



2024

New Jersey State Plan and Grant  
Application for U.S. Department of  
Energy's Weatherization Assistance  
Program

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

**INTRODUCTION**

The New Jersey Department of Community Affairs (DCA) in accordance with the Title 10, Code of Federal Regulations, and Section 440 of the Rules and Regulations of the Weatherization Assistance Program for Low-Income Persons has established a Weatherization Assistance Program within the Division of Housing and Community Resources' (DHCR) Office of Low-Income Energy Conservation (OLIEC). The purpose of the program is to reduce fuel consumption, and related energy costs in low-income households, with an emphasis 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 2024 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.

**U.S. Department of Energy**  
Weatherization Assistance Program (WAP)  
STATE PLAN/MASTER FILE WORKSHEET  
**Grant Number:** EE0009917, **State:** NJ, **Program Year:** 2024  
**Recipient:** New Jersey, State of

This worksheet should be completed as specified in Section III of the Weatherization Assistance Program Application Package.

## V.1 Eligibility

### V.1.1 Approach to Determining Client Eligibility

Provide a description of the definition of income used to determine eligibility

Prior to the weatherization of any unit, documentation shall be obtained, using the state weatherization application certifying that the household meets eligibility criteria as per 10 CFR § 440.22 and the New Jersey Weatherization Policy and Procedures Manual, Chapter 1, Eligibility and Documentation. Chapter 1 can be found at [New Jersey Department of Community Affairs \(DCA\) | Weatherization Assistance Program \(WAP\) \(nj.gov\)](https://www.nj.gov/dca/dhcr/offices/wap.shtml) .

Eligibility guidelines are based on the Federal Poverty Guidelines. Per the U.S. Department of Energy (DOE) regulations, households with an annual gross income equal to or less than 200% of Federal Poverty Guidelines (income includes but is not limited to wages/salaries, social security benefits, General Assistance/TANF, pensions, alimony, unemployment benefits, disability or worker's compensation self-employment) ; or

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

Describe what household eligibility basis will be used in the Program

All applicants shall be required to complete an application for weatherization assistance including clients that come to the Sub-grantee from the Home Energy Assistance Program (HEA) as the result of a direct feed to HEA from the Food Stamps or the Pharmaceutical Assistance to the Aged and Disabled (PAAD) programs. This application may be the same application used for the household to apply for HEA benefits, provided that the application is complete and current. The only exception to this requirement applies to recipients who rent units in multi-family buildings that use the U.S. Department of Housing and Urban Development (HUD) income qualification process to determine eligibility for subsidized housing. If a multi-unit building is identified and approved by HUD for weatherization as provided in WPNs 16-5, 22-3 and 22-5, Sub-grantees will not be required to certify income eligibility for the tenants. Sub-grantees are not required to complete landlord-tenant agreements for each tenant. Sub-grantees are still responsible for the collection of all required income and demographic data for such units. Chapter 2, Eligible and Non-Eligible Structures, of the Policy Manual, provides information concerning the HUD income qualification process. Chapter 2 can be found at <https://www.nj.gov/dca/dhcr/offices/wap.shtml>.

#### **Definition of Household:**

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

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

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

Describe the process for ensuring qualified aliens are eligible for weatherization benefits

No person except a citizen or a specially qualified non-citizen shall be eligible for the federal Food

Stamp program, Family Assistance, Safety Net Assistance, or services funded under Title XX of the federal [Social Security](#) Act, except as follows:

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

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

1. Qualified non-citizens are defined as legal immigrants that include but may not be limited to legal permanent residents, refugees, individuals paroled into the United States for a period of at least one year, individuals whose deportation has been withheld, individuals granted conditional entry, and certain individuals who are victims of domestic abuse.
2. In cases where a non-qualified (undocumented) citizen resides within an applicant household, the non-qualified (undocumented) citizen must be excluded from the HEA household size. If the non-qualified (undocumented) citizen has monthly income more than \$300.00, the amount more than \$300.00 shall be counted as income to the household and must be added to all other household income in determining the household's gross monthly income.

## V.1.2 Approach to Determining Building Eligibility

Procedures to determine that units weatherized have eligibility documentation

Chapter 2, Eligible and Non-Eligible Structures, of the Policy Manual ([https://www.nj.gov/dca/divisions/dhcr/offices/docs/wap/Wap\\_Chapter\\_2.pdf](https://www.nj.gov/dca/divisions/dhcr/offices/docs/wap/Wap_Chapter_2.pdf)), defines the eligible and non-eligible structures for Weatherization Assistance in accordance with 10 C.F.R. § 440.22. An adjusted application date is established for a dwelling unit based on the presence of priority individuals residing in the unit. As stated in Chapter 1, Eligibility and Documentation, Section 4, prioritization of multi-family buildings for which the sub-grantee receives leveraged funds before other multi-family dwellings, group homes or shelters is allowed. [Chapter 1 Eligibility and Documentation \(nj.gov\)](#) and [Chapter 2 Eligible and Non-Eligible Structures \(nj.gov\)](#) describe the program requirements and protocols for deeming clients and dwelling units eligible for weatherization services.

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

Describe Reweathering compliance

In accordance with 10 CFR 440.186(2)(iii), re-weatherization is the provision of service to a dwelling unit that has been previously served. Re-weatherization is permitted in those units which were originally weatherized 15 years ago. The following, in accordance with the 10 CFR 440, applies to all units weatherized

with U.S. Department of Energy (DOE), LIHEAP Weatherization and Heating Improvement grant funds or other federal funds. Re-weatherization of units 4

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

Describe what structures are eligible for weatherization

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

Weatherization Program Notice 22-5 released December 8, 2021, simplifies (and supersedes) procedures previously outlined in WPN 17-4, Multifamily Housing – Procedure for Certifying Income-Eligible HUD Assisted Buildings. There are generally three types of multifamily properties assisted by HUD: (1) housing owned and operated by HUD Public Housing Agencies (PHAs), (2) privately-owned multifamily buildings receiving project-based assistance, and (3) privately-owned multifamily buildings that house residents who receive tenant-based (housing voucher) assistance.

1. Housing owned and operated by PHAs shall be considered 100% income eligible. The PHAs deemed eligible and referenced can be found on the [HUD web page](#).
2. For privately owned multifamily buildings receiving project-based assistance, WAP agencies should refer to the [USDOE HUD Multi-Family lists](#) to determine the percentage of the units in each building that are income eligible.
3. Privately-owned multifamily buildings that house residents receiving tenant-based assistance, WAP agencies are required to determine the percentage of income eligible residences by contacting the building owner/manager to obtain Section 8 Housing Choice Voucher records (from HUD's Tenant Based Rental Assistance Program [TBRA]) or by individually verifying which residents hold such vouchers.

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

If the renters are not HUD categorically eligible, then income eligibility is determined the same way it would be for homeowners (ie. single family renters) as stated in Chapter 1 of the NJ WAP Policy and Procedures Manual.

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

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

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

Sub-grantee must verify if the property is historic through the Statewide Historic Preservation website at [https://www.state.nj.us/dep/hpo/1identify/nrsr\\_lists.htm](https://www.state.nj.us/dep/hpo/1identify/nrsr_lists.htm) and with the local Historic Preservation Office.

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

Describe how Rental Units/Multifamily Buildings will be addressed

Prior to weatherizing an entire building of multi-family housing (including common area), a specific eligibility test will be applied:

1. Not less than 66% of the **occupied** dwelling units must be eligible dwelling units in a complex of five or more units.

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2. 50% eligibility must be met for duplexes and four-unit buildings.
3. In buildings of five or more units where less than the required percentage of units are eligible, only the eligible units may be weatherized with USDOE grant funds.
4. A building containing rental dwelling units if it is included on the most recent list posted by the USDOE of Assisted Housing and Public Housing buildings identified by HUD. Sub-grantees are not required to complete landlord-tenant agreements for each tenant. Sub-grantees are responsible for the collection of all required income and demographic data for such units and must also have signed permission by landlord/ homeowner to weatherize for each dwelling unit.
5. Unoccupied units within multi-family buildings may be weatherized only if they will become eligible dwelling units within 180 days under a Federal, State, or Local government program for rehabilitating the building or making similar improvements to the building.
6. A single unit within a multi-family unit building is not categorically excluded. The unit requires prior approval from USDOE.

Sub-grantees are required to obtain and execute New Jersey's current Landlord - Tenant Agreement form that ensures that the rights of tenants and the weatherization investment in rental buildings are protected and that the benefits of weatherization accrue to the low-income persons the program intends to serve. Signed copies of this document are provided to both the Tenant and the Landlord. The document is enforceable by the tenant(s).

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

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

#### Describe the deferral Process

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

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

Clients must be notified in writing within 7 business days of the site visit wherein a determination was made to defer the project. The notification form can be found at [https://www.nj.gov/dca/divisions/dhcr/offices/docs/wap/wap\\_3\\_deferral\\_notification.pdf](https://www.nj.gov/dca/divisions/dhcr/offices/docs/wap/wap_3_deferral_notification.pdf)

and shall include the reason(s) for deferral, any testing results, and appeal rights. Sub-grantees are expected to make reasonable efforts on behalf of their clients to find alternative assistance when USDOE funds are unable to address conditions that lead to deferral. When possible, the notice shall include a list of potential agencies with funding designed to address the specific issue which precludes a client from participating.

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

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

NJ WAP utilizes HESWAP to track deferrals. Subgrantees are required to identify in HESWAP units they have deferred and reason. A report is generated in HESWAP can Deferred Units Report.

#### V.1.3 Definition of Children

Definition of children (below age): **6** Chapter 1, Eligibility and Documentation, Sec. 4 Prioritization of Applicants with children.

#### V.1.4 Approach to Tribal Organizations

Recommend tribal organization(s) be treated as local applicant?

If YES, Recommendation. If NO, Statement that assistance to low-income tribe members and other low-income persons is equal.

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

## V.2 Selection of Areas to Be Served

For the 2024 Program Year, NJ WAP released a Request for Proposal in July 2022 reflecting the 21 counties as individual target areas based on the population in poverty, utilizing the 2019 American Community Survey, U.S. Census data. Allocations to Sub-grantees will be a base award of \$100,000 with the remaining award allocated based on the number of individuals in poverty within the service area. The map below reflects the 21 target areas. Through the RFP process, NJ WAP increased the number of sub-grantees in the network to 16. The Annual File of this State Plan identifies the sub-grantees, allocation amounts, and projected production goals.

