

Nebraska  
Department of  
Environment and Energy  
Weatherization Assistance Program

Program Year 2024 State Plan  
July 1, 2024 – June 30, 2025

Department of Environment and Energy

Jim Macy, Director

P.O. Box 95085

Lincoln, NE 68509

402-471-2186

## APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

1. Type of Submission:		2. Type of Application:		If Revision, select appropriate letter(s)	
<input type="checkbox"/> Preapplication		<input type="checkbox"/> New			
<input checked="" type="checkbox"/> Application		<input checked="" type="checkbox"/> Continuation		Other (specify):	
<input type="checkbox"/> Changed/Corrected Application		<input type="checkbox"/> Revision			
3. Date Received 05/03/2024			4. Applicant Identifier:		
5a. Federal Entity Identifier:			5b. Federal Award Identifier: DE-EE0009914		
<b>State Use Only:</b>					
6. Date Received by State: 05/03/2024			7. State Application Identifier: PY2024-2025		
<b>8. APPLICANT INFORMATION:</b>					
a. Legal Name: State of Nebraska					
b. Employer/Taxpayer Identification Number (EIN/TIN): 470491233			c. UEI: HPZJJJ7AMFL4		
<b>d. Address:</b>					
Street 1: PO Box 98922					
Street 2:					
City: Lincoln					
County: LANCASTER County					
State: NE					
Province:					
Country: U.S.A.					
Zip / Postal Code: 685098922					
<b>e. Organizational Unit:</b>					
Department Name: Nebraska Department of Environment and Energy			Division Name: Planning and Aid Division		
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>					
Prefix:		First Name: Katie			
Middle Name: E					
Last Name: Svoboda					
Suffix:					
Title: Grant Section Supervisor					
Organizational Affiliation: NDEE					
Telephone Number: 4024713347		Fax Number:			
Email: katie.svoboda@nebraska.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:**

The State of Nebraska administers the Weatherization Assistance Program through its network of eight regional sub-grantees. The Weatherization Assistance Program enables low-income families to permanently reduce their energy bills by making their homes more energy efficient.

## APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

**16. Congressional District Of:**

a. Applicant: Nebraska Congressional District 01

b. Program/Project: NE-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	3,469,604.00
b. Applicant	0.00
c. State	0.00
d. Local	0.00
e. Other	0.00
f. Program Income	0.00
g. TOTAL	3,469,604.00

**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: Mr First Name: Thaddeus

Middle Name: D.

Last Name: Fineran

Suffix:

Title: Interim Director

Telephone Number: 4024713383

Fax Number:

Email: thad.fineran@nebraska.gov

Signature of Authorized Representative: Signed Electronically

Date Signed: 06/28/2024

**U.S. Department of Energy**  
Weatherization Assistance Program (WAP)  
**WEATHERIZATION ANNUAL FILE WORKSHEET**  
**Grant Number: EE0009914, State: NE, Program Year: 2024**  
**Recipient: State of Nebraska**

**IV.1 Subgrantees**

<b>Subgrantee (City)</b>	<b>Planned Funds/Units</b>
Blue Valley Community Action (Fairbury)	\$268,063.00 15
Central Nebraska Community Services (Loup City)	\$333,230.00 18
Community Action Partnership of Mid-Nebraska (Kearney)	\$572,595.00 35
Community Action Program of Lancaster and Saunders Counties (Lincoln)	\$630,450.00 36
Douglas County (RFP) (Omaha)	\$1,361,982.00 93
Northeast Nebraska Community Action Partnership (Pender)	\$667,132.00 47
Northwest Community Action Partnership (Chadron)	\$652,063.00 47
Southeast Nebraska Community Action Council (Humboldt)	\$324,162.00 17
<b>Total:</b>	<b>\$4,809,677.00</b> <b>308</b>

**IV.2 WAP Production Schedule**

Weatherization Plans		Units
Total Units (excluding reweatherized)		277
Reweatherized Units		31
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	277
C	Total Units Reweatherized	31
D	Total Dwelling Units to be Weatherized and Reweatherized (B + C)	308
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	\$2,614,096.00
G	Total Dwelling Units to be Weatherized and Reweatherized (from line D)	308
H	Average Program Operations Costs per Unit (F divided by G)	\$8,487.32
I	Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J	Total Average Cost per Dwelling (H plus I)	\$8,487.32

**IV.3 Energy Savings**

Method used to calculate savings: <input checked="" type="checkbox"/> WAP algorithm <input type="checkbox"/> Other (describe below)		
Units	Savings Calculator (MBtus)	Energy Savings

**U.S. Department of Energy**  
Weatherization Assistance Program (WAP)  
**WEATHERIZATION ANNUAL FILE WORKSHEET**  
**Grant Number: EE0009914, State: NE, Program Year: 2024**  
**Recipient: State of Nebraska**

This Year Estimate	308	29.3	9024
Prior Year Estimate	279	29.3	8175
Prior Year Actual	157	29.3	4600

**Method used to calculate savings description:**

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

None

**IV.5 Policy Advisory Council Members**

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

Community Action of Nebraska	Type of organization: Non-profit (not a financial institution) Contact Name: Tina Rockenbach, Executive Director Phone: 4024713714 Email: <a href="mailto:director@canhelp.org">director@canhelp.org</a>
Lancaster County Extension Service	Type of organization: Local agency Contact Name: Becky Schuerman Phone: 4024417180 Email: <a href="mailto:becky.schuerman@unl.edu">becky.schuerman@unl.edu</a>
Nebraska Department of Economic Development	Type of organization: Unit of State Government Contact Name: Laura Hart, Economic Development Consultant Phone: 4024402599 Email: <a href="mailto:laura.hart@nebraska.gov">laura.hart@nebraska.gov</a>
Nebraska Department of Health & Human Services	Type of organization: Unit of State Government Contact Name: June Baum Phone: 4024179435 Email: <a href="mailto:june.baum@nebraska.gov">june.baum@nebraska.gov</a>
Nebraska Public Power District	Type of organization: Utility Contact Name: Steve Zach, Energy Efficiency Supervisor Phone: (402)563-5472 Email: <a href="mailto:sizach@nppd.com">sizach@nppd.com</a>
Omaha Public Power District	Type of organization: Utility Contact Name: Britton Gabel Phone: 5312263215 Email: <a href="mailto:bgabel@oppd.com">bgabel@oppd.com</a>
Ponca Tribe of Nebraska	Type of organization: Indian Tribe Contact Name: Misha Mazurkewycz, Environmental Manager Phone: 4024389222 Email: <a href="mailto:mmazurkewycz@poncatrbe-ne.org">mmazurkewycz@poncatrbe-ne.org</a>

**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
04/25/2024	A public hearing was held to receive public input on the PY2024 State Plan at 10:00 am Thursday, April 25, 2024, at the Nebraska Department of Environment and Energy. Notice of the meeting was published in the Omaha World-Herald and posted on the Public Hearing section of the Nebraska Department of Environment and Energy's website at <a href="http://dee.ne.gov/Press.nsf/PRLlist.xsp">http://dee.ne.gov/Press.nsf/PRLlist.xsp</a> on April 14, 2024. It was distributed via email to all WAP program managers and agency executive directors. There were one (1) NDEE employee who attended the Public Hearing and all attendees declared no comment when they were called to announce themselves and make comments during the hearing.

**IV.7 Miscellaneous**

**Recipient Business Officer**  
Kara Valentine

**U.S. Department of Energy**  
Weatherization Assistance Program (WAP)  
WEATHERIZATION ANNUAL FILE WORKSHEET  
**Grant Number:** EE0009914, **State:** NE, **Program Year:** 2024  
**Recipient:** State of Nebraska

Deputy Director  
Email: kara.valentine@nebraska.gov  
Phone: (402) 471-3372

**Recipient Principal Investigator**  
Sarah Starostka  
Planning & Aid Division Administrator  
Email: sarah.starostka@nebraska.gov  
Phone: (402) 471-4371

**U.S. Department of Energy**  
Weatherization Assistance Program (WAP)  
STATE PLAN / MASTER FILE WORKSHEET  
**Grant Number:** EE0009914, **State:** NE, **Program Year:** 2024  
**Recipient:** State of Nebraska

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

Definition of Income Used to Determine Eligibility (Client Eligibility)

In accordance with USDOE Weatherization Program Notice 24-3, effective as of January 25, 2024, Low income will mean that income in relation to family size, which: (1) is at or below 200 percent of the poverty level determined in accordance with criteria established by the Director of the Office of Management and Budget, or (2) is the basis on which cash assistance payments have been paid at any time during the preceding twelve months under Titles IV and XVI of the Social Security Act, or (3) is the basis on which energy assistance payments have been paid under the Low Income Home Energy Assistance Program of 1981 (LIHEAP), provided that such basis is at least 200 percent of the poverty level determined in accordance with the criteria established by the Director of the Office of Management and Budget.

- Subgrantees are reminded that the supporting documentation for applicants applying for weatherization that may be on a waiting list or for other reasons must have their eligibility documentation updated at least annually.

WPN 22-5 extended categorical income eligibility to HUD means-tested programs. WAP subrecipients may certify that applicants have met the income requirements of HUD means-test programs through mechanisms including, but not limited to, applicant documentation, interagency lists of recipients, shared system databases, etc. The method of verification of eligibility will be included in the client file.

Describe what household eligibility basis will be used in the Program

All dwelling units certified as eligible for services shall be occupied by an income-eligible household family unit with income at or below 200 percent of the poverty level, or "which contains a member who has received cash assistance payments under Title IV or XVI of the Social Security Act or applicable State or local law during the twelve month period preceding the determination of eligibility for weatherization assistance," or which contains a member which has received energy assistance payments under the LIHEAP during the twelve month period preceding the determination of eligibility for weatherization assistance.

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

Subgrantees must request documentation from WAP applicants and verify eligibility status through the Systematic Alien Verification for Entitlements (SAVE) Program. Such documentation can be provided to Nebraska Department of Environment and Energy (NDEE) staff for eligibility verification.

The SAVE Program is a web-based service that helps federal, state and local benefit-issuing agencies, institutions, and licensing agencies determine the immigration status of benefit applicants so only those entitled to benefits receive them.

USDOE has directed grantees to guidance provided by Health and Human Services (HHS) under LIHEAP. This guidance can be found by going to <http://aspe.hhs.gov/hsp/immigration/restrictions-sum.shtml>. NDEE is registered for the SAVE Program to verify qualified alien status of Weatherization Program applicants for sub-grantees. Sub-grantees submit the required information to the NDEE who completes the verification process. The verification documentation is required as part of the Subgrantee Client Files.

**V.1.2 Approach to Determining Building Eligibility**

Procedures to determine that units weatherized have eligibility documentation

The applicant must provide evidence or income documentation satisfactory to the outreach worker that the household meets the eligibility requirements. The documentation must be maintained in the client file and made available for inspection by the agency Subgrantee employee, State and Federal Funding staff.

Applicant income must be verified for the one-year period prior to the certification month. Income data for a part of a year may be annualized in order to determine eligibility—for



**U.S. Department of Energy**  
Weatherization Assistance Program (WAP)  
STATE PLAN / MASTER FILE WORKSHEET  
**Grant Number:** EE0009914, **State:** NE, **Program Year:** 2024  
**Recipient:** State of Nebraska

example, by multiplying by four the amount of income received during the most recent three months. The method of calculation is to be determined by the Subrecipient in accordance with the most recent DOE WPN Federal Poverty Guidelines and Definition of Income and the NeWAP Policies and Procedures Manual.

Applications on file for one year or more must be recertified for the year prior to pre-inspection. If weatherization work is expected to begin 12 months from the date of verified eligibility, the household shall show continued eligibility. Weatherization work begins on the date the Energy Audit on-site inspection is completed. If weatherization work has not begun after 12 months from the date of verified eligibility, the household income shall be re-verified. Applicant eligibility verification shall be documented in the file and shall include, as a minimum, (1) which 12-month period was considered, (2) a list of all sources of applicant income, (3) documentation of income from each source for the period(s) being considered, and (4) the date and initials of the agency employee verifying income.

Signed permission from the owner, or authorized agent, of each eligible dwelling unit must be obtained and documented in the client file prior to performing any inspections, tests, or weatherization measures on a dwelling. Rental Units are required to have a signed WX 14 Landlord Agreement in the client file giving permission from the owner.

Describe Reweathering compliance

Subgrantees are required to retain records of all dwellings that received Federal funds including LIHEAP, HUD, or USDA "weatherization" activities. Dwellings may be reweatherized if 15 years have passed since the completion of original services and quality control inspection. Nebraska has been advised that additional implementation guidance of the new reweatherization policy is forthcoming. Nebraska will ensure compliance with any additional DOE guidance.

If a previously weatherized dwelling unit has been damaged by fire, flood, natural catastrophic weather or environmental occurrence, weatherization crews may return to a unit reported as a completion without regard to date of weatherization. 10 CFR 440.18(f)(2)(ii). Local authorities must deem the dwelling unit(s) salvageable as well as habitable and if the damage to the materials is not covered by insurance or other form of compensation. The use of USDOE WAP funds is limited to eligible weatherization activities and the purchase and delivery of weatherization materials (WPN 16-7). No more than ten (10) percent of a Subgrantee's USDOE completions may be reweatherized without prior approval from the Department of Environment and Energy.

Addresses of completed weatherized units and dates they were completed are tracked by Subgrantees through the NDEE database system. Each agency references new applications to that database to comply with re-weatherization regulations in 10 CFR 440.18(f)(2)(iii) Allowable expenditures. The Department of Environment and Energy also uses a database to track WAP clients and retains client BCJO files for completed units for ten years. The database is used to cross-reference submitted completed units to already completed units. Subgrantees are also responsible to let the Department of Environment and Energy know when a unit is a re-weatherized unit.

Describe what structures are eligible for weatherization

Eligible housing types include owner and renter-occupied single-family homes, manufactured (mobile) homes, and multifamily buildings.

Historic Preservation

On November 6, 2020, the NDEE extended the Programmatic Agreement (PA) with the Nebraska State Historical Preservation Office (NSHPO) and the USDOE until December 31, 2030. Properties funded under the WAP are considered "undertakings" subject to review under Section 106 of the National Historic Preservation Act, 16 U.S.C. 470f (NHPA) and its implementing regulations at 36 CFR 800, and include rehabilitation, energy efficiency, retrofits, renewables, and weatherization (undertakings). SHPO contact information is available at the following link: <http://www.ncshpo.org/shpodirectory.shtml> click on the State of Nebraska to find the Nebraska SHPO contact information.

Section 110(k) of the NHPA applies to USDOE funded activities. Recipients shall avoid taking any action that results in an adverse effect to historic properties pending compliance with Section 106.

Dwellings that may be weatherized include:

1. Framed Homes
  - a. Single family owner-occupied
  - b. Single family rental
  - c. Multi-family dwellings
2. Manufactured Homes

**U.S. Department of Energy**  
Weatherization Assistance Program (WAP)  
STATE PLAN / MASTER FILE WORKSHEET  
**Grant Number:** EE0009914, **State:** NE, **Program Year:** 2024  
**Recipient:** State of Nebraska

- a. Owner-occupied
- b. Renter-occupied

Describe how Rental Units/Multifamily Buildings will be addressed

References to the specific eligibility of multifamily buildings is addressed in the regulations, 10 CFR 440.22(b)(2). Additional USDOE guidance can be found in USDOE Weatherization Program Notice 22-12.

Renter occupied housing units are eligible for weatherization services if they meet all other eligibility requirements. Signed permission from the owner, or authorized agent, of each eligible dwelling unit must be obtained and documented in the client file prior to performing any inspections, tests, or weatherization measures on a dwelling. Rent to own and contract for deed arrangements shall be considered rental properties.

NDEE does not require landlord contributions to provide weatherization services. However, funding restrictions (i.e. excessive health and safety or incidental repairs, or other funding limitations) may require a landlord contribution to allow comprehensive weatherization work to proceed. Landlord contributions should be sought for the weatherization of multifamily complexes to maximize the benefits to the low-income clients and to stretch limited WAP funding, when feasible.

Rental units may be weatherized when occupied by an eligible client; and

- The Subgrantee has written permission from the owner or his agent. Such written permission shall be permanently maintained in the file of the client whose unit is weatherized.
- The benefits of weatherization assistance will accrue primarily to low-income tenants.
- Not less than 66 percent (50 percent for duplexes and four-unit buildings) of the dwelling units in the building are occupied by eligible clients or will become occupied by eligible clients within 180 days under a Federal, State, or local program for rehabilitating the building or making similar improvements to the building.
- The Subgrantee must obtain and place in the client file a signed agreement from the landlord (or authorized agent of the landlord) that states that for a minimum of 12 months after weatherization work has been completed on a dwelling, the tenants in that dwelling will not be subjected to rent increases because of the increased value of dwelling units due solely to weatherization assistance provided under this part.
- No undue or excessive enhancement shall occur to the value of the dwelling units.
- In the event of a dispute between the tenant and property owner regarding the issues listed above, the Subgrantee will attempt to resolve the dispute; if that fails, the tenant will be referred to legal aid by the Subgrantee.
- In the case of a vacant rental dwelling, weatherization assistance may be provided if there is assurance that a low-income household will inhabit the dwelling within 180 days of the date the weatherization service was completed.
- Subgrantee has provided copies of the signed Landlord Agreements to the tenants and ensure that documentation is placed in the Subgrantee Client File.

The Nebraska WAP does not file liens or enforce restrictions.

Under 10 CFR 440.18(f)(1): No grant funds awarded under this part shall be used for any of the following purposes; To weatherize a dwelling unit which is designated for acquisition or clearance by a Federal, State or local program within 12 months from the date weatherization of the dwelling unit would be scheduled to be completed.

Multi-family Buildings

The total amount of funds that can be invested in a multi-family project is determined as follows: Multiply the total number of income-eligible units in the multi-family building by the current statewide average cost per unit. The total is the maximum amount of USDOE funding available to weatherize the building. All units in the building can be served and all units should be reported to USDOE. Sub-grantees must submit multi-family projects greater than 24 units to the Department of Environment and Energy for review and approval before work begins and costs are incurred. The Department of Environment and Energy reviews the proposed project and submits to the USDOE Program Office as per the Multi-Family Review Protocol.

Describe the deferral Process

**U.S. Department of Energy**  
Weatherization Assistance Program (WAP)  
STATE PLAN / MASTER FILE WORKSHEET  
**Grant Number:** EE0009914, **State:** NE, **Program Year:** 2024  
**Recipient:** State of Nebraska

**Description of Expenditure Limit**

Historically, Nebraska has not limited Health & Safety investments in a home to a “per-unit dollar cost” but allocates 23.5 percent of its annual allocation to cover Health & Safety related expenditures in homes state-wide.

As part of NDEE’s plan development and submission, staff reviews the previous year’s invoiced Health and Safety expenditures and evaluates the invoiced cost and it’s annual percentage allocation. Based on this review and evaluation, the DOE PY 2024-2025, and DOE Bil funding, the estimated state-wide per dwelling unit limit Health & Safety expenditure is \$1,800. Units may exceed the \$1,800 limit if approved in advance by NDEE on a case-by-case basis.

**Deferring Weatherization Services to Eligible Clients**

Although a client may be eligible for the Weatherization Program, there are situations or conditions where weatherization services should be deferred (i.e. delayed or postponed). Deferring work on a dwelling does not mean the dwelling will never be weatherized. If the situation or condition causing the deferral is remedied weatherization work can continue. Deferral conditions may include but are not limited to:

- The client has known health conditions that prohibit the installation of insulation and other weatherization materials.
- The building structure or its mechanical systems, including electrical and plumbing, are in such a state of disrepair that failure is imminent, and the conditions cannot be resolved cost-effectively.
- The house has sewage or other sanitary problems that would further endanger the client and weatherization installers if weatherization work were performed.
- The house has been condemned or electrical, heating, plumbing, or other equipment has been “red tagged” by local or state building officials or utilities and cannot be remedied by weatherization funds.
- Moisture problems have developed signs of significant mold.
- Dangerous conditions exist due to high carbon monoxide levels in combustion appliances and cannot be resolved under existing health and safety measures.
- The client is uncooperative, abusive, or threatening to the crew, subcontractors, auditors, inspectors, or others who must work on or visit the house.
- The extent and condition of lead-based paint in the house would potentially create further health and safety hazards.
- If, in the judgment of the energy auditor, any condition exists which may endanger the health and/or safety of the work crew or subcontractor, the work should not proceed until the condition is corrected.
- The property has suspected, friable asbestos containing materials.
- The property is currently listed for sale and/or the eligible occupant will be moving.
- The property has a significant remodel in progress.

**The Deferral Process**

There are conditions and situations where a Subgrantee must defer and not weatherize an otherwise eligible dwelling unit due to certain occupant issues or dwelling characteristic that are beyond the scope of WAP. The decision to defer work in a dwelling is difficult but necessary in some cases. This does not mean that assistance will never be available, but that work must be postponed until the problems can be resolved and/or alternative sources of help are found.

If a subgrantee staff member, including but not limited to Energy Auditor(s) and Crew Members and contractors, determines any conditions that exist, which may endanger the health and/or safety of the workers or occupants, should be deferred until the conditions are corrected. Crews and contractors are expected to pursue all reasonable options on behalf of the client.

When a Subgrantee has made the decision to defer work on a dwelling, it must notify the client, and the landlord when appropriate, in writing of the reason using the NeWAP Weatherization Deferral Notice (Wx-4). A copy of the notification, with documentation justifying the decision to defer services, must be kept in the client file. Subgrantees should attempt to identify all reasons why work is being deferred on a home and notify the client or landlord of all the reasons and what must be done for weatherization work to resume.

In the cases of deferral that cannot be remedied with Weatherization Readiness Funds (WRF), the client is to be referred to other known sources of funding to help alleviate the issues causing the deferral. Copies of all deferred weatherization applications and jobs shall be forwarded to NDEE for inclusion in a NeWAP Deferral Database Tracking System currently being developed.

In cases of deferral that can be remedied with WRF’s, the following **PY 2024-2025 Weatherization Readiness Funding Plan** applies:

**Distribution of Funds**

**U.S. Department of Energy**  
Weatherization Assistance Program (WAP)  
STATE PLAN / MASTER FILE WORKSHEET  
**Grant Number:** EE0009914, **State:** NE, **Program Year:** 2024  
**Recipient:** State of Nebraska

The Department of Environment and Energy will distribute the Weatherization Readiness Funding (WRF) among the states existing Subgrantees (seven community action agencies and one non-profit organization) utilizing the formula allocation, with a weighted average based on population, used for the Annual Weatherization Funding.

**Priority for Service Delivery**

Clients will continue to serve clients by date of application submission, be a priority, and by county. For deferred homes, the following Priority List shall be considered when prioritizing the delivers of WRF services:

1. The number of issues associated with the deferral,
2. The number of possible Energy Efficiency Measures impacted by the use of WRF, for example
  - o Roof Repairs will allow for the completion of three Attic Insulation ECMs and a Kneewall Insulation Measure,
  - o Addressing missing electrical switch places and a missing electrical box cover allows for the completion of Exterior Wall Insulation ECMs, Attic Insulation Measures and Kneewall Insulation Measures,
  - o Completing water leak repairs from the plumbing system or from drainage issues results in the completion of a Foundation Insulation ECM, a Sillbox Insulation and a Floor Insulation, 3) The estimated cost associated with correcting the deferral issue and the extent of damage (i.e. limited termite damage, small leaks, percentages of missing siding or trim),
3. The time elapsed since the deferral, and
4. The date of construction of the home, older homes (constructed before 2000) should be given higher priority.

**Average Cost per Unit (WRF ACPU)**

The NeWAP WRF Average Cost per Unit (WRF ACPU) is \$15,000.00. Units that exceed the WRF of \$5,000 must receive approval from the NDEE on a case-by-case basis, prior to implementation.

**Funding Restrictions and/or Limitations**

In PY 2024, the use of Weatherization Readiness Funding (WRF):

- Is only available for use on Only Owner-Occupied Homes
- Is available for Cleanup or Remediation purposes; including but not limited to Lead paint, Asbestos (confirmed or suspected, including vermiculite), mold and/or moisture, etc. Subgrantees that plan to install drywall and/or joint tape/finish, utilizing WRF, must be reviewed and approved by NDEE on a case-by-case basis, prior to implementation.
- Is available for the installation of missing drywall and joint tape/finish and is only allowed when it directly impacts the implementation of an ECM and to ensure accurate blower door testing on the unit can be completed. Subgrantees that plan to install drywall and/or joint tape/finish, utilizing WRF, must be reviewed and approved by NDEE on a case-by-case basis, prior to implementation.

These case-by case decisions are made according to the facts associated with the particular situation in the dwelling unit, the proposed cost(s) of the work, future weatherization work and/or energy impact on the client.

WRF Funds are allowed to be carried forward into the next budget periods within the same grant cycle (e.g., PY 2023 can be carried into PY 2024) The Use of WRF does not need to result in a DOE-funded completion within the same PY but must be completed within the same grant cycle and within that following program year. (In other words, if a job receives WRF funds in PY2023, it needs to receive weatherization by the end of PY 2024. This will not work when the DOE grant cycle will be ending so be aware those will not be able to be carried into a second year.

Subgrantees are allowed to use DOE Formula WRF funds with a completed DOE WAP-BIL grant funded weatherization project. The Use of WRF does not need to result in a DOE BIL-funded completion within the same PY but must be completed within 12 months of the WRF Completion.

**Subgrantee Monitoring**

Each subgrantee is required to perform a Final Inspection on work performed with WRF funding to ensure that the completed work is satisfactory, allows for the completion of weatherization work and meets state, local and agency code and contractual requirements. Documentation is required to be kept in each client file as evidence that a final inspection has been performed.

**Grantee Monitoring**

NDEE monitors will complete inspections of Subgrantee submitted WRF units as part of the onsite in-progress and Quality Control Inspections discussed and quantified in the Nebraska Department of Environment and Energy Program Monitoring and Compliance Strategy (table) in Section 5.0 – Technical Assistance of this PY2024 Annual Plan.

**U.S. Department of Energy**  
Weatherization Assistance Program (WAP)  
STATE PLAN / MASTER FILE WORKSHEET  
**Grant Number:** EE0009914, **State:** NE, **Program Year:** 2024  
**Recipient:** State of Nebraska

**Subgrantee Tracking**

Subgrantees will work with the NDEE to develop a Deferral Tracking system, as part of the NDEE database system, which will 1) provide a consistent tracking across the NeWAP system, 2) be used in the development of the Avoided Deferrals Summary of the Monitoring and Leveraging Report discussed below and 3) will provide Subgrantee and Grantee managers with data that will be used in program development for possible future funding opportunities.

**Grantee Tracking**

NDEE will track use the NDEE database system to track and provide, as part of the Monitoring and Leveraging Report, an Avoided Deferrals Summary of all units in PY2024 that utilize the WRF. The Summary will include the number of dwelling units made weatherization ready with these funds and for each building or unit the following information will be provided:

- Year of construction,
- Housing Type (site-built single family, manufactured housing),
- Nature of repairs needed which prohibit weatherization (where applicable, identify multiple repairs or remediation reasons for a single building). Including but not limited to:
  - Roof repair/replacement
  - Wall repair (interior or exterior)
  - Ceiling repair
  - Floor repair
  - Foundation or subspace repair
  - Exterior drainage repairs (e.g., landscaping or gutters)
  - Plumbing repairs
  - Electrical repair
  - Cleanup or remediation required beyond scope of WAP
    - Lead Paint
    - Asbestos (confirmed or suspected, including vermiculite), mold and/or mositure
    - Other
- DOE WRF expenditure per unit and building;
- DOE WRF expenditure per BIL unit and building; and,
- Leveraged fund expenditure per unit and building (i.e., funds such as LIHEAP, HUD, nonfederal, etc. braided with DOE WRF to make building weatherization ready).

**V.1.3 Definition of Children**

Definition of children (below age): 6

**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.

Low-income members of Indian tribes will receive benefits equivalent to the assistance provided to other low-income persons within Nebraska.

**V.2 Selection of Areas to Be Served**

Current service areas are predominantly based upon the historic boundaries of the state CAP agencies. This was done for two reasons. First, Nebraska Subgrantee CAP agencies in general, operate within boundaries that best serve the clients they serve through multiple assistance programs. Second, this approach enables CAPs to use existing outreach structures to recruit eligible clients. However, the State reserves the right to re-designate weatherization service areas during a program year should production of homes or service to eligible clients become deficient in any given service area for the WAP.

The Nebraska Department of Environment and Energy reserves the right to operate, on a temporary basis, the Weatherization Program in the territory of any defunded Subgrantee. This will be done to ensure continued service to an area during the search for a new Subgrantee.

**U.S. Department of Energy**  
Weatherization Assistance Program (WAP)  
STATE PLAN / MASTER FILE WORKSHEET  
**Grant Number:** EE0009914, **State:** NE, **Program Year:** 2024  
**Recipient:** State of Nebraska

Formula to calculate Subgrantees allocation

Weighted average based on population.

$$0.1 \times \frac{\{Population(C)\}}{\{Population(S)\}} + 0.2 \times \frac{\{200\% \text{ of Poverty}(C)\}}{\{200\% \text{ of Poverty}(S)\}} + 0.3 \times \frac{\{Poverty(C)\}}{\{Poverty(S)\}} + 0.4 \times \frac{\{Elderly(C)\}}{\{Elderly(S)\}}$$

C = County      S= State

Subgrantees under the WAP were required to notify the NDEE by January 26, 2024, of their interest in continuing as a service provider for the program year beginning July 1 of that year. At the time of submitting Subgrantee letter of intents to provide weatherization service in their specific counties, they will also submit any changes to: Articles of Incorporation, Mission Statement, key agency personnel, Board of Directors and representation, organizational chart, and proposed staffing levels. The application must also address:

- The organization’s experience, performance and training in weatherization or housing renovation activities;
- The organization’s experience in assisting low income persons in the area to be served; and
- The organization’s capacity to undertake a timely and effective weatherization program.

For PY2024 Subgrantees notification of intent will be the written notification to serve the counties they submitted in their most recent Request for Proposal (RFP) for applications. At the time of the submission of the letter of intent, they will also provide any changes that were submitted in the RFP applications that would apply to PY2024.

**V.3 Priorities**

Eligible clients will receive weatherization assistance in Nebraska according to the following priorities:

1. Persons over 60 years of age;
2. Persons with disabilities;
3. Families with children under 6 years old;
4. High residential energy users; and
5. Households with a high-energy burden.

Subgrantees must serve clients according to date of application submission, by priority, and by county. As a rule, within an individual county, a lower priority client should never be served prior to a higher priority client unless the higher priority client was not available during the available time period. Subgrantees must document irregularities in the selection of clients when a high priority client is not available.

As defined in 10 CFR 440, the term Persons with Disabilities means any individual (1) who is a handicapped individual as defined in section 7(6) of the Rehabilitation Act of 1973, (2) who is under a disability as defined in section 1614(a)(3)(A) or 223(d)(1) of the Social Security Act or in section 102(7) of the Developmental Disabilities Services and Facilities Construction Act, or (3) who is receiving benefits under chapter 11 or 15 of title 38, U.S.C.

As defined in 10 CFR 440.3, high residential energy user means a low-income household whose residential energy expenditures exceed the median level of residential expenditures for all low-income households in the state.

As defined in 10 CFR 440.3 household with a high-energy burden means a low-income household whose residential energy burden (residential expenditures divided by the annual income of that household times one hundred (100) percent exceeds the median level of energy burden for all low-income households in the state.

**V.4 Climatic Conditions**

**U.S. Department of Energy**  
Weatherization Assistance Program (WAP)  
STATE PLAN / MASTER FILE WORKSHEET  
**Grant Number:** EE0009914, **State:** NE, **Program Year:** 2024  
**Recipient:** State of Nebraska

Total heating degree-days in Nebraska range from a high of 7151 in the northcentral region of the State to a low of 5844 in Southeast region of Nebraska. The average heating degree-days have been supplied by the National Oceanic and Atmospheric Administration. Site-specific weather data is used in application of the NEAT audit. The average heating degree-days for each Subgrantee are set out below:

Blue Valley Community Action (Lincoln)	6,056
Central Nebraska Community Services (O'Neill)	7,151
Northeast NE Community Action Partnership (Norfolk)	6,643
Community Action Partnership of Lancaster & Saunders Counties (Lincoln)	6,056
Community Action Partnership of Mid Nebraska (North Platte)	6,686
Northwest Community Action Partnership (Chadron)	6,775
Southeast NE Community Action Partnership (Pawnee City)	5,844
Douglas County (Omaha)	6506

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

**V.5.1 Technical Guides and Materials**

In Program Year 2024, the Nebraska WAP network will utilize the 2021 Nebraska Field Guide and Installation Standards along with the most updated Policies and Procedures. NDEE informed Subgrantees at that time of the expectations for work quality and adherence to the Field Guide and Installation Standards. NDEE implemented the Nebraska Field Guide and Installation Standards after approval by the Department of Energy in Program Year 2021 and will be in effect for five (5) years as Nebraska’s technical guides. The Nebraska Field Guide and Installation Standards manual aligns with the USDOE Standard Work Specifications and the work quality standards that will meet the technical requirements for the WAP outlined in USDOE WPN 22-4, Section 2 and 10 CFR 440.

Each Subgrantee, by signing their Financial Aid Agreement with NDEE, agrees they understand the expectations of the Nebraska Field Guide and Installation Standards, USDOE WPN 22-4 Quality Work Plan, energy audit procedures, and 10 CFR 440 including Appendix A. By signing this agreement Subgrantees will also be acknowledging that they will include the following within their contract agreements.

“The Weatherization Assistance Program is dedicated to a high quality of work. To ensure this quality, all work performed by subgrantees, contractors, and subcontractors must meet the desired outcomes, specifications, and objectives found in the Nebraska Field Guide and Installation Standards. This Agreement constitutes confirmation of receipt and understanding of the expectations of the Nebraska Field Guide and Installation Standards.” A signed contract that includes confirmation of receipt and understanding shall be sufficient and binding.

The approved Nebraska Field Guide and Installation Standards are available on the Department of Environment and Energy Weatherization website for Subgrantees to provide downloadable Installation Standards to crews and contract vendors. For in-network WAP Directors, Managers, or Certified Quality Control Inspectors employees the Department of Environment and Energy provides the Field Guides and Installation Standards in pdf format for either iPads or Tablet Readers. All contract vendors must provide their own electronic reader to download the Field Guides & Installation Standards.

**U.S. Department of Energy**  
Weatherization Assistance Program (WAP)  
STATE PLAN / MASTER FILE WORKSHEET  
**Grant Number:** EE0009914, **State:** NE, **Program Year:** 2024  
**Recipient:** State of Nebraska

Subgrantees must provide a mechanism through their contractual agreements verifying that vendors understand and agree to the terms and usage of the Field Guides and Installation Standards and all USDOE installation requirements.

Field guide types approval dates

Single-Family: 6/2/2021  
Manufactured Housing: 6/2/2021  
Multi-Family:

**V.5.2 Energy Audit Procedures**

Audit Procedures and Dates Most Recently Approved by DOE

Audit Procedure: Single-Family  
Audit Name: NEAT  
Approval Date: 6/2/2021

Audit Procedure: Manufactured Housing  
Audit Name: MHEA  
Approval Date: 6/2/2021

Audit Procedure: Multi-Family  
Audit Name:  
Approval Date:

Comments

**Approval of Energy Audit Procedures**

NDEE received USDOE approval, effective June 2, 2021, of its audit procedures for site built and for certain small multifamily buildings using the NEAT and for manufactured homes using the MHEA. Both audit tools are already USDOE approved to calculate savings-to-investment (SIR) ratios. NDEE followed the latest WPN 19-4 guidance to comply with 10 CFR 440 for re-approval.

**Single Family – National Energy Audit (NEAT)**

The National Energy Audit (NEAT) has been adopted by the Nebraska weatherization program. The U.S. Department of Energy’s most recent approved Nebraska’s Audit procedures with added User Defined measures was on March 31, 2021. Site-specific audits must be run on all single-family frame homes for all homes weatherized with Nebraska WAP funds.

**Manufactured Housing - Mobile Home Energy Audit (MHEA)**

Nebraska has chosen to utilize the Manufactured Home Energy Audit (MHEA). Site-specific audits must be completed on all mobile homes weatherized with Nebraska WAP funds. The MHEA Audit was approved with User Defined Measures by USDOE on March 31, 2021.

**Small Multi-family Energy Audits**

When weathering a multi-family building of 4-25 units, Subgrantees must utilize DOE's low-rise, Region 3, priority list with, NeWAP's modifications, that DOE Approved August 10, 2022.

**Large Multi-family Energy Audits**

The U.S. Department of Energy has indicated that they will rely on the MuTEA, EA-QUIP, REM audit software, HEAT, eQUEST and TREAT audits for these larger, multi-family buildings.

When considering weatherization of a multi-family building of greater than 25 units, Subgrantees must consult the NDEE for Energy Audit and technical assistance before performing weatherization work so that required information can be submitted for USDOE review and



**U.S. Department of Energy**  
Weatherization Assistance Program (WAP)  
STATE PLAN / MASTER FILE WORKSHEET  
**Grant Number:** EE0009914, **State:** NE, **Program Year:** 2024  
**Recipient:** State of Nebraska

approval of these types of weatherization projects.

### Savings to Investment Ratio

A SIR of 1.0 or greater means that the expected energy savings from installing the measure is equal to or greater than the initial cost of installation.

