



CT WAP Weatherization Guidance No. 14

Effective Date: December 15, 2015

Updated: April 1, 2022

Audit Preparation

The purpose of this guidance is to remind Sub-Grantees and reinforce compliance with updated and existing policy and procedures related to Audit preparation best practices. This guidance pertains to all CT WAP Weatherization programs.

Note: CT WAP has implemented special Policy, Procedures and Protocols designed to address Job-Site health and safety during the COVID-19 crisis. Please refer to updated Operations and Training Manual Sections 425, 425.1 and 425.2 as well as updated Sections 301.7, 301.8, 406, 406.1, 406.3, 406.4, 407 for additional information.

*Be advised that in the event of any new Federal, State or Local agency having jurisdiction regulatory restrictions and Guidance is adapted, CT WAP will continue to update program compliance requirements.

Current Federal Regulatory Reference

US DOE Memorandum 060 - Encourages the workforce to utilize CDC-issued resources and information exchange with Grantee-level State Board of Health contacts in confirming that homes being visited are illness free prior to all visits.

US DOE Memorandum 062 - References Operational WAP agencies requirements for screening to ensure the health and safety of local agency crews and contractors during the COVID-19 pandemic.

The memorandum provides specific direction for clients that are not feeling well or who have contracted COVID-19 be placed on a deferred waitlist. A list of questions aligned with CDC Criteria are provided to screen clients via telephone instead of travelling to any client dwelling.

The memorandum also provides a reference to the White House's Guidelines for Opening Up America Again Appendix, which defines vulnerable individuals, and policy regarding waitlist and priority for service delivery once the state or local jurisdiction is implementing Phase Three Guidelines.

US DOE WPN 22-7 - Occupant Preexisting or Potential Health Conditions

Require occupant to reveal known or suspected health concerns as part of initial application for weatherization. Screen occupants again during audit.

Provide client information of any known risks. Provide worker contact information so client can inform of any issues.

Current Connecticut Weatherization Assistance Program Reference Materials

CT WAP Operations and Training Manual 2022 - Section 302.4

Once the Energy Auditor has become familiar with the case, a call is made to the client to initiate the audit appointment. This is a good time to clear up any questions about the family's circumstances or to obtain about the condition of the unit. The auditor should begin to explain the audit process during this call.

Note: During the initial scheduling contacts, it is imperative that any known or potential client health and safety concerns be identified prior to the site visit.

Summary

The health and safety of the Client and the Weatherization personnel remains the highest priority for DOE and CT WAP.

Taking steps during the initial phase of the audit process provide the greatest opportunity to identify and address health and safety issues at any site prior to dispatching weatherization personnel to the site.

Discussing the benefit of the client's disclosure of known or potential health concerns can provide the necessary information to prioritize a response to a site needing immediate attention.

Evaluating existing conditions fully in advance of the site visit provides the client and the agency with the most efficient and cost-effective method of weatherization service delivery.