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

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

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

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



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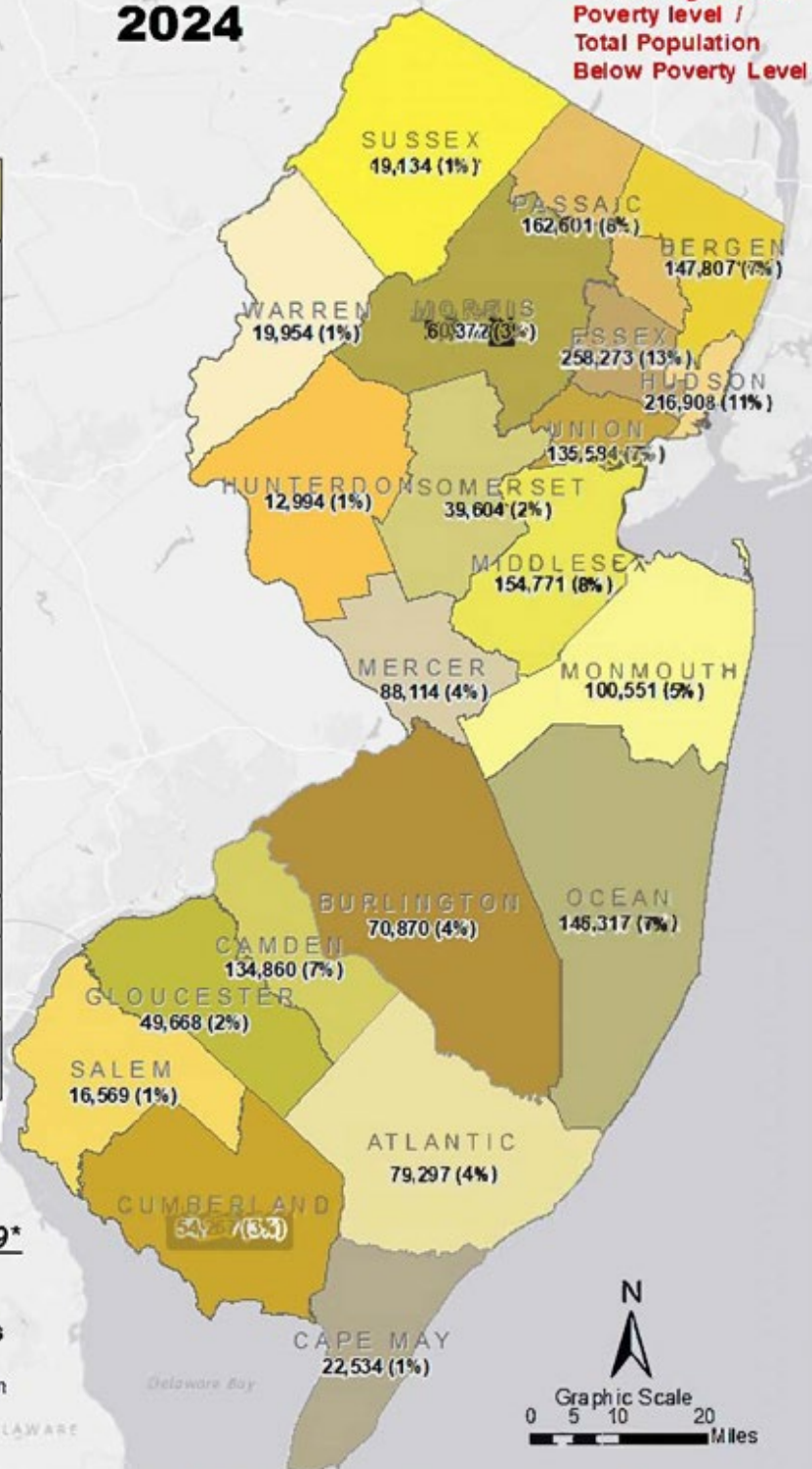
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# Weatherization Assistance Program DOE Fund Target/Service Areas 2024



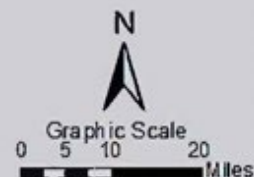
\*Percentage Below Poverty level / Total Population Below Poverty Level

County	Total Eligible Funding
Atlantic and Cape May	\$ 346,884
Bergen	\$ 441,638
Burlington	\$ 299,508
Camden	\$ 441,638
Essex	\$ 715,124
Gloucester, Cumberland and Salem	\$ 394,262
Hudson 1	\$ 252,130
Hudson 2	\$ 489,015
Mercer	\$ 299,508
Middlesex	\$ 489,015
Monmouth	\$ 346,884
Morris	\$ 252,130
Ocean	\$ 462,415
Passaic	\$ 489,015
Sumerset and Union	\$ 536,392
Warren, Hunterdon and Sussex	\$ 252,130



American Community Survey 2019\*

**New Jersey Department of Community Affairs**  
Weatherization Assistance Program  
Office of Low Income Energy Conservation  
101 South Broad Street  
Trenton, New Jersey 08625  
Date: April 2024



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**V.3 Priorities**

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

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

**Elderly Units**

Data extrapolated from the 2019 American Community Survey of the U.S. Census figures indicate that 16.6% of the State's population is elderly (60 years and older). In addition, the 2019 American Community Survey of the U.S. Census indicates that 31.9% of the elderly population have at least one disability.

**Handicapped Units**

The 2019 American Community Survey reveals that the disabled population is 6.5%.

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

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

One point each for:

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

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

Note that one household member can qualify the household for points in more than one category.

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

NJ WAP has implemented a Landlord Contribution Policy, which allows Sub-grantees to weatherize multi-family buildings for which contributions have been received before multi-family dwellings owned by non-contributing owners. All eligible clients will be served in both cases; however, expediting service to dwellings that include landlord contribution funds will allow the Sub-grantee to weatherize additional units. New Jersey encourages landlord contribution for regular or shell weatherization tactics of no less than 25% of the total cost. Mandatory landlord contribution of no less than 50% of the total cost towards all heating system upgrades is required.

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**V.4 Climatic Conditions**

Climatic Region	Sub-grantee	Sub-grantee County	Average Heating Days (HD)	Average Cooling Days (CD)	Total HD and CD
Region 1 Northern	Greater Bergen	Bergen	4,647	1,312	5,959
	La Casa de Don Pedro	Essex			
	NORWESCAP	Hunterdon, Sussex, Warren			
	PACO	Hudson			
	BEOF	Hudson			
	PROCEED	Morris, Somerset, Union			
	Passaic County	Passaic			
Region 2 Southern	Ocean, Inc.	Ocean	4,815	1,203	6,018
	ISLES	Mercer			
	Native American Advancement Corp (NAAC)	Atlantic, Cape May			
	Camden OEO	Camden			
	PRAB, Inc.	Middlesex			
	Gateway CAP	Gloucester, Salem, Cumberland			
Region 3 Coastal	St. Joseph Carpenter Society	Burlington	4,779	1,104	5,883
	NAAC	Atlantic, Cape May			
	OCEAN, Inc.	Ocean			
	CARC	Monmouth			

**V.5 Type of Weatherization Work to Be Done**

**V.5.1 Technical Guides and Materials**

New Jersey’s Weatherization Field Guide Standard Work Specifications (SWS) Aligned edition prescribes correct installation practices in accordance with the NREL Standard Work Specifications, WPN 15-4 and WPN 22-4. These standards are mandated for contractor/crew installations and form the basis for quality control inspections of completed work. In addition, Section C, Scope of Services, of the executed Grant Agreements with Sub-grantees clearly states the following:

*“This project will be implemented in accordance with the U.S. Department of Energy’s Standard Work Specifications” as defined in the New Jersey Weatherization Field Guide (2021 SWS aligned version) and the NJ WAP Policy and Procedures Manual.”*

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

The Field Guide can also be found at the Department of Community Affairs’ webpage at <http://www.state.nj.us/dca/divisions/dhcr/offices/wap.html>. Sub-grantees can print the field guide and distribute it to contractors and crews. The New Jersey Field Guide for Single Families (Field Guide) has been revised with the updated Standard Work Specifications and approved by USDOE. This Field Guide will expire July 26, 2026. Hard copies were also provided to Sub-grantees in January 2022.

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

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*Building Envelope Measures*

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

*Heating System Improvement Measures*

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

Field guide types approval dates

Single-Family: 7/28/2021
Manufactured Housing: 7/28/2021
Multi-Family: 7/28/2021

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**V.5.2 Energy Audit Procedures**

Audit Procedures and Dates Most Recently Approved by DOE

Audit Procedure: Single-Family

Audit Name: NEAT Approval Date: 2/21/2022
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Audit Procedure: Manufactured Housing Audit Name: MHEA Approval Date: 2/21/2022
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Audit Procedure: Multi-Family Audit Name: Approval Date:
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**Comments**

New Jersey will use site-specific audits to weatherize units as stated in Chapter 4, Energy Audits, of the Policy Manual. New Jersey is using the National Energy Audit Tool (NEAT) audit for single-family dwelling units, Energy Audit using the Queens Information Package (EA-QUIP) for multi-family dwellings and Manufactured Home Energy Audit (MHEA) for mobile homes. All multi-family projects funded by DOE/WAP will be submitted to USDOE for approval prior to work commencing. Sub-grantee personnel will perform the energy audit.

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

U.S. Department of Energy (USDOE) has removed the conditional approval of the NEAT and MHEA that is set to expire on February 21, 2027. When conducting an energy audit, Sub-grantees must adhere and follow the protocols indicated in the NJDCA Weatherization Policies and Procedures for Energy Audits.

NJ WAP has received approval for use of the USDOE Priority List in accordance with WPN 22.8, Streamlining the Energy Audit Process - Optional Regional Weatherization Priority Lists for single-family, manufactured housing and small multi-family buildings no more than three levels above grade and wood frame.