When an individual Measure SIR is not reached in multi-family (3 units and larger) building owners are allowed to buy-down DOE approved NEAT/MHEA Candidate Measures for Building Envelope and/or Baseload Energy Conservation Measures (ECMs) measures that don't achieve an individual SIR of 1 or greater as a stand-alone measure. However, in order for the measure(s) to qualify for a buy-down, the package of measures, **including the full cost of the Measure, which is to be bought down**, must have a Cumulative SIR (CSIR) of 1 or greater. **Note: Funding may not be solicited from an income-eligible homeowner. Homeowners may not contribute funds to pay the difference for a measure with an SIR of less than 1.0.**

### Opting Out or Skipping Cost-effective Weatherization Measures

Opting out, skipping or "leapfrogging" of Measures that have been determined by the Energy Audit to be cost-effective is not allowed. Completion of all measures with an SIR of 1.0 or greater is required and all energy-savings measures must be considered and ranked in order of descending SIR. **The higher the SIR, the higher the priority.** Higher-ranking measures may not be skipped in order to complete a measure with a lower SIR. In other words, measures may not be skipped and/or clients cannot 'opt' out of a measure.

## V.5.3 Final Inspection

Each Subgrantee is required to perform a final quality control inspection on the weatherized home completed by a Building Performance Institute, Inc. (BPI) Certified Quality Control Inspector before reporting it to the NDEE as a completed home and requesting reimbursement as required in USDOE Federal Regulations 10 CFR 440.16(g). The Quality Control Inspector must certify that work has been completed in accordance with the priority determined by the energy audit procedures required by 10 CFR 440.21.

In PY2024 Subgrantees will be required to meet USDOE WPN 22-4 Quality Work Plan requirements and to meet Quality Control Inspector (QCI) certification requirements. In PY2024 QCI work must meet or exceed standards specified in the Nebraska Standard Work Specification Field Guide and Installation Standards. Documentation is required to be kept in each client file as evidence that a final inspection has been performed by a Certified QCI. NDEE Program Monitors review client files as part of the Subgrantee monitoring to ensure compliance with this requirement. When a unit has received a QCI by the Subgrantee agency and has been monitored by a NDEE Field Conservation Technical staff, both QCI inspection forms will be included in the client file or building file.

Subgrantees operating with separate Energy Auditors and QCIs will have at least five (5) percent of all completed units reviewed. Subgrantee agencies operating with a combined Energy Auditor and QCI will be involved in a higher quality assurance review by NDEE above ten (10) percent of all completed units. Subgrantee that uses a Quality Control Inspector who works on two thirds of the jobs, the State will monitor a minimum of twenty (20) percent of the jobs completed by the sub-grantee. Subgrantees using one person as Energy Auditor and one person as QCI can allow the Energy Auditor to perform weatherization work on a dwelling. By allowing a Quality Control Inspector to do the final inspection even when that Inspector worked on the job, we will save extra travel and personnel shortages. We would still require at least one third of the jobs be inspected by someone who did not work on the job. All jobs would be inspected by a certified Quality Control Inspector. We reserve the right to require a different method if we find problems when monitoring subgrantees.

Subgrantee agencies operating with a combined Energy Auditor and QCI will be involved in a higher quality assurance review by NDEE above ten (10) percent of all completed units. Subgrantees operating with separate Energy Auditors and QCIs will have at least five (5) percent of all completed units reviewed. Subgrantees using one person to perform both the Energy Audit and the QCI are not allowed to utilize that person to perform weatherization work on a dwelling. Subgrantees using one person as Energy Auditor and one person as QCI can allow the Energy Auditor to perform weatherization work on a dwelling, while the QCI is not allowed to perform any weatherization work on a dwelling.

Any Subgrantees utilizing an independent privately contracted QCI will provide documentation of certification of the QCI performing the inspections on completed units and include all QCI inspection forms within the client or building files.

A part of monitoring will be to ensure that final inspectors are QCI certified and are inspecting to the Nebraska Energy Auditing Procedures and SWS Field Guide. In situations where inspectors are found not upholding the high quality of work expectations or are approving work, which is not consistent with the Nebraska's SWS Field Guide, inspectors and subrecipients will be notified in writing. Corrective action plans may be required to be developed and implemented based on the severity and frequency of noncompliance. Increased monitoring may

**U.S. Department of Energy**  
Weatherization Assistance Program (WAP)  
STATE PLAN / MASTER FILE WORKSHEET  
**Grant Number:** EE0009914, **State:** NE, **Program Year:** 2024  
**Recipient:** State of Nebraska

be required. Concerns will be tracked to resolution. Repeat offenders may be suspended or disqualified from conducting final inspections for the NDEE.

#### V.6 Weatherization Analysis of Effectiveness

The State of Nebraska is committed to providing the citizens of Nebraska with an effective weatherization program that provides quality and cost-effective services. Annually since 2015 NDEE has completed a study detailing the actual energy savings and cost-effectiveness of weatherization work completed in Nebraska. The study uses a pre-and post-consumption analysis of randomly selected homes proportionately selected based on population demographics in each Subgrantee region. The results of that study and its methodology continue to be used to provide program feedback regarding the effectiveness of specific weatherization measures, and to assist in identifying training needs or training effectiveness based on energy savings and reduction of energy burden to low-income households.

During the application process, the Subgrantees secure a signed Client Consumption Release Form which authorizes the NeWAP to obtain the consumption records for each household for a 12-month period prior to weatherization (pre-consumption) and for a 12-month period after weatherization (post-consumption). The 30-year normalized client pre- and post-consumption data, based on fuel type, is used to calculate the percentage of energy consumption savings achieved.

For the period of July 2021 to June 2022, consumption on 62 homes was evaluated and the data showed an average savings for natural gas at 9.7 percent and an average savings for electricity at 8.5 percent. In comparison to the USDOE National Evaluation results:

- 2008 – 18 percent for gas, and 7 percent for electricity average annual energy savings
- 2010 – 16 percent for gas, and 8 percent for electricity average annual energy savings

The PY 2021 State of Nebraska analysis shows the annual energy savings for electricity and natural gas remain comparable to the National Evaluation results.

Nebraska is in the process of collecting and reviewing data for July 2022 to June 2023 to continue to evaluate the annual energy savings of Subgrantees weatherization work and to work with our state database developers to automate the evaluation program. These activities will continue to assist the Department of Environment and Energy in evaluating program effectiveness as well as help in identifying technical training needs or the effectiveness of training during that period.

##### Other Analysis of Effectiveness

The effectiveness of Subgrantee weatherization is also assessed through program technical monitoring activities and the requirement that all dwelling units weatherized in the program have an energy audit completed to measure energy effectiveness and minimum savings to investment ratio of 1.0 or better.

Inconsistencies noted through program monitoring result in actions that increase training and monitoring requirements in an effort to put a Subgrantee on the path to continuous improvement.

This year NDEE intends to continue its work to begin the implementation of core competency requirements for all program personnel at both the state and Subgrantee levels. Training will be targeted to provide personnel skills, knowledge, and the ability to perform weatherization program activities effectively.

NDEE will expand the monitoring activities of Subgrantees to include the percentage and types of efficiencies/improvement actions required as a result of on-site inspection activities.

#### V.7 Health and Safety

The average per dwelling expenditure of financial assistance provided under WAP for labor, weatherization materials, and related matters may not exceed \$8,497 statewide in Program Year 2024 (starting July 1, 2024), as per the U.S. Department of Energy's Weatherization Program Notice 24-1. Historically, Nebraska has not limited H&S investment to a per-unit cost, but it has allocated 23.5 percent of its annual allocations to cover H&S-related expenditures.

In PY2024, a per dwelling unit threshold for Health and Safety expenditures of \$1,800 has been established, based on historical data. Units that do not exceed the \$1,800 threshold limit are not required to receive additional NDEE review. If the Health and Safety cost exceeds the \$1,800 threshold or remediation limits associated with minor conditions in H&S categories NDEE reviews the unit on a case-by-case basis. These case-by case decisions are made according to the facts associated with the particular situation in the dwelling unit, the proposed cost(s) of the work and the future H&S and/or energy impact on the client.

**U.S. Department of Energy**  
Weatherization Assistance Program (WAP)  
STATE PLAN / MASTER FILE WORKSHEET  
**Grant Number:** EE0009914, **State:** NE, **Program Year:** 2024  
**Recipient:** State of Nebraska

Please see the USDOE approved Nebraska Weatherization Field Guide and Installation Standards, Section 2 for Nebraska’s WAP Health and Safety Plan for Single Family Homes and Manufactured Homes. (Links to be posted on the Nebraska Department of Environment and Energy website.  
<http://dee.ne.gov/Publica.nsf/pages/22-045>)

**The Nebraska PY2024 Health and Safety Plan is a separate attachment to this document.**

**V.8 Program Management**

**V.8.1 Overview and Organization**

The Nebraska weatherization assistance program (WAP) is administered by Department of Environment and Energy (NDEE), a code agency of the State of Nebraska Executive Branch. NDEE is the Grantee agency for the state of Nebraska for USDOE Formula Grant funding and is a Subawardee of the Nebraska Department of Health & Human Services on USDHHS LIHEAP funding for the weatherization assistance portion of that state funding. NDEE also administers Nebraska's State Energy Program (SEP) as well as the Dollar & Energy Savings Loan (DESL) program. All NDEE energy assistance programs are housed in the Planning & Aid Division.

The Department of Environment and Energy is the administrator of these two funds that are passed-through to seven (7) Community Action Agencies and NDEE is currently in a RFP process to secure a provider for Douglas County. The subgrantees accept applications, prioritize clients based on priority level and perform the weatherization work on dwellings.

**V.8.2 Administrative Expenditure Limits**

10 CFR §440.18(e) permits Subgrantees receiving less than \$350,000 in federally appropriated Low Income WAP funds to receive up to an additional 5% share of administrative funds. The Nebraska Department of Environment and Energy will use this provision in the 2024 Program Year.

**V.8.3 Monitoring Activities**

***The Nebraska PY2024 Training and Technical Assistance and Monitoring Activities Plan is a separate attachment to this document.***

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

***The Nebraska PY2024 T&TA and Monitoring Plan is a separate attachment to this document.***

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:	20.0
Percent of budget allocated to Crew/Installer trainings:	60.0
Percent of budget allocated to Management/Financial trainings:	20.0

**U.S. Department of Energy**  
Weatherization Assistance Program (WAP)  
STATE PLAN / MASTER FILE WORKSHEET  
**Grant Number:** EE0009914, **State:** NE, **Program Year:** 2024  
**Recipient:** State of Nebraska

---

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

Nebraska will not use any grant funds for energy crisis relief during the 2024 Program Year.

# TRAINING AND TECHNICAL ASSISTANCE (T&TA) PLAN TEMPLATE

## 1.0 – GENERAL INFORMATION

COMMENTS THAT DO NOT GENERALLY FIT INTO THE AVAILABLE TABLES BELOW

ENTER ADDITIONAL H&S INFORMATION HERE

- Not all training outlined will be paid with DOE funds. We will be using LIHEAP funding to cover some of the training costs.

## 2.0 – OVERALL T&TA PLAN

YOUR OVERALL T&TA PLAN MUST INCORPORATE SUGGESTIONS AND FEEDBACK THE FOLLOWING ELEMENTS.

### FEEDBACK FROM INTERNAL AND EXTERNAL REVIEWS, EXAMPLES INCLUDE:

- FEEDBACK FROM DEPARTMENT OF ENERGY (DOE) PROJECT OFFICER (PO) MONITORING VISITS
- INTERNAL STATE AUDITS
- GRANTEE MONITORING OF THE SUBGRANTEES
- OFFICE OF INSPECTOR GENERAL (OIG) REPORTS
- AMERICAN CUSTOMER SATISFACTION INDEX FEEDBACK, AND
- OTHER. EXAMPLES INCLUDE:
  - TRAINING FEEDBACK
  - TRAINING RETENTION ACTIVITIES
- The NeWAP Network strives to provide our clients with work that meets the most progressive industry standards and technologies. Meeting this goal requires that everyone within the network work to provide staff with the best training options and formats available. Those training formats and options that meet the requirements of the various job types/descriptions within the network including, but are not limited to:
  - Federal and regional training workshops and conferences,
  - Job specific on-line trainings,
  - NeWAP Quarterly Working Group meetings/trainings that cover:
    - Programmatic, auditing and technical changes,
    - issues or concerns being noted through in-field monitoring and/or Energy Audit Reviews
    - issues or concerns being noted as part of the annual energy consumption evaluation, and
    - changes, updates or concerns associated with the NeWAP database system.
  - In-field trainings incorporated into the In-Progress Monitoring completed by the WAP Technical Monitors
- NDEE incorporates the following suggestions and feedback when developing the statewide T&TA Plan:
  - Grant requirements
  - Feedback from Department of Energy (DOE) Project Officers (PO) and monitoring reports
  - Grantee Technical, Programmatic & Fiscal Monitoring Reports of the Subrecipients
  - Subrecipient submitted questions and training requests
  - Quarterly Weatherization Working Group Meetings
  - Subrecipient feedback
  - American Customer Satisfaction Index survey feedback
  - Public Comment received during the Public Comment period for the DOE State Plan
  - WAP Policy Advisory Council (PAC) feedback

EXISTING OR PLANNED ACCREDITED TRAINING CENTER PARTNERSHIP OR WORKING RELATIONSHIP.

At this time, the Nebraska WAP (NeWAP) network has a BPI Certified Quality Control Inspector on staff at all Subgrantee agencies. Additionally, the majority of Subgrantees have an experienced Energy Auditor on staff, a number of which are BPI Certified or in the process of earning their certification. The relatively low demand for additional Energy Auditor and/or Quality Control Inspector training in Nebraska makes it more cost-effective for the NeWAP to outsource this training and testing to IREC Accredited Programs with BPI Energy Auditor/QCI Certified trainers, testers and facilities to receive quality training. Historically NeWAP BPI certified staff have met these Comprehensive Training requirements through Santa Fe Community College, the Energy and Environmental Training Center of Kansas City, the Montana Weatherization Training Center or Indiana Community Action Association and those working relationships will continue.

**PREPARATIONS FOR FUTURE/UPCOMING PROGRAM REQUIREMENTS, EXAMPLES INCLUDE:**

- **UPDATED STANDARD WORK SPECIFICATIONS (SWS)**
- **MIGRATION TO ONLINE WEATHERIZATION ASSISTANT**
- **INCLUSION OF SPECIFIC LANGUAGE FROM WEATHERIZATION PROGRAM NOTICES (WPN)**

- The Nebraska WAP *Retrofitting Nebraska Installation Standards for Single Family and Manufactured Housing Field Guide* was submitted to DOE for review and approved and the NeWAP received an Updated Approval of the *State of Nebraska Energy Audit Procedures for Site-Built Single Family, Manufactured Housing, and Small Multi-Family for the Weatherization Assistance Program* with an Effective Date of 6/2/2021 and an Expiration Date of 6/2/2026. Nebraska Grantee staff provided all subgrantees with electronic copies of the approved Field Guide and Installations and the updated NeWAP Policies and Procedures in a Quarterly Working Group meeting.
- To date grantee technical staff participated in the online Train-the-Trainer event provided by Oakridge National Laboratory (ORNL), made state-specific training modifications and completed NeWAP set-up, supply and fuel cost libraries, worked with Sub-Grantee Weatherization Managers to establish Agency specific staff designations and audit access options and provided in-house training of all NeWAP energy auditing and administrative staff. Grantee technical staff continues to work with subgrantee and ORNL staff based on the following timelines and dates:

<b>Training/Wav10 Event</b>	<b>Description</b>	<b>Scheduled Date</b>
Train-the-Trainer event provided by ORNL	NDEE Technical Staff attended the training to learn the options for starting the transition	March 8, 2023 - Completed
NDEE Technical Staff working with Sub-Grantee Weatherization Managers	NDEE technical staff to make state-specific training modifications and complete NeWAP specific set-up, supply and fuel cost libraries	April - July 1, 2024 - Continuing
Documentation Submittal	Submit set-up libraries, supply libraries and fuel cost libraries to DOE for review and approval	Working with ORNL on "sharing" options. DOE submission planned for March 1, 2024
Add Agency Administrator Staff into Nebraska Specific WAv10 website	Work with Sub-Grantee Weatherization Managers to establish Agency specific staff designations and audit access options	July 2023 - Completed
Hands-on training of NeWAP Subgrantee Energy Auditor and	In-house training of all NeWAP energy auditing and administrative staff	January 23 & 24, 2024 - Completed

Administrative Staff		
Hands-on trainings	For new network hires	February & March 2024
Final NeWAP Technical Staff conversion meeting/update	In conjunction with the NeWAP Quarterly Working Group Meeting.	March 2024
Work with ORNL to begin data conversion and aggregation	Statewide WA web-based site available for use (wa-xx.ornl.gov)	April 1, 2024
Determine if NeWAP Policy Changes are required	NDEE Technical Staff will complete and review sub-grantee audits and determine whether fuel-switching or other audit options will require NeWAP Policy Changes	March thru June 2024
Wav8.9 to Wav10 Transition	Agencies will begin running Energy Audits in both Wav8.9 and Wav10 until NDEE and/or ORNL believes the sub-grantee staff is prepared for full web-based conversion.	February thru March 2024
Final Transition Day	The network is completely transitioned to Wav10	May 1, 2024

- All Weatherization Program Notices are provided to the Subgrantee’s Weatherization Program Managers for the appropriate dissemination among their staff. WPN information requiring specific language or field work changes will be distributed to all Subgrantee management through monthly Subgrantee virtual meetings. Information will also be provided to technical staff in Quarterly Working Group meetings or if needed in **Specific** “hands-on” trainings throughout the program year.

**WHAT PROTOCOLS ARE IN PLACE WHICH ENSURE UNTRAINED STAFF ARE NOT LEFT WITHOUT SUPERVISIONS DURING FIELD OPERATIONS?**

The Nebraska WAP requires Grantee, Subgrantee or sub-contracted staff, paid with weatherization funds, be supervised for all work activities until all appropriate training is completed and/or certification requirements are met. No untrained, unsupervised field staff are allowed on-site to perform weatherization activities. Below are the training/certifications requirements for completing on-site work without direct supervision:

- Energy Auditor/QCI Staff:
  - Each Subgrantee to have on staff at least one BPI Energy Auditor (EA)/Certified Quality Control Inspector (QCI) or contract inspections with an individual(s) with the required EA/QCI Certifications. Subgrantees replacing or hiring new EA/QCI staff must be certified or have the knowledge, skills and abilities to meet the Job Task Analysis (JTA) requirements and to secure their certification within six months of their hire date.
- Field Staff:
  - All existing field staff must have been trained, or in the case of new hires be trained, in the appropriate training covering their appropriate JTA, as developed by Everblue in conjunction with BPI, through the NeWAP Badges Program or an IREC certified facility (on-line or in-person).
  - Replacement or new hires must receive their training within six months of their hire date and be supervised by trained and/or certified staff until such time that skills are satisfactorily demonstrated, and any required certifications are received.
  - All existing technical and field staff must be RRP Certified. Subgrantees replacing or hiring new technical, or field chief staff must be certified or have the knowledge, skills and abilities to secure their certification within six months of their hire date or be supervised by RRP trained/certified staff until such time certification is received.
- Training will be made available to all field staff as per Section 4.0.

<b>PARTNERSHIPS WITH THE STATEWIDE HOME PERFORMANCE INDUSTRY ON TRAINING ISSUES; IF APPLICABLE.</b>
<p>The NDEE Training and Technical Assistance plan reflects the current DOE Energy Auditor/Quality Control Inspector Weatherization Assistance Program initiatives while looking forward to implementing future program requirements that will allow Nebraska’s WAP network to meet all of the BPI Home Energy Professional Certifications. During PY2024-2025 and beyond, the Nebraska WAP will make all training opportunities available, for a fee that covers the cost of the training, to individuals, organizations and other interested parties that are not members of the Nebraska WAP Network.</p>
<b>HOW DOES ANALYSIS CONDUCTED, AS DETAILED IN SECTION V.6 OF THE ANNUAL APPLICATION, INFLUENCE THE DEVELOPMENT OF T&amp;TA ACTIVITIES AND PRIORITIES?</b>
<ul style="list-style-type: none"> <li>• Program technical monitoring activities (in-progress and QCI) provide NDEE Monitors the opportunity to note and document specific Subgrantee, crew or contractors’ inconsistencies or concerns and allows them to provide/schedule on-site or Specific trainings to help alleviate any deficiencies. Examples of these types of past training opportunities include sidewall core density testing, CAZ testing (on-site and in group format) with newer, less experienced field staff, and on-site blower door testing with crews/contractors that have provided dubious testing results.</li> <li>• The results of the Nebraska WAP Annual Consumption Evaluations are provided to all program Subgrantees during one of the program’s Quarterly Working Group (QWG) meetings. The individual Subgrantee, as well as the state-wide, results are discussed with technical staff to evaluate “trends” being experienced by specific Subgrantees or within the program as a whole. Following the QWG meeting each agency is provided with each of their reviewed client charts, that shows the energy use impact of the weatherization services on their home. Subgrantee’s review the client file associated with the chart(s) provided to help to educate their crews and/or contractors regarding the impact of the completed work and to address non-beneficial trends that they may be experiencing. The results of the Nebraska WAP Annual Consumption Evaluation are used by NDEE to develop training options or focus on missed energy-efficiency opportunities within the network to ensure upward savings trends. (i.e. providing trainings/information regarding ASHRAE 62.2 calculations and adding Refrigerator Replacement as an additional electric savings ECM when the percentage of state-wide electric savings was reduced in conjunction with the full program implementation of ASHRAE 62.2).</li> </ul>

<b>3.0 – WORKFORCE CREDENTIALS</b>
<b>DESCRIBE THE FOLLOWING ASPECTS OF YOUR T&amp;TA PLAN RELATED TO WORKFORCE CREDENTIALS.</b>
<b>FEDERALLY REQUIRED CREDENTIALS. EXAMPLES INCLUDE:</b>
<ul style="list-style-type: none"> <li>• <b>ENVIRONMENTAL PROTECTION AGENCY LEAD RENOVATION, REPAIR, AND PAINTING PROGRAM</b></li> <li>• <b>HOME ENERGY PROFESSIONALS QUALITY CONTROL INSPECTOR CERTIFICATION</b></li> </ul>
<ul style="list-style-type: none"> <li>• The Nebraska WAP requires:             <ul style="list-style-type: none"> <li>○ Each Subgrantee to have on staff at least one BPI Certified Quality Control Inspector or to contract inspections with an individual(s) with the required QCI Certifications.</li> <li>○ All existing Subgrantee technical, field staff and, contractors to be RRP Certified.</li> </ul> </li> </ul>



<ul style="list-style-type: none"> <li>○ All Subgrantee technical and field staff to be trained in the appropriate training covering the Home Energy Professional Certifications, as developed by BPI, that most closely represents their job duties.</li> </ul>
<b>GRANTEE/STATE REQUIRED CREDENTIALS. EXAMPLES INCLUDE:</b>
<ul style="list-style-type: none"> <li>● <b>BUILDING PERFORMANCE INSTITUTE BUILDING ANALYST</b></li> <li>● <b>GRANTEE-DEVELOPED CERTIFICATIONS</b></li> </ul>
The Nebraska WAP has no additional national or Grantee-developed credentialing requirements.
<b>SUBGRANTEE/LOCAL REQUIRED CREDENTIALS. EXAMPLES INCLUDE:</b>
<ul style="list-style-type: none"> <li>● <b>CONTRACTOR LICENSING</b></li> </ul>
The State of Nebraska currently does not require state-wide or local jurisdictional licensing of contractors, excluding electricians, but numerous local jurisdictions do have local licensing requirements for specific construction trades that are involved in implementing weatherization work. NeWAP Policies and Procedures require subgrantees to develop and maintain a separate contractor file for each contractor that includes a checklist(s) of all required documentation to assist in NDEE and/or federal monitoring reporting. Required documentation includes, but is not limited to: General Liability Insurance, Proof of Worker’s Compensation Insurance or documentation of Sole Proprietorship with no employees, current signed contract, Current Contractor’s Registration with the State of Nebraska, Current Electrical, Plumbing and Mechanical Licenses (as applicable) Proof of being a Lead Renovator Firm and Proof of Completing Lead Renovator Training.
<b>INDUSTRY REQUIRED CREDENTIALS. EXAMPLES INCLUDE:</b>
<ul style="list-style-type: none"> <li>● <b>EQUIPMENT/MATERIAL MANUFACTURE CERTIFICATION</b></li> <li>● <b>VENDOR CERTIFICATION</b> (E.G. EQUIPMENT/MATERIAL MANUFACTURE CERTIFICATION, VENDOR CERTIFICATION)</li> </ul>
The Nebraska WAP has no additional equipment, vendor, or manufacturer credentialing requirements.
<b>PROCESS FOR MAINTAINING WORKFORCE CREDENTIALS</b>
The Nebraska WAP incorporates the following into the NeWAP <i>Policies and Procedures Manual</i> to help ensure and/or maintain Subgrantee staff workforce credentials: <ul style="list-style-type: none"> <li>○ Subgrantees replacing or hiring new QCI staff must be certified or have the knowledge, skills and abilities to meet the JTA requirements and to secure their certification within six months of their hire date.</li> <li>○ When subgrantees replace or hire new field staff they must be trained in the appropriate JTA, as developed by BPI, through an IREC facility (on-line or in-person) within six months of their hire date.</li> <li>○ Subgrantees technical staff replacement or new hires must receive training, in the Home Energy Professional Certifications, as developed by BPI, that most closely represents their job duties within six months of their hire date.</li> </ul>
<b>HOW CREDENTIALS ARE TRACKED</b>
<ul style="list-style-type: none"> <li>○ NDEE tracks all attendees of trainings that have been provided through the Nebraska WAP network since 2010 and to track all Nebraska WAP network staff member trainings (per Subgrantee) who have completed additional virtual trainings or have received BPI QCI and EA Certifications.</li> <li>○ NDEE communicates in Quarterly Working Group meetings with Subgrantees regarding their staff training needs and possible new hire training requirements and will also collect individual Subgrantee training information requiring specific language or field work changes will be distributed to all Subgrantee management through monthly Subgrantee virtual progress and update meetings.</li> <li>○ NDEE staff will continue to update the training and certification spreadsheets and make modifications</li> </ul>

that will assist in tracking initial certifications, training, certification maintenance and continuing education requirements.

## 4.0 – TRAINING

GRANTEES HAVE TWO OPTIONS TO DESCRIBE THEIR TRAINING.

- A) USE THE EMBEDDED SPREADSHEET\* TO IDENTIFY AND DESCRIBE THE TRAINING SCHEDULE FOR GRANTEE AND SUBGRANTEE STAFF. INCLUDE TECHNICAL AND NON-TECHNICAL TRAINING.
- B) OR USE THE FIELDS BELOW TO IDENTIFY AND DESCRIBE THE TRAINING SCHEDULE FOR GRANTEE AND SUBGRANTEE STAFF. INCLUDE TECHNICAL AND NON-TECHNICAL TRAINING.

GRANTEE'S ARE TO INCLUDE THE FOLLOWING IN THEIR DESCRIPTIONS REGARDLESS OF WHAT OPTION IS BEING USED TO DESCRIBE THEIR TRAINING PLAN:

- SPECIFY WHETHER ATTENDANCE IS MANDATORY, AND THE RAMIFICATIONS FOR NON-COMPLIANCE.
- SPECIFY IF THE T&TA PLAN SPANS MULTIPLE PROGRAM YEARS (PY), INDICATE WHICH TRAININGS ARE INTENDED IN THE CURRENT PY AND WHICH ARE PLANNED FOR FUTURE PYS.

\* THE EMBEDDED SPREADSHEET, IF COMPLETED AT THE END OF THE YEAR TO RECORD DELIVERED TRAINING, CAN BE USED AS DOCUMENTATION FOR THE REQUIRED ANNUAL T&TA REPORT. DOUBLE CLICK TO OPEN SPREADSHEET. ENTER INFORMATION AND CLOSE. IT WILL AUTOMATICALLY SAVE YOUR INFORMATION



### TTA Planning and Reporting Template F

#### PROGRAMMATIC/ADMINISTRATION TRAINING

- FINANCIAL (I.E. 2 CFR 200)
- MANAGEMENT (I.E. 10 CFR 440)
- Meeting NeWAP production and quality goals requires everyone within the network work to provide staff with the best training options and formats available. Those training formats and options that meet the requirements of program management and fiscal job types/descriptions within the network including, but are not limited to:
  - Federal and regional training workshops and conferences regarding the requirements associated with 2 CFR 200 and 10 CFR 440,
  - NeWAP Quarterly Working Group (QWG) meetings/trainings that cover programmatic updated regarding Weatherization,
- Subgrantees who have attended relevant conferences will be asked to provide a brief description of relevant issues at the QWG following the conference,
- Issues, changes, updates or concerns associated with the NeWAP database system and information submittal is address as part of the annual Fiscal Monitoring

**COMPREHENSIVE TECHNICAL TRAINING ALIGNED TO THE JOB TASK ANALYSIS (IDENTIFY AT WHAT INTERVALS WORKERS WILL RECEIVE REGULAR, COMPREHENSIVE TRAINING AS REQUIRED BY WEATHERIZATION PROGRAM NOTICE (WPN) 15-4)**

- QUALITY CONTROL INSPECTOR
- ENERGY AUDITOR
- CREW LEAD
- RETROFIT INSTALLER/TECHNICIAN

The Nebraska WAP is committed to increasing the network's expertise and numerous program technical training opportunities and hands-on training opportunities have been conducted with the goal to maximize energy savings, minimize production costs, improve quality of work, and foster management expertise.

***Energy Auditor/Quality Control Inspectors:***

As a result of this commitment, each Subgrantee in the Nebraska WAP network has on staff at least one BPI Certified Energy Auditor (EA)/ Quality Control Inspector (QCI) with the required EA/QCI Certifications, and the majority of have an experienced Energy Auditor (BPI Certified) on staff. Any additional required Energy Auditor/Quality Control Inspector trainings will be outsourced to facilities where the network can receive quality training by an IREC Accredited Program with BPI Certified Trainers and Testers where Certification in these areas can be provided. The low demand for the Energy Auditor and Quality Control Inspector training in Nebraska makes it more feasible to outsource these training at random intervals, as needed, at this time.

***Installer and Crew Chief Field Staff:***

NDEE has also contracted with Everblue to provide access to the NeWAP Network to their LMS: Moodle Learning Management System (LMS) Hosting and Technical Support Annual aka *Weatherization Badge Program*. Which includes access to 25 Badges and associated micro badges, individual progress tracking reports. Everblue directly links the LMS system to the Nebraska Weatherization NeWAP Field Guide Installation Standards with appropriate NDEE Logos. All subgrantee field staff will be required to complete appropriate badge training/certification and their individual progress will be tracked and monitored within the system.

Subgrantees are also encouraged to include eligible field staff in weatherization industry conferences, trainings and workshops to help to ensure that the Nebraska Network operates to meet the most progressive industry standards and technologies.

**SPECIFIC TECHNICAL TRAINING**

- TOPICS IDENTIFIED DURING MONITORING VISIT(S)
- ENERGY MODELING
- HEALTH & SAFETY. ALL H&S TOPICS IN WPN 22-7 REQUIRE SOME LEVEL OF TRAINING FOR ALL AFFECTED WORKERS, THE FREQUENCY OF THIS TRAINING IS A GRANTEE DECISION. EXAMPLES INCLUDE:
  - AIR CONDITIONING AND HEATING SYSTEMS
  - ASBESTOS
  - BIOLOGICALS AND UNSANITARY CONDITIONS
  - BUILDING STRUCTURE AND ROOFING
  - CODE COMPLIANCE
  - COMBUSTION GASES
  - ELECTRICAL
  - FORMALDEHYDE, VOLATILE ORGANIC COMPOUNDS (VOCs), FLAMMABLE LIQUIDS, AND OTHER AIR POLLUTANTS

- FUEL LEAKS
- GAS RANGE/OVENS
- HAZARDOUS MATERIALS DISPOSAL
- INJURY PREVENTION OF OCCUPANTS AND WEATHERIZATION WORKERS
- LEAD BASED PAINT
- EPA’S LEAD RENOVATION, REPAIR & PAINTING PROGRAM (RRP)MOLD/MOISTURE
- PESTS
- RADON
- SAFETY DEVICES
- VENTILATION AND INDOOR AIR QUALITY
  - AMERICAN SOCIETY OF HEATING REFRIGERATION AND AIR-CONDITIONING ENGINEERS (ASHRAE)
- WINDOW REPAIR, DOOR REPAIR
- WORKER SAFETY
  - OSHA
- ADDITIONAL TOPICS AS DESCRIBED IN HEALTH & SAFETY PLAN
- CLIENT EDUCATION (TRAINING WORKERS TO CONDUCT CLIENT EDUCATION). EXAMPLES INCLUDE:
  - ENERGY SAVINGS STRATEGIES
  - PROGRAM-SPECIFIC INFORMATION. EXAMPLES INCLUDE:
    - WHAT TO EXPECT
    - ADDITIONAL RESOURCES
  - HEALTH & SAFETY ISSUES

**Subgrantee technical staff:**

**Subgrantee technical staff:** Specific Training will be delivered to the network state-wide based on the specific training type and the facility needs. Specific Trainings, required based on job designation, will be scheduled at random intervals as needed and may include, but not be limited to, the following:

Anticipated Specific Trainings	Staff Required	Training Requirement
Lead Safe Weatherization – RRP Certification	All Field Staff	Mandatory
Mobile Home Weatherization and Duct Pressures	All Field Staff	Voluntary
CAZ Testing	EA/QCI/Crew Chief	Mandatory
ASHRAE 62.2 Updates and Requirements	EA/QCI	Mandatory
NEAT/MHEA Web-based Trainings	EA/QCI	Mandatory
Blower Door Guided Air Sealing	All Field Staff	Voluntary
Installing and Testing Dense Pack Insulation	All Field Staff	Voluntary
Quarterly Technical Working Groups	Technical & Programmatic Staff	Mandatory
HVAC Inspections and Testing	EA/QCI	Voluntary
Badge Training Program	All Field Staff	Mandatory
BPI Energy Auditor & QCI Trainings & Certifications	EA/QCI	Mandatory

In the case of both Comprehensive and Specific Training, opportunities will be available for a fee, to cover the cost of training, to individuals and organizations that are not members of the Nebraska WAP Network.

Additionally, specific training needs will be addressed as identified during inspections and monitoring completed by NDEE Technical Monitors, the Building Program Specialist, Federal Aid Administrator, NDEE Grant Section Supervisor and USDOE Project Officers.

**CONFERENCES. EXAMPLES INCLUDE:**

<ul style="list-style-type: none"> <li>• ENERGY OUTWEST</li> <li>• BUILDING PERFORMANCE ASSOCIATION</li> <li>• NATIONAL ASSOCIATION FOR STATE AND COMMUNITY SERVICE PROVIDERS</li> <li>• COMMUNITY ACTION PARTNERSHIP</li> </ul>
<p>NDEE Technical Monitors, Building Program Specialist and Subgrantee Technical Staff will attend (as needed) weatherization industry conferences, trainings, and workshops to ensure that the Nebraska Network operates to meet the most progressive industry standards and technologies and to meet EA/QCI re-certification CEU requirements. Information provided as part of those trainings will be shared with all members of the Nebraska WAP through various training activities, Quarterly Working Group meetings and onsite inspections.</p> <p>NDEE and Subgrantee management and fiscal staff will attend industry related conferences, trainings, workshops, and grant management webinars to increase their knowledge, skills and abilities in grant administration. Examples would be continued participation in training and webinars that address grant administration, such as the NASCSP Annual Conference and the Energy Out West Conference.</p>
<b>OTHER, PLEASE SPECIFY:</b>
DESCRIBE OTHER TRAINING ACTIVITIES HERE

<h2 style="margin: 0;">5.0 – TECHNICAL ASSISTANCE</h2> <p style="margin: 0; font-size: small;">DESCRIBE THE TECHNICAL ASSISTANCE ACTIVITIES INCLUDED IN THE T&amp;TA BUDGET CATEGORY.</p>
<b>PROGRAMMATIC/ADMINISTRATION SUPPORT</b>
<p>Technical Monitors, a Building Program Specialist, a Federal Aid Administrator III and the Grants Section Supervisor are responsible for providing technical assistance, completing monitoring and evaluating the operation of the Nebraska WAP Subgrantees as per required in WPN 20-4. NDEE believes that strong internal systems, oversight, training and technical assistance are essential to enable Subgrantees to achieve the objectives of the Nebraska WAP and will ensure quality weatherization work and adequate financial and programmatic management controls. NDEE combines onsite inspections on in-progress units with an extensive training and technical assistance program and administrative, fiscal and technical monitoring to identify areas where more specific training is required to:</p> <ul style="list-style-type: none"> <li>• improve work quality,</li> <li>• improve delivery of program services, and</li> <li>• to correct Subgrantee administrative and management problems.</li> </ul>
<b>TECHNICAL SUPPORT</b>
<p>NEWAP Technical Monitors and the Building Program Specialist are responsible for completing inspections and providing technical assistance activities as part of the Program Monitoring and Compliance Strategy. Technical assistance provided may include but is not limited to:</p> <ul style="list-style-type: none"> <li>• staff training,</li> <li>• policy interpretation,</li> <li>• State Plan and Field Guide &amp; Installation Standards clarification,</li> <li>• working with Subgrantees to address deficiencies, and</li> <li>• training Subgrantees on new and existing weatherization techniques.</li> </ul> <p>Training is essential for staff development and is provided on an ongoing basis to upgrade the quality of service delivered by the WAP Technical Monitors. Each monitor is expected to research and attend training opportunities offered through the Nebraska WAP Training Network, which will enable them to gain additional knowledge and skills in building science principals, weatherization technology, furnace technology, and diagnostic equipment.</p>

All NDEE monitoring including, onsite Quality Control Inspections, onsite In-progress inspections, desktop Energy Audit Reviews, Programmatic and Financial reviews of the NeWAP subgrantees are performed in an impartial and complete manner.

