minimum of three attempts, within a seven- to 14-day period with two of the attempts being a minimum of seven days apart, to contact a client in order to arrange a date for final inspection as appropriate. These attempts may take the form of phone calls, on-site visits, or a combination of phone calls and on-site visits. Various attempts made at contacting a client within the same working day would qualify as one attempt only. If the client cannot be reached after three attempts, it is acceptable to conduct a final inspection as completely as possible from the exterior of the home. All attempts to contact a homeowner for the final inspection must be documented in the client's file and uploaded into MoWAP.

f. In certain instances, clients do not have phone service and/or live a significant distance from a subgrantee’s weatherization office. Under such circumstances, a letter or postcard may be mailed to the client informing of the intent to perform a final inspection, along with a request to contact the subgrantee to arrange a date to perform the final inspection. If no response is received within seven working days from the date of mailing, it is acceptable to conduct a final inspection as completely as possible from the exterior of the home.

g. A minimum of three attempts, within a seven- to 14-day period to contact a client are required in order to arrange a date to complete DED/DE mandated reworks if necessary. Two of the attempts must be made a minimum of seven days apart. These attempts may

take the form of phone calls, letters or on-site visits, or a combination equaling three attempts. Various attempts made at contacting a client within the same working day would qualify as one attempt. These attempts to contact a homeowner for required rework must be documented in the client's files. Subgrantees should continue to contact the client to arrange for reworks beyond the minimum attempts.

h. Agencies may not charge the WAP for additional work on homes that have been reported to DOE as completed weatherized units. Performing activities, such as routine maintenance, repairs or warranty-type work is not permitted using DOE funds for work beyond those costs already invoiced. Agencies may use other funds that are not included as part of the DOE WAP budget plans to pay for the costs associated with these activities.

2. DED/DE Criteria to Pass Housing Inspections

A home will require additional action or correction from the DED/DE monitoring when any one or more of the following are noted:

a. Significant or recurring incidents of work measures/materials are being billed to the program, but not installed.

b. A recurring item that has been specifically identified in a previous monitoring letter, which formally warned the subgrantee that failure to perform the item would result in non-passage of the dwelling.

c. A work measure that is significantly below the required work standards or work that is performed substantially below what is considered professional, quality workmanship.

d. Visible or obvious health and safety hazards that were neglected or overlooked, not rectified as allowed under program parameters, or for which required health and safety diagnostic tests were not performed.

e. Energy efficiency measures installed or a total job completed that have an individual and/or cumulative SIR of less than 1.

f. Expenses associated with a home that requires additional action from DED/DE inspection may be withheld from the subgrantee's subsequent reimbursement until the home passes.

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Section XI: Computerized Audits

A computerized audit must be performed for every home weatherized using the Weatherization Assistant (WA), which contains both the National Energy Audit Tool (NEAT) and the Manufactured Home Energy Audit (MHEA). For computerized audits for multi-family buildings of 5 units or more, refer to Section IX: Multi-Family Buildings.

A. Computerized Audit Software Selection

1. Software Version

The WA version 8.9.0.5 must be used on all site-built, manufactured homes and multi-family buildings of four (4) or less units.

2. NEAT

NEAT is to be used on all site built homes, modular homes on a permanent foundation and multi-family buildings consisting of 4 or less units.

3. MHEA

MHEA is to be used on all manufactured housing. Manufactured housing is a single family home that contains a permanently affixed chassis, allowing the dwelling to be transported from location to location by road.

B. Weatherization Assistant Setup Library

Within the Weatherization Assistant the Setup Library contains many settings which affect the accuracy of the computerized audit. Some values and methods used for the computerized audit will need to be periodically updated by either the subgrantee or statewide WAP committees. Each subtopic below details a different tab in the WA Setup Library and the necessary changes and/or updates associated with that tab.

All values need to be left as defaulted by the program, unless otherwise stated.

1. Key Parameters Tab

a. In the NEAT Key Parameters the following changes need to be made:

(1) In the Insulation tab, the value of the 'Added Duct Insulation R-value' needs to be changed to 'R-8'.

(2) In the Insulation tab, the value of the ‘Water Heater Wrap Added R-value’ needs to be changed to 'R-11'.

(3) In the Equipment tab, the SEER values for the air conditioners and heat pumps needs to be changed to meet Energy Star requirements. For Energy Star Values, see Attachment 3.8: Energy Star Equipment Specifications.

b. In the MHEA Key Parameters the following changes need to be made:

In the Base Loads tab, the value of the 'MHEA Water Heater Wrap Added R-value' needs to be changed to 'R-8'.

2. Fuel Costs Tab

Fuel costs in the area must be updated at least once per year, reflecting the peak season prices.

a. Fuel costs need to be representative of typical fuel costs. High or low short term values should not be considered when updating fuel costs. Fuel costs may be given in tiers by the fuel provider, with the cost depending upon the amount of fuel used. For natural gas, base the fuel price off of a use of 100 ccf of natural gas per month. For electricity, base the fuel price off of 1,000 kWh per month.

b. Subgrantees must obtain fuel costs for their service area for all fuel types.

c. If multiple utility providers of the same fuel are in a subgrantee service area, the average fuel cost needs to be based off a weighted average, with emphasis given to utility service proportions.

d. Documentation of how the fuel costs were obtained needs to be kept and available for review by DED/DE upon request.

e. When fuel costs are updated, DED/DE should be updated of the new fuel costs. Fuel costs must also be provided to DED/DE upon request.

f. For additional guidance on calculating fuel costs, see Attachment 4.3: Fuel Conversions Needed in the Weatherization Assistant.

3. Library Measures Tab

a. Labor and material cost estimations used for the approved computerized audit must be updated at least once each year and procedures used to derive these estimated costs must be documented by the subgrantee. These updated cost estimations and how they were derived shall be made available to the DED/DE upon request. If actual prices from a contractor performing the work are known, then the actual contractor prices for labor and materials need to be entered into the WA for evaluation for the homes that said contractor will be performing work.

b. Subgrantees must use material and labor costs that will reflect the cost of a measure as close as possible to actual costs when complete.

c. All measure costs when evaluated in the computerized audit (including energy conservation measures, incidental repairs and health and safety) must include both material and labor costs.

d. Labor costs shall include fringe benefits as defined by the subgrantees accounting system.

e. Insulation cost estimates must be based on at least the manufacturers' recommended minimum installation density.

f. Subgrantees must follow the guidelines in Table XI-1 for selecting measures that WA will consider for implementation. By checking a measure as active, the WA can evaluate the measure to see if it is cost effective. If a measure is not checked as active, the WA cannot evaluate the measure for cost effectiveness. The life span given in Table XI-1 must be the evaluated life span in the WA for the associated measure. Any alteration of the evaluated life span will cause the measure to be considered a non-allowable measure.

(1) Mandatory measures must be checked and remain checked as active. These measures must be evaluated for installation at every home.

(2) Optional by Agency measures may be checked at the subgrantee's discretion. However, these measures must remain either checked or unchecked to be either evaluated at every home or not at any home that a subgrantee weatherizes.

(3) Optional by House measures may be evaluated at the subgrantee's discretion on an individual house by house basis.

(4) Not Considered measures shall not be checked as active in the setup screen. These measures may not be installed at homes, as these are non-allowable measures.

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Table XI-1. Measure selection for the WA and associated life spans.

NEAT			MHEA		
	Measure Name	Life Span		Measure Name	Life Span
Mandatory	Attic Insulation R-11	20	Mandatory	Floor Fiberglass Loose Insulation	20
	Attic Insulation R-19	20		Floor Fiberglass Loose Insulation in Addition	20
	Attic Insulation R-30	20		General Air Sealing	10
	Attic Insulation R-38	20		Lighting Retrofits	10
	Duct Insulation	20		Replace Heating System	18
	Fill Ceiling Cavity	20		Roof Cellulose Loose Insulation in Addition	20
	Floor Insulation R-11	20		Roof Fiberglass Loose Insulation	20
	Floor Insulation R-19	20		Seal Ducts	10
	Foundation Wall Insulation	20		Tune Heating System	3
	Furnace Tuneup	3		Wall Cellulose Loose Insulation in Addition	20
	High Efficiency Boiler	15		Wall Fiberglass Batt Insulation in Addition	20
	High Efficiency Furnace	15		Water Heater Pipe Insulation	13
	Install/Replace Heat Pump	15		Water Heater Tank Insulation	13
	Kneewall Insulation	20		White Roof Coat	7
	Lighting Retrofits	10	Optional by Agency	Floor Cellulose Loose Insulation in Addition	20
	Replace Heating System	18		Refrigerator Replacement	15
	Sillbox Insulation	20		Roof Fiberglass Loose Insulation in Addition	20
	Wall Insulation	20		Tune Cooling System	3
	Water heater Pipe Insulation	13		Wall Fiberglass Batt Insulation in Addition	20
Optional by Agency	Attic Insulation R-49	20		Wall Fiberglass Loose Insulation	20
	Floor insulation R-30	20		Wall Fiberglass Loose Insulation in Addition	20
	Refrigerator Replacement	15		White Roof Coat in Addition	20
	Replace AC	15	Optional by House	Glass Storm Windows	15
Optional by House	Door Replacement	20		Glass Storm Windows in Addition	15
	Electric Vent Damper	10		Low Flow Showerheads	15
	Electric Vent Damper IID	10		Plastic Storm Windows	5
	Flame Retention Burner	10		Plastic Storm Windows in Addition	5
	IID	10		Replace Marked Doors	15
	Low Flow Showerheads	15		Replace Single Paned Windows	20
	Smart Thermostat	15		Replace Single Paned Windows in Addition	20
	Storm Windows	15		Replace Wooden Doors	15
	Thermal Vent Damper	10		Replace Wooden Doors in Addition	10
	Tuneup AC	3		Setback Thermostat	15
	Water Heater Replacement	13		Water Heater Replacement	13
	Water Heater Tank Insulation	13	Not Considered	Add Awnings	10
	White Roof Coating	7		Add Awnings in Addition	15
	Window Replacement	20		Add Shade Screens	10
Not Considered	Evaporative Cooler	15		Add Shade Screens in Addition	10
	Floor Insulation R-38	20		Add Skirting	10
	Low E Windows	20		Add Skirting on Addition	10
	Sun Screen Fabric	10		Evaporative Cooling	15
	Sun Screen Louvered	15		Floor Cellulose Loose Insulation in Addition	20
	Window Film	15		Replace Dx Cooling Equipment	15
	Window Sealing	10		Roof Cellulose Loose Insulation	20
	Window Shading (awning)	10		Storm Doors	10
				Storm Doors in Addition	10
				Wall Cellulose Loose Insulation	20
				Window Sealing	10
				Window Sealing in Addition	10

C. Performing a Computerized Audit on a Home

Within the individual NEAT or MHEA audits, the information from each home is entered. Information entered into NEAT/MHEA needs to be done to accurately reflect the conditions of the home prior to weatherization Each subtopic below details a different tab in NEAT/MHEA and the necessary requirements associated with that tab.

For any measures that the costs are not calculated by the Setup Library, the costs must include material and labor when being evaluated by the computerized audit.

1. General Information for tabs in NEAT/MHEA

a. General Information

Within NEAT/MHEA the boxes that have a black outline are the minimum boxes that must be completed on each tab in order to move forward and complete the computerized audit. The lone exception is in the 'Ducts/Infiltration' tab. All the information given in Section XI, Subsection C, Topic 6: Air Infiltration Data must be completed.

b. Help Menu

Within the Weatherization Assistant to pull up a help menu select a box and press F1 on the keyboard, this will bring up a help menu specific to the box that is selected.

c. Added or Additional Installation Cost

The computerized audit allows for the addition or subtraction of additional measure installation costs. The costs are in addition to the base cost of measures that are contained in the setup library.

As an example, consider the base cost of attic insulation, calculated at a certain price per square foot, would cost $350 for a particular attic. Additional installation cost might include cutting a new attic access, two vents, roofing tar and nails for a total of $150. When the additional installation costs are entered in the "Additional Cost" box for the measure, the audit internally combines the two costs and cost-tests the attic insulation measure at $500 rather than at $350.

d. Measure Numbers for Walls, Attics and Foundation Spaces

Measure numbers group together building components (walls, attics and foundation spaces) that are to receive the same energy conservation measure or for which a single SIR will be determined. For example, attic components that have the same measure number will receive an SIR and separate ranking from attic components having a different measure number. Building components having similar construction and existing insulation levels should have the same measure number assigned.

2. Audit Information Tab

a. Weather Data

Subgrantees must choose the appropriate weather data that most closely matches the weather for the subgrantee service area.

b. Conditioned Stories

(1) Enter the number of conditioned stories above grade. This is used to compute the stack effect of infiltration in the computerized audit.

(2) Include the basement in the number of conditioned stories if the basement is heated or cooled and the majority of the basement wall area is above grade or the basement is a walk out basement.

c. Floor Area

Enter the number of square feet of floor area that is conditioned. The value entered is the total floor area, not the footprint area (e.g. enter 2400 for a two story house with 1200 square feet in each story).

3. Shell Tab

Within the 'Shell' tab the existing structural information will be entered. Refer to the help menu within the WA for information regarding the contents of the various boxes. See Section XI, Subsection C, Topic 1: General Information for tabs in NEAT/MHEA, Subtopic b, for additional information regarding the help menu.

a. Walls

Enter the structural information for the walls of the house that are part of the thermal boundary. Walls that are not part of the thermal boundary should not be entered (e.g. exterior walls of an attached garage).

b. Windows

(1) Enter the structural information for the windows on the thermal boundary. Windows that are not on the thermal boundary should not be entered (e.g. windows on the exterior wall of an attached garage).

(2) The leakiness field allows the user to describe the air leakage characteristics of each window. This leakiness factor describes the condition between the sash and frame of the window. NEAT and MHEA uses this factor to calculate the energy savings due to reduced air infiltration for window considered for replacement. Refer to Attachment 3.7: Window Leakiness Guidelines to ensure that the proper leakiness factor is selected for each window.

c. Doors

(1) Enter the structural information for the doors on the thermal boundary. Doors that are not on the thermal boundary should not be entered (e.g. doors on the exterior wall of an attached garage).

(2) The leakiness field allows the user to describe the air leakage characteristics of each door. This leakiness factor describes the condition between the sash and frame of the door. NEAT and MHEA uses this factor to calculate the energy savings due to reduced air infiltration for doors considered for replacement. The leakiness factor selection should be based upon the following criteria:

- Tight: Door is structurally sound, having functional weather stripping and door sweep.
- Medium: Door is in good to decent condition, may or may not have weather stripping or a door sweep, but having limited to no leakage sites surrounding the door perimeter.
- Loose: Door is ill fitted, having noticeable leakage site surround the door perimeter with no weather stripping and possible structural problems.

(3) Sliding glass doors should be entered into the computerized audit as a door. The evaluation of sliding glass doors for replacement, if necessary, should be done under the door tab.

d. Unfinished Attics

Enter the structural information for all unfinished attics. The Added R Value field should only be used if only one specific amount of insulation should be evaluated for installation. The Max Depth field should only be used if there is limited amount of depth of insulation that can be installed.

e. Finished Attics

Enter the structural information for all sections of finished attics. These sections are the outer ceiling joist, collar beam, kneewall and roof rafter. The outer ceiling joist is the section of the attic that is unfinished over the living space on the floor below. The collar beam is the flat section of the attic that is overhead when in the living space in the finished attic. The kneewall is the wall that separates the living space in the finished attic from the outer ceiling joist section. The roof rafter is the sloped or cathedral ceiling section of the finished attic.

f. Foundations

Enter the structural information for all foundations. This includes all basements and crawlspaces. The most common foundation types in Missouri are conditioned, non-

conditioned, vented non-conditioned and uninsulated slab. For additional information regarding the determination of a foundation's thermal boundary, refer to Section IV, Subsection A, Topic 1: Preparation for Blower Door Test, Subtopic g.

4. Heating Tab

a. All homes audited must have the heating system data entered into NEAT/MHEA to determine if the heating system can be replaced as an energy efficiency measure. Health and safety heating replacements need to be evaluated in NEAT/MHEA to account for the energy usage differential between the existing system and the replacement system. If a health and safety heating system replacement is determined to be necessary after work has started on the home, a rerun of the computerized audit is not required.

(1) The evaluated cost of replacement heating systems must include all associated costs. These associated costs may range from gas shut off valves to additional ductwork. All of the costs must be included and the cost of the replacement heating system and associated costs must have a SIR of 1.0 or greater for the replacement heating system to be an ECM.

(2) There are some instances where, depending on circumstances, the heating system may be replaced either as a health and safety measure or an energy conservation measure. If the heating system has to be replaced as a health and safety measure it should be first evaluated in NEAT/MHEA to see if replacement is cost effective.

(3) When the heating system replacement is cost-effective, the measure will be treated as a weatherization efficiency measure and the 'Include in SIR' box needs to be checked.

(4) The replacement of unvented gas space heaters must be evaluated as a health and safety measure

b. Required information for the heating system must be entered on the main page of the NEAT heating tab and the Primary and Secondary tab of MHEA. All required information obtained during the combustion analysis test (Section III: Mechanical Systems and Combustion Appliances) must be entered into NEAT/MHEA with the values obtained during the test.

c. For gas and oil combustion heating systems, actual results from the combustion gas analyzer for steady state efficiency (SSE) must be entered into NEAT/MHEA.

Exceptions:

(1) If an atmospherically drafting heating system is non-working or a combustion analysis could not be completed due to high CO, enter a SSE of 66 percent.

(2) If an induced draft heating system is non-working or a combustion analysis could not be completed due to high CO, enter a SSE of 76 percent.

(3) If a Category IV drafting heating system (high efficiency furnace or boiler) is non-working or a combustion analysis could not be completed due to high CO, enter a SSE of 86 percent.

(4) If the heating system is a gravity flow furnace (commonly referred to octopus furnaces) or a gravity flow floor furnace then a SSE of 66 percent may be used if the unit is non-working or a combustion analysis could not be completed due to high CO.

(5) If the heating system is a converted boiler system and the data plate is not readable or is not present, a SSE of 57 percent may be used in lieu of the values obtained during the combustion gas analysis.

(6) Existing unvented gas space heaters that are present during the initial audit that are used as a primary heating system will be entered as having a SSE of 100 percent.

d. All electric heating systems will be entered as having a SSE of 100 percent, regardless if the heating system is working or not.

e. Wood stoves and/or fireplaces that are primary heat systems should be entered as having a SSE of 50 percent.

f. The heating efficiency of an air source heat pump, also known as the Heating Seasonal Performance Factor (HSPF), needs to be obtained either from manufacturer inscription on the existing unit or based off of the unit model information.

If the HSPF cannot be determined and documented, then the estimated age will need to be determined and the estimated HSPF will need to be entered into NEAT/MHEA. The calculations on how to determine the estimated HSPF based upon the age of the air source heat pump are as follows:

- 1970 and earlier: HSPF = 5.0
- 1971 to 2007: HSPF = 5.5 + 0.06875* (year manufactured - 1976)
- 2008 and later: HSPF = 7.7

g. If a heating system is only used as a backup heat source, the heating system should not be entered into the WA. Entering a backup heating system into the WA will result inaccurate energy modeling.

h. If a programmable (smart) thermostat is present, check the 'programmable thermostat' box.

5. Cooling Tab

All homes audited with air conditioning, either central or window units, must have the cooling system data entered into NEAT/MHEA.

a. The cooling capacity of the cooling system needs to be obtained on-site from the existing unit.

b. The efficiency of the central air conditioner cooling system, also known as the Season Energy Efficiency Ratio (SEER), needs to be obtained either from manufacturer inscription on the existing unit or based off of the unit model information.

(1) If the efficiency of the unit cannot be determined and documented on a site-built home, then the estimated age of the cooling system shall be entered into NEAT.

(2) If the efficiency of the unit cannot be determined and documented on a mobile home, then the estimated age will need to be determined and the estimated SEER as evaluated in NEAT will need to be entered into MHEA. The calculations on how to do this conversion are:

- 1970 and earlier: SEER = 6.0
- 1971 to 1996: SEER = 9.5 + 0.1786 * (year manufactured - 1990)
- 1997 to 2002: SEER = 10.75 + 0.075 * (year manufactured - 1997)
- 2003 to 2007: SEER = 11.2 + 0.36 * (year manufactured - 2003)
- 2008 and later: SEER = 13.0

(3) Room air conditioners use the Energy Efficiency Ratio (EER) to evaluate the efficiency of the unit. MHEA allows for the evaluation based upon the EER. In NEAT only a SEER may be entered, therefore the EER of the room air conditioner must be converted to the SEER; the calculations for this are as follows:

(a) If the fan runs continuously on the room air conditioner even if the compressor is not running: SEER= 0.9 x EER + 0.1

(b) If the fan runs only when cooling: SEER= 1.2 x EER – 0.7

6. Ducts/Infiltration Tab

When entering information into the Ducts/Infiltration Tab, the auditor must determine the target air infiltration reduction rate that will be achieved on the home. Determining the target air infiltration reduction rate is subjective and comes from experience and trial and error. Along with the target air infiltration reduction rate, the auditor must also determine how much it is going to cost to achieve that infiltration reduction.

a. Once these numbers are determined and the audit is run, the computerized audit returns a SIR for Infiltration Reduction. As long as the SIR is 1.0 or above, the infiltration reduction measure can be included in the work order. If the SIR is less than 1.0, then the auditor has two choices:

(1) Reduce the target air infiltration reduction rate and the cost to do the measure to see if it will cost test

(2) Do not include infiltration reduction in the work order.

b. The actual initial audit blower door test result must be entered in the 'Before Weatherization (Existing)' column. If a blower door test cannot be performed at a home, refer to Section IV, Subsection A: Blower Door Testing and Diagnostics for additional information.

c. The target air infiltration reduction rate needs to be entered into the 'After Weatherization (Target or Actual)' column. The subgrantee is responsible for developing its own cost estimates and infiltration reduction targets based on historical data and on-site conditions to ensure reasonable accuracy of the NEAT/MHEA inputs. The target infiltration reduction and associated cost entered into NEAT/MHEA need to be comparable to the actual infiltration reduction and cost estimate when the home is completed.

d. Subgrantee staff needs to analyze actual air leakage reductions and costs to those estimated during the NEAT/MHEA audit runs to see whether significant variations are occurring. This analysis will help identify where adjustments, in the future, may be needed.

7. Baseloads Tab

a. Water Heating

(1) If the home has a functioning water heater the water heater needs to be entered into NEAT/MHEA.

(a) If the water heater in a home is a tankless on-demand water heater, no water heater should be entered into NEAT/MHEA. A note needs to be entered into the comment box that the home contains a tankless on-demand water heater.

(b) A water heater replacement with a SIR of 1.0 or greater is an allowable measure, but standard water heater replacements are rarely cost effective. Tankless on-demand water heaters and heat pump water heaters may be evaluated for installation; however, DED/DE must be contacted regarding the evaluation of each tankless on-demand water heater or heat pump water heater that is evaluated as a replacement.

(c) If pipe wrap or a water heater blanket is not present but cannot be installed due to on-site conditions or client refusal, the box indicating that a water heater wrap and/or pipe wrap is present should be checked and a comment put into the comment box stating that the wrap and/or pipe wrap could not be installed due to the specific circumstances.

(2) Existing showerhead information needs to be entered for evaluation of low flow showerheads. The 'Shower Use (min/day)' is based on an average per shower time. Therefore, if there are two showers and each is used 30 minutes a day, then 30 minutes would be entered into the 'Shower Use (min/day)' box.

c. Refrigerators

Existing refrigerator and replacement refrigerator information needs to be entered for evaluation of refrigerator replacements. Refer to Section VII, Subsection B, Topic 1: Refrigerators/Freezers for additional information on metering refrigerators.

d. Lighting Systems

Existing lighting and lighting retrofit information needs to be entered for evaluation of lighting retrofits. It is recommended that a burn time of no more than 4 hours is used for lighting replacements when assessed within the computerized audit.

8. Itemized Costs Tab

The following is a list of measures that can be entered into the "Itemized Costs" screen along with an explanation of how they are to be used in the Missouri Weatherization Assistance Program.

a. Health and Safety

Items entered as health and safety do not need to be cost tested and therefore the 'include in SIR' box should not be chosen for the measure within NEAT/MHEA. These items will appear at the bottom of the Recommended Measure List, and their cost will be added to the cumulative cost but not the cumulative SIR.

Measures listed below must be performed as a health and safety measure unless otherwise included in or considered as an energy conservation measure with an SIR of 1.0 or greater. Allowable health and safety measures include:

(1) Cleaning and tuning or replacing the heating system or cooling system when the SIR is less than 1. Repairing or replacing combustion venting, heating equipment, cooling equipment, gas leaks, wiring, dryer vents or ventilation fans.

(2) Alleviating moisture-related problems or installing a vapor barrier (if no floor insulation is installed).

(3) Installing combustion air, carbon monoxide alarms, heat source barriers, or smoke detectors.

(4) Miscellaneous measures relevant to health and safety as defined in Section I, Subsection A: Important Definitations10.

b. Incidental Repairs

(1) If repairs must be done in order to preserve or protect the integrity of an eligible measure, the repair costs including material and labor must be included in the cumulative SIR calculation by checking the .

(2) No energy savings may be associated with incidental repairs

(3) Repairs are limited to $600 in material per funding source or to the point where NEAT or other approved computerized audit computes a cumulative SIR of not less than one (1), whichever comes first.

(4) Subgrantees may include the repair cost to protect the integrity of an individual measure with that measure's individual SIR calculation.

(5) Refer to Section XII, Subsection C: Incidental Repairs for additional information on incidental repairs.

c. Low Cost/No Cost Activities

Low-cost/no-cost activities must be included in the cumulative SIR of the home. On NEAT/MHEA the items will be entered as an Itemized Cost titled 'LCNC', have no annual energy savings entered onto the computerized audit and the 'Include in SIR' box must be checked.

d. User Defined Measures

This entry is used for an energy conservation weatherization activity that is not addressed by the within NEAT/MHEA. The energy savings for user defined measures are entered by the subgrantee. User defined measures can only be used on a case by case basis when approval is obtained from DED/DE.

D. Computerized Energy Audit Requirements

1. General Requirements

a. Each client file must have an accurate Recommended Measures generated by the computerized audit. One Recommended Measures with all of the energy efficiency measures installed on the home must be in the client file with the 'Run On' date being prior to the passing final inspection date.

b. The Recommended Measures must have been generated within six months of the home being in progress. A home in progress does not include the hanging of smoke or carbon

monoxide detectors. Refer to Section X, Subsection B, Topic 1 General Requirements for additional information regarding this requirement.

2. Savings to Investment Ratio (SIR)

a. Individual measure SIRs must be 1.0 or greater. Energy efficiency measures with a SIR of less than 1.0 are not allowable.

b. Subgrantees will not be reimbursed for any weatherization measure installed on a home which does not have a SIR of 1.0 or greater. If a subgrantee has been reimbursed for a measure that did not have a SIR of 1.0 or greater, the subgrantee will be obligated to reimburse the funds for the measure. Reimbursement cost will include both material and labor.

3. Cumulative SIR

a. The cumulative SIR of the measures recommended by NEAT/MHEA must be 1 or greater. The measures should be implemented in a descending order based on the priority of the NEAT/MHEA recommended measures. Subgrantees may set the SIR threshold above 1 for budget reasons, provided this threshold is applied consistently across all measures. When budget limits are a barrier, measures with a higher SIR, but lower Btu saving, may be omitted in favor of measures with a lower SIR that are estimated to save a significantly greater amount of Btu's, provided each measure has an SIR of 1 or greater and the cumulative SIR remains at 1 or above. The criteria for the lower SIR substitution must be documented and maintained in the client file.

b. Should the estimated cumulative SIR compute to less than 1, the following options are allowed:

(1) Remove the combination of cost effective weatherization measures and associated incidental repairs with the lowest individual measure SIR and rerun the audit to ensure that the cumulative SIR is 1 or greater. If the incidental repair was deemed necessary for the effective performance of the cost effective weatherization measure, then both the cost effective weatherization measure and the incidental repair must be removed in the attempt to meet the required cumulative SIR. This process would continue until the cumulative SIR of the home is 1.0 or greater.

