



Weatherization Guidance No. 55

Effective Date:12/1/2021

Updated: April 1, 2022

Updated Policy and Procedure Regarding Window and Door Weatherization

The purpose of this guidance is to instruct agencies of updates and changes in policy regarding CT WAP requirements for performing site-specific Energy Audits, using the Weatherization Assistant 8.9 (NEAT, MHEA) software and Quality assurance and Quality Control regarding Window and Door Weatherization Measures.

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 2022 Operations and Training Manual Sections (307-307.3.1) and the CT WAP Field Guide (083021) Chapter 7, Sections (7.1-7.8) for further information.

Auditor's/Inspector's Responsibilities

- Provide at a minimum, 4 elevation photos, or as many needed to document existing exterior conditions
- Provide a site-specific floor plan that correlates with all Data Collection Forms and Window and Door schedules used to detail any proposed measures.
- Provide exterior and interior photo documentation of specific units being assessed as recommended repair and replacement measures that indicates condition, leakiness or specific scope of work necessary to produce compliant results.
- Provide clear and specific details, documentation and specifications for any and all repair or replacement proposals being sought from local agency contractors.
- Perform the required electronic energy audit, evaluations and generate Recommended Measures Reports.
- 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 rules, 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 any additional Historic Preservation (SHPO) requirements, procurement requirements, Client communications or requirements for Waiver submittal to CT WAP.
- 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 project to all applicable standards.
- Maintain client File in accordance with all applicable Federal, State and local agency regulations and reporting requirements.

Summary

CT WAP recognizes that Weatherization Auditors and Coordinators generally do not possess the same skill set as the Window and Door Installation Contractor and strongly urge subgrantees to have all Window and Door replacements and in many cases, incidental repairs, assessed by the chosen contractor and proposed in a detailed written format that includes all labor and materials including windows, doors, flashing, trim, siding, sealants and weatherproof coatings 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 Window and Door 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.