Technical Monitoring activities includes but are not limited to:

- **Onsite Inspection of In-progress Units** completed by NDEE Technical Monitors that are BPI Certified Quality Control Inspectors to provide technical guidance or assistance to Subgrantees and to verify compliance with program installation requirements. Some Subgrantees are monitored each month, while others are monitored more infrequently depending on production and identified needs to address quality and/or health and safety concerns. A minimum of 10 percent of weatherized homes for each Subgrantee will be completed with additional inspections completed if recurring inconsistencies are experienced.
- **Quality Control Inspections** on units submitted for reimbursement to NDEE as per Section 3 of WPN 22-4. These inspections will include, but not be limited to diagnostic testing, client file review and energy audit review. Five (5) percent or greater of all completed units will be inspected for each Subgrantee that utilizes a separate Energy Auditor and Quality Control Inspector. Ten (10) percent or greater of all completed units will be inspected for each Subgrantee that utilizes one person to perform both the Energy Auditor and Quality Control Inspections. Twenty (20) percent or greater of all completed units will be inspected for each Subgrantee that uses a Quality Control Inspector who works on no more than two thirds of the jobs. At least one third of the jobs must be inspected by someone who did not work on the job.
- **File Review Monitoring** completed on every weatherized home receiving an In-Progress or Quality Control Inspection.
- **Desktop Energy Audit Reviews** completed on audits submitted with reimbursement requests to ensure the appropriate audit tool is used, input values are appropriate, energy efficiency measures are identified and implemented according to SIR's for appropriate measures.
- February 1, 2018, NDEE implemented a more accountable process for NeWAP Technical Monitoring reporting and follow-up procedures. NDEE Technical Monitors started a process where after they have completed an in-progress monitoring or a QCI monitoring visit, they write-up a report to the Subgrantee identifying any findings, concerns, recommendations, commendations, or best practices, and identify any corrective actions that are required. The report will be reviewed and signed by the NDEE Grant Section Supervisor and sent to the Subgrantee within 30 days of the monitoring visit. The Subgrantee has 30 days to respond and resolve any corrective actions if needed. NDEE will utilize a tracking spreadsheet and use the NDEE online database to ensure all follow-up on Technical Monitoring has been completed in a timely manner.

The NDEE Building Program Specialist also completes a **Desktop Energy Audit Reviews** on weatherized homes. The audits are reviewed to ensure that the appropriate audit tool is used, input values are in accordance with program requirements, energy efficiency measures identified based on SIR's are implemented, etc. Issues and concerns associated with the reviews are discussed in the Quarterly Working Group and any procedural changes are incorporated into the audit process.

**Administration/Fiscal Compliance Monitoring** is an extremely important aspect of weatherization program management and NDEE believes that a successful monitoring program improves Subgrantee operations, identifies problems early enough for corrective action, promotes quality work and is essential in assisting Subgrantees in fulfilling program objectives.

- The Federal Aid Administrator conducts an Administrative/Fiscal Compliance Monitoring annually with each Subgrantee consisting of both an administrative review and a fiscal review. Prior to monitoring the Federal Aid Administrator will review the Subgrantees required annual audit and previous year's Administration and Fiscal Compliance Monitoring to ensure the Subgrantee has resolved any findings from these audits and monitoring.  
The financial review will include:
  1. A check of the contract files against contract procedures
  2. Sample journal entries
  3. Inventory reconciliation
  4. Cost categories
  5. Administrative expenses
- The program administration review will include:
  1. The outreach support level and client application process
  2. Reviewing client files for compliance with all federal and state WAP rules and regulations regarding mandated documentation of: household income, client certification of eligibility, owner/landlord permission for weatherization, rent declaration, fuel release statement, inspection statement, lien/debt statement, a complete Building Check & Job Order form/site-specific audit, complete material cost information, funding source designation, final quality control inspection and client release
  3. Client certification and prioritization system
  4. Inspection/quality control systems
  5. Subcontracting system
  6. Review of goals for serving elderly, disabled, and families with Children under 6 years old, high-energy use and high-energy burden
  7. Review of procurement systems
- A minimum of 10% of all USDOE unit client files completed in the time period being reviewed during the Program Compliance Administrative/Fiscal Monitoring visit will be examined. NDEE staff will review Subgrantee management systems to ensure compliance with rules, regulations, and mandated file documentation. Material records will be examined and inventory will be inspected to verify the adherence to Federal specifications. The financial review will encompass the examination of all completed programs not previously reviewed.
- NDEE will issue a report within thirty (30) calendar days to the Weatherization Program Director, Agency Executive Director and the Board President detailing the monitoring findings along with recommendations for Subgrantee improvement. The Subgrantee is required to respond within thirty (30) calendar days with a corrective action plan that includes steps to be taken to address findings identified during the onsite monitoring. NDEE Program Monitors and staff will follow-up during onsite visits to ensure that the corrective actions are implemented as directed.

***Administrative/Fiscal Monitoring Schedule for PY 2024-2025:***

- **Blue Valley Community Action**  
April 2025
- **Central Nebraska Community Action Partnership**  
October 2024
- **Northeast Nebraska Community Action Partner**  
November 2024
- **Community Action Partnership of Lancaster and Saunders Counties**  
February 2025

- **Community Action Partnership of Mid Nebraska**  
June 2025
- **Northwest Community Action Partnership**  
May 2025
- **Southeast Nebraska Community Action Partnership**  
March 2025
- **Douglas County**  
TBD once provider is determined.

**Resolution Strategy**

NDEE issues administrative/fiscal compliance monitoring reports to the Subgrantee Weatherization Program Director, Agency Executive Director and the Board President detailing the monitoring findings within thirty (30) calendar days after the monitoring visit along with recommendations for Subgrantee improvement. The Subgrantee is required to respond within thirty (30) calendar days with a corrective action plan that includes steps to be taken to address findings identified during the onsite monitoring. NDEE Administrative and Fiscal Compliance Monitor and staff will follow-up during onsite visits to ensure that the corrective actions are implemented as directed.

**HEALTH & SAFETY SUPPORT ACTIVITIES**

**Quarterly Working Group**

Meetings attended by technical staff personnel from each Subgrantee with NDEE staff provide training opportunities to discuss technical and administrative issues, specific problems, innovative solutions, and program direction. Technical Working Group meetings will continue to meet on a quarterly basis in PY2024-2025 and will communicate regularly on an as needed basis through email or by conference call.

**Lead Safe Weatherization Training**

Lead safe weatherization training, as needed, will be offered through the Nebraska WAP Training Network during the PY 2024-2025. NDEE will continue to ensure that WAP Network staff and crews receive training and ongoing technical assistance regarding Lead-Safe Weatherization work practices through the WAP Training Network and through monthly site visits to observe Lead Safe Weatherization practices of crews and contractors.

**Lead Safe Weatherization Site Visits**

NDEE Technical Monitors make periodic unannounced site visits to homes that are being weatherized to observe that the required lead-safe work practices are being used by crews and contractors. This is an opportunity to clarify and demonstrate best practices related to lead-safe weatherization.

**MONITORING**

**WHAT PERCENTAGE OF T&TA FUNDING IS ALLOCATED TO MONITORING? (IF DEFINED IN SECTION B OF THE BUDGET DETAILS WITHIN THE ANNUAL APPLICATION, INCLUDE THAT WITHIN YOUR DESCRIPTION BELOW.)**

The staff responsible for technical monitoring are listed by their position title and percentage of funds associated with administrative or technical monitoring by each person under this award. (This is not a percentage of all awards, such as LIHEAP and USDOE funding, but based on how it is paid as a percentage when working on monitoring activities related to this award.)

NDEE administrative/fiscal personnel:

- Grant Section Supervisor: 20% administrative/80% T & TA
- Federal Aid Administrator: 20% administrative/80% T & TA

NDEE Technical Monitoring Personnel:

- Building Program Specialist: 20% administrative/80% T & TA
- Two (2) Environmental Specialist II: 20% administrative/80% T & TA



- One (1) Environmental Specialist III: 20% administrative/80% T & TA

NDEE anticipates the following funding allocation percentage for Technical, Programmatic and Fiscal Monitoring activities:

- 20% administrative/80% T & TA

The NDEE Monitoring Strategy includes the following monitoring and program review activities for each Subgrantee:

<b>Nebraska Department of Environment and Energy Program Monitoring and Compliance Strategy</b>				
<b>Monitoring/Review Activity</b>	<b>Purpose</b>	<b>Conducted by:</b>	<b># of Units</b>	<b>Frequency</b>
Onsite Inspection of in-progress units	Provide technical guidance or assistance to Subgrantees on in-progress projects. Includes lead safe monitoring, training, and/or technical assistance.	(3) WAP Technical Monitors/Certified Quality Control Inspectors	10% of all units for each Subgrantee	Monthly or every other month as needed to reach targeted percentage of units per Subgrantee.
Onsite badge training and verification	Incorporate the Nebraska WAP Badges training and verification program into the network and verify trainee certifications in the tracking tool.	(3) WAP Technical Monitors/Certified Quality Control Inspectors and Building Program Specialist	N/A	Monthly or as needed based on Subgrantee field staff new hire dates
Quality Control Inspection	Quality Control Program Inspections including final diagnostic testing, or on-site monitoring of completed units submitted for reimbursement to NDEE. Includes client file review and energy audit review.	(3) WAP Technical Monitors/Certified Quality Control Inspectors	At least 10% of all completed units.  20% of all units for subgrantees that use the option to allow Quality Control Inspectors to work on no more than two thirds of the jobs.	Monthly
On-Site File Review Monitoring	Subgrantee agency office client files	(3) WAP Technical Monitors/Certified Quality Control Inspectors  and  Federal Aid Administrator	File review for each completed project that receives an onsite inspection and during annual Program Compliance Fiscal Monitoring.	Monthly or every other month to ensure that file review is completed for every unit inspected by a WAP Technical Monitor. Annual during Program Compliance Fiscal Monitoring.

Lead Safe Weatherization	Assure that lead-safe procedures are implemented as required.	(3) WAP Technical Monitors	n/a	At least once per quarter/per sub-grantee and per crew/contractor.
Program Compliance Administrative/ Fiscal Monitoring	Comprehensive review of Subgrantee program administration including a financial review and a systems monitoring.	Federal Aid Administrator	n/a	At least once annually for each Subgrantee.
Desktop Energy Audit Review	Review energy audits submitted with reimbursement requests to ensure the appropriate audit tool is used, input values are appropriate, energy efficiency measures are identified and implemented according to SIR's for appropriate measures.	Building Program Specialist  and  WAP Technical Monitors/Certified Quality Control Inspectors	10% of all completed units	Sampling from Reimbursement Requests

**OTHER, PLEASE SPECIFY**

**PERFORMANCE AND RISK ASSESSMENT**

NDEE Technical monitors complete both In-Progress and QCI monitoring visits followed-up by reports identifying any findings, concerns, questioned costs, missed measures, quality control concerns or Health & Safety violations and require corrective action. These reports are included in a risk assessment that looks at not only the Technical Monitoring but Fiscal and Program Compliance Monitoring(s) as well. Based on the results of these Monitoring's and Risk Assessment, NDEE can designate a subgrantee as Vulnerable or At-Risk and adjust the amount of desktop monitoring, on-site visits and the number of units inspected for each agency. Subgrantees designated as Vulnerable can receive an increased monitoring of 10% until such time as the Agency has corrected its deficiencies. While an At-Risk designation increases the monitoring an additional 10%, again until it has corrected its deficiencies or puts its funding At-Risk. Additional monitoring visits may be required based on the severity and frequency of noncompliance.

In situations where inspectors are found not upholding the high quality of work expectations or are approving work, which is not consistent with the Nebraska's SWS Field Guide, inspectors and subrecipients will be notified in writing. Corrective action plans may be required to be developed and implemented based on the severity and frequency of noncompliance. Increased monitoring percentage and frequency may be required. Concerns will be tracked to resolution. Repeat offenders may be suspended or disqualified from conducting final inspections for the NDEE.

## 6.0 CLIENT EDUCATION

**DESCRIBE WHAT CURRENT AND PLANNED CLIENT EDUCATION MATERIALS AND/OR ACTIVITIES ARE INCLUDED IN THE T&TA BUDGET CATEGORY. ONLY THOSE PAID FOR WITH T&TA FUNDS NEED TO BE MENTIONED.**

**NOTE: THIS DOES NOT INCLUDE TRAINING WORKERS TO DELIVER CLIENT EDUCATION. THIS SHOULD BE DESCRIBED IN THE TRAINING SECTION, ABOVE.**

CLIENT EDUCATION ACTIVITIES PRIOR TO, DURING AND AFTER WEATHERIZATION WHICH ADDRESS THE WEATHERIZATION PROCESS AND ENERGY SAVINGS DETAILS

The Nebraska WAP approach to client education has been designed to enhance program participants' understanding of home energy efficiency improvements, to increase energy savings, and to contribute to the ongoing effectiveness of installed weatherization measures. Educational materials prepared by NDEE and federal program initiatives are provided to our Subgrantees to provide important client education to each WAP client. Subgrantees will be required to provide (at a minimum) the following client educational materials in verbal and written format:

- Prior to Weatherization
  - Radon Informed Consent/Consent to Perform Work Form WX6
  - Home and Safety Home Screening Questionnaire Form WX7
  - Renovate Right (occupants of all buildings built pre-1978)
  - Lead Hazard Pre-Renovation Form WX3
  - Health and Safety Checklist Form WX8
- During Weatherization
  - Weatherization Deferral Notice Form WX4
  - A Brief Guide to Mold, Moisture and Your Home
  - Nebraska Mold Assessment and Release Form WX5
  - EPA's a Citizen's Guide to Radon
  - Combustion Equipment Safety Fact Sheet
- Following Weatherization
  - Nebraska Weatherization Program — Even More Dollar and Energy Savings Brochure
  - ASHRAE 62.2 Fact Sheet
  - Consumer Product Safety Asbestos Fact Sheet

NDEE developed Weatherization Forms and Factsheets are available for download to all Subgrantees and program clients on the NDEE website.

Additionally, during PY 2024-2025 the NeWAP will work and provide assistance, as requested with the National Renewable Energy Laboratory'd (NREL), in the development of client education resources. NeWAP's existing client education resources have been provided to NREL for their review, input, and use (as needed). It is our belief that our use of NeWAP's current resources, used in association with NREL's planned informational and format updates, will help educate NeWAP's clients about energy efficiency that will help them to continue to save valuable energy resources into the future, well beyond the impact being created by the weatherization work.

CLIENT EDUCATION ACTIVITIES REGARDING H&S ISSUES AS INDICATED IN WPN 22-7

- AIR CONDITIONING AND HEATING SYSTEMS
- ASBESTOS
- BIOLOGICALS AND UNSANITARY CONDITIONS
- BUILDING STRUCTURE AND ROOFING
- CODE COMPLIANCE
- COMBUSTION GASES
- ELECTRICAL
- FORMALDEHYDE, VOLATILE ORGANIC COMPOUNDS (VOCs), FLAMMABLE LIQUIDS, AND OTHER AIR POLLUTANTS
- FUEL LEAKS

- GAS RANGE/OVENS
- HAZARDOUS MATERIALS DISPOSAL
- INJURY PREVENTION OF OCCUPANTS AND WEATHERIZATION WORKERS
- LEAD BASED PAINT
- EPA’S LEAD RENOVATION, REPAIR & PAINTING PROGRAM (RRP)MOLD/MOISTURE
- PESTS
- RADON
- SAFETY DEVICES
- VENTILATION AND INDOOR AIR QUALITY
  - AMERICAN SOCIETY OF HEATING REFRIGERATION AND AIR-CONDITIONING ENGINEERS (ASHRAE)
- WINDOW REPAIR, DOOR REPAIR
- WORKER SAFETY
  - OSHA
- ADDITIONAL TOPICS AS DESCRIBED IN HEALTH & SAFETY PLAN

Nebraska WAP Subgrantees provide on-site, electronic and hardcopy educational resources to clients including, but not limited to, the following topics:

**Air Conditioning and Heating Systems**

- Discuss appropriate use and maintenance of units.
- Provide all paperwork and manuals for any installed equipment.
- Where combustion equipment is present, provide a copy of the Combustion Equipment Safety FACTSheet describing how to avoid backdrafting.
- When bulk fuel tanks are not removed as part of the weatherization work, discuss and provide information on proper disposal.
- When deferral is necessary information is provided to the client, in writing, describing conditions that must be met in order for weatherization to commence with a copy of this notification placed in the client file.

**Asbestos**

- Inform the client in writing if suspected Asbestos Containing Materials (ACMs) are present and what precautions will be taken to ensure the occupants’ and workers’ safety during weatherization.
- Instruct client in writing not to disturb suspected ACMs.
- Provide a copy of the Asbestos FACTSheet information to the client.
- When deferral is necessary, provide information in writing describing conditions that must be met in order for weatherization to commence.

**Biologicals and Unsanitary Conditions**

- Inform client in writing of observed conditions.
- Provide information on how to maintain a sanitary home.
- When deferral is necessary, provide information in writing describing conditions that must be met in order for weatherization to commence.

**Building Structure and Roofing**

- Notify client in writing of structurally compromised areas.
- When deferral is necessary, provide information in writing describing conditions that must be met in order for weatherization to commence.

**Code Compliance**

- Inform client in writing of observed code compliance issues when it results in a deferral.
- When deferral is necessary, provide information in writing describing conditions that must be met in order for weatherization to commence.

**Combustion Gases**

- Provide the client with a copy of the Combustion Equipment Safety FACTSheet with combustion safety and hazards information.

#### Electrical

- When electrical issues are the cause of a deferral, provide information to client on over-current protection, overloading circuits, and basic electrical safety/risks.

#### Formaldehyde, Volatile Organic Compounds (VOCs), Flammable Liquids, and other Air Pollutants

- Inform client in writing of observed hazardous condition and associated risks.
- Provide client written materials on safety and proper disposal of household pollutants.
- When deferral is necessary, provide information in writing describing conditions that must be met in order for weatherization to commence.

#### Fuel Leaks

- Inform client in writing if fuel leaks are detected.

#### Gas Range/Ovens

- Inform client of the importance of using exhaust ventilation when cooking and the importance of keeping burners clean to limit the production of CO.
- Provide the client with a copy of the Combustion Equipment Safety FACTSheet.
- Provide client with verbal and written information on the use of the CO detector.

#### Hazardous Materials Disposal

- Inform client in writing of hazards associated with hazardous waste materials being generated/handled in the home.

#### Injury Prevention of Occupants and Weatherization Workers & Worker Safety

- Inform client in writing of observed condition/hazard and its associated risks.
- When deferral is necessary, provide information in writing describing conditions that must be met in order for weatherization to commence.

#### Lead Based Paint and EPA's Lead Renovation, Repair & Painting Program (RRP)Mold/Moisture

- Follow pre-renovation education provisions for RRP.
- When deferral is necessary, provide information in writing describing conditions that must be met in order for weatherization to commence.
- Provide a copy of the Weatherization Deferral Notice completed by the Weatherization Representative and signed by the client or building owner.

#### Pests

- Inform client in writing of observed condition and associated risks.
- When deferral is necessary, provide information in writing describing conditions that must be met in order for weatherization to commence.

#### Radon

- Provide all clients EPA's *A Citizen's Guide to Radon* and inform them of radon related risks.
- Review with all clients the radon informed consent/consent to perform work form. The form must be signed with a copy of the included in the client file prior to receiving weatherization services.

#### Safety Devices

- Provide the client with verbal and written information on the use of smoke detectors, propane detectors and CO detectors.
- Provide the client with a copy of the Combustion Equipment Safety FACTSheet.

#### Ventilation and Indoor Air Quality and the American Society of Heating Refrigeration and Air-Conditioning Engineers (ASHRAE)

- Provide client with information on function, use, and maintenance (including location of service switch and cleaning instructions) of ventilation system and components.
- Provide client with equipment manuals for installed equipment.
- Include disclaimer that ASHRAE 62.2 does not account for high polluting sources or guarantee indoor air quality.

- Provide the client with a copy of the ASHRAE 62.2 FACTSheet.  
Window Repair, Door Repair
- Provide information on lead risks wherever issues are identified.

## **PY 2024-2025**

### **Weatherization Readiness Funding Plan**

#### **Distribution of Funds**

The Department of Environment and Energy (NDEE) will distribute the Weatherization Readiness Funding (WRF) among the states existing Subgrantees utilizing the formula allocation, with a weighted average based on population, used for the Annual Weatherization Funding.

#### **Priority for Service Delivery**

Clients will continue to serve clients by date of application submission, by priority, and by county. For deferred homes, the following Priority List shall be considered when prioritizing the delivers of WRF services:

1. The number of issues associated with the deferral,
2. The number of possible Energy Efficiency Measures impacted by the use of WRF, for example:
  - a. Roof Repairs will allow for the completion of three Attic Insulation ECMs and a Kneewall Insulation Measure,
  - b. Addressing missing electrical switch places and a missing electrical box cover allows for the completion of Exterior Wall Insulation ECMs, Attic Insulation Measures and Kneewall Insulation Measures,
  - c. Completing water leak repairs from the plumbing system or from drainage issues results in the completion of a Foundation Insulation ECM, a Sillbox Insulation and a Floor Insulation,
- 3) The estimated cost associated with correcting the deferral issue and the extent of damage (i.e. limited termite damage, small leaks, percentages of missing siding or trim),
3. The time elapsed since the deferral, and
4. The date of construction of the home, older homes (constructed before 2000) should be given higher priority.

#### **Average Cost per Unit (WRF ACPU)**

The NeWAP WRF Average Cost per Unit (WRF ACPU) is \$15,000.00. Units that exceed the \$5,000 limit must receive preapproval from the NDEE prior to implementation of WRF implementation.

#### **Funding Restrictions and/or Limitations**

In PY 2024, the use of Weatherization Readiness Funding (WRF):

- Is only available for use on Only Owner-Occupied Homes
- Is limited for Cleanup or Remediation purposes; including but not limited to Lead paint, Asbestos (confirmed or suspected, including vermiculite), mold and/or moisture, etc. Subgrantees that plan to install drywall and/or joint tape/finish, utilizing WRF, must be reviewed and approved by NDEE on a case-by-case basis, prior to implementation.
- Is limited for the installation of missing drywall and joint tape/finish and is only allowed when it directly impacts the implementation of an ECM and to ensure accurate blower door testing on the unit can be completed. Subgrantees that plan to install drywall and/or joint tape/finish, utilizing WRF, must be reviewed and approved by NDEE on a case-by-case basis, prior to implementation.

#### **Subgrantee Monitoring**

Each subgrantee is required to perform a Final Inspection on work performed with WRF funding to ensure that the completed work is satisfactory, allows for the completion of weatherization work and

meets state, local and agency code and contractual requirements. Documentation is required to be kept in each client file as evidence that a final inspection has been performed.

### **Grantee Monitoring**

NDEE monitors will complete inspections of Subgrantee submitted WRF units as part of the onsite in-progress and Quality Control Inspections discussed and quantified in the Nebraska Department of Environment and Energy Program Monitoring and Compliance Strategy (table) in Section 5.0 – Technical Assistance of this PY 2024-2025 Annual Plan.

### **Subgrantee Tracking**

Subgrantees will continue to work with the NDEE to develop a Deferral Tracking system, as part of the NDEE database system, which will 1) provide a consistent tracking across the NeWAP system, 2) be used in the development of the Avoided Deferrals Summary of the Monitoring and Leveraging Report discussed below and 3) will provide Subgrantee and Grantee managers with data that will be used in program development for possible future funding opportunities.

### **Grantee Tracking**

NDEE will track use the NDEE database system to track and provide, as part of the Monitoring and Leveraging Report, an Avoided Deferrals Summary of all units in PY 2024-2025 that utilize the WRF. The Summary will include the number of dwelling units made weatherization ready with these funds and for each building or unit the following information will be provided:

- Year of construction,
- Housing Type (site-built single family, manufactured housing),
- Nature of repairs needed which prohibit weatherization (where applicable, identify multiple repairs or remediation reasons for a single building). Including but not limited to:
  - Roof repair/replacement
  - Wall repair (interior or exterior)
  - Ceiling repair
  - Floor repair
  - Foundation or subspace repair
  - Exterior drainage repairs (e.g., landscaping or gutters)
  - Plumbing repairs
  - Electrical repair
  - DOE WRF expenditure per unit and building; and,
  - Leveraged fund expenditure per unit and building (i.e., funds such as LIHEAP, HUD, nonfederal, etc. braided with DOE WRF to make building weatherization ready)



# Weatherization Grantee Health and Safety (H&S) Plan- *Optional Template* State of Nebraska Weatherization Assistance Program

## 1.0 – GENERAL INFORMATION

**Additional information that does not fit neatly in one of the other sections of this document.**

The average per dwelling expenditure of financial assistance provided under WAP for labor, weatherization materials, and related matters may not exceed \$8,497 statewide in PY 2024-2025 WAP Program. As per the U.S. Department of Energy’s Weatherization Program Notice 24-1. Historically, Nebraska has not limited H&S investment to a per-unit cost, but it has allocated between 20-23 percent of its annual allocations to cover H&S related expenditures. A per dwelling unit limit for Health and Safety expenditures of \$1,800 has been established, based on historical data. Units may exceed the \$1,800 limit if approved in advance by the Nebraska Department of Environment and Energy (NDEE) on a case-by-case basis.

1. Please see the USDOE approved Nebraska Weatherization Field Guide and Installation Standards, Chapter 2 for Nebraska’s WAP Health and Safety requirements for Single Family, Small Multi-Family and Manufactured Homes. *(Links to be posted on the Nebraska Department of Environment and Energy website <http://dee.ne.gov/Publica.nsf/pages/22-045>)*
2. Subgrantees requesting approval to exceed any Health & Safety limits need to submit the correct NeWAP Health & Safety request form, written request and bidding documentation to the NDEE weatherization technical staff for review and approval prior to implementation.

## 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&S EXPENDITURE 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.**

Historically, Nebraska has not limited Health & Safety investments in a home to a “per-unit dollar cost” but allocates between 20-23 percent of its annual allocation to cover Health & Safety related expenditures in homes state-wide. This annual percentage allocation is reviewed and evaluated annually by NDEE staff.

Based on this review the DOE PY 2024-2025 the estimated state-wide per dwelling unit limit Health & Safety expenditure is \$1,800. Units may exceed the \$1,800 limit if approved in advance by NDEE on a case-by-case basis.

See Measure Matrix Attachment

**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.**



Measure Matrix  
Final.xlsx

## **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.**

Incidental repairs are those repairs necessary for the effective performance or preservation of weatherization materials and are not Health and Safety measures and accordingly would not be charged as such.

Minor wall, attic, or roof repairs to preserve installed insulation shall be deemed an IRM, and not H&S. Minor repairs are those that can be corrected following IRM rules when the cost is associated with the ECM.

## 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**

- Prior to any on-site inspection work being scheduled in a home, sub-grantee intake personnel will assist clients in completing a Weatherization Client Questionnaire and a Health & Safety Home Screening Questionnaire (WX7) as part of the application process.

- The questionnaire provides information on health concerns and/or issues such as non-working furnaces, foundation issues, leaks, debris, pet/pest issues, broken glazing, etc. in the home that impact not only the client’s safety but the safety of weatherization workers.
- The questionnaire will be included in the client file for future reference.

**Procedure for determining whether occupants suffer from health conditions which may be negatively impacted by the act of weatherizing their dwelling**

- If it is determined through the Health & Safety Home Screening Questionnaire that someone in the home is sensitive to a product that may be or is intended to be used during the weatherization process, the sensitivity must be documented in the file and, if possible, an alternative product may be used. If no successful alternative is found, the weatherization of the home may proceed without completion of the measure with no impact on weatherization measures with lower SIRs, with prior Nebraska Department of Environment and Energy approval.

**Procedure for addressing potential health concerns including pre-existing health conditions when they are identified**

- When a client’s health is fragile and/or the weatherization activities would constitute a health or safety hazard, the occupants at risk will be required to leave the home during the activities and requested to return at least 1 hour (or a reasonable time as determined by the installers) after installers are scheduled to leave to allow for clean-up and/or appropriate ventilation of the home.
- Weatherization funds cannot be used to relocate clients or reimburse them for such costs incurred as a result of the requirement to leave during the day. If the client is unable to leave the home and the intended work may exacerbate an occupant’s health condition, the home may need to be deferred.
- Sub-grantees must take all reasonable precautions against performing work on homes that would subject clients to Health & Safety risks.

**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 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 type="checkbox"/>	

### **Air Conditioning**

- Repair of air conditioning systems or heat pump is an allowable Health & Safety Cost. Replacement or installation of air conditioning system is not an allowable Health & Safety Cost.
  - A maximum \$500 may be spent to repair heat pumps and central air conditioning systems, although approval to exceed this limitation will be reviewed on a case-by-case basis by the Nebraska Department of Environment and Energy *prior* to any work being implemented.
  - In renter occupied homes, if the cost to repair the central air conditioner or heat pump exceeds \$1,500, the owner may repair or replace the unit. However, if the central air conditioner or heat pump is replaced in accordance with the requirements of this Field Guide and Installation Standards, the Nebraska Weatherization Assistance Program (NeWAP) may contribute a maximum of \$1,500 to the replacement cost.
- Use proper protocols (Manual J, NEAT/MHEA outputs, etc.) based on post-weatherization housing characteristics, including installing mechanical ventilation, when installing or replacing a heating or cooling appliance.

### **Heating Systems**

- "Red tagged", inoperable or non-existent primary heating system replacement, repair, or installation is an allowable H&S Cost.
- Repair or replacement of heating systems is an allowable Health & Safety Cost.
  - A maximum \$500 may be spent to repair heating systems, although approval to exceed this limitation will be reviewed on a case-by-case basis by the Nebraska Department of Environment and Energy *prior* to any work being implemented.
  - In renter occupied homes, if the cost to repair the heating system exceeds \$1,500, the owner may repair or replace the unit. However, if the heating system is replaced in accordance with the requirements of this Field Guide and Installation Standards, the Nebraska Weatherization Assistance Program (NeWAP) may contribute a maximum of \$1,500 to the replacement cost.
- Use proper protocols (Manual J, NEAT/MHEA outputs, etc.) based on post-weatherization housing characteristics, including installing mechanical ventilation, when installing or replacing a heating or cooling appliance.
- Unsafe primary units must be repaired, replaced and removed, or rendered inoperable, or deferral is required.
- Replacement or Repair of gas-liquid-fueled space heater is not allowed.
- Gas-liquid-fueled space heater units that conform to the safety standards on ANSI Z21.11.2 may remain as back-up heat sources.
- Units that do not meet ANSI Z21.11.2 must be removed, and properly disposed of, prior to weatherization but may remain until a replacement heating system is in place.
- Gas-liquid-fueled space heater units that conform to the safety standards on ANSI Z21.11.2, but are not operating safely, must be removed and properly disposed of.
- A gas-liquid-fueled space heater that remains in a completed single-family house after weatherization shall:
  - Not have an input rating in excess of 40,000 Btu/hour;
  - Not be located in, or obtain combustion air from sleeping rooms, bathrooms, toilet rooms, or storage closets, except:
    - One listed wall-mounted space heater in a bathroom if permitted by the authority having jurisdiction which:
      - has an input rating that does not exceed 6,000 Btu/hour;
      - Is equipped with an oxygen-depletion sensing safety shut-off system; and
      - The bathroom has adequate combustion air;
    - One listed wall-mounted space heater in a bedroom if permitted by the authority having jurisdiction which:
      - has an input rating that does not exceed 10,000 Btu/hour;
      - Is equipped with an oxygen-depletion sensing safety shut-off system; and
      - the bathroom has adequate combustion air.

### **Combustion Appliances**

- Combustion safety testing is required when combustion appliances are present.

- A backdraft test must be performed at the time of Initial Inspection, the Quality Control and at the end of each workday (utilizing Daily Safety Test Out (DSTO) Form WX10) in which envelope or duct sealing measures have been performed, if the project will require more than one day, on all vented naturally drafting combustion appliances.

**Solid-Fuel Burning Appliances**

- A backdraft test must not be performed on solid fuel burning appliances.

**Allowable Actions**

Allowed with DOE WAP H&S Funds

Allowed with Alternative Funds

- Repair of air conditioning systems, which do not qualify as an ECM, is an allowable H&S cost as follows:
  - A maximum of \$500 may be spent to repair heat pumps and central air conditioners in owner occupied unit, although approval to exceed this limitation will be reviewed on a case-by-case basis by the Nebraska Department of Environment and Energy *prior* to any work being implemented.
  - In renter occupied homes, if the cost to repair the central air conditioner or heat pump exceeds \$1,500, the owner may repair or replace the unit. However, if the central air conditioner or heat pump is replaced in accordance with the requirements of the Field Guide and Installation Standards the NeWAP may contribute a maximum of \$1,500 toward the replacement cost.
- Repair or replacement of heating systems is an allowable Health & Safety Cost.
  - A maximum \$500 may be spent to repair heating systems, although approval to exceed this limitation will be reviewed on a case-by-case basis by the Nebraska Department of Environment and Energy *prior* to any work being implemented.
  - In renter occupied homes, if the cost to repair the heating system exceeds \$1,500, the owner may repair or replace the unit. However, if the heating system is replaced in accordance with the requirements of this Field Guide and Installation Standards, the Nebraska Weatherization Assistance Program (NeWAP) may contribute a maximum of \$1,500 to the replacement cost.

**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

### **Air Conditioning**

- N/A

### **Heating Systems**

- Verify that systems are present, operable, and performing correctly.
- Run DOE-approved audit to determine if the system can be installed as an energy conservation measure (ECM) prior to replacement as a Health & Safety measure.
- For combustion equipment, inspect chimney and flue and test for Combustion Appliance Zone (CAZ) depressurization.

### **Combustion Appliances**

- NeWAP subgrantees must complete CAZ testing on all areas within a home that contain one or more atmospherically vented combustion appliances.
- CAZ testing must be completed on all weatherized homes, at the time of the initial and quality control inspections, with all testing results documented in the client file using the CAZ Depressurization Test (Form WX9).
- 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 venting type.
- Inspect venting of combustion appliances and confirm adequate clearances.
- Combustion safety testing is required when combustion appliances are present.
- Test naturally drafting appliances for draft and spillage under worst case conditions before and after air tightening.
- NeWAP subgrantees must verify and document in each client file that each Combustion Appliance Zone in a weatherized home has adequate combustion air supply.

### **Solid-Fuel Burning Appliances**

- 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 that it adheres to the applicable code or local authority having jurisdiction. Appliances must be inspected pre- and post-weatherization.
- The inspection shall include, but not be limited to:
  - System clearances to combustibles, inside and outside of the home.
  - The type and condition of the flooring material where the unit is installed.
  - Visual signs of wear or missing or malfunctioning components.
  - Evidence of ash deposit build-out.
  - Evidence of creosote build-up.
  - Signs of structural failure.
  - Evidence of blockage, restriction, leakage, corrosion and/or flame roll-out.
  - Visual evidence of soot on the walls, mantel or ceiling or hearth.

### **Gas Fireplaces**

*Non-sealed combustion* type fireplace that vents into a conventional chimney with or without a pre-constructed liner.

- A spillage test is required and is to be performed when the CAZ is under worst case depressurization.
  - Complete test by using a smoke stick and moving it directly in front of the fireplace in a traverse-like pattern.
  - Any spillage after one minute is a failure.
  - If spillage occurs under worst case depressurization, spillage testing would then be performed under natural conditions.
- CO is to be tested in ambient air directly in front of and above the fireplace if the inspector is unable to place the test probe in the exhaust vent or exterior termination point.

*Sealed combustion insert.*

- A spillage test is not required, but it is recommended to use a smoke stick directly in front of the fireplace while operating. Any sign of spillage may indicate an issue and should be appropriately documented.



- CO is to be tested in ambient air directly in front of and above the unit if the inspector is unable to place the test probe in the exhaust vent or exterior termination point.

**Gas Stoves**

- If the gas stove is specified for use as a heating appliance:
  - A spillage test is required and is to be performed when the CAZ is under worst case depressurization.
    - Any spillage after one minute is a failure.
    - If spillage occurs under worst case depressurization, spillage testing would then be performed under natural conditions.
  - If the vent pipe is accessible, carbon monoxide testing is required.
  - If the vent pipe is accessible, draft testing is required.

**Wood Fireplaces and Pellet Stoves**

- Non-sealed combustion type and venting into a conventional chimney.
  - A backdraft test must not be performed on wood fireplaces and pellet stoves.
  - A spillage test must not be performed on wood fireplaces and pellet stoves.
  - CO tests must not be performed on wood fireplaces and pellet stoves.

**Cooking Stoves/Ovens**

- Inspect cooking burners for operability and flame quality.

**Grantee Combustion Testing Action Levels**

Cooling Systems

- N/A

Heating Systems and Combustion Appliances

- The NeWAP requires Energy Auditors and Quality Control Inspectors to complete combustion, spillage and efficiency testing and compare those results to the BPI 1200 (2017) Standard and to follow all Action Levels associated with the Standard.