(2) Reject the home for weatherization.

c. Subgrantees will not be reimbursed for any home which does not have a cumulative SIR of 1.0 or greater. If the subgrantee has already been reimbursed for this home, the subgrantee will be obligated to reimburse the funds for the home. Reimbursement cost will include both material and labor.

4. Client File Documentation

Client files must contain a physical copy of the NEAT/MHEA Input Report and Recommended Measures. The 'Run On' date on the Recommended Measures and the latest date on the 'Audit Status History' on the Input Report must correlate.

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Section XII: Miscellaneous

A. Prioritization of Weatherization Measures

1. All 'Mandatory' measures listed in Table XI-1must be evaluated for installation as outlined in Section XI, Subsection B, Topic 3: Library Measures Tab, Subtopic f, detail (1).

2. Any 'Option by Agency' measure listed in Table XI-1 may be evaluated for installation as outlined in Section XI, Subsection B, Topic 3: Library Measures Tab, Subtopic f, detail (2).

3. Once evaluated measures are determined to be cost-effective by the computerized audit, the measures should be installed based on cost-effective prioritization.

4. If it is determined at any time prior to the beginning of work on the home that for legitimate reasons an approved measure cannot be installed, the computerized audit must be re-run to remove the measure which could not be installed. Therefore, it is imperative that the initial auditor correctly evaluate the home so that measures which cannot be installed for legitimate reasons are not evaluated for installation.

5. If work has started on the home and it is determined that a measure is unable to be installed for legitimate reasons, all other weatherization measures should be installed and a comprehensive explanation of why the measure was skipped should be included in the client file.

6. If subgrantee staff or contractors are not adequately trained or equipped to perform certain measures, the measures cannot be skipped. When priority measures cannot be installed due to lack of trained staff or equipment, standard procedures should be to postpone the job until adequate training and/or equipment are acquired.

7. All Health and Safety measures should be installed first prior to installing ECM's. The inability to install health and safety measures will require the deferral of the home since a home cannot be considered complete without having ECM's installed.

B. Work Order Review with Client

After the computerized audit has been completed and the work order has been developed, the subgrantee needs to review all measures to be installed with the client prior to any work being performed. This should include all energy efficiency measures, health and safety measures, incidental repairs and low-cost/no-cost activities.

C. Client Refusal of Material Installation

Prioritization of energy saving measures is accomplished using generally accepted engineering methods and determined by the computerized audit. Allowing the refusal of a measure by a building owner or occupant does not comply with these methods.

1. If an ECM is declined, appropriate client education techniques will often eliminate the client's concern.

    a. If the auditor deems the reason for declining the measure(s) as legitimate, the auditor should complete all other weatherization measures and include in the client file a comprehensive explanation of the rationale for skipping the specific measure(s).

    b. If the auditor deems the reason for declining the measure(s) is not a legitimate reason, the situation must be fully documented in the client file. The work would be completed with the installation of only measures having a SIR higher than the declined measure.

2. Health and safety measures cannot be declined or refused by a client. If health and safety measures cannot be performed at the home, then the home needs to be deferred.

3. After the work has started on the home and due to scheduling, measures are installed with a lower priority and during the process of installation the client declines a higher priority measure, the job would be complete at the time of the client declining the higher priority measure. Only measures having a SIR higher than the declined measure may be installed, unless a lower priority measure has already been installed. Documentation must be provided in the client file, explaining the reasons why a lower priority measure was installed prior to a measure with a higher priority.

D. Incidental Repairs

1. Incidental repairs must be justified in the client file with an explanation for their need and the associated relationship to a specific ECM or group of measures. Documentation of the incidental repair justification shall be done using Attachment 3.6: Incidental Repair Justification Form.

2. Sealing unusually large holes, which require the equivalent of more than one sheet of dry wall, must be done as an incidental repair. The installation of wall surfaces where there is not an existing wall surface is not allowable as an incidental repair or ECM. However, if conditions exist where the existing surface has become derelict (i.e. plaster falling off the ceiling, etc.) repairs requiring more than one sheet of gypsum board, or the equivalent of, may be done as an incidental repair.

3. Incidental repairs must be limited to those minor repairs necessary for effective performance or preservation of measures installed by the subgrantee. Performing incidental repairs deemed necessary to only protect materials that existed in the building before weatherization are not allowed.

4. See Section XI, Subsection C, Topic 8: Itemized Cost Data and Attachment 1.4 Incidental Repair Guidance Form for additional information on requirements for incidental repairs.

E. Low-Cost/No-Cost Activities

The installation of low-cost/no-cost (LCNC) weatherization materials are allowable weatherization expenses. LCNC materials are inexpensive weatherization materials, such as water flow controllers, furnace filters or items which are considered to be cost effective, but are unable to be cost justified using the computerized audit.

1. A maximum of $50 per dwelling unit may be spent on materials to be installed as low-cost/no-cost activities.

2. Low-cost/no-cost weatherization materials may not have any billed labor associated with the installation of the material.

3. Materials installed may only be materials that cannot be evaluated using the computerized audit, but are considered to be cost effective. See Table XI-1 for materials that may be evaluated using the computerized audit.

4 On the computerized audit, low-cost/no-cost activities must be included in the cumulative SIR of the home. Refer to Section XI, Subsection C, Topic 8: Itemized Costs Tab, Subtopic C for information on entering LCNC's into the computerized audit.

5. All low-cost/no-cost materials must be recorded on the Incidental Repair Justification Form (Attachment 1.4). Enter the material name in the 'Incidental Measure' box, enter low-cost/no-cost in the 'Associated ECM(s)' box and the 'Justification for Tying to ECM(s)' box is to be used to explain how the material is cost effective.

6. All low-cost/no-cost materials must be reported on MoWAP with a measure type of Incidental Repair and 'LCNC' entered as the component. The cost for the low-cost/no-cost materials should not be entered as incidental repair costs under the funding source breakdown in MoWAP.

F. Material Standards

SWS Detail: 2.0702.1 Warranty and Service Agreement

1. Only weatherization materials that are listed in the most current Appendix A - Standards for Weatherization Materials in DOE 10 CFR Part 440, or that meet or exceed the standards prescribed in Appendix A, shall be installed as weatherization materials. Materials shall be installed according to state and local codes. Materials shall be installed according to manufacturers' instructions unless specified otherwise.

2. All weatherization measures installed need to be installed in such a fashion to stay in place or remain intact for the duration of the lifespan of the measure, as evaluated in NEAT/MHEA.

3. Surfaces must be appropriately cleaned, prior to installing caulking or adhesive-backed materials.

4. All exposed wood and raw edges, located either within the interior of the home or on the exterior of the home that have been installed or modified by WAP efforts shall have a primer or sealant applied in such a manner that the client can finish the wood to match surrounding wood surfaces. All finish coat paint used to cover primed or sealed surfaces should be supplied by the homeowner.

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Section XIII: Section 106 Requirements

Section 106 of the National Historic Preservation Act of 1966 stipulates that all federally funded projects be reviewed to take into account the effect the proposed project will have on any property that is included in, or eligible for inclusion in the will require review, DED/DE has signed an Interagency Agreement with the Missouri State Historic Preservation Office ("SHPO") (See Attachment 6.1). This policy will address operational changes to the Low-Income Weatherization Assistance Program that resulted from the agreement. Subgrantees are responsible for compliance with 36 CFR 800. Subgrantees may request advice, counsel or assistance from the State Historic Preservation Office or Division of Energy.

This policy shall take effect on February 11th, 2010 for all homes for which an energy audit has not yet been performed

Contact Information:
Missouri Department of Economic Development
State Historical Preservation Office
800-361-4827 / 573-751-7858

A. Programmatic Agreement Implementation

1. Training

At least one person employed with each weatherization agency must be trained and designated to carry out the stipulations of the Section 106 review process. This person must meet the Secretary of the Interior's *Professional Qualifications Standards* (http://www.nps.gov/history/local-law/arch_stnds_9.htm) outlined in 36 CFR Part 61, Appendix A, or attend a minimum of one (1) Section 106 training session, provided by the State Historic Preservation Office. It is highly recommended that all weatherization auditors attend this training. If a Weatherization agency does not have an employee who meets the Secretary of the Interior's *Professional Qualification Standards*, or has attended a Section 106 training session, then all homes must be submitted to the SHPO for Section 106 review.

2. Client File Requirements

The following is required to be included in all client files regardless of age of the home:

- Age of the home must be included on the client application for Weatherization Assistance Program services.
- Photos of the home, including a streetscape photo. (See Attached 3-6.2)
- A map identifying the location of the property.
- If the project involves ground disturbing activity, the map must be a current USGS 7.5 minute topographical map. Free topographical maps can be printed from the website: http://www.ded.mo.gov/internetmapviewer/ or http://terraserver-usa.com/.

- If the project does not involve ground disturbing activity, SHPO will allow the use of simple location maps, (such as Google maps,) provided that the map shows cross streets, and the location of the property is marked.

Projects that require the Section 106 review must have a completed Section 106 Project Information Form and all related applicable documents uploaded to the MoWAP client file.

3. Energy Audit Procedures

When performing an initial energy audit on a client's home, the auditor must verify the estimated age of the home. Clear photos of the home, including a streetscape photo, must also be taken at this time. The age of the home and the photos must be included in the client files. While performing the initial energy audit, the auditor shall review the list of Measures Exempt from Further Review. (See Attachment 6.3) If the proposed activities are included on the list, no further action is necessary. If a proposed activity is not included on the list, the Subgrantee shall submit a completed Section 106 Project Information Form and all applicable documents to the SHPO for review. (See Attachment 6.4) The Section 106 review must be completed by the SHPO prior to the start of work on a project.

4. Emergency Situation Undertakings

All projects that require non-exempt energy efficient measures and involve health and safety emergencies as defined in Section II, Subsection B, Topics 4-6, can be completed in two phases. The Subgrantee may elect to perform individual emergency health and safety measures that are listed in Section XIII, Subsection C: Undertakings Exempt From Further Review in the initial phase of the project prior to approval from the SHPO. Prior to performing the second phase of the project, the Subgrantee must submit a Project Information Form and all applicable documents for the entire project, and await approval from the SHPO before commencing work.

B. Undertakings that Require Further Review

If a proposed activity is not included on the list of Measures Exempt from Further Review, or for projects involving ground disturbing activities, the Subgrantee shall submit a completed Section 106 Project Information Form and all applicable documents to the SHPO for review before commencing work. (See Attachment 6.4)

When a project is determined by the SHPO to have an adverse effect on a historic property, and a resolution of the adverse effect is not readily achievable, the Subgrantee is responsible for issuing a public notice regarding the proposed project, in order to seek public comment. The public notice can be in any form of mass media; however, they shall not include the names of the property owners, and/or tenants. When requested, DED/DE and/or the SHPO shall assist the Subgrantee in identifying organizations interested in historic preservation in the local community, to seek input from the public on the proposed project to the extent possible. The Subgrantees shall notify DED/DE and the SHPO of members of the public or Tribes who have expressed interest in a project.

At any time during the implementation of a project, should an objection be raised by a member of the public, the Subgrantee shall take the objection into account and consult as needed with the objecting party, DED/DE, the SHPO, or the ACHP to resolve the objection.

In addition, when conditions dictate (for example, when writing a recordation report), Subgrantees must employ or contract with qualified professionals who at minimum meet the Secretary of the Interior's Professional Qualifications Standards at 36 CFR Part 61 in the field of archaeology, history, architectural history, or other qualified preservation professional. The Subgrantee will make the professional's resume and contract information available to DED/DE or the SHPO upon request.

C. Undertakings Exempt from Further Review

1. Categorical Exemptions

If the estimated age of the home is less than forty-five (45) years old, and does not meet the criteria established in the National Register Bulletin 22, *Guidelines for Evaluating and Nominating Properties that Have Achieved Significance within the Past Fifty Years*, no further action is necessary regarding the Section 106 review process. As required in A2, Client File Requirements, the estimated age of the structure, photographs, and a location map must be placed in the client file.

If the property is older than 45 years old, an alternative option for exemption is to conduct research at the SHPO to determine if the property has recently been reviewed. If the property has been reviewed by the SHPO within the last five (5) years from the date of application, and has been determined to be ineligible for inclusion in the National Register of Historic Places, the project may proceed without further review or consultation.

All weatherization materials included in Appendix A of 10 CFR 440, *Standards For Weatherization Materials*, **excluding** all windows and doors, are considered appropriate for use on historic properties, and do not require further review or consultation from the State Historic Preservation Office.

a. Specific Activities Exempt from Further Review

"Like-kind" replacement/repair is defined as a replacement action or repair that uses materials that match the original material in terms of composition, appearance, dimension, detailing and durability. To the extent practicable, original materials will be preserved and reused for like-kind replacement/repair.

(1) Exterior Rehabilitation

(a) Installation of scaffolding and other temporary construction-related structures including barriers, screening, fences, protective walkways, signage, office trailers and restrooms.

(b) Application of exterior paint on previously painted surfaces, including masonry.

(c) All lead paint abatement which does not involve removal or alteration of exterior features and/or a window's surrounding casings sash components, trim and sills.

(d) Like-kind replacement/repair of:

- masonry foundations, floor joists, and ceiling joists
- basement bulkhead doors
- wood siding and trim
- porch elements such as columns, flooring, floor joists, ceilings, railing, balusters and balustrades, and lattice
- roof cladding, flashing, gutters, soffits, and downspouts and with no change in roof pitch or configuration
- doors and door frames
- window sash, frames, glazing and weather stripping (Replacement of existing clear glass with new clear glass is allowed)
- exterior vents

(e) Replacement/repair of:

- concrete foundations
- exterior heating, ventilation, and air conditioning (HVAC) mechanical units that do not require any new venting or a new location, or venting is on the rear of the structure, not viewable from any public right of way

(f) Installation of:

- dryer vents, air intakes, and outlets on secondary facades
- caulk and expandable foam to prevent air infiltration so long as it is clear, painted or colored to match the existing exterior materials
- insulation on the underbelly of Mobile Homes
- removable film on windows if the film is transparent
- blown in insulation where no holes are drilled through exterior siding

(2) Interior Rehabilitation

(a) Interior improvements and rehabilitation where no structural alterations are made, where no demolition of walls, ceilings and/or floors occurs, and where no drop ceilings are added or walls are furred out or moved, and consisting of:

- plumbing work, including installation of water heaters
- electrical work, including improving lamp efficiency
- heating, ventilation, and air conditioning (HVAC) systems and their components

- insulation installation in attics and crawl spaces
- blown in insulation where no decorative plaster is damaged

(b) Like-kind replacement/repair of:

- plaster walls and ceilings
- floors, including refinishing

(c) Installation of drywall where original plaster wall surfaces are missing, and which will not appreciably change the trim profile. No decorative plaster or other decorative features shall be covered.

(d) All painting and carpeting, provided that carpeting installation damages no underlying wood or masonry floor surfaces.

(e) All kitchen and bathroom remodeling provided no walls, windows, or doors are altered.

(f) All lead paint abatement which does not involve removal or alteration of interior features.

(g) All asbestos abatement which does not involve removal or alteration of interior features.

(3) Equipment

Standard energy efficiency measures that do not require ground disturbance or relocation or removal of walls, ceilings or floors, such as, but not limited to: installation or replacement of motors, lighting, blowers, pumps, heating, ventilation, and air conditioning (HVAC) systems that do not require any new venting or a new location, or venting is on the rear of the structure, not viewable from any public right of way

D. Section 106 Compliance under Extraordinary Circumstances

1. Unanticipated Discoveries -If previously unidentified archaeological sites or historic properties are discovered unexpectedly as a result of construction activities, the construction contractor will immediately halt all construction activity within a one-hundred (100) foot radius of the discovery, notify the Subgrantee of the discovery and implement interim measures to protect the discovery from looting and vandalism. Within forty-eight (48) hours of receipt of this notification of the discovery, the Subgrantee shall:

   a. inspect the work site to determine the extent of the discovery and ensure that construction activities have halted;

   b. clearly mark the area of the discovery;

c. implement additional measures, as appropriate, to protect the discovery from looting and vandalism; and

d. notify the SHPO, DED/DE and interested Indian Tribes or other parties of the discovery.

The Subgrantee will have seven (7) calendar days following notification to determine the National Register eligibility of the discovery after considering the timely filed views of the SHPO and interested Indian Tribes or other parties. The Subgrantee may assume the newly discovered property to be eligible for the National Register for the purposes of Section 106 pursuant to 36 CFR § 800.13(c).

For properties determined eligible, the Subgrantee will notify the SHPO, DED/DE and interested Indian Tribes or other parties of those actions that it proposes to resolve adverse effects in a mitigation plan.

- Consulting parties will have seven (7) calendar days to provide their views on the proposed mitigation plan.
- The Subgrantee will ensure that the recommendations of consulting parties are taken into account to resolve adverse effects.
- The Subgrantee will carry out the approved mitigation plan.

The construction contractor will resume construction activities in the area of the discovery upon receipt of written authorization from the SHPO.

e. Discovery of Human remains - When an unmarked human burial or skeletal remains are encountered during construction activities, the Subgrantee will comply with Missouri Rev. Stat. § 194.400, et seq. (Unmarked Human Burial Law).

Upon encountering unmarked human burials or skeletal remains during ground disturbing construction activities, the construction contractor will immediately stop work within a one-hundred (100) foot radius from the point of discovery and notify the Subgrantee. The construction contractor will implement interim measures to protect the discovery from vandalism and looting, but must not remove or otherwise disturb any human remains or other items in the immediate vicinity of the discovery.

Immediately following receipt of such notification, the Subgrantee will:

(1) Ensure that construction activities have halted within a one-hundred (100) foot radius from the point of discovery.

(2) Implement additional measures, as appropriate, to protect the discovery from looting and vandalism until the requirements of state law have been completed.

(3) Notify the local law enforcement officer, the SHPO, DED/DE and interested Indian Tribes or other parties, of the discovery.

The investigation by the local law enforcement officer will establish jurisdiction over the remains. The Subgrantee will notify the SHPO when local law enforcement determines that the SHPO has jurisdiction. Within seven (7) days of receipt of such notification, the SHPO will determine the treatment to be implemented. If the human remains are Native American, the SHPO in consultation with interested Indian Tribes will determine the treatment to be implemented.

The construction contractor will resume construction activities in the area of the discovery upon receipt of written authorization from either local law enforcement or the SHPO, whoever has jurisdiction under state law.

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Glossary

AFUE Annual fuel utilization efficiency
AHRI Air Conditioning, Heating, and Refrigeration Institute, *www.ahrinet.org*
Air barrier The separation between the interior and exterior environments of a building that slows air flow to the point that no smoke movement is visible at 50 pascals of pressure difference across the boundary
ANSI American National Standards Institute, *www.ansi.org*
ASHRAE American Society of Heating, Refrigerating and Air-Conditioning Engineers, *www.ashrae.org*
Backdraft damper A damper that allows air to flow in only one direction
Beaded collar A round fitting with a ridge or lip part way down its length that prevents a flexible duct mechanically attached with a draw band from sliding off
BPI Building Performance Institute, *www.bpi.org*
BTU British thermal unit
Can light A light fixture (or can) that is recessed into the ceiling
Cathedral ceiling A condition in which the ceiling has the same slope as the roof
Cathedralized attic An attic that contains insulation located at the roof deck rather than the attic floor, bringing the attic space into the thermal boundary of the house
CAZ Combustion appliance zone
CFL Compact fluorescent lamp
CFM Cubic feet per minute
Closed crawl space A foundation without wall vents that uses air-sealed walls, ground and foundation moisture control, and mechanical drying methods to control crawl space moisture
Insulation may be located at the conditioned floor level or on the exterior walls
Return pathways are not allowed from the crawl space to the living space
CO Carbon monoxide
Conditioned basement A below- or partially below-grade livable space with concrete or finished floor that is intentionally heated or cooled
Conditioned crawl space A foundation without wall vents that encloses an intentionally heated and/or cooled space
Insulation is located on the exterior walls
Dense pack The process of installing loose-fill insulation to reduce air flow and perform to a stated R-value
DHW Domestic hot water
Dielectric union A plumbing connection that separates two different materials and does not allow them to chemically react and break down
EERE Office of Energy Efficiency and Renewable Energy (DOE)
Efflorescence Deposits of crystals or salts left attached to masonry materials after moisture has evaporated off of the surface
Egress window A window that people can escape through in an emergency
Envelope The separation between the interior and exterior environments of a building that includes a combination of air and thermal barrier
EPA U.S. Environmental Protection Agency, *www.epa.gov*
ERV Energy recovery ventilator

Exfiltration The uncontrolled passage of inside air out of a building through unintended leaks in the building envelope
Exterior storm window An additional window assembly installed on the exterior of the main window
Finished attic An attic space that has been converted into an additional living space of the house
GFCI Ground-fault circuit interrupter
GPM Gallons per minute
Hi-limit switch A protective electronic switch that keeps a burner from continuing to operate and damage the appliance
HRV Heat recovery ventilator
HVAC Heating, ventilation, and air conditioning
IAQ Indoor air quality
IBC International Building Code
IC Insulation contact
ICC International Code Council
Ignition barrier Any layer of material that protects another from catching fire due to heat or spark
Infiltration The uncontrolled passage of outside air into a building through unintended leaks in the building envelope
Interior storm window An additional window assembly installed on the interior of the main window
IWC Inches of water column
Knee wall Any wall between the conditioned space and the attic
LED Light-emitting diode
MSDS Material Safety Data Sheet
Orphaned water heater Condition when one smaller combustion appliance (e.g., water heater) exists after being commonly vented with a larger appliance
What remains is a larger exhaust flue or chimney than is necessary for the water heater
OSHA U.S. Occupational Safety and Health Administration, *www.osha.gov*
Perm rating The measurement of a material's ability to allow the transfer of water vapor through the material
PPE Personal protective equipment
Programmable thermostat A thermostat designed to adjust the temperature according to a series of programmed settings that take effect at different times of the day
psi Pounds per square inch
Rigid material Drywall, oriented strand board, duct board, cardboard, or any other stiff product that may support the load of insulation while serving as a durable air barrier
Sealant foam One- or two-component polyurethane foam typically applied as a bead and used to control air leakage as part of an air barrier system within the building envelope
SHGC Solar heat gain coefficient
SI Système International
SPF Spray polyurethane foam
SSE Steady state efficiency
Standby loss Heat loss through the outer part of a water heater
Energy that is used even when a device is turned off
Storm door An additional door assembly that is installed on the exterior of the main door

Strip heat A function of a heat pump that uses energy-intensive resistance heat to warm conditioned space when the heat pump is unable to satisfy the heating demand; also provides emergency heat backup for heat pumps

Support material Typically, wooden strips that provide support over holes greater than 24" in size for less rigid air barrier materials

T&TA Training and Technical Assistance

Thermal boundary The separation between the interior and exterior environments of a building that slows heat flow

Thermal resistance The insulation or other building material that offers the primary barrier to thermal transmittance

R-value is a measurement of thermal resistance

Tie band A strap, often made of nylon, that mechanically squeezes a flexible duct to a fitting

Must have a minimum performance temperature rating of 165° (per UL 181A-type test) and a minimum tensile strength rating of 50 pounds

UL Underwriters Laboratories

Unconditioned basement A below- or partially below-grade livable space with concrete or finished floor without intentional heating or cooling

UV Ultraviolet

Vapor barrier A material that retards the passage of water vapor and contains a perm rating of less than 1

Vapor retarder A material that slows the passage of water vapor and contains a perm rating above 1

Vaulted ceiling A condition where a non-horizontal ceiling has a different slope than the roof

Vented crawl space A foundation that uses wall vents as a primary means to control moisture

Insulation is located at the conditioned floor level above the crawl space

VOC Volatile organic compound

Wood/materials shrinkage A loss of dimension and weight as a result of drying the structure and operating the building at lower relative humidity

Attachment 1.1

Department of Energy
Washington, DC 20585

WEATHERIZATION PROGRAM NOTICE 08-4
EFFECTIVE DATE: March 3, 2008

SUBJECT: SPACE HEATER POLICY

PURPOSE: To update the policy relating to space heaters for the Low-Income Weatherization Assistance Program (Weatherization). This policy supersedes the previous space heater policy issued by memoranda on March 18, 1992.

SCOPE: The provisions of this guidance apply to all grantees applying for financial assistance under the Department of Energy (DOE) Weatherization Assistance Program. This policy applies to electric and gas- and liquid-fueled space heaters only. Wood-burning stoves are addressed in separate guidance, which will be updated at a later date and will likely be expanded to include coal-burning stoves. This policy applies to electric and gas- and liquid-fueled space heaters whether the appliance is the primary or secondary heat source.

LEGAL AUTHORITY: Title IV, Energy Conservation and Production Act, as amended, authorizes the Department of Energy to administer the Low-Income Weatherization Assistance Program. All grant awards made under this program shall comply with applicable law including regulations contained in 10 CFR Part 440 (most recently issued June 22, 2006), and other procedures applicable to this regulation as DOE may from time to time prescribe for the administration of financial assistance.

INTRODUCTION: An estimated three million low-income households in the United States rely on space heaters as their primary method of heating their homes. An additional four million low-income households use space heaters as a secondary method of heating. Potential health and safety risks associated with the use of space heaters, especially portable and unvented devices include elevated levels of carbon monoxide, fire hazards, and excessive moisture resulting in mold and rot.

The previous space heater policy was issued March 18, 1992. Since then, Weatherization providers have improved their ability to reduce air infiltration in weatherized dwellings, which can exacerbate carbon monoxide and moisture hazards. Within the past ten years, local jurisdictions in at least 48 and 44 States have adopted the International Residential Code (IRC) and International Fuel Gas Code (IFGC), respectively, that include requirements related to space heaters. Most of these States have adopted the codes and enforce them statewide. The space heater policy issued by this Weatherization Program Notice (WPN 08-4) is consistent with the IRC and IFGC and clarifies how to best address eligible dwelling units containing space heaters.

INCIDENTAL REPAIRS: Incidental repairs under the Weatherization Program are not affected by the policy contained herein. Agencies may continue making incidental repairs necessary to allow weatherization work to proceed safely, including to space heaters.

SPACE HEATER POLICY: Separate guidance is provided for vented space heaters and unvented space heaters.

Vented Space Heaters: Vented gas- and liquid-fueled space heaters should be treated the same as furnaces in terms of repair and replacement, as well as combustion appliance safety testing. This policy applies to vented natural gas-fired space heaters, vented propane-fired space heaters, and oil-fired space heaters (which are always vented).

Unvented Space Heaters: Separate guidance applies to electric space heaters and unvented gas- and liquid-fueled space heaters.

Electric Space Heaters – DOE will not permit any DOE-funded weatherization work other than incidental repairs on electric space heaters. DOE will not preclude the use of other funding sources for the replacement or major repair of electric space heaters, but the Department does not encourage it because of:

- The high cost of electricity as compared to fossil fuels;
- Lower output ratings (size);
- Risk of fire hazards; and,
- Inadequate electrical systems in older homes frequently cannot safely carry the power required to operate an electric heater.

Work on such systems may make local agencies liable for inadequate electric wiring and damages that may result.

Unvented Gas- and Liquid-Fueled Space Heaters – DOE will not permit any DOE-funded weatherization work where the completed dwelling unit is heated with an unvented gas- and/or liquid-fueled space heater as the primary heat source. This policy applies to unvented natural gas-fired space heaters, unvented propane-fired space heaters, and unvented kerosene space heaters. This policy is consistent with the IRC and the IFGC.

DOE strongly encourages removal of all unvented gas- and liquid-fueled space heaters and replacement with vented, code-compliant heating systems as a prerequisite to weatherization. However, DOE will allow unvented gas- or liquid-fueled space heaters to remain as secondary heat sources in single-family houses provided they comply with the IRC and the IFGC. DOE is allowing this flexibility primarily to provide low-income clients an emergency back-up source of heat in the event of electrical power outages. Therefore, preference should be given to code-compliant units that do not require electricity.

