New Jersey Department of Community Affairs

State Plan and Grant Application

US Department of Energy

Weatherization Assistance Program

2026

US Department of Energy
Weatherization Assistance Program
New Jersey State Plan 2026
Master File

INTRODUCTION

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

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

OLIEC funds a network of non-profit organizations that provide weatherization services to their respective communities. Sub-grantees have a primary responsibility to identify potential applicants, certify eligibility, and provide weatherization services to eligible dwelling units within their geographic scope. Local programs must develop and maintain a substantial public information program and positive client relationships. Sub-grantees must follow program rules and regulations as outlined in the 2026 NJ State Plan, Weatherization Assistance Program Policy, and Procedures Manual (Policy Manual), New Jersey Field Guide Standard Work Specifications (aligned edition), and the United States Department of Energy's (USDOE) Federal Code of Regulations 10 CFR 440, Weatherization Program Notices (WPN) and Weatherization Memorandums.

Attachments

- SF-424 – Application for Federal Financial Assistance
- Budget
- Budget Justification
- Annual File
- Health and Safety

OMB Number: 4040-0004
Expiration Date: 03/31/2029

APPLICATION FOR FEDERAL ASSISTANCE SF-424 — Version 02

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

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

If Revision, select appropriate letter(s)

Other (specify):

3. Date Received
07/09/2025

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:
DE-SE0001838

State Use Only:

6. Date Received by State: 07/09/2025

7. State Application Identifier:

8. APPLICANT INFORMATION:

a. Legal Name: New Jersey, State of

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

c. UEI:
NFGKVVF89Q55

d. Address:

Street 1: 101 S. Broad St.

Street 2: PO Box 811

City: Trenton

County: MERCER County

State: NJ

Province:

Country: U.S.A.

Zip / Postal Code: 086250811

e. Organizational Unit:

Department Name:
NJ Department of Community Affairs

Division Name:
Housing and Community Resources

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

Prefix: Ms

First Name: Bhanu

Middle Name:

Last Name: Jayarangan

Suffix:

Title: Program Manager

Organizational Affiliation: NJ Dept. of Community Affairs

Telephone Number: 6099301895

Fax Number:

Email: bhanu.jayarangan@dca.nj.gov

OMB Number: 4040-0004
Expiration Date: 03/31/2029

APPLICATION FOR FEDERAL ASSISTANCE SF-424 Version 02

9. Type of Applicant:

A State Government

10. Name of Federal Agency:

U. S. Department of Energy

11. Catalog of Federal Domestic Assistance Number:

81.042

CFDA Title:

Weatherization Assistance Program

12. Funding Opportunity Number:

DE-WAP-0002026

Title:

2026 Weatherization Assistance Program (WAP) Funding

13. Competition Identification Number:

Title:

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

Statewide

15. Descriptive Title of Applicant's Project:

2026 New Jersey Low-Income Weatherization Assistance Program Formula Award

OMB Number: 4040-0004
Expiration Date: 03/31/2029

APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

16.Congressional District Of:

a. Applicant: New Jersey Congressional District 12

b. Program/Project: NJ-Statewide

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

17. Proposed Project:

a. Start Date: 07/01/2026

b. End Date: 06/30/2027

18. Estimated Funding ($):

a. Federal	8,071,588.00
b. Applicant	0.00
c. State	0.00
d. Local	0.00
e. Other	0.00
f. Program Income	0.00
g. TOTAL	8,071,588.00

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

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

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

No

21. By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to**

- [X] I AGREE

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

Authorized Representative:

Prefix: Ms First Name: Janel

Middle Name:

Last Name: Winter

Suffix:

Title: Division Director

Telephone Number: 6096336153 Fax Number: 6099848454

Email: Janel.winter@dca.nj.gov

Signature of Authorized Representative: Signed Electronically **Date Signed:** 08/31/2026

OMB Number: 4040-0006
Expiration Date: 06/30/2028

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. SE0001838	2. Program/Project Title Weatherization Assistance Program

3. Name and Address	New Jersey, State of 101 S. Broad St. Trenton, NJ 086250811	4. Program/Project Start Date	07/01/2026
		5. Completion Date	06/30/2027

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. New Jersey WAP	81.042	$ 0.00		$ 8,071,588.00		$ 8,071,588.00
2.						
3.						
4.						
5. TOTAL		$ 0.00	$ 0.00	$ 8,071,588.00	$ 0.00	$ 8,071,588.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	Grant Program, Function or Activity				Total
	(1) GRANTEE T&TA	(2) SUBGRANTEE T&TA	(3) FINANCIAL AUDITS	(4) SUBGRANTEE ADMINISTRATI ON	(5)
a. Personnel	$ 470,974.00	$ 0.00	$ 0.00	$ 0.00	$ 820,265.00
b. Fringe Benefits	$ 275,049.00	$ 0.00	$ 0.00	$ 0.00	$ 479,035.00
c. Travel	$ 53,361.00	$ 0.00	$ 0.00	$ 0.00	$ 53,361.00
d. Equipment	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
e. Supplies	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 4,000.00
f. Contract	$ 156,605.00	$ 255,000.00	$ 128,713.00	$ 605,369.00	$ 6,592,252.00
g. Construction	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
h. Other Direct Costs	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 3,754.00
i. Total Direct Charges	$ 955,989.00	$ 255,000.00	$ 128,713.00	$ 605,369.00	$ 7,952,667.00
j. Indirect Costs	$ 70,351.00	$ 0.00	$ 0.00	$ 0.00	$ 118,921.00
k. Totals	$ 1,026,340.00	$ 255,000.00	$ 128,713.00	$ 605,369.00	$ 8,071,588.00
7. Program Income	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00

OMB Number: 4040-0006
Expiration Date: 06/30/2028

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No.	2. Program/Project Title	
SE0001838	Weatherization Assistance Program	
3. Name and Address: New Jersey, State of 101 S. Broad St. Trenton, NJ 086250811	4. Program/Project Start Date: 07/01/2026	5. Completion Date: 06/30/2027

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.						
2.						
3.						
4.						
5. TOTAL		$ 0.00	$ 0.00	$ 8,071,588.00	$ 0.00	$ 8,071,588.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	Grant Program, Function or Activity				Total
	(1) PROGRAM OPERATIONS	(2) Weatherization Readiness	(3) HEALTH AND SAFETY	(4) LIABILITY INSURANCE	(5)
a. Personnel	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 820,265.00
b. Fringe Benefits	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 479,035.00
c. Travel	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 53,361.00
d. Equipment	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
e. Supplies	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 4,000.00
f. Contract	$ 4,003,632.00	$ 662,466.00	$ 651,754.00	$ 128,713.00	$ 6,592,252.00
g. Construction	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
h. Other Direct Costs	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 3,754.00
i. Total Direct Charges	$ 4,003,632.00	$ 662,466.00	$ 651,754.00	$ 128,713.00	$ 7,952,667.00
j. Indirect Costs	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 118,921.00
k. Totals	$ 4,003,632.00	$ 662,466.00	$ 651,754.00	$ 128,713.00	$ 8,071,588.00
7. Program Income	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00

OMB Number: 4040-0006
Expiration Date: 06/30/2028

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. SE0001838	2. Program/Project Title Weatherization Assistance Program
3. Name and Address: New Jersey, State of, 101 S. Broad St., Trenton, NJ 086250811	4. Program/Project Start Date 07/01/2026 5. Completion Date 06/30/2027

SECTION A - BUDGET SUMMARY						
Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.						
2.						
3.						
4.						
5. TOTAL		$ 0.00	$ 0.00	$ 8,071,588.00	$ 0.00	$ 8,071,588.00

SECTION B - BUDGET CATEGORIES					
6. Object Class Categories	Grant Program, Function or Activity				Total
	(1) GRANTEE ADMINISTRATION	(2)	(3)	(4)	(5)
a. Personnel	$ 349,291.00				$ 820,265.00
b. Fringe Benefits	$ 203,986.00				$ 479,035.00
c. Travel	$ 0.00				$ 53,361.00
d. Equipment	$ 0.00				$ 0.00
e. Supplies	$ 4,000.00				$ 4,000.00
f. Contract	$ 0.00				$ 6,592,252.00
g. Construction	$ 0.00				$ 0.00
h. Other Direct Costs	$ 3,754.00				$ 3,754.00
i. Total Direct Charges	$ 561,031.00				$ 7,952,667.00
j. Indirect Costs	$ 48,570.00				$ 118,921.00
k. Totals	$ 609,601.00				$ 8,071,588.00
7. Program Income	$ 0.00				$ 0.00

U.S. Department of Energy
Weatherization Assistance Program (WAP)
BUDGET INFORMATION REMARKS
Grant Number: SE0001838, **State:** NJ
Recipient: New Jersey, State of

Remarks

Please note that for WAP staff the remaining time allocation is charged to DOE BIL and LIHEAP funds. Remaining administrative members are paid with other non-weatherization program funds for which they also administer.

Standard Form 424A (Rev. 7-97)
Prescribed by OMB Circular A-102

U.S. Department of Energy

WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION

State: NJ Grant Number: SE0001838 Program Year: 2026

Name: **BAYONNE ECONOMIC OPPORTUNITY FOUNDATION**

Contact: Mr. Anthony Segarra
UEI: FEF2HL8AD5E6
DUNS: 076370170
Phone: (201) 437-7222
Fax: (201) 437-7220
Email: Asegarra@beof.org

Address: 555 Kennedy Boulevard P.O. BOX 103:
Bayonne, NJ 07002-2627

Counties served: HUDSON County

Tentative allocation: $ 246,969.00
Planned units: 18
Type of organization: Non-profit organization
Source of labor: Agency and Contractors

Congressional districts served:

CD
NJ-10

Name: **BERGEN COUNTY COMM. ACTION PROG., INC.**

Contact: Mike Lamendola
UEI: NNA5N2KHMGN1
DUNS: 131367617
Phone: (973) 910-2500
Fax: (201) 402-6601
Email: mike.lamendola@greaterbergen.org

Address: 294 Union Street
Hackensack, NJ 07601-0000

Counties served: BERGEN County

Tentative allocation: $ 429,595.00
Planned units: 32
Type of organization: Non-profit organization
Source of labor: Contractors

Congressional districts served:

CD
NJ-09
NJ-05
NJ-08

Name: **CAMDEN COUNTY COUNCIL ON ECONOMIC OPPORTUNITY**

Contact: Arlene Almonte
UEI: DX5JDRNCLWY7
DUNS: 075503144
Phone: (856) 910-8816
Fax: (856) 910-1186
Email: Aalmonte@cccoeo.com

Address: 5287 Route 70
Pennsauken, NJ 08103-1244

Counties served: CAMDEN County

Tentative allocation: $ 429,596.00
Planned units: 32
Type of organization: Non-profit organization
Source of labor: Contractors

Congressional districts served:

CD
NJ-01

Name: **COMMUNITY AFFAIRS AND RESOURCE CENTER, INC.**

Contact: Beatriz Oesterheld
UEI: VPE9KKAYJEX8
DUNS:
Phone: (732) 774-328210
Fax: (732) 502-8955
Email: boesterheld@carcnj.org

Address: 913 Sewall Avenue
Asbury Park, NJ 07712-6445

U.S. Department of Energy

WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION

State: NJ Grant Number: SE0001838 Program Year: 2026

Counties served: MONMOUTH County

Tentative allocation: $ 338,282.00
Planned units: 25
Type of organization: Non-profit organization
Source of labor: Contractors

Congressional districts served:

CD
NJ-06

Name: **Gateway Community Action Partnership**

Contact: Mr. Tim Finch
UEI: RU8BSK12T6L3
DUNS: 613517200
Phone: (856) 455-5900
Fax: (856) 455-7288
Email: tfinch@gatewaycap.org

Address: 110 Cohansey Street
Bridgeton, NJ 08302-1922

Counties served: CUMBERLAND County
SALEM County
GLOUCESTER County

Tentative allocation: $ 383,939.00
Planned units: 28
Type of organization: Non-profit organization
Source of labor: Contractors

Congressional districts served:

CD
NJ-01
NJ-02

Name: **Isles, Inc.**

Contact: Peter Rose
UEI: NDP5K3UWDUW8
DUNS: 101700847
Phone: (609) 341-4700
Fax: (609) 341-4744
Email: prose@isles.org

Address: 1 North Johnson Avenue
Hamilton, NJ 08609-0000

Counties served: MERCER County

Tentative allocation: $ 292,626.00
Planned units: 21
Type of organization: Non-profit organization
Source of labor: Contractors

Congressional districts served:

CD
NJ-04

Name: **LA CASA DE DON PEDRO**

Contact: Ms. Norma Sessa
UEI: PWPQTMSCS3W5
DUNS: 096878178
Phone: (973) 482-8312
Fax: (973) 482-1883
Email: nsessa@lacasanwk.org

Address: 75 Park Avenue
Newark, NJ 07104-1034

Counties served: ESSEX County

Tentative allocation: $ 555,176.00
Planned units: 42
Type of organization: Non-profit organization
Source of labor: Contractors

Congressional districts served:

CD
NJ-07
NJ-11
NJ-10
NJ-08

U.S. Department of Energy

WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: NJ Grant Number: SE0001838 Program Year: 2026

Name: **NATIVE AMERICAN ADVANCEMENT CORP**

Contact: Tyrese Gould, President/CEO
UEI: RVPHCXMKWD43
DUNS: 962647553

Address: 17 E. Commerce Street
1st Floor
Bridgeton, NJ 08302-0000

Phone: (856) 455-0600
Fax: (856) 459-5079
Email: tygould@nativeadvancement.org

Counties served: ATLANTIC County
CAPE MAY County

Tentative allocation: $ 338,282.00
Planned units: 25
Type of organization: Non-profit organization
Source of labor: Agency

Congressional districts served:

CD
NJ-02

Name: **NORTHWEST NJ COMMUNITY ACTION PROGRAM, INC.**

Contact: Mr. Mark Valli
UEI: ZD5YANB61KL4
DUNS: 060808219

Address: 350 Marshall Street
Phillipsburg, NJ 08865-3273

Phone: (908) 454-7000
Fax: (908) 859-0729
Email: vallim@norwescap.org

Counties served: HUNTERDON County
SUSSEX County
WARREN County

Tentative allocation: $ 246,969.00
Planned units: 18
Type of organization: Non-profit organization
Source of labor: Contractors

Congressional districts served:

CD
NJ-05
NJ-11
NJ-07

Name: **OCEAN COMMUNITY ACTION NOW, INC.**

Contact: Ms. Tamica Mickle
UEI: PZRHETZYS1A7
DUNS: 068698422

Address: 40 Washington Street
P.O. BOX 1029
Toms River, NJ 08753-0000

Phone: (732) 244-5333
Fax: (732) 349-4227
Email: Tmickle@oceaninc.org

Counties served: OCEAN County

Tentative allocation: $ 470,328.00
Planned units: 35
Type of organization: Non-profit organization
Source of labor: Agency and Contractors

Congressional districts served:

CD
NJ-03
NJ-04

Name: **PASSAIC COUNTY BRD OF CHOSEN FREEHOLD**

Contact: Mr. Kevin Batacchi
UEI: NYYJMEV218E5
DUNS: 063148811

Address: 930 Riverview Drive, Suite 250
Totowa, NJ 07512-0000

Phone: (973) 569-4032
Fax: (973) 812-3160
Email: kevinba@passaiccountynj.org

U.S. Department of Energy

WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: NJ Grant Number: SE0001838 Program Year: 2026

Counties served: PASSAIC County

Tentative allocation: $ 434,520.00
Planned units: 32
Type of organization: Unit of local government
Source of labor: Contractors

Congressional districts served:

CD
NJ-05
NJ-11
NJ-09

Name: **PUERTO RICAN ACTION BOARD, INC. (PRAB)**

Contact: Nakia Marshal
UEI: DVMWZF8DCJA9
DUNS: 078264975
Phone: (732) 828-4510
Fax: (732) 828-4546
Email: Nmarshal@prab.org

Address: 90 Jersey Ave
PO Box 240
New Brunswick, NJ 08903-0240

Counties served: MIDDLESEX County

Tentative allocation: $ 434,520.00
Planned units: 32
Type of organization: Non-profit organization
Source of labor: Contractors

Congressional districts served:

CD
NJ-06
NJ-12

Name: **Puerto Rican Organization for Community Economic Developmen**

Contact: Teresa Soto-Vega
UEI: M3MUYQX61N73
DUNS: 043980531
Phone: (908) 351-7727
Fax: (908) 353-5185
Email: tsotovega@proceedinc.com

Address: 1126 Dickinson Street
Elizabeth, NJ 07201-2404

Counties served: UNION County
SOMERSET County

Tentative allocation: $ 480,177.00
Planned units: 35
Type of organization: Non-profit organization
Source of labor: Contractors

Congressional districts served:

CD
NJ-07
NJ-10

Name: **Puertorriquenos Asociados for Community Organization**

Contact: Julio Garcia
UEI: TNGUHDNNZ2W9
DUNS: 113081764
Phone: (201) 963-8282
Fax: (201) 653-5229
Email: jgarcia@pacoagency.org

Address: 390-392 Manila Avenue
Jersey City, NJ 07302-2536

Counties served: HUDSON County

Tentative allocation: $ 475,251.00
Planned units: 35
Type of organization: Non-profit organization
Source of labor: Contractors

Congressional districts served:

CD
NJ-10
NJ-08

U.S. Department of Energy

WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: NJ Grant Number: SE0001838 Program Year: 2026

Name: **Saint Joseph's Carpenter Society**

Address: 20 Church Street
Camden, NJ 08105-0000

Contact: Ms. Pilar Hogan Closkey
UEI: JE4SCQLKLNN4
DUNS:
Phone: (856) 966-8117233
Fax: (856) 342-7289
Email: phogan@sjcscamden.org

Counties served: BURLINGTON County

Tentative allocation: $ 292,626.00
Planned units: 21
Type of organization: Non-profit organization
Source of labor: Contractors

Congressional districts served:

CD
NJ-03

Name: **The Morris County Organization for Hispanic Affairs, Inc.**

Address: 95-97 Bassett Highway
Dover, NJ 07801-3819

Contact: Ms. Marcela Lenox
UEI: FBN4C1FBEDK7
DUNS: 193982097
Phone: (973) 366-4770
Fax: (973) 361-7878
Email: mlenox@mcoha.org

Counties served: MORRIS County

Tentative allocation: $ 246,969.00
Planned units: 18
Type of organization: Local agency
Source of labor: Contractors

Congressional districts served:

CD
NJ-07
NJ-11

Name: **United Community Corporation**

Address: 332 S. 8th Street
Newark, NJ 07103-0000

Contact: Craig Mainor
UEI: PMQ9M6KZ9HC3
DUNS: 030251185
Phone: (973) 642-0181
Fax: (862) 367-8127
Email: craig.mainor@uccnewark.org

Counties served: ESSEX County

Tentative allocation: $ 339,822.00
Planned units: 25
Type of organization: Non-profit organization
Source of labor: Contractors

Congressional districts served:

CD
NJ-10

BUDGET JUSTIFICATION FOR FORMULA GRANTS

Applicant: New Jersey, State of
Award number: SE0001838

Budget period: 07/01/2026 - 06/30/2027

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

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

Position	Description of Duties of Professionals
x Program Support Specialist 3, Assistance Programs	State Monitors conduct quality control inspections of completed units, provide technical assistance and training to sub grantees, and weekly monitoring of sub grantees to ensure grant compliance.
x Program Specialist Trainee (To be hired)	State Monitors Trainee assists in the day-to-day office operations of the WAP.
x Program Support Specialist 2	State Monitors conduct quality control inspections of completed units, provide technical assistance and training to sub grantees, and weekly monitoring of sub grantees to ensure grant compliance.
x Program Support Specialist 2	State Monitors conduct quality control inspections of completed units, provide technical assistance and training to sub grantees, and weekly monitoring of sub grantees to ensure grant compliance.
x Program Support Specialist 2	State Monitors conduct quality control inspections of completed units, provide technical assistance and training to sub grantees, and weekly monitoring of sub grantees to ensure grant compliance.
x Program Support Specialist 2 vacant	State Monitors conduct quality control inspections of completed units, provide technical assistance and training to sub grantees, and weekly monitoring of sub grantees to ensure grant compliance. (to be hired)
x Program Specialist 4 - Bilingual	Oversees, administers and manages the day to day operations of the Weatherization Assistance Program.
x Technical Assistant MIS	Oversees the management of the Hancock Energy Services for Weatherization Assistance Program (HESWAP) utilize for tracking completed units and expenditures of sub grantees.
x Management Assistant	To provide management assistance to Supervisor of the Office of Low-Income Energy Conservation in the day to day management of the Weatherization Assistance Program and related grant programs.
x Technical Assistant 3	Provides support in fiscal activities such as purchase orders, purchasing of supplies and equipment, travel requests, etc.
x Accountant 1 Vacant	Assists in generating and completing the quarterly Financial and Performance reports.(To be hired)
x Section Supervisor, Fiscal Resources	Assists in the oversight of fiscal management and administration of the Division of Housing and Community Resources which includes WAP.
x Contract Administrator 1	Processes contract grant agreements, revisions and or amendments for sub grantees
x Secretarial Assistant 1, Non-Steno	Provides clerical and administrative support in processing travel documents, purchase requests, etc. for the Division of Housing and Community Resources.
x Technical Assistant 1	Provides human resources and administrative assistance to division programs.
x Division Director	Oversees the Division of Housing and Community Resources which includes the Weatherization Assistance Program.

x Analyst Trainee	Processes and completes fiscal tasks that includes but not limited to purchase orders, sub grantees' payments, etc.
x Administrative Analyst 4	Processes administrative tasks for the Division of Housing and Community Resources which includes WAP.
x Assistant Director	Assists in the administration and management of the Division. The Office of Low-Income Energy Conservation is under this position oversight.
x Deputy Director	Assists in the day-to-day management and administration of the Division of Housing and Community Resources.
x Analyst Trainee	Assist in the day-to-day fiscal operations such as process check-runs, deposits, payments etc.
x Technical Assistant 1	Provides human resources and administrative assistance to division programs
x Senior Fiscal Analyst	Oversees and supervises Fiscal staff in the day-to-day fiscal operations for the Division.
x Program Support Specialist 2 (To be hired)	State Monitors conduct quality control inspections of completed units, provide technical assistance and training to sub grantees, and weekly monitoring of sub grantees to ensure grant compliance. (to be hired)
x Accountant 1	Assists in generating and completing the quarterly Federal and State Financial reports.
x Contract Administrator 1	Processes contract grant agreements, revisions and or amendments for sub grantees.
x Principal Operations Analyst	Oversees human resources and administrative assistance to division programs
x Administrative Analyst 2 Fiscal Management	Provides human resources and administrative assistance to division programs
x Contract Administrator 3	Reviews policies and procedures, analyzes data and creates reports with recommendations to improve functions.
x Principal Fiscal Analyst	Provides fiscal operations for the Division.
x Fiscal Analyst	Assists in the day-to-day fiscal operations for the Division.

Direct Personnel Compensation:

Position	Salary/Rate	Time	Direct Pay
x Program Support Specialist 3, Assistance Programs	$128,031.00	40.0000 % FT	$51,212.40
x Program Specialist Trainee (To be hired)	$53,480.00	35.0000 % FT	$18,718.00
x Program Support Specialist 2	$108,299.00	40.0000 % FT	$43,319.60
x Program Support Specialist 2	$108,299.00	40.0000 % FT	$43,319.60
x Program Support Specialist 2	$108,299.00	40.0000 % FT	$43,319.60
x Program Support Specialist 2 vacant	$86,957.00	65.0000 % FT	$56,522.05
x Program Specialist 4 - Bilingual	$114,128.00	35.0001 % FT	$39,944.91
x Technical Assistant MIS	$77,371.00	60.0000 % FT	$46,422.60
x Management Assistant	$84,763.00	40.0001 % FT	$33,905.28
x Technical Assistant 3	$81,237.00	15.0000 % FT	$12,185.55
x Accountant 1 Vacant	$86,957.00	20.0000 % FT	$17,391.40
x Section Supervisor, Fiscal Resources	$148,187.00	20.0000 % FT	$29,637.40
x Contract Administrator 1	$76,125.00	25.0000 % FT	$19,031.25
x Secretarial Assistant 1, Non-Steno	$90,024.00	20.0000 % FT	$18,004.80
x Technical Assistant 1	$70,641.00	15.0000 % FT	$10,596.15

x Division Director	$176,157.00	20.0000 % FT	$35,231.40
x Analyst Trainee	$55,691.00	20.0000 % FT	$11,138.20
x Administrative Analyst 4	$132,300.00	15.0000 % FT	$19,845.00
x Assistant Director	$144,900.00	20.0000 % FT	$28,980.00
x Deputy Director	$161,805.00	18.0000 % FT	$29,124.90
x Analyst Trainee	$53,282.00	20.0000 % FT	$10,656.40
x Technical Assistant 1	$61,907.00	20.0000 % FT	$12,381.40
x Senior Fiscal Analyst	$69,668.00	20.0000 % FT	$13,933.60
x Program Support Specialist 2 (To be hired)	$86,910.00	65.0000 % FT	$56,491.50
x Accountant 1	$90,514.00	15.0000 % FT	$13,577.10
x Contract Administrator 1	$76,125.00	20.0000 % FT	$15,225.00
x Principal Operations Analyst	$111,856.00	19.9999 % FT	$22,371.09
x Administrative Analyst 2 Fiscal Management	$88,125.00	19.9999 % FT	$17,624.91
x Contract Administrator 3	$114,128.00	20.0000 % FT	$22,825.60
x Principal Fiscal Analyst	$76,287.00	20.0000 % FT	$15,257.40
x Fiscal Analyst	$63,530.00	19.0000 % FT	$12,070.70
		Direct Pay Total	$820,264.79

2. FRINGE BENEFITS

a. Are the fringe cost rates approved by a Federal Agency? If so, identify the agency and date of latest rate agreement or audit below, and attach a copy of the rate agreement to the application.

The fringe cost rate for State Fiscal Year 7/1/2026 - 6/30/2027 approved by the US Department of Health and Human Services (USHHS), our cognizant agency, is 58.4%.

b. If a. above does not apply, please use this box (or an attachment) to further explain how your total fringe benefits costs were calculated. Your calculations should identify all rates used, along with the base they were applied to (and how the base was derived), and a total for each (along with grand total). If there is an established computation methodology approved for state-wide use, please provide a copy. Also, please fill out the table below with the Fringe Benefits Calculations.