Solid Fuel Burning Appliances - **homes containing wood, gas or pellet fireplaces and/or stoves**

- must be evaluated for the weatherization impact of their operation on other combustion appliances. A blower door must be set to run at 300 CFM (set up as for depressurization testing) to mimic the worst-case airflow dynamics likely when a fireplace or stove is in use.
- If spillage occurs in the other combustion appliances under the worst-case depressurization test, spillage testing would then be performed under natural conditions and Carbon Monoxide Detectors will be installed, as per manufacturer's instructions, located adjacent to the fireplace and the back-drafting appliance.

**Grantee Woodstove & Fireplace inspection/testing policy including actions/limits**

Concur with DOE Guidance

Alternative Guidance

- Manufactured homes that have non-manufactured home, or incorrectly installed solid fuel combustion heating systems must be deferred.
- Fireplaces must be inspected pre- and post-weatherization.
- The inspection shall include, but not be limited to:
  - System clearances to combustibles, inside and outside of the home.
  - The type and condition of the flooring material where the unit is installed.
  - Visual signs of wear or missing or malfunctioning components.
  - Evidence of ash deposit build-out.
  - Evidence of creosote build-up.
  - Signs of structural failure.
  - Evidence of blockage, restriction, leakage, corrosion and/or flame roll-out.
  - Visual evidence of soot on the walls, mantel or ceiling or hearth.
- Assessing solid fuel fired appliances involves inspecting the venting/chimney and the overall installation to ensure it adheres to applicable state and local codes.
- State code requires that the flue areas and chimney requirements of masonry fireplaces meet the following requirements:
  - Flue area requirements of masonry fireplaces (excluding sealed combustion/direct vented units) must meet the following requirement:
    - Round chimney flues shall have a minimum cross-sectional area of at least 1/12 of the fireplace opening.
    - Square chimney flues shall have a minimum cross-sectional area of at least 1/10 of the fireplace opening.
    - Rectangular chimney flues with an aspect ratio less than 2 to 1 shall have a minimum cross-sectional area of at least 1/10 of the fireplace opening.
    - Rectangular chimney flues with an aspect ratio of 2 to 1 or more shall have a minimum cross-sectional area of at least 1/8 of the fireplace opening.
  - Chimney terminations must extend at least 2 feet higher than any portion of a building within 10 feet but shall not be less than 3 feet above the highest point where the chimney passes through the roof.
  - Appropriate chimney caps and/or rain caps must be in place.
- Homes with fireplaces and solid fuel fired appliances that do not meet state and local code requirements regarding flue area and chimney terminations must not be weatherized.
- Homes with fireplaces and solid fuel fired appliances that are indicated in the pre-inspection of having any deficiency that could cause an unsafe condition must not be weatherized.
- Weatherized homes containing wood, gas or pellet fireplaces and/or stoves must be evaluated for the impact of their operation on other combustion appliances. A blower door must be set to run at 300 CFM (set up as for depressurization testing) to mimic the worst-case airflow dynamics likely when a fireplace or stove is in use.
- If spillage occurs in the other combustion appliances under the worst-case depressurization test, spillage testing would then be performed under natural conditions and Carbon Monoxide Detectors will be installed, as per manufacturer's instructions, located adjacent to the fireplace and the back-drafting appliance.

**Required Occupant Education**

Concur with DOE Guidance

Alternative Guidance

- When deferral is necessary, provide information to the client, in writing, describing conditions that must be met in order for weatherization to commence. A copy of this notification must also be placed in the client file.
- Discuss appropriate use and maintenance of units.
- Provide all paperwork and manuals for any installed equipment.
- Where combustion equipment is present, provide a copy of the Combustion Equipment Safety Factsheet describing how to avoid back drafting.
- When bulk fuel tanks are not removed as part of the weatherization work, discuss and provide information on proper disposal.
- Where combustion equipment is present, provide safety information regarding how to recognize depressurization.

## 6.2 – Asbestos (Confirmed and/or Presumed Asbestos Containing Material)

### Required Actions

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

As per the NeWAP Policies and Procedures Manual:

- The presence of asbestos or suspected asbestos containing material (ACM) in a weatherization home requires Subgrantees to take reasonable and necessary precautions to prevent asbestos contamination in the home.
- In homes where a friable suspected ACM is found, as determined by an appropriately trained crew leader, auditor or inspector or testing is present, the sub-grantee must take precautionary measures as if it contains asbestos, utilize personal air monitoring and follow the following requirements based on the location/type of suspected ACM material.

### Grantee ACM policy

#### In siding, walls, ceilings, etc.

- In homes where a friable suspected ACM is located, as determined by an appropriately trained crew leader, auditor or inspector or testing, is present the sub-grantee must take precautionary measures as if it contains asbestos, such as utilizing personal air monitoring.
- In homes with asbestos siding, as determined by an appropriately trained crew leader, auditor or inspector or testing, is present and in good condition weatherization work may continue.

#### In vermiculite

- If the presence of asbestos has been previously confirmed or if the sub-grantee believes that vermiculite insulation is present, when blower door tests are performed, it must be performed using pressurization instead of depressurization.

#### On pipes, furnaces, or other small, covered surfaces

- An appropriately trained crew leader, auditor or inspector shall complete an initial visual inspection of all surfaces and subsurfaces, piping, and equipment for a suspected ACM.
- Assume asbestos is present in suspect covering materials.
- In homes where friable suspected ACM is present the sub-grantee must take precautionary measures as if it contains asbestos, such as utilizing personal air monitoring and blower door testing must not be completed.
- In homes with asbestos present, encapsulated and in good condition weatherization work may continue.

### Grantee Blower Door Testing Policy When Suspected ACM Exists

#### In siding, walls, ceilings, etc.

- In homes where friable suspected ACM siding, as determined by an appropriately trained crew leader, auditor or inspector or testing, is present, blower door testing, using positive pressure techniques, must be completed.
- In homes with asbestos siding, as determined by an appropriately trained crew leader, auditor or inspector or testing, is present and in good condition, blower door testing, using either negative or positive pressure techniques, must be completed.

#### In vermiculite

- If the presence of asbestos has been previously confirmed or if the sub-grantee believes that vermiculite insulation is present, when blower door tests are performed, it must be performed using pressurization instead of depressurization.

#### On pipes, furnaces, or other small, covered surfaces

- In homes where friable suspected ACM, as determined by an appropriately trained crew leader, auditor or inspector or testing, is present blower door testing must not be completed.
- In homes with asbestos, as determined by an appropriately trained crew leader, auditor or inspector or testing, is present, encapsulated and in good condition blower door testing, using either negative or positive pressure techniques, must be completed

### Allowable Actions

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

**In siding, walls, ceilings, etc.**

- In homes where asbestos siding is present and in good condition installing dense-pack insulation from the exterior is allowed.
- In homes where asbestos siding is present and in bad condition wall insulation measure work must be completed from the interior of the home.
- Removal of siding is allowed to perform energy conservation measures; however, precautions must be taken not to damage the siding. Asbestos siding should never be cut, sanded or drilled. Where possible, insulate the exterior walls through the interior of the home.

**In vermiculite**

- The costs associated with vermiculite/asbestos testing is an eligible Health & Safety expenditure, to specified expenditure limits and when AHERA sample testing is conducted by a certified tester.

**Prohibited Actions**

Concur with DOE Guidance

**In siding, walls, ceilings, etc.**

- The costs associated with testing, abatement or replacement with new siding are not eligible expenditures in the NeWAP.

**In vermiculite**

- The costs associated with vermiculite abatement or encapsulation are not eligible expenditures in the NeWAP.

**On pipes, furnaces, or other small, covered surfaces**

- In homes where friable suspected ACM, as determined by an appropriately trained crew leader, auditor or inspector or testing, is present the costs associated with asbestos testing, abatement or encapsulation not eligible expenditures in the Nebraska Weatherization Assistance Program.

**Required Testing/Inspection**

Concur with DOE Guidance <input 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 type="checkbox"/>
---	--

- Visual inspections of all surfaces and subsurfaces, piping and equipment for suspected ACM.

**Allowable Testing/Inspection**

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

- AHERA sample testing may be conducted by a certified tester and the cost of sample testing and asbestos training requirements may be charged to the Health & Safety budget category.
  - Subgrantees are limited to a maximum cost of \$300 for vermiculite testing.

**Required Occupant Education**

Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>
--	---

- Inform the client, and landlord if applicable, in writing if suspected ACMs are present and what precautions will be taken to ensure the occupants' and workers' safety during weatherization.
- Inform the client, and landlord if applicable, of results if testing is performed.
- Instruct client in writing not to disturb suspected ACM.
- Provide a copy of the Asbestos Factsheet information to the client.
- When deferral is necessary, provide information in writing describing conditions that must be met in order for weatherization to commence

**6.3 – Biologicals and Unsanitary Conditions**

**Required Actions**

Concur with DOE Guidance <input 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 type="checkbox"/>
---	--

<ul style="list-style-type: none"> <li>Deferral may be necessary where conditions (odors, bacteria, raw sewage, rotting wood, etc.) in the home pose a health risk to occupants and/or weatherization workers. Or maybe worsened and not resolved by weatherization activities.</li> </ul>		
<b>Allowed Actions</b>		
Allowed with DOE WAP H&S Funds <input checked="" type="checkbox"/>	Allowed with Alternative Funds <input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Remediation of <b>minor</b> conditions that may lead to or promote biological concerns and unsanitary conditions is allowed. Subgrantees are limited to a maximum cost of \$300 to remediate these <b>minor</b> conditions, although approval to exceed this limitation will be reviewed on a case-by-case basis by the Nebraska Department of Environment and Energy <b>prior</b> to any work being implemented.</li> </ul>		
<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 type="checkbox"/>	
<ul style="list-style-type: none"> <li>Sensory and visual inspection of interior, exterior, attics and basements.</li> </ul>		
<b>Prohibited Testing/Inspection</b>		
Concur with DOE Guidance <input checked="" type="checkbox"/>		
<ul style="list-style-type: none"> <li>Testing or addressing bacteria, viruses or major biological and/or unsanitary conditions <b>is not</b> an allowable reimbursable cost.</li> </ul>		
<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>Inform client in writing of observed conditions.</li> <li>Provide information on how to maintain a sanitary home.</li> <li>When deferral is necessary, provide information in writing describing conditions that must be met in order for weatherization to commence.</li> </ul>		

<b>6.4 – Building Structure and Roofing (e.g., roofing, wall, foundation)</b>		
<b>Allowable Actions</b>		
Allowed with DOE WAP H&S Funds <input checked="" type="checkbox"/>	Allowed with Alternative Funds <input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Subgrantees are limited to a maximum cost of \$300 to implement minor repairs when necessary to effectively weatherize the home. Approval to exceed this limitation will be reviewed on a case-by-case basis by the Nebraska Department of Environment and Energy prior to any work being implement.</li> </ul>		
<b>Prohibited Actions</b>		
Concur with DOE Guidance <input checked="" type="checkbox"/>		
<ul style="list-style-type: none"> <li>Building rehabilitation is beyond the scope of the <i>Nebraska Weatherization Assistance Program</i>.</li> </ul>		
<b>Define “major” repairs</b>		
<ul style="list-style-type: none"> <li>Building rehabilitation work that exceeds a maximum cost of \$300 or that is not reviewed and approved by the Nebraska Department of Environment and Energy, is beyond the scope of the Nebraska Weatherization Assistance Program.</li> </ul>		
<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 type="checkbox"/>	
<ul style="list-style-type: none"> <li>Visual inspection of building structure and roofing for damages that compromise building durability and to verify that the portions of the home where weatherization will occur are safe for entry and performance of assessments, work and inspections.</li> </ul>		
<b>Allowable Testing/Inspection</b>		
Allowed with DOE WAP H&S Funds <input checked="" type="checkbox"/>	Allowed with Alternative Funds <input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Structural testing is not an allowable reimbursable cost.</li> </ul>		
<b>Prohibited Testing/Inspection</b>		
Concur with DOE Guidance <input checked="" type="checkbox"/>		

<ul style="list-style-type: none"> <li>Using DOE WAP H&amp;S funds for any testing/evaluation of structural materials by a third-party is prohibited.</li> </ul>	
<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>Inform client in writing of observed conditions.</li> <li>When deferral is necessary, provide information in writing describing conditions that must be met in order for weatherization to commence.</li> </ul>	

<b>6.5 – Code Compliance</b>		
<b>Allowable Actions</b>		
Allowed with DOE WAP H&S Funds <input checked="" type="checkbox"/>	Allowed with Alternative Funds <input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Correction of preexisting code compliance issues is not an allowable unless triggered by weatherization measures being installed in a specific room or area of the home. <ul style="list-style-type: none"> <li>Examples of eligible costs associated with cost-effective Weatherization Measures include, but are not limited to: the installation of fans to provide appropriate ventilation in the home, appropriate disconnect switching and clearance requirements on furnace installations, installation of appropriately sized chimney liner when water heaters are orphaned by a high efficiency furnace installation, etc. Costs associated with the purchase of any required permits are eligible.</li> </ul> </li> <li>It is each sub-grantee’s responsibility to ensure that weatherization-related work conforms with the applicable codes in the jurisdiction where the work is being performed.</li> <li>Follow State and local codes while installing weatherization measures, including H&amp;S measures.</li> <li>The cost of the permits must not be passed onto the client.</li> <li>When correction of preexisting code compliance issues is triggered and paid for with WAP funds, specific code requirements with reference to the weatherization measure(s) that triggered the code compliance issue <b>must</b> be included in the client file.</li> </ul>		
<b>Prohibited Actions</b>		
Concur with DOE Guidance <input checked="" type="checkbox"/>		
<ul style="list-style-type: none"> <li>Condemned properties and properties that have been deemed “unsafe” by local code authorities where H&amp;S conditions exist that cannot be corrected under this guidance must be deferred.</li> </ul>		
<b>Required Testing/Inspection</b>		
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 checked="" type="checkbox"/>	Alternative Funds <input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Visual inspection of building to verify that the conditions of the home are safe for entry and performance of assessments, work and inspections.</li> </ul>		
<b>Allowable Testing/Inspection</b>		
Allowed with DOE WAP H&S Funds <input type="checkbox"/>	Allowed with Alternative Funds <input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Using DOE WAP H&amp;S funds for any code compliance analysis/evaluation by a third-party is prohibited.</li> </ul>		
<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>Inform client in writing of observed conditions.</li> <li>When deferral is necessary, provide information in writing describing conditions that must be met in order for weatherization to commence.</li> </ul>		

<b>6.6 – Electrical</b>		
<b>Required Actions</b>		
Concur with DOE Guidance <input 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 type="checkbox"/>	
<p>The two primary energy-related H&amp;S electrical concerns associated with weatherization work are insulating homes that contain knob-and-tube wiring and overloaded electrical. Electrical safety is a basic need that impacts home weatherization and repair.</p> <p><b>Knob-and-Tube Wiring</b></p> <ul style="list-style-type: none"> <li>Determine the location of live knob-and-tube wire locations and document their location in the client file.</li> <li>In attics where Knob-and-Tube Wiring has been previously covered with insulation determine where the wiring is located and verify that it is actually still "active". This determination may be completed by a licensed electrician, the use of a thermal imager/scanner, visually or physically locating the wires or another verifiable option approved by the NDEE.</li> </ul> <p><b>Overloaded Electrical</b></p> <ul style="list-style-type: none"> <li>Wiring splices must be enclosed in metal or plastic electrical boxes, fitted with cover plates.</li> <li>Electrical boxes in attics must be marked with a flag that is visible above the insulation.</li> </ul>			
<b>Allowable Actions</b>			
Allowed with DOE WAP H&S Funds <input checked="" type="checkbox"/>		Allowed with Alternative Funds <input type="checkbox"/>	
<p><b>Knob-and-Tube Wiring</b></p> <ul style="list-style-type: none"> <li>Providing sufficient over-current protection and damming prior to insulating building components containing knob and tube wiring, as required by the AHJ.</li> <li>Subgrantees are limited to a maximum cost of \$300 to implement these minor repairs, although approval to exceed this limitation will be reviewed on a case-by-case basis by the NDEE prior to any work being implemented.</li> <li>Deferral is allowed when an energy auditor determines the current electrical service in the house could potentially create further H&amp;S issues impact the installation of weatherization measures, the sub-grantee will inform the client of the of the issues associated with a deferral in the Weatherization Deferral Notice (Form WX4) completed by the Weatherization Representative and signed by the client or building owner.</li> </ul>			
<b>Prohibited Actions</b>			
Concur with DOE Guidance <input checked="" type="checkbox"/>			
<p><b>Knob-and-Tube Wiring</b></p> <ul style="list-style-type: none"> <li>N/A</li> </ul> <p><b>Overloaded Electrical</b></p> <ul style="list-style-type: none"> <li>If no insulation is being installed in a home the existing fuses must remain intact. In homes that utilize fuses where attic insulation is being installed the State Electrical Board recommends the use of a licensed electrician for the installation of safety Type-S-Fuses as indicated in the National Electrical Code.</li> </ul>			
<b>Define "major" repairs</b>			
<ul style="list-style-type: none"> <li>Major electrical repairs are defined as costing over \$300.</li> </ul>			
<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 type="checkbox"/>	
<ul style="list-style-type: none"> <li>A visual inspection of all of the home's areas for the presence and condition of knob-and-tube wiring.</li> <li>Evaluating the existing knob-and-tube wiring for safety issues prior to beginning weatherization work.</li> <li>Check for building and/or system alterations that may create an electrical hazard.</li> </ul>			
<b>Allowable Testing/Inspection</b>			
Allowed with DOE WAP H&S Funds <input checked="" type="checkbox"/>		Allowed with Alternative Funds <input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Verification that existing knob-and-tube wiring is active.</li> </ul>			
<b>Required Occupant Education</b>			
Concur with DOE Guidance <input checked="" type="checkbox"/>		Alternative Guidance <input type="checkbox"/>	

- When electrical issues are the cause of a deferral, provide information to client on over-current protection, overloading circuits, and basic electrical safety/risks.
- Serious electrical hazards exist when gross overloads such as over usage, overloaded outlets and/or oversized fuses are present. Should auditors and crews find such existing problems, they should notify the owner and note the problem in the client file.

## 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 type="checkbox"/>	

- When a minor gas leak is found on the property, but before (or in front) of the meter, the utility service must be contacted before work can proceed.
- Fuel leaks that are the responsibility of the occupant (vs. the utility) must be repaired before installing weatherization measures in the home.

### Allowable Actions

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

- Fuel leaks found on the property, but after (or behind) the meter must be repaired before weatherizing a unit.

### Prohibited Actions

Concur with DOE Guidance

- Notify utility and temporarily halt work when leaks are discovered that are the responsibility of the utility to address.
- Using DOE WAP H&S funds to repair leaks that are the responsibility of the utility is prohibited.
- Using DOE WAP H&S funds for environmental cleanup resulting from bulk fuel leaks is prohibited.

### 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 type="checkbox"/>	

- Test all exposed gas lines, fittings, valves, couplings, and connections for fuel leaks from the utility connection to the appliances throughout the home.
- Test all gas appliances for fuel leaks at all connections, valves, fittings, and burners.
- Conduct sensory inspection of all bulk fuel lines and storage tanks to determine if leaks exist.

### Allowable Testing/Inspection

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

- Test exposed gas lines from utility coupling into and throughout the home.
- Conduct sensory inspection on bulk fuels to determine if leak exists.

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

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

- There are no Allowable Actions in the NeWAP for using DOE WAP H&S Funds associated with Gas Ovens/Stovetops/Ranges.



<b>Prohibited Actions</b>		
Concur with DOE Guidance <input type="checkbox"/>		
<ul style="list-style-type: none"> <li>Maintenance on or repair gas cooktops and stoves is not allowed.</li> <li>Replacement is not allowed.</li> </ul>		
<b>Required Testing/Inspection</b>		
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 checked="" type="checkbox"/>	Alternative Funds <input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Test gas ovens for CO.</li> <li>Visually inspect cooking burners and ovens for operability and flame quality.</li> </ul>		
<b>Define action levels for oven CO testing and resulting actions</b>		
<ul style="list-style-type: none"> <li>Combustion results must comply with the BPI 1200 (2017) Standard Threshold Limit for ovens of less than 225 ppm as measured.</li> </ul>		
<b>Allowable Testing/Inspection</b>		
Allowed with DOE WAP H&S Funds <input checked="" type="checkbox"/>	Allowed with Alternative Funds <input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Test gas ovens for CO.</li> <li>Visually inspect cooking burners and ovens for operability and flame quality.</li> </ul>		
<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>Inform clients of the importance of using exhaust ventilation when cooking and of keeping burners and broilers clean to limit the production of CO.</li> </ul>		

<b>6.9 – Hazardous Materials</b>		
<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 type="checkbox"/>	
<ul style="list-style-type: none"> <li>Hazardous Waste Materials generated during weatherization work (e.g., refrigerant, lead dust, mercury, CFL lighting/ballasts, etc.) shall be disposed of according to local laws, regulations and/or Federal guidelines, as applicable.</li> <li>Subgrantees must document proper disposal requirements in contract language with responsible party.</li> <li>Limited removal of pollutants is allowed and required if they pose a risk to workers.</li> <li>If pollutants pose a risk to workers and removal cannot be performed or is not allowed by the client, the unit must be deferred.</li> </ul>		
<b>Define “limited” removal of pollutants</b>		
<ul style="list-style-type: none"> <li>Removal costs that do not exceed \$200 can be considered as “limited” repair cost.</li> </ul>		
<b>Allowable Actions</b>		
Allowed with DOE WAP H&S Funds <input checked="" type="checkbox"/>	Allowed with Alternative Funds <input type="checkbox"/>	
<ul style="list-style-type: none"> <li>The removal and proper disposal of pollutants generated in the course of weatherization work.</li> </ul>		
<b>Prohibited Actions</b>		
Concur with DOE Guidance <input checked="" type="checkbox"/>		
<ul style="list-style-type: none"> <li>Lead Remediation, Asbestos Remediation, and Radon Mitigation work is not eligible for reimbursement with DOE WAP H&amp;S funds.</li> </ul>		
<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 type="checkbox"/>	
<ul style="list-style-type: none"> <li>Sensory and visual inspection.</li> </ul>		
<b>Allowable Testing/Inspection</b>		
Allowed with DOE WAP H&S Funds <input checked="" type="checkbox"/>	Allowed with Alternative Funds <input type="checkbox"/>	

<ul style="list-style-type: none"> <li>The NeWAP does not use DOE WAP H&amp;S funds for any “allowable testing” of Hazardous Materials.</li> </ul>	
<b>Prohibited Testing/Inspection</b>	
Concur with DOE Guidance <input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> <li>Using DOE WAP H&amp;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.</li> </ul>	
<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>Inform client in writing of hazards associated with hazardous waste materials being generated/handled in the home.</li> <li>Inform occupant in writing of observed hazardous conditions.</li> <li>Provide client written materials on safety and proper disposal of household pollutants.</li> </ul>	

<b>6.10 - Injury Prevention of Occupants</b>		
<b>Allowable Actions</b>		
Allowed with DOE WAP H&S Funds <input checked="" type="checkbox"/>	Allowed with Alternative Funds <input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> <li>When necessary to effectively weatherize the home, workers may make <b>minor</b> repairs and installations to allow for the implementation of weatherization measures.</li> </ul>		
<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 major repairs, as defined by the Grantee’s H&amp;S Plan is prohibited</li> </ul>		
<b>Define “major” repairs</b>		
<ul style="list-style-type: none"> <li>Subgrantees are limited to a maximum cost of \$200 to implement <b>minor</b> repairs, although approval to exceed this limitation will be reviewed on a case-by-case basis by the Nebraska Department of Environment and Energy <b>prior</b> to any work being implemented.</li> <li>Injury prevention repair costs that exceed \$200 can be considered a “major” repair cost.</li> </ul>		
<b>Required Testing/Inspection</b>		
Concur with DOE Guidance <input 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 type="checkbox"/>	
<ul style="list-style-type: none"> <li>Visual inspection and assessment of conditions that may require prevention.</li> </ul>		
<b>Allowable Testing/Inspection</b>		
Allowed with DOE WAP H&S Funds <input type="checkbox"/>	Allowed with Alternative Funds <input type="checkbox"/>	
<ul style="list-style-type: none"> <li>The NeWAP does not use DOE WAP H&amp;S funds for any testing options.</li> </ul>		
<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>Inform client and landlord (if applicable) in writing of observed condition and any potential hazards identified during the Energy Audit inspection or intake process including at a minimum: <ul style="list-style-type: none"> <li>the date of the Energy Audit or assessment,</li> <li>the date of notification,</li> <li>a clear description of the problem, and</li> <li>when deferral is necessary, conditions that must be met in order for weatherization to commence.</li> </ul> </li> </ul>		

<b>6.11 – Lead-Based Surface Coverings (Paint, Varnishes, Roofing, etc.)</b>		
<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 type="checkbox"/>	

# TRAINING AND TECHNICAL ASSISTANCE (T&TA) PLAN TEMPLATE

## 1.0 – GENERAL INFORMATION

COMMENTS THAT DO NOT GENERALLY FIT INTO THE AVAILABLE TABLES BELOW

ENTER ADDITIONAL H&S INFORMATION HERE

- Not all training outlined will be paid with DOE funds. We will be using LIHEAP funding to cover some of the training costs.

## 2.0 – OVERALL T&TA PLAN

YOUR OVERALL T&TA PLAN MUST INCORPORATE SUGGESTIONS AND FEEDBACK THE FOLLOWING ELEMENTS.

### FEEDBACK FROM INTERNAL AND EXTERNAL REVIEWS, EXAMPLES INCLUDE:

- FEEDBACK FROM DEPARTMENT OF ENERGY (DOE) PROJECT OFFICER (PO) MONITORING VISITS
- INTERNAL STATE AUDITS
- GRANTEE MONITORING OF THE SUBGRANTEES
- OFFICE OF INSPECTOR GENERAL (OIG) REPORTS
- AMERICAN CUSTOMER SATISFACTION INDEX FEEDBACK, AND
- OTHER. EXAMPLES INCLUDE:
  - TRAINING FEEDBACK
  - TRAINING RETENTION ACTIVITIES
- The NeWAP Network strives to provide our clients with work that meets the most progressive industry standards and technologies. Meeting this goal requires that everyone within the network work to provide staff with the best training options and formats available. Those training formats and options that meet the requirements of the various job types/descriptions within the network including, but are not limited to:
  - Federal and regional training workshops and conferences,
  - Job specific on-line trainings,
  - NeWAP Quarterly Working Group meetings/trainings that cover:
    - Programmatic, auditing and technical changes,
    - issues or concerns being noted through in-field monitoring and/or Energy Audit Reviews
    - issues or concerns being noted as part of the annual energy consumption evaluation, and
    - changes, updates or concerns associated with the NeWAP database system.
  - In-field trainings incorporated into the In-Progress Monitoring completed by the WAP Technical Monitors
- NDEE incorporates the following suggestions and feedback when developing the statewide T&TA Plan:
  - Grant requirements
  - Feedback from Department of Energy (DOE) Project Officers (PO) and monitoring reports
  - Grantee Technical, Programmatic & Fiscal Monitoring Reports of the Subrecipients
  - Subrecipient submitted questions and training requests
  - Quarterly Weatherization Working Group Meetings
  - Subrecipient feedback
  - American Customer Satisfaction Index survey feedback
  - Public Comment received during the Public Comment period for the DOE State Plan
  - WAP Policy Advisory Council (PAC) feedback

EXISTING OR PLANNED ACCREDITED TRAINING CENTER PARTNERSHIP OR WORKING RELATIONSHIP.

At this time, the Nebraska WAP (NeWAP) network has a BPI Certified Quality Control Inspector on staff at all Subgrantee agencies. Additionally, the majority of Subgrantees have an experienced Energy Auditor on staff, a number of which are BPI Certified or in the process of earning their certification. The relatively low demand for additional Energy Auditor and/or Quality Control Inspector training in Nebraska makes it more cost-effective for the NeWAP to outsource this training and testing to IREC Accredited Programs with BPI Energy Auditor/QCI Certified trainers, testers and facilities to receive quality training. Historically NeWAP BPI certified staff have met these Comprehensive Training requirements through Santa Fe Community College, the Energy and Environmental Training Center of Kansas City, the Montana Weatherization Training Center or Indiana Community Action Association and those working relationships will continue.

**PREPARATIONS FOR FUTURE/UPCOMING PROGRAM REQUIREMENTS, EXAMPLES INCLUDE:**

- **UPDATED STANDARD WORK SPECIFICATIONS (SWS)**
- **MIGRATION TO ONLINE WEATHERIZATION ASSISTANT**
- **INCLUSION OF SPECIFIC LANGUAGE FROM WEATHERIZATION PROGRAM NOTICES (WPN)**

- The Nebraska WAP *Retrofitting Nebraska Installation Standards for Single Family and Manufactured Housing Field Guide* was submitted to DOE for review and approved and the NeWAP received an Updated Approval of the *State of Nebraska Energy Audit Procedures for Site-Built Single Family, Manufactured Housing, and Small Multi-Family for the Weatherization Assistance Program* with an Effective Date of 6/2/2021 and an Expiration Date of 6/2/2026. Nebraska Grantee staff provided all subgrantees with electronic copies of the approved Field Guide and Installations and the updated NeWAP Policies and Procedures in a Quarterly Working Group meeting.
- To date grantee technical staff participated in the online Train-the-Trainer event provided by Oakridge National Laboratory (ORNL), made state-specific training modifications and completed NeWAP set-up, supply and fuel cost libraries, worked with Sub-Grantee Weatherization Managers to establish Agency specific staff designations and audit access options and provided in-house training of all NeWAP energy auditing and administrative staff. Grantee technical staff continues to work with subgrantee and ORNL staff based on the following timelines and dates:

<b>Training/Wav10 Event</b>	<b>Description</b>	<b>Scheduled Date</b>
Train-the-Trainer event provided by ORNL	NDEE Technical Staff attended the training to learn the options for starting the transition	March 8, 2023 - Completed
NDEE Technical Staff working with Sub-Grantee Weatherization Managers	NDEE technical staff to make state-specific training modifications and complete NeWAP specific set-up, supply and fuel cost libraries	April - July 1, 2024 - Continuing
Documentation Submittal	Submit set-up libraries, supply libraries and fuel cost libraries to DOE for review and approval	Working with ORNL on "sharing" options. DOE submission planned for March 1, 2024
Add Agency Administrator Staff into Nebraska Specific WAv10 website	Work with Sub-Grantee Weatherization Managers to establish Agency specific staff designations and audit access options	July 2023 - Completed
Hands-on training of NeWAP Subgrantee Energy Auditor and	In-house training of all NeWAP energy auditing and administrative staff	January 23 & 24, 2024 - Completed

Administrative Staff		
Hands-on trainings	For new network hires	February & March 2024
Final NeWAP Technical Staff conversion meeting/update	In conjunction with the NeWAP Quarterly Working Group Meeting.	March 2024
Work with ORNL to begin data conversion and aggregation	Statewide WA web-based site available for use (wa-xx.ornl.gov)	April 1, 2024
Determine if NeWAP Policy Changes are required	NDEE Technical Staff will complete and review sub-grantee audits and determine whether fuel-switching or other audit options will require NeWAP Policy Changes	March thru June 2024
Wav8.9 to Wav10 Transition	Agencies will begin running Energy Audits in both Wav8.9 and Wav10 until NDEE and/or ORNL believes the sub-grantee staff is prepared for full web-based conversion.	February thru March 2024
Final Transition Day	The network is completely transitioned to Wav10	May 1, 2024

- All Weatherization Program Notices are provided to the Subgrantee’s Weatherization Program Managers for the appropriate dissemination among their staff. WPN information requiring specific language or field work changes will be distributed to all Subgrantee management through monthly Subgrantee virtual meetings. Information will also be provided to technical staff in Quarterly Working Group meetings or if needed in **Specific** “hands-on” trainings throughout the program year.

**WHAT PROTOCOLS ARE IN PLACE WHICH ENSURE UNTRAINED STAFF ARE NOT LEFT WITHOUT SUPERVISIONS DURING FIELD OPERATIONS?**

The Nebraska WAP requires Grantee, Subgrantee or sub-contracted staff, paid with weatherization funds, be supervised for all work activities until all appropriate training is completed and/or certification requirements are met. No untrained, unsupervised field staff are allowed on-site to perform weatherization activities. Below are the training/certifications requirements for completing on-site work without direct supervision:

- Energy Auditor/QCI Staff:
  - Each Subgrantee to have on staff at least one BPI Energy Auditor (EA)/Certified Quality Control Inspector (QCI) or contract inspections with an individual(s) with the required EA/QCI Certifications. Subgrantees replacing or hiring new EA/QCI staff must be certified or have the knowledge, skills and abilities to meet the Job Task Analysis (JTA) requirements and to secure their certification within six months of their hire date.
- Field Staff:
  - All existing field staff must have been trained, or in the case of new hires be trained, in the appropriate training covering their appropriate JTA, as developed by Everblue in conjunction with BPI, through the NeWAP Badges Program or an IREC certified facility (on-line or in-person).
  - Replacement or new hires must receive their training within six months of their hire date and be supervised by trained and/or certified staff until such time that skills are satisfactorily demonstrated, and any required certifications are received.
  - All existing technical and field staff must be RRP Certified. Subgrantees replacing or hiring new technical, or field chief staff must be certified or have the knowledge, skills and abilities to secure their certification within six months of their hire date or be supervised by RRP trained/certified staff until such time certification is received.
- Training will be made available to all field staff as per Section 4.0.

<b>PARTNERSHIPS WITH THE STATEWIDE HOME PERFORMANCE INDUSTRY ON TRAINING ISSUES; IF APPLICABLE.</b>
<p>The NDEE Training and Technical Assistance plan reflects the current DOE Energy Auditor/Quality Control Inspector Weatherization Assistance Program initiatives while looking forward to implementing future program requirements that will allow Nebraska’s WAP network to meet all of the BPI Home Energy Professional Certifications. During PY2024-2025 and beyond, the Nebraska WAP will make all training opportunities available, for a fee that covers the cost of the training, to individuals, organizations and other interested parties that are not members of the Nebraska WAP Network.</p>
<b>HOW DOES ANALYSIS CONDUCTED, AS DETAILED IN SECTION V.6 OF THE ANNUAL APPLICATION, INFLUENCE THE DEVELOPMENT OF T&amp;TA ACTIVITIES AND PRIORITIES?</b>
<ul style="list-style-type: none"> <li>• Program technical monitoring activities (in-progress and QCI) provide NDEE Monitors the opportunity to note and document specific Subgrantee, crew or contractors’ inconsistencies or concerns and allows them to provide/schedule on-site or Specific trainings to help alleviate any deficiencies. Examples of these types of past training opportunities include sidewall core density testing, CAZ testing (on-site and in group format) with newer, less experienced field staff, and on-site blower door testing with crews/contractors that have provided dubious testing results.</li> <li>• The results of the Nebraska WAP Annual Consumption Evaluations are provided to all program Subgrantees during one of the program’s Quarterly Working Group (QWG) meetings. The individual Subgrantee, as well as the state-wide, results are discussed with technical staff to evaluate “trends” being experienced by specific Subgrantees or within the program as a whole. Following the QWG meeting each agency is provided with each of their reviewed client charts, that shows the energy use impact of the weatherization services on their home. Subgrantee’s review the client file associated with the chart(s) provided to help to educate their crews and/or contractors regarding the impact of the completed work and to address non-beneficial trends that they may be experiencing. The results of the Nebraska WAP Annual Consumption Evaluation are used by NDEE to develop training options or focus on missed energy-efficiency opportunities within the network to ensure upward savings trends. (i.e. providing trainings/information regarding ASHRAE 62.2 calculations and adding Refrigerator Replacement as an additional electric savings ECM when the percentage of state-wide electric savings was reduced in conjunction with the full program implementation of ASHRAE 62.2).</li> </ul>

<b>3.0 – WORKFORCE CREDENTIALS</b>
<b>DESCRIBE THE FOLLOWING ASPECTS OF YOUR T&amp;TA PLAN RELATED TO WORKFORCE CREDENTIALS.</b>
<b>FEDERALLY REQUIRED CREDENTIALS. EXAMPLES INCLUDE:</b>
<ul style="list-style-type: none"> <li>• <b>ENVIRONMENTAL PROTECTION AGENCY LEAD RENOVATION, REPAIR, AND PAINTING PROGRAM</b></li> <li>• <b>HOME ENERGY PROFESSIONALS QUALITY CONTROL INSPECTOR CERTIFICATION</b></li> </ul>
<ul style="list-style-type: none"> <li>• The Nebraska WAP requires:             <ul style="list-style-type: none"> <li>○ Each Subgrantee to have on staff at least one BPI Certified Quality Control Inspector or to contract inspections with an individual(s) with the required QCI Certifications.</li> <li>○ All existing Subgrantee technical, field staff and, contractors to be RRP Certified.</li> </ul> </li> </ul>

<ul style="list-style-type: none"> <li>○ All Subgrantee technical and field staff to be trained in the appropriate training covering the Home Energy Professional Certifications, as developed by BPI, that most closely represents their job duties.</li> </ul>
<b>GRANTEE/STATE REQUIRED CREDENTIALS. EXAMPLES INCLUDE:</b>
<ul style="list-style-type: none"> <li>● <b>BUILDING PERFORMANCE INSTITUTE BUILDING ANALYST</b></li> <li>● <b>GRANTEE-DEVELOPED CERTIFICATIONS</b></li> </ul>
The Nebraska WAP has no additional national or Grantee-developed credentialing requirements.
<b>SUBGRANTEE/LOCAL REQUIRED CREDENTIALS. EXAMPLES INCLUDE:</b>
<ul style="list-style-type: none"> <li>● <b>CONTRACTOR LICENSING</b></li> </ul>
The State of Nebraska currently does not require state-wide or local jurisdictional licensing of contractors, excluding electricians, but numerous local jurisdictions do have local licensing requirements for specific construction trades that are involved in implementing weatherization work. NeWAP Policies and Procedures require subgrantees to develop and maintain a separate contractor file for each contractor that includes a checklist(s) of all required documentation to assist in NDEE and/or federal monitoring reporting. Required documentation includes, but is not limited to: General Liability Insurance, Proof of Worker’s Compensation Insurance or documentation of Sole Proprietorship with no employees, current signed contract, Current Contractor’s Registration with the State of Nebraska, Current Electrical, Plumbing and Mechanical Licenses (as applicable) Proof of being a Lead Renovator Firm and Proof of Completing Lead Renovator Training.
<b>INDUSTRY REQUIRED CREDENTIALS. EXAMPLES INCLUDE:</b>
<ul style="list-style-type: none"> <li>● <b>EQUIPMENT/MATERIAL MANUFACTURE CERTIFICATION</b></li> <li>● <b>VENDOR CERTIFICATION</b> (E.G. EQUIPMENT/MATERIAL MANUFACTURE CERTIFICATION, VENDOR CERTIFICATION)</li> </ul>
The Nebraska WAP has no additional equipment, vendor, or manufacturer credentialing requirements.
<b>PROCESS FOR MAINTAINING WORKFORCE CREDENTIALS</b>
The Nebraska WAP incorporates the following into the NeWAP <i>Policies and Procedures Manual</i> to help ensure and/or maintain Subgrantee staff workforce credentials: <ul style="list-style-type: none"> <li>○ Subgrantees replacing or hiring new QCI staff must be certified or have the knowledge, skills and abilities to meet the JTA requirements and to secure their certification within six months of their hire date.</li> <li>○ When subgrantees replace or hire new field staff they must be trained in the appropriate JTA, as developed by BPI, through an IREC facility (on-line or in-person) within six months of their hire date.</li> <li>○ Subgrantees technical staff replacement or new hires must receive training, in the Home Energy Professional Certifications, as developed by BPI, that most closely represents their job duties within six months of their hire date.</li> </ul>
<b>HOW CREDENTIALS ARE TRACKED</b>
<ul style="list-style-type: none"> <li>○ NDEE tracks all attendees of trainings that have been provided through the Nebraska WAP network since 2010 and to track all Nebraska WAP network staff member trainings (per Subgrantee) who have completed additional virtual trainings or have received BPI QCI and EA Certifications.</li> <li>○ NDEE communicates in Quarterly Working Group meetings with Subgrantees regarding their staff training needs and possible new hire training requirements and will also collect individual Subgrantee training information requiring specific language or field work changes will be distributed to all Subgrantee management through monthly Subgrantee virtual progress and update meetings.</li> <li>○ NDEE staff will continue to update the training and certification spreadsheets and make modifications</li> </ul>

that will assist in tracking initial certifications, training, certification maintenance and continuing education requirements.