Specifically, any unvented gas- and liquid-fueled space heaters that remain in a completed single-family house after weatherization:

- Shall not have an input rating in excess of 40,000 Btu/hour;
- Shall not be located in, or obtain combustion air from sleeping rooms, bathrooms, toilet rooms, or storage closets, unless:
  - Where approved by the authority having jurisdiction, one listed wall-mounted space heater in a bathroom:
    - Has an input rating that does not exceed 6,000 Btu/hour;
    - Is equipped with an oxygen-depletion sensing safety shut-off system; and
    - The bathroom meets required volume criteria to provide adequate combustion air;
  - Where approved by the authority having jurisdiction, one listed wall-mounted space heater in a bedroom:
    - Has an input rating that does not exceed 10,000 Btu/hour;
    - Is equipped with an oxygen-depletion sensing safety shut-off system; and
    - The bedroom meets required volume criteria to provide adequate combustion air.
- Shall require the enforcement of minimum ventilation guidelines as determined by the greater of:
  - 15 cubic feet per minute (CFM) per person,
  - 15 CFM per bedroom plus one [(# of bedrooms + 1) x 15 CFM], or
  - .35 air changes per hour.

  The above minimum ventilation guidelines are natural ventilation rates, not with the house depressurized to -50 Pascal with a blower door.

  Alternately, the minimum ventilation guidelines in the American Society of Heating, Refrigeration, and Air-Conditioning Engineers (ASHRAE) Standard 62.2, Ventilation and Acceptable Indoor Air Quality in Low-Rise Residential Buildings, may be used if the State desires.

DOE funds may only be used to replace the primary heating source. DOE funds may not be used to replace unvented space heaters to be left in the weatherized dwelling unit as secondary heating sources. For example, a home has several older gas- or liquid-fueled, unvented space heaters that do not comply with the International Residential Code because they do not have oxygen-depletion sensing safety shut-off systems. The Weatherization Program can replace the primary unvented space heater with a vented unit, but cannot expend DOE funds to replace one of the existing secondary space heaters with a code-compliant unvented unit with an oxygen-depletion sensing safety shut-off system. DOE will not preclude the use of other funding sources to replace secondary space heaters with code-compliant units.

The Manufactured Home Construction and Safety Standards require all fuel-burning, heat-producing appliances in mobile homes, except ranges and ovens, to be vented to outside. Further, all fuel-burning appliances in mobile homes, except ranges, ovens, illuminating appliances, clothes dryers, solid fuel-burning fireplaces and solid fuel-burning fireplace stoves, must be installed to provide for the complete separation of the combustion system from the interior atmosphere of the manufactured home (i.e., to draw their combustion air from outside).

Cost Effectiveness: Current regulations governing weatherization activities require that measures installed in a dwelling unit be selected on the basis of cost effectiveness, with the most cost effective installed first. Unvented space heaters have very high efficiency ratings because they discharge their exhaust gases directly into the space being heated rather than outside, allowing the energy embodied in the hot exhaust gases to be released into the heated space. Vented space heaters exhaust combustion products and considerable amounts of energy out of the residence, and, therefore, are far less energy efficient.

The replacement of an unvented space heater with a vented one may not be cost-justified through energy savings. However, DOE strongly encourages States to combine other weatherization measures and health and safety considerations with vented space heaters as replacements for unvented space heaters. In such instances, the heat energy demanded by the structure can be lowered by energy-saving, cost-effective weatherization measures so that total energy costs are less or the same, while the indoor air quality is greatly improved through the use of a vented space heater paid for with health and safety funds.

Smoke and Carbon Monoxide Detectors: Any space heater replacement or repair procedure should include inspection to ensure that working smoke and carbon monoxide detectors are installed on the same floor as the space heater. In instances where smoke and carbon monoxide detectors are not present or are not operating properly, new detectors may be purchased and installed with DOE funds. The purchase and installation cost of the smoke and carbon monoxide detectors may be charged to the health and safety category or to program operations at the State's discretion.

Client Education: Client education, including information on the proper operation of the heating equipment and installed smoke or carbon monoxide detectors, should be provided. Of critical importance is strong client education regarding the dangers of carbon monoxide and excessive moisture levels, particularly if any unvented space heaters are left in the dwelling as a secondary heat source, or emergency back-up.

Other Heath and Safety Consideration: Electrical wiring and chimneys should be checked to ensure they are in good condition and that no obvious building code violations are evident. Masonry chimneys used by vented space heaters should be properly lined in compliance with the IFGC. Safety inspection related to the space heater should include, but not be limited to, a check for adequate floor protection and code-compliant clearances to walls and other combustible materials. Even though many vented space heaters are manufactured with spill switches, it is still a requirement that a worst-case depressurization draft test be performed on all vented units.

Compliance with Local Code, Permitting, and Inspection Requirements: Installation of space heaters requires knowledge of appropriate industry standards and adherence to all aspects of the applicable building code(s) in the municipality where installation is taking place. Building permits should be secured, where required, (this is a program operations cost) for all space heater work and final inspection by competent professionals should take place before any heater is put into operation. States are reminded that even licensed heating contractors may not be aware of the stringent requirements of the Weatherization Program, so their work should be reviewed by Program staff.

IMPLEMENTATION: Grantee health and safety policy, especially as it relates to space heater repair and replacement, in compliance with the above guidance, must be explained in the applicable State plan or appropriate amendment in order to permit Project Management Center review and approval. Funds to address these items as part of weatherization work will be allowable costs. It is especially important to insure that adequate inspection, safety, liability, and insurance procedures exist and are followed. In all cases, an education component for clients should be a part of the space heater work. Further, testing for indoor air quality, especially carbon monoxide levels in homes with unvented space heaters, should be performed. The cost to purchase the testing device and mechanical tools necessary to check for indoor air quality and to train personnel to do the testing are allowable program expenses. These charges may be made to the program operations cost category.

RELATED MATERIALS AND DOCUMENTS:

The following pamphlets and fact sheets may be useful for educating clients and training staff.

CONSUMER PRODUCT SAFETY COMMISSION PAMPHLETS (CPSC, http://www.cpsc.gov/cpscpub/pubs/pub_idx.html):

Smoke Detectors Can Save Your Life (English and Spanish versions)
Carbon Monoxide Detectors Can Save Lives
Carbon Monoxide Questions and Answers (English and Spanish versions)
The Invisible Killer (CO) (English)
The Senseless Killer (CO) (Spanish)
What You Should Know About Space Heaters
Product Safety Fact Sheet - No. 98: Electric Space Heaters
Product Safety Fact Sheet - No. 97: Kerosene Space HeatersProduct Safety Fact Sheet - No. 99: Ground-Fault Circuit Interrupter (GFCI)
Product Safety Fact Sheet - No. 566: Home Fire Safety Checklist (English and Spanish versions)

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Ronald Shaw
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Energy Efficiency and Renewable Energy

Department of Energy
Washington, DC 20585

WEATHERIZATION PROGRAM NOTICE 11-6
EFFECTIVE DATE: January 12, 2011

SUBJECT: WEATHERIZATION HEALTH AND SAFETY GUIDANCE

PURPOSE: To update and provide clarification and additional information related to the implementation and installation of health and safety measures as part of the Department of Energy (DOE) Weatherization Assistance Program (WAP). This guidance also provides recommendations to Grantees as they develop their Health and Safety Plans and procedures. This Program Notice replaces Weatherization Program Notice 02-5 and related guidance, and in conjunction with other referenced guidance materials should be used when making decisions on how to address health and safety issues while conducting weatherization work. The information in this guidance as well as many additional health and safety resources related to weatherization are available on the Internet at www.waptac.org.

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

LEGAL AUTHORITY: Title IV, Energy Conservation and Production Act, as amended, authorizes the Department of Energy to administer the Weatherization Assistance Program. All grant awards made under this Program shall comply with applicable law including regulations contained in 10 CFR Part 440, the Energy Policy Act of 2005, the Energy Independence and Security Act of 2007, the American Recovery and Reinvestment Act of 2009 (Recovery Act), and the Occupational Safety and Health Act of 1970 (29 USC §651), 29 CFR Part 1900, 1926, general industry and construction respectively.

BACKGROUND: Based upon DOE reviews and reports from Grantees, DOE determined that health and safety issues were being inconsistently addressed across the weatherization network. In order to create clarity and consistency in how health and safety issues are approached by Grantees, DOE reconvened its Health and Safety Committee to review current trends and practices for the health and safety concerns of the WAP network.

This Program Notice will assist Grantees in their development of a comprehensive approach to health and safety matters.

GUIDANCE: Over the years, a number of issues have been addressed to ensure that weatherization activities do not cause or exacerbate health and safety problems for workers and occupants. According to 10 CFR Part 440, allowable energy related health and safety actions are those actions necessary to maintain the physical well being of both the occupants and/or weatherization workers where:

- Costs are reasonable as determined by DOE in accordance with the Grantee's approved Grantee Plan; **AND**
- The actions must be taken to effectively perform weatherization work; **OR**
- The actions are necessary as a result of weatherization work.

Two questions to ask here are:

1. What must we do within reasonable costs to get the home to a point we can go forward with weatherizing, where the weatherization work will be lasting and effective?
2. What must we do to ensure that the weatherization work we conducted does not create a health or safety problem for the occupant?

Health and safety measures are allowed where, cumulatively, they do not exceed reasonable costs, as approved by DOE, outlined in each Grantee's approved Health and Safety Plan. DOE considers Grantees' proposed Health and Safety Plans on a case-by-case basis and determines whether submitted costs are reasonable. Health and safety measures are allowed to be conducted only where energy efficiency measures are identified for installation. Grantees are required to identify health and safety procedures and the percentage of costs involved as a part of their overall Health and Safety Plan to be approved by DOE. This approach gives Grantees and Subgrantees the ability to incorporate new technologies and their costs into their programs by removing health and safety costs from the per-house limitation; if they are budgeted separately. In providing this approach, DOE encourages Grantees to be prudent in their oversight of the percentage of funds approved for health and safety mitigation on homes weatherized by their Subgrantees.

The regulations do not mandate a separate health and safety budget cost category, but rather encourages Grantees to budget health and safety costs as a separate category and, thereby, exclude such costs from the average per-unit cost calculation. This separate category also allows these costs to be isolated from energy efficiency costs in program evaluations. Grantees are reminded that, if health and safety costs are budgeted and reported under the program operations category, the related health and safety costs should be included in the calculation of the average cost per home and cost-justified through the audit.

Grantees should carefully consider the approach to be taken when they draft their health and safety procedures. While ease of accounting is an important consideration, Grantees should keep in mind that activities assigned to the health and safety budget category do not have to be cost justified by the energy audit. The same items assigned to incidental repair, weatherization material, or installation cost categories must be cost-justified.

There are some instances where, depending on circumstances, the measure can be considered either a health and safety measure OR an energy conservation measure (e.g., furnaces). In those instances where the measure has a cost-effective savings-to-investment ratio (SIR) of one (1) or greater, the measure should be treated as a weatherization efficiency measure[1].

Deferral may be necessary if health and safety issues cannot be adequately addressed through this guidance. The decision to defer work in a dwelling is difficult but necessary in some cases. This does not mean that assistance will never be available, but that work must be postponed until the problems can be resolved and/or alternative sources of help are found. In the judgment of the auditor, any conditions that exist, which may endanger the health and/or safety of the workers or occupants, should be deferred until the conditions are corrected. Deferral may also be necessary where occupants are uncooperative, abusive, or threatening.

The following Health and Safety Guidance Table was developed within applicable legislation and DOE regulations. While not every possible health and safety issue is addressed herein, the guidance should provide enough relevant examples and direction to provide clarity to the many issues presented to DOE. The section following the Guidance Table provides direction on what must be addressed within the Grantee's Approved Health and Safety Plan as part of their Grantee Plan.

Some common themes and requirements that should be considered when utilizing the Guidance Table are as follows:

- Where removal or replacement is addressed in the document, proper disposal is required, and allowed as a health and safety cost.
- Where hazards are identified, clients must be informed in writing and the document must be signed by the client and a copy maintained in the client file.
- State and local (or jurisdiction having authority) codes must be followed while installing health and safety measures.
- Workers must be qualified and adequately trained according to state and local (or jurisdiction having authority) codes specific to the work being conducted (electrical, plumbing, etc.).
- Where Actions/Allowability, Testing, Client Education, and Training are allowed or required, DOE funds may be used unless specified otherwise. Health and safety expenditure limits apply to the specific action being taken to address the health and safety issue.

[1] Any measures being considered as an efficiency measure that is not on the DOE-approved priority list for the Grantee will require a site-specific audit to be performed on the dwelling in order to justify the measure being installed as an efficiency measure.

Health and Safety Issue	Action/Allowability	Testing	Client Education	Training
Air Conditioning and Heating Systems	"Red tagged", inoperable, or nonexistent heating system replacement, repair, or installation is allowed where climate conditions warrant, unless prevented by other guidance herein. Air conditioning system replacement, repair, or installation is allowed in homes of at-risk occupants where climate conditions warrant.	Make sure systems are present, operable, and performing. Determine presence of at-risk occupants.	Discuss and provide information on appropriate use and maintenance of units and proper disposal of bulk fuel tanks when not removed.	Awareness of guidance.
Appliances and Water Heaters	Replacement of water heaters is allowed on a case by case basis. Replacement and installation of other appliances are not allowable health and safety costs. Repair and cleaning are allowed. Also see Air Conditioning and Heating Systems and Combustion Gases.	Determine whether appliances/water heaters are performing safely. Combustion safety testing is required when combustion appliances are present.	Discuss and provide information on appropriate use, maintenance, and disposal of appliances/water heaters.	Awareness of guidance. Conducting diagnostic training.
Asbestos - in siding, walls, ceilings, etc	Removal of siding is allowed to 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.	Inspect exterior wall surface and subsurface for asbestos siding prior to drilling or cutting.	Inform the client that suspected asbestos siding is present and how precautions will be taken.	Safe practices for siding removal and replacement. How to identify asbestos containing materials.
Asbestos - in vermiculite	When vermiculite is present, unless testing determines otherwise, take precautionary measures as if it contains asbestos, such as not using blower door tests and utilizing personal air monitoring while in attics. Where blower door tests are performed, it is a best practice to perform pressurization instead of depressurization. Encapsulation by an appropriately trained asbestos control professional is allowed. Removal is not allowed.	Assess whether vermiculite is present. Asbestos Hazard Emergency Response Act of 1986 (AHERA) certified prescriptive sampling is allowed by a certified tester.	Clients should be instructed not to disturb suspected asbestos containing material. Provide asbestos safety information to the client. Formally notify client if test results are positive for asbestos and signed by the client.	Audit training on how to recognize vermiculite. AHERA course for testing. AHERA or other appropriately trained or certified asbestos control professional training for encapsulation.
Asbestos - on pipes, furnaces, other small covered surfaces	Assume asbestos is present in covering materials. Encapsulation is allowed by an AHERA asbestos control professional and should be conducted prior to blower door testing. Removal may be allowed by an AHERA asbestos control professional on a case by case basis.	AHERA testing is allowed by a certified tester.	Clients should be instructed not to disturb suspected asbestos containing material. Provide asbestos safety information to the client.	AHERA course for testing and asbestos control professional training for abatement. How to identify asbestos containing materials.

Health and Safety Issue	Action/Allowability	Testing	Client Education	Training
Biologicals and Unsanitary Conditions - odors, mustiness, 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 areas 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. Condemned 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 clearances. Test naturally 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 free and as-measured.

Health and Safety Issue	Action/Allowability	Testing	Client Education	Training
Drainage - gutters, down spouts, extensions, flashing, sump pumps, landscape, etc.	Major drainage issues are beyond the scope of the Weatherization Assistance Program. Homes with conditions that may create a serious health concern that require more than incidental repair should be deferred. See Mold and Moisture guidance below.	Visual inspection.	Importance of cleaning and maintaining drainage systems. Information on proper landscape design.	How to recognize drainage issues.
Electrical, other than Knob-and-Tube Wiring	Minor electrical repairs are allowed where health or safety of the occupant is at risk. Upgrades and repairs are allowed when necessary to perform specific weatherization measures.	Visual inspection. Voltage drop and voltage detection testing are allowed.	Provide information on overloading circuits, electrical safety/risks.	How to identify electrical hazards. Local code compliance.
Electrical, Knob-and-Tube Wiring	Minor upgrades and repairs necessary for weatherization measures and where the health or safety of the occupant is at risk are allowed. Must provide sufficient over-current protection prior to insulating over knob-and-tube wiring.	Inspect for 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.	Provide information to client on over-current protection, overloading circuits, basic electrical safety/risks.	How to identify electrical hazards. Local code compliance.
Fire Hazards	Correction of fire hazards is allowed when necessary to safely perform weatherization.	Check for fire hazards in the home during the audit and while performing weatherization.	Inform client of observed hazards.	How to identify fire hazards.
Formaldehyde, Volatile Organic Compounds (VOCs), and other Air Pollutants	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.	Sensory inspection.	Inform client of observed condition and associated risks. Provide client written materials on safety and proper disposal of household pollutants.	How to recognize potential hazards and when removal is necessary.
Injury Prevention of Occupants and Weatherization Workers - Measures such as repairing stairs and replacing handrails.	Workers must take all reasonable precautions against performing work on homes that will subject workers or occupants to health and safety risks. Minor repairs and installation may be conducted only when necessary to effectively weatherize the home; otherwise these measures are not allowed.	Observe if dangers are present that would prevent weatherization.	Inform client of observed hazards and associated risks.	Awareness of potential hazards.

Health and Safety Issue	Action/Allowability	Testing	Client Education	Training
Lead Based Paint	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). Deferral is required when the extent and condition of lead-based paint in the house would potentially create further health and safety hazards.	Testing is allowed. Job site set up and cleaning verification is required by a Certified Renovator.	Follow RRP requirements.	All weatherization crews working on pre-1978 homes must receive LSW training and be accompanied by an EPA Certified Renovator. Grantee Monitors/Inspectors must be Certified Renovators and receive LSW training.
Mold and Moisture	Limited water damage repairs that can be addressed by weatherization workers and correction of moisture and mold creating conditions are allowed when necessary in order to weatherize the home and to ensure the long term stability and durability of the measures. Where severe Mold and Moisture issues cannot be addressed, deferral is required.	Visual assessment is required and diagnostics such as moisture meters are recommended pre and prior to final inspection. Mold testing is not an allowable cost.	Provide client notification and disclaimer on mold and moisture awareness.	National curriculum on mold and moisture or equivalent.
Occupant Preexisting or Potential Health Conditions	When a person's health may be at risk and/or the 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. Failure or the inability to take appropriate actions must result in deferral.	Require occupant to reveal known or suspected health concerns as part of initial application for weatherization. Screen occupants again during audit.	Provide client information of any known risks. Provide worker contact information so client can inform of any issues.	How to assess occupant preexisting conditions and determining what action to take if the home is not deferred. Awareness of potential hazards.
Occupational Safety and Health Administration (OSHA) and Crew Safety	Workers must follow OSHA standards and Material Safety Data Sheets (MSDS) and take precautions to ensure the health and safety of themselves and other workers. MSDS must be posted wherever workers may be exposed to hazardous materials.	Grantees must perform assessments to determine if crews are utilizing safe work practices.	Not applicable.	Use and importance of personal protection equipment. OSHA 10 hour training is required for all workers. OSHA 30 hour training is required for crew leaders.

Health and Safety Issue				
Pests	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 health and safety concern for workers. Screening of windows and points of access is allowed to prevent intrusion.	Assessment of presence and degree of infestation and risk to worker.	Inform client of observed condition and associated risks.	How to assess presence and degree of infestation, associated risks, and need for deferral.
Radon	Whenever site conditions permit, exposed dirt must be covered with a vapor barrier except for mobile homes. In homes where radon may be present, precautions should be taken to reduce the likeliness of making radon issues worse.	Testing may be allowed in locations with high radon potential.	Provide client with EPA consumer's guide to radon.	What is it, how it occurs. What factors may make radon worse. Weatherization measures that may be helpful. Vapor barrier installation.
Refrigerant	Reclaim refrigerant per Clean Air Act 1990, section 608, as amended by 40 CFR82, 5/14/93.	EPA testing protocols.	Clients should not disturb refrigerant.	EPA-approved section 608 type I or universal certification.
Smoke, Carbon Monoxide Detectors, and Fire Extinguishers	Installation of smoke/CO detectors is allowed where detectors are not present or are inoperable. Replacement of operable smoke/CO detectors is not an allowable cost. Providing fire extinguishers is allowed only when solid fuel is present.	Check for operation.	Provide client with verbal and written information on use of smoke/CO detectors and fire extinguishers where allowed.	Where to install detectors. Local code compliance.
Solid Fuel Heating (Wood Stoves, etc.)	Maintenance, repair, and replacement of primary indoor heating units is allowed where occupant health and safety is a concern. Maintenance and repair of secondary heating units is allowed.	Required inspection of chimney and flue and combustion appliance zone depressurization.	Provide safety information including recognize depressurization.	How to perform CAZ depressurization test and proper inspection.
Space Heaters, Stand Alone Electric	Repair, replacement, or installation is not allowed. Removal is recommended.	Check circuitry to ensure adequate power supply for existing space heaters.	Inform client of hazards and collect a signed waiver if removal is not allowed.	Awareness of guidance.
Space Heaters, Unvented Combustion	Removal is required, except as secondary heat where the unit conforms to ANSI Z21.11.2. Units that do not meet ANSI Z21.11.2 must be removed prior to weatherization but may remain until a replacement heating system is in place.	Testing for air-free carbon monoxide (CO) is allowed. Check units for ANSI Z21.11.2 label.	Inform client of dangers of unvented space heaters - CO, moisture, NO2, CO can be dangerous even if CO alarm does not sound.	How to perform air-free CO testing. Understanding the dangers of unvented space heaters.

Space Heaters, Vented Combustion	Should be treated as furnaces.	Venting should be tested consistent with furnaces.	Not applicable.	Proper testing methods for safe operation (draft and CO) should be conducted and for steady state efficiency if possible.
Spray Polyurethane Foam (SPF)	Use EPA recommendations (available online at http://www.epa.gov/dfe/pubs/projects/spf/spray_polyurethane_foam.html) when working within the conditioned space or when SPF fumes become evident within the conditioned space. When working outside the building envelope, isolate the area where foam will be applied, take precautions so that fumes will not transfer to inside conditioned space, and exhaust fumes outside the home.	Check for penetrations in the building envelope. Sensory inspection inside the home for fumes during foam application.	Provide notification to the client of plans to use two-part foam and the precautions that may be necessary.	Training on use of various products with specification for each application type. MSDS sheets. Temperature sensitivity.
Ventilation	2010 (or most current) ASHRAE 62.2 is required to be met to the fullest extent possible, when performing weatherization activity (must be implemented by January 1, 2012). Implementing ASHRAE 62.2 is not required where acceptable indoor air quality already exists as defined by ASHRAE 62.2. Existing fans and blower systems should be updated if not adequate.	ASHRAE 62.2 evaluation, fan flow, and follow up testing are required to ensure compliance.	Provide client with information on function, use, and maintenance of ventilation system and components. Include disclaimer that ASHRAE 62.2 does not account for high polluting sources or guarantee indoor air quality.	ASHRAE 62.2 training required including proper sizing, evaluation of existing and new systems, depressurization tightness limits, critical air zones, etc.
Window and Door Replacement, Window Guards	Replacement, repair, or installation is not an allowable health and safety cost but may be allowed as an incidental repair or an efficiency measure if cost justified.	Not applicable	Provide information on lead risks.	Awareness of guidance.

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 remedied 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 remedied, 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 remedied 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 if making changes to AHRAE 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.

- Detailed procedures on how the Grantee will handle problems discovered during testing of Combustion Gases.
- Implementation of OSHA and MSDS requirements related to crew and worker safety, how the 10 and 30 hour training requirements will be met, and what the process is for determining if crews are utilizing good safe work practices according to all requirements (EPA, OSHA, etc.).
- Protocols for addressing mold found in the client's homes. The protocol should include a method of identifying the presence of mold during the initial audit or assessment, notification to the client, and crew training on how to alleviate mold and moisture conditions in homes.
- Implement and verification of compliance with RRP and LSW.
- Developing procedures and protocols for informing clients of hazards that are identified during weatherization. Clients must be informed in writing and the document must be signed by the client and a copy maintained in the client file.
- Developing procedures for requiring clients to reveal known or suspected occupant health concerns as part of the initial application for weatherization, additional screening of occupants again during the audit, and how steps will be taken to ensure that weatherization work will not worsen the health concern.

CONCLUSION: The Weatherization Assistance Program continues to make progress in addressing health and safety issues and ensuring the health and safety of weatherization workers and recipients of weatherization services. In addition to this guidance, DOE will continuously update and provide best practices and referral opportunities on the Internet at www.waptac.org.

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WEATHERIZATION PROGRAM NOTICE 11-6a
EFFECTIVE DATE: April 28, 2011

SUBJECT: SUPPLEMENTAL WEATHERIZATION HEALTH AND SAFETY GUIDANCE

PURPOSE: To update and provide additional time for implementation of Weatherization Program Notice (WPN) 11-6 as part of the Department of Energy (DOE) Weatherization Assistance Program (WAP). This guidance also provides direction to Grantees as they develop their Health and Safety Plans and procedures. The information in this guidance as well as many additional health and safety resources related to weatherization are available at www.waptac.org.

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

LEGAL AUTHORITY: Title IV, Energy Conservation and Production Act, as amended, authorizes DOE to administer the WAP. All grant awards made under WAP shall comply with applicable law including regulations contained in 10 CFR Part 440, the Energy Policy Act of 2005, the Energy Independence and Security Act of 2007, the American Recovery and Reinvestment Act of 2009 (Recovery Act).

BACKGROUND: DOE issued updated Health and Safety Guidance on January 12, 2011 to provide clarity and consistency in how health and safety issues are addressed in Weatherization. This Guidance document provides additional guidance from the DOE Health and Safety Committee to address health and safety issues raised by the WAP network.

GUIDANCE: While the components outlined in WPN 11-6 must be addressed in the 2011 Grantee Health and Safety Plans as part of the Grantee Plans (as outlined below), DOE has determined that in order to avoid undue hardship on any Grantee or to cause delays in their Application review process; Grantees may use the 2011 Program Year to **implement** the various applicable components of WPN 11-6. This extension provides the necessary time for Grantees to conduct research, solicit public input, and conduct any training necessary to effectively implement and enforce their Health and Safety Plans. It is still required that Grantees are in full compliance with WPN 11-6 in their 2012 Plan submissions.

Special Note: *While the majority of the WPN 11-6 Guidance allows for flexibility in Grantee policy and application, continuing activities that are expressly restricted in WPN 11-6 must be addressed in the 2011 Grantee's Health and Safety Plans and* ***enforced immediately***. The restricted use of DOE funds for health and safety activities include:

- Actions that are unreasonable in cost as determined by DOE in accordance with the Grantee's approved Grantee Plan.
- Actions that are either not necessary to effectively perform weatherization work, where the work will be lasting and effective; OR are not necessary as a result of weatherization work so as not to create a health or safety problem for the occupant.
- Activities that are conducted where no efficiency measures are identified for installation.
- Installing health and safety measures that could have otherwise achieved a cost-effective savings-to-investment ratio and been treated as a weatherization efficiency measure.
- Performing work in homes that should have been deferred in accordance with the Grantee Plan.
- Performing work by an untrained worker where a trained professional is required.
- Replacement and installation of appliances other than water heaters.
- Removal of asbestos, unless on small covered surfaces.
- Addressing bacteria and viruses.
- Correction of preexisting code compliance issues other than where weatherization measures are being conducted.
- Conducting mold testing.
- Replacement of operable smoke/CO alarms, unless required by code compliance.
- Window and door replacement, repair, or installation.