Fringe Benefits Calculations

Position	Direct Pay	Rate	Benefits
x Program Support Specialist 3, Assistance Programs	$51,212.40	58.4000 %	$29,908.04
x Program Specialist Trainee (To be hired)	$18,718.00	58.4000 %	$10,931.31
x Program Support Specialist 2	$43,319.60	58.4000 %	$25,298.65
x Program Support Specialist 2	$43,319.60	58.4000 %	$25,298.65
x Program Support Specialist 2	$43,319.60	58.4000 %	$25,298.65
x Program Support Specialist 2 vacant	$56,522.05	58.4000 %	$33,008.88
x Program Specialist 4 - Bilingual	$39,944.91	58.4000 %	$23,327.83
x Technical Assistant MIS	$46,422.60	58.4000 %	$27,110.80
x Management Assistant	$33,905.28	58.4000 %	$19,800.68
x Technical Assistant 3	$12,185.55	58.4000 %	$7,116.36
x Accountant 1 Vacant	$17,391.40	58.4000 %	$10,156.58
x Section Supervisor, Fiscal Resources	$29,637.40	58.4000 %	$17,308.24
x Contract Administrator 1	$19,031.25	58.4000 %	$11,114.25
x Secretarial Assistant 1, Non-Steno	$18,004.80	58.4000 %	$10,514.80
x Technical Assistant 1	$10,596.15	58.4000 %	$6,188.15
x Division Director	$35,231.40	58.4000 %	$20,575.14
x Analyst Trainee	$11,138.20	58.4000 %	$6,504.71

x Administrative Analyst 4	$19,845.00	58.4000 %	$11,589.48
x Assistant Director	$28,980.00	58.4000 %	$16,924.32
x Deputy Director	$29,124.90	58.4000 %	$17,008.94
x Analyst Trainee	$10,656.40	58.4000 %	$6,223.34
x Technical Assistant 1	$12,381.40	58.4000 %	$7,230.74
x Senior Fiscal Analyst	$13,933.60	58.4000 %	$8,137.22
x Program Support Specialist 2 (To be hired)	$56,491.50	58.4000 %	$32,991.04
x Accountant 1	$13,577.10	58.4000 %	$7,929.03
x Contract Administrator 1	$15,225.00	58.4000 %	$8,891.40
x Principal Operations Analyst	$22,371.09	58.4000 %	$13,064.72
x Administrative Analyst 2 Fiscal Management	$17,624.91	58.4000 %	$10,292.95
x Contract Administrator 3	$22,825.60	58.4000 %	$13,330.15
x Principal Fiscal Analyst	$15,257.40	58.4000 %	$8,910.32
x Fiscal Analyst	$12,070.70	58.4000 %	$7,049.29
		Fringe Benefits Total	$479,034.66

3. TRAVEL

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

Purpose of Trip	Number of Trips	Cost Per Trip	Total
NASCSP Mid-Winter and Annual Conference and National Home Performance Conference for Program Manager and/or designee	8	$3,438.00	$27,504.00
Estimated travel reimbursements and costs for the weekly monitoring and technical assistance, maintenance of assigned State Vehicles, EZ Pass, etc.	780	$33.15	$25,857.00
		Travel Total	$53,361.00

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

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

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

For the purpose of estimating travel costs, 2025 travel costs will be used. The travel costs for the 2 conferences for one individual was $6,530. Projected cost for 2026 is based on a 6% estimated increase in cost $6,924.

Monitoring and Technical Assistance of Sub-Grantees:

For the purpose of estimating charges for PY26, we will utilize the costs incurred from July 2025 through December 2024:
Central Motor Pool: YTD expended (Jul-Dec) $8,251. Charged for 3 vehicles @ $458/mo./vehicle, the monthly charge totals $1,375. 75% is charged to DOE T&TA ($1,031).
EZ Pass: YTD expenses (Jul-Dec 2025) charged to DOE TTA = $2,671 ($445/mo.). 75% is charged to DOE T&TA ($334)
Mileage/Travel: YTD expenses total charged to DOE TTA = $5354 (7 months). Per month costs is $764.83.
Estimated total for 2026 is as follows:
Central Motor Pool $1,031*12 months = $12,372.00
EZ Pass $334 * 12 months = $4,008
Mileage/Travel Actual YTD $789.75 x 12 = $ 9,478
TOTAL FOR PROGRAM YEAR = $25,857
Total estimated costs for PY 2026 to be charged to DOE Annual is $25,557 (780 trips completed in PY 2025) = $33.15 per trip

4. EQUIPMENT - Equipment is generally defined as an item with an acquisition cost greater than $10,000 and a useful life expectancy of more than one year.

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

Equipment	Unit Cost	Number	Total Cost	Justification of Need

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

No equipment charges for this grant. IIJA funds to be used when purchasing equipment for new hires.

5. SUPPLIES - Supplies are generally defined as an item with an acquisition cost of $10,000 or less and a useful life expectancy of less than one year. Supplies are generally consumed during the project performance.

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

General Category	Cost	Justification of Need
Supplies	$4,000.00	General office supplies. Purchase of personal protection supplies for State Monitors when conducting inspections. All supplies to be purchased will not be duplicated costs. These costs will be directly in support of the Weatherization Assistance Program.
Materials and Supplies Total	$4,000.00	

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

From 2024-2025, NJ WAP we have ordered supplies for State Monitors that included printer cartridges, general office supplies, calibration and or repair of equipment. All supplies to be purchased will not be duplicated costs. These costs will be directly in support of the Weatherization Assistance Program.

6. CONTRACTS AND SUBGRANTS - Provide the following information for New proposed subrecipients and subcontractors. For ongoing subcontractors and subrecipients, this information does not have to be restated here, if it is provided elsewhere in the application; under Name of Proposed Sub, indicate purpose of work and where additional information can be found (i.e weatherization subgrants, Annual File section IV.1).

Name of Proposed Sub	Total Cost	Basis of Cost*
Annual Monitoring - CPA Firm	$42,527.00	Total annual cost to conduct monitoring assessment, both administrative and fiscal, of sub grantees for Program Year 2025 was $80,240. USDOE share is 50%. Remaining 50% charged to other funding source. 2026 cost with an anticipated 6% increase will be $85054, 50% of this cost will be charged to DOE. USDOE share for PY 2026 is $42,527.
17 Community Based Organizations	$5,773,181.00	See Annual File, section IV.1 for 2025 Program Year. In accordance with 2 CFR 200.425(a)(2), only those subgrantees expending more than $1,000,000 in total Federal funding will receive Financial Audits funding in the Grantee's SF-424a Budget.

Weatherization Readiness Fund	$662,466.00	Weatherization Readiness Program for 17 sub-grantees as noted in Section IV.7 Miscellaneous.
HESWAP Maintenance Contract	$114,078.00	For Program Year 2025 the total cost was $226,409. 50% of the total costs will be charged to USDOE 2026 and 50% to other funding sources. We estimate with a 6% increase that the total costs for HESWAP is $227,766. USDOE share is $114078 for PY 2026.
Contracts and Subgrants Total	$6,592,252.00	

*For example, Competitive, Historical, Quote, Catalog

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

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

General Description	Cost	Justification of Need
NASCSP Services	$3,754.00	NASCSP dues for Program Year 2026. This cost will not be duplicated. This cost will be directly in support of the Weatherization Assistance Program.
Other Direct Costs Total	$3,754.00	

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

Estimated cost for annual dues for membership to the National Association for State Community Services Programs. This cost will not be duplicated. This cost will be directly in support of the Weatherization Assistance Program.

8. INDIRECT COSTS

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

Negotiated rate for Fiscal Year 2025-2026 for indirect cost with the US Department of Health and Human Services (USHHS), our cognizant agency, is 13.6%.

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

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

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

Name: Jermica Claytor Phone Number: 6092926437

Indirect costs calculations:

Indirect Cost Account	Direct Total	Indirect Rate	Total Indirect
Personnel	$874,420.00	13.6000 %	$118,921.12
		Indirect Costs Total	$118,921.12

U.S. Department of Energy

Weatherization Assistance Program (WAP)

WEATHERIZATION ANNUAL FILE WORKSHEET

Grant Number: SE0001838, **State:** NJ, **Program Year:** 2026

Recipient: New Jersey, State of

IV.1 Subgrantees

Subgrantee (City)	Planned Funds/Units
BAYONNE ECONOMIC OPPORTUNITY FOUNDATION (Bayonne)	$246,969.00 18
BERGEN COUNTY COMM. ACTION PROG., INC. (Hackensack)	$429,595.00 32
CAMDEN COUNTY COUNCIL ON ECONOMIC OPPORTUNITY (Pennsauken)	$429,596.00 32
COMMUNITY AFFAIRS AND RESOURCE CENTER, INC. (Asbury Park)	$338,282.00 25
Gateway Community Action Partnership (Bridgeton)	$383,939.00 28
Isles, Inc. (Hamilton)	$292,626.00 21
LA CASA DE DON PEDRO (Newark)	$555,176.00 42
NATIVE AMERICAN ADVANCEMENT CORP (Bridgeton)	$338,282.00 25
NORTHWEST NJ COMMUNITY ACTION PROGRAM, INC. (Phillipsburg)	$246,969.00 18
OCEAN COMMUNITY ACTION NOW, INC. (Toms River)	$470,328.00 35
PASSAIC COUNTY BRD OF CHOSEN FREEHOLD (Totowa)	$434,520.00 32
PUERTO RICAN ACTION BOARD, INC. (PRAB) (New Brunswick)	$434,520.00 32
Puerto Rican Organization for Community Economic Development (Elizabeth)	$480,177.00 35
Puertorriquenos Asociados for Community Organization (Jersey City)	$475,251.00 35
Saint Joseph's Carpenter Society (Camden)	$292,626.00 21
The Morris County Organization for Hispanic Affairs, Inc. (Dover)	$246,969.00 18
United Community Corporation (Newark)	$339,822.00 25
Total:	**$6,435,647.00** **474**

IV.2 WAP Production Schedule

Weatherization Plans	Units
Total Units (excluding reweatherized)	474
Reweatherized Units	0

Average Unit Costs, Units subject to DOE Project Rules		
VEHICLE & EQUIPMENT AVERAGE COST PER DWELLING UNIT (DOE RULES)		
A	Total Vehicles & Equipment ($5,000 or more) Budget	$0.00

B	Total Units Weatherized	474
C	Total Units Reweatherized	0
D	Total Dwelling Units to be Weatherized and Reweatherized (B + C)	474
E	Average Vehicles & Equipment Acquisition Cost per Unit (A divided by D)	$0.00
	AVERAGE COST PER DWELLING UNIT (DOE RULES)	
F	Total Funds for Program Operations	$4,003,632.00
G	Total Dwelling Units to be Weatherized and Reweatherized (from line D)	474
H	Average Program Operations Costs per Unit (F divided by G)	$8,446.48
I	Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	$0.00
J	Total Average Cost per Dwelling (H plus I)	$8,446.48

IV.3 Energy Savings

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

	Units	Savings Calculator (MBtus)	Energy Savings
This Year Estimate	474	29.3	13888
Prior Year Estimate	510	29.3	14943
Prior Year Actual	294	29.3	8614

Method used to calculate savings description:

IV.4 DOE-Funded Leveraging Activities

N/A

IV.5 Policy Advisory Council Members

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

Native American Advancement Corp	Type of organization: Other Contact Name: Tyrese Gould Jacinto Phone: 8564550600 Email: TyGould@NativeAdvancement.org
NJ Department of Community Affairs	Type of organization: Unit of State Government Contact Name: Jerry Rizziello Phone: 6099157747 Email: Jerry.Rizziello@dca.nj.gov
NJ SHARES	Type of organization: Non-profit (not a financial institution) Contact Name: Cheryl B. Stowell Phone: 6098831460 Email: cstowell@njshares.org
Office of Home Energy	Type of organization: Unit of State Government Contact Name: Fidel Ekhelar Phone: 6098153905 Email: Fidel.Ekhelar@dca.nj.gov
Passaic County Board of County Commissioners	Type of organization: Unit of Local Government Contact Name: Jason Figueeroa Phone: 9735694031 Email: jasonf@passaiccountynj.org
Public Service Electric and Gas	Type of organization: Utility Contact Name: Claire Bartolomeo Phone: 7324924666 Email: claire.bartolomeo@pseg.com

Public Service Electric and Gas	Type of organization: Contact Name: Phone: Email:	Utility Marlon Avelino 9733433550 Marlon.Avelino@pseg.com

IV.6 State Plan Hearings (Note: attach notes and transcripts to the SF-424)

Date Held	Newspapers that publicized the hearings and the dates the notice ran
09/30/2026	Published in the Press of Atlantic City, The Trenton Times, Burlington County Times and the Star Ledger

IV.7 Miscellaneous

1. Identification of Principal Investigator and Business Officer:

Principal Investigator:
Bhanu Jayarangan, Supervisor
Weatherization Assistance Program
Office of Low-Income Energy Conservation
Division of Housing and Community Resources
NJ Department of Community Affairs
PO Box 811
Trenton, NJ 08625-0811
TEL: 609-930-1895
FAX: 609-292-9798
Bhanu.jayarangan@dca.nj.gov

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

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

3. Weatherization Readiness Fund

In reviewing data on deferrals from July 1, 2018, through March 31, 2022, the New Jersey Weatherization Assistance Program (NJ WAP) deferred over 500 homes. Fifty-seven percent were deferred due to income exceeding eligibility or the home was already energy efficient. The remaining units were deferred due to one of the following top five issues:

1. Major moisture and mold problems
2. Major roof leakage
3. Major electrical problems or fire hazards
4. Hoarding
5. Major Foundation damage

The Weatherization Readiness Fund (WRF) will assist NJWAP with reducing the number of deferrals. For the 2025 Program Year, the WRF allocations will be based on the population in poverty, utilizing the 2019 American Community Survey, U.S. Census data, and proximity of surrounding counties and a base award of $10,000. Table below indicates the WRF allocations per Sub-grantee.