## 4.0 – TRAINING

GRANTEES HAVE TWO OPTIONS TO DESCRIBE THEIR TRAINING.

- A) USE THE EMBEDDED SPREADSHEET\* TO IDENTIFY AND DESCRIBE THE TRAINING SCHEDULE FOR GRANTEE AND SUBGRANTEE STAFF. INCLUDE TECHNICAL AND NON-TECHNICAL TRAINING.
- B) OR USE THE FIELDS BELOW TO IDENTIFY AND DESCRIBE THE TRAINING SCHEDULE FOR GRANTEE AND SUBGRANTEE STAFF. INCLUDE TECHNICAL AND NON-TECHNICAL TRAINING.

GRANTEE'S ARE TO INCLUDE THE FOLLOWING IN THEIR DESCRIPTIONS REGARDLESS OF WHAT OPTION IS BEING USED TO DESCRIBE THEIR TRAINING PLAN:

- SPECIFY WHETHER ATTENDANCE IS MANDATORY, AND THE RAMIFICATIONS FOR NON-COMPLIANCE.
- SPECIFY IF THE T&TA PLAN SPANS MULTIPLE PROGRAM YEARS (PY), INDICATE WHICH TRAININGS ARE INTENDED IN THE CURRENT PY AND WHICH ARE PLANNED FOR FUTURE PYS.

\* THE EMBEDDED SPREADSHEET, IF COMPLETED AT THE END OF THE YEAR TO RECORD DELIVERED TRAINING, CAN BE USED AS DOCUMENTATION FOR THE REQUIRED ANNUAL T&TA REPORT. DOUBLE CLICK TO OPEN SPREADSHEET. ENTER INFORMATION AND CLOSE. IT WILL AUTOMATICALLY SAVE YOUR INFORMATION



### TTA Planning and Reporting Template F

#### PROGRAMMATIC/ADMINISTRATION TRAINING

- FINANCIAL (I.E. 2 CFR 200)
- MANAGEMENT (I.E. 10 CFR 440)
- Meeting NeWAP production and quality goals requires everyone within the network work to provide staff with the best training options and formats available. Those training formats and options that meet the requirements of program management and fiscal job types/descriptions within the network including, but are not limited to:
  - Federal and regional training workshops and conferences regarding the requirements associated with 2 CFR 200 and 10 CFR 440,
  - NeWAP Quarterly Working Group (QWG) meetings/trainings that cover programmatic updated regarding Weatherization,
- Subgrantees who have attended relevant conferences will be asked to provide a brief description of relevant issues at the QWG following the conference,
- Issues, changes, updates or concerns associated with the NeWAP database system and information submittal is address as part of the annual Fiscal Monitoring



**COMPREHENSIVE TECHNICAL TRAINING ALIGNED TO THE JOB TASK ANALYSIS (IDENTIFY AT WHAT INTERVALS WORKERS WILL RECEIVE REGULAR, COMPREHENSIVE TRAINING AS REQUIRED BY WEATHERIZATION PROGRAM NOTICE (WPN) 15-4)**

- QUALITY CONTROL INSPECTOR
- ENERGY AUDITOR
- CREW LEAD
- RETROFIT INSTALLER/TECHNICIAN

The Nebraska WAP is committed to increasing the network’s expertise and numerous program technical training opportunities and hands-on training opportunities have been conducted with the goal to maximize energy savings, minimize production costs, improve quality of work, and foster management expertise.

***Energy Auditor/Quality Control Inspectors:***

As a result of this commitment, each Subgrantee in the Nebraska WAP network has on staff at least one BPI Certified Energy Auditor (EA)/ Quality Control Inspector (QCI) with the required EA/QCI Certifications, and the majority of have an experienced Energy Auditor (BPI Certified) on staff. Any additional required Energy Auditor/Quality Control Inspector trainings will be outsourced to facilities where the network can receive quality training by an IREC Accredited Program with BPI Certified Trainers and Testers where Certification in these areas can be provided. The low demand for the Energy Auditor and Quality Control Inspector training in Nebraska makes it more feasible to outsource these training at random intervals, as needed, at this time.

***Installer and Crew Chief Field Staff:***

NDEE has also contracted with Everblue to provide access to the NeWAP Network to their LMS: Moodle Learning Management System (LMS) Hosting and Technical Support Annual aka *Weatherization Badge Program*. Which includes access to 25 Badges and associated micro badges, individual progress tracking reports. Everblue directly links the LMS system to the Nebraska Weatherization NeWAP Field Guide Installation Standards with appropriate NDEE Logos. All subgrantee field staff will be required to complete appropriate badge training/certification and their individual progress will be tracked and monitored within the system.

Subgrantees are also encouraged to include eligible field staff in weatherization industry conferences, trainings and workshops to help to ensure that the Nebraska Network operates to meet the most progressive industry standards and technologies.

**SPECIFIC TECHNICAL TRAINING**

- TOPICS IDENTIFIED DURING MONITORING VISIT(S)
- ENERGY MODELING
- HEALTH & SAFETY. ALL H&S TOPICS IN WPN 22-7 REQUIRE SOME LEVEL OF TRAINING FOR ALL AFFECTED WORKERS, THE FREQUENCY OF THIS TRAINING IS A GRANTEE DECISION. EXAMPLES INCLUDE:
  - AIR CONDITIONING AND HEATING SYSTEMS
  - ASBESTOS
  - BIOLOGICALS AND UNSANITARY CONDITIONS
  - BUILDING STRUCTURE AND ROOFING
  - CODE COMPLIANCE
  - COMBUSTION GASES
  - ELECTRICAL
  - FORMALDEHYDE, VOLATILE ORGANIC COMPOUNDS (VOCs), FLAMMABLE LIQUIDS, AND OTHER AIR POLLUTANTS

- FUEL LEAKS
- GAS RANGE/OVENS
- HAZARDOUS MATERIALS DISPOSAL
- INJURY PREVENTION OF OCCUPANTS AND WEATHERIZATION WORKERS
- LEAD BASED PAINT
- EPA’S LEAD RENOVATION, REPAIR & PAINTING PROGRAM (RRP)MOLD/MOISTURE
- PESTS
- RADON
- SAFETY DEVICES
- VENTILATION AND INDOOR AIR QUALITY
  - AMERICAN SOCIETY OF HEATING REFRIGERATION AND AIR-CONDITIONING ENGINEERS (ASHRAE)
- WINDOW REPAIR, DOOR REPAIR
- WORKER SAFETY
  - OSHA
- ADDITIONAL TOPICS AS DESCRIBED IN HEALTH & SAFETY PLAN
- CLIENT EDUCATION (TRAINING WORKERS TO CONDUCT CLIENT EDUCATION). EXAMPLES INCLUDE:
  - ENERGY SAVINGS STRATEGIES
  - PROGRAM-SPECIFIC INFORMATION. EXAMPLES INCLUDE:
    - WHAT TO EXPECT
    - ADDITIONAL RESOURCES
  - HEALTH & SAFETY ISSUES

**Subgrantee technical staff:**

**Subgrantee technical staff:** Specific Training will be delivered to the network state-wide based on the specific training type and the facility needs. Specific Trainings, required based on job designation, will be scheduled at random intervals as needed and may include, but not be limited to, the following:

Anticipated Specific Trainings	Staff Required	Training Requirement
Lead Safe Weatherization – RRP Certification	All Field Staff	Mandatory
Mobile Home Weatherization and Duct Pressures	All Field Staff	Voluntary
CAZ Testing	EA/QCI/Crew Chief	Mandatory
ASHRAE 62.2 Updates and Requirements	EA/QCI	Mandatory
NEAT/MHEA Web-based Trainings	EA/QCI	Mandatory
Blower Door Guided Air Sealing	All Field Staff	Voluntary
Installing and Testing Dense Pack Insulation	All Field Staff	Voluntary
Quarterly Technical Working Groups	Technical & Programmatic Staff	Mandatory
HVAC Inspections and Testing	EA/QCI	Voluntary
Badge Training Program	All Field Staff	Mandatory
BPI Energy Auditor & QCI Trainings & Certifications	EA/QCI	Mandatory

In the case of both Comprehensive and Specific Training, opportunities will be available for a fee, to cover the cost of training, to individuals and organizations that are not members of the Nebraska WAP Network.

Additionally, specific training needs will be addressed as identified during inspections and monitoring completed by NDEE Technical Monitors, the Building Program Specialist, Federal Aid Administrator, NDEE Grant Section Supervisor and USDOE Project Officers.

**CONFERENCES. EXAMPLES INCLUDE:**

<ul style="list-style-type: none"> <li>• ENERGY OUTWEST</li> <li>• BUILDING PERFORMANCE ASSOCIATION</li> <li>• NATIONAL ASSOCIATION FOR STATE AND COMMUNITY SERVICE PROVIDERS</li> <li>• COMMUNITY ACTION PARTNERSHIP</li> </ul>
<p>NDEE Technical Monitors, Building Program Specialist and Subgrantee Technical Staff will attend (as needed) weatherization industry conferences, trainings, and workshops to ensure that the Nebraska Network operates to meet the most progressive industry standards and technologies and to meet EA/QCI re-certification CEU requirements. Information provided as part of those trainings will be shared with all members of the Nebraska WAP through various training activities, Quarterly Working Group meetings and onsite inspections.</p> <p>NDEE and Subgrantee management and fiscal staff will attend industry related conferences, trainings, workshops, and grant management webinars to increase their knowledge, skills and abilities in grant administration. Examples would be continued participation in training and webinars that address grant administration, such as the NASCSP Annual Conference and the Energy Out West Conference.</p>
<b>OTHER, PLEASE SPECIFY:</b>
DESCRIBE OTHER TRAINING ACTIVITIES HERE

<b>5.0 – TECHNICAL ASSISTANCE</b>
DESCRIBE THE TECHNICAL ASSISTANCE ACTIVITIES INCLUDED IN THE T&TA BUDGET CATEGORY.
PROGRAMMATIC/ADMINISTRATION SUPPORT
<p>Technical Monitors, a Building Program Specialist, a Federal Aid Administrator III and the Grants Section Supervisor are responsible for providing technical assistance, completing monitoring and evaluating the operation of the Nebraska WAP Subgrantees as per required in WPN 20-4. NDEE believes that strong internal systems, oversight, training and technical assistance are essential to enable Subgrantees to achieve the objectives of the Nebraska WAP and will ensure quality weatherization work and adequate financial and programmatic management controls. NDEE combines onsite inspections on in-progress units with an extensive training and technical assistance program and administrative, fiscal and technical monitoring to identify areas where more specific training is required to:</p> <ul style="list-style-type: none"> <li>• improve work quality,</li> <li>• improve delivery of program services, and</li> <li>• to correct Subgrantee administrative and management problems.</li> </ul>
TECHNICAL SUPPORT
<p>NEWAP Technical Monitors and the Building Program Specialist are responsible for completing inspections and providing technical assistance activities as part of the Program Monitoring and Compliance Strategy. Technical assistance provided may include but is not limited to:</p> <ul style="list-style-type: none"> <li>• staff training,</li> <li>• policy interpretation,</li> <li>• State Plan and Field Guide &amp; Installation Standards clarification,</li> <li>• working with Subgrantees to address deficiencies, and</li> <li>• training Subgrantees on new and existing weatherization techniques.</li> </ul> <p>Training is essential for staff development and is provided on an ongoing basis to upgrade the quality of service delivered by the WAP Technical Monitors. Each monitor is expected to research and attend training opportunities offered through the Nebraska WAP Training Network, which will enable them to gain additional knowledge and skills in building science principals, weatherization technology, furnace technology, and diagnostic equipment.</p>

All NDEE monitoring including, onsite Quality Control Inspections, onsite In-progress inspections, desktop Energy Audit Reviews, Programmatic and Financial reviews of the NeWAP subgrantees are performed in an impartial and complete manner.

Technical Monitoring activities includes but are not limited to:

- **Onsite Inspection of In-progress Units** completed by NDEE Technical Monitors that are BPI Certified Quality Control Inspectors to provide technical guidance or assistance to Subgrantees and to verify compliance with program installation requirements. Some Subgrantees are monitored each month, while others are monitored more infrequently depending on production and identified needs to address quality and/or health and safety concerns. A minimum of 10 percent of weatherized homes for each Subgrantee will be completed with additional inspections completed if recurring inconsistencies are experienced.
- **Quality Control Inspections** on units submitted for reimbursement to NDEE as per Section 3 of WPN 22-4. These inspections will include, but not be limited to diagnostic testing, client file review and energy audit review. Five (5) percent or greater of all completed units will be inspected for each Subgrantee that utilizes a separate Energy Auditor and Quality Control Inspector. Ten (10) percent or greater of all completed units will be inspected for each Subgrantee that utilizes one person to perform both the Energy Auditor and Quality Control Inspections. Twenty (20) percent or greater of all completed units will be inspected for each Subgrantee that uses a Quality Control Inspector who works on no more than two thirds of the jobs. At least one third of the jobs must be inspected by someone who did not work on the job.
- **File Review Monitoring** completed on every weatherized home receiving an In-Progress or Quality Control Inspection.
- **Desktop Energy Audit Reviews** completed on audits submitted with reimbursement requests to ensure the appropriate audit tool is used, input values are appropriate, energy efficiency measures are identified and implemented according to SIR's for appropriate measures.
- February 1, 2018, NDEE implemented a more accountable process for NeWAP Technical Monitoring reporting and follow-up procedures. NDEE Technical Monitors started a process where after they have completed an in-progress monitoring or a QCI monitoring visit, they write-up a report to the Subgrantee identifying any findings, concerns, recommendations, commendations, or best practices, and identify any corrective actions that are required. The report will be reviewed and signed by the NDEE Grant Section Supervisor and sent to the Subgrantee within 30 days of the monitoring visit. The Subgrantee has 30 days to respond and resolve any corrective actions if needed. NDEE will utilize a tracking spreadsheet and use the NDEE online database to ensure all follow-up on Technical Monitoring has been completed in a timely manner.

The NDEE Building Program Specialist also completes a **Desktop Energy Audit Reviews** on weatherized homes. The audits are reviewed to ensure that the appropriate audit tool is used, input values are in accordance with program requirements, energy efficiency measures identified based on SIR's are implemented, etc. Issues and concerns associated with the reviews are discussed in the Quarterly Working Group and any procedural changes are incorporated into the audit process.

**Administration/Fiscal Compliance Monitoring** is an extremely important aspect of weatherization program management and NDEE believes that a successful monitoring program improves Subgrantee operations, identifies problems early enough for corrective action, promotes quality work and is essential in assisting Subgrantees in fulfilling program objectives.

- The Federal Aid Administrator conducts an Administrative/Fiscal Compliance Monitoring annually with each Subgrantee consisting of both an administrative review and a fiscal review. Prior to monitoring the Federal Aid Administrator will review the Subgrantees required annual audit and previous year's Administration and Fiscal Compliance Monitoring to ensure the Subgrantee has resolved any findings from these audits and monitoring.  
The financial review will include:
  1. A check of the contract files against contract procedures
  2. Sample journal entries
  3. Inventory reconciliation
  4. Cost categories
  5. Administrative expenses
- The program administration review will include:
  1. The outreach support level and client application process
  2. Reviewing client files for compliance with all federal and state WAP rules and regulations regarding mandated documentation of: household income, client certification of eligibility, owner/landlord permission for weatherization, rent declaration, fuel release statement, inspection statement, lien/debt statement, a complete Building Check & Job Order form/site-specific audit, complete material cost information, funding source designation, final quality control inspection and client release
  3. Client certification and prioritization system
  4. Inspection/quality control systems
  5. Subcontracting system
  6. Review of goals for serving elderly, disabled, and families with Children under 6 years old, high-energy use and high-energy burden
  7. Review of procurement systems
- A minimum of 10% of all USDOE unit client files completed in the time period being reviewed during the Program Compliance Administrative/Fiscal Monitoring visit will be examined. NDEE staff will review Subgrantee management systems to ensure compliance with rules, regulations, and mandated file documentation. Material records will be examined and inventory will be inspected to verify the adherence to Federal specifications. The financial review will encompass the examination of all completed programs not previously reviewed.
- NDEE will issue a report within thirty (30) calendar days to the Weatherization Program Director, Agency Executive Director and the Board President detailing the monitoring findings along with recommendations for Subgrantee improvement. The Subgrantee is required to respond within thirty (30) calendar days with a corrective action plan that includes steps to be taken to address findings identified during the onsite monitoring. NDEE Program Monitors and staff will follow-up during onsite visits to ensure that the corrective actions are implemented as directed.

***Administrative/Fiscal Monitoring Schedule for PY 2024-2025:***

- **Blue Valley Community Action**  
April 2025
- **Central Nebraska Community Action Partnership**  
October 2024
- **Northeast Nebraska Community Action Partner**  
November 2024
- **Community Action Partnership of Lancaster and Saunders Counties**  
February 2025

- **Community Action Partnership of Mid Nebraska**  
June 2025
- **Northwest Community Action Partnership**  
May 2025
- **Southeast Nebraska Community Action Partnership**  
March 2025
- **Douglas County**  
TBD once provider is determined.

**Resolution Strategy**

NDEE issues administrative/fiscal compliance monitoring reports to the Subgrantee Weatherization Program Director, Agency Executive Director and the Board President detailing the monitoring findings within thirty (30) calendar days after the monitoring visit along with recommendations for Subgrantee improvement. The Subgrantee is required to respond within thirty (30) calendar days with a corrective action plan that includes steps to be taken to address findings identified during the onsite monitoring. NDEE Administrative and Fiscal Compliance Monitor and staff will follow-up during onsite visits to ensure that the corrective actions are implemented as directed.

**HEALTH & SAFETY SUPPORT ACTIVITIES**

**Quarterly Working Group**

Meetings attended by technical staff personnel from each Subgrantee with NDEE staff provide training opportunities to discuss technical and administrative issues, specific problems, innovative solutions, and program direction. Technical Working Group meetings will continue to meet on a quarterly basis in PY2024-2025 and will communicate regularly on an as needed basis through email or by conference call.

**Lead Safe Weatherization Training**

Lead safe weatherization training, as needed, will be offered through the Nebraska WAP Training Network during the PY 2024-2025. NDEE will continue to ensure that WAP Network staff and crews receive training and ongoing technical assistance regarding Lead-Safe Weatherization work practices through the WAP Training Network and through monthly site visits to observe Lead Safe Weatherization practices of crews and contractors.

**Lead Safe Weatherization Site Visits**

NDEE Technical Monitors make periodic unannounced site visits to homes that are being weatherized to observe that the required lead-safe work practices are being used by crews and contractors. This is an opportunity to clarify and demonstrate best practices related to lead-safe weatherization.

**MONITORING**

**WHAT PERCENTAGE OF T&TA FUNDING IS ALLOCATED TO MONITORING? (IF DEFINED IN SECTION B OF THE BUDGET DETAILS WITHIN THE ANNUAL APPLICATION, INCLUDE THAT WITHIN YOUR DESCRIPTION BELOW.)**

The staff responsible for technical monitoring are listed by their position title and percentage of funds associated with administrative or technical monitoring by each person under this award. (This is not a percentage of all awards, such as LIHEAP and USDOE funding, but based on how it is paid as a percentage when working on monitoring activities related to this award.)

NDEE administrative/fiscal personnel:

- Grant Section Supervisor: 20% administrative/80% T & TA
- Federal Aid Administrator: 20% administrative/80% T & TA

NDEE Technical Monitoring Personnel:

- Building Program Specialist: 20% administrative/80% T & TA
- Two (2) Environmental Specialist II: 20% administrative/80% T & TA

- One (1) Environmental Specialist III: 20% administrative/80% T & TA

NDEE anticipates the following funding allocation percentage for Technical, Programmatic and Fiscal Monitoring activities:

- 20% administrative/80% T & TA

The NDEE Monitoring Strategy includes the following monitoring and program review activities for each Subgrantee:

<b>Nebraska Department of Environment and Energy Program Monitoring and Compliance Strategy</b>				
<b>Monitoring/Review Activity</b>	<b>Purpose</b>	<b>Conducted by:</b>	<b># of Units</b>	<b>Frequency</b>
Onsite Inspection of in-progress units	Provide technical guidance or assistance to Subgrantees on in-progress projects. Includes lead safe monitoring, training, and/or technical assistance.	(3) WAP Technical Monitors/Certified Quality Control Inspectors	10% of all units for each Subgrantee	Monthly or every other month as needed to reach targeted percentage of units per Subgrantee.
Onsite badge training and verification	Incorporate the Nebraska WAP Badges training and verification program into the network and verify trainee certifications in the tracking tool.	(3) WAP Technical Monitors/Certified Quality Control Inspectors and Building Program Specialist	N/A	Monthly or as needed based on Subgrantee field staff new hire dates
Quality Control Inspection	Quality Control Program Inspections including final diagnostic testing, or on-site monitoring of completed units submitted for reimbursement to NDEE. Includes client file review and energy audit review.	(3) WAP Technical Monitors/Certified Quality Control Inspectors	At least 10% of all completed units.  20% of all units for subgrantees that use the option to allow Quality Control Inspectors to work on no more than two thirds of the jobs.	Monthly
On-Site File Review Monitoring	Subgrantee agency office client files	(3) WAP Technical Monitors/Certified Quality Control Inspectors  and  Federal Aid Administrator	File review for each completed project that receives an onsite inspection and during annual Program Compliance Fiscal Monitoring.	Monthly or every other month to ensure that file review is completed for every unit inspected by a WAP Technical Monitor. Annual during Program Compliance Fiscal Monitoring.

Lead Safe Weatherization	Assure that lead-safe procedures are implemented as required.	(3) WAP Technical Monitors	n/a	At least once per quarter/per sub-grantee and per crew/contractor.
Program Compliance Administrative/ Fiscal Monitoring	Comprehensive review of Subgrantee program administration including a financial review and a systems monitoring.	Federal Aid Administrator	n/a	At least once annually for each Subgrantee.
Desktop Energy Audit Review	Review energy audits submitted with reimbursement requests to ensure the appropriate audit tool is used, input values are appropriate, energy efficiency measures are identified and implemented according to SIR's for appropriate measures.	Building Program Specialist  and  WAP Technical Monitors/Certified Quality Control Inspectors	10% of all completed units	Sampling from Reimbursement Requests

**OTHER, PLEASE SPECIFY**

**PERFORMANCE AND RISK ASSESSMENT**

NDEE Technical monitors complete both In-Progress and QCI monitoring visits followed-up by reports identifying any findings, concerns, questioned costs, missed measures, quality control concerns or Health & Safety violations and require corrective action. These reports are included in a risk assessment that looks at not only the Technical Monitoring but Fiscal and Program Compliance Monitoring(s) as well. Based on the results of these Monitoring's and Risk Assessment, NDEE can designate a subgrantee as Vulnerable or At-Risk and adjust the amount of desktop monitoring, on-site visits and the number of units inspected for each agency. Subgrantees designated as Vulnerable can receive an increased monitoring of 10% until such time as the Agency has corrected its deficiencies. While an At-Risk designation increases the monitoring an additional 10%, again until it has corrected its deficiencies or puts its funding At-Risk. Additional monitoring visits may be required based on the severity and frequency of noncompliance.

In situations where inspectors are found not upholding the high quality of work expectations or are approving work, which is not consistent with the Nebraska's SWS Field Guide, inspectors and subrecipients will be notified in writing. Corrective action plans may be required to be developed and implemented based on the severity and frequency of noncompliance. Increased monitoring percentage and frequency may be required. Concerns will be tracked to resolution. Repeat offenders may be suspended or disqualified from conducting final inspections for the NDEE.

## 6.0 CLIENT EDUCATION

**DESCRIBE WHAT CURRENT AND PLANNED CLIENT EDUCATION MATERIALS AND/OR ACTIVITIES ARE INCLUDED IN THE T&TA BUDGET CATEGORY. ONLY THOSE PAID FOR WITH T&TA FUNDS NEED TO BE MENTIONED.**



**NOTE: THIS DOES NOT INCLUDE TRAINING WORKERS TO DELIVER CLIENT EDUCATION. THIS SHOULD BE DESCRIBED IN THE TRAINING SECTION, ABOVE.**

CLIENT EDUCATION ACTIVITIES PRIOR TO, DURING AND AFTER WEATHERIZATION WHICH ADDRESS THE WEATHERIZATION PROCESS AND ENERGY SAVINGS DETAILS

The Nebraska WAP approach to client education has been designed to enhance program participants' understanding of home energy efficiency improvements, to increase energy savings, and to contribute to the ongoing effectiveness of installed weatherization measures. Educational materials prepared by NDEE and federal program initiatives are provided to our Subgrantees to provide important client education to each WAP client. Subgrantees will be required to provide (at a minimum) the following client educational materials in verbal and written format:

- Prior to Weatherization
  - Radon Informed Consent/Consent to Perform Work Form WX6
  - Home and Safety Home Screening Questionnaire Form WX7
  - Renovate Right (occupants of all buildings built pre-1978)
  - Lead Hazard Pre-Renovation Form WX3
  - Health and Safety Checklist Form WX8
- During Weatherization
  - Weatherization Deferral Notice Form WX4
  - A Brief Guide to Mold, Moisture and Your Home
  - Nebraska Mold Assessment and Release Form WX5
  - EPA's a Citizen's Guide to Radon
  - Combustion Equipment Safety Fact Sheet
- Following Weatherization
  - Nebraska Weatherization Program — Even More Dollar and Energy Savings Brochure
  - ASHRAE 62.2 Fact Sheet
  - Consumer Product Safety Asbestos Fact Sheet

NDEE developed Weatherization Forms and Factsheets are available for download to all Subgrantees and program clients on the NDEE website.

Additionally, during PY 2024-2025 the NeWAP will work and provide assistance, as requested with the National Renewable Energy Laboratory'd (NREL), in the development of client education resources. NeWAP's existing client education resources have been provided to NREL for their review, input, and use (as needed). It is our belief that our use of NeWAP's current resources, used in association with NREL's planned informational and format updates, will help educate NeWAP's clients about energy efficiency that will help them to continue to save valuable energy resources into the future, well beyond the impact being created by the weatherization work.

CLIENT EDUCATION ACTIVITIES REGARDING H&S ISSUES AS INDICATED IN WPN 22-7

- AIR CONDITIONING AND HEATING SYSTEMS
- ASBESTOS
- BIOLOGICALS AND UNSANITARY CONDITIONS
- BUILDING STRUCTURE AND ROOFING
- CODE COMPLIANCE
- COMBUSTION GASES
- ELECTRICAL
- FORMALDEHYDE, VOLATILE ORGANIC COMPOUNDS (VOCs), FLAMMABLE LIQUIDS, AND OTHER AIR POLLUTANTS
- FUEL LEAKS

- GAS RANGE/OVENS
- HAZARDOUS MATERIALS DISPOSAL
- INJURY PREVENTION OF OCCUPANTS AND WEATHERIZATION WORKERS
- LEAD BASED PAINT
- EPA’S LEAD RENOVATION, REPAIR & PAINTING PROGRAM (RRP)MOLD/MOISTURE
- PESTS
- RADON
- SAFETY DEVICES
- VENTILATION AND INDOOR AIR QUALITY
  - AMERICAN SOCIETY OF HEATING REFRIGERATION AND AIR-CONDITIONING ENGINEERS (ASHRAE)
- WINDOW REPAIR, DOOR REPAIR
- WORKER SAFETY
  - OSHA
- ADDITIONAL TOPICS AS DESCRIBED IN HEALTH & SAFETY PLAN

Nebraska WAP Subgrantees provide on-site, electronic and hardcopy educational resources to clients including, but not limited to, the following topics:

**Air Conditioning and Heating Systems**

- Discuss appropriate use and maintenance of units.
- Provide all paperwork and manuals for any installed equipment.
- Where combustion equipment is present, provide a copy of the Combustion Equipment Safety FACTSheet describing how to avoid backdrafting.
- When bulk fuel tanks are not removed as part of the weatherization work, discuss and provide information on proper disposal.
- When deferral is necessary information is provided to the client, in writing, describing conditions that must be met in order for weatherization to commence with a copy of this notification placed in the client file.

**Asbestos**

- Inform the client in writing if suspected Asbestos Containing Materials (ACMs) are present and what precautions will be taken to ensure the occupants’ and workers’ safety during weatherization.
- Instruct client in writing not to disturb suspected ACMs.
- Provide a copy of the Asbestos FACTSheet information to the client.
- When deferral is necessary, provide information in writing describing conditions that must be met in order for weatherization to commence.

**Biologicals and Unsanitary Conditions**

- Inform client in writing of observed conditions.
- Provide information on how to maintain a sanitary home.
- When deferral is necessary, provide information in writing describing conditions that must be met in order for weatherization to commence.

**Building Structure and Roofing**

- Notify client in writing of structurally compromised areas.
- When deferral is necessary, provide information in writing describing conditions that must be met in order for weatherization to commence.

**Code Compliance**

- Inform client in writing of observed code compliance issues when it results in a deferral.
- When deferral is necessary, provide information in writing describing conditions that must be met in order for weatherization to commence.

**Combustion Gases**

- Provide the client with a copy of the Combustion Equipment Safety FACTSheet with combustion safety and hazards information.

#### Electrical

- When electrical issues are the cause of a deferral, provide information to client on over-current protection, overloading circuits, and basic electrical safety/risks.

#### Formaldehyde, Volatile Organic Compounds (VOCs), Flammable Liquids, and other Air Pollutants

- Inform client in writing of observed hazardous condition and associated risks.
- Provide client written materials on safety and proper disposal of household pollutants.
- When deferral is necessary, provide information in writing describing conditions that must be met in order for weatherization to commence.

#### Fuel Leaks

- Inform client in writing if fuel leaks are detected.

#### Gas Range/Ovens

- Inform client of the importance of using exhaust ventilation when cooking and the importance of keeping burners clean to limit the production of CO.
- Provide the client with a copy of the Combustion Equipment Safety FACTSheet.
- Provide client with verbal and written information on the use of the CO detector.

#### Hazardous Materials Disposal

- Inform client in writing of hazards associated with hazardous waste materials being generated/handled in the home.

#### Injury Prevention of Occupants and Weatherization Workers & Worker Safety

- Inform client in writing of observed condition/hazard and its associated risks.
- When deferral is necessary, provide information in writing describing conditions that must be met in order for weatherization to commence.

#### Lead Based Paint and EPA's Lead Renovation, Repair & Painting Program (RRP)Mold/Moisture

- Follow pre-renovation education provisions for RRP.
- When deferral is necessary, provide information in writing describing conditions that must be met in order for weatherization to commence.
- Provide a copy of the Weatherization Deferral Notice completed by the Weatherization Representative and signed by the client or building owner.

#### Pests

- Inform client in writing of observed condition and associated risks.
- When deferral is necessary, provide information in writing describing conditions that must be met in order for weatherization to commence.

#### Radon

- Provide all clients EPA's *A Citizen's Guide to Radon* and inform them of radon related risks.
- Review with all clients the radon informed consent/consent to perform work form. The form must be signed with a copy of the included in the client file prior to receiving weatherization services.

#### Safety Devices

- Provide the client with verbal and written information on the use of smoke detectors, propane detectors and CO detectors.
- Provide the client with a copy of the Combustion Equipment Safety FACTSheet.

#### Ventilation and Indoor Air Quality and the American Society of Heating Refrigeration and Air-Conditioning Engineers (ASHRAE)

- Provide client with information on function, use, and maintenance (including location of service switch and cleaning instructions) of ventilation system and components.
- Provide client with equipment manuals for installed equipment.
- Include disclaimer that ASHRAE 62.2 does not account for high polluting sources or guarantee indoor air quality.

- Provide the client with a copy of the ASHRAE 62.2 FACTSheet.  
Window Repair, Door Repair
- Provide information on lead risks wherever issues are identified.

## **PY 2024-2025**

### **Weatherization Readiness Funding Plan**

#### **Distribution of Funds**

The Department of Environment and Energy (NDEE) will distribute the Weatherization Readiness Funding (WRF) among the states existing Subgrantees utilizing the formula allocation, with a weighted average based on population, used for the Annual Weatherization Funding.

#### **Priority for Service Delivery**

Clients will continue to serve clients by date of application submission, by priority, and by county. For deferred homes, the following Priority List shall be considered when prioritizing the delivers of WRF services:

1. The number of issues associated with the deferral,
2. The number of possible Energy Efficiency Measures impacted by the use of WRF, for example:
  - a. Roof Repairs will allow for the completion of three Attic Insulation ECMs and a Kneewall Insulation Measure,
  - b. Addressing missing electrical switch places and a missing electrical box cover allows for the completion of Exterior Wall Insulation ECMs, Attic Insulation Measures and Kneewall Insulation Measures,
  - c. Completing water leak repairs from the plumbing system or from drainage issues results in the completion of a Foundation Insulation ECM, a Sillbox Insulation and a Floor Insulation,
- 3) The estimated cost associated with correcting the deferral issue and the extent of damage (i.e. limited termite damage, small leaks, percentages of missing siding or trim),
3. The time elapsed since the deferral, and
4. The date of construction of the home, older homes (constructed before 2000) should be given higher priority.

#### **Average Cost per Unit (WRF ACPU)**

The NeWAP WRF Average Cost per Unit (WRF ACPU) is \$15,000.00. Units that exceed the \$5,000 limit must receive preapproval from the NDEE prior to implementation of WRF implementation.

#### **Funding Restrictions and/or Limitations**

In PY 2024, the use of Weatherization Readiness Funding (WRF):

- Is only available for use on Only Owner-Occupied Homes
- Is limited for Cleanup or Remediation purposes; including but not limited to Lead paint, Asbestos (confirmed or suspected, including vermiculite), mold and/or moisture, etc. Subgrantees that plan to install drywall and/or joint tape/finish, utilizing WRF, must be reviewed and approved by NDEE on a case-by-case basis, prior to implementation.
- Is limited for the installation of missing drywall and joint tape/finish and is only allowed when it directly impacts the implementation of an ECM and to ensure accurate blower door testing on the unit can be completed. Subgrantees that plan to install drywall and/or joint tape/finish, utilizing WRF, must be reviewed and approved by NDEE on a case-by-case basis, prior to implementation.

#### **Subgrantee Monitoring**

Each subgrantee is required to perform a Final Inspection on work performed with WRF funding to ensure that the completed work is satisfactory, allows for the completion of weatherization work and

meets state, local and agency code and contractual requirements. Documentation is required to be kept in each client file as evidence that a final inspection has been performed.