In the 2011 Program Year, DOE will provide additional assistance to Grantees with their Health and Safety Plan development. DOE will review Grantee Plans based on the revised guidance as a tool to help Grantees move toward compliance. Grantees must submit 2011 plans in accordance to normal Program Year schedules and must demonstrate movement toward 2012 implementation of WPN 11-6 strategies and requirements. It is assumed that some Grantees must still improve their capacity to address specific health and safety issues. Grantees are encouraged to provide as much detail as possible in their Plans and include a statement for those standards not yet ready for implementation but planned to begin in the 2012 Program Year. In the interim, Grantee's should perform the following:

1. Update portions of the Health and Safety Plan that are ready for Grantee implementation and enforcement, while removing any conflicts with WPN 11-6.
2. Include those portions of the Health and Safety Plan that may not be ready for implementation with a statement that the specific items are in place for DOE review.

3. Include strategies that will be used to finalize that portion of the Plan for future implementation, no later than the beginning of the 2012 Program Year.
4. Submit revised Health and Safety Plan as part of the 2011 Grantee Plan.
5. Full implementation and enforcement of WPN 11-6 by the Grantee must begin in the 2012 Program Year.

Project Officers will review and approve Grantee Plans for compliance with WPN 11-6 using standard procedures. Any conflicts with WPN 11-6 will be noted and resolved prior to approval. DOE will provide support materials, such as best practice documents and frequently asked questions, on its web site to help guide Grantees in formulating their Health and Safety Plans.

CONCLUSION: The Weatherization Assistance Program continues to make progress in addressing health and safety issues and ensuring the health and safety of weatherization workers and the families who receive the Weatherization services. In addition to this guidance, DOE will continuously update and provide best practices and referral opportunities at www.waptac.org.

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WEATHERIZATION PROGRAM NOTICE 12-09
EFFECTIVE DATE: JUNE 27, 2012

SUBJECT: WEATHERIZATION ASSISTANCE PROGRAM INCIDENTAL REPAIR MEASURE GUIDANCE

PURPOSE: To provide guidance on incidental repair measures (IRM) allowable under the Department of Energy (DOE) Weatherization Assistance Program (WAP).

SCOPE: The provisions of this guidance relate to financial assistance Grantees and Subgrantees under the DOE WAP.

LEGAL AUTHORITY: Title IV, Energy Conservation and Production Act, as amended, authorizes the DOE to administer the WAP. (42 U.S.C.§ 6861, *et. seq.*) All grant awards made under this program shall comply with applicable law and regulations including the WAP regulations contained in 10 CFR part 440.

BACKGROUND: Recent DOE Project Officer monitoring, DOE Inspector General reports, third party quality assurance reviews, and comments collected from Grantees indicate a widespread inconsistency in interpretation of DOE policy concerning Incidental Repair Measures. The WAP federal regulations 10 CFR §440.3 defines *Incidental Repairs* as follows: "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 weatherstripped and providing protective materials, such as paint, used to seal materials installed under this program." Grantees and Subgrantees are reminded that the WAP is not a rehabilitation or general repairs program. Program policies strictly prohibit roof replacements, structural repairs, or other non-energy related rehabilitation work. Units requiring this type of repair should be referred to a rehabilitation program or the Subgrantee must use other sources of funds to cover these costs. **Incidental repairs must be justified in the client file with an explanation for their need and relationship to a specific energy conservation measure (ECM) or group of ECMs.**

The introduction of advanced energy audits in 1993 altered the concept of tracking just materials costs to installed measures costs (materials, including warehouse and delivery, as well as labor and on site supervision costs). Instead of separate limits on dollars spent for weatherization and/or incidental repair materials to control spending, the cost of ECM and incidental repair measures (IRM) was limited by requiring a Savings-to Investment Ratio (SIR) of 1.0 or greater, and a maximum average expenditure for each home weatherized. Although IRM continue to have a requirement to be justified by an *association* (necessary for effective performance or preservation) with one or more ECM, the WAP enabling statute indicates the *costs* for IRMs must be limited by inclusion in the "cost of the package of measures installed in a dwelling 10 CFR § 440.21(d) ." This Program Notice will assist Grantees in appropriately including ECM ancillary item costs and IRM costs as part of a package of measures.

DEFINITIONS: The following terms used in this guidance apply to the entire WAP and can be referred to with respect to other related Program Notices:

Ancillary Items – Items necessary for the proper installation of weatherization materials. Ancillary item refers to small items such as hardware, nails/screws, other fasteners, adhesive, sealant, etc, and not large-ticket items such as dry walling, roof/floor-decking, rough framing, etc. (the latter are incidental repairs). Ancillary items are items required by materials manufacturers, general construction, and/or WAP field standards to achieve a finished product in a typical installation where no unusual or extensive repairs are needed. The costs of ancillary items and installation are to be included within the cost of an individual ECM when calculating the SIR for the individual ECM. Although the WAP requires the use of appropriate, durable ancillary materials, standards for ancillary items are typically not listed in 10 CFR Part 440, Appendix A.

Energy Conservation Measure (ECM) – A procedure, including materials and installation, which is considered or performed for its anticipated energy savings. An ECM often includes installation of ancillary items but will not include IRMs. The installed cost of all ancillary items associated with the proper installation of an individual ECM must be added to the cost of its ECM when calculating the SIR for the individual ECM.

Health and Safety Measure – Health and safety measures are those actions necessary to maintain the physical well being of both the occupants and/or weatherization workers where the actions MUST be taken to effectively perform weatherization work *or* the actions are necessary as a result of weatherization work. Grantees are required to identify health and safety procedures and an estimate with rationale for the percentage of costs involved as a part of their overall Health and Safety Plan to be approved by DOE.

Incidental Repair Measure (IRM) –Includes incidental repair materials and installation, which are performed because they are deemed necessary for the effectiveness of one or more ECMs. The ECM(s) that require the installation of an IRM must be documented in the client file. The IRM costs are not added to an individual or partial group of ECM costs. The total cost of all IRMs is added to the cost of the package of weatherization measures to calculate the whole unit (SIR).

Package of Weatherization Measures – The cost of all ECMs included in an audit or priority list and/or installed in a home. The estimated cost of each ECM will include the estimated cost of its ancillary items. The cost of all IRMs is added to the cost of the package of weatherization measures when calculating the SIR for the whole building.

Weatherization Materials – Materials that are purchased for installation in a building that are anticipated to have a direct impact on saving energy. A definition of approved weatherization materials can be found in Federal Regulations 10 CFR §440.3. Weatherization materials must be listed and must comply with the standards in 10 CFR Part 440, Appendix A.

Examples:

Energy Conservation Measure (ECM)	**Ancillary Items** (Cost must be included in SIR for associated individual ECM)	**Incidental Repair Measure (IRM)** (Cost must be included in SIR for whole unit package of ECM)	**Health and Safety Measure** (Separate cost justification. Not included in SIR)
Attic insulation	Eave baffles, hatch dam, dams for heat producing devices	Attic vents. Minor roof repair to preserve insulation. (if identified as IRM in Grantee Plan)	Minor repair of leaking roof that may create moisture/mold issue in attic insulation. (if identified as H/S measure in Grantee Plan)
Wall insulation	Sealing high and low openings in balloon framing	Sealing unusual openings as in void areas between double ceilings. Minor roof repair to preserve insulation. (if identified as IRM in Grantee Plan)	Minor repair of leaking roof that may create moisture/mold issue in new wall insulation.(if identified as H/S measure in Grantee Plan)
Air sealing	Fasteners for patches	Unusually large (defined by Grantee), such as more than 1 sheet of sheetrock, patching materials and labor	
Attic hatch – (a required part of the larger air sealing	Items to complete proper construction such	Demolition and/or framing for a new hatch, new ceiling	

ECM, sealing the access opening with a rigid lid and weatherstripping)	as: hold down clasps, handles, caulk for ceiling-to hatch frame seal, insulation	trim and stop	
Crawl space or knee wall access door (a required part of the larger air sealing ECM, sealing the access opening with a rigid door and weatherstripping)	Hinges, latches, insulation	Demolition of deteriorated existing frame, new framing, new trim and stop	
Caulking, weatherstripping existing windows (done as a part of the larger air sealing ECM)	Backer rod, cleaning off old caulk	Primer or sealer, replacing deteriorated framing, other prep repair	
Vinyl replacement windows for double hung sashes	Fasteners, interior and exterior caulk materials & labor	Replace broken stops, replace or repair rotted jambs and wall framing	
Replacement or repair of heating/cooling systems	All typical accessories for proper installation	Flue repair, providing combustion air from outside the CAZ as needed	All, including flue repair and combustion air from outside CAZ as needed, if the system is inoperable, per Grantee H&S plan
Heating/cooling system replacement	Include all associated costs within replacement cost	Construction of separate CAZ per code requirement	Include all associated costs if SIR disqualifies as ECM, per Grantee H&S plan
CFL		Replace hazardous light socket or fixture. (if identified as IRM in Grantee Plan)	Replace hazardous light socket or fixture. (if identified as H/S measure in Grantee Plan)

The IRM category is intended for a measure that is not typically part of the installation of an ECM, is outside the manufacturers or industry standard for installation.

GUIDANCE: The primary goal of the WAP is to lower the home energy costs of qualified households without negatively affecting the health and safety of the occupants. Justification for the cost of each IRM and how each IRM is necessary for the effective performance or preservation of an ECM must be documented in the client file. Further, each ECM, including any associated ancillary items and installation costs, must have a calculated SIR of 1.0 or greater to be eligible for DOE funding. For each weatherized building, the cost of the total package of ECMs, added to the cost of all IRMs for the building, must have a calculated SIR of 1.0 or greater.

After the first audit run, a package of measures may not have a qualifying SIR. It would be necessary to remove the combination of the ECM and its related IRM with the lowest SIR. If the IRM was deemed necessary for effective performance of the ECM, then both the ECM and the IRM must be removed in the attempt to meet the dwelling SIR. This process (removing the lowest ECM and its associated IRM) would continue until the package of measures (and each ECM) has a qualifying SIR.

If one IRM is necessary to protect or enhance more than one ECM, (e.g. roof repair protecting attic insulation, sidewall insulation, and foundation insulation; and the Grantee plan designates roof repair as an incidental repair) then all of those ECMs together must be considered for removal until the SIR for the package of measures is 1.0 or greater. This process may result in deferral of the weatherization work until another funding source can be found to pay for the IRM(s).

IRMs must be limited to those *minor repairs* necessary for effective performance or preservation of measures installed by the Subgrantee. WAP funds cannot be used to install IRMs deemed necessary to protect materials in the building before the WAP audit is performed.

A cost limit for per unit IRMs must be included in the cost of the audits submitted for approval of a priority list. If a subsequent audit determines more extensive IRMs are needed in a building, a full computerized energy audit must be run on the building to justify additional IRM cost.

Grantees that use priority lists must set cost limitations in their annual plan for IRM or perform a site specific audit to justify the cost of the incidental repairs.

Any Grantee policy or procedure dealing with IRM that does not comply with this program notice, must be reviewed and revised as necessary to reflect the changes in this guidance. If IRM costs are not limited, all previously approved priority lists must be amended. Effective immediately, all Grantees should begin the process of implementing this guidance with their Project Officer with all necessary actions completed prior to the beginning of Program Year 2013, when full compliance will be required.

CONCLUSION: Frequently Ask Questions are attached and will be posted on the EERE website http://www1.eere.energy.gov/eere_faq/default.aspx?pid=10&spid=2 with additional questions as they are answered. If you have additional questions, please contact the Project Officer assigned to your grant.

FOR AMG

AnnaMaria Garcia
Acting Program Manager
Office of Weatherization and Intergovernmental Program
Energy Efficiency and Renewable Energy

Attachment

Missouri Weatherization Assistance Program

Final Inspection Form

Job Number: _____ Client Name: _____

Blower Door Test Data

Pre-test ☐ Depressurize ☐ Pressurize		**Post-test** ☐ Depressurize ☐ Pressurize	
Basement Door ☐ Open ☐ Closed ☐ N/A		Basement Door ☐ Open ☐ Closed ☐ N/A	
Building Pressure	_____ pa	Building Pressure	_____ pa
Flow Ring Installed	_____	Flow Ring Installed	_____
CFM_{50}	_____ CFM_{50}	CFM_{50}	_____ CFM_{50}

Zonal Pressure Diagnostics (WRT Indoors)

Pre-test		**Post-test**	
Building Pressure	_____ pa	Building Pressure	_____ pa
Attic	_____ pa	Attic	_____ pa
Unconditioned Basement/Crawlspace	_____ pa	Unconditioned Basement/Crawlspace	_____ pa
Attached Garage	_____ pa	Attached Garage	_____ pa

Initial Auditor (Print Name) _____ Initial Audit Date _____

Target CFM_{50} _____ CFM_{50} (must match target used in the computerized audit)

FINAL INSPECTION CERTIFICATION: This dwelling has been final inspected by the inspector whose signatue appears below. He/she certifies that the weatherization work performed on this home has been properly done in accordance with the Standard Work Specifications, Missouri Weatherization State Plan and Technical Standards.

Within the specified guidelines the agency has:			**Rework**
Correctly followed the computerized audit priority system and associated cost estimates	☐ Yes	☐ No	☐ Corrected
Combustion appliances are properly vented and worst case draft is within standards	☐ Yes	☐ No	☐ Corrected
Carbon Monoxide levels are within the standards for equipment and indoor air quality	☐ Yes	☐ No	☐ Corrected
Home is in compliance with ASHRAE 62.2	☐ Yes	☐ No	☐ Corrected
All measures and materials listed on the job work order are installed	☐ Yes	☐ No	☐ Corrected
Provided quality workmanship that meets or exceeds the Missouri Weatherization Standards	☐ Yes	☐ No	☐ Corrected

_____ _____ _____ ☐ Home Passed ☐ Home Failed

Infiltration Final Inspector (Print Name) Signature Date

_____ _____ _____ ☐ Home Passed ☐ Home Failed

HVAC Final Inspector (Print Name) Signature Date

Comments or Rework Required: _____

_____

Inspection of Rework Required:

_____ _____ _____ ☐ Home Passed ☐ Home Failed

Rework Final Inspector (Print Name) Signature Date

Location of Weatherization Labels

1. ☐ Basement Floor Joist
   Location: _____
   ☐ Attic Rafter
   Location: _____

2. ☐ Electric Panel
   ☐ Water Heater
   ☐ Heating System
   ☐ Other: _____

Fuel Types

Heating System	Water Heater	Oven	Dryer
☐ Natural Gas	☐ Natural Gas	☐ Natural Gas	☐ Natural Gas
☐ Propane	☐ Propane	☐ Propane	☐ Propane
☐ Oil	☐ Electric	☐ Electric	☐ Electric
☐ Electric	☐ Other: _____		☐ N/A
☐ Other: _____			

Attachment 2.2

Missouri Weatherization Assistance Program

Client Interview & Auditor Assessment Form

Name:	Job #:	Date:
Address:	City/Zip:	Phone:

General Information

How long have you lived here? Years		Approximate age of home? Years	
Does your home or certain rooms get too warm?	☐ Yes ☐ No	If yes where:	
Does your home or certain rooms get too cold?	☐ Yes ☐ No	If yes where:	
Do you have any noticeable drafty areas?	☐ Yes ☐ No	If yes where:	
Do you close off any rooms during heat season?	☐ Yes ☐ No	If yes where:	
Any noticeable moisture problems?	☐ Yes ☐ No	If yes where:	
Do you have a cloths dryer? ☐ Yes ☐ No	☐ Electric ☐ Gas	Is dryer vented to outside?	☐ Yes ☐ No
Do you have a fireplace? ☐ Yes ☐ No	If Yes, working damper? ☐ Yes ☐ No	Use fireplace often?	☐ Yes ☐ No

Heating, Air Conditioning & Domestic Hot Water

Did the primary heating system work last winter?	☐ Yes ☐ No	Any repairs on heating system in last 2-3 years?	☐ Yes ☐ No
Heating system clean & tune in past 2-3 years?	☐ Yes ☐ No	Do you change your filter regularly?	☐ Yes ☐ No
Do you use separate space heaters for heating?	☐ Yes ☐ No	If yes fuel type:	☐ Electric ☐ Gas ☐ Kerosene ☐ Other
Do you use your cook stove for heating?	☐ Yes ☐ No	Cook stove fuel type:	☐ Electric ☐ Gas
Do you have an air conditioner?	☐ Yes ☐ No	Did your air conditioner work last summer?	☐ Yes ☐ No
Do you have a programmable thermostat?	☐ Yes ☐ No	If yes high setting is: *F	Low setting: *F
If no programmable thermostat, do you practice manual setback at certain times?	☐ Yes ☐ No		

Health & Safety Issues

Any dizziness, headaches, nausea flu-like symptoms during heating season?	☐ Yes ☐ No	
Is there any condensation build-up in your home?	☐ Yes ☐ No	If Yes where:
Is there mold or mildew in your home?	☐ Yes ☐ No	If Yes where:
Does your basement get wet during certain times of the year?	☐ Yes ☐ No	If Yes where:
Does your home have any issues with pest infestations?	☐ Yes ☐ No	If Yes where:
Does any member of your household have issues with asthma?	☐ Yes ☐ No	If Yes whom:
Has your home been certified as free from lead-based paint?	☐ Yes ☐ No	
Has any member of your household been tested for lead exposure?	☐ Yes ☐ No	
If tested for lead, what were the results?		

Do you have any concerns I have not addressed?

Auditor Pollution & Moisture Assessment (Check all that apply)

Moisture		Mold/Mildew	Other Hazards
☐ Dirt Floor	☐ Kitchen Vent	☐ Crawlspace	☐ Lead Paint
☐ Standing Water	☐ Bathroom Vent	☐ Basement	☐ Asbestos
☐ Sump Pump	☐ Sill Rot	☐ Bathroom	☐ Radon
☐ Water Staining	☐ Roof Leaks	☐ Kitchen	☐ Unsafe Wiring
☐ Firewood	☐ Gutters	☐ Attic	☐ Carbon Monoxide
☐ Clothes Drying	☐ Plumbing Leaks	☐ Windows	☐ Unvented Combustion
☐ Dryer Not Vented	☐ Aquarium	☐ Ceiling	
☐ Unvented Heater		☐ Walls	

Attachment 2.3

Missouri Weatherization Assistance Program

Worst Case Depressurization Test Form

Name:	Job #:	Pre Test Date: Post Test Date:

Combustion Appliance Zone (CAZ) Worst Case Draft Test		
Test Steps (refer to Technical Standards for details)	**Pre Test**	**Post Test**
1. Does the combustion appliance reside in a CAZ in or adjacent to the living space and/or conditioned space of the home? If yes, proceed with the Worst Case Draft Test	Yes / No	Yes / No
2. Inspect combustion appliances and venting before test setup.		
3. Put dwelling in wintertime condition.		
4. Record outdoor temperature.	°F	°F
5. Deactivate all combustion appliances and exhaust fans.		
6. If furnace, replace or clean filter if needed.		
7. Check or clean lint filter in dryer.		
8. Setup and adjust manometer to measure CAZ with reference to (WRT) outdoors.		
9. Setup pressure hoses to measure CAZ with reference to WRT outdoors.		
10. With all interior doors open, record Baseline Pressure, CAZ WRT outdoors.	Pa	Pa
11. Turn on all exhaust fans, position all interior doors for worst-case depressurization and record Exhaust Pressure, CAZ WRT outdoors.	Pa	Pa
12. If furnace or central air conditioner, activate air handler, reposition all interior doors for worst-case depressurization. Record Air Handler Pressure, CAZ WRT outdoors.	Pa	Pa
13. Is worst-case depressurization with air handler on or off? (circle switch position)	On / Off	On / Off
14. Position of CAZ door at worst-case depressurization in CAZ. (circle door position)	Open / Closed	Open / Closed
15. Record worst-case depressurization CAZ WRT outdoors and set house to worst case-depressurization (most negative of steps 11 or 12).	Pa	Pa
16. What are the dominant forces causing depressurization?		
17. Under worst-case conditions, fire appliance. Does it spill after 2 minutes?		
a. Appliance 1 description:	Yes / No	Yes / No
b. Appliance 2 description:	Yes / No	Yes / No
c. Appliance 3 description:	Yes / No	Yes / No
d. Appliance 4 description:	Yes / No	Yes / No
18. If appliance spills under worst case after 2 minutes, re-test under natural conditions. Does it spill after 2 minutes under natural conditions?		
a. Appliance 1 description:	Yes / No	Yes / No
b. Appliance 2 description:	Yes / No	Yes / No
c. Appliance 3 description:	Yes / No	Yes / No
d. Appliance 4 description:	Yes / No	Yes / No
19. If dwelling has other combustion appliance zones, repeat test there.		
20. Return dwelling, exhaust fans, and combustion appliances to normal settings.		
21. Do all appliances pass under worst case conditions, including CAZ depressurization limits and spillage under worst case conditions? If yes, appliance passes worst case.	Yes / No	Yes / No
22. Before a home can be considered complete and turned in for reimbursement, all appliances must pass worst case at the final inspection.		

Notes:

--- For Use with Worst-Case Draft Test ---

CAZ Depressurization Limits	
Venting Condition	**Limit (Pascals)**
Atmospheric water heater only (Category I, natural draft), open-combustion appliances	-2
Atmospheric water heater (Category I, natural draft) and atmospheric or fan-assisted furnace (Category I, natural draft or fan-assisted), common-vented, open-combustion appliances	-3
Gas furnace or boiler (Category I or Category I fan-assisted) open-combustion appliances	-5
Oil or gas unit with power burner, low- or high-static pressure burner, open combustion appliances	-5
Closed, controlled wood burning appliances	-7
Induced-draft appliances (fan at point of exit at wall), Category I with induced draft, open-combustion appliances	-15
Pellet stoves with exhaust fan and sealed vent	-15
Gas appliances, Category III vented through the wall, forced draft, open-combustion appliances	-15
Direct-vent, sealed combustion appliances with forced draft	-25

Notes:

Missouri Weatherization Assistance Program

Diagnostic Field Form

Name:	Job #:	Initial Audit Date:
		Final Insp. Date:

House Data

Square Footage of Conditioned Space:	sq ft	Number of Stories:	
Volume of Conditioned Space:	cu ft	Number of Occupants:	
Notes:			

Blower Door

Vermiculite Present: ☐ Yes ☐ No If Present, Test Results: ☐ Positive ☐ Negative ☐ Untested

Friable Asbestos Present: ☐ Yes ☐ No If Present, Test Results: ☐ Positive ☐ Negative ☐ Untested

Test Period	Location	Ring (Open, A, B or C)	Fan Pressure	CFM_{50}
Initial Audit			pa	CFM @ 50
In Progress 1			pa	CFM @ 50
In Progress 2			pa	CFM @ 50
In Progress 3			pa	CFM @ 50
Final Inspection			pa	CFM @ 50

Duct Pressure Pan Testing

Initial Building Pressure: pa Final Building Pressure: pa

#	Location	Initial	Final	#	Location	Initial	Final
1		pa	pa	10		pa	pa
2		pa	pa	11		pa	pa
3		pa	pa	12		pa	pa
4		pa	pa	13		pa	pa
5		pa	pa	14		pa	pa
6		pa	pa	15		pa	pa
7		pa	pa	16		pa	pa
8		pa	pa	17		pa	pa
9		pa	pa	18		pa	pa

Zonal Pressure Diagnostics (WRT Indoors)

Location	Building Pressure	Initial	Final
Attic 1	pa	pa	pa
Attic 2	pa	pa	pa
Attic 3	pa	pa	pa
Unconditioned Basement/Crawl 1	pa	pa	pa
Unconditioned Basement/Crawl 2	pa	pa	pa
Attached Garage	pa	pa	pa
Other:	pa	pa	pa
Other:	pa	pa	pa

Air Handler Dominant Duct Leakage

With all exterior doors/windows closed and all interior doors open, the pressure in the home:

☐ Becomes more Negative ☐ Becomes more Positive ☐ Is Unchanged

**Negative- supply duct leakage to outside, Positive- return leakage to outside, Unchanged- equal supply and return leakage to outside.*

Air Handler Pressure Balance

#	Room	Initial	Final	#	Room	Initial	Final
1		pa	pa	5		pa	pa
2		pa	pa	6		pa	pa
3		pa	pa	7		pa	pa
4		pa	pa	8		pa	pa

Attachment 2.5

Missouri Weatherization Assistance Program

Mechanical Systems Audit Form

Name:	Job #:	Date:

General Heating System Information						
Manufacturer:			Serial No:			
Model No.:			Input: kBtu		Output: kBtu	
Primary Fuel Type:	☐ Natural Gas	☐ Propane	☐ Oil	☐ Electric	☐ Wood	☐ Other
Secondary Fuel Type:	☐ Natural Gas	☐ Propane	☐ Oil	☐ Electric	☐ Wood	☐ Other
Existing System Type:	☐ Atmospherically Drafting	☐ Fan Assisted Draft	☐ Condensing Unit	☐ Other:		
Is Heating System Working?	☐ Yes	☐ No	Cracked Heat Exchanger	☐ Yes	☐ No	
High Carbon Monoxide	☐ Yes	☐ No	Clean and Tune Needed	☐ Yes	☐ No	
Gas Leaks	☐ Yes	☐ No	Designed Heat Rise Range:	℉ to	℉	
Venting Problems:	☐ Yes	☐ No	Asbestos Present:	☐ Yes	☐ No	
Carbon Indicators:	☐ Yes	☐ No	Safety Disconnects Present	☐ Yes	☐ No	
Ductwork Holes:	☐ Yes	☐ No	Adequate Combustion Air	☐ Yes	☐ No	

Heating System Controlls and Components					
Thermostat Location	☐ OK	☐ Relocate	Blower Drive	☐ Belt	☐ Direct Drive
Anticipator	☐ OK	☐ Needs Adjustment	Blower Wheel	☐ Clean	☐ Dirty
High Limit Setting	☐ OK	☐ Needs Adjustment	Air Conditioning Coil	☐ Yes	☐ No
Fan On/Off Control	☐ OK	☐ Needs Adjustment	A-Coil Condition	☐ Clean	☐ Dirty

General Air Conditioning and Heat Pump Information		
Manufacturer:	Serial No:	
Model No.:	SEER*:	HSPF(for heat pumps):
Cooling Output: kBtu	Heat Pump Heating Output: kBtu	
Type: ☐ Central Air Conditioner ☐ Room Air Conditioner ☐ Air Source Heat Pump ☐ Geothermal Heat Pump ☐ No AC		
* Note: SEER values are not given on Room Air Conditioners, EER values are given and must be converted to SEER.		