	Agency	Population		Population in poverty	WRF
					$ 492,466
Atlantic, Cape May	NAAC	351,307	5.00%	101,831	$ 34,623

Bergen	Bergen	920,046	7.00%	147,807	$ 44,473
Burlington	St. Joseph	433,739	4.00%	70,870	$ 29,699
Camden	Camden OEO	499,985	7.00%	134,860	$ 44,473
Cumberland, Gloucester, Salem	Gateway	488,654	6.00%	120,504	$ 39,548
Essex	(UCC)	232,700	4.00%	77,482	$ 29,699
Essex	La Casa de Don Pedro	542,967	9.00%	180,791	$ 54,322
Hudson	PACO	463,107	8.00%	151,836	$ 49,397
Hudson	BEOF	198,474	3.00%	65,072	$ 24,774
Hunterdon, Sussex, Warren	NORWESCAP	365,527	3.00%	52,082	$ 24,774
Mercer	ISLES	351,928	4.00%	88,114	$ 29,699
Middlesex	PRAB	796,788	8.00%	154,771	$ 49,397
Monmouth	CARC	615,903	5.00%	100,551	$ 34,623
Morris	Morris	486,112	3.00%	60,372	$ 24,774
Ocean	OCEAN Inc	589,122	7.00%	146,317	$ 44,473
Passaic	Passaic	496,049	8.00%	162,601	$ 49,397
Somerset, Union	PROCEED	873,794	9.00%	175,188	$ 54,322
		8,706,202	100.00%	1,991,049	$ 662,466

A Maximum Average Unit Cost of $10,000 will be allowed for repairs to prepare a home for weatherization. NJ WAP will establish a budget category labeled as WRF in both the Hancock Energy Software for WAP (HESWAP) and the System for Administering Grants Electronically (SAGE). This will allow for the tracking of these funds. Sub-grantees will be required to obtain approval from the assigned State Monitor to ensure that the repair will result in weatherization occurring and costs are justified. State Monitor approval will be completed in HESWAP. WRF measures must be completed within the same grant cycle and or within 1 year. HESWAP and SAGE will be the tracking mechanism that will provide the following information:

- Address of Unit
- Unit Type
- WAP Measures Installed and costs
- Health and Safety measures and costs
- WRF measures and costs
- Other costs
- DOE WRF expenditures per annual formula unit and building
- DOE WRF expenditures per BIL unit and building

With WRF, NJ WAP will allow the following priority measures:

- Roof repairs
- Roof replacement
- Floor repair
- Ceiling repair
- Wall repair
- Foundation or subspace repair
- Exterior drainage repair
- Plumber repairs
- Electrical Repair
- Clean up remediation beyond typical scope of work
    - Lead Paint
    - Asbestos (confirmed or suspected, including vermiculite), mold and moisture
- Radon Mitigation
- Pest Infestation
- Incidental Repairs

Each WAP Agency undergoes a comprehensive monitoring review of its administrative and fiscal operations by a contracted Certified Public Accounting (CPA) firm. Through the CPA firm, a risk-based analysis will be conducted concerning each WAP Agency to establish that sound accounting practices are in place, which safeguard the WAP Agencies' funds as well as ensure compliance with all applicable State and Federal Regulations and OMB Circulars. The monitoring of WRF will be include in the annual monitoring visit to ensure that funds are expended in accordance with the NJ WAP WRF Plan. A copy of the monitoring report is provided to the WAP Agency within 30 days after the completion of monitoring review. If deficiencies are noted in the report, then WAP Agencies are required to provide a corrective action plan within 20 days after receiving the report. State Monitors will conduct follow-up visits within 30 days to ensure corrective action has been implemented.

4. Deferral Tracking Mechanism

NJ WAP utilizes HESWAP as the mechanism to track deferrals. HESWAP provides sub-grantees with the ability to input the deferrals and select from multiple choices for the reason for deferral. NJ WAP can generate the Deferral Report that will indicate the number of deferrals and the total number for each reason.

Weatherization Grantee Health and Safety (H&S) Plan - 2026
New Jersey Weatherization Assistance Program
New Jersey Department of Community Affairs (NJDCA)

1.0 – GENERAL INFORMATION
Additional information that does not fit neatly in one of the other sections of this document.
• All health and safety (H&S) issues must be documented on the *Educational Materials Notification/Health and Safety Assessment* and the *Hazard Identification Notification,* in which a copy must be provided to the client. • Legible color photographs of pre-existing and post (corrected) H&S issues must be retained in the client file. • All testing result(s) and or final clearance report(s) must be retained in the client file. • All health and safety installs must meet Standard Work Specifications (SWS) and or the Authority Having Jurisdiction (AHJ). • The copy of any municipality permit(s) that are needed for the H&S scope of services must be retained in the client file.

2.0 – BUDGETING	
Grantees are encouraged to budget H&S costs as a separate category and, thereby, exclude such costs from the Average Cost Per Unit (ACPU) cost limitation. This separate category also allows these costs to be isolated from energy efficiency costs in program evaluations. H&S costs that are budgeted and reported under the Program Operations category rather than the H&S category, the related H&S costs must be included in the calculation of the ACPU and cost-justified through the Grantee's Department of Energy (DOE)-approved energy audit tool.	
Select which option used below.	
Separate H&S Budget ☑	Contained in Program Operations ☐

3.0 – H&S EXPENDITURE LIMITS
Pursuant to [10 CFR 440.16(h)](), Grantees must establish H&S expenditure limits for their Program and provide justification for those limits by explaining the basis and related historical H&S expenditures. DOE acknowledges that it may be necessary for Grantees to deviate from historical expenditures when certain circumstances arise (e.g., funding source changes). *[10 CFR 440.16(h)(2)]() dictates that these limits must be expressed as a percentage of the ACPU. To calculate this percentage, use the following formula:*

$$Total\ Average\ H\&S\ Cost\ per\ Unit = \frac{H\&S\ budget\ amount}{Program\ Operations\ budget\ amount}$$

For example, if the ACPU is $5,000 and a Grantee's Program expends an average of $750 per dwelling on energy-related H&S measures, the Total Average H&S Cost per Unit would equal 15 percent. DOE acknowledges that this percentage may vary significantly between Grantees due to different geographical areas and depending upon the availability of other funding sources, resource availability, etc. Low percentages should include a statement of what other funding supports H&S costs, while larger percentages will require greater justification and relevant historical support.

15 percent is not a maximum limit on H&S expenditures. DOE will conduct a secondary level of review on H&S Plans with a Grantee request of more than 15 percent of Program Operations used for H&S purposes. ***DOE strongly encourages using the table below in developing justification for the requested H&S budget amount.*** *In accordance with 10 CFR 440.18(d)(15), these funds are to be expended by the Program in direct weatherization activities, "of which is necessary before, or because of, installation of weatherization materials." This same section of the regulation excludes the H&S costs from the ACPU limitation if H&S costs are budgeted separately.*

DOE recommends reviewing recent budget requests and compare those to actual H&S expenditures to see if previous budget estimates have been accurate. The resulting Total Average H&S Cost per Unit multiplied by the Grantee's production estimate in the Annual File should correlate to the H&S budget amount listed in the Grantee's annual plan.

H&S expenditure limits and justification explaining the basis for setting the limits.

For the U.S. Department of Energy (DOE) Weatherization Assistance Program (WAP), the New Jersey Department of Community Affairs (DCA) budgets Health and Safety (H&S) costs in a separate budget category from Program Operations, removing H&S cost from the SIR and the per unit expenditure limitation of $8,813.

DCA has expended H&S costs of $216,517.78 for DOE Annual 2025 (as of June 30, 2026). This H&S Plan calls for continued grantee intervention in addressing H&S issues; therefore, DCA will set an average H&S expenditure limit of 14% of the per unit average for Program Operations. This percentage will vary based on actual expenditures and will be averaged across all units. Sub grantees will be required to maintain their budget limitation or face disallowed costs. DCA will require subgrantees to track H&S costs and related measures to support future budget requests.

To maintain the primary energy efficiency mission of the program, H&S budgets are limited to 14% of $8,813 (New Jersey's estimated per unit expenditure for the 2026 Program Year) or an estimated $1,234.00 per unit adjusted based on actual Program Operation expenditures. Sub grantees must maintain this H&S expenditure limit of 14%, on average, across all units reported to the DCA or face disallowed costs except that DCA may approve waivers on a case-by-case basis. Waivers must be submitted to DCA State Monitors for approval when the total H&S cost is over $1,500 up to $3,500 for an individual grant. H&S estimates over $3,500 up to $5,000 for an individual unit must be approved by the DCA Office of Low-Income Energy Conservation's (OLIEC) Program Supervisor. H&S practices must be performed within the guidance of the NJ WAP H&S Plan, but certain discretion is left to the auditor in estimating costs and making judgments for deferral. Those judgments must be within the limitations outlined herein and detailed justification provided in the client file. Although the total budget reflects 15% for H&S, DCA is using only 14%, this is to allow for a small buffer to ensure we do not exceed 15%.

NJWAP dual funding sources, utilizing both LIHEAP and DOE in single family housing. The DOE/LIHEAP Funding Initiative has not only helped agencies use their funds more effectively but also reduce the number of deferred units. An individual health and safety measure cannot be split between funding sources. For a unit to be eligible for dual shell funding a minimum expenditure of $2,000 in ECM materials for Contractor Based Units / $1,800 for Crew Based Units must be estimated before both DOE and LIHEAP funds can be used in the unit. The total expenditure limit will be based on the ACPU for each funding source, with a total health and safety expenditure limit of $7,000. Waivers must be submitted to DCA State Monitors for approval when the total H&S cost is over $3,000 and up to

$5,000 for a dual unit.
H&S estimates over $5,001 for a dual shell funded unit must be approved by the OLIEC Program Supervisor. Jobs that would exceed $7,001 must be deferred.
Utilizing the spreadsheet embedded below, provide a full list of H&S measures using historical data from your program, including average cost, and frequency rate. If installing more than a single instance of one measure in a unit (e.g. multiple CO alarms), Grantees may aggregate costs so that frequency does not exceed 100%, or enter a justification into the measure column, which explains why that measure has a frequency rate of over 100%. The spreadsheet will auto calculate your expected Total Average H&S Cost per Unit.

Measure	Cost	Frequency	Total Avg HS Cost Per Unit (Cost x Frequency)
Asbestos	$ 1,450.00	2.00%	$ 29.00
Combustion Appliances	$ 4,000.00	2.10%	$ 84.00
Electrical Repairs	$ 1,400.00	1.50%	$ 21.00
Lead Based Paint	$ 610.00	11.00%	$ 67.10
Mold, Moisture, Ventilation and Air Quality	$ 9,500.00	7.50%	$ 712.50
Radon	$ 1,850.00	5.50%	$ 101.75
Smoke and CO Detectors	$ 422.44	27.40%	$ 115.75
			$ 1,156.18
		Estimated Production #	466
		Estimated Program Operations Budget	$ 4,235,719.00
		H&S Budget	$ 593,000.66
		Requested H&S Percentage	14.00%

4.0 – Incidental Repair Measures

Any measures that could potentially be identified as H&S, but the Grantee chooses to instead identify and treat those measures as incidental repair measures (IRMs), must be implemented consistently throughout the Grantee's weatherization program. The measure must fit the regulatory definition of an IRM and be cost justified along with the associated energy conservation measure and/or package of measures. [10 CFR 440.3](10 CFR 440.3) *defines Incidental Repairs as, "those repairs necessary for the effective performance or preservation of weatherization materials."*

H&S measures identified and treated as IRMs within your Program.
Not applicable

5.0 – Occupant Pre-Existing or Potential Health Conditions and Hazard Identification and Notification Form(s)

Grantees must develop a written policy that includes, at a minimum, the following documentation relating to H&S Plan implementation and maintain signed copies in each client file. Each notification must include the occupant(s) (and landlord if applicable) name and address, be signed and dated by the occupant (and landlord if applicable) indicating that they understand and have been informed of their rights and options and signed by the Subgrantee personnel collecting the information.
Required topics are:

- ***Occupant Pre-existing or Potential Health Condition Screening***
  - *Provides documentation that allows occupant(s) to self-report known or suspected health concerns as part of initial application for weatherization, during the energy audit, or other part of the weatherization process as specified. Must minimally contain the following:*
    - *Any known risks associated with the measures and materials being installed*
    - *Subgrantee point of contact information for occupant(s)*
    - *Date of screening*
- ***Hazard Identification Notification***

- *Provides documentation that the occupant and landlord (if applicable), have been informed of any potential hazards identified during the energy audit or intake process. Must minimally contain the following:*
    - *Date(s) of the energy audit/assessment and when the occupant(s) (and landlord, if applicable) was informed of a potential H&S issue*
    - *A clear description of the problem, including any testing results*
    - *A statement indicating if, or when weatherization could continue*

Radon Informed Consent Form

- *Provides documentation that the occupant(s) (and landlord if applicable) have been informed of any potential hazards associated with radon in weatherized dwellings. The form must minimally contain the following:*
    - *An explanation on the potential small risk of increasing radon levels when building tightness is improved. This is based on the results of the [Buildings Assessment of Radon Reduction Interventions with Energy retrofits Expansion Study (The BEX Study)]*
    - *A list of precautionary measures WAP will install based on [EPA Healthy Indoor Environment Protocols.]*
    - *Some of the benefits of Weatherization including energy savings, energy cost savings, improved home comfort, and increased safety.*

Procedure for soliciting occupants' health and safety concerns related to components of their homes

Explaining to the occupants the necessity of ensuring their health and safety, and that of the NJWAP subgrantees and contractors are a critical component of the NJWAP and that all weatherization activities cannot be delivered to the residence unless the occupant discloses existing health and safety concerns that could be exacerbated by WAP measures.

Procedure for determining whether occupants suffer from health conditions which may be negatively impacted by the act of weatherizing their dwelling

Require household occupant(s) to reveal known or suspected health concerns as part of initial application for weatherization. Screen occupants again during audit to verify earlier concerns and/or to determine if additional concerns exist that may not have been included at the time of application.

Sub-grantee staff as early as the intake stage should be alert to situations that could negatively affect the H&S of clients. Question clients about allergies or diseases that are traceable to materials used in weatherization. The client must complete the "*Occupant Pre-existing or Potential Health Condition Screening Form*"

Later, a decision can be made about proceeding with weatherization work or postponing work because of a major problem identified on the *Hazard Identification Notification*.

Procedure for addressing potential health concerns including pre-existing health conditions when they are identified

When a person's health may be at risk and/or WAP work activities could constitute a H&S hazard, the occupant at risk will be required to take appropriate action based on severity of risk. For instance, an occupant with a respiratory illness is to receive WAP services that will consist of applying close cell foam product. This could potentially exacerbate the occupant's illness. Therefore, it is of paramount importance to screen cliental for risks to their health when deciding to install or apply certain products used in the WAP. Subgrantees are required to evaluate the product's Safety Data Sheet (SDS) prior to the production of the work-order. If the product can be injurious to the occupant a decision to use alternative product that will not affect the client negatively could be implemented but if not feasible, temporary relocation of at-risk occupants may be allowed on a case-by-case basis as approved by NJ DCA.