### **Grantee Monitoring**

NDEE monitors will complete inspections of Subgrantee submitted WRF units as part of the onsite in-progress and Quality Control Inspections discussed and quantified in the Nebraska Department of Environment and Energy Program Monitoring and Compliance Strategy (table) in Section 5.0 – Technical Assistance of this PY 2024-2025 Annual Plan.

### **Subgrantee Tracking**

Subgrantees will continue to work with the NDEE to develop a Deferral Tracking system, as part of the NDEE database system, which will 1) provide a consistent tracking across the NeWAP system, 2) be used in the development of the Avoided Deferrals Summary of the Monitoring and Leveraging Report discussed below and 3) will provide Subgrantee and Grantee managers with data that will be used in program development for possible future funding opportunities.

### **Grantee Tracking**

NDEE will track use the NDEE database system to track and provide, as part of the Monitoring and Leveraging Report, an Avoided Deferrals Summary of all units in PY 2024-2025 that utilize the WRF. The Summary will include the number of dwelling units made weatherization ready with these funds and for each building or unit the following information will be provided:

- Year of construction,
- Housing Type (site-built single family, manufactured housing),
- Nature of repairs needed which prohibit weatherization (where applicable, identify multiple repairs or remediation reasons for a single building). Including but not limited to:
  - Roof repair/replacement
  - Wall repair (interior or exterior)
  - Ceiling repair
  - Floor repair
  - Foundation or subspace repair
  - Exterior drainage repairs (e.g., landscaping or gutters)
  - Plumbing repairs
  - Electrical repair
  - DOE WRF expenditure per unit and building; and,
  - Leveraged fund expenditure per unit and building (i.e., funds such as LIHEAP, HUD, nonfederal, etc. braided with DOE WRF to make building weatherization ready)

# Weatherization Grantee Health and Safety (H&S) Plan- *Optional Template* State of Nebraska Weatherization Assistance Program

## 1.0 – GENERAL INFORMATION

**Additional information that does not fit neatly in one of the other sections of this document.**

The average per dwelling expenditure of financial assistance provided under WAP for labor, weatherization materials, and related matters may not exceed \$8,497 statewide in PY 2024-2025 WAP Program. As per the U.S. Department of Energy’s Weatherization Program Notice 24-1. Historically, Nebraska has not limited H&S investment to a per-unit cost, but it has allocated between 20-23 percent of its annual allocations to cover H&S related expenditures. A per dwelling unit limit for Health and Safety expenditures of \$1,800 has been established, based on historical data. Units may exceed the \$1,800 limit if approved in advance by the Nebraska Department of Environment and Energy (NDEE) on a case-by-case basis.

1. Please see the USDOE approved Nebraska Weatherization Field Guide and Installation Standards, Chapter 2 for Nebraska’s WAP Health and Safety requirements for Single Family, Small Multi-Family and Manufactured Homes. *(Links to be posted on the Nebraska Department of Environment and Energy website <http://dee.ne.gov/Publica.nsf/pages/22-045>)*
2. Subgrantees requesting approval to exceed any Health & Safety limits need to submit the correct NeWAP Health & Safety request form, written request and bidding documentation to the NDEE weatherization technical staff for review and approval prior to implementation.

## 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&S EXPENDITURE 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*

# TRAINING AND TECHNICAL ASSISTANCE (T&TA) PLAN TEMPLATE

## 1.0 – GENERAL INFORMATION

COMMENTS THAT DO NOT GENERALLY FIT INTO THE AVAILABLE TABLES BELOW

ENTER ADDITIONAL H&S INFORMATION HERE

- Not all training outlined will be paid with DOE funds. We will be using LIHEAP funding to cover some of the training costs.

## 2.0 – OVERALL T&TA PLAN

YOUR OVERALL T&TA PLAN MUST INCORPORATE SUGGESTIONS AND FEEDBACK THE FOLLOWING ELEMENTS.

### FEEDBACK FROM INTERNAL AND EXTERNAL REVIEWS, EXAMPLES INCLUDE:

- FEEDBACK FROM DEPARTMENT OF ENERGY (DOE) PROJECT OFFICER (PO) MONITORING VISITS
- INTERNAL STATE AUDITS
- GRANTEE MONITORING OF THE SUBGRANTEES
- OFFICE OF INSPECTOR GENERAL (OIG) REPORTS
- AMERICAN CUSTOMER SATISFACTION INDEX FEEDBACK, AND
- OTHER. EXAMPLES INCLUDE:
  - TRAINING FEEDBACK
  - TRAINING RETENTION ACTIVITIES
- The NeWAP Network strives to provide our clients with work that meets the most progressive industry standards and technologies. Meeting this goal requires that everyone within the network work to provide staff with the best training options and formats available. Those training formats and options that meet the requirements of the various job types/descriptions within the network including, but are not limited to:
  - Federal and regional training workshops and conferences,
  - Job specific on-line trainings,
  - NeWAP Quarterly Working Group meetings/trainings that cover:
    - Programmatic, auditing and technical changes,
    - issues or concerns being noted through in-field monitoring and/or Energy Audit Reviews
    - issues or concerns being noted as part of the annual energy consumption evaluation, and
    - changes, updates or concerns associated with the NeWAP database system.
  - In-field trainings incorporated into the In-Progress Monitoring completed by the WAP Technical Monitors
- NDEE incorporates the following suggestions and feedback when developing the statewide T&TA Plan:
  - Grant requirements
  - Feedback from Department of Energy (DOE) Project Officers (PO) and monitoring reports
  - Grantee Technical, Programmatic & Fiscal Monitoring Reports of the Subrecipients
  - Subrecipient submitted questions and training requests
  - Quarterly Weatherization Working Group Meetings
  - Subrecipient feedback
  - American Customer Satisfaction Index survey feedback
  - Public Comment received during the Public Comment period for the DOE State Plan
  - WAP Policy Advisory Council (PAC) feedback

EXISTING OR PLANNED ACCREDITED TRAINING CENTER PARTNERSHIP OR WORKING RELATIONSHIP.



At this time, the Nebraska WAP (NeWAP) network has a BPI Certified Quality Control Inspector on staff at all Subgrantee agencies. Additionally, the majority of Subgrantees have an experienced Energy Auditor on staff, a number of which are BPI Certified or in the process of earning their certification. The relatively low demand for additional Energy Auditor and/or Quality Control Inspector training in Nebraska makes it more cost-effective for the NeWAP to outsource this training and testing to IREC Accredited Programs with BPI Energy Auditor/QCI Certified trainers, testers and facilities to receive quality training. Historically NeWAP BPI certified staff have met these Comprehensive Training requirements through Santa Fe Community College, the Energy and Environmental Training Center of Kansas City, the Montana Weatherization Training Center or Indiana Community Action Association and those working relationships will continue.

**PREPARATIONS FOR FUTURE/UPCOMING PROGRAM REQUIREMENTS, EXAMPLES INCLUDE:**

- **UPDATED STANDARD WORK SPECIFICATIONS (SWS)**
- **MIGRATION TO ONLINE WEATHERIZATION ASSISTANT**
- **INCLUSION OF SPECIFIC LANGUAGE FROM WEATHERIZATION PROGRAM NOTICES (WPN)**

- The Nebraska WAP *Retrofitting Nebraska Installation Standards for Single Family and Manufactured Housing Field Guide* was submitted to DOE for review and approved and the NeWAP received an Updated Approval of the *State of Nebraska Energy Audit Procedures for Site-Built Single Family, Manufactured Housing, and Small Multi-Family for the Weatherization Assistance Program* with an Effective Date of 6/2/2021 and an Expiration Date of 6/2/2026. Nebraska Grantee staff provided all subgrantees with electronic copies of the approved Field Guide and Installations and the updated NeWAP Policies and Procedures in a Quarterly Working Group meeting.
- To date grantee technical staff participated in the online Train-the-Trainer event provided by Oakridge National Laboratory (ORNL), made state-specific training modifications and completed NeWAP set-up, supply and fuel cost libraries, worked with Sub-Grantee Weatherization Managers to establish Agency specific staff designations and audit access options and provided in-house training of all NeWAP energy auditing and administrative staff. Grantee technical staff continues to work with subgrantee and ORNL staff based on the following timelines and dates:

<b>Training/Wav10 Event</b>	<b>Description</b>	<b>Scheduled Date</b>
Train-the-Trainer event provided by ORNL	NDEE Technical Staff attended the training to learn the options for starting the transition	March 8, 2023 - Completed
NDEE Technical Staff working with Sub-Grantee Weatherization Managers	NDEE technical staff to make state-specific training modifications and complete NeWAP specific set-up, supply and fuel cost libraries	April - July 1, 2024 - Continuing
Documentation Submittal	Submit set-up libraries, supply libraries and fuel cost libraries to DOE for review and approval	Working with ORNL on "sharing" options. DOE submission planned for March 1, 2024
Add Agency Administrator Staff into Nebraska Specific WAv10 website	Work with Sub-Grantee Weatherization Managers to establish Agency specific staff designations and audit access options	July 2023 - Completed
Hands-on training of NeWAP Subgrantee Energy Auditor and	In-house training of all NeWAP energy auditing and administrative staff	January 23 & 24, 2024 - Completed

Administrative Staff		
Hands-on trainings	For new network hires	February & March 2024
Final NeWAP Technical Staff conversion meeting/update	In conjunction with the NeWAP Quarterly Working Group Meeting.	March 2024
Work with ORNL to begin data conversion and aggregation	Statewide WA web-based site available for use (wa-xx.ornl.gov)	April 1, 2024
Determine if NeWAP Policy Changes are required	NDEE Technical Staff will complete and review sub-grantee audits and determine whether fuel-switching or other audit options will require NeWAP Policy Changes	March thru June 2024
Wav8.9 to Wav10 Transition	Agencies will begin running Energy Audits in both Wav8.9 and Wav10 until NDEE and/or ORNL believes the sub-grantee staff is prepared for full web-based conversion.	February thru March 2024
Final Transition Day	The network is completely transitioned to Wav10	May 1, 2024

- All Weatherization Program Notices are provided to the Subgrantee’s Weatherization Program Managers for the appropriate dissemination among their staff. WPN information requiring specific language or field work changes will be distributed to all Subgrantee management through monthly Subgrantee virtual meetings. Information will also be provided to technical staff in Quarterly Working Group meetings or if needed in **Specific** “hands-on” trainings throughout the program year.

**WHAT PROTOCOLS ARE IN PLACE WHICH ENSURE UNTRAINED STAFF ARE NOT LEFT WITHOUT SUPERVISIONS DURING FIELD OPERATIONS?**

The Nebraska WAP requires Grantee, Subgrantee or sub-contracted staff, paid with weatherization funds, be supervised for all work activities until all appropriate training is completed and/or certification requirements are met. No untrained, unsupervised field staff are allowed on-site to perform weatherization activities. Below are the training/certifications requirements for completing on-site work without direct supervision:

- Energy Auditor/QCI Staff:
  - Each Subgrantee to have on staff at least one BPI Energy Auditor (EA)/Certified Quality Control Inspector (QCI) or contract inspections with an individual(s) with the required EA/QCI Certifications. Subgrantees replacing or hiring new EA/QCI staff must be certified or have the knowledge, skills and abilities to meet the Job Task Analysis (JTA) requirements and to secure their certification within six months of their hire date.
- Field Staff:
  - All existing field staff must have been trained, or in the case of new hires be trained, in the appropriate training covering their appropriate JTA, as developed by Everblue in conjunction with BPI, through the NeWAP Badges Program or an IREC certified facility (on-line or in-person).
  - Replacement or new hires must receive their training within six months of their hire date and be supervised by trained and/or certified staff until such time that skills are satisfactorily demonstrated, and any required certifications are received.
  - All existing technical and field staff must be RRP Certified. Subgrantees replacing or hiring new technical, or field chief staff must be certified or have the knowledge, skills and abilities to secure their certification within six months of their hire date or be supervised by RRP trained/certified staff until such time certification is received.
- Training will be made available to all field staff as per Section 4.0.

<b>PARTNERSHIPS WITH THE STATEWIDE HOME PERFORMANCE INDUSTRY ON TRAINING ISSUES; IF APPLICABLE.</b>
<p>The NDEE Training and Technical Assistance plan reflects the current DOE Energy Auditor/Quality Control Inspector Weatherization Assistance Program initiatives while looking forward to implementing future program requirements that will allow Nebraska’s WAP network to meet all of the BPI Home Energy Professional Certifications. During PY2024-2025 and beyond, the Nebraska WAP will make all training opportunities available, for a fee that covers the cost of the training, to individuals, organizations and other interested parties that are not members of the Nebraska WAP Network.</p>
<b>HOW DOES ANALYSIS CONDUCTED, AS DETAILED IN SECTION V.6 OF THE ANNUAL APPLICATION, INFLUENCE THE DEVELOPMENT OF T&amp;TA ACTIVITIES AND PRIORITIES?</b>
<ul style="list-style-type: none"> <li>• Program technical monitoring activities (in-progress and QCI) provide NDEE Monitors the opportunity to note and document specific Subgrantee, crew or contractors’ inconsistencies or concerns and allows them to provide/schedule on-site or Specific trainings to help alleviate any deficiencies. Examples of these types of past training opportunities include sidewall core density testing, CAZ testing (on-site and in group format) with newer, less experienced field staff, and on-site blower door testing with crews/contractors that have provided dubious testing results.</li> <li>• The results of the Nebraska WAP Annual Consumption Evaluations are provided to all program Subgrantees during one of the program’s Quarterly Working Group (QWG) meetings. The individual Subgrantee, as well as the state-wide, results are discussed with technical staff to evaluate “trends” being experienced by specific Subgrantees or within the program as a whole. Following the QWG meeting each agency is provided with each of their reviewed client charts, that shows the energy use impact of the weatherization services on their home. Subgrantee’s review the client file associated with the chart(s) provided to help to educate their crews and/or contractors regarding the impact of the completed work and to address non-beneficial trends that they may be experiencing. The results of the Nebraska WAP Annual Consumption Evaluation are used by NDEE to develop training options or focus on missed energy-efficiency opportunities within the network to ensure upward savings trends. (i.e. providing trainings/information regarding ASHRAE 62.2 calculations and adding Refrigerator Replacement as an additional electric savings ECM when the percentage of state-wide electric savings was reduced in conjunction with the full program implementation of ASHRAE 62.2).</li> </ul>

<b>3.0 – WORKFORCE CREDENTIALS</b>
<b>DESCRIBE THE FOLLOWING ASPECTS OF YOUR T&amp;TA PLAN RELATED TO WORKFORCE CREDENTIALS.</b>
<b>FEDERALLY REQUIRED CREDENTIALS. EXAMPLES INCLUDE:</b>
<ul style="list-style-type: none"> <li>• <b>ENVIRONMENTAL PROTECTION AGENCY LEAD RENOVATION, REPAIR, AND PAINTING PROGRAM</b></li> <li>• <b>HOME ENERGY PROFESSIONALS QUALITY CONTROL INSPECTOR CERTIFICATION</b></li> </ul>
<ul style="list-style-type: none"> <li>• The Nebraska WAP requires:             <ul style="list-style-type: none"> <li>○ Each Subgrantee to have on staff at least one BPI Certified Quality Control Inspector or to contract inspections with an individual(s) with the required QCI Certifications.</li> <li>○ All existing Subgrantee technical, field staff and, contractors to be RRP Certified.</li> </ul> </li> </ul>

<ul style="list-style-type: none"> <li>○ All Subgrantee technical and field staff to be trained in the appropriate training covering the Home Energy Professional Certifications, as developed by BPI, that most closely represents their job duties.</li> </ul>
<b>GRANTEE/STATE REQUIRED CREDENTIALS. EXAMPLES INCLUDE:</b>
<ul style="list-style-type: none"> <li>● <b>BUILDING PERFORMANCE INSTITUTE BUILDING ANALYST</b></li> <li>● <b>GRANTEE-DEVELOPED CERTIFICATIONS</b></li> </ul>
The Nebraska WAP has no additional national or Grantee-developed credentialing requirements.
<b>SUBGRANTEE/LOCAL REQUIRED CREDENTIALS. EXAMPLES INCLUDE:</b>
<ul style="list-style-type: none"> <li>● <b>CONTRACTOR LICENSING</b></li> </ul>
The State of Nebraska currently does not require state-wide or local jurisdictional licensing of contractors, excluding electricians, but numerous local jurisdictions do have local licensing requirements for specific construction trades that are involved in implementing weatherization work. NeWAP Policies and Procedures require subgrantees to develop and maintain a separate contractor file for each contractor that includes a checklist(s) of all required documentation to assist in NDEE and/or federal monitoring reporting. Required documentation includes, but is not limited to: General Liability Insurance, Proof of Worker’s Compensation Insurance or documentation of Sole Proprietorship with no employees, current signed contract, Current Contractor’s Registration with the State of Nebraska, Current Electrical, Plumbing and Mechanical Licenses (as applicable) Proof of being a Lead Renovator Firm and Proof of Completing Lead Renovator Training.
<b>INDUSTRY REQUIRED CREDENTIALS. EXAMPLES INCLUDE:</b>
<ul style="list-style-type: none"> <li>● <b>EQUIPMENT/MATERIAL MANUFACTURE CERTIFICATION</b></li> <li>● <b>VENDOR CERTIFICATION</b> (E.G. EQUIPMENT/MATERIAL MANUFACTURE CERTIFICATION, VENDOR CERTIFICATION)</li> </ul>
The Nebraska WAP has no additional equipment, vendor, or manufacturer credentialing requirements.
<b>PROCESS FOR MAINTAINING WORKFORCE CREDENTIALS</b>
The Nebraska WAP incorporates the following into the NeWAP <i>Policies and Procedures Manual</i> to help ensure and/or maintain Subgrantee staff workforce credentials: <ul style="list-style-type: none"> <li>○ Subgrantees replacing or hiring new QCI staff must be certified or have the knowledge, skills and abilities to meet the JTA requirements and to secure their certification within six months of their hire date.</li> <li>○ When subgrantees replace or hire new field staff they must be trained in the appropriate JTA, as developed by BPI, through an IREC facility (on-line or in-person) within six months of their hire date.</li> <li>○ Subgrantees technical staff replacement or new hires must receive training, in the Home Energy Professional Certifications, as developed by BPI, that most closely represents their job duties within six months of their hire date.</li> </ul>
<b>HOW CREDENTIALS ARE TRACKED</b>
<ul style="list-style-type: none"> <li>○ NDEE tracks all attendees of trainings that have been provided through the Nebraska WAP network since 2010 and to track all Nebraska WAP network staff member trainings (per Subgrantee) who have completed additional virtual trainings or have received BPI QCI and EA Certifications.</li> <li>○ NDEE communicates in Quarterly Working Group meetings with Subgrantees regarding their staff training needs and possible new hire training requirements and will also collect individual Subgrantee training information requiring specific language or field work changes will be distributed to all Subgrantee management through monthly Subgrantee virtual progress and update meetings.</li> <li>○ NDEE staff will continue to update the training and certification spreadsheets and make modifications</li> </ul>

that will assist in tracking initial certifications, training, certification maintenance and continuing education requirements.

## 4.0 – TRAINING

GRANTEES HAVE TWO OPTIONS TO DESCRIBE THEIR TRAINING.

- A) USE THE EMBEDDED SPREADSHEET\* TO IDENTIFY AND DESCRIBE THE TRAINING SCHEDULE FOR GRANTEE AND SUBGRANTEE STAFF. INCLUDE TECHNICAL AND NON-TECHNICAL TRAINING.
- B) OR USE THE FIELDS BELOW TO IDENTIFY AND DESCRIBE THE TRAINING SCHEDULE FOR GRANTEE AND SUBGRANTEE STAFF. INCLUDE TECHNICAL AND NON-TECHNICAL TRAINING.

GRANTEE'S ARE TO INCLUDE THE FOLLOWING IN THEIR DESCRIPTIONS REGARDLESS OF WHAT OPTION IS BEING USED TO DESCRIBE THEIR TRAINING PLAN:

- SPECIFY WHETHER ATTENDANCE IS MANDATORY, AND THE RAMIFICATIONS FOR NON-COMPLIANCE.
- SPECIFY IF THE T&TA PLAN SPANS MULTIPLE PROGRAM YEARS (PY), INDICATE WHICH TRAININGS ARE INTENDED IN THE CURRENT PY AND WHICH ARE PLANNED FOR FUTURE PYS.

\* THE EMBEDDED SPREADSHEET, IF COMPLETED AT THE END OF THE YEAR TO RECORD DELIVERED TRAINING, CAN BE USED AS DOCUMENTATION FOR THE REQUIRED ANNUAL T&TA REPORT. DOUBLE CLICK TO OPEN SPREADSHEET. ENTER INFORMATION AND CLOSE. IT WILL AUTOMATICALLY SAVE YOUR INFORMATION



### TTA Planning and Reporting Template F

#### PROGRAMMATIC/ADMINISTRATION TRAINING

- FINANCIAL (I.E. 2 CFR 200)
- MANAGEMENT (I.E. 10 CFR 440)
- Meeting NeWAP production and quality goals requires everyone within the network work to provide staff with the best training options and formats available. Those training formats and options that meet the requirements of program management and fiscal job types/descriptions within the network including, but are not limited to:
  - Federal and regional training workshops and conferences regarding the requirements associated with 2 CFR 200 and 10 CFR 440,
  - NeWAP Quarterly Working Group (QWG) meetings/trainings that cover programmatic updated regarding Weatherization,
- Subgrantees who have attended relevant conferences will be asked to provide a brief description of relevant issues at the QWG following the conference,
- Issues, changes, updates or concerns associated with the NeWAP database system and information submittal is address as part of the annual Fiscal Monitoring

**COMPREHENSIVE TECHNICAL TRAINING ALIGNED TO THE JOB TASK ANALYSIS (IDENTIFY AT WHAT INTERVALS WORKERS WILL RECEIVE REGULAR, COMPREHENSIVE TRAINING AS REQUIRED BY WEATHERIZATION PROGRAM NOTICE (WPN) 15-4)**

- QUALITY CONTROL INSPECTOR
- ENERGY AUDITOR
- CREW LEAD
- RETROFIT INSTALLER/TECHNICIAN

The Nebraska WAP is committed to increasing the network’s expertise and numerous program technical training opportunities and hands-on training opportunities have been conducted with the goal to maximize energy savings, minimize production costs, improve quality of work, and foster management expertise.

***Energy Auditor/Quality Control Inspectors:***

As a result of this commitment, each Subgrantee in the Nebraska WAP network has on staff at least one BPI Certified Energy Auditor (EA)/ Quality Control Inspector (QCI) with the required EA/QCI Certifications, and the majority of have an experienced Energy Auditor (BPI Certified) on staff. Any additional required Energy Auditor/Quality Control Inspector trainings will be outsourced to facilities where the network can receive quality training by an IREC Accredited Program with BPI Certified Trainers and Testers where Certification in these areas can be provided. The low demand for the Energy Auditor and Quality Control Inspector training in Nebraska makes it more feasible to outsource these training at random intervals, as needed, at this time.

***Installer and Crew Chief Field Staff:***

NDEE has also contracted with Everblue to provide access to the NeWAP Network to their LMS: Moodle Learning Management System (LMS) Hosting and Technical Support Annual aka *Weatherization Badge Program*. Which includes access to 25 Badges and associated micro badges, individual progress tracking reports. Everblue directly links the LMS system to the Nebraska Weatherization NeWAP Field Guide Installation Standards with appropriate NDEE Logos. All subgrantee field staff will be required to complete appropriate badge training/certification and their individual progress will be tracked and monitored within the system.

Subgrantees are also encouraged to include eligible field staff in weatherization industry conferences, trainings and workshops to help to ensure that the Nebraska Network operates to meet the most progressive industry standards and technologies.

**SPECIFIC TECHNICAL TRAINING**

- TOPICS IDENTIFIED DURING MONITORING VISIT(S)
- ENERGY MODELING
- HEALTH & SAFETY. ALL H&S TOPICS IN WPN 22-7 REQUIRE SOME LEVEL OF TRAINING FOR ALL AFFECTED WORKERS, THE FREQUENCY OF THIS TRAINING IS A GRANTEE DECISION. EXAMPLES INCLUDE:
  - AIR CONDITIONING AND HEATING SYSTEMS
  - ASBESTOS
  - BIOLOGICALS AND UNSANITARY CONDITIONS
  - BUILDING STRUCTURE AND ROOFING
  - CODE COMPLIANCE
  - COMBUSTION GASES
  - ELECTRICAL
  - FORMALDEHYDE, VOLATILE ORGANIC COMPOUNDS (VOCs), FLAMMABLE LIQUIDS, AND OTHER AIR POLLUTANTS

- FUEL LEAKS
- GAS RANGE/OVENS
- HAZARDOUS MATERIALS DISPOSAL
- INJURY PREVENTION OF OCCUPANTS AND WEATHERIZATION WORKERS
- LEAD BASED PAINT
- EPA’S LEAD RENOVATION, REPAIR & PAINTING PROGRAM (RRP)MOLD/MOISTURE
- PESTS
- RADON
- SAFETY DEVICES
- VENTILATION AND INDOOR AIR QUALITY
  - AMERICAN SOCIETY OF HEATING REFRIGERATION AND AIR-CONDITIONING ENGINEERS (ASHRAE)
- WINDOW REPAIR, DOOR REPAIR
- WORKER SAFETY
  - OSHA
- ADDITIONAL TOPICS AS DESCRIBED IN HEALTH & SAFETY PLAN
- CLIENT EDUCATION (TRAINING WORKERS TO CONDUCT CLIENT EDUCATION). EXAMPLES INCLUDE:
  - ENERGY SAVINGS STRATEGIES
  - PROGRAM-SPECIFIC INFORMATION. EXAMPLES INCLUDE:
    - WHAT TO EXPECT
    - ADDITIONAL RESOURCES
  - HEALTH & SAFETY ISSUES

**Subgrantee technical staff:**

**Subgrantee technical staff:** Specific Training will be delivered to the network state-wide based on the specific training type and the facility needs. Specific Trainings, required based on job designation, will be scheduled at random intervals as needed and may include, but not be limited to, the following:

Anticipated Specific Trainings	Staff Required	Training Requirement
Lead Safe Weatherization – RRP Certification	All Field Staff	Mandatory
Mobile Home Weatherization and Duct Pressures	All Field Staff	Voluntary
CAZ Testing	EA/QCI/Crew Chief	Mandatory
ASHRAE 62.2 Updates and Requirements	EA/QCI	Mandatory
NEAT/MHEA Web-based Trainings	EA/QCI	Mandatory
Blower Door Guided Air Sealing	All Field Staff	Voluntary
Installing and Testing Dense Pack Insulation	All Field Staff	Voluntary
Quarterly Technical Working Groups	Technical & Programmatic Staff	Mandatory
HVAC Inspections and Testing	EA/QCI	Voluntary
Badge Training Program	All Field Staff	Mandatory
BPI Energy Auditor & QCI Trainings & Certifications	EA/QCI	Mandatory

In the case of both Comprehensive and Specific Training, opportunities will be available for a fee, to cover the cost of training, to individuals and organizations that are not members of the Nebraska WAP Network.

Additionally, specific training needs will be addressed as identified during inspections and monitoring completed by NDEE Technical Monitors, the Building Program Specialist, Federal Aid Administrator, NDEE Grant Section Supervisor and USDOE Project Officers.

**CONFERENCES. EXAMPLES INCLUDE:**

<ul style="list-style-type: none"> <li>• ENERGY OUTWEST</li> <li>• BUILDING PERFORMANCE ASSOCIATION</li> <li>• NATIONAL ASSOCIATION FOR STATE AND COMMUNITY SERVICE PROVIDERS</li> <li>• COMMUNITY ACTION PARTNERSHIP</li> </ul>
<p>NDEE Technical Monitors, Building Program Specialist and Subgrantee Technical Staff will attend (as needed) weatherization industry conferences, trainings, and workshops to ensure that the Nebraska Network operates to meet the most progressive industry standards and technologies and to meet EA/QCI re-certification CEU requirements. Information provided as part of those trainings will be shared with all members of the Nebraska WAP through various training activities, Quarterly Working Group meetings and onsite inspections.</p> <p>NDEE and Subgrantee management and fiscal staff will attend industry related conferences, trainings, workshops, and grant management webinars to increase their knowledge, skills and abilities in grant administration. Examples would be continued participation in training and webinars that address grant administration, such as the NASCSP Annual Conference and the Energy Out West Conference.</p>
<b>OTHER, PLEASE SPECIFY:</b>
DESCRIBE OTHER TRAINING ACTIVITIES HERE

<b>5.0 – TECHNICAL ASSISTANCE</b>
DESCRIBE THE TECHNICAL ASSISTANCE ACTIVITIES INCLUDED IN THE T&TA BUDGET CATEGORY.
PROGRAMMATIC/ADMINISTRATION SUPPORT
<p>Technical Monitors, a Building Program Specialist, a Federal Aid Administrator III and the Grants Section Supervisor are responsible for providing technical assistance, completing monitoring and evaluating the operation of the Nebraska WAP Subgrantees as per required in WPN 20-4. NDEE believes that strong internal systems, oversight, training and technical assistance are essential to enable Subgrantees to achieve the objectives of the Nebraska WAP and will ensure quality weatherization work and adequate financial and programmatic management controls. NDEE combines onsite inspections on in-progress units with an extensive training and technical assistance program and administrative, fiscal and technical monitoring to identify areas where more specific training is required to:</p> <ul style="list-style-type: none"> <li>• improve work quality,</li> <li>• improve delivery of program services, and</li> <li>• to correct Subgrantee administrative and management problems.</li> </ul>
TECHNICAL SUPPORT
<p>NEWAP Technical Monitors and the Building Program Specialist are responsible for completing inspections and providing technical assistance activities as part of the Program Monitoring and Compliance Strategy. Technical assistance provided may include but is not limited to:</p> <ul style="list-style-type: none"> <li>• staff training,</li> <li>• policy interpretation,</li> <li>• State Plan and Field Guide &amp; Installation Standards clarification,</li> <li>• working with Subgrantees to address deficiencies, and</li> <li>• training Subgrantees on new and existing weatherization techniques.</li> </ul> <p>Training is essential for staff development and is provided on an ongoing basis to upgrade the quality of service delivered by the WAP Technical Monitors. Each monitor is expected to research and attend training opportunities offered through the Nebraska WAP Training Network, which will enable them to gain additional knowledge and skills in building science principals, weatherization technology, furnace technology, and diagnostic equipment.</p>



All NDEE monitoring including, onsite Quality Control Inspections, onsite In-progress inspections, desktop Energy Audit Reviews, Programmatic and Financial reviews of the NeWAP subgrantees are performed in an impartial and complete manner.

Technical Monitoring activities includes but are not limited to:

- **Onsite Inspection of In-progress Units** completed by NDEE Technical Monitors that are BPI Certified Quality Control Inspectors to provide technical guidance or assistance to Subgrantees and to verify compliance with program installation requirements. Some Subgrantees are monitored each month, while others are monitored more infrequently depending on production and identified needs to address quality and/or health and safety concerns. A minimum of 10 percent of weatherized homes for each Subgrantee will be completed with additional inspections completed if recurring inconsistencies are experienced.
- **Quality Control Inspections** on units submitted for reimbursement to NDEE as per Section 3 of WPN 22-4. These inspections will include, but not be limited to diagnostic testing, client file review and energy audit review. Five (5) percent or greater of all completed units will be inspected for each Subgrantee that utilizes a separate Energy Auditor and Quality Control Inspector. Ten (10) percent or greater of all completed units will be inspected for each Subgrantee that utilizes one person to perform both the Energy Auditor and Quality Control Inspections. Twenty (20) percent or greater of all completed units will be inspected for each Subgrantee that uses a Quality Control Inspector who works on no more than two thirds of the jobs. At least one third of the jobs must be inspected by someone who did not work on the job.
- **File Review Monitoring** completed on every weatherized home receiving an In-Progress or Quality Control Inspection.
- **Desktop Energy Audit Reviews** completed on audits submitted with reimbursement requests to ensure the appropriate audit tool is used, input values are appropriate, energy efficiency measures are identified and implemented according to SIR's for appropriate measures.
- February 1, 2018, NDEE implemented a more accountable process for NeWAP Technical Monitoring reporting and follow-up procedures. NDEE Technical Monitors started a process where after they have completed an in-progress monitoring or a QCI monitoring visit, they write-up a report to the Subgrantee identifying any findings, concerns, recommendations, commendations, or best practices, and identify any corrective actions that are required. The report will be reviewed and signed by the NDEE Grant Section Supervisor and sent to the Subgrantee within 30 days of the monitoring visit. The Subgrantee has 30 days to respond and resolve any corrective actions if needed. NDEE will utilize a tracking spreadsheet and use the NDEE online database to ensure all follow-up on Technical Monitoring has been completed in a timely manner.

The NDEE Building Program Specialist also completes a **Desktop Energy Audit Reviews** on weatherized homes. The audits are reviewed to ensure that the appropriate audit tool is used, input values are in accordance with program requirements, energy efficiency measures identified based on SIR's are implemented, etc. Issues and concerns associated with the reviews are discussed in the Quarterly Working Group and any procedural changes are incorporated into the audit process.

**Administration/Fiscal Compliance Monitoring** is an extremely important aspect of weatherization program management and NDEE believes that a successful monitoring program improves Subgrantee operations, identifies problems early enough for corrective action, promotes quality work and is essential in assisting Subgrantees in fulfilling program objectives.

- The Federal Aid Administrator conducts an Administrative/Fiscal Compliance Monitoring annually with each Subgrantee consisting of both an administrative review and a fiscal review. Prior to monitoring the Federal Aid Administrator will review the Subgrantees required annual audit and previous year's Administration and Fiscal Compliance Monitoring to ensure the Subgrantee has resolved any findings from these audits and monitoring.

The financial review will include:

1. A check of the contract files against contract procedures
  2. Sample journal entries
  3. Inventory reconciliation
  4. Cost categories
  5. Administrative expenses
- The program administration review will include:
    1. The outreach support level and client application process
    2. Reviewing client files for compliance with all federal and state WAP rules and regulations regarding mandated documentation of: household income, client certification of eligibility, owner/landlord permission for weatherization, rent declaration, fuel release statement, inspection statement, lien/debt statement, a complete Building Check & Job Order form/site-specific audit, complete material cost information, funding source designation, final quality control inspection and client release
    3. Client certification and prioritization system
    4. Inspection/quality control systems
    5. Subcontracting system
    6. Review of goals for serving elderly, disabled, and families with Children under 6 years old, high-energy use and high-energy burden
    7. Review of procurement systems
  - A minimum of 10% of all USDOE unit client files completed in the time period being reviewed during the Program Compliance Administrative/Fiscal Monitoring visit will be examined. NDEE staff will review Subgrantee management systems to ensure compliance with rules, regulations, and mandated file documentation. Material records will be examined and inventory will be inspected to verify the adherence to Federal specifications. The financial review will encompass the examination of all completed programs not previously reviewed.
  - NDEE will issue a report within thirty (30) calendar days to the Weatherization Program Director, Agency Executive Director and the Board President detailing the monitoring findings along with recommendations for Subgrantee improvement. The Subgrantee is required to respond within thirty (30) calendar days with a corrective action plan that includes steps to be taken to address findings identified during the onsite monitoring. NDEE Program Monitors and staff will follow-up during onsite visits to ensure that the corrective actions are implemented as directed.

***Administrative/Fiscal Monitoring Schedule for PY 2024-2025:***

- **Blue Valley Community Action**  
April 2025
- **Central Nebraska Community Action Partnership**  
October 2024
- **Northeast Nebraska Community Action Partner**  
November 2024
- **Community Action Partnership of Lancaster and Saunders Counties**  
February 2025

- **Community Action Partnership of Mid Nebraska**  
June 2025
- **Northwest Community Action Partnership**  
May 2025
- **Southeast Nebraska Community Action Partnership**  
March 2025
- **Douglas County**  
TBD once provider is determined.

**Resolution Strategy**

NDEE issues administrative/fiscal compliance monitoring reports to the Subgrantee Weatherization Program Director, Agency Executive Director and the Board President detailing the monitoring findings within thirty (30) calendar days after the monitoring visit along with recommendations for Subgrantee improvement. The Subgrantee is required to respond within thirty (30) calendar days with a corrective action plan that includes steps to be taken to address findings identified during the onsite monitoring. NDEE Administrative and Fiscal Compliance Monitor and staff will follow-up during onsite visits to ensure that the corrective actions are implemented as directed.

**HEALTH & SAFETY SUPPORT ACTIVITIES**

**Quarterly Working Group**

Meetings attended by technical staff personnel from each Subgrantee with NDEE staff provide training opportunities to discuss technical and administrative issues, specific problems, innovative solutions, and program direction. Technical Working Group meetings will continue to meet on a quarterly basis in PY2024-2025 and will communicate regularly on an as needed basis through email or by conference call.

**Lead Safe Weatherization Training**

Lead safe weatherization training, as needed, will be offered through the Nebraska WAP Training Network during the PY 2024-2025. NDEE will continue to ensure that WAP Network staff and crews receive training and ongoing technical assistance regarding Lead-Safe Weatherization work practices through the WAP Training Network and through monthly site visits to observe Lead Safe Weatherization practices of crews and contractors.

**Lead Safe Weatherization Site Visits**

NDEE Technical Monitors make periodic unannounced site visits to homes that are being weatherized to observe that the required lead-safe work practices are being used by crews and contractors. This is an opportunity to clarify and demonstrate best practices related to lead-safe weatherization.

