



**Weatherization Guidance No. 53**

**Effective Date: 12/1/2021**

**Updated: April 1, 2022**

### **Updated Policy and Procedure Regarding Updated ASHRAE 62.2-2016 Policy and Procedures**

The purpose of this guidance is to instruct agencies of updated changes in policy regarding CT WAP requirements for performing site-specific Energy Audits, using the Weatherization Assistant 8.9 (NEAT, MHEA) software, and procurement of goods and services related to ASHRAE 62.2-2016 compliance in all DOE WAP completed units.

**Note:** This guidance pertains to all CT WAP Weatherization programs.

#### **Technical References**

CT WAP Weatherization service providers are reminded that all Weatherization services are to be provided and installed in accordance with all applicable DOE standards as well as those standards established by CT WAP including the current DOE approved State Plan The CT WAP Operations and Training Manual, Forms and Guidance, The CT WAP Field Guide and any State or local agency having jurisdiction over any services delivered.

**Note:** See CT WAP 2021 Operations and Training Manual Sections 305.3, 423, Form # ( and Guidance #34 and the CT WAP 2021 Field Guide Sections 2.3.1, 2.3.2 and Chapter 9, Section 9.12 (SWS Alignment)

#### **Auditor's/Inspector's Responsibilities**

- Provide at minimum, documentation of all existing Indoor Air Quality ventilation equipment including Finished surface penetrations, Electrical devices and mechanical devices, ducting and wiring associated with the operation of said equipment.
- Provide sufficient data collection, including drawings that detail existing equipment, operating conditions and any expressed concerns regarding potential repair or retrofit options and customer concerns.
- Perform the required diagnostic testing, electronic energy audit and ASHRAE 62.2-2016 calculations necessary to develop Recommended Measures Reports and produce clear and specific documentation and specifications necessary to procure any repair and replacement proposals being sought from local agency contractors.
- Have a full understanding of all Weatherization program and Manufacturer's installation requirements and conduct Quality Assurance and Quality Control Inspections in accordance with all applicable regulations and standards.
- Report any and all unsatisfactory findings to the subgrantee in accordance with all applicable state and local agency policy and procedures.

## **Production Coordination and Management**

- Review all Auditor's data collection, notes and documentation and verify that they adequately support work scopes and costs as detailed in the Recommended Measures Report, and are sufficient to solicit for proposals as necessary to comply with ASHRAE 62.2-2016 requirements.
- Coordinate procurement requirements, client communications and any CT WAP Technical project review.
- Coordinate issuance of work orders and installations.
- Coordinate quality Assurance Inspections of in-progress installations.
- Coordinate Quality Control Final Inspections, corrective actions and go-backs as needed to close out projects to all applicable standards.
- Maintain client file in accordance with all Federal, State and local agency regulations and reporting requirements including Auditor's documentation of measurement and verification during Final Inspection and analytics as related to installed ASHRAE 62.2-2016 measures functionality and compliance in the end state of DOE complete Weatherized unit.

## **Summary**

CT WAP recognizes that Weatherization Auditors and Coordinators generally do not possess the same skill set as the Licensed Electrical/Ventilation Contractor and strongly urge subgrantees to have all ASHRAE 62.2-2016 ventilation retrofit and installations assessed by the chosen contractor and proposed in a detailed written format that includes all labor and materials including Interior and exterior penetration locations, Trim and termination fittings, ventilation and electrical switching devices, ducting and any special conditions necessary to ensure the installation standards and the usable life of the installed measure, prior to issuing final work orders or submitting waivers to CT WAP.

Any additional assessment costs should be included in the cost of the installed measures. The goal being to establish accurate installed measures costs and confirm comprehensive weatherization can be achieved at all sites prior to commencement of any work. In all cases, CT WAP will promptly respond to any questions or concerns that may arise on a case-by-case in support of best practices and best outcomes. Please contact your State Monitor with questions regarding this or any Window or Door questions.