State regulations regarding temporary relocation set forth at N.J.A.C 5:11-3.4 "Temporary Relocation". There are two processes that subgrantees can choose from regarding temporarily relocating the occupants of the unit if occupants are required to temporarily relocate due to the work scope. Those two processes are the Stipend/Compensation Process and the Physical Relocation Process. In either process, NJ DCA does not approve any temporary relocation plans or stipend plans. It is the WAP subgrantees responsibility to ensure that the rates are within the allowable per diem rates. Any additional costs that exceed the

allowable rates will be disallowed by NJ DCA. The subgrantee is to utilize the General Service Administration's (GSA) Federal Per Diem Rates for the applicant's municipality. This can be found at the following link: https://www.gsa.gov/perdiem . Failure or the inability to take appropriate actions must result in deferral.	
Location where forms have been uploaded/submitted	
Separate attachment to SF424 ☑	Separate attachment to H&S Plan ☐

6.0 – HEALTH AND SAFETY CATEGORIES

For each of the following H&S categories identified by DOE in the following tables, follow the directions below.

- Any section that is "Required" below must be explicitly detailed in the H&S Plan regardless of funding source used. If the Grantee checks the box for "Concurrence with DOE Guidance" the contents of the box may be left as it exists or reference the section/location within Grantee Policy and Procedure manual that contains language or insert Grantee specific language. If the "Alternative Guidance" box is checked, the Grantee must provide that alternative guidance in the box.
  - If a Grantee is proposing an alternative action/allowability for a "Required" item, the alternative requires comprehensive explanation of how it meets the intent of the DOE program notice.
  - If a "Required" item/category will not be addressed with any funding source and will always result in deferral, the H&S Plan must state that.
- Any section that is "Allowable" below must be detailed only if DOE WAP funds are used to implement the measures. If the Grantee uses DOE funds for any "Allowable" activities from the Table of Issues then they must be described here in detail, including defining "minor", "major", "limited", "case-by-case", and "at-risk" if the term is applied. If you only check the box "Allowed with Alternative Funds" then no additional information is required.
- Any section that is "Prohibited" below may not be addressed with DOE WAP H&S funds and does not need to be specifically addressed in the H&S Plan. The Grantee simply needs to check the "Concur with DOE guidance" box and indicate if the condition will result in deferral/referral.
- The Grantee H&S Plan may address additional H&S hazards specific to their program that are not included in the Table of Issues. If a Grantee chooses to include additional measures as DOE WAP funded H&S costs, the H&S Plan must include details pertaining to the measures allowed, testing required, and client education for these specific hazards.
- All required "Testing/Inspection" related items must be documented in the client file to verify completion and results.

6.1 – Air-Conditioning, Heating Systems, and Combustion Appliances

Required Actions

Concur with DOE Guidance ☑	Alternative Guidance ☐	Results in Deferral/Referral ☐

DOE WAP H&S Funds ☑	Alternative Funds ☑

- Replace, repair, or install primary heating systems when existing primary heating systems are unsafe, inoperable, or nonexistent. No home may be left without a safe primary heating system after weatherization where climate conditions require heating (i.e., all climate zones except zone 1 as defined by ASHRAE). If unable to meet this requirement, deferral is required.
- No DOE-funded weatherization work is permitted if the completed dwelling unit will be heated with an unvented combustion space heater as the primary heat source. The primary heat source must be replaced with a vented unit prior to or by weatherization. The replacement unit must be sized to heat the entire dwelling unit.
- Unsafe secondary units, including space heaters, must be repaired, or removed and disposed of, or deferral is required. Secondary unvented space heaters are considered unsafe if they:
  - are not listed and labeled as meeting ANSI Z21.11.2;
  - have an input rating of more than 40,000 BTU/hour;
  - are in a bedroom and have an input rating of more than 10,000 BTU/hour;
  - are in a bathroom and have an input rating of more than 6,000 BTU/hour;
  - are operating in an unsafe manner (e.g., high carbon monoxide (CO) readings, too close to combustible materials, lack sufficient combustion air volume);
  - or are not permitted by the Authority Having Jurisdiction (AHJ).
- DOE WAP Grantees must comply with the Manufactured Home Construction and Safety Standards which mandates that:
  - All fuel-burning appliances in manufactured homes except ranges, ovens, illuminating appliances, clothes dryers, solid fuel-burning fireplaces and solid fuel-burning 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), and be vented to outside the dwelling.
  - All appliances installed by weatherization in manufactured homes must meet these standards, including secondary heating sources. No unvented fuel-burning space heating appliances may remain in a MH after weatherization under any circumstances. If an occupant will not allow the removal of an unsafe combustion appliance from the home, deferral is required.
  - Repair or replace combustion gas venting to ensure proper combustion gas venting to outside the dwelling for all combustion appliances, including but not limited to gas dryers and refrigerators, furnaces, vented space heaters, and water heaters.
- If weatherization installs an appliance that is vented into a masonry chimney, the chimney must be lined in compliance with the International Fuel Gas Code (IFGC) or local AHJ if more stringent.
- Install adequate combustion air for all combustion appliances left after weatherization.
- If permits are required for heating/cooling system work, they must be secured and are a program operation cost if the installation is an ECM or may be included in the H&S cost if installed as a H&S measure.
- If unsafe conditions relating to existing combustion appliances require remediation to safely perform weatherization and cannot be remedied by repair or tuning, replacement is an allowable H&S measure unless prevented by other guidance herein.
- Documentation justifying the replacement with a cost comparison between replacement and repair must be maintained in the client file.

Allowable Actions

Allowed with DOE WAP H&S Funds ☑	Allowed with Alternative Funds ☑

DOE WAP H&S actions include correction for the following.

- Heating combustion venting/spillage. Such as repair/replacement of flue pipe, chimney repair, chimney liner, chimney cap, barometric draft regulator, combustion air ventilation, mastic return ducts, air filter slot cover, zone isolation for natural draft appliances.
- Heating combustion safety components. Such as back flow preventer, pressure relief valve and extension piping, clean and service, high limit switch, fan control switch, transformer, low water cut off, automatic water feed, emergency cut off switch, and expansion tank.
- Heating distribution issues. Such as repairs to ductwork, hydronic, and steam systems.
- Removal of secondary unsafe unvented space heater(s). If the occupant refuses the unit to be decommissioned and disposed of, the house must be deferred for WAP services.
- Repairs of secondary solid fuel fired appliance(s). These repairs consist of flues and proper installation (e.g., protection of combustibles) to ensure the appliance adheres to NFPA 211.
- Room air conditioning if a household has non-working room air conditioner(s) and has an “at risk” occupant with medical condition documented by a physician that requires air conditioning, the subgrantee must request State Monitor permission to replace room air conditioner(s). No new installation of room air conditioner(s) is permitted where a unit did not previously exist. Medical documentation must be current within 180 days.

Alternative funds- Heating Improvement Program (HIP) actions.

- Primary heating system repair and replacement. This may also include existing central air conditioning systems, whenever replacement is required to facilitate the authorized replacement of a heating system or if medical necessary for an “at risk” occupant. For central air conditioning replacement, the occupant with medical condition must provide documentation by a physician which indicates that the air conditioning is medically necessary. Medical documentation must be current within 180 days. Monitor permission for central air conditioning is required.
- Heating distribution issues. Such as repairs to ductwork, hydronic, and steam systems.
- Repairs of secondary solid fuel fired appliance(s). These repairs consist of flues and proper installation (e.g., protection of combustibles) to ensure the appliance adheres to NFPA 211.

HIP funding can be utilized for repairing or removal of unsafe secondary heating units including solid fuel appliances. If the occupant refuses the unit to be decommissioned and disposed of, the house must be deferred for WAP services.

Prohibited Actions
Concur with DOE Guidance ☑
Using DOE WAP H&S funds for replacement or installation of secondary heat sources is prohibited.

Required Testing/Inspection	
Concur with DOE Guidance ☑	Alternative Guidance ☐

- Verify that primary heating systems are present, operable, and performing correctly.
- Conduct combustion appliance testing and visual inspection of all combustion appliances and their related venting.
- Depressurization and spillage testing is required for all Category 1 appliances pre and post weatherization and before leaving the home on any day when work has been done that could affect draft (e.g., air or duct sealing, adding exhaust ventilation).
- CO testing is required for all combustion appliances, regardless of the venting type.

- Verify proper clearances for all combustion venting types.
- Visually inspect the entirety of solid fuel-fired appliance installations (e.g., wood stoves, coal stoves, pellet stoves, fireplaces) including the venting system to ensure it adheres to the applicable code or local authority having jurisdiction. Appliances must be inspected pre and post weatherization.
- Conduct pre and post weatherization worst case CAZ depressurization testing in spaces having a fireplace or woodstove. Since there is no consensus method for verifying safe operation of fireplaces or woodstoves are left operational. The vent must meet the national or local codes, or the home cannot be weatherized.
- Safety inspections related to space heaters, fireplaces, and woodstoves must include, but not be limited to, verification of adequate floor protection, and code compliant clearances to walls and other combustible materials.

Grantee Combustion Testing Action Levels

- **Worst Case CAZ Depressurization Test:**
  CAZ depressurization is the leading cause of back drafting and flame roll-out in heating appliances that vent into naturally drafting chimneys. Instructions to perform the worst-case testing procedures and action levels can be found in the New Jersey Field Guide Chapter 8.26 Mitigating CAZ Depressurization and Spillage. Solid fuel fired appliance must also be tested for worst case CAZ depressurization pre and post weatherization. These appliances will have a limited allowable depressurization. Maximum CAZ depressurization for closed controlled wood burning appliance -7 Pa. Pellet stove with draft fan and sealed vent -15 Pa. Additional resources on solid fuel appliance inspection can be found in the New Jersey Field Guide Chapter 8.10 Wood Stoves and Fireplaces.

- **Spillage and Carbon Monoxide (CO) Testing:**
  a. Spillage is the entry of combustion products into a building from a vented combustion appliance caused by back drafting, for example a leaky duct system and or lack of combustion air. Other issues may consist of vent blockage or leaks in the venting system. Spillage testing procedures and solutions for spillage failure can be found in the New Jersey Field Guide, Chapter 8.2.6 Mitigating CAZ Depressurization and Spillage.
  b. Testing for CO in the appliance vent is a part of combustion testing that happens under worst-case conditions. If CO exceeds the undiluted combustion byproducts; the appliance fails, the CO test under current ANSI/BPI 1200-S-2017 standards. Refer to the New Jersey Field Guide Appendices A-5 Carbon Monoxide Limits.
- **Ambient Air Monitoring for CO**
  Personal monitoring for ambient CO during the entire inspection process is required. Investigate indoor CO levels of greater than 9 ppm to find their cause. Monitoring is imperative especially during combustion testing to ensure that ambient CO in the combustion appliance zone (CAZ) doesn't exceed 35 ppm as measured. If ambient CO levels in the combustion zone exceed 35 ppm, stop testing for your own safety. Ventilate the CAZ thoroughly before resuming combustion testing. If ambient CO levels range from 36 ppm – 69 ppm the source of CO shall be turned off immediately. If ambient CO levels reach 70 ppm or greater, the inspection shall be immediately terminated, and the building occupants evacuated from the residence. The appropriate emergency services shall be notified from outside. Refer to from ANSI/BPI, 1200, section 7.3.3.3.

Grantee Woodstove & Fireplace inspection/testing policy including actions/limits

Concur with DOE Guidance ☑	Alternative Guidance ☐

Fireplace or woodstove venting that is left operational after weatherization must meet current local or national standards or the home must be deferred.

Required Occupant Education

Concur with DOE Guidance ☑	Alternative Guidance ☐

- Appropriate use and maintenance of units.
- Provide all paperwork and manuals for any equipment installed by weatherization.
- Discuss and provide information on proper disposal of bulk fuel tanks when not removed as part of the weatherization work.
- Where combustion equipment is present, provide combustion safety and hazards information including how to recognize depressurization, dangers of CO poisoning, and fire risks associated with combustion appliance use.

6.2 – Asbestos (Confirmed and/or Presumed Asbestos Containing Material)

Required Actions

Concur with DOE Guidance ☑	Alternative Guidance ☐	Results in Deferral/Referral ☐

DOE WAP H&S Funds ☑	Alternative Funds ☑

- When suspected friable Asbestos Containing Materials (ACM) are present, including vermiculite, assume they contain asbestos and take precautionary measures to prevent disturbing it during the audit and work unless testing determines otherwise.
- Grantees must have written policy included in their H&S plan for:
  - Identifying and managing suspected ACM that provides for reasonable and necessary precautions to prevent asbestos contamination in the home.
  - Addressing blower door testing where suspected friable ACM is present (as defined by EPA), including vermiculite.

Grantee ACM policy

- Pipes, Furnaces, and other small, covered surfaces- The auditor will perform visual inspection to identify suspected asbestos containing materials (ACM). If suspected friable asbestos is present, minor asbestos encapsulation or removal may be performed by a certified Asbestos Hazard Emergency Response Act (AHERA) professional. Complete as much of the energy audit as practical without disturbing the ACM and estimate the blower door number. If the ACM is intact and will not be disturbed by recommended WAP activity, continue with weatherization work. Testing may be allowed where the material is suspected to contain asbestos and cost estimates for the necessary encapsulation or removal are high and could potentially be avoided. Once the friable material is encapsulated using DOE funding or removed using LIHEAP funding, air clearance tests must be conducted by a AHERA certified professional before performing the blower door testing and updating the energy audit.
- Siding, walls, ceilings- Temporary removal of siding is permissible under N.J.A.C 12:120. All precautions must be taken not to damage siding. Asbestos siding should never be cut or drilled. Recommended, where possible, to insulate through home interior when suspected asbestos siding is present.
- Vermiculite Insulation – Testing is allowed with DOE funds. Sample collection must be tested by a certified AHERA professional. If asbestos is present in the vermiculite, the unit must be deferred.