**MONITORING**

**WHAT PERCENTAGE OF T&TA FUNDING IS ALLOCATED TO MONITORING? (IF DEFINED IN SECTION B OF THE BUDGET DETAILS WITHIN THE ANNUAL APPLICATION, INCLUDE THAT WITHIN YOUR DESCRIPTION BELOW.)**

The staff responsible for technical monitoring are listed by their position title and percentage of funds associated with administrative or technical monitoring by each person under this award. (This is not a percentage of all awards, such as LIHEAP and USDOE funding, but based on how it is paid as a percentage when working on monitoring activities related to this award.)

NDEE administrative/fiscal personnel:

- Grant Section Supervisor: 20% administrative/80% T & TA
- Federal Aid Administrator: 20% administrative/80% T & TA

NDEE Technical Monitoring Personnel:

- Building Program Specialist: 20% administrative/80% T & TA
- Two (2) Environmental Specialist II: 20% administrative/80% T & TA

- One (1) Environmental Specialist III: 20% administrative/80% T & TA

NDEE anticipates the following funding allocation percentage for Technical, Programmatic and Fiscal Monitoring activities:

- 20% administrative/80% T & TA

The NDEE Monitoring Strategy includes the following monitoring and program review activities for each Subgrantee:

<b>Nebraska Department of Environment and Energy Program Monitoring and Compliance Strategy</b>				
<b>Monitoring/Review Activity</b>	<b>Purpose</b>	<b>Conducted by:</b>	<b># of Units</b>	<b>Frequency</b>
Onsite Inspection of in-progress units	Provide technical guidance or assistance to Subgrantees on in-progress projects. Includes lead safe monitoring, training, and/or technical assistance.	(3) WAP Technical Monitors/Certified Quality Control Inspectors	10% of all units for each Subgrantee	Monthly or every other month as needed to reach targeted percentage of units per Subgrantee.
Onsite badge training and verification	Incorporate the Nebraska WAP Badges training and verification program into the network and verify trainee certifications in the tracking tool.	(3) WAP Technical Monitors/Certified Quality Control Inspectors and Building Program Specialist	N/A	Monthly or as needed based on Subgrantee field staff new hire dates
Quality Control Inspection	Quality Control Program Inspections including final diagnostic testing, or on-site monitoring of completed units submitted for reimbursement to NDEE. Includes client file review and energy audit review.	(3) WAP Technical Monitors/Certified Quality Control Inspectors	At least 10% of all completed units.  20% of all units for subgrantees that use the option to allow Quality Control Inspectors to work on no more than two thirds of the jobs.	Monthly
On-Site File Review Monitoring	Subgrantee agency office client files	(3) WAP Technical Monitors/Certified Quality Control Inspectors  and  Federal Aid Administrator	File review for each completed project that receives an onsite inspection and during annual Program Compliance Fiscal Monitoring.	Monthly or every other month to ensure that file review is completed for every unit inspected by a WAP Technical Monitor. Annual during Program Compliance Fiscal Monitoring.

Lead Safe Weatherization	Assure that lead-safe procedures are implemented as required.	(3) WAP Technical Monitors	n/a	At least once per quarter/per sub-grantee and per crew/contractor.
Program Compliance Administrative/ Fiscal Monitoring	Comprehensive review of Subgrantee program administration including a financial review and a systems monitoring.	Federal Aid Administrator	n/a	At least once annually for each Subgrantee.
Desktop Energy Audit Review	Review energy audits submitted with reimbursement requests to ensure the appropriate audit tool is used, input values are appropriate, energy efficiency measures are identified and implemented according to SIR's for appropriate measures.	Building Program Specialist  and  WAP Technical Monitors/Certified Quality Control Inspectors	10% of all completed units	Sampling from Reimbursement Requests

**OTHER, PLEASE SPECIFY**

**PERFORMANCE AND RISK ASSESSMENT**

NDEE Technical monitors complete both In-Progress and QCI monitoring visits followed-up by reports identifying any findings, concerns, questioned costs, missed measures, quality control concerns or Health & Safety violations and require corrective action. These reports are included in a risk assessment that looks at not only the Technical Monitoring but Fiscal and Program Compliance Monitoring(s) as well. Based on the results of these Monitoring's and Risk Assessment, NDEE can designate a subgrantee as Vulnerable or At-Risk and adjust the amount of desktop monitoring, on-site visits and the number of units inspected for each agency. Subgrantees designated as Vulnerable can receive an increased monitoring of 10% until such time as the Agency has corrected its deficiencies. While an At-Risk designation increases the monitoring an additional 10%, again until it has corrected its deficiencies or puts its funding At-Risk. Additional monitoring visits may be required based on the severity and frequency of noncompliance.

In situations where inspectors are found not upholding the high quality of work expectations or are approving work, which is not consistent with the Nebraska's SWS Field Guide, inspectors and subrecipients will be notified in writing. Corrective action plans may be required to be developed and implemented based on the severity and frequency of noncompliance. Increased monitoring percentage and frequency may be required. Concerns will be tracked to resolution. Repeat offenders may be suspended or disqualified from conducting final inspections for the NDEE.

## 6.0 CLIENT EDUCATION

**DESCRIBE WHAT CURRENT AND PLANNED CLIENT EDUCATION MATERIALS AND/OR ACTIVITIES ARE INCLUDED IN THE T&TA BUDGET CATEGORY. ONLY THOSE PAID FOR WITH T&TA FUNDS NEED TO BE MENTIONED.**

**NOTE: THIS DOES NOT INCLUDE TRAINING WORKERS TO DELIVER CLIENT EDUCATION. THIS SHOULD BE DESCRIBED IN THE TRAINING SECTION, ABOVE.**

CLIENT EDUCATION ACTIVITIES PRIOR TO, DURING AND AFTER WEATHERIZATION WHICH ADDRESS THE WEATHERIZATION PROCESS AND ENERGY SAVINGS DETAILS

The Nebraska WAP approach to client education has been designed to enhance program participants' understanding of home energy efficiency improvements, to increase energy savings, and to contribute to the ongoing effectiveness of installed weatherization measures. Educational materials prepared by NDEE and federal program initiatives are provided to our Subgrantees to provide important client education to each WAP client. Subgrantees will be required to provide (at a minimum) the following client educational materials in verbal and written format:

- Prior to Weatherization
  - Radon Informed Consent/Consent to Perform Work Form WX6
  - Home and Safety Home Screening Questionnaire Form WX7
  - Renovate Right (occupants of all buildings built pre-1978)
  - Lead Hazard Pre-Renovation Form WX3
  - Health and Safety Checklist Form WX8
- During Weatherization
  - Weatherization Deferral Notice Form WX4
  - A Brief Guide to Mold, Moisture and Your Home
  - Nebraska Mold Assessment and Release Form WX5
  - EPA's a Citizen's Guide to Radon
  - Combustion Equipment Safety Fact Sheet
- Following Weatherization
  - Nebraska Weatherization Program — Even More Dollar and Energy Savings Brochure
  - ASHRAE 62.2 Fact Sheet
  - Consumer Product Safety Asbestos Fact Sheet

NDEE developed Weatherization Forms and Factsheets are available for download to all Subgrantees and program clients on the NDEE website.

Additionally, during PY 2024-2025 the NeWAP will work and provide assistance, as requested with the National Renewable Energy Laboratory'd (NREL), in the development of client education resources. NeWAP's existing client education resources have been provided to NREL for their review, input, and use (as needed). It is our belief that our use of NeWAP's current resources, used in association with NREL's planned informational and format updates, will help educate NeWAP's clients about energy efficiency that will help them to continue to save valuable energy resources into the future, well beyond the impact being created by the weatherization work.

CLIENT EDUCATION ACTIVITIES REGARDING H&S ISSUES AS INDICATED IN WPN 22-7

- AIR CONDITIONING AND HEATING SYSTEMS
- ASBESTOS
- BIOLOGICALS AND UNSANITARY CONDITIONS
- BUILDING STRUCTURE AND ROOFING
- CODE COMPLIANCE
- COMBUSTION GASES
- ELECTRICAL
- FORMALDEHYDE, VOLATILE ORGANIC COMPOUNDS (VOCs), FLAMMABLE LIQUIDS, AND OTHER AIR POLLUTANTS
- FUEL LEAKS

- GAS RANGE/OVENS
- HAZARDOUS MATERIALS DISPOSAL
- INJURY PREVENTION OF OCCUPANTS AND WEATHERIZATION WORKERS
- LEAD BASED PAINT
- EPA'S LEAD RENOVATION, REPAIR & PAINTING PROGRAM (RRP)MOLD/MOISTURE
- PESTS
- RADON
- SAFETY DEVICES
- VENTILATION AND INDOOR AIR QUALITY
  - AMERICAN SOCIETY OF HEATING REFRIGERATION AND AIR-CONDITIONING ENGINEERS (ASHRAE)
- WINDOW REPAIR, DOOR REPAIR
- WORKER SAFETY
  - OSHA
- ADDITIONAL TOPICS AS DESCRIBED IN HEALTH & SAFETY PLAN

●  
Nebraska WAP Subgrantees provide on-site, electronic and hardcopy educational resources to clients including, but not limited to, the following topics:

**Air Conditioning and Heating Systems**

- Discuss appropriate use and maintenance of units.
- Provide all paperwork and manuals for any installed equipment.
- Where combustion equipment is present, provide a copy of the Combustion Equipment Safety FACTSheet describing how to avoid backdrafting.
- When bulk fuel tanks are not removed as part of the weatherization work, discuss and provide information on proper disposal.
- When deferral is necessary information is provided to the client, in writing, describing conditions that must be met in order for weatherization to commence with a copy of this notification placed in the client file.

**Asbestos**

- Inform the client in writing if suspected Asbestos Containing Materials (ACMs) are present and what precautions will be taken to ensure the occupants' and workers' safety during weatherization.
- Instruct client in writing not to disturb suspected ACMs.
- Provide a copy of the Asbestos FACTSheet information to the client.
- When deferral is necessary, provide information in writing describing conditions that must be met in order for weatherization to commence.

**Biologicals and Unsanitary Conditions**

- Inform client in writing of observed conditions.
- Provide information on how to maintain a sanitary home.
- When deferral is necessary, provide information in writing describing conditions that must be met in order for weatherization to commence.

**Building Structure and Roofing**

- Notify client in writing of structurally compromised areas.
- When deferral is necessary, provide information in writing describing conditions that must be met in order for weatherization to commence.

**Code Compliance**

- Inform client in writing of observed code compliance issues when it results in a deferral.
- When deferral is necessary, provide information in writing describing conditions that must be met in order for weatherization to commence.

**Combustion Gases**

- Provide the client with a copy of the Combustion Equipment Safety FACTSheet with combustion safety and hazards information.

#### Electrical

- When electrical issues are the cause of a deferral, provide information to client on over-current protection, overloading circuits, and basic electrical safety/risks.

#### Formaldehyde, Volatile Organic Compounds (VOCs), Flammable Liquids, and other Air Pollutants

- Inform client in writing of observed hazardous condition and associated risks.
- Provide client written materials on safety and proper disposal of household pollutants.
- When deferral is necessary, provide information in writing describing conditions that must be met in order for weatherization to commence.

#### Fuel Leaks

- Inform client in writing if fuel leaks are detected.

#### Gas Range/Ovens

- Inform client of the importance of using exhaust ventilation when cooking and the importance of keeping burners clean to limit the production of CO.
- Provide the client with a copy of the Combustion Equipment Safety FACTSheet.
- Provide client with verbal and written information on the use of the CO detector.

#### Hazardous Materials Disposal

- Inform client in writing of hazards associated with hazardous waste materials being generated/handled in the home.

#### Injury Prevention of Occupants and Weatherization Workers & Worker Safety

- Inform client in writing of observed condition/hazard and its associated risks.
- When deferral is necessary, provide information in writing describing conditions that must be met in order for weatherization to commence.

#### Lead Based Paint and EPA's Lead Renovation, Repair & Painting Program (RRP)Mold/Moisture

- Follow pre-renovation education provisions for RRP.
- When deferral is necessary, provide information in writing describing conditions that must be met in order for weatherization to commence.
- Provide a copy of the Weatherization Deferral Notice completed by the Weatherization Representative and signed by the client or building owner.

#### Pests

- Inform client in writing of observed condition and associated risks.
- When deferral is necessary, provide information in writing describing conditions that must be met in order for weatherization to commence.

#### Radon

- Provide all clients EPA's *A Citizen's Guide to Radon* and inform them of radon related risks.
- Review with all clients the radon informed consent/consent to perform work form. The form must be signed with a copy of the included in the client file prior to receiving weatherization services.

#### Safety Devices

- Provide the client with verbal and written information on the use of smoke detectors, propane detectors and CO detectors.
- Provide the client with a copy of the Combustion Equipment Safety FACTSheet.

#### Ventilation and Indoor Air Quality and the American Society of Heating Refrigeration and Air-Conditioning Engineers (ASHRAE)

- Provide client with information on function, use, and maintenance (including location of service switch and cleaning instructions) of ventilation system and components.
- Provide client with equipment manuals for installed equipment.
- Include disclaimer that ASHRAE 62.2 does not account for high polluting sources or guarantee indoor air quality.



- Provide the client with a copy of the ASHRAE 62.2 FACTSheet.  
Window Repair, Door Repair
- Provide information on lead risks wherever issues are identified.

# Weatherization Grantee Health and Safety (H&S) Plan- *Optional Template* State of Nebraska Weatherization Assistance Program

## 1.0 – GENERAL INFORMATION

**Additional information that does not fit neatly in one of the other sections of this document.**

The average per dwelling expenditure of financial assistance provided under WAP for labor, weatherization materials, and related matters may not exceed \$8,497 statewide in PY 2024-2025 WAP Program. As per the U.S. Department of Energy’s Weatherization Program Notice 24-1. Historically, Nebraska has not limited H&S investment to a per-unit cost, but it has allocated between 20-23 percent of its annual allocations to cover H&S related expenditures. A per dwelling unit limit for Health and Safety expenditures of \$1,800 has been established, based on historical data. Units may exceed the \$1,800 limit if approved in advance by the Nebraska Department of Environment and Energy (NDEE) on a case-by-case basis.

1. Please see the USDOE approved Nebraska Weatherization Field Guide and Installation Standards, Chapter 2 for Nebraska’s WAP Health and Safety requirements for Single Family, Small Multi-Family and Manufactured Homes. *(Links to be posted on the Nebraska Department of Environment and Energy website <http://dee.ne.gov/Publica.nsf/pages/22-045>)*
2. Subgrantees requesting approval to exceed any Health & Safety limits need to submit the correct NeWAP Health & Safety request form, written request and bidding documentation to the NDEE weatherization technical staff for review and approval prior to implementation.

## 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&S EXPENDITURE 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.

Historically, Nebraska has not limited Health & Safety investments in a home to a “per-unit dollar cost” but allocates between 20-23 percent of its annual allocation to cover Health & Safety related expenditures in homes state-wide. This annual percentage allocation is reviewed and evaluated annually by NDEE staff.

Based on this review the DOE PY 2024-2025 the estimated state-wide per dwelling unit limit Health & Safety expenditure is \$1,800. Units may exceed the \$1,800 limit if approved in advance by NDEE on a case-by-case basis.

See Measure Matrix Attachment

**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.**



Measure Matrix  
Final.xlsx

## 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.**

Incidental repairs are those repairs necessary for the effective performance or preservation of weatherization materials and are not Health and Safety measures and accordingly would not be charged as such.

Minor wall, attic, or roof repairs to preserve installed insulation shall be deemed an IRM, and not H&S. Minor repairs are those that can be corrected following IRM rules when the cost is associated with the ECM.

## 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**

- Prior to any on-site inspection work being scheduled in a home, sub-grantee intake personnel will assist clients in completing a Weatherization Client Questionnaire and a Health & Safety Home Screening Questionnaire (WX7) as part of the application process.

- The questionnaire provides information on health concerns and/or issues such as non-working furnaces, foundation issues, leaks, debris, pet/pest issues, broken glazing, etc. in the home that impact not only the client’s safety but the safety of weatherization workers.
- The questionnaire will be included in the client file for future reference.

**Procedure for determining whether occupants suffer from health conditions which may be negatively impacted by the act of weatherizing their dwelling**

- If it is determined through the Health & Safety Home Screening Questionnaire that someone in the home is sensitive to a product that may be or is intended to be used during the weatherization process, the sensitivity must be documented in the file and, if possible, an alternative product may be used. If no successful alternative is found, the weatherization of the home may proceed without completion of the measure with no impact on weatherization measures with lower SIRs, with prior Nebraska Department of Environment and Energy approval.

**Procedure for addressing potential health concerns including pre-existing health conditions when they are identified**

- When a client’s health is fragile and/or the weatherization activities would constitute a health or safety hazard, the occupants at risk will be required to leave the home during the activities and requested to return at least 1 hour (or a reasonable time as determined by the installers) after installers are scheduled to leave to allow for clean-up and/or appropriate ventilation of the home.
- Weatherization funds cannot be used to relocate clients or reimburse them for such costs incurred as a result of the requirement to leave during the day. If the client is unable to leave the home and the intended work may exacerbate an occupant’s health condition, the home may need to be deferred.
- Sub-grantees must take all reasonable precautions against performing work on homes that would subject clients to Health & Safety risks.

**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 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 type="checkbox"/>	

### **Air Conditioning**

- Repair of air conditioning systems or heat pump is an allowable Health & Safety Cost. Replacement or installation of air conditioning system is not an allowable Health & Safety Cost.
  - A maximum \$500 may be spent to repair heat pumps and central air conditioning systems, although approval to exceed this limitation will be reviewed on a case-by-case basis by the Nebraska Department of Environment and Energy *prior* to any work being implemented.
  - In renter occupied homes, if the cost to repair the central air conditioner or heat pump exceeds \$1,500, the owner may repair or replace the unit. However, if the central air conditioner or heat pump is replaced in accordance with the requirements of this Field Guide and Installation Standards, the Nebraska Weatherization Assistance Program (NeWAP) may contribute a maximum of \$1,500 to the replacement cost.
- Use proper protocols (Manual J, NEAT/MHEA outputs, etc.) based on post-weatherization housing characteristics, including installing mechanical ventilation, when installing or replacing a heating or cooling appliance.

### **Heating Systems**

- "Red tagged", inoperable or non-existent primary heating system replacement, repair, or installation is an allowable H&S Cost.
- Repair or replacement of heating systems is an allowable Health & Safety Cost.
  - A maximum \$500 may be spent to repair heating systems, although approval to exceed this limitation will be reviewed on a case-by-case basis by the Nebraska Department of Environment and Energy *prior* to any work being implemented.
  - In renter occupied homes, if the cost to repair the heating system exceeds \$1,500, the owner may repair or replace the unit. However, if the heating system is replaced in accordance with the requirements of this Field Guide and Installation Standards, the Nebraska Weatherization Assistance Program (NeWAP) may contribute a maximum of \$1,500 to the replacement cost.
- Use proper protocols (Manual J, NEAT/MHEA outputs, etc.) based on post-weatherization housing characteristics, including installing mechanical ventilation, when installing or replacing a heating or cooling appliance.
- Unsafe primary units must be repaired, replaced and removed, or rendered inoperable, or deferral is required.
- Replacement or Repair of gas-liquid-fueled space heater is not allowed.
- Gas-liquid-fueled space heater units that conform to the safety standards on ANSI Z21.11.2 may remain as back-up heat sources.
- Units that do not meet ANSI Z21.11.2 must be removed, and properly disposed of, prior to weatherization but may remain until a replacement heating system is in place.
- Gas-liquid-fueled space heater units that conform to the safety standards on ANSI Z21.11.2, but are not operating safely, must be removed and properly disposed of.
- A gas-liquid-fueled space heater that remains in a completed single-family house after weatherization shall:
  - Not have an input rating in excess of 40,000 Btu/hour;
  - Not be located in, or obtain combustion air from sleeping rooms, bathrooms, toilet rooms, or storage closets, except:
    - One listed wall-mounted space heater in a bathroom if permitted by the authority having jurisdiction which:
      - has an input rating that does not exceed 6,000 Btu/hour;
      - Is equipped with an oxygen-depletion sensing safety shut-off system; and
      - The bathroom has adequate combustion air;
    - One listed wall-mounted space heater in a bedroom if permitted by the authority having jurisdiction which:
      - has an input rating that does not exceed 10,000 Btu/hour;
      - Is equipped with an oxygen-depletion sensing safety shut-off system; and
      - the bathroom has adequate combustion air.

### **Combustion Appliances**

- Combustion safety testing is required when combustion appliances are present.

- A backdraft test must be performed at the time of Initial Inspection, the Quality Control and at the end of each workday (utilizing Daily Safety Test Out (DSTO) Form WX10) in which envelope or duct sealing measures have been performed, if the project will require more than one day, on all vented naturally drafting combustion appliances.

**Solid-Fuel Burning Appliances**

- A backdraft test must not be performed on solid fuel burning appliances.

**Allowable Actions**

Allowed with DOE WAP H&S Funds

Allowed with Alternative Funds

- Repair of air conditioning systems, which do not qualify as an ECM, is an allowable H&S cost as follows:
  - A maximum of \$500 may be spent to repair heat pumps and central air conditioners in owner occupied unit, although approval to exceed this limitation will be reviewed on a case-by-case basis by the Nebraska Department of Environment and Energy **prior** to any work being implemented.
  - In renter occupied homes, if the cost to repair the central air conditioner or heat pump exceeds \$1,500, the owner may repair or replace the unit. However, if the central air conditioner or heat pump is replaced in accordance with the requirements of the Field Guide and Installation Standards the NeWAP may contribute a maximum of \$1,500 toward the replacement cost.
- Repair or replacement of heating systems is an allowable Health & Safety Cost.
  - A maximum \$500 may be spent to repair heating systems, although approval to exceed this limitation will be reviewed on a case-by-case basis by the Nebraska Department of Environment and Energy **prior** to any work being implemented.
  - In renter occupied homes, if the cost to repair the heating system exceeds \$1,500, the owner may repair or replace the unit. However, if the heating system is replaced in accordance with the requirements of this Field Guide and Installation Standards, the Nebraska Weatherization Assistance Program (NeWAP) may contribute a maximum of \$1,500 to the replacement cost.

**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



### **Air Conditioning**

- N/A

### **Heating Systems**

- Verify that systems are present, operable, and performing correctly.
- Run DOE-approved audit to determine if the system can be installed as an energy conservation measure (ECM) prior to replacement as a Health & Safety measure.
- For combustion equipment, inspect chimney and flue and test for Combustion Appliance Zone (CAZ) depressurization.

### **Combustion Appliances**

- NeWAP subgrantees must complete CAZ testing on all areas within a home that contain one or more atmospherically vented combustion appliances.
- CAZ testing must be completed on all weatherized homes, at the time of the initial and quality control inspections, with all testing results documented in the client file using the CAZ Depressurization Test (Form WX9).
- 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 venting type.
- Inspect venting of combustion appliances and confirm adequate clearances.
- Combustion safety testing is required when combustion appliances are present.
- Test naturally drafting appliances for draft and spillage under worst case conditions before and after air tightening.
- NeWAP subgrantees must verify and document in each client file that each Combustion Appliance Zone in a weatherized home has adequate combustion air supply.

### **Solid-Fuel Burning Appliances**

- 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 that it adheres to the applicable code or local authority having jurisdiction. Appliances must be inspected pre- and post-weatherization.
- The inspection shall include, but not be limited to:
  - System clearances to combustibles, inside and outside of the home.
  - The type and condition of the flooring material where the unit is installed.
  - Visual signs of wear or missing or malfunctioning components.
  - Evidence of ash deposit build-out.
  - Evidence of creosote build-up.
  - Signs of structural failure.
  - Evidence of blockage, restriction, leakage, corrosion and/or flame roll-out.
  - Visual evidence of soot on the walls, mantel or ceiling or hearth.

### **Gas Fireplaces**

*Non-sealed combustion* type fireplace that vents into a conventional chimney with or without a pre-constructed liner.

- A spillage test is required and is to be performed when the CAZ is under worst case depressurization.
  - Complete test by using a smoke stick and moving it directly in front of the fireplace in a traverse-like pattern.
  - Any spillage after one minute is a failure.
  - If spillage occurs under worst case depressurization, spillage testing would then be performed under natural conditions.
- CO is to be tested in ambient air directly in front of and above the fireplace if the inspector is unable to place the test probe in the exhaust vent or exterior termination point.

*Sealed combustion insert.*

- A spillage test is not required, but it is recommended to use a smoke stick directly in front of the fireplace while operating. Any sign of spillage may indicate an issue and should be appropriately documented.

- CO is to be tested in ambient air directly in front of and above the unit if the inspector is unable to place the test probe in the exhaust vent or exterior termination point.

**Gas Stoves**

- If the gas stove is specified for use as a heating appliance:
  - A spillage test is required and is to be performed when the CAZ is under worst case depressurization.
    - Any spillage after one minute is a failure.
    - If spillage occurs under worst case depressurization, spillage testing would then be performed under natural conditions.
  - If the vent pipe is accessible, carbon monoxide testing is required.
  - If the vent pipe is accessible, draft testing is required.

**Wood Fireplaces and Pellet Stoves**

- Non-sealed combustion type and venting into a conventional chimney.
  - A backdraft test must not be performed on wood fireplaces and pellet stoves.
  - A spillage test must not be performed on wood fireplaces and pellet stoves.
  - CO tests must not be performed on wood fireplaces and pellet stoves.

**Cooking Stoves/Ovens**

- Inspect cooking burners for operability and flame quality.

**Grantee Combustion Testing Action Levels**

Cooling Systems

- N/A

Heating Systems and Combustion Appliances

- The NeWAP requires Energy Auditors and Quality Control Inspectors to complete combustion, spillage and efficiency testing and compare those results to the BPI 1200 (2017) Standard and to follow all Action Levels associated with the Standard.

**Solid Fuel Burning Appliances - homes containing wood, gas or pellet fireplaces and/or stoves**

- must be evaluated for the weatherization impact of their operation on other combustion appliances. A blower door must be set to run at 300 CFM (set up as for depressurization testing) to mimic the worst-case airflow dynamics likely when a fireplace or stove is in use.
- If spillage occurs in the other combustion appliances under the worst-case depressurization test, spillage testing would then be performed under natural conditions and Carbon Monoxide Detectors will be installed, as per manufacturer's instructions, located adjacent to the fireplace and the back-drafting appliance.

**Grantee Woodstove & Fireplace inspection/testing policy including actions/limits**

Concur with DOE Guidance

Alternative Guidance

- Manufactured homes that have non-manufactured home, or incorrectly installed solid fuel combustion heating systems must be deferred.
- Fireplaces must be inspected pre- and post-weatherization.
- The inspection shall include, but not be limited to:
  - System clearances to combustibles, inside and outside of the home.
  - The type and condition of the flooring material where the unit is installed.
  - Visual signs of wear or missing or malfunctioning components.
  - Evidence of ash deposit build-out.
  - Evidence of creosote build-up.
  - Signs of structural failure.
  - Evidence of blockage, restriction, leakage, corrosion and/or flame roll-out.
  - Visual evidence of soot on the walls, mantel or ceiling or hearth.
- Assessing solid fuel fired appliances involves inspecting the venting/chimney and the overall installation to ensure it adheres to applicable state and local codes.
- State code requires that the flue areas and chimney requirements of masonry fireplaces meet the following requirements:
  - Flue area requirements of masonry fireplaces (excluding sealed combustion/direct vented units) must meet the following requirement:
    - Round chimney flues shall have a minimum cross-sectional area of at least 1/12 of the fireplace opening.
    - Square chimney flues shall have a minimum cross-sectional area of at least 1/10 of the fireplace opening.
    - Rectangular chimney flues with an aspect ratio less than 2 to 1 shall have a minimum cross-sectional area of at least 1/10 of the fireplace opening.
    - Rectangular chimney flues with an aspect ratio of 2 to 1 or more shall have a minimum cross-sectional area of at least 1/8 of the fireplace opening.
  - Chimney terminations must extend at least 2 feet higher than any portion of a building within 10 feet but shall not be less than 3 feet above the highest point where the chimney passes through the roof.
  - Appropriate chimney caps and/or rain caps must be in place.
- Homes with fireplaces and solid fuel fired appliances that do not meet state and local code requirements regarding flue area and chimney terminations must not be weatherized.
- Homes with fireplaces and solid fuel fired appliances that are indicated in the pre-inspection of having any deficiency that could cause an unsafe condition must not be weatherized.
- Weatherized homes containing wood, gas or pellet fireplaces and/or stoves must be evaluated for the impact of their operation on other combustion appliances. A blower door must be set to run at 300 CFM (set up as for depressurization testing) to mimic the worst-case airflow dynamics likely when a fireplace or stove is in use.
- If spillage occurs in the other combustion appliances under the worst-case depressurization test, spillage testing would then be performed under natural conditions and Carbon Monoxide Detectors will be installed, as per manufacturer's instructions, located adjacent to the fireplace and the back-drafting appliance.

**Required Occupant Education**

Concur with DOE Guidance

Alternative Guidance

- When deferral is necessary, provide information to the client, in writing, describing conditions that must be met in order for weatherization to commence. A copy of this notification must also be placed in the client file.
- Discuss appropriate use and maintenance of units.
- Provide all paperwork and manuals for any installed equipment.
- Where combustion equipment is present, provide a copy of the Combustion Equipment Safety Factsheet describing how to avoid back drafting.
- When bulk fuel tanks are not removed as part of the weatherization work, discuss and provide information on proper disposal.
- Where combustion equipment is present, provide safety information regarding how to recognize depressurization.

## 6.2 – Asbestos (Confirmed and/or Presumed Asbestos Containing Material)

### Required Actions

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

As per the NeWAP Policies and Procedures Manual:

- The presence of asbestos or suspected asbestos containing material (ACM) in a weatherization home requires Subgrantees to take reasonable and necessary precautions to prevent asbestos contamination in the home.
- In homes where a friable suspected ACM is found, as determined by an appropriately trained crew leader, auditor or inspector or testing is present, the sub-grantee must take precautionary measures as if it contains asbestos, utilize personal air monitoring and follow the following requirements based on the location/type of suspected ACM material.

### Grantee ACM policy

#### In siding, walls, ceilings, etc.

- In homes where a friable suspected ACM is located, as determined by an appropriately trained crew leader, auditor or inspector or testing, is present the sub-grantee must take precautionary measures as if it contains asbestos, such as utilizing personal air monitoring.
- In homes with asbestos siding, as determined by an appropriately trained crew leader, auditor or inspector or testing, is present and in good condition weatherization work may continue.

#### In vermiculite

- If the presence of asbestos has been previously confirmed or if the sub-grantee believes that vermiculite insulation is present, when blower door tests are performed, it must be performed using pressurization instead of depressurization.

#### On pipes, furnaces, or other small, covered surfaces

- An appropriately trained crew leader, auditor or inspector shall complete an initial visual inspection of all surfaces and subsurfaces, piping, and equipment for a suspected ACM.
- Assume asbestos is present in suspect covering materials.
- In homes where friable suspected ACM is present the sub-grantee must take precautionary measures as if it contains asbestos, such as utilizing personal air monitoring and blower door testing must not be completed.
- In homes with asbestos present, encapsulated and in good condition weatherization work may continue.

### Grantee Blower Door Testing Policy When Suspected ACM Exists

#### In siding, walls, ceilings, etc.

- In homes where friable suspected ACM siding, as determined by an appropriately trained crew leader, auditor or inspector or testing, is present, blower door testing, using positive pressure techniques, must be completed.
- In homes with asbestos siding, as determined by an appropriately trained crew leader, auditor or inspector or testing, is present and in good condition, blower door testing, using either negative or positive pressure techniques, must be completed.

#### In vermiculite

- If the presence of asbestos has been previously confirmed or if the sub-grantee believes that vermiculite insulation is present, when blower door tests are performed, it must be performed using pressurization instead of depressurization.

#### On pipes, furnaces, or other small, covered surfaces

- In homes where friable suspected ACM, as determined by an appropriately trained crew leader, auditor or inspector or testing, is present blower door testing must not be completed.
- In homes with asbestos, as determined by an appropriately trained crew leader, auditor or inspector or testing, is present, encapsulated and in good condition blower door testing, using either negative or positive pressure techniques, must be completed

### Allowable Actions

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

**In siding, walls, ceilings, etc.**

- In homes where asbestos siding is present and in good condition installing dense-pack insulation from the exterior is allowed.
- In homes where asbestos siding is present and in bad condition wall insulation measure work must be completed from the interior of the home.
- Removal of siding is allowed to perform energy conservation measures; however, precautions must be taken not to damage the siding. Asbestos siding should never be cut, sanded or drilled. Where possible, insulate the exterior walls through the interior of the home.

**In vermiculite**

- The costs associated with vermiculite/asbestos testing is an eligible Health & Safety expenditure, to specified expenditure limits and when AHERA sample testing is conducted by a certified tester.

**Prohibited Actions**

Concur with DOE Guidance

**In siding, walls, ceilings, etc.**

- The costs associated with testing, abatement or replacement with new siding are not eligible expenditures in the NeWAP.

**In vermiculite**

- The costs associated with vermiculite abatement or encapsulation are not eligible expenditures in the NeWAP.

**On pipes, furnaces, or other small, covered surfaces**

- In homes where friable suspected ACM, as determined by an appropriately trained crew leader, auditor or inspector or testing, is present the costs associated with asbestos testing, abatement or encapsulation not eligible expenditures in the Nebraska Weatherization Assistance Program.

**Required Testing/Inspection**

Concur with DOE Guidance

Alternative Guidance

Results in Deferral/Referral

DOE WAP H&S Funds

Alternative Funds

- Visual inspections of all surfaces and subsurfaces, piping and equipment for suspected ACM.

**Allowable Testing/Inspection**

Allowed with DOE WAP H&S Funds

Allowed with Alternative Funds

- AHERA sample testing may be conducted by a certified tester and the cost of sample testing and asbestos training requirements may be charged to the Health & Safety budget category.
  - Subgrantees are limited to a maximum cost of \$300 for vermiculite testing.