General Water Heater Information		
Manufacturer:	Serial No:	
Model No.:	Gallons:	Tank Leak: ☐ Yes ☐ No
Fuel Type: ☐ Natural Gas ☐ Propane ☐ Electric ☐ Heat Pump ☐ Other:		
Venting: ☐ Orphaned (No Liner) ☐ Orphaned (with Liner) ☐ Commonly Vented ☐ Power Vented ☐ N/A (Electric)		

Comments

FINAL INSPECTION- Replacement Heating System Information -FINAL INSPECTION		
Manufacturer:	Serial No:	
Model No.:	Input: kBtu	Output: kBtu
AFUE: %	Designed Heat Rise Range: ℉ to	℉

-over-

October 2014

DIAGNOSTIC TESTS: Pre-Test		
Return Air Temp: ℉	Supply Air Temp: ℉	Heat Rise (ΔT): ℉

- - Pre-Test- - **- - Pre-Test- -** **Furnace** **- - Pre-Test- -** **- - Pre-Test- -**

Port 1	Port 2	Port 3	Port 4

Water Heater

Port 1	Port 2	Gas Oven	Other

Attach the Combustion Gas Analyzer Printouts to This Page

DIAGNOSTIC TESTS: Post-Test		
Return Air Temp: ℉	Supply Air Temp: ℉	Heat Rise (ΔT): ℉

- - Post-Test- - - - Post-Test- - **Furnace** **- - Post-Test- - - - Post-Test- -**

Port 1	Port 2	Port 3	Port 4

Water Heater

Port 1	Port 2	Gas Oven	Other

Attach the Combustion Gas Analyzer Printouts to This Page

Attachment 2.6

Missouri Weatherization Assistance Program

Baseload Replacement and Ventilation Audit Form

Name:	Job #:	Date:

Existing Refrigerator Model	
Manufacturer:	Serial No:
Model No.:	Cubic Feet:
Style: ☐ Top Freezer ☐ Bottom Freezer ☐ Side by Side ☐ Single Door ☐ Single Door w/ Freezer ☐ Other	
Defrost: ☐ Automatic ☐ Partial Automatic ☐ Manual ☐ Other	
Available Space Dimensions Height (in):	Width (in): / Depth (in):
Refrigerator Metered: ☐ Yes ☐ No	Information on NEAT/MHEA Database: ☐ Yes ☐ No
Metered Consumption Metering Minutes:	Meter Reading (kWh):

New Refrigerator Model	
Manufacturer:	Serial No:
Model No.:	Cubic Feet:
Energy usage: kWh	Installation Cost:

Existing Shower Heads	
Number of Shower Heads:	Average Gallons Per Minute (GPM):
Avg. Shower Use (per shower): min/day	Note that Low Flow Shower Heads average less than 2.5 GPM

Existing Incandescent Lighting		
Number of Bulbs:	Size (watts):	Use (hrs/day):
Number of Bulbs:	Size (watts):	Use (hrs/day):
Number of Bulbs:	Size (watts):	Use (hrs/day):
Number of Bulbs:	Size (watts):	Use (hrs/day):
Number of Bulbs:	Size (watts):	Use (hrs/day):

Mechanical Ventilation Information	
Kitchen Operable Window: ☐ Yes ☐ No	**Bath 1** Operable Window: ☐ Yes ☐ No
Kitchen Exhaust Fan: ☐ Continious ☐ Intermitent ☐ N/A	Bath Exhaust Fan: ☐ Continious ☐ Intermitent ☐ N/A
Measured Exhaust Fan Flow Rate: CFM	Measured Exhaust Fan Flow Rate: CFM
Kitchen Volume: cu. ft.	
Bath 2 Operable Window: ☐ Yes ☐ No	**Bath 3** Operable Window: ☐ Yes ☐ No
Bath Exhaust Fan: ☐ Continious ☐ Intermitent ☐ N/A	Bath Exhaust Fan: ☐ Continious ☐ Intermitent ☐ N/A
Measured Exhaust Fan Flow Rate: CFM	Measured Exhaust Fan Flow Rate: CFM

Comments

Missouri Weatherization Assistance Program

Incidental Repair Justification Form

Name:	Job #:	Date:

Incidental Repair Justification and Low-Cost/No-Cost Activities

- Incidental repairs, as defined by 10 CFR 440, means those repairs necessary for the effective performance or preservation of weatherization materials.
- Incidental repairs must be limited to those minor repairs installed by the Subgrantee and can only be installed in association with energy conservation measures (ECM) installed by the Subgrantee.
- On the form below for each incidental repair, fill out the incidental repair measure name, the associated ECM(s) for the incidental repair and the justification for installing the incidental repair (how it is necessary for the ECM(s)).
- For Low-Cost/No-Cost Activities enter material name in Incidental Measure box, enter 'LCNC' in Asociated ECM(s) box and just the Justification box to explain how material is cost effective.

Incidental Repair #1	Incidental Measure:
Associated ECM(s):	
Justification for Tying to ECM(s):	
Incidental Repair #2	Incidental Measure:
Associated ECM(s):	
Justification for Tying to ECM(s):	
Incidental Repair #3	Incidental Measure:
Associated ECM(s):	
Justification for Tying to ECM(s):	
Incidental Repair #4	Incidental Measure:
Associated ECM(s):	
Justification for Tying to ECM(s):	
Incidental Repair #5	Incidental Measure:
Associated ECM(s):	
Justification for Tying to ECM(s):	
Incidental Repair #6	Incidental Measure:
Associated ECM(s):	
Justification for Tying to ECM(s):	

Notes:

Missouri Weatherization Assistance Program

ASHRAE 62.2 Form

Client Name		**Date**	
Job Number		**Initial / Final**	
Auditor/Inspector Initials			

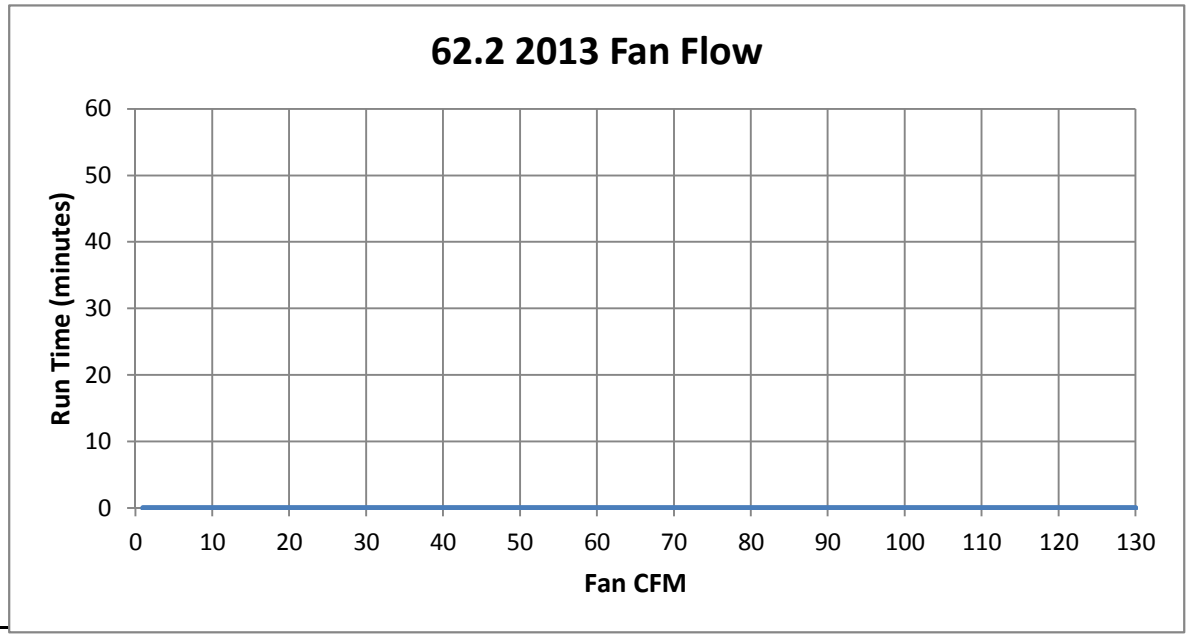
INPUT RELEVANT DATA IN RED CELLS

Existing Home Information (Section 4.1)

Living Space	
Volume	
Total Structure Height	
Is structure used for combustion air?	
Final Inspection CFM50	
# Bedrooms	
# Occupants	
Location:	

Combustion air analysis

.4 ACH MVR (cfm50)	#N/A
Not applicable	



Local Exhaust (Section 5.1)

	Kitchen
Kitchen volume	
Is the fan rated for continuous use?	
Measured fan flow rate (cfm)	
Is there an operable window?	
In compliance?	NO

	Bath 1	Bath 2	Bath 3	Bath 4
Does this bathroom exist?				
Is the fan rated for continuous use?				
Measured fan flow rate (cfm)				
Is there an operable window?				
In compliance?	NO	NO	NO	NO

Whole house ventilation req (cfm):	0
Local ventilation deficit (cfm):	0
Infiltration Credit (cfm):	0
No need to ventilate rate (cfm):	

Continuous Mechanical Ventilation needed:	**CFM**

FINAL INSPECTION ONLY:

Was a fan installed/retrofit to comply with ASHRAE 62.2?	

If a fan was installed/retrofit, fill out the information below for the fan:

Measured CFM of fan used to comply with ASHRAE 62.2	
Minutes fan is set to run	

On the graph above, if the red triangle is on or above the the blue line, then the home is in compliance with ASHRAE 62.2.

Comments:

Notes: CFM = (√pressure difference in pascals on manometer) * (sq. inches of hole in measuring device)

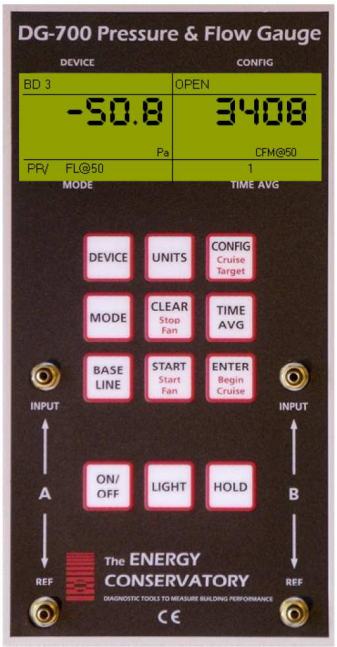
Depressurization Blower Door Test Procedures

Below is a step by step guide on the proper procedure when performing a depressurization blower door test. This step by step guidance is based upon using the DG 700 and the Minneapolis Blower Door.

1. Perform a visual inspection of the attic and home. Inspect for vermiculite insulation in the attic. If vermiculite is present, do not perform a blower door test unless the vermiculate has been tested and the results were negative for asbestos. Do not conduct a blower door test while a wood stove, fireplace or vented space heater is operating.
2. Turn water heater to pilot.
    - Record water heater temperature setting from the thermostat control knob. _____ ºF
3. Turn the furnace and/or air conditioner off.
    - Record temperature setting from thermostat. _____ ºF
4. Set house up in winter conditions. Close all windows and exterior doors. Open all interior doors, including closet doors.
5. Setup the blower door in an appropriate exterior door.
    - The blower door should not be setup in a door located within an enclosed porch.
    - Run a hose outside the door at with the end terminating at least five feet from the blower door and not directly in the path of exhaust of the blower door. The other end of the hose needs to be run through the door cover as it will be connected to the DG 700.
    - Examine the blower door fan to ensure that the fan flow direction is setup for a depressurization blower door test.
6. Connect the hose ran to outside (as described in step 5) to the Channel A reference port of the DG700.
7. Connect another hose to the Channel B input port and to the single pressure tap (metal nipple) on the blower door fan.
8. At this time make sure that all of the flow rings are installed in the blower door fan.
9. Turn on the DG 700 then in the following order:
    - Press the ‘Mode’ twice until the mode reads PR/FL@50.
    - Press the ‘Base Line’ button.
    - Press the ‘Start’ button and wait 20 seconds (if windy wait 60 to 120 seconds).
    - Press the ‘Enter’ button.
10. On the blower door fan, take off appropriate flow ring. If not sure what flow ring(s) to take off, then take off all of the flow rings to have the fan in the Open configuration.
11. On the DG 700 press the ‘Config’ button until the appropriate flow ring is selected.

12. On the gauge mounting board, turn the fan controller switch to turn on the fan. Continue to slowly adjust the fan speed until the DG 700 reaches between -45 and -55 pascals.
13. If the DG 700 continually flashes “LO”, then a fan flow ring needs to be installed in the blower door fan. If it is not flashing “LO”, move onto step 14.
    - Install a fan flow ring, if the blower door fan was in the open configuration install the A ring. If the blower door fan was in the A ring configuration, install the B ring and so on.
    - Make sure that if a fan flow ring is installed that the appropriate flow ring is selected on the DG 700 (see step 11).
14. With this configuration the blower door is taking a single point test at -50 pascals, as the DG 700 is converting all figures and showing what the results of the blower door at -50 pascals.
15. Record CFM_{50} as shown on the DG 700. **This is the blower door test results for the home. _____ CFM_{50}**
16. Turn the fan down from between -45 and -55 pascals to approximately -30 pascals. Leave the blower door running and check for air leaks throughout the home (duck work, attic hatches, plumbing bypasses, windows, around doors, door latches, etc.).
17. Look for biggest leak by room. Use the DG 700 with a hose to the Channel A input port and place the hose into a room. If the DG 700 reads more than 5 pa, then there is a connection between the room and to outside the pressure boundary of the home. Use this information to determine where air sealing should be prioritized.
18. Re-set furnace temperature and pilot lights to original state (see steps 1 and 2).

DG-700 Pressure and Flow Gauge



Attachment 3.2

Mechanical Systems Audit Procedures

Below is step by step guide on the proper procedure when performing a worst case draft test and a combustion test on a combustion appliance zone (CAZ) that contains atmospherically drafting and/or fan assisted draft combustion appliances. This step by step is based upon using the DG 700 Pressure and Flow Gauge and all appliances being located within a single CAZ and commonly vented. If appliances located in multiple CAZ, then this procedure will have to be performed in its entirety for each CAZ.

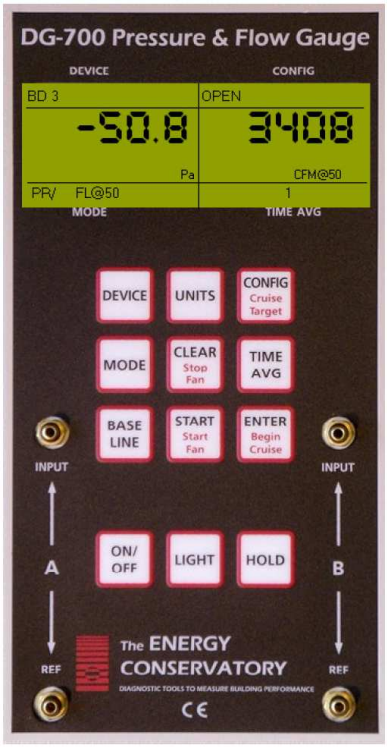
1. Turn on personal CO monitor (Rattler) outside, leave on through test
    - Record outside ambient CO _____ ppm
2. Record outdoor temperature _____ ºF
3. Turn gas sniffer on outside
4. Check gas line for leaks outside and then inside
    - If any gas leaks found, test with a mixture of soap and water to verify gas leak. Mark any found gas leaks for repair.
    - Check for pre-1973 flex gas line
5. Set house up in winter conditions. Close all windows and exterior doors. Open all interior doors, including closet doors.
6. Check the furnace filter. If the filter is dirty replace the filter or if no replacement filter is available, remove the filter for the purpose of the worst case draft test.
7. Turn water heater to pilot.
    - Record water heater temperature setting from the thermostat control knob. _____ ºF
8. Turn the furnace and/or air conditioner off.
    - Record temperature setting from thermostat. _____ ºF
9. Record baseline number with regards to (WRT) outdoors on the DG 700. _____ pa
    - Connect hose to Channel A reference port and run hose to outside of the building shell. (This is how the manometer will need to be set up for all measurements that are WRT outdoors.)
10. Turn on all exhaust fans, kitchen range hood(s) (if venting outside), clean the dryer lint trap, remove clothes from dryer and turn on the dryer.
11. Check each interior door to see if they should be open or closed. Start with the furthest door from the CAZ.
    - Use DG 700 (use a different DG 700 than what is connected measuring baseline or disconnect DG 700 from tube measuring baseline then reconnect when measuring WRT outdoors), connect hose to Channel A input port with tube in room and you outside the room. Close the door, if the pressure reading on Channel A is positive then leave the door close, if the pressure reading is negative

or zero then leave the door open. Make sure to check door to CAZ (note that you will be in CAZ and tube will be in hallway for the door to the CAZ).

12. Record the depressurization with the exhaust fans running WRT outdoors. _____ pa
13. Turn on the air handler for the furnace and/or air conditioner, record number WRT outdoors. _____ pa
14. Re-check all doors if the air handler impact causes the depressurization to be more negative than the reading before the air handler was turned on. Record number WRT outdoors if doors re-checked. _____ pa
15. Calculate net difference between Worst Case and baseline. **This is the Worst Case Depressurization. _____ pa**
    - Most negative value of step 12, 13 or 14 and step 9.
    - Example: if step 14 was most negative with a reading of -4 pa and step 9 was -1 pa, the worst case depressurization is -3 pa.
16. Check CAZ depressurization limit of combustion equipment. Does the combustion equipment pass the CAZ depressurization limit? *YES or NO*
    - Refer to Table III-1
17. Go outside and turn on the combustion gas analyzer (Bacharach)
18. Start the smallest BTU appliance (typically the water heater and henceforth referred to as the water heater)
19. Check spillage all around the draft diverter. Spillage must stop within 60 seconds. Does spillage stop within 60 seconds? *YES or NO*
20. If spillage fails, put the home into natural conditions and test spillage again.
21. Check personal CO monitor (Rattler) for ambient CO. Record ambient CO. _____ ppm
22. Check draft in vent connector 1 to 2 feet from diverter or first elbow. **This is the draft for the water heater. _____ pa**
    - On DG 700 connect hose to Channel A input port, with no hose on the reference port.
23. Check water heater baffle CO on both sides after steady state (or after 10 minutes) down throat of water heater. Record CO in baffle 1 _____ ppm; CO in baffle 2 _____ ppm.
24. With water heater still on, start furnace and check spillage on furnace and also again on the water heater. Does all spillage stop within 60 seconds? *YES or NO*
25. Check personal CO monitor (Rattler) for ambient CO. Record ambient CO. _____ ppm
26. Check furnace CO after steady state (or after 10 minutes) in appropriate location.
    - Record CO in all ports if atmospherically drafting furnace (port 1_____ ppm, port 2 _____ ppm, port 3 _____ ppm, port 4 _____ ppm) or record CO in vent connector if fan assisted draft furnace. _____ ppm
27. Check draft in the furnace vent connector 1to 2 feet from diverter or first elbow. **This is the draft for the furnace. _____ pa**

28. If the water heater and furnace are commonly vented retest the draft on the water heater to ensure that the water heater is still properly drafting. Record the draft if water heater and furnace are commonly vented. _____ pa
29. Check combustion safety action levels and make any necessary requirements or recommendations based upon the combustion safety action levels. Does the combustion equipment pass the combustion safety action levels? *YES or NO*
    - Refer to Combustion Safety Action Levels.
30. Turn on gas oven (if applicable). Set temperature to highest. Test CO after 5-10 minutes.
    - Record CO _____ ppm
31. Turn the gas oven off, set the temperature for the water heater back to the original setting (step 7) and turn the furnace and/or air conditioner back to original setting (step 8).

DG-700 Pressure and Flow Gauge



References for Worst Case Draft Test and Combustion Test Procedure

Combustion Safety Action Levels:

- All Combustion Appliances (except ovens): 400 Co(O)
- Gas Ovens: 800 Co(O)

Table III-1

CAZ Depressurization Limits	
Venting Condition	**Limit (Pascals)**
Atmospheric water heater only (Category I, natural draft), open-combustion appliances	-2
Atmospheric water heater (Category I, natural draft) and atmospheric or fan-assisted furnace (Category I, natural draft or fan-assisted), common-vented, open-combustion appliances	-3
Gas furnace or boiler (Category I or Category I fan-assisted) open-combustion appliances	-5
Oil or gas unit with power burner, low- or high-static pressure burner, open combustion appliances	-5
Closed, controlled wood burning appliances	-7
Induced-draft appliances (fan at point of exit at wall), Category I with induced draft, open-combustion appliances	-15
Pellet stoves with exhaust fan and sealed vent	-15
Gas appliances, Category III vented through the wall, forced draft, open-combustion appliances	-15
Direct-vent, sealed combustion appliances with forced draft	-25

Attachment 3.3

Final Inspection Procedure

Below is step by step guide on the proper procedure when performing a final inspection. In addition, the Worst Case Draft Test and Combustion Test Procedure and Depressurization Blower Door Test Procedure will be necessary for this procedure, as both will be referenced in the Final Inspection Procedure.

1. Talk to the client
    - Discuss what will be done during the final inspection.
    - Have the client describe any issues that the client feels remain unresolved.
2. Review the work order and the NEAT/MHEA Recommended Measures.
    - Check to see if all measures on the NEAT/MHEA Recommended Measures are on the work order
        - If a measure is not on the work order, but is on the NEAT/MHEA Recommended Measures, examine the client file for a change order or a client refusal. If no change order or client refusal is present, then the agency needs to complete the measure on the NEAT/MHEA Recommended Measures that is not on the work order.
3. Go through the work order and inspect each measure that was called for to be installed and/or performed at the home. Measures must be up to agency and state standards, installed in such a way that the measure will remain intact and effective and in compliance with all Federal, State and Local regulations.
    - If a measure is not installed in such a manner as described above, then additional work needs to be performed to bring the installed measure within compliance.
    - Ensure that all incidental repairs are properly justified on the Incidental Repair Justification Form (Attachment 2.7) and any health and safety measures replacements are properly justified in the client file.
4. A blower door test needs to be performed on all homes, except those with health and safety issues preclude the performance of a blower door test.
    - If a blower door test cannot be performed, it must be documented why a blower door test was unable to be performed. An operating wood stove, fireplace or vented space heater is not adequate reason to not perform a blower door test. In these circumstances, the final inspector needs to come back at a later time and perform the blower door test when the wood stove, fireplace or vented space heater is not operational.
    - See the Depressurization Blower Door Test Procedure for the proper procedure on performing a depressurization blower door test.
5. All exhaust fans in the home must be tested and the actual CFM(s) from the exhaust fans must be entered into the DED/DE ASHRAE 62.2 Form, along with the actual blower

door reading from the final inspection and any additional necessary information to acquire the necessary continuous mechanical ventilation for the home.

- If mechanical ventilation has been retrofit or installed to meet the ASHRAE 62.2 standard, the installed mechanical ventilation must be set to the correct flow rate to meet the continuous mechanical ventilation standard given on the ASHRAE 62.2 Form.
- If mechanical ventilation is necessary and mechanical ventilation has not been installed, then mechanical ventilation needs to be installed in the home to comply with the ASHRAE 62.2 standards and proper adjustments must be made to comply with the required ventilation.

6. If the home has a gas water heater or heating system, a mechanical systems audit must be performed.
    - See the Worst Case Draft Test and Combustion Test Procedure for the proper procedure on performing a mechanical systems audit.
    - On all homes that have a mechanical systems audit performed, the Worst Case Draft Test Form and Mechanical Systems Audit Form must be completed during the final inspection.
7. Inspect the home for any existing health and safety issues that are a result of weatherization work. Any health and safety issues that are a result of weatherization work must be mitigated.
8. If all work at the home has been properly installed as described in Number 3, has a sufficient blower door reduction from Number 4 and complies with ASHRAE 62.2 and passes the necessary mechanical systems audit in Number 6, then the home may be considered completed.
    - A completed home must have all of the necessary forms filled out in their entirety.
    - The home must not have any lingering health and safety issues that are a result of weatherization.
    - The home must meet the requirements given above in Numbers 3, 4, 5 and 6.

CAZ Pressure Diagnostics

Combusiton **A**ppliance **Z**one Testing - What do the numbers mean? Probable causes associated with different scenarios.

CAZ Door

Air Handler	Open	Closed
Off	**Negative Number** Causes • Stack effect • Exhaust appliances Repairs • Eliminate / Reduce CFM of exhaust • Isolate combustion appliances • Replace the combustion appliances • Provide make-up air	**Negative Number** Causes • Stack effect • Exhaust appliances in CAZ • Exhaust appliances affecting the CAZ Repairs • Eliminate / Reduce CFM of exhaust • Isolate combustion appliances • Sealed combustion furnes, electric or power vented water heaters • Provide make-up air • Seal the room to isolate CAZ from exhaust fans affecting the CAZ
On	**Negative Number** Causes • Stack effect • Supply duct leakage to the outside • Interior door closure Repairs • Seal supply ducts outside the thermal boundary • Pressure relieve interior rooms **Positive Number** Causes • Return duct leakage to the outside • Interior door closure Repairs • Seal return ducts outside the thermal boundary • Pressure relieve interior rooms	**Negative Number** Causes • Stack effect • Return duct leakage in CAZ Repairs • Seal return ducts in CAZ **Positive Number** Causes • Return duct leakage to the outside Repairs • Seal supply ducts in the CAZ

Important Note: There may be more than one 'Worst Case Depressurization' scenario which will not allow an appliance to function. Retest the Worst Case Depressurization after every repair is made.