Grantee Blower Door Testing Policy When Suspected ACM Exists

Blower door testing will not be performed until friable asbestos is encapsulated or removed and air clearance test is conducted by an AHERA certified professional

Allowable Actions

Allowed with DOE WAP H&S Funds ☑	Allowed with Alternative Funds ☑

If DOE WAP H&S funds are used for any "allowable" actions, detail them here.

- DOE WAP H&S actions such as sample collection testing and minor encapsulation of friable AMC.
- Alternative LIHEAP WAP H&S funds may be used for minor removal of friable AMC.

The primary mechanism for determining deferral of a unit is based on cost associated with encapsulation or removal necessary to perform blower door testing safely to conclude the energy audit, defined in section 3.0 H&S Expenditures.

Prohibited Actions

Concur with DOE Guidance ☑

<table>
<tr><td colspan="6">Using DOE WAP H&S funds for general abatement/removal/or replacement of asbestos siding, thermal system insulation (TSI) or Transite, or vermiculite is prohibited.</td></tr>
<tr><th colspan="6">Required Testing/Inspection</th></tr>
<tr><td colspan="2">Concur with DOE Guidance ☑</td><td colspan="2">Alternative Guidance ☐</td><td colspan="2">Results in Deferral/Referral ☐</td></tr>
<tr><td colspan="3">DOE WAP H&S Funds ☑</td><td colspan="3">Alternative Funds ☑</td></tr>
<tr><td colspan="6">• Auditor will perform visual inspection to identify suspected friable asbestos containing covering materials.
• Testing is allowed where the material is suspected to contain asbestos.</td></tr>
<tr><th colspan="6">Allowable Testing/Inspection</th></tr>
<tr><td colspan="3">Allowed with DOE WAP H&S Funds ☑</td><td colspan="3">Allowed with Alternative Funds ☑</td></tr>
<tr><td colspan="6">• Sample collection and testing of suspected friable ACM must conducted by certified AHERA professional. Laboratory results must be provided to the subgrantee.
• Air clearance testing is required after encapsulation or removal of friable ACM by a certified AHERA professional. Phase Contrast Microscopy (PCM) testing air sample results of fiber concentrations cannot exceed 0.01 f/cc in accordance with N.J.A.C. Title 8:60, Asbestos Licenses and Permits. The laboratory results must be provided to the subgrantee.</td></tr>
<tr><th colspan="6">Required Occupant Education</th></tr>
<tr><td colspan="3">Concur with DOE Guidance ☐</td><td colspan="3">Alternative Guidance ☐</td></tr>
<tr><td colspan="6">• Formally notify the occupant, and landlord if applicable, in writing:
◦ of suspected ACMs that are present and what precautions will be taken to ensure the occupants’ and workers’ safety during weatherization;
◦ of results if testing was performed;
◦ not to disturb suspected ACM;
◦ When deferral is necessary due to asbestos, occupant, or landlord if applicable, must provide documentation that a certified professional performed the remediation before work continues.</td></tr>
</table>

<table>
<tr><th colspan="6">6.3 – Biologicals and Unsanitary Conditions</th></tr>
<tr><th colspan="6">Required Actions</th></tr>
<tr><td colspan="2">Concur with DOE Guidance ☑</td><td colspan="2">Alternative Guidance ☐</td><td colspan="2">Results in Deferral/Referral ☐</td></tr>
<tr><td colspan="3">DOE WAP H&S Funds ☑</td><td colspan="3">Alternative Funds ☑</td></tr>
<tr><td colspan="6">Deferral where conditions (odors, bacteria, raw sewage, rotting wood, etc.) in the home pose a health risk to occupants and/or weatherization workers or may be worsened by weatherization activities (e.g., air sealing) and will not be resolved by weatherization.

Additionally, cleanup of contaminates such as decomposing garbage, and animal/human feces due to occupant’s neglect are not allowable and must be deferred.</td></tr>
<tr><th colspan="6">Allowed Actions</th></tr>
<tr><td colspan="3">Allowed with DOE WAP H&S Funds ☑</td><td colspan="3">Allowed with Alternative Funds ☐</td></tr>
<tr><td colspan="6">If DOE Funds are used for any “allowable” actions, detail them here.
Limited repairs of conditions that may lead to or promote biological concerns and unsanitary conditions is allowable. Repairs such as repairing leaking or broken waste lines.

Limited cleaning of the workspace to protect the health and safety of workers and occupants.

The primary mechanism for determining limitation is based on costs associated with correcting the H&S condition necessary to perform audit recommended weatherization work as defined in section 3.0 H&S Expenditures.</td></tr>
<tr><th colspan="6">Required Testing/Inspection</th></tr>
<tr><td colspan="2">Concur with DOE Guidance ☑</td><td colspan="2">Alternative Guidance ☐</td><td colspan="2">Results in Deferral/Referral ☐</td></tr>
<tr><td colspan="3">DOE WAP H&S Funds ☑</td><td colspan="3">Alternative Funds ☑</td></tr>
</table>

Sensory inspection of interior, exterior, attics, and subspaces of the dwelling.
Prohibited Testing/Inspection
Concur with DOE Guidance ☑

Required Occupant Education	
Concur with DOE Guidance ☑	Alternative Guidance ☐
Inform occupant in writing of observed biological and unsanitary conditions.	

6.4 – Building Structure and Roofing (e.g., roofing, wall, foundation)

Allowable Actions		
Allowed with DOE WAP H&S Funds ☑		Allowed with Alternative Funds ☑
If DOE WAP H&S Funds are used for any "allowable" actions, detail them here. Minor roof repair is allowable only if the roof damage is situated within a small portion of the roof. Repairs, such as replacement of flashing/sealant, sections of asphalt shingles, underlayment, sections of decking; is allowable by a roofing professional with a monetary limitation of $2,500.		
Prohibited Actions		
Concur with DOE Guidance ☑		
Using DOE WAP H&S funds for ***major*** repairs as defined by Grantee's H&S Plan. Using DOE WAP H&S funds for building rehabilitation is prohibited		
Define "major" repairs		
Define the term "major" repairs using a quantifiable methodology. Any roof that has suffered irreparable damage with considerable leaks is beyond the monetary limitation of $2,500 is considered major and must be deferred.		
Required Testing/Inspection		
Concur with DOE Guidance ☑	Alternative Guidance ☐	Results in Deferral/Referral ☐
DOE WAP H&S Funds ☑		Alternative Funds ☑
Visual inspection of building structure and roofing for damages that compromise building durability and to verify that portions of the home where weatherization will occur are safe for entry and performance of assessments, work, and inspections.		
Allowable Testing/Inspection		
Allowed with DOE WAP H&S Funds ☐		Allowed with Alternative Funds ☐
Not applicable		
Prohibited Testing/Inspection		
Concur with DOE Guidance ☑		
Using DOE WAP H&S funds for any testing/evaluation of structural materials by a third-party is prohibited.		
Required Occupant Education		
Concur with DOE Guidance ☑		Alternative Guidance ☐
Notify occupant in writing of structurally compromised areas.		

6.5 – Code Compliance

Allowable Actions	
Allowed with DOE WAP H&S Funds ☑	Allowed with Alternative Funds ☑

If DOE WAP H&S Funds are used for any "allowable" actions, detail them here. Correction of preexisting code compliance issue(s) is only allowed if it interrupts the process of installing weatherization measure(s)s to an area of the home. If the correction of a preexisting code compliance issue is to be paid for with WAP funds, the specific code requirement(s) with reference to the weatherization measure(s) must be documented in the occupants' file.
Prohibited Actions

Concur with DOE Guidance ☑		
• Using DOE WAP H&S funds for correction of preexisting code compliance issues not directly related to the installation of specific weatherization measures in the home is prohibited. • Using DOE WAP funds for work on condemned properties and properties where H&S conditions exist that cannot be corrected under this guidance is prohibited		
Required Testing/Inspection		
Concur with DOE Guidance ☑	Alternative Guidance ☐	Results in Deferral/Referral ☐
DOE WAP H&S Funds ☑	Alternative Funds ☑	
Visual inspection and occupant inquiry pertaining to any code violations on the property.		
Allowable Testing/Inspection		
Allowed with DOE WAP H&S Funds ☐	Allowed with Alternative Funds ☐	
Not applicable		
Required Occupant Education		
Concur with DOE Guidance ☑	Alternative Guidance ☐	
Inform occupant in writing of observed code compliance issues when it results in a deferral.		

6.6 – Electrical		
Required Actions		
Concur with DOE Guidance ☑	Alternative Guidance ☑	Results in Deferral/Referral ☐
DOE WAP H&S Funds ☑	Alternative Funds ☑	
Provide sufficient over-current protection and damming prior to insulating building components containing knob and tube wiring, as required by the AHJ.		
Allowable Actions		
Allowed with DOE WAP H&S Funds ☑	Allowed with Alternative Funds☑	
DOE WAP H&S include electrical upgrades for overcurrent production. These devices consist of fuses, electromechanical circuits, breakers, and solid-state power switches. Constructing shielding for knob and tube wiring (not exceeding 25% of the area to be insulated). Electrical junction boxes/covers, electrical outlet and switch plate covers, repairs or replacement of damaged lighting fixtures. Alternative LIHEAP WAP H&S may be used to mitigate knob and tube wiring and upgrade with a monetary limitation of $2,500.		
Prohibited Actions		
Concur with DOE Guidance ☑		
Using DOE WAP H&S funds for ***major*** electrical repairs as defined by the Grantee's H&S plan is prohibited		
Define "major" repairs		
Define the term "major" repairs using a quantifiable methodology. The primary mechanism for determining limitation is based on costs associated with correcting the H&S condition necessary to perform audit recommended weatherization work as defined in section 3.0 H&S Expenditure		
Required Testing/Inspection		

Concur with DOE Guidance ☑	Alternative Guidance ☐	Results in Deferral/Referral ☐
DOE WAP H&S Funds ☑	Alternative Funds ☑	

- Visual inspection for presence and condition of knob-and-tube wiring.
- Evaluate knob-and-tube wiring for safety prior to work.
- Check for alterations that may create an electrical hazard.
- Voltage detecting testing.

Allowable Testing/Inspection	
Allowed with DOE WAP H&S Funds ☐	Allowed with Alternative Funds ☐
Not applicable	
Required Occupant Education	
Concur with DOE Guidance ☑	Alternative Guidance ☐

- Provide occupant with written documentation of any electrical hazards identified that will not be addressed by weatherization.
- Provide information to occupant on over-current protection, overloading circuits, and basic electrical safety/risks if conditions warrant.

6.7 – Fuel Leaks

Required Actions

Concur with DOE Guidance ☑	Alternative Guidance ☐	Results in Deferral/Referral ☐
DOE WAP H&S Funds ☑	Alternative Funds ☑	

- When a gas leak is found on the utility side of service, the utility service must be contacted, work must be temporarily halted, and the leak must be repaired before work may proceed.
- Fuel leaks that are the responsibility of the occupant (vs. the utility) must be repaired before installing weatherization measures in the home.

Allowable Actions

Allowed with DOE WAP H&S Funds ☑	Allowed with Alternative Funds ☑

If DOE WAP H&S Funds are used for any "allowable" actions, detail them here.

Allowable DOE WAP H&S includes repair or replacement of gas piping, installation of shut off valve to appliances, replacement of oil filter, fuel oil pump, and repair or replacement of oil lines. Replacement of flexible appliance gas connectors that or not complaint with current fuel gas codes (e.g., uncoated brass connector, commonly used in 1950's-60s construction).

Alternative HIP funds may be used for the above measures as well as, replacement of bulk fuel tanks (above ground only) and propane tank replacement.

Prohibited Actions

Concur with DOE Guidance ☑

- Using DOE WAP H&S funds to repair leaks that are the responsibility of the utility to correct is prohibited.
- Using DOE WAP H&S funds for environmental cleanup resulting from bulk fuel leaks is prohibited

Required Testing/Inspection

Concur with DOE Guidance ☑	Alternative Guidance ☐	Results in Deferral/Referral ☐
DOE WAP H&S Funds ☑	Alternative Funds ☑	

• As per ANSI/BPI-1200-S-2017, test using a Combustible Gas Detector (CGD) with required digital display of ppm and LEL. • Test all exposed gas lines, fittings, valves, and connections for fuel leaks from utility connection to the appliance throughout the home. • Test all gas appliances for fuel leaks at all connections, valves, fittings, and burners. • Conduct sensory inspection of all bulk fuels lines and storage tanks to determine if leaks exist.

Allowable Testing/Inspection	
Allowed with DOE WAP H&S Funds ☐	Allowed with Alternative Funds ☐
Not applicable	
Prohibited Testing/Inspection	
Concur with DOE Guidance ☑	

Using DOE WAP H&S funds for environmental testing of soil or water is prohibited.	
Required Occupant Education	
Concur with DOE Guidance ☑	Alternative Guidance ☐
Inform occupants in writing of fuel leak testing results, including specific location if fuel leaks are detected.	