**Required Occupant Education**

Concur with DOE Guidance

Alternative Guidance

- Inform the client, and landlord if applicable, in writing if suspected ACMs are present and what precautions will be taken to ensure the occupants' and workers' safety during weatherization.
- Inform the client, and landlord if applicable, of results if testing is performed.
- Instruct client in writing not to disturb suspected ACM.
- Provide a copy of the Asbestos Factsheet information to the client.
- When deferral is necessary, provide information in writing describing conditions that must be met in order for weatherization to commence

**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

<ul style="list-style-type: none"> <li>Deferral may be necessary where conditions (odors, bacteria, raw sewage, rotting wood, etc.) in the home pose a health risk to occupants and/or weatherization workers. Or maybe worsened and not resolved by weatherization activities.</li> </ul>		
<b>Allowed Actions</b>		
Allowed with DOE WAP H&S Funds <input checked="" type="checkbox"/>	Allowed with Alternative Funds <input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Remediation of <b>minor</b> conditions that may lead to or promote biological concerns and unsanitary conditions is allowed. Subgrantees are limited to a maximum cost of \$300 to remediate these <b>minor</b> conditions, although approval to exceed this limitation will be reviewed on a case-by-case basis by the Nebraska Department of Environment and Energy <b>prior</b> to any work being implemented.</li> </ul>		
<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 type="checkbox"/>	
<ul style="list-style-type: none"> <li>Sensory and visual inspection of interior, exterior, attics and basements.</li> </ul>		
<b>Prohibited Testing/Inspection</b>		
Concur with DOE Guidance <input checked="" type="checkbox"/>		
<ul style="list-style-type: none"> <li>Testing or addressing bacteria, viruses or major biological and/or unsanitary conditions <b>is not</b> an allowable reimbursable cost.</li> </ul>		
<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>Inform client in writing of observed conditions.</li> <li>Provide information on how to maintain a sanitary home.</li> <li>When deferral is necessary, provide information in writing describing conditions that must be met in order for weatherization to commence.</li> </ul>		

<b>6.4 – Building Structure and Roofing (e.g., roofing, wall, foundation)</b>		
<b>Allowable Actions</b>		
Allowed with DOE WAP H&S Funds <input checked="" type="checkbox"/>	Allowed with Alternative Funds <input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Subgrantees are limited to a maximum cost of \$300 to implement minor repairs when necessary to effectively weatherize the home. Approval to exceed this limitation will be reviewed on a case-by-case basis by the Nebraska Department of Environment and Energy prior to any work being implement.</li> </ul>		
<b>Prohibited Actions</b>		
Concur with DOE Guidance <input checked="" type="checkbox"/>		
<ul style="list-style-type: none"> <li>Building rehabilitation is beyond the scope of the <i>Nebraska Weatherization Assistance Program</i>.</li> </ul>		
<b>Define “major” repairs</b>		
<ul style="list-style-type: none"> <li>Building rehabilitation work that exceeds a maximum cost of \$300 or that is not reviewed and approved by the Nebraska Department of Environment and Energy, is beyond the scope of the <i>Nebraska Weatherization Assistance Program</i>.</li> </ul>		
<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 type="checkbox"/>	
<ul style="list-style-type: none"> <li>Visual inspection of building structure and roofing for damages that compromise building durability and to verify that the portions of the home where weatherization will occur are safe for entry and performance of assessments, work and inspections.</li> </ul>		
<b>Allowable Testing/Inspection</b>		
Allowed with DOE WAP H&S Funds <input checked="" type="checkbox"/>	Allowed with Alternative Funds <input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Structural testing is not an allowable reimbursable cost.</li> </ul>		
<b>Prohibited Testing/Inspection</b>		
Concur with DOE Guidance <input checked="" type="checkbox"/>		

<ul style="list-style-type: none"> <li>Using DOE WAP H&amp;S funds for any testing/evaluation of structural materials by a third-party is prohibited.</li> </ul>	
<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>Inform client in writing of observed conditions.</li> <li>When deferral is necessary, provide information in writing describing conditions that must be met in order for weatherization to commence.</li> </ul>	

6.5 – Code Compliance		
Allowable Actions		
Allowed with DOE WAP H&S Funds <input checked="" type="checkbox"/>	Allowed with Alternative Funds <input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Correction of preexisting code compliance issues is not an allowable unless triggered by weatherization measures being installed in a specific room or area of the home. <ul style="list-style-type: none"> <li>Examples of eligible costs associated with cost-effective Weatherization Measures include, but are not limited to: the installation of fans to provide appropriate ventilation in the home, appropriate disconnect switching and clearance requirements on furnace installations, installation of appropriately sized chimney liner when water heaters are orphaned by a high efficiency furnace installation, etc. Costs associated with the purchase of any required permits are eligible.</li> </ul> </li> <li>It is each sub-grantee’s responsibility to ensure that weatherization-related work conforms with the applicable codes in the jurisdiction where the work is being performed.</li> <li>Follow State and local codes while installing weatherization measures, including H&amp;S measures.</li> <li>The cost of the permits must not be passed onto the client.</li> <li>When correction of preexisting code compliance issues is triggered and paid for with WAP funds, specific code requirements with reference to the weatherization measure(s) that triggered the code compliance issue <b>must</b> be included in the client file.</li> </ul>		
Prohibited Actions		
Concur with DOE Guidance <input checked="" type="checkbox"/>		
<ul style="list-style-type: none"> <li>Condemned properties and properties that have been deemed “unsafe” by local code authorities where H&amp;S conditions exist that cannot be corrected under this guidance must be deferred.</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 checked="" type="checkbox"/>	Alternative Funds <input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Visual inspection of building to verify that the conditions of the home are safe for entry and performance of assessments, work and inspections.</li> </ul>		
Allowable Testing/Inspection		
Allowed with DOE WAP H&S Funds <input type="checkbox"/>	Allowed with Alternative Funds <input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Using DOE WAP H&amp;S funds for any code compliance analysis/evaluation by a third-party is prohibited.</li> </ul>		
Required Occupant Education		
Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Inform client in writing of observed conditions.</li> <li>When deferral is necessary, provide information in writing describing conditions that must be met in order for weatherization to commence.</li> </ul>		

6.6 – Electrical		
Required Actions		
Concur with DOE Guidance <input 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 type="checkbox"/>	
<p>The two primary energy-related H&amp;S electrical concerns associated with weatherization work are insulating homes that contain knob-and-tube wiring and overloaded electrical. Electrical safety is a basic need that impacts home weatherization and repair.</p> <p><b>Knob-and-Tube Wiring</b></p> <ul style="list-style-type: none"> <li>Determine the location of live knob-and-tube wire locations and document their location in the client file.</li> <li>In attics where Knob-and-Tube Wiring has been previously covered with insulation determine where the wiring is located and verify that it is actually still "active". This determination may be completed by a licensed electrician, the use of a thermal imager/scanner, visually or physically locating the wires or another verifiable option approved by the NDEE.</li> </ul> <p><b>Overloaded Electrical</b></p> <ul style="list-style-type: none"> <li>Wiring splices must be enclosed in metal or plastic electrical boxes, fitted with cover plates.</li> <li>Electrical boxes in attics must be marked with a flag that is visible above the insulation.</li> </ul>			
<b>Allowable Actions</b>			
Allowed with DOE WAP H&S Funds <input checked="" type="checkbox"/>		Allowed with Alternative Funds <input type="checkbox"/>	
<p><b>Knob-and-Tube Wiring</b></p> <ul style="list-style-type: none"> <li>Providing sufficient over-current protection and damming prior to insulating building components containing knob and tube wiring, as required by the AHJ.</li> <li>Subgrantees are limited to a maximum cost of \$300 to implement these minor repairs, although approval to exceed this limitation will be reviewed on a case-by-case basis by the NDEE prior to any work being implemented.</li> <li>Deferral is allowed when an energy auditor determines the current electrical service in the house could potentially create further H&amp;S issues impact the installation of weatherization measures, the sub-grantee will inform the client of the of the issues associated with a deferral in the Weatherization Deferral Notice (Form WX4) completed by the Weatherization Representative and signed by the client or building owner.</li> </ul>			
<b>Prohibited Actions</b>			
Concur with DOE Guidance <input checked="" type="checkbox"/>			
<p><b>Knob-and-Tube Wiring</b></p> <ul style="list-style-type: none"> <li>N/A</li> </ul> <p><b>Overloaded Electrical</b></p> <ul style="list-style-type: none"> <li>If no insulation is being installed in a home the existing fuses must remain intact. In homes that utilize fuses where attic insulation is being installed the State Electrical Board recommends the use of a licensed electrician for the installation of safety Type-S-Fuses as indicated in the National Electrical Code.</li> </ul>			
<b>Define "major" repairs</b>			
<ul style="list-style-type: none"> <li>Major electrical repairs are defined as costing over \$300.</li> </ul>			
<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 type="checkbox"/>	
<ul style="list-style-type: none"> <li>A visual inspection of all of the home's areas for the presence and condition of knob-and-tube wiring.</li> <li>Evaluating the existing knob-and-tube wiring for safety issues prior to beginning weatherization work.</li> <li>Check for building and/or system alterations that may create an electrical hazard.</li> </ul>			
<b>Allowable Testing/Inspection</b>			
Allowed with DOE WAP H&S Funds <input checked="" type="checkbox"/>		Allowed with Alternative Funds <input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Verification that existing knob-and-tube wiring is active.</li> </ul>			
<b>Required Occupant Education</b>			
Concur with DOE Guidance <input checked="" type="checkbox"/>		Alternative Guidance <input type="checkbox"/>	



- When electrical issues are the cause of a deferral, provide information to client on over-current protection, overloading circuits, and basic electrical safety/risks.
- Serious electrical hazards exist when gross overloads such as over usage, overloaded outlets and/or oversized fuses are present. Should auditors and crews find such existing problems, they should notify the owner and note the problem in the client file.

## 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 type="checkbox"/>	

- When a minor gas leak is found on the property, but before (or in front) of the meter, the utility service must be contacted before work can proceed.
- Fuel leaks that are the responsibility of the occupant (vs. the utility) must be repaired before installing weatherization measures in the home.

### Allowable Actions

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

- Fuel leaks found on the property, but after (or behind) the meter must be repaired before weatherizing a unit.

### Prohibited Actions

Concur with DOE Guidance

- Notify utility and temporarily halt work when leaks are discovered that are the responsibility of the utility to address.
- Using DOE WAP H&S funds to repair leaks that are the responsibility of the utility is prohibited.
- Using DOE WAP H&S funds for environmental cleanup resulting from bulk fuel leaks is prohibited.

### 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 type="checkbox"/>	

- Test all exposed gas lines, fittings, valves, couplings, and connections for fuel leaks from the utility connection to the appliances throughout the home.
- Test all gas appliances for fuel leaks at all connections, valves, fittings, and burners.
- Conduct sensory inspection of all bulk fuel lines and storage tanks to determine if leaks exist.

### Allowable Testing/Inspection

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

- Test exposed gas lines from utility coupling into and throughout the home.
- Conduct sensory inspection on bulk fuels to determine if leak exists.

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

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

- There are no Allowable Actions in the NeWAP for using DOE WAP H&S Funds associated with Gas Ovens/Stovetops/Ranges.

<b>Prohibited Actions</b>		
Concur with DOE Guidance <input type="checkbox"/>		
<ul style="list-style-type: none"> <li>Maintenance on or repair gas cooktops and stoves is not allowed.</li> <li>Replacement is not allowed.</li> </ul>		
<b>Required Testing/Inspection</b>		
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 checked="" type="checkbox"/>	Alternative Funds <input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Test gas ovens for CO.</li> <li>Visually inspect cooking burners and ovens for operability and flame quality.</li> </ul>		
<b>Define action levels for oven CO testing and resulting actions</b>		
<ul style="list-style-type: none"> <li>Combustion results must comply with the BPI 1200 (2017) Standard Threshold Limit for ovens of less than 225 ppm as measured.</li> </ul>		
<b>Allowable Testing/Inspection</b>		
Allowed with DOE WAP H&S Funds <input checked="" type="checkbox"/>	Allowed with Alternative Funds <input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Test gas ovens for CO.</li> <li>Visually inspect cooking burners and ovens for operability and flame quality.</li> </ul>		
<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>Inform clients of the importance of using exhaust ventilation when cooking and of keeping burners and broilers clean to limit the production of CO.</li> </ul>		

<b>6.9 – Hazardous Materials</b>		
<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 type="checkbox"/>	
<ul style="list-style-type: none"> <li>Hazardous Waste Materials generated during weatherization work (e.g., refrigerant, lead dust, mercury, CFL lighting/ballasts, etc.) shall be disposed of according to local laws, regulations and/or Federal guidelines, as applicable.</li> <li>Subgrantees must document proper disposal requirements in contract language with responsible party.</li> <li>Limited removal of pollutants is allowed and required if they pose a risk to workers.</li> <li>If pollutants pose a risk to workers and removal cannot be performed or is not allowed by the client, the unit must be deferred.</li> </ul>		
<b>Define “limited” removal of pollutants</b>		
<ul style="list-style-type: none"> <li>Removal costs that do not exceed \$200 can be considered as “limited” repair cost.</li> </ul>		
<b>Allowable Actions</b>		
Allowed with DOE WAP H&S Funds <input checked="" type="checkbox"/>	Allowed with Alternative Funds <input type="checkbox"/>	
<ul style="list-style-type: none"> <li>The removal and proper disposal of pollutants generated in the course of weatherization work.</li> </ul>		
<b>Prohibited Actions</b>		
Concur with DOE Guidance <input checked="" type="checkbox"/>		
<ul style="list-style-type: none"> <li>Lead Remediation, Asbestos Remediation, and Radon Mitigation work is not eligible for reimbursement with DOE WAP H&amp;S funds.</li> </ul>		
<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 type="checkbox"/>	
<ul style="list-style-type: none"> <li>Sensory and visual inspection.</li> </ul>		
<b>Allowable Testing/Inspection</b>		
Allowed with DOE WAP H&S Funds <input checked="" type="checkbox"/>	Allowed with Alternative Funds <input type="checkbox"/>	

<ul style="list-style-type: none"> <li>The NeWAP does not use DOE WAP H&amp;S funds for any “allowable testing” of Hazardous Materials.</li> </ul>	
<b>Prohibited Testing/Inspection</b>	
Concur with DOE Guidance <input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> <li>Using DOE WAP H&amp;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.</li> </ul>	
<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>Inform client in writing of hazards associated with hazardous waste materials being generated/handled in the home.</li> <li>Inform occupant in writing of observed hazardous conditions.</li> <li>Provide client written materials on safety and proper disposal of household pollutants.</li> </ul>	

<b>6.10 - Injury Prevention of Occupants</b>		
<b>Allowable Actions</b>		
Allowed with DOE WAP H&S Funds <input checked="" type="checkbox"/>	Allowed with Alternative Funds <input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> <li>When necessary to effectively weatherize the home, workers may make <b>minor</b> repairs and installations to allow for the implementation of weatherization measures.</li> </ul>		
<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 major repairs, as defined by the Grantee’s H&amp;S Plan is prohibited</li> </ul>		
<b>Define “major” repairs</b>		
<ul style="list-style-type: none"> <li>Subgrantees are limited to a maximum cost of \$200 to implement <b>minor</b> repairs, although approval to exceed this limitation will be reviewed on a case-by-case basis by the Nebraska Department of Environment and Energy <b>prior</b> to any work being implemented.</li> <li>Injury prevention repair costs that exceed \$200 can be considered a “major” repair cost.</li> </ul>		
<b>Required Testing/Inspection</b>		
Concur with DOE Guidance <input 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 type="checkbox"/>	
<ul style="list-style-type: none"> <li>Visual inspection and assessment of conditions that may require prevention.</li> </ul>		
<b>Allowable Testing/Inspection</b>		
Allowed with DOE WAP H&S Funds <input type="checkbox"/>	Allowed with Alternative Funds <input type="checkbox"/>	
<ul style="list-style-type: none"> <li>The NeWAP does not use DOE WAP H&amp;S funds for any testing options.</li> </ul>		
<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>Inform client and landlord (if applicable) in writing of observed condition and any potential hazards identified during the Energy Audit inspection or intake process including at a minimum: <ul style="list-style-type: none"> <li>the date of the Energy Audit or assessment,</li> <li>the date of notification,</li> <li>a clear description of the problem, and</li> <li>when deferral is necessary, conditions that must be met in order for weatherization to commence.</li> </ul> </li> </ul>		

<b>6.11 – Lead-Based Surface Coverings (Paint, Varnishes, Roofing, etc.)</b>		
<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 type="checkbox"/>	

- Crews and contractors must follow EPA’s Lead; Renovation, Repair and Painting Program (RPP) when working in pre-1978 housing unless testing confirms the work area to be lead free.
- Deferral is required when the extent and condition of the lead-based paint in the house would potentially create further H&S hazards, the sub-grantee will inform the client of the of the issues associated with a deferral in the Weatherization Deferral Notice (Form WX4) completed by the Weatherization Representative and signed by the client or building owner.
- Only those costs directly associated with the testing and lead safe practices for surfaces directly disturbed during weatherization activities are allowable.
- All weatherization auditors, inspectors, field monitors, and agency crew members must attend and successfully complete an approved Lead Safe Work Practice Training course and fulfill the necessary requirements to become Certified Renovators.
- NDEE staff currently tracks subgrantee RRP certifications and Licensed Renovation Firms. It is the responsibility of the subgrantee to verify that contractors are RRP certified & Licensed Renovation Firms. Verification is monitored during Technical Monitoring client file review.
- All general weatherization contractors and agency crews will be responsible for complying with the Lead Based Paint Renovation, Repair, and Painting Rule (RRP) as required by NDEE. Weatherization contractors and agencies with crews must be Licensed Renovation Firms.
- RRP and NDEE weatherization program requires all licensed firms to employ a Certified Renovator. The Certified Renovator will document that RRP requirements were followed. Agency crews will include this documentation in the client file. Contractors are responsible for completing and retaining proper documentation. Contractors and/or agency crews, will include a copy of the required documentation in the client file.

**Allowable Actions**

Allowed with DOE WAP H&S Funds

Allowed with Alternative Funds

- Job site set up, implementation and cleaning verification as required under RRP with a Certified Renovator overseeing the work.

**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

- Testing to determine the presence of lead in paint that will be disturbed by WAP measure installation is allowed with EPA-approved testing methods.
- Testing methods must be economically feasible and justified.

**Required Occupant Education**

Concur with DOE Guidance

Alternative Guidance

- EPA Pre-Renovation education documentation regarding RRP.
- When deferral is necessary, provide information in writing describing conditions that must be met in order for weatherization to commence and a copy of the Weatherization Deferral Notice completed by the Weatherization Representative and signed by the client or building owner.

**6.12 – Mold and Moisture**

**Allowable Actions**

Allowed with DOE WAP H&S Funds

Allowed with Alternative Funds

- Surface preparation where weatherization measures are being installed (e.g., cleaning mold off window trim in order to apply caulk) must be charged as part of the ECM, not to the H&S budget category.
- All clothes dryers and exhaust fans must be vented to the exterior.
- The NeWAP requires a full ground laid moisture barrier must be installed whenever possible in accessible crawl spaces and under manufactured and modular homes except when one exists, or the space has a concrete floor.
  - the moisture barrier must be a Class I vapor retarder, a minimum of 6 mils thick, extended up the walls and the support columns at least 12 inches and the joints must overlap a minimum of 12 inches.
- Limited water damage repairs and Minor source control work that can be addressed by weatherization workers and are allowed, and when necessary, in order to weatherize the home and to ensure the long-term stability and durability of the measures.
- Subgrantees are limited to a maximum cost of \$300 to implement limited repairs, although approval to exceed this limitation will be reviewed on a case-by-case basis by the Nebraska Department of Environment and Energy prior to any work being implemented.
- Subgrantees are limited to a maximum cost of \$300 to implement this minor source control (i.e., correction of moisture and mold creating conditions) independent of latent damage and related repairs. Approval to exceed this limitation will be reviewed on a case-by-case basis by the Nebraska Department of Environment and Energy prior to any work being implemented.

**Prohibited Actions**

Concur with DOE Guidance

- Mold cleanup is not an allowed Health & Safety cost.
- Using DOE WAP Health & Safety funds for window and door replacement due to mold and moisture issues is prohibited.

**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 type="checkbox"/>
---	--

- Visual inspection and assessment for mold and moisture damage during on-site inspections and implementation of work.

**Allowable Testing/Inspection**

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

- The NeWAP does not use DOE WAP H&S funds for any testing of Molds.

**Prohibited Testing/Inspection**

Concur with DOE Guidance

- No mold testing of any type is allowed using DOE WAP Health & Safety Funds.

**Required Occupant Education**

Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>
--	---

- Client will be provided with a copy of the *A Brief Guide to Mold, Moisture and Your Home*.
- Review with and provide a completed copy to the client, of the Nebraska Mold Assessment and Release (Form WX5).

**6.13 - Occupant Pre-existing or Potential Health Conditions**

**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 type="checkbox"/>	Alternative Funds <input type="checkbox"/>
--	--

- When a person's health may be at risk and/or WAP work activities could constitute an H&S hazard, the occupant is required to take appropriate action based on severity of risk.
- Deferral, if occupant risk cannot be mitigated.

**Allowable Actions**

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

<ul style="list-style-type: none"> <li>When a client’s health is fragile and/or the weatherization activities would constitute a health and safety hazard, the occupant at risk will be required to leave the home during the activities and be requested to return at least 1 hour (or a reasonable time as determined by the installers) after installers are scheduled to leave to allow for clean-up and appropriate ventilation of the home.</li> </ul>		
<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 type="checkbox"/>	
<ul style="list-style-type: none"> <li>Screen occupants for known or suspected health concerns either as part of the initial application for weatherization, during the Energy Audit or both.</li> <li>Complete the screening utilizing NeWAP Form Wx7 <i>Home Health and Safety Screening Questionnaire</i> and keep completed Form in the client file</li> </ul>		
<b>Allowable Testing/Inspection</b>		
Allowed with DOE WAP H&S Funds <input type="checkbox"/>	Allowed with Alternative Funds <input type="checkbox"/>	
<ul style="list-style-type: none"> <li>The NeWAP does not use DOE WAP H&amp;S funds for any testing associated with Occupant Pre-Existing Conditions.</li> </ul>		
<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>Inform occupant in writing of any known risks and provide pre-weatherization screening form.</li> <li>Provide occupant with Subgrantee point of contact information in writing.</li> </ul>		

<b>6.14 – Pests</b>		
<b>Required Actions</b>		
Concur with DOE Guidance <input 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 type="checkbox"/>	
<ul style="list-style-type: none"> <li>Pest removal issues that would exceed the maximum cost of \$300 to remedy must be deferred.</li> </ul>		
<b>Allowable Actions</b>		
Allowed with DOE WAP H&S Funds <input checked="" type="checkbox"/>	Allowed with Alternative Funds <input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Pest removal is allowed only where infestation would prevent weatherization. Subgrantees are limited to a maximum cost of \$300 for pest removal, although approval to exceed this limitation will be reviewed on a case-by-case basis by the Nebraska Department of Environment and Energy prior to any work being implemented.</li> <li>Screening of windows and points of access and incorporating pest exclusion into air sealing practices to prevent intrusion</li> <li>Infestation of pests may be cause for deferral where it cannot be reasonably removed or poses H&amp;S concern for workers.</li> </ul>		
<b>Allowable Testing/Inspection</b>		
Allowed with DOE WAP H&S Funds <input type="checkbox"/>	Allowed with Alternative Funds <input type="checkbox"/>	
<ul style="list-style-type: none"> <li>The NeWAP does not use DOE WAP H&amp;S funds for any testing associated with Pests.</li> </ul>		
<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>Inform client in writing of observed condition and associated risks.</li> <li>When deferral is necessary, provide information in writing describing conditions that must be met in order for weatherization to commence.</li> </ul>		

<b>6.15 – Radon</b>		
<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 type="checkbox"/>	

- The following radon precautions will be implemented in all weatherized homes to reduce the possibility of exacerbating any potential radon issues:
  - Whenever site conditions permit, cover exposed dirt floors within the pressure/thermal boundary with 6 mil (or greater) polyethylene sheeting, lapped at least 12” and sealed with appropriate sealants at all seams, walls and penetrations.
  - Air seal existing sumps in such a way that water can drain from above and below the sump cover.
  - Seal and caulk visible, accessible penetrations, openings or cracks in below-grade walls and floors that contact the ground with a sealant that meets the requirements of ASTM C920.
  - Other precautions may include, but are not limited to, sealing any observed floor and/or foundations penetrations isolating the basement from the conditioned space, and ensuring crawlspace venting is installed.
- The following additional radon precautions will be implemented in all weatherized homes equipped with active radon mitigation systems:
  - Verify that the radon vent fan is operating.
  - If a previously installed radon mitigation system is not operating correctly advise the client to consult the system installer of the state radon office.
- The latest DOE approved ASHRAE 62.2 will be implemented.

**Allowable Actions**

Allowed with DOE WAP H&S Funds

Allowed with Alternative Funds

- Covering of exposed dirt floors within the pressure/thermal boundary, sealed with appropriate sealants at all seams, walls and penetrations.
  - Installing air seal existing sumps.
  - Sealing and caulking visible, accessible penetrations, openings or cracks in below-grade walls and floors that contact the ground.
  - Sealing any observed floor and/or foundations penetrations isolating the basement from the conditioned space.
  - Ensuring crawlspace venting is installed.

**Prohibited Actions**

Concur with DOE Guidance

- Radon mitigation is not an allowable Health & Safety cost.
- Radon testing is not an allowable Health & Safety cost.

**Allowable Testing/Inspection**

Allowed with DOE WAP H&S Funds

Allowed with Alternative Funds

- The NeWAP does not use DOE WAP H&S funds for any testing associated with Radon.

**Required Occupant Education**

Concur with DOE Guidance

Alternative Guidance

- Provide all clients EPA’s *A Citizen’s Guide to Radon* and inform them of radon related risks.
- Provide all clients the radon informed consent/consent to perform work form (Wx6) signed. A copy of the signed form must be included in the client file prior to receiving weatherization services.

**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

**Smoke/Fire Alarms:**

- Battery operated smoke/fire alarms must be installed to replace non-working, outdated and missing units.
- Installation of Smoke Alarms and Carbon Monoxide Detectors, as per manufacturer’s instructions, is required on initial inspection of the home. Battery operated or plug-in 110 Volt Detectors, located one per sleeping level and one adjacent to a combustion appliance, are eligible for reimbursement.
- Installation is required on the initial inspection of the home.
- One unit should be located in the vicinity of every bedroom, one on each occupiable level and one adjacent to a combustion appliance.

**Carbon Monoxide Alarms:**

- Battery operated smoke/fire alarms must be installed to replace non-working, outdated and missing units.
- Installation of Smoke Alarms and Carbon Monoxide Detectors, as per manufacturer’s instructions, is required on initial inspection of the home. Battery operated or plug-in 110 Volt Detectors, located one per sleeping level and one adjacent to a combustion appliance, are eligible for reimbursement.
- Installation is required on the initial inspection of the home.
- One unit should be located in the vicinity of every bedroom, one on each occupiable level and one adjacent to a combustion appliance.

**Propane Gas Detectors:**

- Non-working outdated and missing propane gas detectors must be installed in framed homes and manufactured housing, on permanent foundations, that have propane combustion appliances.
- The gas detectors must be permanently installed according to the manufacturer’s instructions and 110 volts.

**Allowable Actions**Allowed with DOE WAP H&S Funds Allowed with Alternative Funds 

- Testing of existing smoke/fire alarms to ensure that they are operating correctly.

**Prohibited Actions**Concur with DOE Guidance **Smoke/Fire Alarms, Carbon Monoxide Alarms and Propane Gas Detectors**

- Using DOE WAP H&S funds for replacement of functional smoke/fire, CO or Propane Gas Detectors that are not beyond manufacturer’s stated lifetime is prohibited.

**Fire Extinguishers:**

- The costs associated with providing fire extinguishers are **not** allowable Health & Safety Costs.

**Required Testing/Inspection**Concur with DOE Guidance Alternative Guidance Results in Deferral/Referral DOE WAP H&S Funds Alternative Funds **Smoke/Fire Alarms, Carbon Monoxide Alarms and Propane Gas Detectors**

- Verify the operation of existing installed Alarms and Detectors.
- Verify the age of existing installed Alarms and Detectors.

**Allowable Testing/Inspection**Allowed with DOE WAP H&S Funds Allowed with Alternative Funds 

- Testing of existing smoke/fire alarms to ensure that they are operating correctly.

**Required Occupant Education**Concur with DOE Guidance Alternative Guidance 

- Provide the client with verbal and written information on the use of newly installed Smoke/Fire Alarms, Carbon Monoxide Alarms and Propane Gas Detectors.
- Provide the client with a copy of the *Combustion Equipment Safety FACTSheet*.

**6.17 – Ventilation and Indoor Air Quality**



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 type="checkbox"/>	
<ul style="list-style-type: none"> <li>NDEE requires ventilation be installed to meet the latest DOE approved ASHRAE 62.2. If occupant refuses the installation of a required ventilation fan the home must be deferred.</li> </ul>		
Allowable Actions		
Allowed with DOE WAP H&S Funds <input checked="" type="checkbox"/>	Allowed with Alternative Funds <input type="checkbox"/>	
<ul style="list-style-type: none"> <li>If the ASHRAE normative Appendix A is employed and an existing fan is being replaced or upgraded to meet whole-house ventilation requirements, take actions to prevent zonal pressure differences greater than 3 pascals across the closed door, if one exists.</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 type="checkbox"/>	
<ul style="list-style-type: none"> <li>NeWAP Subgrantees are required to measure the fan flow of existing fans and of installed equipment to verify performance.</li> <li>Complete pre- and post-weatherization ASHRAE 62.2 evaluations (Redcalc) to ensure that the home meets the Standard for Acceptable Indoor Air Quality and include both evaluations in the client file.</li> <li>Exhaust fans must be vented to the outdoors, and never into building attics or crawl spaces. They should have tight-fitting backdraft dampers.</li> </ul>		
Allowable Testing/Inspection		
Allowed with DOE WAP H&S Funds <input checked="" type="checkbox"/>	Allowed with Alternative Funds <input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Measure the fan flow of existing fans and of installed equipment to verify performance.</li> <li>Complete ASHRAE 62.2 evaluations, as discussed above, to determine required ventilation and fan flow requirements.</li> </ul>		
Required Occupant Education		
Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Provide client with information on function, use, and maintenance (including location of service switch and cleaning instructions) of ventilation system and components.</li> <li>Provide client 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> <li>Provide the client with a copy of the ASHRAE 62.2 FACTSheet.</li> </ul>		

6.18 – Water Heaters	
<i>(see Combustion Appliances for combustion related requirements)</i>	
Allowable Actions	
Allowed with DOE WAP H&S Funds <input checked="" type="checkbox"/>	Allowed with Alternative Funds <input type="checkbox"/>

The costs associated with water heater repair and/or replacements are eligible for reimbursement through the NeWAP and all water heating measures that are indicated as cost-effective in the Energy Audit must be implemented.

- Water heater tank insulation must be a minimum R-11 blanket secured with tape and bound with a minimum of 2 wires, cords, plastic or nylon bands on the tank.
- Insulation must not be installed on water heaters if doing so voids the warranty of the unit.
- Insulation must not cover the pressure relief valve, end of the drip leg, draft hood, burner air inlet, pilot light access door, thermostat control, drain valve or the top of the water heater on natural gas or propane water heaters.
- Electric water heaters must have the top insulated and the thermostat control access panels accessible or marked and labeled if doing so does not void the warranty.
- Insulation must not cover the pressure relief valve, the drip leg, high limit switch, and plumbing pipes or drain valve on electric water heaters.
- Water lines must be insulated a minimum of 6 feet (to a maximum of 18 feet, if cost effective) of the hot or inlet piping and a minimum of 6 feet of outlet piping in all directions from the water heater, using properly sized preformed pipe wrap or insulation specifically designed as pipe wrap.
- Accessible pipes must be insulated with 1-inch material having a minimum R-4 pipe insulation specifically manufactured as pipe insulation. Joints and elbows must be insulated.
- Each section of preformed pipe wrap must be fastened with a minimum of 3 wires, cords, plastic or nylon bands.
- Joints and elbows must be insulated.
- Duct tape must not be used as a means of fastening pipe wrap.
- Maintain a minimum of 6" between combustible pipe insulation and fuel-fired water heater draft hood and/or single wall metal vent materials.
- Water lines that have asbestos pipe wrap must not be insulated or sealed in the area containing the asbestos.
- In Manufactured Housing: All accessible water lines in the water heater compartment must be insulated using properly sized preformed pipe wrap or insulation specifically designed as pipe wrap.
- Existing unvented gas water heaters must be vented to the exterior.
- Missing or damaged Temperature and Pressure Relief Valves (drip legs) must be replaced as per local, state and national codes and be plumbed within 6 inches of the floor.
- A maximum of \$500 in material and labor may be spent to correct deficiencies in water heaters in owner occupied homes. If the material and labor exceed \$500, the unit must be replaced in owner occupied homes, although approval to exceed this limitation will be reviewed on a case-by-case basis by the Nebraska Department of Environment and Energy *prior* to any work being implemented.
  - This maximum limitation does not apply to the addition of power vents to existing, operating units where drafting is negatively impacted by air sealing the home thru the weatherization process.
- In renter occupied homes, the owner must repair or replace the water heater if the replacement is required due to Health & Safety concerns. If the Health & Safety replacement is made in accordance with these installation standards the Nebraska Weatherization Assistance Program may contribute a maximum of \$1,500. Weatherization of the building must not proceed until the water heater has been repaired or replaced.
- All water heaters must have working pressure relief valves with drip legs without threaded bottoms.

**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 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.
- Conduct a fuel leakage test of the appliance piping and control system downstream of the shutoff valve in the supply line to the appliance.
- Visually inspect the venting system for proper size and horizontal pitch and determine that there is not blockage, vent size reduction or restriction, leakage, corrosion or other deficiencies that could cause an unsafe condition.
- Inspect burners and crossovers for blockage and corrosion.
- Determine that the pilot is properly burning and that main burner ignition is satisfactory.
- Test the pilot safety device to determine that it is operating properly.
- Visually determine that main burner gas is burning properly.
- Test for spillage at the draft hood relief opening.
- Verify that the water heater has a pilot access door, pressure relief valve with drip leg and draft hood.
- Inspect for evidence of water or combustion product leaks.
- Inspect for exposed wiring.

**Allowable Testing/Inspection**

Allowed with DOE WAP H&S Funds

Allowed with Alternative Funds

- All required testing as discussed above.

**Required Occupant Education**

Concur with DOE Guidance

Alternative Guidance

- Discuss appropriate use and maintenance of units.
- Provide all paperwork and manuals for any installed equipment.
- Where combustion equipment is present, provide a copy of the Combustion Equipment Safety FACTSheet describing how to avoid backdrafting. Additionally provide information on how to recognize depressurization, the dangers of CO poisoning, and the fire risks associated with combustion appliance use.
- When bulk fuel tanks are not removed as part of the weatherization work, discuss and provide information on proper disposal.

**6.19 – Worker Safety**

**Required Actions**

Concur with DOE Guidance

Alternative Guidance

Results in Deferral/Referral

DOE WAP H&S Funds

Alternative Funds

- Subgrantee crews and contractors must comply with Occupational Safety and Health Administration (OSHA) standards and Safety Data Sheets (SDS) and take precautions to ensure the health & safety of themselves and other workers, including the use of personal protection equipment.

**Allowable Actions**

Allowed with DOE WAP H&S Funds

Allowed with Alternative Funds

- Costs incurred by subgrantees to comply with OSHA requirements may be charged to the Health & Safety budget category.
- OSHA standards including, but not limited to:
  - respirator protection,
  - techniques for safely lifting heavy objects,
  - electrical equipment safety,
  - ladder safety, and
  - general worker protection.

**Prohibited Actions**

Concur with DOE Guidance

<ul style="list-style-type: none"> <li>Using DOE WAP H&amp;S funds for major repairs as defined by the Grantee’s H&amp;S Plan is prohibited.</li> </ul>	
<b>Define “major” repairs</b>	
<ul style="list-style-type: none"> <li>Costs exceeding \$200 are considered “major” repair costs in the NeWAP associated with Injury Prevention of Occupants and Weatherization Workers.</li> </ul>	
<b>Allowable Testing</b>	
Allowed with DOE WAP H&S Funds <input checked="" type="checkbox"/>	Allowed with Alternative Funds <input type="checkbox"/>
<ul style="list-style-type: none"> <li>The costs associated with vermiculite/asbestos testing is an eligible Health &amp; Safety expenditure in the NeWAP.</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		

## **PY 2024-2025**

### **Weatherization Readiness Funding Plan**

#### **Distribution of Funds**

The Department of Environment and Energy (NDEE) will distribute the Weatherization Readiness Funding (WRF) among the states existing Subgrantees utilizing the formula allocation, with a weighted average based on population, used for the Annual Weatherization Funding.

#### **Priority for Service Delivery**

Clients will continue to serve clients by date of application submission, by priority, and by county. For deferred homes, the following Priority List shall be considered when prioritizing the delivers of WRF services:

1. The number of issues associated with the deferral,
2. The number of possible Energy Efficiency Measures impacted by the use of WRF, for example:
  - a. Roof Repairs will allow for the completion of three Attic Insulation ECMs and a Kneewall Insulation Measure,
  - b. Addressing missing electrical switch places and a missing electrical box cover allows for the completion of Exterior Wall Insulation ECMs, Attic Insulation Measures and Kneewall Insulation Measures,
  - c. Completing water leak repairs from the plumbing system or from drainage issues results in the completion of a Foundation Insulation ECM, a Sillbox Insulation and a Floor Insulation,
- 3) The estimated cost associated with correcting the deferral issue and the extent of damage (i.e. limited termite damage, small leaks, percentages of missing siding or trim),
3. The time elapsed since the deferral, and
4. The date of construction of the home, older homes (constructed before 2000) should be given higher priority.

#### **Average Cost per Unit (WRF ACPU)**

The NeWAP WRF Average Cost per Unit (WRF ACPU) is \$15,000.00. Units that exceed the \$5,000 limit must receive preapproval from the NDEE prior to implementation of WRF implementation.

#### **Funding Restrictions and/or Limitations**

In PY 2024, the use of Weatherization Readiness Funding (WRF):

- Is only available for use on Only Owner-Occupied Homes
- Is limited for Cleanup or Remediation purposes; including but not limited to Lead paint, Asbestos (confirmed or suspected, including vermiculite), mold and/or moisture, etc. Subgrantees that plan to install drywall and/or joint tape/finish, utilizing WRF, must be reviewed and approved by NDEE on a case-by-case basis, prior to implementation.
- Is limited for the installation of missing drywall and joint tape/finish and is only allowed when it directly impacts the implementation of an ECM and to ensure accurate blower door testing on the unit can be completed. Subgrantees that plan to install drywall and/or joint tape/finish, utilizing WRF, must be reviewed and approved by NDEE on a case-by-case basis, prior to implementation.

#### **Subgrantee Monitoring**

Each subgrantee is required to perform a Final Inspection on work performed with WRF funding to ensure that the completed work is satisfactory, allows for the completion of weatherization work and

meets state, local and agency code and contractual requirements. Documentation is required to be kept in each client file as evidence that a final inspection has been performed.

### **Grantee Monitoring**

NDEE monitors will complete inspections of Subgrantee submitted WRF units as part of the onsite in-progress and Quality Control Inspections discussed and quantified in the Nebraska Department of Environment and Energy Program Monitoring and Compliance Strategy (table) in Section 5.0 – Technical Assistance of this PY 2024-2025 Annual Plan.

### **Subgrantee Tracking**

Subgrantees will continue to work with the NDEE to develop a Deferral Tracking system, as part of the NDEE database system, which will 1) provide a consistent tracking across the NeWAP system, 2) be used in the development of the Avoided Deferrals Summary of the Monitoring and Leveraging Report discussed below and 3) will provide Subgrantee and Grantee managers with data that will be used in program development for possible future funding opportunities.

### **Grantee Tracking**

NDEE will track use the NDEE database system to track and provide, as part of the Monitoring and Leveraging Report, an Avoided Deferrals Summary of all units in PY 2024-2025 that utilize the WRF. The Summary will include the number of dwelling units made weatherization ready with these funds and for each building or unit the following information will be provided:

- Year of construction,
- Housing Type (site-built single family, manufactured housing),
- Nature of repairs needed which prohibit weatherization (where applicable, identify multiple repairs or remediation reasons for a single building). Including but not limited to:
  - Roof repair/replacement
  - Wall repair (interior or exterior)
  - Ceiling repair
  - Floor repair
  - Foundation or subspace repair
  - Exterior drainage repairs (e.g., landscaping or gutters)
  - Plumbing repairs
  - Electrical repair
  - DOE WRF expenditure per unit and building; and,
  - Leveraged fund expenditure per unit and building (i.e., funds such as LIHEAP, HUD, nonfederal, etc. braided with DOE WRF to make building weatherization ready)