Flow Method: Hole Added from House to Zone

Start Press		Ending Pressure After Making Hole to from House to Zone																							Uncertainty based on 1 Pa Errors
H/Z		44	42	40	38	36	34	32	30	28	26	24	22	20	18	16	14	12	10	8	6	4	2	0	
	Z/O	6	8	10	12	14	16	18	20	22	24	26	28	30	32	34	36	38	40	42	44	46	48	50	
50	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10%
49	1		0.35	0.29	0.25	0.22	0.20	0.18	0.17	0.15	0.15	0.14	0.13	0.12	0.12	0.11	0.11	0.10	0.10	0.10	0.09	0.09	0.09	0.09	15%
48	2		0.68	0.54	0.45	0.39	0.35	0.32	0.29	0.27	0.25	0.23	0.22	0.21	0.20	0.19	0.18	0.17	0.17	0.16	0.15	0.15	0.15	0.14	20%
47	3			0.84	0.68	0.58	0.51	0.45	0.41	0.38	0.35	0.33	0.31	0.29	0.27	0.26	0.25	0.24	0.23	0.22	0.21	0.20	0.20	0.19	25%
46	4			1.23	0.96	0.80	0.68	0.60	0.54	0.49	0.45	0.42	0.39	0.37	0.35	0.33	0.32	0.30	0.29	0.28	0.27	0.26	0.25	0.24	>26%
45	5				1.30	1.05	0.89	0.77	0.68	0.62	0.56	0.52	0.48	0.45	0.43	0.40	0.38	0.37	0.35	0.33	0.32	0.31	0.30	0.29	
44	6				1.76	1.36	1.12	0.96	0.84	0.75	0.68	0.63	0.58	0.54	0.51	0.48	0.45	0.43	0.41	0.39	0.38	0.36	0.35	0.34	
43	7					1.76	1.41	1.18	1.02	0.90	0.81	0.74	0.68	0.63	0.59	0.56	0.53	0.50	0.48	0.45	0.43	0.42	0.40	0.39	
42	8					2.28	1.76	1.44	1.23	1.08	0.96	0.87	0.80	0.73	0.68	0.64	0.60	0.57	0.54	0.52	0.49	0.47	0.45	0.44	
41	9						2.20	1.76	1.47	1.27	1.12	1.01	0.92	0.84	0.78	0.73	0.68	0.65	0.61	0.58	0.55	0.53	0.51	0.49	
40	10						2.80	2.15	1.76	1.49	1.30	1.16	1.05	0.96	0.89	0.82	0.77	0.72	0.68	0.65	0.62	0.59	0.56	0.54	
39	11							2.65	2.11	1.76	1.51	1.33	1.20	1.09	1.00	0.92	0.86	0.81	0.76	0.72	0.68	0.65	0.62	0.60	
38	12							3.32	2.54	2.07	1.76	1.53	1.36	1.23	1.12	1.03	0.96	0.90	0.84	0.80	0.75	0.72	0.68	0.65	
37	13								3.09	2.45	2.04	1.76	1.55	1.38	1.26	1.15	1.07	0.99	0.93	0.87	0.83	0.79	0.75	0.71	
36	14								3.83	2.93	2.38	2.02	1.76	1.56	1.41	1.28	1.18	1.09	1.02	0.96	0.90	0.86	0.81	0.78	
35	15									3.54	2.80	2.33	2.00	1.76	1.57	1.42	1.30	1.21	1.12	1.05	0.99	0.93	0.89	0.84	
34	16									4.35	3.32	2.70	2.28	1.98	1.76	1.58	1.44	1.33	1.23	1.15	1.08	1.01	0.96	0.91	
33	17										3.98	3.14	2.61	2.24	1.97	1.76	1.59	1.46	1.34	1.25	1.17	1.10	1.04	0.98	
32	18										4.86	3.70	3.01	2.54	2.20	1.95	1.76	1.60	1.47	1.36	1.27	1.19	1.12	1.06	
31	19											4.42	3.49	2.89	2.48	2.18	1.94	1.76	1.61	1.48	1.38	1.29	1.21	1.14	
30	20											5.38	4.09	3.32	2.80	2.43	2.15	1.93	1.76	1.61	1.49	1.39	1.30	1.23	
29	21												4.86	3.83	3.18	2.72	2.38	2.13	1.92	1.76	1.62	1.50	1.41	1.32	
28	22												5.89	4.48	3.63	3.06	2.65	2.34	2.11	1.91	1.76	1.63	1.51	1.42	
27	23													5.30	4.18	3.46	2.96	2.59	2.31	2.09	1.91	1.76	1.63	1.52	
26	24													6.41	4.86	3.94	3.32	2.87	2.54	2.28	2.07	1.90	1.76	1.64	
25	25														5.75	4.52	3.74	3.20	2.80	2.49	2.25	2.06	1.89	1.76	
24	26														6.92	5.25	4.25	3.57	3.09	2.73	2.45	2.23	2.04	1.89	
23	27															6.19	4.86	4.02	3.44	3.01	2.68	2.42	2.20	2.03	
22	28															7.43	5.64	4.55	3.83	3.32	2.93	2.63	2.38	2.18	
21	29																6.63	5.21	4.30	3.67	3.21	2.86	2.58	2.35	
20	30																7.95	6.02	4.86	4.09	3.54	3.12	2.80	2.54	
19	31																	7.07	5.55	4.58	3.91	3.42	3.04	2.74	
18	32																	8.46	6.41	5.17	4.35	3.76	3.32	2.97	
17	33																		7.51	5.89	4.86	4.15	3.63	3.23	
16	34																		8.98	6.79	5.48	4.61	3.98	3.51	
15	35																			7.95	6.24	5.14	4.39	3.83	
14	36																			9.49	7.18	5.79	4.86	4.20	
13	37																				8.39	6.58	5.42	4.63	
12	38																				10.00	7.56	6.10	5.12	
11	39																					8.83	6.92	5.71	
10	40																					10.52	7.95	6.41	
9	41																						9.27	7.26	
8	42																						11.03	8.33	
7	43																							9.71	
6	44																							11.54	

Attic Example (House in Winter Mode)
Attic Access Closed with Hose Running to Blower Door
Measure House CFM 50 (example: 2400 CFM50)
Measure House to Attic Pressure (Verify with Attic to Outside)
(example: 36 PA House to Attic)

Make Opening From House to Attic
(enough for at least 6 PA Change)
Measure House CFM 50 (example: 3000 CFM50)
Measure House to Attic Pressure (Verify with Attic to Outside)
(example: 20PA House to Attic)

Take 2nd Blower Door Reading (3000) - First Blower Reading (2400) = 600
Look in Row with 36 H/Z and move over to Column with 20 H/Z to Find Multiplier =1.56

Take 600 X 1.56 = 936
(This is Maximum CFM50 REDUCTION AVAILABLE by sealing all holes to Attic)

To Determine Uncertainty Range multiply Answer by percentage in Uncertainty Table
To Determine Approximate Hole Size Divide Answer by 10 (936 / 10= 94 sq in)

Before Hole

CFM50

H/Z

After Hole

CFM50

H/Z

ANSWER

CFM50 Diff

Multiplier

Maximum Reduction

(total path CFM50)

ext exponent =0.65

May 25, 2006

Anthony Cox and Collin Olson, 2006

OPEN A DOOR (ZONE PRESSURE - SERIES LEAKAGE DIAGNOSTICS)

Open Garage Door to Outside

Garage is leakier to the house than it is to the outdoors.

closed pressure		multiply CFM50 change by…		
H/G	G/O	int	ext	path
2	48	1.14	0.14	0.14
3	47	1.19	0.20	0.19
4	46	1.24	0.25	0.24
5	45	1.29	0.31	0.29
6	44	1.34	0.37	0.34
7	43	1.39	0.43	0.39
8	42	1.44	0.49	0.44
9	41	1.49	0.56	0.49
10	40	1.54	0.63	0.54
11	39	1.60	0.70	0.60
12	38	1.65	0.78	0.65
13	37	1.71	0.87	0.71
14	36	1.78	0.96	0.78
15	35	1.84	1.06	0.84
16	34	1.91	1.17	0.91
17	33	1.98	1.29	0.98
18	32	2.06	1.42	1.06
19	31	2.14	1.56	1.14
20	30	2.23	1.71	1.23
21	29	2.32	1.88	1.32
22	28	2.42	2.07	1.42
23	27	2.52	2.27	1.52
24	26	2.64	2.50	1.64
25	25	2.76	2.76	1.76
below here you should probably use other side of card				
26	24	2.89	3.04	1.89
27	23	3.03	3.36	2.03
28	22	3.18	3.73	2.18
29	21	3.35	4.14	2.35
30	20	3.54	4.61	2.54
31	19	3.74	5.15	2.74
32	18	3.97	5.77	2.97
33	17	4.23	6.50	3.23
34	16	4.51	7.36	3.51
35	15	4.83	8.38	3.83

Anthony Cox and Collin Olson, 2006

FOR OPENING THE DOOR FROM GARAGE TO OUTSIDE

All Doors to Garage Closed *(House in winter mode)*
Get Blower Door to -50PA WRT Outside

A **Measure House CFM 50 for Door Closed**
B **Measure Closed Door Zonal Pressure House WRT Garage**
(If Closed Door Zonal Pressure greater than 25PA you should use other side of this Sheet)

Open Door from Garage to Outside
Get Blower Door Back to -50PA WRT Outside
C **Measure House CFM 50 for Door Open**
Measure Zonal Pressure House WRT Garage (Should be 50)

D **CFM 50 Difference = CFM 50 Door Open - CFM 50 Door Closed**

Look up Closed Door Zonal Pressure for House WRT Garage on Table

Enter Multipliers into labeled Multiplier Boxes Below
Multiply CFM 50 Difference (D) x Multiplier in each row for results

Divide CFM 50 by 10 in each row To Determine Approx. Square inches of Leakage

B	A	C	D
Closed Door Pressure House WRT Garage	CFM 50 Door Closed	CFM 50 Door Open	CFM 50 Difference (C-A)

Leakage from Garage to House

(D) CFM 50 Difference	Multiplier	CFM 50	Square Inches
	x (int)		

Leakage from Garage to Outside

(D) CFM 50 Difference	Multiplier	CFM 50	Square Inches
	x (ext)		

Total Path Leakage

(D) CFM 50 Difference	Multiplier	Maximum CFM 50 Reduction Available
	x (path)	

exponents=0.65

May 25, 2006

Flow Method: Hole Added from Zone to Outside

Start Press		Ending Pressure After Making Hole from Zone to Outside																								Uncertainty based on 1 Pa Errors
H/Z		6	8	10	12	14	16	18	20	22	24	26	28	30	32	34	36	38	40	42	44	46	48	50		
	Z/O	44	42	40	38	36	34	32	30	28	26	24	22	20	18	16	14	12	10	8	6	4	2	0		
0	50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		10%
1	49		0.35	0.29	0.25	0.22	0.20	0.18	0.17	0.15	0.15	0.14	0.13	0.12	0.12	0.11	0.11	0.10	0.10	0.10	0.09	0.09	0.09	0.09		15%
2	48		0.68	0.54	0.45	0.39	0.35	0.32	0.29	0.27	0.25	0.23	0.22	0.21	0.20	0.19	0.18	0.17	0.17	0.16	0.15	0.15	0.15	0.14		20%
3	47			0.84	0.68	0.58	0.51	0.45	0.41	0.38	0.35	0.33	0.31	0.29	0.27	0.26	0.25	0.24	0.23	0.22	0.21	0.20	0.20	0.19		25%
4	46			1.23	0.96	0.80	0.68	0.60	0.54	0.49	0.45	0.42	0.39	0.37	0.35	0.33	0.32	0.30	0.29	0.28	0.27	0.26	0.25	0.24		>26%
5	45				1.30	1.05	0.89	0.77	0.68	0.62	0.56	0.52	0.48	0.45	0.43	0.40	0.38	0.37	0.35	0.33	0.32	0.31	0.30	0.29		
6	44				1.76	1.36	1.12	0.96	0.84	0.75	0.68	0.63	0.58	0.54	0.51	0.48	0.45	0.43	0.41	0.39	0.38	0.36	0.35	0.34		
7	43					1.76	1.41	1.18	1.02	0.90	0.81	0.74	0.68	0.63	0.59	0.56	0.53	0.50	0.48	0.45	0.43	0.42	0.40	0.39		
8	42					2.28	1.76	1.44	1.23	1.08	0.96	0.87	0.80	0.73	0.68	0.64	0.60	0.57	0.54	0.52	0.49	0.47	0.45	0.44		
9	41						2.20	1.76	1.47	1.27	1.12	1.01	0.92	0.84	0.78	0.73	0.68	0.65	0.61	0.58	0.55	0.53	0.51	0.49		
10	40						2.80	2.15	1.76	1.49	1.30	1.16	1.05	0.96	0.89	0.82	0.77	0.72	0.68	0.65	0.62	0.59	0.56	0.54		
11	39							2.65	2.11	1.76	1.51	1.33	1.20	1.09	1.00	0.92	0.86	0.81	0.76	0.72	0.68	0.65	0.62	0.60		
12	38							3.32	2.54	2.07	1.76	1.53	1.36	1.23	1.12	1.03	0.96	0.90	0.84	0.80	0.75	0.72	0.68	0.65		
13	37								3.09	2.45	2.04	1.76	1.55	1.38	1.26	1.15	1.07	0.99	0.93	0.87	0.83	0.79	0.75	0.71		
14	36								3.83	2.93	2.38	2.02	1.76	1.56	1.41	1.28	1.18	1.09	1.02	0.96	0.90	0.86	0.81	0.78		
15	35									3.54	2.80	2.33	2.00	1.76	1.57	1.42	1.30	1.21	1.12	1.05	0.99	0.93	0.89	0.84		
16	34									4.35	3.32	2.70	2.28	1.98	1.76	1.58	1.44	1.33	1.23	1.15	1.08	1.01	0.96	0.91		
17	33										3.98	3.14	2.61	2.24	1.97	1.76	1.59	1.46	1.34	1.25	1.17	1.10	1.04	0.98		
18	32										4.86	3.70	3.01	2.54	2.20	1.95	1.76	1.60	1.47	1.36	1.27	1.19	1.12	1.06		
19	31											4.42	3.49	2.89	2.48	2.18	1.94	1.76	1.61	1.48	1.38	1.29	1.21	1.14		
20	30											5.38	4.09	3.32	2.80	2.43	2.15	1.93	1.76	1.61	1.49	1.39	1.30	1.23		
21	29												4.86	3.83	3.18	2.72	2.38	2.13	1.92	1.76	1.62	1.50	1.41	1.32		
22	28												5.89	4.48	3.63	3.06	2.65	2.34	2.11	1.91	1.76	1.63	1.51	1.42		
23	27													5.30	4.18	3.46	2.96	2.59	2.31	2.09	1.91	1.76	1.63	1.52		
24	26													6.41	4.86	3.94	3.32	2.87	2.54	2.28	2.07	1.90	1.76	1.64		
25	25														5.75	4.52	3.74	3.20	2.80	2.49	2.25	2.06	1.89	1.76		
26	24														6.92	5.25	4.25	3.57	3.09	2.73	2.45	2.23	2.04	1.89		
27	23															6.19	4.86	4.02	3.44	3.01	2.68	2.42	2.20	2.03		
28	22															7.43	5.64	4.55	3.83	3.32	2.93	2.63	2.38	2.18		
29	21																6.63	5.21	4.30	3.67	3.21	2.86	2.58	2.35		
30	20																7.95	6.02	4.86	4.09	3.54	3.12	2.80	2.54		
31	19																	7.07	5.55	4.58	3.91	3.42	3.04	2.74		
32	18																	8.46	6.41	5.17	4.35	3.76	3.32	2.97		
33	17																		7.51	5.89	4.86	4.15	3.63	3.23		
34	16																		8.98	6.79	5.48	4.61	3.98	3.51		
35	15																			7.95	6.24	5.14	4.39	3.83		
36	14																			9.49	7.18	5.79	4.86	4.20		
37	13																				8.39	6.58	5.42	4.63		
38	12																				10.00	7.56	6.10	5.12		
39	11																					8.83	6.92	5.71		
40	10																					10.52	7.95	6.41		
41	9																						9.27	7.26		
42	8																						11.03	8.33		
43	7																							9.71		
44	6																							11.54		

Crawlspace Example (House in Winter Mode)

Crawlspace Closed with Hose Running to Blower Door

Measure House CFM 50 **(example: 2800 CFM50)**

Measure House to Crawlspace Pressure

(Verify with Crawlspace to Outside)

(example: 14 PA House to Crawlspace)

Make Opening From Crawlspace to Outside

(enough for at least 6 PA Change)

Measure House CFM 50 **(example: 3600 CFM50)**

Measure House to Crawlspace Pressure

(Verify with Crawlspace to Outside)

(example: 38 PA House to Crawlspace)

Take 2nd Blower Door Reading (3600) - First Blower Reading (2800) = 800

Look in Row with 14 H/Z and move over to Column with 38 H/Z to Find Multiplier=1.09

Take 800 X 1.09 = 872

(This is Maximum CFM50 REDUCTION AVAILABLE by sealing all holes from house to crawlspace)

To Determine Uncertainty Range multiply Answer by percentage in Uncertainty Table

To Determine Approximate Hole Size Divide Answer by 10 (872 / 10 = 87 sq in)

Before Hole

CFM50

H/Z

After Hole

CFM50

H/Z

ANSWER

CFM50 Diff

Multiplier

Maximum Reduction

(total path CFM50)

ext exponent =0.65

May 25, 2006

Anthony Cox and Collin Olson, 2006

OPEN A DOOR (ZONE PRESSURE - SERIES LEAKAGE DIAGNOSTICS)

Open House Door to Garage

closed pressure		multiply CFM50 change by…		
H/G	G/O	int	ext	path
48	2	0.14	1.14	0.14
47	3	0.20	1.19	0.19
46	4	0.25	1.24	0.24
45	5	0.31	1.29	0.29
44	6	0.37	1.34	0.34
43	7	0.43	1.39	0.39
42	8	0.49	1.44	0.44
41	9	0.56	1.49	0.49
40	10	0.63	1.54	0.54
39	11	0.70	1.60	0.60
38	12	0.78	1.65	0.65
37	13	0.87	1.71	0.71
36	14	0.96	1.78	0.78
35	15	1.06	1.84	0.84
34	16	1.17	1.91	0.91
33	17	1.29	1.98	0.98
32	18	1.42	2.06	1.06
31	19	1.56	2.14	1.14
30	20	1.71	2.23	1.23
29	21	1.88	2.32	1.32
28	22	2.07	2.42	1.42
27	23	2.27	2.52	1.52
26	24	2.50	2.64	1.64
25	25	2.76	2.76	1.76
below here you should probably use other side of card				
24	26	3.04	2.89	1.89
23	27	3.36	3.03	2.03
22	28	3.73	3.18	2.18
21	29	4.14	3.35	2.35
20	30	4.61	3.54	2.54
19	31	5.15	3.74	2.74
18	32	5.77	3.97	2.97
17	33	6.50	4.23	3.23
16	34	7.36	4.51	3.51
15	35	8.38	4.83	3.83

Check G/O

Anthony Cox and Collin Olson, 2006

FOR OPENING THE DOOR FROM GARAGE TO HOUSE

All Doors to Garage Closed *(House in winter mode)*
Get Blower Door to -50PA WRT Outside

A Measure House CFM 50 for Door Closed
B Measure Closed Door Zonal Pressure House WRT Garage
(If Closed Door Zonal Pressure less than 25PA you should use other side of this Sheet)

Open Door from Garage to House
Get Blower Door Back to -50PA WRT Outside
C Measure House CFM 50 for Door Open
Measure Zonal Pressure House WRT Garage (Should be 0)

D CFM 50 Difference = CFM 50 Door Open - CFM 50 Door Closed

Look up Closed Door Zonal Pressure for House WRT Garage on Table

Enter Multipliers into labeled Multiplier Boxes Below
Multiply CFM 50 Difference (D) x Multiplier in each row for results

Divide CFM 50 by 10 in each row To Determine Approx. Square inches of Leakage

B	A	C	D
Closed Door Pressure House WRT Garage	CFM 50 Door Closed	CFM 50 Door Open	CFM 50 Difference (C-A)

Leakage from Garage to House

(D) CFM 50 Difference	Multiplier	CFM 50	Square Inches
	x (int)		

Leakage from Garage to Outside

(D) CFM 50 Difference	Multiplier	CFM 50	Square Inches
	x (ext)		

Total Path Leakage

(D) CFM 50 Difference	Multiplier	Maximum CFM 50 Reduction Available
	x (path)	

exponents=0.65

May 25, 2006

Attachment 3.6

Ventilation for You and Your Home

As a part of the Weatherization Assistance Program, a mechanical ventilation fan was or is being retrofit or installed in your home. This sheet will help answer some of your questions regarding the ventilation fan.

Why do I need a ventilation fan?

One of the most cost-effective measures in most home energy retrofits is air sealing. This gets rid of a lot of energy loss when it is cold outside. However, when the house is tighter indoor contaminants can build up more, especially when outdoor conditions are mild. The ventilation fan helps to make sure that contaminants are kept to acceptable levels. By doing good air sealing and then providing ventilation the weatherization program can optimize energy savings while ensuring that you and your family's health is maintained.

How big does the fan have to be?

The size of the fan is based on a national standard developed by the American Society of Heating Refrigeration and Air Conditioning Engineers (ASHRAE) – for more information visit www.ashrae.org. The amount of fan air flow depends on the number of people, the size of the home, the leakage of the home, and any ventilation you already have.

What contaminants are you talking about?

Contaminants come from a number of sources, such as cooking, cleaning, storage of personal care products, cleaners, paints, bathing, and breathing. Some common contaminants which can cause indoor air quality problems and make people sick or cause damage are: Mold, Mildew, Formaldehyde, Carbon Monoxide, Volatile Organic Compounds (VOCs), Dirt and Dust Particles, Carbon Dioxide, Cooking Products, along with others.

What does this mean in regards to the Weatherization Program?

As part of the overall energy saving upgrade for your home, a ventilation fan will be installed to remove contaminants and bring in fresh outside air.

Will the fan be loud?

No, a requirement is that the fan be quiet - similar to a library whisper.

Wait, won't a fan increase my bills?

The weatherization program requires very efficient fans. The amount of energy that the fan uses will cost a typical Missouri homeowner about **$10 per year for the fan motor plus $20-40 per year for heating and cooling**. The savings from the energy retrofit should pay for the cost of ventilation several times over per year.

What do I need to do?

The fan is designed to run continuously for many years, but like all fans, it will require periodic maintenance. When the fan grille collects a noticeable amount of dust, it should be cleaned in order to run effectively and efficiently. To clean the fan, use a vacuum attachment or a damp rag. The grille can be removed or cleaned in place. Some fans may require additional maintenance, so refer to the product manual that was given to you when the fan was installed.

Can I say no to the fan?

No, the fan is for your safety. If you do not want the fan installed in your home, we cannot proceed with the weatherization work. Weatherization of a house without proper ventilation increases the risk of reducing indoor air quality to an unsafe level.

What if I need to turn it off?

Sometimes you will need to turn the fan off, such as for cleaning of the fan grille. There is an override switch which should only be used in case of emergency or when the fan needs to be turned off for cleaning or when work is being done on your home. If there is poor outdoor air quality (forest fire, chemical spill, etc.) you should temporarily turn the fan off, but remember to turn it back on later.

Window Leakiness Guidelines

In the Weatherization Assistant, there is a data field under the "Windows" tab of both NEAT and MHEA called "Leakiness" that allows the user to describe the air leakage characteristics of each window entered. NEAT and MHEA use this input to calculate the energy savings due to reduced air infiltration for window replacements, storms windows, and window weatherization (NEAT only). For each window retrofit measure, NEAT and MHEA add the energy savings due to reduced air infiltration to other energy savings associated with the measure to obtain the total energy savings.

Five options are allowed under the "Leakiness" data field: very tight, tight, medium, loose, and very loose. Guidance on the applicability of these options to various window types is described below. In addition, the leakiness of a typical window that is frequently encountered in homes served by the Weatherization Assistance Program across the country is identified.

- **Fixed windows** -Fixed windows are sealed in their frames and cannot be opened. Fixed windows can include most skylights (windows in the ceiling,-decorative windows in doors, and large picture windows. ***The leakiness of a typical fixed window is very tight.***

- **Casement windows** -Casement windows have one or two sashes that are hinged at the side and almost always project outwards. They usually have a cranking mechanism to open and close the sashes, and the sashes close by pressing against the frame. They also usually have a locking/latching mechanism that seals the window by forcing the sash against the frame and any installed weather-stripping. On casement windows with two sashes, a vertical framing bar is often present in the middle of the window that houses the locking mechanism. ***The leakiness of a typical casement window is tight.***

- Very tight (typical) - Weather-stripping is present and in good condition. The locking mechanism is operable and securely presses the sash into the weather-stripping and window frame.
- Tight (typical)- A good seal is visually achieved between the sash and frame
- with the aid of a Junctional locking mechanism even though weather-stripping is absent or deteriorated.
- Medium- A reasonable seal is visually achieved between the sash and frame
- when the window is closed as far as the cranking mechanism allows even though weather-stripping is absent. The locking mechanism is inoperative or does not help press the sash into the weather-stripping or frame.
- Loose- A gap 1/8 inch or smaller exists between the sash and window frame
- when the sash is closed as far as the cranking/locking mechanism allows.
- Very loose- A gap 1/8 inch or larger exists between the sash and window frame when the sash is closed as far as the cranking/locking mechanism allows.

- **Single- or double-hung (vertical slider) windows**- Windows with sashes that move up and down are vertical slider windows. In double-hung units, both sashes can slide vertically past one another. Only the bottom sash slides up and down in a single-hung window. ***The leakiness of a typical new vertical slider window is tight and the leakiness of a typical older window found in <u>older homes</u> is medium.***

- Very tight- Each moveable sash is secure in its track and weather-stripping is present and must be in excellent condition (especially the brush-type weather-stripping at the sash to sash interface and the compression weather-stripping at the head (i.e., top) or sill (i.e., bottom)). A locking mechanism presses the two sashes together at their interface and presses each moveable sash into the head and/or sill.
- Tight (typical of newer windows) -Each moveable sash is secure in its track although some slight play may be present. Weather-stripping is present and in good to fair condition (especially the brush-type weather-stripping at the sash to sash interface and the compression weather-stripping at the head or sill). A locking mechanism presses the two sashes together at their interface and presses each moveable sash into the head and/or sill
- Medium (typical of older windows found in older homes) -Each moveable sash is still operable in its track although play may be present and the sash may not sit perfectly horizontal when closed. Weather-stripping is absent or deteriorated (especially the brush-type weather-stripping at the sash to sash interface), but there are no visible gaps. A locking mechanism helps press each moveable sash into the head and/or sill but is not effective at pressing the two sashes together at their interface.
- Loose -One (or both) moveable sash is loose in its track and the sash cannot be closed without leaving a gap 1/8 inch or smaller at the head or sill. There is some play (rattling) between sashes. Weather-stripping is absent or deteriorated (especially the brush-type weather-stripping at the sash to sash interface). The locking mechanism does not hold the two sashes together at their interface nor does it press each moveable sash into the head and/or sill.
- Very loose -One (or both) moveable sash no longer fits in its track and the sash cannot be closed without leaving a gap 1/8 inch or greater at the head or sill. There is considerable movement (rattling) between sashes. Weather-stripping is absent (especially the brush-type weather-stripping at the sash to sash interface). The locking mechanism is inoperative.

- **Horizontal slider windows** -Windows with sashes that move sideways are horizontal slider windows. Both sashes can slide horizontally past one another in a double-sliding window, and only one sash slides in a single-sliding window. Sliding glass doors are included in this window type. Horizontal slider windows are usually a little leakier than comparable vertical slider windows. ***The leakiness of a typical horizontal slider window is medium.***

- Very tight -Each moveable sash is secure in its track and weather-stripping is present and must be in excellent condition (especially the brush-type weather-stripping at the sash to sash interface and the compression weather-stripping at the end jamb (i.e., side)). A locking mechanism presses the two sashes together at their interface and presses each moveable sash into the end jamb.
- Tight -Each moveable sash is secure in its track although some slight play may
- be present. Weather-stripping is present and in good to fair condition (especially the brush-type weather-stripping at the sash to sash interface and the compression weather-stripping at the end jamb). A locking mechanism presses the two sashes together at their interface and presses each moveable sash into the end jamb.
- Medium (typical) -Each moveable sash is still operable in its track although
- play may be present and the sash may not sit perfectly vertical when closed. Weather-stripping is absent or deteriorated (especially the brush-type weather-stripping at the sash to sash interface), but there are no visible gaps. A locking mechanism helps press each moveable sash into the end jamb but is not effective at pressing the two sashes together at their interface.
- Loose- One (or both) moveable sash is loose in its track and the sash cannot be
- closed without leaving a gap 118 inches or smaller at the end jamb. There is some play (rattling) between sashes. Weather-stripping is absent or deteriorated (especially the brush-type weather-stripping at the sash to sash interface). The locking mechanism does not hold the two sashes together at their interface nor does it press each moveable sash into the end jamb.
- Very loose -One (or both) moveable sash no longer fits in its track and the sash
- cannot be closed without leaving a gap 118 inch or larger at the end jamb. There is considerable movement (rattling) between sashes. Weather-stripping is absent (especially the brush-type weather-stripping at the sash to sash interface). The locking mechanism is inoperative.

- **Awning and hopper windows**- One type of awning window and most hopper windows are like casement windows. Both usually have just one sash, with the awning window being hinged at the top and opening outward and the hopper window being hinged at the bottom and opening inward. Like casement windows, the sash closes by pressing against the frame and a locking/latching mechanism is usually present that seals the window by forcing the sash against the frame and any installed weather-stripping. They may or may not have a cranking mechanism to open and close the sashes. The leakiness guidelines for casement windows should be followed to determine the leakiness of these types of awning and hopper windows. ***The leakiness of a typical awning and hopper window that are like casement windows is tight.***

  Another type of awning window is like a jalousie window in that several window sashes are connected to a common crank so that the sashes open and close together at the same angle. Compared to jalousie windows, awning windows of this type have fewer sashes Gust two to four sashes per window versus multiple window panes in jalousie windows), larger sashes (10 to 18 inches wide rather than 3 to 8 inches), and framed sashes (a lightweight frame supports each pane in the awning window) as apposed to the use of just window panes in jalousie windows. Awning windows of this type may have a locking mechanism that helps ensure complete window closure, whereas jalousie windows close and seal only as well as the cranking mechanism allows. ***The leakiness of a typical awning window that is like a jalousie window is medium.***

- Very tight- Generally not applicable to awning windows that are like jalousie windows.
- Tight (typical of awning windows that are like casement windows) -The
- cranking mechanism is in good working order and all window sashes are securely attached to the cranking mechanism. Weather-stripping is present and must be in excellent condition. A locking mechanism presses the separate sashes to one another and to the window frame so that a tight seal is visually evident.
- Medium (typical of awning windows that are like jalousie windows) -The
- cranking mechanism is in good working order and all window sashes are securely attached to the cranking mechanism. Weather-stripping is present but is only in
- fair condition. A locking mechanism helps to put the separate sashes in contact
- with one another and to the window frame, but the seals are not tight.
- Loose -One or two window sashes are not securely attached to the cranking mechanism. Weather-stripping is absent or deteriorated. One or more of the interfaces where the window sashes overlap or the sash meets the window frame are not tight (118 inch gap or smaller) when the window is closed as far as the cranking/locking mechanism allows.
- Very loose -Multiple window sashes are not securely attached to the cranking mechanism. Weather-stripping is absent. Visible gaps (118 inch or larger) are evident at several of the interfaces where the window sashes overlap or the sash meets the window frame when the window is closed as far as the cranking

mechanism allows. The locking mechanism is inoperative or does not help press the sashes together or into the frame.