6.8 – Gas Ovens/Stovetops/Ranges

Allowable Actions		
Allowed with DOE WAP H&S Funds x	Allowed with Alternative Funds ☐☒	
• DOE WAP H&S actions include replace gas range pilot light, gas range clean and service, and repair to burner assemblies for CO abatement. • Alternative LIHEAP WAP H&S funds may be used for replacement of gas or electric stoves with State Monitor approval. Gas stove replacements must be justified by inability to mitigate CO levels exceeding 225 ppm as measured and or a utility safety violation. Electric stove replacements must be justified by an imminent danger of fire or electrocution.		
Prohibited Actions		
Concur with DOE Guidance ☑		
Using DOE WAP H&S funds for replacement of gas ovens/ranges/stovetops is prohibited.		
Required Testing/Inspection		
Concur with DOE Guidance ☑	Alternative Guidance ☐	Results in Deferral/Referral ☐
DOE WAP H&S Funds ☑	Alternative Funds ☐	
• Test gas ovens for CO. • Grantee H&S plan must define action levels and resulting actions. • Visually inspect cooking burners and ovens for operability and flame quality.		
Define action levels for oven CO testing and resulting actions		
As per ANSI/BPI 1200-S-2017 the CO action level is activated at 225 ppm as measured.		
Allowable Testing/Inspection		
Allowed with DOE WAP H&S Funds ☐☒	Allowed with Alternative Funds ☐☒	
Required Occupant Education		
Concur with DOE Guidance ☐☒	Alternative Guidance ☐	
Inform occupants of the importance of using exhaust ventilation when cooking and the importance of keeping burners and broilers clean to limit the production of CO.		

6.8 – Gas Ovens/Stovetops/Ranges

Allowable Actions

Allowed with DOE WAP H&S Funds ☑	Allowed with Alternative Funds ☑

If DOE WAP H&S Funds are used for any “allowable” actions, detail them here.

DOE WAP H&S actions include replace gas range pilot light, gas range clean and service, and repair to burner assemblies for CO abatement.

Alternative LIHEAP WAP H&S funds may be used for replacement of gas or electric stoves with State Monitor approval. Gas stove replacements must be justified by inability to mitigate CO levels exceeding 225 ppm as measured and or a utility safety violation. Electric stove replacements must be justified by an imminent danger of fire or electrocution.

Required Testing/Inspection

Concur with DOE Guidance ☑	Alternative Guidance ☐	Results in Deferral/Referral ☐
DOE WAP H&S Funds ☑	Alternative Funds ☑	

- Test gas ovens for CO.
- Grantee H&S plan must define action levels and resulting actions.
- Visually inspect cooking burners and ovens for operability and flame quality.

Define action levels for oven CO testing and resulting actions

As per ANSI/BPI 1200-S-2017 the CO action level is activated at 225 ppm as measured.

Allowable Testing/Inspection

Allowed with DOE WAP H&S Funds ☐	Allowed with Alternative Funds ☐

Not applicable

Required Occupant Education

Concur with DOE Guidance ☑	Alternative Guidance ☑

Inform occupants of the importance of using exhaust ventilation when cooking and the importance of keeping burners and broilers clean to limit the production of CO.

6.9 – Hazardous Materials

Required Actions

Concur with DOE Guidance ☑	Alternative Guidance ☐	Results in Deferral/Referral ☐
DOE WAP H&S Funds ☑	Alternative Funds ☑	

- Hazardous Waste Materials generated by weatherization work (e.g., refrigerant, asbestos, lead, mercury, CFL lighting bulb/ballasts, etc.) must be disposed of according to all local and federal laws, regulations, and guidelines, as applicable. Costs specifically related to disposal may be charged as a H&S expense.
- Subgrantees must document disposal requirements in contract language with the responsible party.
- ***Limited*** removal of pollutants that pose a risk to workers is required (e.g., flammable liquids, hazardous chemicals, and other air pollutants) as defined the Grantee’s H&S Plan.
- If removal cannot be performed or is not allowed by the occupant, the unit must be deferred.

Define “limited” removal of pollutants

Define “limited” removal of pollutants using a quantifiable methodology. The primary mechanism for determining limitation is based on costs associated with correcting the H&S condition necessary to perform audit recommended weatherization work as defined in section 3.0 H&S Expenditures. Contracted appliance providers and licensed professionals are required to dispose of refrigerant and mercury, based on EPA established regulations.

Allowable Actions	
Allowed with DOE WAP H&S Funds ☑	Allowed with Alternative Funds ☑
If DOE WAP H&S Funds are used for any “allowable” actions, detail them here. DOE WAP H&S actions when replacing appliances containing hazardous materials must meet proper disposal of the old appliance by the subgrantee’s contracted responsible party. The responsible party must dispose of hazardous materials meeting EPA established regulations and local requirements. The cost of disposal is included in the services provided. Removal of volatile organic compounds (VOC’s) such as gasoline, fuels, solvents, pesticides, and other air pollutants.	

Prohibited Actions
Concur with DOE Guidance ☑
Using DOE WAP H&S funds for Lead, Asbestos, and Radon abatement is prohibited.

Required Testing/Inspection		
Concur with DOE Guidance ☑	Alternative Guidance ☐	Results in Deferral/Referral ☐
DOE WAP H&S Funds ☑	Alternative Funds ☑	
Sensory inspection.		
Allowable Testing/Inspection		
Allowed with DOE WAP H&S Funds ☐	Allowed with Alternative Funds ☐	
Not applicable		
Prohibited Testing/Inspection		
Concur with DOE Guidance ☐		
Using DOE WAP H&S funds for any testing for hazardous materials other than that specifically permitted in the asbestos, lead, and radon sections of this document is prohibited.		
Required Occupant Education		
Concur with DOE Guidance ☑	Alternative Guidance ☐	
• Inform occupant in writing of hazards associated with hazardous waste materials being generated/handled in the home. • Inform occupant in writing of observed hazardous condition and associated risks. • Provide occupant written materials on safety issues and proper disposal of household pollutants.		

6.10 - Injury Prevention of Occupants

Allowable Actions	
Allowed with DOE WAP H&S Funds ☑	Allowed with Alternative Funds ☑
DOE WAP H&S repairs include but are not limited to minor carpentry repairs. Such as repairs to stairs, handrail repair or replacement, and repairs to porch decking.	
Prohibited Actions	
Concur with DOE Guidance ☑	
Using DOE WAP H&S funds for ***major*** repairs, as defined by the Grantee’s H&S Plan is prohibited	
Define “major” repairs	

The primary mechanism for determining limitation is based on costs associated with correcting the H&S condition necessary to perform audit recommended weatherization work as defined in section 3.0 H&S Expenditures.

Required Testing/Inspection		
Concur with DOE Guidance ☑	Alternative Guidance ☐	Results in Deferral/Referral ☐

DOE WAP H&S Funds ☑	Alternative Funds ☑
Visually inspect for dangers that would prevent weatherization.	
Allowable Testing/Inspection	
Allowed with DOE WAP H&S Funds ☐	Allowed with Alternative Funds ☐
Not applicable	
Required Occupant Education	
Concur with DOE Guidance ☑	Alternative Guidance ☐
If identified hazardous conditions will not be corrected during weatherization, inform occupant in writing of observed hazards and associated risks utilizing the "Hazard Identification Notification Form" required by WPN 22-7.	

6.11 – Lead-Based Surface Coverings (Paint, Varnishes, Roofing, etc.)

Required Actions		
Concur with DOE Guidance ☑	Alternative Guidance ☐	Results in Deferral/Referral ☐

DOE WAP H&S Funds ☑	Alternative Funds ☑

- Subgrantees must comply with EPA's Lead; Renovation, Repair and Painting Program (RRP) rules when working in pre-1978 housing unless testing confirms the work area to be lead free. This includes, but is not limited to:
  - Client file documentation including the Certified Renovator's certification; any training provided on-site; description of specific actions taken; lead testing and assessment documentation; and photos of site and containment set up. Include the location of photos referenced if not in file.
  - Certification and training requirements of the RRP rule.
  - Job site set up and cleaning verification by a Certified Renovator.
- Only those costs directly associated with lead safe work practices for surfaces directly disturbed during weatherization activities are allowable WAP H&S expenses.

Allowable Actions	
Allowed with DOE WAP H&S Funds ☑	Allowed with Alternative Funds ☐

If DOE WAP H&S Funds are used for any "allowable" actions, detail them here.

- DOE WAP H&S must follow EPA's Lead; Renovation, Repair and Painting Program (RRP) when disturbing any lead-based painted surface for weatherization activities. Deferral is required when the extent and condition of lead- based paint in the house would potentially create further hazards and or the household is occupied by known lead poisoned child (Centers of Disease Control and Prevention (CDC) blood reference levels) with or without a municipality's Notice of Violation.

- Alternative Funding for Lead-Based Paint deferral cases refer to the NJ DCA Lead-Safe and Single-Family Home

Prohibited Actions
Concur with DOE Guidance ☑

- Using DOE WAP H&S funds for lead abatement is prohibited.
- Using DOE WAP H&S funds for purchase, resourcing, or maintenance of X-ray Fluorescence (XRF) devices is prohibited.

Allowable Testing/Inspection	
Allowed with DOE WAP H&S Funds ☑	Allowed with Alternative Funds ☑
Lead swab testing or lead paint chip analysis method	
Required Occupant Education	

Concur with DOE Guidance ☑	Alternative Guidance ☐	
Follow pre-renovation education requirements per EPA RRP rules.		
Concur with DOE Guidance ☑	Alternative Guidance ☐	Results in Deferral/Referral ☐
DOE WAP H&S Funds ☑	Alternative Funds ☑	
Visual assessment for moisture or mold damage including exterior drainage.		
Allowable Testing/Inspection		
Allowed with DOE WAP H&S Funds ☐	Allowed with Alternative Funds ☐	
Not applicable		
Prohibited Testing/Inspection		
Concur with DOE Guidance ☑		
Using DOE WAP H&S funds for mold testing of any type is prohibited.		
Required Occupant Education		
Concur with DOE Guidance ☑	Alternative Guidance ☐	
Provide occupant written notification of identified mold/moisture hazards and information regarding the associated hazard.		

6.12 – Mold and Moisture

Allowable Actions	
Allowed with DOE WAP H&S Funds ☑	Allowed with Alternative Funds ☑
If DOE WAP H&S Funds are used for any "allowable" actions, detail them here. DOE WAP H&S measures to address moisture entry include gutter(s)/downspout(s)/ground extension(s), gutter cleaning, moisture vapor barrier, sump pump repair/replacement, plumbing leak repairs, drain clearing. Humidity controls include replacement or installation of dryer appliance vent to the outside, dehumidifier install and exhaust ventilation systems. Alternative LIHEAP WAP H&S funds may be used for mold remediation services by a professional with a monetary limit of $2,500.	
Prohibited Actions	
Concur with DOE Guidance ☑	
• Using DOE WAP H&S funds for mold cleanup is prohibited. • Using DOE WAP H&S funds for window and door replacements is prohibited	
Required Testing/Inspection	

6.13 - Occupant Pre-existing or Potential Health Conditions

Required Actions		
Concur with DOE Guidance ☑	Alternative Guidance ☐	Results in Deferral/Referral ☐
DOE WAP H&S Funds ☑	Alternative Funds ☑	
• When a person's health may be at risk and/or WAP work activities could constitute an H&S hazard, the occupant is required to take appropriate action based on severity of risk. • Deferral, if occupant risk cannot be mitigated.		
Allowable Actions		
Allowed with DOE WAP H&S Funds ☑	Allowed with Alternative Funds☑	

Subgrantees are required to screen clientele for risks to their health when deciding to install or apply certain products used in the WAP. Subgrantees are required to evaluate the product Safety Data Sheet (SDS) prior to the production of the work-order. If the product can be injurious to the occupant a decision to use alternative product that will not affect the client negatively could be implemented but if not feasible, temporary relocation of at-risk occupants may be allowed on a case-by-case basis with prior approval from NJ DCA. There are two processes that subgrantees can choose from regarding temporarily relocating the occupants of the unit if occupant's health may be at risk due to the work scope. Those two processes are the Stipend/Compensation Process and the Physical Relocation Process. In either process, NJ DCA does not approve any temporary relocation plans or stipend plans. It is the WAP subgrantees responsibility to ensure that the rates are within the allowable per diem rates. Any additional costs exceeding the allowable rates will be disallowed by NJ DCA. The subgrantee is to utilize the General Service Administration's (GSA) Federal Per Diem Rates for the applicant's municipality. This can be found at the following link: https://www.gsa.gov/perdiem . Failure or the inability to take appropriate actions must result in deferral. Clients that are concerned with their health and safety and potential exposure to COVID 19, can be placed on the waiting list and reschedule for a later date for WAP services. After 30 days, the subgrantee intake worker will reach out to the client to determine scheduling status.

Required Testing/Inspection		
Concur with DOE Guidance ☑	Alternative Guidance ☐	Results in Deferral/Referral ☐
DOE WAP H&S Funds ☑	Alternative Funds ☑	
• Screen occupants for known or suspected health concerns either as part of initial application for weatherization, during the audit, or both. • This is done utilizing the "Occupant Pre-existing or Potential Health Condition Screening Form" required by WPN 22-7.		
Allowable Testing/Inspection		
Allowed with DOE WAP H&S Funds ☐	Allowed with Alternative Funds ☐	

Not applicable	
Required Occupant Education	
Concur with DOE Guidance ☑	Alternative Guidance ☐
• Inform occupant in writing of any known risks and provide pre-weatherization screening form.	

- Provide occupant with Subgrantee point of contact information in writing.

6.14 – Pests

Required Actions		
Concur with DOE Guidance ☑	Alternative Guidance ☐	Results in Deferral/Referral ☐
DOE WAP H&S Funds ☑	Alternative Funds ☑	
Deferral of homes where infestation of pests cannot be reasonably removed or poses H&S concern for workers.		
Allowable Actions		
Allowed with DOE WAP H&S Funds ☑	Allowed with Alternative Funds ☑	
DOE WAP H&S actions include pest barrier repairs. Such as screening of windows and points of access to prevent intrusion. Best practice is to utilize metal mesh or flashing as backing for air sealing in areas where pest intrusion is likely. These applications are encouraged to be part of the that particular ECM. Pest removal or extermination by a certified pest control service. The primary mechanism for determining limitation of services is based on costs associated with correcting the H&S condition necessary to perform audit recommended weatherization work as defined in section 3.0 H&S Expenditures.		

Allowable Testing/Inspection	
Allowed with DOE WAP H&S Funds ☑	Allowed with Alternative Funds ☑
Visual Inspection	
Required Occupant Education	
Concur with DOE Guidance ☑	Alternative Guidance ☐
Inform occupant in writing of observed conditions and associated risks.	