NJ WAP has received approval for the following special materials /audit procedures:

Light Emitting Diode (LED) Lighting	Approved May 11, 2017
Spray Polyurethane Foam (SPF) Insulation	Approved December 18, 2018
Heat Pumps Domestic Water Heaters	Approved October 14, 2021
Lifetime Changes	Approved October 14, 2021
Refrigerators (Energy Star or Equivalent)	Approved October 14, 2021

**V.5.3 Final Inspection**

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

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

For contractor-based Sub-grantees, NJ WAP holds the Sub-grantee responsible and accountable for certifying all measures installed by contractors meet the SWS. Sub-grantees are required to provide copies of the New Jersey Field Guide (SWS 2021 aligned) to contractors and must include with bid packages.

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

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Due to a shortage of individuals with the QCI/EA certification, NJ WAP will develop and implement a QCI Mentorship component to assist Sub-grantees in meeting Federal regulations on final inspections. NJ WAP will provide TTA to a QCI/EA when it has identified inconsistencies in diagnostic testing or an increase in failures. NJ WAP's policy is to increase the inspection rate to 50% by State Monitors. When no improvement has incurred, we will notify the subgrantee and BPI.

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

## V.6 Weatherization Analysis of Effectiveness

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

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

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

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

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

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

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

Several of the rating factors referred to herein represent Sub-grantee - DCA contractual requirements. Violations of these contractual provisions will also trigger the Progressive Contract Compliance Process, which is summarized in the Monitoring Plan Section of this State Plan.

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

## V.7 Health and Safety

New Jersey's Health and Safety Plan (H&S Plan) is attached as an addendum to this State Plan and is in compliance with WPN 22-7.

NJ WAP HEALTH AND SAFETY Goals:

1. Minimize the risks from the provision of weatherization services that could negatively affect the health and safety of state staff, agency staff, contractors, and clients.
2. Recognize any hazards that could negatively affect the health and safety of the above participants in the weatherization process.
3. Avoid creating any health and safety hazards through the actions of agency staff or contractors and prevent the installation of materials that could have a detrimental effect on clients.
4. Do not harm clients because of any actions by agency staff or contractors being on-site at the client's home or through the aftereffects of installing tactics.
5. Educate clients about weatherization materials that could have a harmful effect on their health and proper maintenance of weatherization materials that will

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contribute to client safety.

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

## **Deferral & Referral Policy**

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

Clients must be notified in writing within 7 business days of the site visit wherein a determination was made to defer the project due to H&S issues. The notification form can be found at [https://www.nj.gov/dca/divisions/dhcr/offices/docs/wap/wap\\_3\\_deferral\\_notification.pdf](https://www.nj.gov/dca/divisions/dhcr/offices/docs/wap/wap_3_deferral_notification.pdf) shall include the reason(s) for deferral, any testing results, and appeal rights. Agencies are expected to make reasonable efforts on behalf of their clients to find alternative assistance when DOE funds are unable to address conditions that lead to deferral. When possible, the notice shall include a list of potential agencies with funding designed to address the specific H&S issue, which precludes a client from participating.

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

## **V.8 Program Management**

### **V.8.1 Overview and Organization**

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

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

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

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

### **V.8.2 Administrative Expenditure Limits**

The total amount available to the Sub-grantees for administrative funds is at least 7.5% of the state's grant; however, any Sub-grantee that receives a grant of less than \$350,000 can be provided up to another 5% of their allocation for administrative expenses provided the Sub-grantee meets any one of the following criteria:

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



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of the Sub-grantee to operate an effective weatherization program at the five percent administrative level.

In accordance with 2 CFR 200.425(a)(2), only those subgrantees expending more than \$750K in total Federal funding will receive Financial Audits funding in the Grantee's SF-424a Budget.

### V.8.3 Monitoring Activities

Program monitoring is the principal method by which DCA can affect the management of any weatherization program and improve the quality of work. NJ WAP will monitor each Sub-grantee to ensure that the program is being implemented as required by US DOE, 10 C.F.R. § 440, New Jersey Field Guide, version 2021 and US DOE/NREL Standard Work Specifications (SWS), WPN 22-4 and in accordance with the guidelines set forth in the NJ WAP Policy and Procedures Manual. The New Jersey Field Guide will expire July 28, 2026. Monitoring activities include but are not limited to the following activities:

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

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

State Monitor will attempt to schedule at least one on site Monitoring Visit each week for each agency, to each assigned WAP Agency for the purpose of providing technical assistance and/or conducting quality assurance inspections. At the end of the visit, the State Monitor will provide WAP Manager with a copy of the Subgrantee Monitoring Visit Report. WAP Managers are required to acknowledge receipt of the report by signing it. The Visit Reports are maintained on file at the NJ WAP offices and are utilized to evaluate WAP Agency. Any corrective action required from sub-grantee is followed up by the State Monitor on the next weekly visit. A sample monitoring report form can be found in the Appendix of the NJ WAP Policy and Procedures Manual. In addition, on a quarterly basis a production analysis will be conducted on each sub-grantee to determine if sub-grantee is on track with benchmarks and the viability of production being completed as agreed upon. Production schedules and benchmarks will be required and shall be included in executed grant agreements with each sub-grantee.

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

The Monitor's Final Inspection will include an assessment of the energy audit that confirms the accuracy of the field site data collection, energy audit software inputs, and that measures called for on the work order were appropriate and in accordance with the Grantee energy audit procedures and protocols approved by DOE.

A total of 50% of the weatherized units will be inspected for Sub-grantees with substandard work as determined through quality control inspections until improvement has been demonstrated. New Sub-grantees must undergo 100% State Quality Assurances Inspections for a minimum of one year. State Monitors provide Sub-grantees with Final Inspection Form along with copies of the HESWAP Quality Control Form concerning failed units. Sample of both forms can be found in the Appendix of the Policy Manual.

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

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

- Administrative and programmatic planning
- Planning outreach activities
- Intake and application process

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- Workflow/reporting
- The energy audits
- Bidding
- Recruiting and selecting contractors
- Contract compliance
- Site clustering
- Inspecting the work
- Fiscal accountability

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

The risk assessment entailed:

- Examination of a sample of cash receipts to determine timeliness of deposits
- Examination of a sample of cash disbursements to determine appropriate initiation, authorization, and that expenditures were allowable under the grant agreement
- Examination of a sample of Financial Status Reports (FSR) submitted by the sub-recipient agency to determine comparability to general ledger detail and tie into cash disbursements
- Examine the bank reconciliations for the bank account used to receive and disburse grant funds to determine that the recordkeeping was performed properly and timely
- Examine the extent to which the sub-recipient has adequately performed and satisfied the performance objectives prescribed by the grant contract
- Examination of a sample of case files to determine proper program Eligibility
- Examination of prior period findings to determine if corrective action has been taken to resolve the finding
- Examination of corrective action plan submitted by agency to determine appropriateness of actions taken to resolve prior period findings
- Obtain social security numbers for all employees employed at the agency and perform a test to determine whether any employees at the agency applied for and/or received a program benefit; determine if employee was eligible to receive the program benefits, and if adequate policies and procedures were in place regarding employees who apply for and/or receive benefits
- Examination of inventory of equipment with a cost basis of greater than \$5,000
- Examination of specific authorization for any capital purchases over \$5,000
- Examination of contracts awarded to subcontractors to determine compliance with bid procedures as outlined in Chapter 6, Weatherization Assistance Program Policy Manual
- Examination of a sample of vendors contracted by the agency to determine compliance with suspension and debarment rules
- Confirmation that agencies are identifying historic properties registered with the NJ National Historic Preservation Act and adhering to the Programmatic Agreement for Historic Properties
  
- Examination of contractor's license and insurance policy
- Other required testing attributes that are specific to each program
- Davis Bacon Prevailing Wages specifically on multi-family building of 5 units are more
- Buy American
- National Environment Policy

In addition, the USDOE Monitoring Checklist will be incorporated within the risk assessment annual monitoring in accordance with WPN 22 -4.

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

In New Jersey, the vast majority of the Sub-grantees hire private contractors to perform the weatherization work. This ensures that different entities complete the work (contractors) and inspect the work (Sub-grantee staff). Two Sub-grantees employ crews to complete the work. Separation is achieved by the entities that complete the work (laborers and crew supervisor) and inspect the work (cost-estimator or manager). Approximately 69% of the training and technical assistance funds are used for monitoring.

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

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#### Progressive Compliance Mechanism

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

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

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

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

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

**Reduction of Grant Award** - This is an interim measure taken to encourage agency change short of suspension or termination of the grant. This may be implemented for less serious deviations from the contract.

## V.8.4 Training and Technical Assistance Approach and Activities

### **1.0 General Information**

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

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

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

### **2.0 Overall Training and Technical Assistance Plan**

NJ WAP incorporates feedback during the Program Year from the following external and internal sources through the Program Year. The incorporation of feedback has resulted in policy changes, training opportunities, updated forms, etc.

As a result of the feedback from most recent DOE Monitoring visit, the following issues have been addressed -  
DCA issued a Memo to all subgrantees with guidance outlining procedures for when the Energy Auditor is also the QCI  
DCA has updated the client File Checklist to incorporate the Weatherization Readiness funds.  
DCA has enhanced our Data / Reporting software (HANCOCK) to include Justice 40 demographics.

The New Jersey T&TA plan also reflects feedback from our internal state audits, our routine monitoring of the Subgrantees, SWS updates, any recommendations from the office of the I.G. and the analysis of effective weatherization methods.

A Teams meeting was held with sub-grantees on February 29, 2024, to discuss training needs and certifications.

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

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

Since Program Year 2015, the Virginia Community Housing Partners (CHP) was contracted as the NJ WAP Training Provider. Training is conducted annually with sub-grantees

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

### ***1.0 Workforce Credentials***

New Jersey Weatherization Assistance Program provides grants to 16 sub-grantees. Sub-grantees must meet the following criteria to receive funding:

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

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For PY 2024, NJWAP network consists of 17 certified Quality Control Inspectors and 20 certified Energy Auditors, including four State Monitors. Each sub-grantee has current Environmental Protection Agency’s Renovate, Repair and Paint Firm certifications. To maintain credentials, an Annual Training Plan is implemented to ensure that no certifications expired. Training and Certification tracking datasheet is updated monthly, at the request NJWAP, by sub-grantees. Copies of certifications are maintained on file.

