



Weatherization Guidance No. 50

Effective Date: 7/1/2021

Updated Policy, Procedure and Measures When Using the Weatherization Assistant 8.9 Audit Tool

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.

This guidance pertains to all CT WAP Weatherization programs effective 7/1/2021, unless specified otherwise.

Example: CT WAP Guidance No. 47 Approved Audit Tool Setup Libraries- Fuel Costs (Effective 1/1/2021)

Due to directives issued by the US Department of Energy related to CT WAP's authorized use of the Weatherization Assistant software, CT WAP is providing updated policy and procedure to all subgrantees effective immediately upon receipt.

CT WAP will distribute updated Setup Library Fuel costs to Subgrantees in the immediate future. All Subgrantees are instructed to install approved Setup libraries and Fuel costs and utilize the Fuel Costs referenced as Approved CT WAP 1/1/2021.

The comment section will indicate effective date of 1/1/2021 and reference the US Energy Information Administration as the source of the document.

Going forward all Energy Audits run through the NEAT and MHEA audit tools are to utilize the 1/1/2021 setup library with no exceptions, until further notice.

CT WAP requires that all Subgrantees install and provide documentation of successful installation to the Grantee prior to issuing any work orders.

CT WAP Technical will review and approve the use of the updated Setup libraries and authorize resumption of production documents upon receipt of Subgrantee documentation.

CT WAP recommends that all Subgrantee staff and management reference the Weatherization Assistant Users Manual Version 8.9 dated January 2015, Chapter 14, Section 14.3 Fuel Costs, for additional information and also the CT Weatherization Operations and Training Manual Sections 302.7 Audit Software and 302.11(A) Updated Setup Libraries for further details.

Mobile/Manufactured Home Energy Audit Conditions

As per DOE's Conditional Approval of CT WAP use of the Weatherization Assistant Energy Audit Tool, suspension of all MHEA generated work orders has been suspended until further notice.

Local agencies are directed to complete Mobile and Manufactured Home Energy Audits in the order in which requests are received and forward all documentation, notes, pictures and diagnostic reports, to CT WAP for review and submittal to DOE for evaluation.

MHEA clients are to be advised that some delays may be experienced as a result of this requirement imposed by DOE to evaluate the Mobile and Manufactured Home Audit competency in CT.

U.S. DOE, as a condition of the audit tool approval process, is requiring, at minimum, that the next eight (8) completed MHEA audits be submitted to DOE for approval prior to issuance of any work orders. Upon receipt of each completed MHEA audit, to include all documentation, notes, photos, and diagnostic reports, CT WAP will submit each package to DOE for review. DOE has ensured CT WAP that the review process will be expedited to reduce delays in project completion.

Installation of Materials not listed in WPN 19-4 Attachment-6

Subgrantees are hereby directed to reference CT WAP Guidance #29 and the 2021 Operations and Training Manual Sections: 119.5, 309.4, 310.4.2, 406.6

Mandatory Procedures for Selection of Insulation Levels in Audit Tool

Subgrantees are directed to reference CT WAP 2021 Operations and Training Manual Section: 306

Suspension of Mandatory Replacement of Windows and Door

Subgrantees are directed to reference CT WAP Guidance #42 and the 2021 Operations and Training Manual Sections: 302.11.1, 307, 307.1

Audit Data Entry of Heating System Replacements as Itemized Costs

Subgrantees are directed to reference CT WAP Guidance #42 and the 2021 Operations and Training Manual Section: 308.1

Data Collection and Evaluation of Duct Measures Outside of Pressure Boundary

Subgrantees are advised to reference the 2021 CT WAP Operations and Training Manual Sections: 304.2, 308.3

Evaluation of ECM Heating and Cooling Replacements for All Homes

Subgrantees are advised to reference CT WAP Guidance #42 and the 2021 Operations and Training Manual Sections: 304.2, 308, 308.1, 312.1, 401, 410

Data Entry All Heating and Cooling Systems, Including Secondary Systems, for every home

Subgrantees are advised to reference CT WAP Guidance #42 and the 2021 Operations and Training Manual Sections: 308, 308.1, 312.1, 410, 410.2

Updated Policy Regarding Client Refusal of Measures Per DOE WPN 19-4 Attachment-8

Subgrantees are directed to reference CT WAP Guidance #7 and the 2021 Operations and Training Manual Sections: 302.3.1, 306.3.2

Updated Policy Regarding Evaluation of Non-working or inoperable Heating Systems Using Original Equipment AFUE Standard Ratings

Subgrantees are directed to reference CT WAP Guidance #45 and the 2021 Operations and Training Manual Sections 308.10, 312.2, 405.1, 420.3

Updated Policy and Procedure Regarding Replacement of Windows and Doors as Health and Safety Measures

Subgrantees are directed to reference CT WAP Guidance #1 and the Operations and Training Manual Sections: 307, 307.1, 307.3, 312.2, 405.1, 419, 420.3

Suspension of Installation of Fire Extinguishers When Solid Fuel Heating Is Not Documented

Subgrantees are directed to reference CT WAP Guidance #44 and. The Operations and Training Manual Section 422.1

Clarification of ASHRAE 62.2-2016 Calculation Tool and Specifications

Subgrantees are directed to reference CT WAP Guidance and the Operations and Training Manual Section 305.3

Clarification of EPA RRP Disturbed Area Specifications

Subgrantees are directed to reference CT WAP Guidance #1 and Operations and Training Manual Sections: 406.7, 419, 322.1

Requirements for Second Party Review of All NEAT/MHEA Energy Audits and Work Orders

Subgrantees are directed to reference CT WAP Operations and Training Manual Sections: 302.7, 302.10

Updated Policy and Procedure Regarding Insulation Derating and Insulation in Enclosed Spaces

Subgrantees are directed to reference CT WAP Operations and Training Manual Section 306

Updated Policy and Procedure Regarding Infiltration and Duct Sealing Methods and Metrics

Subgrantees are directed to reference CT WAP Guidance #42 and Operations and Training Manual Sections: 304.2, 305, 305.2, 308.3