- **Jalousie windows** -Jalousie windows are louvered windows, typically constructed of multiple horizontal panes (usually about 3 to 8 inches wide) that all open at the same angle when a crank near the bottom of the window is turned. ***The leakiness of a typical jalousie window is loose.***

- Very tight- Generally not applicable to jalousie windows.
- Tight- Generally not applicable to jalousie windows.
- Medium -The cranking mechanism is in good working order, all window panes are securely attached to the cranking mechanism, and a tight glass to glass seal is visually obtained at the overlap of all windows panes.
- Loose (typical) -One or two window panes are not securely attached to the cranking mechanism, or one or more of the glass to glass interfaces where the window panes overlap are not tight when the window is closed as far as the cranking mechanism allows.
- Very loose -Multiple window panes are not securely attached to the cranking mechanism, or visible gaps are evident at several of the glass to glass interfaces where the window panes overlap when the window is closed as far as the cranking mechanism allows.

The guidance provided above based on window type should be modified as follows to take into account the condition of the window panes and the presence of storm windows:

- Window panes tightness- Degrade the leakiness description one level if the window . panes themselves have become significantly loose in their mounting and/or a small (i.e., half-dollar-sized) piece of window is broken out. Degrade the leakiness two levels if there is a larger hole in a window pane and/or an entire pane is missing.

- Storm window presence- Upgrade the leakiness description one level if a storm window in average or better condition is installed.

MoWAP interface for the Weatherization Assistant Work Orders

The MoWAP / Weatherization Assistant 8.6.0.4 (W.A.) interface is designed to communicate energy audit information between the two programs. It imports client information to the W.A. so that the user can avoid duplicate data entry. Once the specific energy audit data is entered into W.A. the user can then export the work orders to the MoWAP program – again avoiding duplicate data entry. Below is a step-by-step process for using the MoWAP / W.A. interface.

Exporting from MoWAP to W.A.

1. To Export the client file data to NEAT, navigate to the client file to be exported.
2. Scroll down to the Pre-Audit section of the client file, and click the 'Export Data to NEAT/MHEA' button.
3. If this is the first time an export or import is being performed, click on 'Find DB' and then browse for the location of the weatherization database.
4. Select the appropriate agency from the drop down.
5. Review the selected client to make sure it is correct, and then click the 'Export' button.
6. The client data is now exported to NEAT, and can be used for energy audits and generation of work orders. Click on 'Return to File' to return to the client file.

Using W.A. with MoWAP data entered.

1. Navigate to the Client section on the W.A. home screen.
2. Search for the exported client information by clicking on the search box on the lower left-hand corner
3. Select the 'Audits' tab at the top of the screen, then select the appropriate audit button on the lower-right of the window.
4. Enter into the W.A. program all relevant Energy Audit data, and then select the 'Run Audit' button on the right-hand side of the window.
5. Once the audit has been run, select the measures tab on the top of the screen, then select the 'Create Work Orders' tab on the lower-right corner.

Importing from W.A. to MoWAP

1. To import the Work Order information from NEAT, again navigate to the client file in MoWAP.
2. Scroll down to the Pre-Audit section, and click 'Import NEAT/MHEA Data.'
3. The client file should be automatically found in the NEAT database, unless it was not exported to the one currently in use. If this is the case, click on 'Find DB' and then browse for the location of the weatherization database used.
4. Once the client file is found, click on 'Import' to pull the Work Order and Work Order measures from NEAT.
5. Click on 'Return to File' to return to the client file.

MoWAP Annual Energy Savings Worksheet Calculations

SITE-BUILT HOUSES

Savings estimated by NEAT and printed out in the Annual Energy and Cost Savings table on the NEAT Recommended Measures form will be used to estimate savings for site-built houses.

Space-Heating

If the primary space-heating system is electric, add up the savings under the Heating column and multiply by 293 to convert MMBtu to kWh:

_____ MMBtu x 293 kWh/MMBtu = _____ kWh saved.

OR

If the primary space-heating system is non-electric (e.g., natural gas, propane), add up the savings under the Heating column: _____ MMBtu saved.

Space-Cooling

Add up the savings under the Cooling column: _____ kWh saved.

Lighting and Refrigerators

Add up the savings for all lighting and refrigerator measures under the Baseload column:

_____ kWh saved.

Water-Heating

If the hot water system is electric, add up the savings for all water-heating measures under the Baseload column: _____ kWh saved.

OR

If the hot water system is non-electric (e.g., natural gas, propane), add up the savings for all water-heating measures under the Baseload column and multiply by 0.003413 to convert kWh to MMBtu:

_____ kWh x 0.003413 MMBtu/kWh = _____ MMBtu saved.

Total House

Add up the MMBtu and kWh savings estimated for space-heating, space-cooling, lighting and refrigerators, and water-heating, and multiply by 0.65 to account for NEAT's over prediction tendencies to estimate the total savings for the house:

_____ MMBtu x 0.65 = _____ total MMBtu saved

_____ kWh x 0.65 = _____ total kWh saved

Attachment 4.4

Fuel Cost Update Information

A. General Fuel Cost Update Instructions.

1. Fuel Costs must be updated a minimum of one time per year.
2. Fuel costs need to be representative of typical fuel costs. High or low short term fluctuations should not be considered when updating fuel costs.
3. Although Subgrantees must obtain fuel costs for their area for all fuel types, the most critical updates, due to the level of usage in Missouri, are Electricity, Natural Gas, and Propane.
4. Use Summer Rates for electricity calculations and Winter Rates for Natural Gas and Propane.
5. **Include all** per unit costs into your calculations but **do not include** monthly charges or per delivery charges.

   Example:

Customer Charge – **per month**	$8.00	**Exclude** this **per month** charge.
Low-Income Pilot Program Charge – **per month**	$0.03	**Exclude** this **per month** charge.
Energy Charge – **per unit**	$0.1136	**Include** this **per unit** charge.
Energy Efficiency Program Charge – **per unit**	$0.012	**Include** this **per unit** charge.
Energy Efficiency Investment Charge – **per unit**	$0.033	**Include** this **per unit** charge.

   The rate would be $0.1136 +$0.012 + $0.033 = **$0.1181/unit**

6. If multiple utility providers of the same fuel service your area, you may average the costs from the different providers.
7. If one provider supplies more fuel in your service area than another supplier, you should "weight" the average based on the proportion of fuel provided.
8. Document and retain information on how the fuel costs were obtained. This information should include who was contacted, when they were contacted, the prices that were provided, and the calculations that you made. This information may be requested by the DED/DE at a later date.
9. It is highly recommended that you include the dates of when the fuel costs are updated in the library name. This will serve as a helpful reminder of when fuel costs were last updated.
10. When fuel costs are updated, please send a copy of the updated library to DED/DE.

B. Natural Gas Cost Update Information

1. NEAT and MHEA require that natural gas data be entered in units of $/Mcf in the setup library; however, it may be billed in units of $/MBtu, $/Ccf, or $/therm. To convert Natural Gas from $/MBtu, $/Ccf, or $/therm into $/Mcf, use the following conversions:
   a. $/MBtu x 1.025 = $/Mcf
   b. $/Ccf x 10 =$/Mcf
   c. $/therm x 10.25 = $/Mcf

   Example:
   a. If the cost of natural gas is $8.00/MBtu, then $8.00 x 1.025 = $8.20/Mcf
   b. If the cost of natural gas is $0.855/Ccf, then $0.855 x 10 = $8.55/Mcf
   c. If the cost of natural gas is $0.75/therm, then $0.75 x 10.25 = $7.69/Mcf
2. If a natural gas provider uses tiered rates, you must calculate the $/Mcf using the tiered prices. Calculations must be based on an **average of 100 therms** used per Missouri natural gas consuming homes each month.

   Example:

Winter Rates for Natural Gas – **per therm**

- 1st 30 therms - $0.91686 + RG PGA Block 1 ($0.31726)
- Over 30 therms - $0.00 + RG PGA Block 2 ($0.56137)

Then: 30therms x ($0.91686 + $0.31726) + 70therms x ($0.00 +$0.56137) =
(30therms x $1.23412) + (70therms x $0.56137) =
$37.0236 + $39.2959 ÷ 100 therms =
$76.3195 ÷ 100 or **$.763195/therm**

Next: Convert the $/therm to $/Mcf =
$.763195/therm x 10.25 = $7.8227487/Mcf or **$7.82/Mcf**
$7.82/Mcf would be your cost for Natural Gas.
Enter 7.82 for the Unit Cost of Natural Gas in your Fuel Library

C. Electricity Cost Update Information

1. If an electric provider uses tiered rates, you must calculate the $/kWh using the tiered prices based on an **average of 1000 kWh** used per Missouri home each month.
   Example:
   Summer Rates for electricity – **per kWh**
   - First 750 kWh $0.1202
   - Over 750 kWh $0.0932

   Then: (750kWh x $0.1202) + (250kWh x $0.0932) =
   $90.15 + $23.30 = $113.45
   $113.45 ÷ 1000 kWh = $0.11345/kWh or $0.113/kWh
   $0.113/kWh would be your cost for electricity
   Enter 0.113 for the Unit Cost for Electricity in your Fuel Library

D. Propane Cost Update Information

1. Propane prices are generally reported in $/gal. No conversions are necessary. Do not include any per delivery charge in your propane calculations.
2. Most subgrantees have multiple propane suppliers in their service area. Propane prices may be averaged. Weighted averages may be used based on the proportion of fuel provided.
   Example:

Propane Provider	Price/gal.	Percent of fuel supplied
A.	$2.53	30%
B.	$1.85	10%
C.	$2.12	60%

Then: ($2.53x30)+($1.85x10)+($2.12x60)÷100 =
($75.90+$18.50+$12.70)÷100 = **$2.216/gal.**
$**2.216/gal would be your cost for propane**
Enter 2.216 for the Unit Cost for Propane in your Fuel Library

DED/DE Multi-Family Submittal Information Requirements:

I. General Project Narrative
- 1. Information to Include in the Narrative
  - a. Age of the Building(s)
  - b. Condition of the building(s)
    - i. Site general information, but do provide some detail into the reasoning of Why the building(s) is/are considered to be in said condition
  - c. Number of Units
    - i. Total number of units in all buildings
    - ii. Number of units in each building
  - d. Spatial orientation of all buildings
    - i. DED/DE will need individual TREAT/NEAT evaluations for each building to be weatherized
  - e. Heating and Cooling Types
    - i. Description of how units are heated and cooled
- 1. Is there a central distribution system for all units, if so what kind?
- 2. Is each unit individually heated and cooled, if so what kind of system for each unit?
- 3. What is/are the condition(s) of the heating and cooling system(s) for the units
  - f. Health and Safety Concerns
    - i. List and describe any health and safety concerns that are being proposed to be addressed with the WAP
  - g. Other Notable Conditions
    - i. Include any additional information that is pertinent to the evaluation and weatherization of the building(s) and/or units
      - 1. i.e. the property on the DOE approved HUD list (include property ID)
- 2. General Narrative Information
  - a. Narrative is not a thesis
    - i. A 1-2 page narrative should suffice
    - ii. The narrative should paint a verbal picture
      - 1. Use the narrative to describe the project for the perspective of someone who will not be on-site
    - iii. The additional information outside of the narrative should be used as supporting information to the narrative, not as a substitute for the narrative

II. Building Assessment
- 1. List of Assessments to Submit
  - a. Lighting Inventory Assessment
  - b. Heating and Cooling Equipment and Controls
  - c. Water Heating Equipment and Controls
  - d. Air Leakage Determination
    - i. Provide a description of how the air leakage was determined

e. Combustion Testing
    i. Provide all testing results from testing of all combustion appliances
    ii. Include CO and CAZ tests
f. Insulation Assessment
    i. Include type of insulation and level/amount of insulation
    ii. If vermiculite is present, what will be done (testing, etc)
g. Baseload Assessment
    i. Provide assessment information and description of how information was obtained
h. Door and Window Assessment
    i. Detailed information will be needed for any doors or windows to be replaced
    ii. Note: DED/DE policy of more than two windows to be installed requires DED/DE approval if more than two windows are being installed per building (not per unit)
i. Health and Safety Assessment
j. Any Additional Assessments

2. Assessment Information
    a. Provide any and all forms used in the assessment and evaluation of the building(s) and units
    b. Much of this information can be provided in a narrative
        i. Reference associated forms within the narrative
    c. TREAT/NEAT audits should be supporting to narrative and submitted assessments

III. Additional Information

1. Additional Information to Submit
    a. Photographs of the Building
        i. Photographs shall include the exterior and interior of the building
            1. Photographs of every issue are not necessary, but the submitted photographs need to convey the issues of the building and necessity of work to be performed
        ii. Photographs need to be submitted in color and can be emailed separately, if necessary
    b. Weatherization Statement of Work
        i. Includes all work orders/scopes developed to be given to crew/contractors
        ii. TREAT printouts are not acceptable in lieu of a work order
        iii. NEAT Recommended Measures printout is not acceptable in lieu of a work order
    c. Project Timeline
    d. Projected Costs and Associated SIR
        i. Costs must include both labor and materials
        ii. TREAT/NEAT printouts will suffice

1. Must show individual measure SIR and cumulative SIR
    e. Documentation for Landlord Contribution
        i. Documentation showing amount of contributions and the percentage of the contribution
    f. Buy-down Documentation
        i. Buy-down is only acceptable in multi-family
        ii. Buy-down cannot be part of the landlord contribution
    g. Complete Copy of the Computerized Audit
        i. Must provide a copy of all the inputs and outputs of the computerized audit
        ii. Include a narrative describing the methodology used to assess `` the building(s)
1. Describe that each building was assessed individually
    a. Note: DED/DE will need individual TREAT/NEAT evaluations for each building to be weatherized
        iii. If an engineering assessment is done, then the assessment and narrative from the engineering firm must be provided

<u>Additional Notes Regarding Multi-Family</u>

- Submittals must be in electronic format, with PDF being the preferred format
    - ° Hard copy submittals may be submitted with prior approval from DED/DE
- Additional information, on top of the above information, may be required on a case by case basis during the submittal review by DED/DE and/or DOE
- If an engineer is used for the evaluation of a measure, the cost of the engineer must be included in the cost of the measure
- Number of Units Breakdown for Required Approval and Computerized Audits:

Number of Units per Building	TREAT or NEAT	Approval Prior to Work	
		DNR	DOE
1-4	NEAT	NO	NO
5-25 (individual HVAC/unit)	NEAT	Yes	No
5-25 (not individual HVAC/unit)	TREAT	Yes	Yes
Greater than 25	TREAT	Yes	Yes

    - ° TREAT can be used for Multi-Family with 5-25 units that have individual HVAC systems, but will require DED/DE and DOE approval prior to work commencing
- DED/DE and DOE may require on-site visits as part of the evaluation of the submittal
- Send submittals to Todd McVicker and Kevin Scherr
    - ° All DOE reviews of multi-family projects will be submitted by the DED/DE

- If you have any questions, please contact Todd McVicker and/or Kevin Scherr at todd.mcvicker@ded.mo.gov or 573-751-7158 and at kevin.scherr@ded.mo.gov or 573-751-6659.
  Gene.Elwood@ded.mo.gov or 573-526-4209

INTERAGENCY AGREEMENT
AMONG
THE MISSOURI STATE HISTORIC PRESERVATION OFFICE
AND
THE MISSOURI DEPARTMENT OF NATURAL RESOURCES ENERGY CENTER
FOR THE ADMINISTRATION OF FEDERAL ENERGY PROGRAMS

WHEREAS, the Department of Natural Resources – Energy Center, State of Missouri ("MDNR/EC"), administers or may administer federal assistance from the U.S. Department of Energy ("DOE") under the Energy Conservation in Existing Buildings Act of 1976, 42 U.S.C. 6861, enacted as Title IV, Part A of the Energy Conservation and Production Act, P.L. 94-385, 90 Stat. 1150, and amended by Title II, Part 2, of the National Energy Conservation Policy Act, P.L. 95-619, 92 Stat. 3206; by the Energy Security Act, P.L. 96-294, 94 Stat. 611, and the State Energy Efficiency Programs Improvement Act, P.L. 101-440, 104 Stat 1006, and

WHEREAS, MDNR/EC administers or may administer the Energy Efficiency and Conservation Block Grant Program through federal assistance from DOE under the Energy Independence and Securities Act of 2007, enacted as Title V, Part E, Section 541 – 548, and

WHEREAS, MDNR/EC administers or may administer the State Energy Plan through federal assistance from DOE under the Energy Policy and Conservation Act of 1975, P.L. 94 – 163, and the State Energy Efficiency Programs Improvement Act of 1990, P.L. 101 – 440, and

WHEREAS, MDNR/EC may administer other DOE funded, licensed or permitted energy related programs in the future, and

WHEREAS, pursuant to 10 CFR Part 440, community action agencies, municipalities, counties, K-12 school districts, colleges and universities, corporations, individuals, and nonprofit entities may be recipients ("Subgrantees") of federal assistance in these DOE Programs and, therefore, assume responsibility for compliance with the requirements of Section 106 of the National Historic Preservation Act, as amended [16 USC Sec. 470f] ("Section 106"); and

WHEREAS, Subgrantees may undertake activities that may be an undertaking ("Undertaking") as defined pursuant to 36 CFR § 800.16 of the regulations implementing Section 106 that include, but are not limited to, improvement of the energy efficiency of building envelopes, energy-using equipment or appliances, lighting systems, heating or air conditioning systems, agricultural operations, manufacturing operations, renewable energy projects focused on conversion of biomass to energy uses or installation of solar power systems. As part of the energy-efficiency projects, subgrantees may undertake limited repair of buildings.

WHEREAS, MDNR/EC, in keeping with its agency mandate to administer DOE Programs and to maintain regulatory oversight of Subgrantees once funds have been awarded, hereby represents Subgrantees in the formulation and signatory execution of this agreement and in any future amendments thereto; and

WHEREAS, Subgrantees, upon entering into grant agreement with MDNR/EC and under DOE environmental regulation at 10 CFR. Part 440, certify and bind themselves to the roles, responsibilities and stipulations of this agreement and its appendix; and

WHEREAS, MDNR/EC has determined that it can assist Subgrantees to more effectively carry out their Section 106 responsibilities by streamlining procedures for Undertakings having limited potential to affect properties included in or eligible for inclusion in the National Register of Historic Places and, on behalf of Subgrantees, has consulted with the Missouri State Historic Preservation Office ("SHPO") pursuant to 36 CFR § 800.14 of the regulations implementing Section 106; and

WHEREAS, DOE, on behalf of MDNR/EC, shall contact federally recognized Indian Tribes, as listed in Appendix A, to solicit their views on which types of undertakings may have potential to affect resources to which the Tribes may attach religious and cultural significance, and shall request that the tribes communicate how they wish to be consulted, and will invite the tribes to review and comment upon this agreement in the capacity of a concurring party; and

WHEREAS, all references within this Interagency Agreement ("Agreement") are with respect to regulation at 36 CFR Part 800 that became effective on August 5, 2004.

NOW, THEREFORE, MDNR/EC and SHPO agree that the Federal Energy Programs shall be administered in accordance with the following stipulations to satisfy Subgrantees Section 106 responsibilities for all individual Undertakings of the programs.

STIPULATIONS

The MDNR/EC will ensure that the following measures are carried out:

A. Roles of MDNR/EC and Subgrantees

The role of MDNR/EC under this Agreement includes but is not limited to MDNR/EC assisting Subgrantees in identifying historic properties, determining the eligibility of historic properties, and determining the effect an Undertaking may have on historic properties. MDNR/EC may also assist in facilitating consultations between the SHPO and Subgrantees regarding an Undertaking that may have an adverse effect on an historic property. However, Subgrantees retain responsibility for compliance with 36 CFR Part 800, and this responsibility is not assumed by MDNR/EC under this Agreement.

B. Qualifications of Personnel

1. MDNR/EC personnel designated to carry out the stipulations of this Agreement must meet the Secretary of the Interior's *Professional Qualifications Standards* outlined in 36 CFR Part 61, Appendix A, or attend a minimum of one (1) Section 106 training session,

as provided by the SHPO or ACHP. SHPO shall hold a Section 106 training session at the earliest date possible that will be open to MDNR/EC staff and their subgrantees as well as other interested parties. MDNR/EC is responsible for inviting the subgrantees to this training session. In addition, SHPO will hold a separate training session for MDNR/EC staff involved with federally funded projects by December 31, 2009 or at the earliest feasible date. For subgrantees unable to attend the SHPO sponsored training session, MDNR/EC staff will be responsible for providing Section 106 training. Additional training may be provided by SHPO as needed. SHPO may assist MDNR/EC during the grant application review process, upon request and to the extent feasible.

2. MDNR/EC must notify the SHPO of the personnel responsible for complying with this Agreement and will notify the SHPO when there is a change in personnel. In such event, MDNR/EC and the SHPO shall meet to review the terms, conditions and implementation of this Agreement.

3. When conditions dictate, MDNR/EC will ensure that Subgrantees employ or contract with qualified professionals who at minimum meet the Secretary of the Interior's *Professional Qualifications Standards* at 36 CFR Part 61 in the field of archaeology, history, architectural history, as appropriate, or other qualified preservation professional. MDNR/EC or a Subgrantee will make the professional's resume and contact information available to the SHPO upon request.

4. The Department of Natural Resources maintains a "List of Qualified Professionals" that meet the Secretary of the Interior's *Professional Qualifications Standards* and the SHPO shall make the list available to MDNR/EC and Subgrantees upon request. In no way does this mean that the SHPO requires applicants to use someone from this list.

5. MDNR/EC will provide technical assistance initially and on an ongoing basis to Subgrantees as needed and, in consultation with the SHPO and to the extent feasible, will provide training sessions or workshops as deemed appropriate or necessary for the Subgrantees to ensure their understanding of the terms of this Agreement. The scope of training will include a basic outline of the Section 106 process; research and identification of historic properties; obtaining qualified professional services; and limitations imposed by this Agreement (e.g., examples of Undertakings not exempted by the Agreement). Training may include additional topics relevant to the terms of this Agreement.

C. Process of Section 106 Review

1. For projects involving ground disturbing activities, MDNR/EC or the Subgrantee shall submit a completed Section 106 Project Information Form and all applicable documents listed on page 2 in the checklist (ex.: photographs, topographic map, construction drawings if buildings will be altered, project description) to the SHPO for review.
2. For projects involving alterations to a building, MDNR/EC or the Subgrantee shall review the list below of Undertakings Exempt from Further Review. If the proposed activity is included in this list, no further review is necessary, and the only required

action is to complete proper documentation as referenced in the Recordkeeping requirements, section J below.

3. If the proposed activity is not included in the list of Undertakings Exempt from Further Review, then MDNR/EC or the Subgrantee shall submit a completed Section 106 Project Information Form and all applicable documents listed on page 2 in the checklist (ex.: photographs, topographic map, construction drawings if buildings will be altered, project description) to the SHPO for review.
4. The SHPO will review the submitted information within their regulated 30 day review timeframe, or less. More information from MDNR/EC or the Subgrantee may be needed at any point in the review process. Every time information is requested, the 30-day review timeframe starts anew, so it is imperative that MDNR/EC and the Subgrantees submit complete information initially in order to minimize review timeframes. In their review, the SHPO will determine:
    a. Whether the property involved is considered a historic resource. If the property is determined not to be a historic resource, no further action is necessary.
    b. If the property is determined to be a historic resource, the extent of the adverse effect of the proposed activities will be assessed. If the proposed activities are determined to have no adverse effect on the historic resource, no further action is necessary.
    c. If the property is determined to be a historic resource and the proposed activities will adversely effect the property, the SHPO will explore alternatives with the Subgrantee and MDNR/EC to avoid or reduce the adverse effect of the proposed activities. Input from the public may apply as part of this discussion, should SHPO and MDNR/EC be unable to resolve the adverse effect promptly.
    d. Agreement on the alternative proposed activities between the SHPO, the Subgrantee and MDNR/EC will be sent to DOE.

D. Undertakings Exempt from Further Review

1. Categorical Exemptions

The following Undertakings have little or no potential to cause effect and, therefore, are categorically exempt from further review or consultation with the SHPO under this Agreement.

a. Undertakings on Properties Less than 45 Years Old. All properties estimated to be less than forty-five (45) years of age and that do not meet the criteria established in National Register Bulletin 22, *Guidelines for Evaluating and Nominating Properties that Have Achieved Significance Within the Past Fifty Years,* do not require further review or consultation.

b. Undertakings on Properties Recently Reviewed. If the property has been reviewed by the SHPO within the last five (5) years from the date the Subgrantee makes application to MDNR/EC for DOE assistance and provided the property is documented through written consultation with the SHPO to be ineligible for inclusion

in the National Register, the Undertaking may proceed without further review or consultation.

2. Specific Activities Exempt from Further Review

Undertakings on properties more than (or equal to) forty-five (45) years old do not require further review or consultation with the SHPO provided the Undertaking complies with the National Park Service's *Secretary of the Interior's Standards for the Treatment of Historic Properties* and related technical guidelines. Undertakings meeting this requirement are limited solely to the activities described below.

For the purpose of this Agreement, "in-kind" replacement/repair is defined as a replacement action or repair that uses materials that match the original material in terms of composition, appearance, dimension, detailing and durability. In addition, to the extent practicable, original materials will be preserved and reused for in-kind replacement/repair.

For all projects where no window or door alterations are involved, all materials included in Appendix A of 10 CFR 440, *Standards For Weatherization Materials*, excluding all windows and doors, are considered appropriate for use on historic properties, and do not require further review or consultation from the SHPO, provided that the activity meets one of the following exemptions and follows the Secretary of the Interior's *Standards for Rehabilitation*.

a. Exterior Rehabilitation

i. Installation of scaffolding and other temporary construction-related structures including barriers, screening, fences, protective walkways, signage, office trailers and restrooms.

ii. Application of exterior paint on previously painted surfaces, including masonry.

iii. All lead paint abatement which does not involve removal or alteration of exterior features and/or a window's surrounding casings sash components, trim and sills.

iv. In-kind replacement/repair of:
   1) masonry foundations, floor joists, and ceiling joists
   2) basement bulkhead doors
   3) wood siding and trim
   4) porch elements such as columns, flooring, floor joists, ceilings, railing, balusters and balustrades, and lattice
   5) roof cladding, flashing, gutters, soffits, and downspouts and with no change in roof pitch or configuration
   6) doors and door frames

7) window sash, frames, glazing and weather stripping. Replacement of existing clear glass with new clear glass is allowed.
8) exterior vents

v. Replacement/repair of:
1) concrete foundations
2) exterior heating, ventilation, and air conditioning (HVAC) mechanical units that do not require any new venting or a new location, or venting is on the rear of the structure, not viewable from any public right of way.

vi. Installation of:
1) dryer vents, air intakes, and outlets on secondary facades
2) caulk and expandable foam to prevent air infiltration so long as it is clear, painted or colored to match the existing exterior materials.
3) Insulation on the underbelly of Mobile Homes.
4) Removable film on windows if the film is transparent.
5) Blown in insulation where no holes are drilled through exterior siding.

b. Interior Rehabilitation

i. Interior improvements and rehabilitation where no structural alterations are made, where no demolition of walls, ceilings and/or floors occurs, and where no drop ceilings are added or walls are furred out or moved, and consisting of:
1) plumbing work, including installation of water heaters
2) electrical work, including improving lamp efficiency
3) heating, ventilation, and air conditioning (HVAC) systems and their components
4) insulation installation in attics and crawl spaces
5) blown in insulation where no decorative plaster is damaged.

ii. In-kind replacement/repair of:
1) plaster walls and ceilings
2) floors, including refinishing

iii. Installation of drywall where original plaster wall surfaces are missing, and which will not appreciably change the trim profile. No decorative plaster or other decorative features shall be covered.

iv. All painting and carpeting, provided that carpeting installation damages no underlying wood or masonry floor surfaces.

v. All kitchen and bathroom remodeling, provided no walls, windows, or doors are altered.

vi. All lead paint abatement which does not involve removal or alteration of interior features.

vii. All asbestos abatement which does not involve removal or alteration of interior features.

c. Equipment

i. Standard energy efficiency measures that do not require ground disturbance or relocation or removal of walls, ceilings or floors, such as, but not limited to: installation or replacement of motors, lighting, blowers, pumps, heating, ventilation, and air conditioning (HVAC) systems that do not require any new venting or a new location, or venting is on the rear of the structure, not viewable from any public right of way, conservation tillage equipment, Global Positioning System (GPS) Guidance Systems, solar powered electric fencing, irrigation improvements such as flow meters, pulse irrigators and drip irrigation systems, and occupancy sensors on lights.