15 of the 16 sub-grantees implement contractor based model for weatherization. In New Jersey, Licenses/Certifications are required:

1. HVAC Company
  - Master HVAC contractor license through the NJ Division of Consumer Affairs, State Board of Examiners, Heating, Ventilating, Air Condition and Refrigeration Contractors License.
  - EPA Section 608 HVAC Certification
  - Be a licensed home improvement contractor through NJ Division of Consumer Affairs
2. Insulation Contractor
  - Be a licensed home improvement contractor through NJ Division of Consumer Affairs.
3. Asbestos Contractor
  - Asbestos Abatement Contractor License through NJ Department of Labor and Workforce Development (NJDOLWD).
  - Written Exam via NJ Department of Health (NJDOH) State Examination.
  - Permit through NJDOLWD for asbestos abatement worker and supervisor.
  - NJDOH Certified Asbestos Training Course.
  - Be a licensed home improvement contractor through NJ Division of Consumer Affairs.
4. Lead Abatement Contractor
  - Certified by NJ Department of Community Affairs (NJDCA).
  - Written Exam via NJDOH
  - Permit through NJDOH for lead abatement worker and supervisor
  - NJDOH Certified Lead Abatement Training Course
  - Be a licensed home improvement contractor through NJ Division of Consumer Affairs
5. Window Contractor
  - Be a licensed home improvement contractor through NJ Division of Consumer Affairs
  - EPA RRP is required if disturbing lead-based paint surfaces.

The New Jersey Department of Community Affairs (NJDCA) Weatherization Assistance Program (WAP) will attempt to find qualified individuals to be able to fully staff and prepare for the anticipated increase of funds. These individuals will be required to have Quality Control Inspection (QCI) certifications, Energy Auditor (EA) and other relevant certifications to be considered. Due to the increased demand for these qualified individuals from the private sector, if hiring qualified and certified staff is not feasible, then the backup plan is to hire individuals with some experience in the related field and enroll them with our procured NJ Training Partner to obtain those required and relevant certifications and train them to be the perfect staff for NJ’s WAP.

**4.0 Training**

The training schedule below represents training for Program Year 2023 training is conducted annually.

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

**Comprehensive**

NJ WAP will continue to focus its training listed below:

Training Topic	Target Start Date	Mandatory	Target Staff
Crew Leader	September 1, 2024	Y	Crew/Crew Leaders
Installer	September 1, 2024	Y	Crew/Crew Leaders/Contractors
Energy Auditor	December 1, 2024	Y	Energy Auditors



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Weatherization Assistance Program (WAP)  
STATE PLAN/MASTER FILE WORKSHEET

**Grant Number:** EE0009917, **State:** NJ, **Program Year:** 2024

**Recipient:** New Jersey, State of

QCI	December 1, 2024	Y	QCI
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**Specific Training**

EA	QCI (EA Track PLUS)	Crew	Crew Leads (Crew track PLUS)	Contractors	WAP Managers and Other staff
HVAC Fund.	QCI Class	RIT	OSHA 30	RIT	Dealing with Difficult Clients
ASHRAE 62.2	QCI Testing (BPI)	Mobile Home	Crew Leader	OSHA 10	Financial Management
NEAT		HVAC Fund.		RRP	Project Management
EA					Team Building
EA Testing (BPI)					
RRP					
OSHA 10					
As needed		As needed			As needed
	NEAT Field Mentoring	RIT Field Mentoring			Agency Consultation
	EA Field Mentoring				

There will be three tracks of training ongoing throughout the year. The first track will focus on the development and implementation of a weatherization program for new sub-grantees. New staff at existing agencies will participate in training for new agencies. New sub-grantees will be consecutive training for period of up to 3 months to build capacity through the LIHEAP Weatherization grant prior to awarding them a USDOE BIL grant. The second track will focus on refresher training for existing sub-grantees in all areas. The third track will target contractors participating in the Weatherization program. To encourage contractors to participate in trainings, sub-grantees will pay the cost of the training and obtain an execute a retention agreement indicating that contractor will participate in the Weatherization program for up to one year.

Single focus training will continue as priority needs are determined in the field. Trainings listed above will be incorporated in the Spring and Fall 2024 Training Calendar.

**Administrative**

- Dealing with Difficult Clients
- Financial Management

**U.S. Department of Energy**  
Weatherization Assistance Program (WAP)  
STATE PLAN/MASTER FILE WORKSHEET

**Grant Number:** EE0009917, **State:** NJ, **Program Year:** 2024  
**Recipient:** New Jersey, State of

- Project Management  
Administrative training is mostly provided at the Annual Training Conference. The Annual Training Conference for NJ WAP and Home Energy Assistance Program was held the week of July 17th 2023.. For PY 2024, the Annual Conference will be held in person in fall of 2024.

For PY 2024, State Monitors will be participating in the following annual conferences:

- 2024 Energy Outwest
- 2024 National Association for Community Services Program Annual Conference
- 2024 Home Performance Conference

Sub-grantees are encouraged to attend all available conferences and trainings.

### **5.0 Technical Assistance**

#### *Funding Monitoring*

40% of USDOE 2024 regular Training and Technical Assistance funds will be used at the State level for monitoring.

#### *How T&TA funds are apportioned*

USDOE T&TA funds are appropriated at the State level for salary and related expenses of Field Monitoring personnel and other OLIEC/DHCR staff (60%). Each Sub-grantee will be allowed to allocate \$30,000 for T&TA activities. The remaining T&TA funds will be held for comprehensive and specific training, and the Annual Conference.

#### *Other funds for monitoring*

Other funds for monitoring are derived from the USDHHS (LIHEAP Transfer) 2024 program.

#### *Assessment of T&TA activities' effectiveness*

The effectiveness of T&TA activities is measured through a survey of the training participants after each training event. Participant response to training offered to date has been positive as measured by this method. NJ WAP incorporates feedback from external and internal sources throughout the Program Year. The incorporation of feedback has resulted in policy changes, training opportunities, updated forms, etc.

In 2020, NJ WAP presented the results of the ASCI survey to its sub-grantees at a monthly Managers' meeting. NJ WAP will on a quarterly basis, solicit from the sub-grantees' opinions concerning their own training needs and incorporate responses into the training agenda on an ad hoc basis.

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

### **6.0 Client Education**

Sub-grantees provide client education to clients during the initial and final inspection. During the initial inspection client is provided with the following educational materials:

- Lead Safe Guide to Renovate Right
- Citizens Guide to Radon
- A brief guide to Mold, Moisture and Your Home
- Sure, Your Home is Clean but is it Safe for Your Family
- Asbestos Safety Information
- Electrical Safety Booklet
- Combustion Appliances Handout
- Seven Tips for Keeping a Healthy Home
- Safe Pest Control
- Hazard Identification Notification Form

At final inspection, clients are provided with client education on combustion appliances and maintenance.

All health and safety (H&S) issues must be documented on the Educational Materials Notification/Health and Safety. Assessment and the Hazard Identification

**U.S. Department of Energy**  
Weatherization Assistance Program (WAP)  
STATE PLAN/MASTER FILE WORKSHEET  
**Grant Number:** EE0009917, **State:** NJ, **Program Year:** 2024  
**Recipient:** New Jersey, State of

Notification, in which a copy must be provided to the client.

Percent of overall trainings

Comprehensive Trainings:	60.0
Specific Trainings:	40.0

Breakdown of T&TA training budget

Percent of budget allocated to Auditor/QCI trainings:	55.0
Percent of budget allocated to Crew/Installer trainings:	25.0
Percent of budget allocated to Management/Financial trainings:	20.0

**V.9 Energy Crisis and Disaster Plan**

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

Acceptable uses of DOE WAP funding during Disasters:

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

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

**APPLICATION FOR FEDERAL ASSISTANCE SF-424**

Version 02

1. Type of Submission:

Preapplication  
 Application  
 Changed/Corrected Application

2. Type of Application:

New  
 Continuation  
 Revision

If Revision, select appropriate letter(s)

Other (specify):

3. Date Received  
03/07/2024

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:  
DE-EE0009917

**State Use Only:**

6. Date Received by State:

7. State Application Identifier:

**8. APPLICANT INFORMATION:**

a. Legal Name: New Jersey, State of

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

c. UEI:  
NFGKVV89Q55

**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: First Name: Luis  
Middle Name:  
Last Name: Alicea  
Suffix:

Title: Acting Supervisor NJ WAP

Organizational Affiliation: NJ Dept. of Community Affairs

Telephone Number: 6096109726

Fax Number:

Email: luis.alicea@dca.nj.gov

**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-0002024

Title:

2024 Weatherization Assistance Program (WAP)

**13. Competition Identification Number:**

Title:

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

Statewide

**15. Descriptive Title of Applicant's Project:**

2024 New Jersey Low-Income Weatherization Assistance Program Formula Award

## APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

## 16. Congressional District Of:

a. Applicant: New Jersey Congressional District 12

b. Program/Project: NJ-Statewide

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

## 17. Proposed Project:

a. Start Date: 07/01/2024

b. End Date: 06/30/2025

## 18. Estimated Funding (\$):

a. Federal	7,786,481.00
b. Applicant	0.00
c. State	0.00
d. Local	0.00
e. Other	0.00
f. Program Income	0.00
g. TOTAL	7,786,481.00

## 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.
- 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

 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:



**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. EE0009917	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 07/01/2024
	5. Completion Date 06/30/2025

**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. STATE			\$ 0.00		\$ 0.00	\$ 0.00
2. NJ WAP Carryover PY 2023	81.042	\$ 3,882,361.00		\$ 7,786,481.00		\$ 11,668,842.00
3.						
4.						
5. TOTAL		\$ 3,882,361.00	\$ 0.00	\$ 7,786,481.00	\$ 0.00	\$ 11,668,842.00