6.15 – Radon		
Required Actions		
Concur with DOE Guidance ☑	Alternative Guidance ☑	Results in Deferral/Referral ☐
DOE WAP H&S Funds ☑	Alternative Funds ☑	
• Cover exposed dirt floors within the pressure/thermal boundary with a sealed soil gas retarder • Cover sump well/pits with airtight covers • Implement ventilation as required by ASHRAE 62.2-2016		
Allowable Actions		
Allowed with DOE WAP H&S Funds ☑	Allowed with Alternative Funds ☑	

- DOE WAP H&S actions include covering exposed dirt with sealed soil gas retarder, airtight cover for sump well pit and adhering to ASHRAE 62.2 2016 ventilation requirements. These three precautionary measures are required for **all** homes that receive weatherization. The Standard Work Specifications (SWS) H&S section has been updated to address the measures.

- Other precautions may include, but are not limited to, sealing any observed floor and or foundation penetrations, isolating the basement from the conditioned space, and ensuring crawlspace venting is installed and operable.

- Testing is mandatory for Tier 1 municipalities and strongly recommended for Tier 2 municipalities.

- Alternative LIHEAP WAP H&S funds include radon mitigation system or repairs to an existing system. The activation of such services is required for properties with radon levels of 4 Pico-Curies per liter (pC/l). If radon levels are above 3.5 pC/l, yet below 4 pC/l, DCA requires subgrantees to perform a post weatherization radon test. If post weatherization radon levels result in 4 pC/l or above, subgrantee's are required to install a radon mitigation system. Radon mitigation system installation require copy of municipality permit and final clearance test to ensure the level of radon is below 4 pC/l.

Prohibited Actions	
Concur with DOE Guidance ☑	
Using DOE WAP H&S funds for radon mitigation is prohibited.	
Allowable Testing/Inspection	
Allowed with DOE WAP H&S Funds ☑	Allowed with Alternative Funds ☑
Radon Charcoal Canister Test using the New Jersey Department of Environmental (NJDEP) protocols.	
Required Occupant Education	
Concur with DOE Guidance ☑	Alternative Guidance ☐

[redacted]

6.16 – Safety Devices: Smoke and Carbon Monoxide Alarms, Fire Extinguishers

Required Actions		
Concur with DOE Guidance ☑	Alternative Guidance ☐	Results in Deferral/Referral ☐
DOE WAP H&S Funds ☑	Alternative Funds ☑	
Install CO alarms in every home where alarms are not present or are inoperable in compliance with ASHRAE 62.2-2016 which references NFPA 720 (note: NFPA 720 has been incorporated into NFPA 72).		
Allowable Actions		
Allowed with DOE WAP H&S Funds ☑	Allowed with Alternative Funds ☑	
DOE WAP H&S actions include installation of smoke detector(s), CO detector(s) or combination CO/smoke detector(s). If existing detectors are beyond manufacturer's lifetime they must be replaced. Homes with solid fuel heat sources will be provided with a fire extinguisher.		
Prohibited Actions		
Concur with DOE Guidance ☑		
Using DOE WAP H&S funds for replacement of functional smoke or CO alarms that are not beyond the manufacturer's stated lifetime is prohibited.		
Required Testing/Inspection		
Concur with DOE Guidance ☑	Alternative Guidance ☐	Results in Deferral/Referral ☐
DOE WAP H&S Funds ☑	Alternative Funds ☑	
Verify operation and age of installed alarms.		
Allowable Testing/Inspection		

Allowed with DOE WAP H&S Funds ☐	Allowed with Alternative Funds ☐
Not applicable	
Required Occupant Education	
Concur with DOE Guidance ☑	Alternative Guidance ☐
Provide occupant with verbal and written information on use of newly installed devices and the potential risks of not properly maintaining these devices.	

6.17 – Ventilation and Indoor Air Quality

Required Actions		
Concur with DOE Guidance ☑	Alternative Guidance ☐	Results in Deferral/Referral ☐
DOE WAP H&S Funds ☑	Alternative Funds ☑	
Install ventilation as required by ASHRAE 62.2 - 2016. If occupant refuses ventilation as required by ASHRAE 62.2, the home must be deferred.		
Allowable Actions		
Allowed with DOE WAP H&S Funds ☑	Allowed with Alternative Funds ☑	
DOE WAP H&S actions include ventilating existing exhaust to the outside, exhaust motor repair, termination fitting backdraft damper, replace or install local exhaust ventilation, fan exhaust timer switch (used with ASHRAE complaint fan), install continuous exhaust ventilation (based on ASHRAE compliance), in-door return air pathway (under-cut door), whole building ventilation (exhaust/balanced/supply). Subgrantees are required to complete the Residential Energy Dynamics (RED) ASHRAE 62.2 2016 calculation with target blower door readings. Once, final blower door reading is performed RED must be updated.		
Required Testing/Inspection		
Concur with DOE Guidance ☑	Alternative Guidance ☐	Results in Deferral/Referral ☐
DOE WAP H&S Funds ☑	Alternative Funds ☑	
• ASHRAE 62.2 2016 evaluation to determine required post-weatherization ventilation. • Measure fan flow of existing fans and of installed equipment to verify performance.		
Allowable Testing/Inspection		
Allowed with DOE WAP H&S Funds ☐	Allowed with Alternative Funds ☐	
Not applicable		
Required Occupant Education		
Concur with DOE Guidance ☑	Alternative Guidance ☐	
• Provide occupant with information on function, use, and maintenance (including location of service switch and cleaning instructions) of ventilation system and components. • Provide occupant with equipment manuals for installed equipment. • Include disclaimer that ASHRAE 62.2 does not account for high polluting sources or guarantee indoor air quality.		

6.18 – Water Heaters
(see Combustion Appliances for combustion related requirements)

Allowable Actions	
Allowed with DOE WAP H&S Funds ☑	Allowed with Alternative Funds ☑

- DOE WAP H&S actions include temperature/pressure relief valve and TPRV extension piping, backflow prevention, bonding wire, clean and service burner, combustion flue pipe repairs or replacement, orphaned chimney liner.

- Replacement of hot water heaters under DOE H&S will be limited by a case-by-case basis.

- Alternative HIP Funds for repair and replacement of hot water heaters, well pump and or pressure tank replacement.

Mobile home water heaters replacements must have a HUD safety approval. Any other type of hot water heater will void the manufacturer's warranty and insurance companies may refuse to pay a claim or termite coverage. Refer to the New Jersey field Guide Section 11.8 Mobile Home Water Heaters.

Required Testing/Inspection		
Concur with DOE Guidance ☑	Alternative Guidance ☐	Results in Deferral/Referral ☐
DOE WAP H&S Funds ☑	Alternative Funds ☑	

- Visual inspection of all water heaters and related piping for safety and leaks
- See Combustion Appliances section for related combustion safety testing requirements.

Allowable Testing/Inspection	
Allowed with DOE WAP H&S Funds ☐	Allowed with Alternative Funds ☐
Not applicable	

Required Occupant Education	
Concur with DOE Guidance ☑	Alternative Guidance ☐

- Appropriate use and maintenance of units.
- Provide all paperwork and manuals for any installed equipment.
- Where combustion equipment is present, provide combustion safety and hazards information including how to recognize depressurization, dangers of CO poisoning, and fire risks associated with combustion appliance use.

6.19 – Worker Safety

Required Actions		
Concur with DOE Guidance ☑	Alternative Guidance ☐	Results in Deferral/Referral ☐
DOE WAP H&S Funds ☑	Alternative Funds ☑	
Adherence to all federal, state, and local worker safety regulations (e.g., OSHA, EPA).		

Allowable Actions	
Allowed with DOE WAP H&S Funds ☑	Allowed with Alternative Funds ☑

DOE WAP H&S actions include minor carpentry repairs. Such as repairs to stairs, replace handrails, installation of platform extending into unfloored attic (catwalk). Equipment purchases to protect the health and safety of the worker. Such as Personal Protective Equipment (PPE) and jobsite cleaning supplies.

Additional guidance for COVID 19 regarding workplace safety. Refer to the following websites. Center for Disease Control and Prevention (CDC) https://www.cdc.gov and U.S. Department of Labor Occupational Safety and Health Administration (OSHA) http://www.osha.gov

The intake and energy auditor must complete the *Occupant Pre-Existing/Potential Health Condition Screening Form* with additional questions regarding the infectious disease.
In accordance with OSHA 3990, all field workers shall be equipped with PPE and be provided with training for proper and safe use, removal, and cleaning to avoid contamination (and cross-contamination) for self and others.
During the COVID-19 crisis, all weatherization workers entering households should complete the ***Field Safety Protocol Check List*** prior to entry. It is strongly recommended to provide the household occupant(s) with mask(s), if feasible. And to always maintain social distancing.

Workers must follow OSHA standards and Safety Data Sheets (SDS) and take precautions to ensure the H&S of themselves and other workers. SDS must be posted wherever workers may be exposed to hazardous materials. DCA will perform random onsite assessments to determine if crews are utilizing safe work practices. State Monitors may stop work for observed unsafe work practices.

Sub-grantees will be trained in use and importance of personal protection equipment (PPE). OSHA 10-hour training is recommended for all workers. OSHA 30-hour training is recommended for crew leaders.
Training will be provided for State Monitors, Sub-grantee Field Technicians, and Contractors from among these topics offered by the New Jersey Department of Labor's Occupational Safety & Health Training Unit:

- Electrical Safe Work Practices
- Ergonomics for the Offices
- First Aid for Bystanders
- Hand and Portable Power Tool Safety
- Hand Injury Prevention
- Hazard Awareness
- Hazard Communication
- Heat and Cold Stress and Carbon Monoxide Poisoning
- Hearing Conservation
- Ladder Safety
- Material Handling, Back Safety & Lifting Techniques
- OSHA Record Keeping
- Personal Protective Equipment
- Respiratory Protection
- Safety Audit
- Safety Program Development
- Safety Scanning
- The Supervisor and Safety
- Permit Required Confined Space Training
- Walking and Working Surfaces

Prohibited Actions
Concur with DOE Guidance ☑

Using DOE WAP H&S funds for ***major*** repairs as defined by the Grantee's H&S Plan is prohibited.	
Define "major" repairs	
The primary mechanisms for determining limitation of services are based on costs associated with correcting the H&S conditions necessary to perform the audit recommended weatherization work as defined in Section 3.0 H7S expenditures.	
Allowable Testing	
Allowed with DOE WAP H&S Funds ☑	Allowed with Alternative Funds ☑
Not Applicable	

6.20 – Fuel-Switching

Required Actions

Concur with DOE Guidance ☑	Alternative Guidance ☑	Results in Deferral/Referral ☐

DOE WAP H&S Funds ☑	Alternative Funds ☑

The State of New Jersey will allow “Case by Case Fuel Switching” under alternative main funding source Heating Improvement Program (HIP). Justified by either high energy burden and or health and safety circumstances with the existing fuel source.

DOE, LIHEAP, and HIP health and safety funding may be used for the “Allowable Actions” set forth in this section.

The sub-grantee is required to submit the energy audit or contractor’s cost effectiveness calculation for fuel switching. The energy audit or cost effectiveness calculation must provide the new proposed fuel heating appliance with a savings-to-investment ratio (SIR) of 1 or greater. The Program Monitor will review the supporting documentation and submit to the OLIEC Supervisor for the final approval process.

The energy audit or cost effectiveness calculation must be generated using the most current annual fuel cost and the actual cost of the replacement appliance. If the household has a high energy burden the sub-grantee may choose to use the energy audit optional utility bills entry.

Supporting documentation must include the initial site assessment, available photos, additional equipment necessary for the fuel switch, e.g., new natural gas lines and additional or upgraded electrical equipment, and the contractor’s recommendation with cost effectiveness calculation (on company letterhead) or energy audit’s Input Report and Recommended Measures Report.

Allowable Actions

Allowed with DOE WAP H&S Funds ■	Allowed with Alternative Funds ■

- Installation of natural gas piping.
- Upgrading electrical equipment.
- Removal of above ground fuel tank.

Prohibited Actions

Concur with DOE Guidance ■

- The removal of underground bulk fuel tanks.
- Environmental cleanup resulting from bulk fuel leaks is prohibited and will result in deferral.

Required Testing/Inspection

Concur with DOE Guidance ■	Alternative Guidance ☐	Results in Deferral/Referral ☐

DOE WAP H&S Funds ☐	Alternative Funds ☐

- Conduct combustion appliance testing and visual inspection of all combustion appliances and their related venting.
- Test all exposed gas lines, fittings, valves, and connections for fuel leaks from utility connection to the appliance throughout the home.
- Conduct sensory inspection of all bulk fuels lines and storage tanks to determine if leaks exist.

Allowable Testing/Inspection

Allowed with DOE WAP H&S Funds ☐	Allowed with Alternative Funds ☐

Same a above

Prohibited Testing/Inspection

Concur with DOE Guidance ■

- Environmental testing of soil or water is prohibited

Required Occupant Education

Concur with DOE Guidance ☐	Alternative Guidance ☐

- Appropriate use and maintenance of units.
- Provide all paperwork and manuals for any installed equipment.
- Discuss and provide information on proper disposal of bulk fuel tanks when not removed as part of the HIP.
- Where combustion equipment is present, provide combustion safety and hazards information including how to recognize depressurization, dangers of CO poisoning, and fire risks associated with combustion appliance use.

<table>
<tr><th colspan="6">6.X – (Insert Additional H&S Items for Use of DOE WAP H&S funds)</th></tr>
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<tr><td colspan="2">Concur with DOE Guidance ☐</td><td colspan="2">Alternative Guidance ☐</td><td colspan="2">Results in Deferral/Referral ☐</td></tr>
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<tr><td colspan="6">Concur with DOE Guidance ☐</td></tr>
<tr><td colspan="6">What is prohibited</td></tr>
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