Should the SHPO and/or MDNR/EC determine through the review process outlined above that any actions undertaken through the Federal Energy Programs result in an adverse effect on historic properties, 36 CFR Part 800.6 shall implemented.

E. Public Participation

1. When an Undertaking is determined to have an adverse effect on a historic property, and resolution of the adverse effect is not readily achievable, MDNR/EC will assist Subgrantees to take into account the public interest by ensuring information about historic properties is included, as appropriate, in applications for assistance, public hearings, or public notifications.

2. MDNR/EC will help ensure, to the extent practicable, that Subgrantees seek and consider the views of the public on their projects in a manner that reflects the nature, magnitude and complexity of the Undertaking and its effects on historic properties, the likely interest of the public in the effects on historic properties and the potential for controversy, confidentiality concerns of private individuals, Tribes and businesses, and other Federal agency involvement in the Undertaking. A list of local historic preservation commissions is available on the SHPO webpage: http://dnr.mo.gov/shpo/clg-list.htm. A directory of local historical societies is available on the State Historical Society of Missouri's webpage: http://shs.umsystem.edu/directory/index.shtml. Should these two resources not aid in indentification of organizations interested in historic preservation in the local community, the SHPO shall assist the Subgrantee and / or MDNR/EC in contacting local preservationists to seek input from the public on the proposed project to the extent possible.

3. MDNR/EC will help ensure, to the extent practicable, that Subgrantees contact local historic preservation commissions and other groups or individuals known to be interested in historic resources in the area affected by the Undertaking. Subgrantees will notify

MDNR/EC and the SHPO of members of the public or Tribes who have expressed interest in an Undertaking covered under the terms of this Agreement.

F. Technical Assistance

Nothing in this agreement shall be construed as meaning that MDNR/EC or Subgrantees cannot request advice, counsel, or assistance of the SHPO at any time.

G. Monitoring

The SHPO may monitor activities carried out pursuant to this Agreement. MDNR/EC and Subgrantees will cooperate with the SHPO in carrying out their monitoring and review responsibilities. MDNR/EC and Subgrantees shall make available project information under this Agreement, as necessary.

H. Public Objection

At any time during implementation of an Undertaking covered by this Agreement, should an objection be raised by a member of the public, the Subgrantee shall take the objection into account and consult as needed with the objecting party, MDNR/EC or the SHPO to resolve the objection.

I. Dispute Resolution

1. MDNR/EC shall represent itself and Subgrantees petitioning singly or as a group in all matters of dispute resolution.

2. Should any signatory to this agreement or Subgrantee (represented by MDNR/EC) object at any time to any actions proposed or the manner in which the terms of this agreement are implemented, MDNR/EC shall consult with such party to resolve the objection. If MDNR/EC determines that such objection cannot be resolved, then MDNR/EC will forward all documentation relevant to the dispute, including MDNR/EC's proposed resolution and SHPO comments, to DOE. DOE will:

   a. Forward all documentation relevant to the dispute, including MDNR/EC's proposed resolution and SHPO comments, to the Advisory Council on Historic Preservation (ACHP). The ACHP shall provide MDNR/EC comment on resolving the objection within fifteen (15) days of receiving adequate documentation. If the ACHP does not provide comment with this period, DOE may make a final decision on the dispute and proceed accordingly.
   b. Prior to making a final decision on the dispute, DOE shall prepare a written response to the ACHP, SHPO and/or Subgrantees that takes into account any timely advice or comments regarding the dispute from the ACHP, SHPO and/or Subgrantees and provide them with a

copy of this written response. DOE will then notify MDNR/EC to proceed according to DOE's final decision.

3. The responsibilities of the signatories to carry out all other actions subject to the terms of this Agreement that are not the subject of the dispute remain unchanged.

J. Recordkeeping

Compliance with the terms of this Agreement will be documented by MDNR/EC or the Subgrantee through environmental recordkeeping as follows. Records will be made available to the SHPO for monitoring compliance, as necessary.

Each subgrantee shall himself/herself enter, or require that each client served by the Energy Programs enter, on a written application, the estimated year in which the building or other structure to be affected by Energy Programs was constructed. Based upon the age of the building or structure, the subgrantee shall retain the following information in the file:

For all buildings or structures, the subgrantee shall obtain the following information and retain it in the client or project file: A clear photograph showing the front of the building or structure taken from the street, sidewalk or front yard; a location map showing the location of each Undertaking; and the application upon which the client has entered the age of the building or structure. Electronic storage of photographs and maps is acceptable.

K. Term of Agreement

This Agreement will continue in full force and effect for five (5) years from the date all signatories have signed the Agreement. At any time in the six-month period prior to the Agreement's expiration, MDNR/EC may request ACHP and SHPO to extend the Agreement for five (5) more years, provided the request is made in writing, that all signatories agree, and there are no substantive modifications.

L. Amendment

Any signatory to this Agreement may request that it be amended, whereupon the parties will consult in accordance with 36 CFR Part 800.14 to consider such amendment. MDNR/EC will represent itself and Subgrantees petitioning singly or as a group in all requests to amend this Agreement. The amendment will be effective on the date it is signed by all signatories. Should DOE and the ACHP develop a nationwide agreement regarding Section 106 responsibilities that supersedes this Agreement, all parties agree to amend or terminate this Agreement as necessary.

M. Termination

Any signatory to this Agreement may terminate it by providing thirty (30) days notice to the other signatories, provided that the signatories will consult during the period prior to termination to seek amendment or other action that would avoid termination. MDNR/EC will represent itself and Subgrantees when the latter petition as a unanimous body to terminate this Agreement. In

the event of termination, Subgrantees will comply with 36 CFR Parts 800.3 through 800.6 with regard to all individual undertakings heretofore covered by this Agreement.

N. Unanticipated Discoveries

1. Archaeological sites or historic properties:

1. If previously unidentified archaeological sites or historic properties are discovered unexpectedly as a result of construction activities, the construction contractor will immediately halt all construction activity within a one-hundred (100) foot radius of the discovery, notify the Subgrantee of the discovery and implement interim measures to protect the discovery from looting and vandalism. Within forty-eight (48) hours of receipt of this notification of the discovery, the Subgrantee shall:
   a) inspect the work site to determine the extent of the discovery and ensure that construction activities have halted;
   b) clearly mark the area of the discovery;
   c) implement additional measures, as appropriate, to protect the discovery from looting and vandalism; and
   d) notify the SHPO, MDNR/EC and interested Indian Tribes or other parties of the discovery.
2. The Subgrantee will have seven (7) calendar days following notification to determine the National Register eligibility of the discovery after considering the timely filed views of the SHPO and interested Indian Tribes or other parties. The Subgrantee may assume the newly discovered property to be eligible for the National Register for the purposes of Section 106 pursuant to 36 CFR § 800.13(c).
3. For properties determined eligible, the Subgrantee will notify the SHPO, MDNR/EC and interested Indian Tribes or other parties of those actions that it proposes to resolve adverse effects in a mitigation plan.
   a) Consulting parties will have seven (7) calendar days to provide their views on the proposed mitigation plan.
   b) The Subgrantee will ensure that the recommendations of consulting parties are taken into account to resolve adverse effects.
   c) The Subgrantee will carry out the approved mitigation plan.
   d) The construction contractor will resume construction activities in the area of the discovery upon receipt of written authorization from the SHPO.
4. Dispute Resolution: The Subgrantee will seek and take into account the recommendations of the ACHP in resolving any disagreements that may arise regarding resolution of adverse effects. Within seven (7) days of receipt of such a written request, the ACHP will provide the Subgrantee with recommendations on resolving the dispute. The Subgrantee will take into account the recommendations provided by the ACHP in making a final decision about how to proceed.

2. Human remains:

1. When an unmarked human burial or skeletal remains are encountered during construction activities, the Subgrantee will comply with Missouri Rev. Stat. § 194.400, et seq. (Unmarked Human Burial Law).
2. Upon encountering unmarked human burials or skeletal remains during ground disturbing construction activities, the construction contractor will immediately stop work within a one-hundred (100) foot radius from the point of discovery and notify the Subgrantee. The construction contractor will implement interim measures to protect the discovery from vandalism and looting, but must not remove or otherwise disturb any human remains or other items in the immediate vicinity of the discovery.
3. Immediately following receipt of such notification, the Subgrantee will:
   a) ensure that construction activities have halted within a one-hundred (100) foot radius from the point of discovery;
   b) implement additional measures, as appropriate, to protect the discovery from looting and vandalism until the requirements of state law have been completed; and
   c) notify the local law enforcement officer, the SHPO, MDNR/EC and interested Indian Tribes or other parties, of the discovery.
4. The investigation by the local law enforcement officer will establish jurisdiction over the remains. The Subgrantee will notify the SHPO when local law enforcement determines that the SHPO has jurisdiction. Within seven (7) days of receipt of such notification, the SHPO will determine the treatment to be implemented. If the human remains are Native American, the SHPO in consultation with interested Indian Tribes will determine the treatment to be implemented.
5. The construction contractor will resume construction activities in the area of the discovery upon receipt of written authorization from either local law enforcement or the SHPO, whomever has jurisdiction under state law.

O. Coordination with Other Federal Funding

Another Federal agency that provides permitting or financial assistance to an Undertaking covered by this Agreement may satisfy its own Section 106 compliance responsibilities by accepting and complying with the terms of this Agreement. The Federal agency shall notify MDNR/EC, the Subgrantee and the SHPO in writing of its intent to adhere to this Agreement in lieu of completing a separate Section 106 review.

P. Notification

Notification or other communication between signatories to this Agreement shall be made in accordance with the following addresses or to such other place as a signatory may designate in writing all signatories.

MDNR/EC:

Energy Center
Missouri Department of Natural Resources
1101 Riverside Dr, PO Box 176
Jefferson City, MO 65102-0176
Anita.Randolph@dnr.mo.gov
Joe.Gassner@dnr.mo.gov
David.Harrison@dnr.mo.gov
Rob.Mock@dnr.mo.gov
Roger.Korenberg@dnr.mo.gov

SHPO:

Review and Compliance Section
State Historic Preservation Office
Missouri Department of Natural Resources
P.O. Box 176
Jefferson City, Missouri 65102-0176
Judith.Deel@dnr.mo.gov
Rebecca.Prater@dnr.mo.gov

Execution and implementation of this Agreement evidences that the Missouri Department of Natural Resources – Energy Center and its Subgrantees have taken into account the effects of the DOE Programs on historic properties.

Missouri Department of Natural Resources- Energy Center

By: Anita C Randolph Date: 12/7/09

Missouri Deputy State Historic Preservation Officer

By: Mark A Miles Date: 12/08/09

FIRST AMENDMENT TO PROGRAMMATIC AGREEMENT AMONG THE UNITED STATES DEPARTMENT OF ENERGY, THE MISSOURI DEPARTMENT OF NATURAL RESOURCES' DIVISION OF ENERGY AND THE MISSOURI DEPARTMENT OF NATURAL RESOURCES' STATE HISTORIC PRESERVATION OFFICE

WHEREAS, on June 7, 2010, the United States Department of Energy (hereinafter DOE), the Missouri Department of Natural Resources' Division of Energy (hereinafter DE), and the Missouri State Historic Preservation Office (hereinafter SHPO), entered into a Programmatic Agreement (hereinafter PA) to allow the Interagency Agreement signed in December 2009 by the SHPO and DE (labeled as "Appendix A" to the PA), to fulfill the requirements of Section 106 of the National Historic Preservation Act for certain DOE-funded Undertakings in Missouri; and.

WHEREAS, it is desirable that the PA be amended so that it includes additional stipulations that will further streamline compliance with Section 106 for the Undertakings; and

WHEREAS, DOE recipients in Missouri other than DE (hereinafter "Direct Recipients") also receive funding from DOE under the Programs to conduct Undertakings; and

WHEREAS, it is desirable that the PA be amended and updated to clarify that all of the Direct Recipients listed on Attachment A may also utilize the PA to achieve compliance with Section 106; and

WHEREAS, it is desirable to have any Direct Recipients not listed on Attachment A provide a written notification to the SHPO when they intend to utilize the PA to comply with Section 106; and

WHEREAS, Stipulation L of the PA allows for amendment of the PA in the same manner as the original PA was executed; and

WHEREAS, this First Amendment shall take effect on the date of the last signature and remain in force until the expiration of the PA.

NOW THEREFORE, the signatories to the PA agree to amend the PA in the following manner:

A) To add the following list of undertakings to the Specific Activities Exempt from Further Review (Appendix A, Section D, Part 2):
(d) Additional Exempt Activities:
(i) Replacement or installation of new storm windows where the finish on the new storm windows matches the finish of the existing windows in color.
(ii) Replacement of interior doors where the size of the openings is not altered.
(iii) Replacement or repair of door knobs and other door hardware.

B) To add the following section to Appendix A, Section C. Process of Section 106 Review:

(5) Emergency Undertakings: All projects that require non-exempt activities and involve health or safety emergencies (defined as situations that pose an acute and immediate threat to health or safety) can be completed in two phases as follows: the Recipient or Subgrantee may elect to perform emergency individual health and safety measures that are listed in the *Missouri Low Income Weatherization Assistance Program Operations Manual* (LIWAP), Emergency Situations Section 3, Subsection 1, Part B: 4-6 in the initial phase of the project prior to approval from the SHPO; and, prior to performing the second phase of the project, the Recipient must submit a Project Information Form and all applicable documents for the entire project, and await approval from the SHPO before commencing work on the second phase. The Missouri LIWAP Operational Manual is located at http://www.dnr.mo.gov/energy/weatherization/wx.htm. Notwithstanding this provision and anything contained in the Missouri LIWAP, immediate rescue and salvage operations conducted to preserve life or property remain exempt from the provisions of Section 106 and this Programmatic Agreement pursuant to 36 C.F.R. 800.12.

C) To add the following provisions to those listed under Appendix A, Section A. Roles of MDNR/EC and Subgrantees:

4. The terms of this PA may be utilized by Direct Recipients in order to achieve compliance with Section 106 to the same extent as DE (MDNR/EC), and any Subgrantees of Direct Recipients may utilize this PA to the same extent as the Subgrantees of DE (MDNR/EC). When utilized by the Direct Recipient, any references to Recipient, DE, or MDNR/EC, shall be construed to include the Direct Recipient, with the exception of references to the signatory responsibilities of the Recipient, DE or MDNR/EC contained in Sections K. Term of Agreement, L. Amendment, and M. Termination. When utilized by a Subgrantee of a Direct Recipient, any references to Subgrantees of DE (MDNR/EC) shall be construed to include the Subgrantees of Direct Recipients, if any. Recipients and Direct Recipients will remain responsible for ensuring that their Subgrantees, if any, comply with Section 106 and Recipients, Direct Recipients and Subgrantees cannot delegate Section 106 responsibilities to homeowners.

D) To add the following section to Appendix A, Section B. Qualifications of Personnel:

6. DOE's liaison to the Advisory Council on Historic Preservation (ICHP), in coordination with DOE, DE and the SHPO, to the extent practicable, will provide at least one training session or workshop required for all Direct Recipients intending to use the PA, in order to ensure their understanding of the terms of the PA and such training is deemed to meet the training requirements found in Stipulation B(1) of Appendix A. The scope of training should include a basic outline of the following topics: the Section 106 process; the research and identification of historic properties; obtaining qualified professional services; and limitations imposed by the PA (e.g., examples of Undertakings not exempted by the Agreement). The training should include additional topics relevant to the

terms of this PA, particularly the stipulations in Appendix A on recordkeeping requirements, (Appendix A, Section J).

E) To add the following section to Appendix A, Section P. Notification:

DOE: Office of Energy Efficiency and Renewable Energy
United States Department of Energy
Golden Field Office
1617 Cole Boulevard
Golden, CO 80401-3393
gohistoricpreservation@go.doe.gov

and,

If concerning a particular project receiving DOE funding under EECBG, WAP or SEP, then written notice shall also be given to the DOE project officer assigned to the respective award.

F) To delete Section K. Term of Agreement from Appendix A in its entirety.

G) To add the following Section to Appendix A following Section P:

Q. Anti-Deficiency Act Assurance. This Amendment to the PA is neither a fiscal nor a funds obligation document. Any endeavor involving reimbursement or contribution of funds among or between parties to this Amendment to the PA will be handled in accordance with applicable laws, regulations and procedures, and will be subject to separate agreements that shall be effected in writing.

Signatories:

Llona C. Weiss 7-12-11

Llona C. Weiss, Director — Date
MISSOURI DEPARTMENT OF NATURAL RESOURCES
DIVISION OF ENERGY

Mark A. Miles 7/12/11

Mark A. Miles, Director and Deputy State Historic Preservation Officer — Date
MISSOURI DEPARTMENT OF NATURAL RESOURCES
STATE HISTORIC PRESERVATION OFFICE

LeAnn Oliver 7/13/11

LeAnn Oliver, Program Manager — Date
UNITED STATES DEPARTMENT OF ENERGY
OFFICE OF ENERGY EFFICIENCY AND RENEWABLE ENERGY
OFFICE OF WEATHERIZATION AND INTERGOVERNMENTAL PROGRAMS

Grantee	Recipient Type
Chesterfield	City
University City	City
Cape Girardeau	City
Kansas City	City
St. Louis	City
St. Louis	County
Missouri	SEO
Joplin	City
Jefferson City	City
Springfield	City
St. Peters	City
Jefferson	County
St. Charles	City
St. Charles	County
Cass	County
Independence	City
Jackson	County
St. Joseph	City
Franklin	County
Christian	County
Blue Springs	City
Jasper	County
Greene	County
Lee's Summit	City
O'Fallon	City
Columbia	City
Florissant	City
Clay	County
Missouri Department of Agriculture	State

The Do's & Don'ts of Photos for Section 106 Submissions

- ✓ **Do:** Submit clear black and white or color photographs that are at least 3" X 5". We do accept high quality digital photographs, however a paper copy must be provided and the print must be at least 600 *dpi*.
- ✓ **Do:** submit photos of more than one side of the building.
- ✓ **Do:** Include streetscapes of neighboring buildings or any other improvements like rock retaining walls.
- ✓ **Do:** label the photograph on the back with the address and key it into the map.
- ✓ **Do:** submit photographs where the building and the defining architectural features are clearly visible.

- **Don't:** submit Polaroid's, faxed, photocopied, or emailed photos.
- **Don't:** submit photos that are too small to see any defining architectural features or too close to see the entire building.
- **Don't:** submit a streetscape that only shows the street.
- **Don't:** submit a group of photos with no labels and no key to the map.
- **Don't:** submit photos where the building and its defining architectural details are blocked by trees, cars, shadows, etc.
- **Don't:** take photos from your car.

Attachment 6.3

Measures Exempt from Further Review

The measures listed below do not have adverse effects on historic properties, and do not require a Section 106 review by the Missouri State Historic Preservation Office

All materials included in Appendix A of 10 CFR 440, *Standards For Weatherization Materials*, excluding all windows and doors, are considered appropriate for use on historic properties, and do not require further review or consultation from the State Historic Preservation Office.

"Like-kind" replacement/repair is defined as a replacement action or repair that uses materials that match the original material in terms of composition, appearance, dimension, detailing and durability. To the extent practicable, original materials will be preserved and reused for like-kind replacement/repair.

Exterior Rehabilitation

A. Installation of scaffolding and other temporary construction-related structures including barriers, screening, fences, protective walkways, signage, office trailers and restrooms.

B. Application of exterior paint on previously painted surfaces, including masonry.

C. All lead paint abatement which does not involve removal or alteration of exterior features and/or a window's surrounding casings sash components, trim and sills.

D. Like-kind replacement/repair of:
   i. masonry foundations, floor joists, and ceiling joists
   ii. basement bulkhead doors
   iii. wood siding and trim
   iv. porch elements such as columns, flooring, floor joists, ceilings, railing, balusters and balustrades, and lattice
   v. roof cladding, flashing, gutters, soffits, and downspouts and with no change in roof pitch or configuration
   vi. doors and door frames
   vii. window sash, frames, glazing and weather stripping. Replacement of existing clear glass with new clear glass is allowed.
   viii. exterior vents

E. Replacement/repair of:
   i. concrete foundations
   ii. exterior heating, ventilation, and air conditioning (HVAC) mechanical units that do not require any new venting or a new location, or venting is on the rear of the structure, not viewable from any public right of way.

F. Installation of:
   i. dryer vents, air intakes, and outlets on secondary facades
   ii. caulk and expandable foam to prevent air infiltration so long as it is clear, painted or colored to match the existing exterior materials.
   iii. Insulation on the underbelly of Mobile Homes.
   iv. Removable film on windows if the film is transparent.
   v. Blown in insulation where no holes are drilled through exterior siding.

1. <u>Interior Rehabilitation</u>

A. Interior improvements and rehabilitation where no structural alterations are made, where no demolition of walls, ceilings and/or floors occurs, and where no drop ceilings are added or walls are furred out or moved, and consisting of:
   i. plumbing work, including installation of water heaters
   ii. electrical work, including improving lamp efficiency
   iii. heating, ventilation, and air conditioning (HVAC) systems and their components
   iv. insulation installation in attics and crawl spaces
   v. blown in insulation where no decorative plaster is damaged.

B. Like-kind replacement/repair of:
   i. plaster walls and ceilings
   ii. floors, including refinishing

C. Installation of drywall where original plaster wall surfaces are missing, and which will not appreciably change the trim profile. No decorative plaster or other decorative features shall be covered.

D. All painting and carpeting, provided that carpeting installation damages no underlying wood or masonry floor surfaces.

E. All kitchen and bathroom remodeling, provided no walls, windows, or doors are altered.

F. All lead paint abatement which does not involve removal or alteration of interior features.

G. All asbestos abatement which does not involve removal or alteration of interior features.

2. Equipment

Standard energy efficiency measures that do not require ground disturbance or relocation or removal of walls, ceilings or floors, such as, but not limited to: installation or replacement of motors, lighting, blowers, pumps, heating, ventilation, and air conditioning (HVAC) systems that do not require any new venting or a new location, or venting is on the rear of the structure, not viewable from any public right of way.

MISSOURI DEPARTMENT OF NATURAL RESOURCES
STATE HISTORIC PRESERVATION OFFICE

SECTION 106 PROJECT INFORMATION FORM

Submission of a completed Project Information Form with adequate information and attachments constitutes a request for a review pursuant to Section 106 of the National Historic Preservation Act of 1966 (as amended). We reserve the right to request more information. **Please refer to the CHECKLIST on Page 2 to ensure that all basic information relevant to the project has been included.** For further information, refer to our website at: http://dnr.mo.gov/shpo and follow the links to Section 106 Review.

NOTE: Section 106 regulations provide for a 30-day response time by the Missouri State Historic Preservation Office from the date of receipt.

PROJECT NAME	
FEDERAL AGENCY PROVIDING FUNDS, LICENSE, OR PERMIT	
APPLICANT	TELEPHONE
CONTACT PERSON	TELEPHONE
ADDRESS FOR RESPONSE	

LOCATION OF PROJECT

COUNTY	
STREET ADDRESS	CITY

LEGAL DESCRIPTION OF PROJECT AREA (TOWNSHIP, RANGE, SECTION, ¼ SECTION)

USGS TOPOGRAPHIC MAP QUADRANGLE NAME (SEE MAP REQUIREMENTS ON PAGE 2)

YEAR	TOWNSHIP	RANGE	SECTION

PROJECT DESCRIPTION

DESCRIBE THE OVERALL PROJECT IN DETAIL. IF IT INVOLVES EXCAVATION, INDICATE HOW WIDE, HOW DEEP, ETC. IF THE PROJECT INVOLVES DEMOLITION OF EXISTING BUILDINGS, MAKE THAT CLEAR. IF THE PROJECT INVOLVES REHABILITATION, DESCRIBE THE PROPOSED WORK IN DETAIL. USE ADDITIONAL PAGES IF NECESSARY.

ARCHAEOLOGY (EARTHMOVING ACTIVITIES)

HAS THE GROUND INVOLVED BEEN GRADED, BUILT ON, BORROWED, OR OTHERWISE DISTURBED? PLEASE DESCRIBE IN DETAIL (USE ADDITIONAL PAGES, IF NECESSARY) PHOTOGRAPHS ARE HELPFUL:

WILL THE PROJECT REQUIRE FILL MATERIAL? ☐ YES ☐ NO

IF **YES**, INDICATE PROPOSED BORROW AREAS (SOURCE OF FILL MATERIAL) ON TOPOGRAPHIC MAP

ARE YOU AWARE OF ARCHAEOLOGICAL SITES ON OR ADJACENT TO PROJECT AREA? ☐ YES ☐ NO

IF **YES**, IDENTIFY THEM ON THE TOPOGRAPHIC MAP

STRUCTURES (REHABILITATION, DEMOLOTION, ADDITIONS TO, OR CONTRUCTION NEAR EXISTING STRUCTURES)

TO THE BEST OF YOUR KNOWLEDGE, IS THE STRUCTURE LOCATED IN ANY OF THE FOLLOWING?

☐ AN AREA PREVIOUSLY SURVEYED FOR HISTORIC PROPERTIES.

IF YES, PLEASE PROVIDE THE NAME OF THE SURVEY OR DISTRICT:

☐ A NATIONAL REGISTER DISTRICT

IF YES, PLEASE PROVIDE THE NAME OF THE SURVEY OR DISTRICT:

☐ A LOCAL HISTORIC DISTRICT

IF YES, PLEASE PROVIDE THE NAME OF THE SURVEY OR DISTRICT:

- PLEASE PROVIDE PHOTOGRAPHS OF ALL STRUCTURES, SEE PHOTOGRAPHY REQUIREMENTS
- **NOTE:** ALL PHOTOGRAPHS SHOULD BE LABELED AND KEYED TO ONE MAP OF THE PROJECT AREA
- PLEASE PROVIDE A BRIEF HISTORY OF THE BUILDING(S), INCLUDING CONSTRUCTION DATES AND BUILDING USES. (USE ADDITONAL PAGES, IF NECESSARY.)

ADDITIONAL REQUIREMENTS

Map Requirements: Attach a copy of the relevant portion (8 ½ x 11) of the current USGS 7.5 min. topographic map **and**, if necessary, a large scale project map. Please do not send an individual map with each structure or site. While an original map is preferable, a good copy is acceptable. For a list of sites from which to order, download or print the required USGS 7.5 min. topographic maps at little or no cost, consult http://dnr.mo.gov/shpo/sectionrev.htm.

Photography Requirements: Clear black and white or color photographs (minimum 3" x 5") are acceptable. Polariods, photocopies, emailed or faxed photographs are not acceptable. **Good quality photographs are important for expeditious project review**. Photographs of neighboring or nearby buildings are also helpful. All photographs should be labeled and keyed to one map of the project area.

CHECKLIST-DID YOU PROVIDE THE FOLLOWING INFORMATION?

☐ Topographic map 7.5 min. (per project, not structure)

☐ Thorough description (all projects)

☐ Photographs (all structures)

☐ Other supporting documents (If necessary to explain the project)

☐ For new construction, rehabilitations, etc., attach work write-ups, plans, drawings, etc.

☐ Is topographic map identified by quadrangle and year?

Return this Form and Attachments to:

MISSOUR DEPARTMENT OF NATURAL RESOURCES
STATE HISTORIC PRESERVATION OFFICE
Attn: Section 106 Review
P.O. BOX 176
JEFFERSON CITY, MISSOURI 65102-0176