**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) GRANTEE ADMINISTRATI ON	(2) GRANTEE T&TA	(3) SUBGRANTEE T&TA	(4) FINANCIAL AUDITS	
a. Personnel	\$ 285,304.00	\$ 232,408.00	\$ 0.00	\$ 0.00	\$ 517,712.00
b. Fringe Benefits	\$ 195,291.00	\$ 159,083.00	\$ 0.00	\$ 0.00	\$ 354,374.00
c. Travel	\$ 4,000.00	\$ 18,750.00	\$ 0.00	\$ 0.00	\$ 22,750.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 10,228.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 10,228.00
f. Contract	\$ 0.00	\$ 309,802.00	\$ 902,114.00	\$ 176,660.00	\$ 10,699,851.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other Direct Costs	\$ 3,754.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,754.00
i. Total Direct Charges	\$ 498,577.00	\$ 720,043.00	\$ 902,114.00	\$ 176,660.00	\$ 11,608,669.00
j. Indirect Costs	\$ 33,161.00	\$ 27,012.00	\$ 0.00	\$ 0.00	\$ 60,173.00
k. Totals	\$ 531,738.00	\$ 747,055.00	\$ 902,114.00	\$ 176,660.00	\$ 11,668,842.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. EE0009917	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 07/01/2024
	5. Completion Date 06/30/2025

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		\$ 3,882,361.00	\$ 0.00	\$ 7,786,481.00	\$ 0.00	\$ 11,668,842.00

SECTION B - BUDGET CATEGORIES					
6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) SUBGRANTEE ADMINISTRATI ON	(2) PROGRAM OPERATIONS	(3) Weatherization Readiness	(4) HEALTH AND SAFETY	
a. Personnel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 517,712.00
b. Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 354,374.00
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 22,750.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 10,228.00
f. Contract	\$ 831,923.00	\$ 5,859,094.00	\$ 1,246,928.00	\$ 1,197,667.00	\$ 10,699,851.00
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	\$ 831,923.00	\$ 5,859,094.00	\$ 1,246,928.00	\$ 1,197,667.00	\$ 11,608,669.00
j. Indirect Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 60,173.00
k. Totals	\$ 831,923.00	\$ 5,859,094.00	\$ 1,246,928.00	\$ 1,197,667.00	\$ 11,668,842.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. EE0009917	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 07/01/2024
	5. Completion Date 06/30/2025

**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		\$ 3,882,361.00	\$ 0.00	\$ 7,786,481.00	\$ 0.00	\$ 11,668,842.00

**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) LIABILITY INSURANCE	(2)	(3)	(4)	
a. Personnel	\$ 0.00				\$ 517,712.00
b. Fringe Benefits	\$ 0.00				\$ 354,374.00
c. Travel	\$ 0.00				\$ 22,750.00
d. Equipment	\$ 0.00				\$ 0.00
e. Supplies	\$ 0.00				\$ 10,228.00
f. Contract	\$ 175,663.00				\$ 10,699,851.00
g. Construction	\$ 0.00				\$ 0.00
h. Other Direct Costs	\$ 0.00				\$ 3,754.00
i. Total Direct Charges	\$ 175,663.00				\$ 11,608,669.00
j. Indirect Costs	\$ 0.00				\$ 60,173.00
k. Totals	\$ 175,663.00				\$ 11,668,842.00
7. Program Income	\$ 0.00				\$ 0.00

U.S. DEPARTMENT OF ENERGY



**BUDGET JUSTIFICATION FOR FORMULA GRANTS**

Applicant: New Jersey, State of  
Award number: EE0009917

Budget period: 07/01/2024 - 06/30/2025

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:

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

Administrative Analyst 4	Processes administrative tasks for the Division of Housing and Community Resources which includes WAP.
Assistant Director	Assists in the administration and management of the Division. The Office of Low-Income Energy Conservation is under this position oversight.
Deputy Director	Assists in the day-to-day management and administration of the Division of Housing and Community Resources.
Analyst Trainee	Assist in the day-to-day fiscal operations such as process check-runs, deposits, payments etc.
Analyst Trainee	Assist in the day-to-day fiscal activities such as check-runs, payments, deposits, etc.
Technical Assistant	Provides human resources and administrative assistance to division programs
Administrative Analyst 2 Fiscal Management	Oversees and supervises Fiscal staff in the day-to-day fiscal operations for the Division.
Program Support Specialist 3 (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.
Accountant 1	Assists in generating and completing the quarterly Federal and State Financial reports.
Program Specialist 3	Oversees the Contracting Unit in ensuring grant agreements, amendments, revisions, all grant activities, etc.
Contract Administrator 1	Processes contract grant agreements, revisions and or amendments for sub grantees.
Technical Assistant 1	Provides human resources and administrative assistance to division programs
Administrative Analyst 2 Fiscal Management	Provides human resources and administrative assistance to division programs
Principle Operations Analyst	Reviews policies and procedures, analyzes data and creates reports with recommendations to improve functions.

## Direct Personnel Compensation:

<b>Position</b>	<b>Salary/Rate</b>	<b>Time</b>	<b>Direct Pay</b>
Program Specialist 3, Socio-Economic Programs	\$107,247.00	35.0000 % FT	\$37,536.45
Program Support Specialist 3 (To be hired)	\$62,837.00	40.0000 % FT	\$25,134.80
Program Support Specialist 2	\$91,263.00	35.0000 % FT	\$31,942.05
Program Support Specialist 2	\$91,263.00	34.9999 % FT	\$31,941.96
Program Support Specialist 2	\$91,263.00	35.0000 % FT	\$31,942.05
Program Specialist 1, Socio-Economic Programs	\$62,089.00	34.9999 % FT	\$21,731.09
Program Specialist 4 - Bilingual	\$123,425.00	30.0000 % FT	\$37,027.50
Technical Assistant MIS	\$67,611.00	40.0000 % FT	\$27,044.40
Management Assistant	\$74,058.00	35.0000 % FT	\$25,920.30
Technical Assistant 3	\$67,988.00	10.0000 % FT	\$6,798.80
Accountant 1	\$91,263.00	10.0000 % FT	\$9,126.30
Section Supervisor, Fiscal Resources	\$129,355.00	10.0000 % FT	\$12,935.50
Contract Administrator 1	\$62,837.00	20.0000 % FT	\$12,567.40
Secretarial Assistant 1, Non-Steno	\$70,781.00	15.0000 % FT	\$10,617.15
Technical Assistant 1	\$51,898.00	15.0000 % FT	\$7,784.70
Division Director	\$153,000.00	10.0000 % FT	\$15,300.00

Analyst Trainee	\$50,230.00	15.0000 % FT	\$7,534.50
Administrative Analyst 4	\$111,132.00	10.0000 % FT	\$11,113.20
Assistant Director	\$126,000.00	10.0000 % FT	\$12,600.00
Deputy Director	\$140,700.00	10.0000 % FT	\$14,070.00
Analyst Trainee	\$52,513.00	15.0000 % FT	\$7,876.95
Analyst Trainee	\$50,230.00	15.0000 % FT	\$7,534.50
Technical Assistant	\$40,362.00	10.0000 % FT	\$4,036.20
Administrative Analyst 2 Fiscal Management	\$73,935.00	20.0000 % FT	\$14,787.00
Program Support Specialist 3 (To be hired)	\$62,837.00	40.0000 % FT	\$25,134.80
Accountant 1	\$75,222.00	15.0000 % FT	\$11,283.30
Program Specialist 3	\$78,926.00	20.0000 % FT	\$15,785.20
Contract Administrator 1	\$62,837.00	20.0000 % FT	\$12,567.40
Technical Assistant 1	\$61,744.00	15.0000 % FT	\$9,261.60
Administrative Analyst 2 Fiscal Management	\$60,062.00	15.0000 % FT	\$9,009.30
Principle Operations Analyst	\$97,680.00	10.0000 % FT	\$9,768.00
			Direct Pay Total \$517,712.40

## 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 7/1/2023 - 6/30/2024 approved by the US Department of Health and Human Services (USHHS), our cognizant agency, is 68.45%.

- 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

<u>Position</u>	<u>Direct Pay</u>	<u>Rate</u>	<u>Benefits</u>
Program Specialist 3, Socio-Economic Programs	\$37,536.45	68.4500 %	\$25,693.70
Program Support Specialist 3 (To be hired)	\$25,134.80	68.4500 %	\$17,204.77
Program Support Specialist 2	\$31,942.05	68.4499 %	\$21,864.30
Program Support Specialist 2	\$31,941.96	68.4500 %	\$21,864.27
Program Support Specialist 2	\$31,942.05	68.4499 %	\$21,864.30
Program Specialist 1, Socio-Economic Programs	\$21,731.09	68.4499 %	\$14,874.91
Program Specialist 4 - Bilingual	\$37,027.50	68.4499 %	\$25,345.29
Technical Assistant MIS	\$27,044.40	68.4499 %	\$18,511.86
Management Assistant	\$25,920.30	68.4499 %	\$17,742.42
Technical Assistant 3	\$6,798.80	68.4498 %	\$4,653.77
Accountant 1	\$9,126.30	68.4499 %	\$6,246.94
Section Supervisor, Fiscal Resources	\$12,935.50	68.4499 %	\$8,854.34
Contract Administrator 1	\$12,567.40	68.4499 %	\$8,602.37
Secretarial Assistant 1, Non-Steno	\$10,617.15	68.4498 %	\$7,267.42
Technical Assistant 1	\$7,784.70	68.4498 %	\$5,328.61
Division Director	\$15,300.00	68.4499 %	\$10,472.83
Analyst Trainee	\$7,534.50	68.4498 %	\$5,157.35
Administrative Analyst 4	\$11,113.20	68.4499 %	\$7,606.97



Assistant Director	\$12,600.00	68.4499 %	\$8,624.69
Deputy Director	\$14,070.00	68.4499 %	\$9,630.90
Analyst Trainee	\$7,876.95	68.4497 %	\$5,391.75
Analyst Trainee	\$7,534.50	68.4498 %	\$5,157.35
Technical Assistant	\$4,036.20	68.4497 %	\$2,762.77
Administrative Analyst 2 Fiscal Management	\$14,787.00	68.4499 %	\$10,121.69
Program Support Specialist 3 (To be hired)	\$25,134.80	68.4499 %	\$17,204.75
Accountant 1	\$11,283.30	68.4498 %	\$7,723.40
Program Specialist 3	\$15,785.20	68.4499 %	\$10,804.95
Contract Administrator 1	\$12,567.40	68.4499 %	\$8,602.37
Technical Assistant 1	\$9,261.60	68.4498 %	\$6,339.55
Administrative Analyst 2 Fiscal Management	\$9,009.30	68.4498 %	\$6,166.85
Principle Operations Analyst	\$9,768.00	68.4498 %	\$6,686.18
			Fringe Benefits Total \$354,373.62

### 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	2	\$2,000.00	\$4,000.00
Estimated travel reimbursements and costs for the weekly monitoring and technical assistance, maintenance of assigned State Vehicles, EZ Pass, etc.	750	\$25.00	\$18,750.00
Travel Total			\$22,750.00

- 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, 2023 travel costs will be used. The travel costs for the 2 conferences for one individual was \$5,671.22. Projected cost for 2024 is based on a 6% estimated increase in cost.

The 2023 Home Performance Conference costs totaled \$12,008.08 for four individuals. A cost of \$3,002.00 per person. These costs were charged to DOE BIL funds.

**Monitoring and Technical Assistance of Sub-Grantees:**

For the purpose of estimating charges for PY24, we will utilize the costs incurred from July 2022 through December 2023:

Central Motor Pool: YTD expended (Jul-Dec) \$13,368. Charged for 4 vehicles @ \$220/mo./vehicle and 1 vehicle @ \$234/mo./vehicle, the monthly charge totals \$1,114. 75% is charged to DOE T&TA (\$835.50).

EZ Pass: YTD expenses (Jul-Dec 2023) charged to DOE TTA = \$3,562.47 (\$593.74/mo.). 75% is charged to DOE T&TA (\$445.31)

Mileage/Travel: YTD expenses total charged to DOE TTA = \$962.17. Per month costs is \$80.18.

Estimated total for 2024 is as follows:

Central Motor Pool \$835.50\*12 months = \$10,026 = \$10,026.00

EZ Pass \$445.31 \* 12 months = \$ 5,343.72

Mileage/Travel Actual YTD \$964.17 x 6% = \$ 1,019.90

TOTAL FOR PROGRAM YEAR = \$ 16,389.62

Total estimated costs for PY 2024 to be charged to DOE Annual is \$16,389.62 (725 trips completed in PY 2023) = \$20.49 per trip

**4. EQUIPMENT** - Equipment is generally defined as an item with an acquisition cost greater than \$5,000 and a useful life expectancy of more than one year.

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

<u>Equipment</u>	<u>Unit Cost</u>	<u>Number</u>	<u>Total Cost</u>	<u>Justification of Need</u>
------------------	------------------	---------------	-------------------	------------------------------

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

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

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

<u>General Category</u>	<u>Cost</u>	<u>Justification of Need</u>
Supplies	\$10,228.00	general office supplies. Purchase of personal protection supplies for State Monitors when conducting inspections.
Materials and Supplies Total	\$10,228.00	

- 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 2023-2024, NJ WAP we have ordered supplies for State Monitors that included printer cartridges, general office supplies, calibration and or repair of equipment.

**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).

<u>Name of Proposed Sub</u>	<u>Total Cost</u>	<u>Basis of Cost*</u>
Annual Monitoring - CPA Firm	\$57,716.00	Total annual cost to conduct monitoring assessment, both administrative and fiscal, of sub grantees for Program Year 2023 was \$94,982. USDOE share is 57%. Remaining 43% charged to other funding source. We estimate a 6% increase. USDOE share for PY 2024 is \$57,716.
16 Community Based Organizations	\$9,143,121.00	See Annual File, section IV.1 for 2024 Program Year with PY 2023 carry over funds of \$3,332,075. In accordance with 2 CFR 200.425(a)(2), only those subgrantees expending more than \$750K in total Federal funding will receive Financial Audits funding in the Grantee's SF-424a Budget.
HESWAP Maintenance Contract	\$102,086.00	For Program Year 2023 the total cost was \$192,615. 50% of the total costs is charged to USDOE 2024 and 50% to other funding sources. We estimate with a 6% increase that the total costs for HESWAP is \$204,172. USDOE share is \$102,086 for PY 202.
Training	\$150,000.00	Estimated allocation to retain a Training Provider to conduct training as identified in this State Plan, Master File, Section V.8.4. for 2024 Program Year.
Weatherization Readiness Fund	\$1,246,928.00	Weatherization Readiness Program for 16 sub-grantees as noted in Section IV.7 Miscellaneous.
Contracts and Subgrants Total	\$10,699,851.00	

\*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.

<u>General Description</u>	<u>Cost</u>	<u>Justification of Need</u>
NASCSP Services	\$3,754.00	NASCSP dues for Program Year 2024.
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.

**8. INDIRECT COSTS**

a. Are the indirect cost rates approved by a Federal agency? If so, identify the agency and date of latest rate agreement or audit and provide a copy of the rate agreement.  
 Negotiated rate for Fiscal Year 2021-2022 for indirect cost with the US Department of Health and Human Services (USHHS), our cognizant agency, is 6.9%.  
 New Jersey uses the direct cost base known as Direct Salary and Wage (S&W) for our determination of chargeable indirect cost.

- 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:

<b>Indirect Cost Account</b>	<b>Direct Total</b>	<b>Indirect Rate</b>	<b>Total Indirect</b>
Personnel	\$872,086.00	6.8999 %	\$60,173.06
		Indirect Costs Total	\$60,173.06

**U.S. Department of Energy**  
Weatherization Assistance Program (WAP)  
WEATHERIZATION ANNUAL FILE WORKSHEET  
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**Recipient:** New Jersey, State of

**IV.1 Subgrantees**

<b>Subgrantee (City)</b>	<b>Planned Funds/Units</b>
BAYONNE ECONOMIC OPPORTUNITY FOUNDATION (Bayonne)	\$453,947.57 36
BERGEN COUNTY COMM. ACTION PROG., INC. (Hackensack)	\$1,085,927.74 88
CAMDEN COUNTY COUNCIL ON ECONOMIC OPPORTUNITY (Pennsauken)	\$824,679.04 64
COMMUNITY AFFAIRS AND RESOURCE CENTER, INC. (Asbury Park)	\$413,216.40 31
Gateway Community Action Partnership (Bridgeton)	\$500,623.16 35
Isles, Inc. (Hamilton)	\$446,569.55 37
LA CASA DE DON PEDRO (Newark)	\$934,162.00 74
NATIVE AMERICAN ADVANCEMENT CORP (Bridgeton)	\$346,884.40 28
NORTHWEST NJ COMMUNITY ACTION PROGRAM, INC. (Phillipsburg)	\$426,894.71 36
OCEAN COMMUNITY ACTION NOW, INC. (Toms River)	\$1,162,637.00 92
PASSAIC COUNTY BRD OF CHOSEN FREEHOLD (Totowa)	\$872,619.36 68
PUERTO RICAN ACTION BOARD, INC. (PRAB) (New Brunswick)	\$886,555.31 76
Puerto Rican Organization for Community Economic Development (Elizabeth)	\$536,391.92 43
Puertorriquenos Asociados for Community Organization (Jersey City)	\$693,575.73 54
Saint Joseph's Carpenter Society (Camden)	\$436,080.52 35
The Morris County Organization for Hispanic Affairs, Inc. (Dover)	\$369,281.31 31
<b>Total:</b>	<b>\$10,390,045.72</b> <b>828</b>

**IV.2 WAP Production Schedule**

Weatherization Plans		Units
Total Units (excluding reweatherized)		828
Rewaterized Units		0
Average Unit Costs, Units subject to DOE Project Rules		
<b>VEHICLE &amp; EQUIPMENT AVERAGE COST PER DWELLING UNIT (DOE RULES)</b>		
A	Total Vehicles & Equipment (\$5,000 or more) Budget	\$0.00
B	Total Units Weatherized	828
C	Total Units Reweatherized	0

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D	Total Dwelling Units to be Weatherized and Reweatherized (B + C)	\$28
E	Average Vehicles & Equipment Acquisition Cost per Unit (A divided by D)	\$0.00
<b>AVERAGE COST PER DWELLING UNIT (DOE RULES)</b>		
F	Total Funds for Program Operations	\$5,859,094.00
G	Total Dwelling Units to be Weatherized and Reweatherized (from line D)	828
H	Average Program Operations Costs per Unit (F divided by G)	\$7,076.20
I	Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J	Total Average Cost per Dwelling (H plus I)	\$7,076.20

**IV.3 Energy Savings**

Method used to calculate savings: WAP algorithm   C her (describe below)			
Units		Savings Calculator (MBtus)	Energy Savings
This Year Estimate	828	29.3	24260
Prior Year Estimate	721	29.3	21125
Prior Year Actual	58	29.3	1699
<b>Method used to calculate savings description:</b>			

**IV.4 DOE-Funded Leveraging Activities**

N/A
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**IV.5 Policy Advisory Council Members**

| | Check if an existing state council or commission serves in this category and add name below

Native American Advancement Corp	Type of organization: Other Contact Name: Tyrese Gould Jacinto Phone: 8564550600 Email: <a href="mailto:TyGould@NativeAdvancement.org">TyGould@NativeAdvancement.org</a>
NJ Department of Community Affairs	Type of organization: Unit of State Government Contact Name: Jerry Rizziello Phone: 6099157747 Email: <a href="mailto:Jerry.Rizziello@dca.nj.gov">Jerry.Rizziello@dca.nj.gov</a>
NJ SHARES	Type of organization: Non-profit (not a financial institution) Contact Name: Cheryl B. Stowell Phone: 6098831460 Email: <a href="mailto:cstowell@njshares.org">cstowell@njshares.org</a>
Office of Home Energy	Type of organization: Unit of State Government Contact Name: Fidel Ekhelar Phone: 6098153905 Email: <a href="mailto:Fidel.Ekhelar@dca.nj.gov">Fidel.Ekhelar@dca.nj.gov</a>
Passaic County Board of County Commissioners	Type of organization: Unit of Local Government Contact Name: Kevin Batacchi Phone: 9735694710 Email: <a href="mailto:kevinba@passaiccountynj.org">kevinba@passaiccountynj.org</a>
Public Service Electric and Gas	Type of organization: Utility Contact Name: Marlon Avelino Phone: 9733433550 Email: <a href="mailto:Marlon.Avelino@pseg.com">Marlon.Avelino@pseg.com</a>
Public Service Electric and Gas	Type of organization: Utility Contact Name: Claire Bartolomeo Phone: 7324924666

**U.S. Department of Energy**  
Weatherization Assistance Program (WAP)  
WEATHERIZATION ANNUAL FILE WORKSHEET  
**Grant Number:** EE0009917, **State:** NJ, **Program Year:** 2024  
**Recipient:** New Jersey, State of

Email: [claire.bartolomeo@pseg.com](mailto:claire.bartolomeo@pseg.com)

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

Date Held	Newspapers that publicized the hearings and the dates the notice ran
04/30/2024	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:**

Luis A Alicea, Acting 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: 609-610-9726  
FAX: 609-292-9798  
[Luis.alicea@dca.nj.gov](mailto:Luis.alicea@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](mailto:Janel.winter@dca.nj.gov)

**2. Policy Advisory Council**

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 2024 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
NAAC	351,307	5.00%	101,831	\$ 36,332
Bergen	920,046	7.00%	147,807	\$114,911
St. Joseph	433,739	4.00%	70,870	\$ 49,762
Camden OEO	499,985	7.00%	134,860	\$ 122,014

**U.S. Department of Energy**  
Weatherization Assistance Program (WAP)  
**WEATHERIZATION ANNUAL FILE WORKSHEET**  
**Grant Number: EE0009917, State: NJ, Program Year: 2024**  
**Recipient: New Jersey, State of**

Gateway	488,654	6.00%	120,504	\$ 111,952
OCEAN Inc. (UCC)	232,700	4.00%	77,482	\$ 114325
La Casa de Don Pedro	542,967	9.00%	180,791	\$ 152,736
PACO	463,107	8.00%	151,836	\$ 93,394
BEOF	198,474	3.00%	65,072	\$ 51,598
NORWESCAP	365,527	3.00%	52,082	\$ 25,799
ISLES	351,928	4.00%	88,114	\$ 37,066
PRAB	796,788	8.00%	154,771	\$ 52,131
CARC	615,903	5.00%	100,551	\$ 72664
Morris	486,112	3.00%	60,372	\$ 30,592
Passaic	496,049	8.00%	162,601	\$ 124,253
PROCEED	873,794	9.00%	175,188	\$ 57,398
	<b>8,706,202</b>	<b>100.00%</b>	<b>1,991,049</b>	<b>\$ 1,246,928</b>

A maximum cap 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**



**U.S. Department of Energy**  
Weatherization Assistance Program (WAP)  
WEATHERIZATION ANNUAL FILE WORKSHEET  
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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.
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# ***Weatherization Grantee Health and Safety (H&S) Plan - 2024***

## ***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.

Due to the COVID 19 pandemic, it is of great significance to promote social distancing and digital technologies. Intake workers should be collecting applications remotely, if possible, and in instances where remote applications are not feasible, implement strict distancing protocols to obtain applications.

Collecting client signatures on required H&S documentation can be mailed and/or electronically signed. (If the client is unable to sign documents electronically, implement strict distancing protocols to obtain signed documents.

### **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&SEXPENDITURE 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:*

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

*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 \$8,497.

DCA has expended H&S costs of \$222,227 for DOE Annual 2023 (as of April 23, 2024). This H&S Plan calls for more 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 percent will vary based on actual expenditures and will be averaged across all units. Sub grantees will be required to maintain their budget limitation or face disallowed costs. DCA will require sub grantees to track H&S costs and related measures to support future budget requests.

In order to maintain the primary energy efficiency mission of the program, H&S budgets are limited to 14% of \$8,497 (New Jersey's estimated per unit expenditure for the 2024 Program Year) or an estimated \$1,190.00 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.

NJWAP dual funding sources, utilizing both LIHEAP and DOE in single family housing. The DOE/LIHEAP Funding Initiative has not only help 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.

Instructions: Double-click icon directly below to open, view and edit Measure Matrix Spreadsheet. Complete the spreadsheet by entering the required information. To save, close the spreadsheet and it will save to this document. Alternatively, the measure matrix is also available as a standalone spreadsheet located at the following link: [Weatherization Program Notice 22-7:](#)

[Weatherization Health and Safety | Department of Energy](#)

Measure	Cost	Frequency	Total Avg HS Cost Per Unit (Cost x Frequency)
Asbestos	\$ 1,250.00	2.00%	\$ 25.00
Combustion Appliances	\$ 3,179.58	2.10%	\$ 66.77
Electrical Repairs	\$ 1,400.00	1.50%	\$ 21.00
Lead Based Paint	\$ 550.00	11.00%	\$ 60.50
Mold, Moisture, Ventilation and Air Quality	\$ 9,100.00	7.50%	\$ 682.50
Radon	\$ 91.70	5.50%	\$ 5.04
Smoke and CO Detectors	\$ 422.44	27.40%	\$ 115.75
			\$ 1,001.65
		Estimated Production #	516
		Estimated Program Operations Budget	\$ 3,691,923.00
		H&S Budget	\$ 516,849.54
		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](#) 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 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.

**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 <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral/Referral <input type="checkbox"/>
DOE WAP H&S Funds <input checked="" type="checkbox"/>	Alternative Funds <input checked="" type="checkbox"/>	

- 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 <input checked="" type="checkbox"/>	Allowed with Alternative Funds <input checked="" type="checkbox"/>
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**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:**

- 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.
- 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 <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>
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 <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>
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- 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

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.

**Required Testing/Inspection**

Concur with DOE Guidance  Alternative Guidance  Results in Deferral/Referral

DOE WAP H&S Funds  Alternative Funds

- Auditor will perform visual inspection to identify suspected friable asbestos containing covering materials.
- Testing is allowed where the material is suspected to contain asbestos.

**Allowable Testing/Inspection**

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

- Sample collection and testing of suspected friable ACM must be 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.

**Required Occupant Education**

Concur with DOE Guidance  Alternative Guidance

- 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.

**6.3 – Biologicals and Unsanitary Conditions**

**Required Actions**

Concur with DOE Guidance  Alternative Guidance  Results in Deferral/Referral

DOE WAP H&S Funds  Alternative Funds

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.

**Allowed Actions**

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

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.

**Required Testing/Inspection**

Concur with DOE Guidance  Alternative Guidance  Results in Deferral/Referral

DOE WAP H&S Funds may not be used Alternative Funds

Sensory inspection of interior, exterior, attics, and subspaces of the dwelling.	
<b>Prohibited Testing/Inspection</b>	
Concur with DOE Guidance <input checked="" type="checkbox"/>	

<b>Required Occupant Education</b>	
Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>
Inform occupant in writing of observed biological and unsanitary conditions.	

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

<b>Allowable Actions</b>	
Allowed with DOE WAP H&S Funds <input checked="" type="checkbox"/>	Allowed with Alternative Funds <input checked="" type="checkbox"/>

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.

<b>Prohibited Actions</b>	
Concur with DOE Guidance <input checked="" type="checkbox"/>	

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

<b>Define “major” repairs</b>
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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.

<b>Required Testing/Inspection</b>		
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Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral/Referral <input type="checkbox"/>
DOE WAP H&S Funds <input checked="" type="checkbox"/>	Alternative Funds <input checked="" type="checkbox"/>	

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.

<b>Allowable Testing/Inspection</b>	
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Allowed with DOE WAP H&S Funds <input type="checkbox"/>	Allowed with Alternative Funds <input type="checkbox"/>
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Not applicable

<b>Prohibited Testing/Inspection</b>	
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Concur with DOE Guidance <input checked="" type="checkbox"/>	
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Using DOE WAP H&S funds for any testing/evaluation of structural materials by a third-party is prohibited.

<b>Required Occupant Education</b>	
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Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>
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Notify occupant in writing of structurally compromised areas.

## 6.5 – Code Compliance

<b>Allowable Actions</b>	
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Allowed with DOE WAP H&S Funds <input checked="" type="checkbox"/>	Allowed with Alternative Funds <input checked="" type="checkbox"/>
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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) 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 <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral/Referral <input type="checkbox"/>
DOE WAP H&S Funds <input checked="" type="checkbox"/>	Alternative Funds <input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> <li>• Visual inspection for presence and condition of knob-and-tube wiring.</li> <li>• Evaluate knob-and-tube wiring for safety prior to work.</li> <li>• Check for alterations that may create an electrical hazard.</li> <li>• Voltage detecting testing.</li> </ul>		

Allowable Testing/Inspection	
Allowed with DOE WAP H&S Funds <input type="checkbox"/>	Allowed with Alternative Funds <input type="checkbox"/>
Not applicable	
Required Occupant Education	
Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Provide occupant with written documentation of any electrical hazards identified that will not be addressed by weatherization.</li> <li>• Provide information to occupant on over-current protection, overloading circuits, and basic electrical safety/risks if conditions warrant.</li> </ul>	

6.7 – Fuel Leaks		
Required Actions		
Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral/Referral <input type="checkbox"/>
DOE WAP H&S Funds <input checked="" type="checkbox"/>	Alternative Funds <input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> <li>• 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.</li> <li>• Fuel leaks that are the responsibility of the occupant (vs. the utility) must be repaired before installing weatherization measures in the home.</li> </ul>		
Allowable Actions		
Allowed with DOE WAP H&S Funds <input checked="" type="checkbox"/>	Allowed with Alternative Funds <input checked="" type="checkbox"/>	
<p>If DOE WAP H&amp;S Funds are used for any “allowable” actions, detail them here.</p> <p>Allowable DOE WAP H&amp;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).</p> <p>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.</p>		
Prohibited Actions		
Concur with DOE Guidance <input checked="" type="checkbox"/>		
<ul style="list-style-type: none"> <li>• Using DOE WAP H&amp;S funds to repair leaks that are the responsibility of the utility to correct is prohibited.</li> <li>• Using DOE WAP H&amp;S funds for environmental cleanup resulting from bulk fuel leaks is prohibited</li> </ul>		
Required Testing/Inspection		
Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral/Referral <input type="checkbox"/>
DOE WAP H&S Funds <input checked="" type="checkbox"/>	Alternative Funds <input checked="" type="checkbox"/>	



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

6.12 – Mold and Moisture		
<b>Allowable Actions</b>		
Allowed with DOE WAP H&S Funds <input checked="" type="checkbox"/>	Allowed with Alternative Funds <input checked="" type="checkbox"/>	
If DOE WAP H&S Funds are used for any “allowable” actions, detail them here.		
<p>DOE WAP H&amp;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.</p> <p>Alternative LIHEAP WAP H&amp;S funds may be used for mold remediation services by a professional with a monetary limit of \$2,500.</p>		
<b>Prohibited Actions</b>		
Concur with DOE Guidance <input checked="" type="checkbox"/>		
<ul style="list-style-type: none"> <li>Using DOE WAP H&amp;S funds for mold cleanup is prohibited.</li> <li>Using DOE WAP H&amp;S funds for window and door replacements is prohibited</li> </ul>		
<b>Required Testing/Inspection</b>		

6.13 - Occupant Pre-existing or Potential Health Conditions		
<b>Required Actions</b>		
Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral/Referral <input type="checkbox"/>
DOE WAP H&S Funds <input checked="" type="checkbox"/>	Alternative Funds <input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> <li>When a person’s health may be at risk and/or WAP work activities could constitute an H&amp;S hazard, the occupant is required to take appropriate action based on severity of risk.</li> <li>Deferral, if occupant risk cannot be mitigated.</li> </ul>		
<b>Allowable Actions</b>		
Allowed with DOE WAP H&S Funds <input checked="" type="checkbox"/>	Allowed with Alternative Funds <input checked="" type="checkbox"/>	

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 <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral/Referral <input type="checkbox"/>
DOE WAP H&S Funds <input checked="" type="checkbox"/>	Alternative Funds <input checked="" type="checkbox"/>	

- 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 <input type="checkbox"/>	Allowed with Alternative Funds <input type="checkbox"/>
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Not applicable

**Required Occupant Education**

Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>
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- 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 <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral/Referral <input type="checkbox"/>
DOE WAP H&S Funds <input checked="" type="checkbox"/>	Alternative Funds <input checked="" type="checkbox"/>	

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 <input checked="" type="checkbox"/>	Allowed with Alternative Funds <input checked="" type="checkbox"/>
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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.

<b>Allowable Testing/Inspection</b>	
Allowed with DOE WAP H&S Funds <input checked="" type="checkbox"/>	Allowed with Alternative Funds <input checked="" type="checkbox"/>
Visual Inspection	
<b>Required Occupant Education</b>	
Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>
Inform occupant in writing of observed conditions and associated risks.	

<b>6.15 – Radon</b>		
<b>Required Actions</b>		
Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input checked="" type="checkbox"/>	Results in Deferral/Referral <input type="checkbox"/>
DOE WAP H&S Funds <input checked="" type="checkbox"/>	Alternative Funds <input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> <li>• Cover exposed dirt floors within the pressure/thermal boundary with a sealed soil gas retarder</li> <li>• Cover sump well/pits with airtight covers</li> <li>• Implement ventilation as required by ASHRAE 62.2-2016</li> </ul>		
<b>Allowable Actions</b>		
Allowed with DOE WAP H&S Funds <input checked="" type="checkbox"/>	Allowed with Alternative Funds <input checked="" type="checkbox"/>	

- 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 (pCi/l). If radon levels are above 3.5 pCi/l, yet below 4 pCi/l, DCA requires subgrantees to perform a post weatherization radon test. If post weatherization radon levels result in 4 pCi/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 pCi/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



**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 <input type="checkbox"/>	Allowed with Alternative Funds <input type="checkbox"/>
Not applicable	
<b>Required Occupant Education</b>	
Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>
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

<b>Required Actions</b>		
Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral/Referral <input type="checkbox"/>
DOE WAP H&S Funds <input checked="" type="checkbox"/>	Alternative Funds <input checked="" type="checkbox"/>	
Install ventilation as required by ASHRAE 62.2 - 2016. If occupant refuses ventilation as required by ASHRAE 62.2, the home must be deferred.		
<b>Allowable Actions</b>		
Allowed with DOE WAP H&S Funds <input checked="" type="checkbox"/>	Allowed with Alternative Funds <input checked="" type="checkbox"/>	
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.		
<b>Required Testing/Inspection</b>		
Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral/Referral <input type="checkbox"/>
DOE WAP H&S Funds <input checked="" type="checkbox"/>	Alternative Funds <input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> <li>ASHRAE 62.2 2016 evaluation to determine required post-weatherization ventilation.</li> <li>Measure fan flow of existing fans and of installed equipment to verify performance.</li> </ul>		
<b>Allowable Testing/Inspection</b>		
Allowed with DOE WAP H&S Funds <input type="checkbox"/>	Allowed with Alternative Funds <input type="checkbox"/>	
Not applicable		
<b>Required Occupant Education</b>		
Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Provide occupant with information on function, use, and maintenance (including location of service switch and cleaning instructions) of ventilation system and components.</li> <li>Provide occupant with equipment manuals for installed equipment.</li> <li>Include disclaimer that ASHRAE 62.2 does not account for high polluting sources or guarantee indoor air quality.</li> </ul>		

## 6.18 – Water Heaters

*(see Combustion Appliances for combustion related requirements)*

<b>Allowable Actions</b>	
Allowed with DOE WAP H&S Funds <input checked="" type="checkbox"/>	Allowed with Alternative Funds <input checked="" type="checkbox"/>



- DOE WAP H&S actions may include temperature/pressure relief valves and TPRV extension piping, backflow prevention, bonding wire, clean and service burners, combustion flue pipe repairs or replacement and orphaned chimney liners when such measures are necessary to effectively and safely complete the proposed weatherization work being done on the home

- 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 <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral/Referral <input type="checkbox"/>
DOE WAP H&S Funds <input checked="" type="checkbox"/>	Alternative Funds <input checked="" type="checkbox"/>	

- 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 <input type="checkbox"/>	Allowed with Alternative Funds <input type="checkbox"/>
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Not applicable

**Required Occupant Education**

Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>
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- 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 <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral/Referral <input type="checkbox"/>
DOE WAP H&S Funds <input checked="" type="checkbox"/>	Alternative Funds <input checked="" type="checkbox"/>	

Adherence to all federal, state, and local worker safety regulations (e.g., OSHA, EPA).

**Allowable Actions**

Allowed with DOE WAP H&S Funds <input checked="" type="checkbox"/>	Allowed with Alternative Funds <input checked="" type="checkbox"/>
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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 <input checked="" type="checkbox"/>	Alternative Guidance <input checked="" type="checkbox"/>	Results in Deferral/Referral <input type="checkbox"/>
DOE WAP H&S Funds <input checked="" type="checkbox"/>	Alternative Funds <input checked="" type="checkbox"/>	
<p>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.</p> <p>DOE, LIHEAP, and HIP health and safety funding may be used for the “Allowable Actions” set forth in this section.</p> <p>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.</p> <p>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.</p> <p>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.</p>		

### Allowable Actions

Allowed with DOE WAP H&S Funds <input type="checkbox"/>	Allowed with Alternative Funds <input type="checkbox"/>
<ul style="list-style-type: none"> <li>Installation of natural gas piping.</li> <li>Upgrading electrical equipment.</li> <li>Removal of above ground fuel tank.</li> </ul>	

### Prohibited Actions

Concur with DOE Guidance <input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>The removal of underground bulk fuel tanks.</li> <li>Environmental cleanup resulting from bulk fuel leaks is prohibited and will result in deferral.</li> </ul>	

### Required Testing/Inspection

Concur with DOE Guidance <input type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral/Referral <input type="checkbox"/>
DOE WAP H&S Funds <input type="checkbox"/>	Alternative Funds <input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Conduct combustion appliance testing and visual inspection of all combustion appliances and their related venting.</li> <li>Test all exposed gas lines, fittings, valves, and connections for fuel leaks from utility connection to the appliance throughout the home.</li> <li>Conduct sensory inspection of all bulk fuels lines and storage tanks to determine if leaks exist.</li> </ul>		

### Allowable Testing/Inspection

Allowed with DOE WAP H&S Funds <input type="checkbox"/>	Allowed with Alternative Funds <input type="checkbox"/>
Same as above	

### Prohibited Testing/Inspection

Concur with DOE Guidance <input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Environmental testing of soil or water is prohibited</li> </ul>	

### Required Occupant Education

Concur with DOE Guidance <input type="checkbox"/>	Alternative Guidance <input type="checkbox"/>
<ul style="list-style-type: none"> <li>Appropriate use and maintenance of units.</li> <li>Provide all paperwork and manuals for any installed equipment.</li> <li>Discuss and provide information on proper disposal of bulk fuel tanks when not removed as part of the HIP.</li> <li>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.</li> </ul>	

## 6.X – (Insert Additional H&S Items for Use of DOE WAP H&S funds)

### Required Actions

Concur with DOE Guidance <input type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral/Referral <input type="checkbox"/>
DOE WAP H&S Funds <input type="checkbox"/>	Alternative Funds <input type="checkbox"/>	
Insert required item text		

### Allowable Actions

Allowed with DOE WAP H&S Funds <input type="checkbox"/>	Allowed with Alternative Funds <input type="checkbox"/>
If DOE WAP H&S Funds are used for any “allowable” actions, detail them here.	

### Prohibited Actions

Concur with DOE Guidance <input type="checkbox"/>
What is prohibited

### Required Testing/Inspection

Concur with DOE Guidance <input type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral/Referral <input type="checkbox"/>
DOE WAP H&S Funds <input type="checkbox"/>	Alternative Funds <input type="checkbox"/>	
Insert required item text		

### Allowable Testing/Inspection

Allowed with DOE WAP H&S Funds <input type="checkbox"/>	Allowed with Alternative Funds <input type="checkbox"/>
If DOE WAP H&S Funds are used for any “allowable” testing, detail them here.	

### Prohibited Testing/Inspection

Concur with DOE Guidance <input type="checkbox"/>
What is prohibited

### Required Occupant Education

Concur with DOE Guidance <input type="checkbox"/>	Alternative Guidance <input type="checkbox"/>
Insert required item text	