

STATE OF LOUISIANA

# 2015 WEATHERIZATION ASSISTANCE PROGRAM (WAP)

---

State Plan

WAP-ALRD-2015 (Administrative and Legal Requirements Document)

CFDA #81.042

---

Louisiana Housing Corporation  
2415 Quail Drive  
Baton Rouge, Louisiana 70808  
(225) 763-8700 • FAX (225) 763-8752  
[www.lhc.la.gov](http://www.lhc.la.gov)

---

# TABLE OF CONTENTS

## I. EXECUTIVE SUMMARY

## II. APPLICATION FOR FEDERAL ASSISTANCE - STANDARD FORM 424

## III. BUDGET

- III.1 SF 424A Budget
- III.2 Budget Justification

## IV. ANNUAL FILE

- IV.1 Subgrantees
- IV.2 Production Schedule
- IV.3 Energy Savings
- IV.4 DOE-Funded Leveraging Activities
- IV.5 Policy Advisory Council
- IV.6 Hearings and Transcripts
- IV.7 Miscellaneous
- IV.8 Subgrantee Information

## V. MASTER FILE

- V.1 Eligibility
  - V.1.1 Approach to Determining Client Eligibility
  - V.1.2 Approach to Determining Building Eligibility
  - V.1.3 Definition of Children
  - V.1.4 Approach with Tribal Organizations
- V.2 Selection of Areas to Be Served
- V.3 Priorities for Service Delivery
- V.4 Climatic Conditions
- V.5 Type of Weatherization Work to Be Done
  - V.5.1 Technical Guides and Materials
  - V.5.2 Energy Audit Procedures
  - V.5.3 Final Inspection
- V.6 Weatherization Analysis of Effectiveness
- V.7 Health & Safety
- V.8 Program Management
  - V.8.1 Overview and Organization
  - V.8.2 Administrative Expenditure Limits
  - V.8.3 Monitoring Activities
  - V.8.4 Training & Technical Assistance
- V.9 Energy Crisis & Disaster Plan

## Executive Summary

The State of Louisiana Weatherization Assistance Program State Plan for Program Year 2015 serves as Louisiana's application to the U.S. Department of Energy (USDOE) for Weatherization Assistance Program funding. Under the 2015 program, Louisiana received an allocation of \$1,214,531. Louisiana is expected to weatherize approximately 139 households across the State.

The purpose of the Weatherization Assistance Program (WAP) is to increase the energy efficiency of dwellings owned or occupied by low-income persons, reduce their total residential expenditures, and improve their health and safety. The priority population for the Weatherization Assistance Program includes persons who are particularly vulnerable such as the elderly, persons with disabilities, families with children, high residential energy users, and low-income households with high-energy burden.

The Louisiana Housing Corporation (LHC) mission is to assure that every Louisiana resident is granted an opportunity to obtain safe, affordable, energy efficient housing. Considering that high energy costs could significantly influence the affordability of housing and often impacts the basic subsistence requirement of a household, LHC is committed to helping decrease the energy burden for many low-income households.

The Louisiana Weatherization Assistance Program is implemented through contract agreements with local community action agencies and local governmental entities to deliver services to all sixty-four (64) parishes in Louisiana.



**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-0002015

Title:

2015 Weatherization Assistance Funding Opportunity

**13. Competition Identification Number:**

Title:

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

64 Parishes in Louisiana

**15. Descriptive Title of Applicant's Project:**

Weatherization Assistance Program (WAP)



**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. EE0006157		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address LOUISIANA HOUSING CORPORATION 2415 QUAIL DRIVE BATON ROUGE, LA 708080110	4. Program/Project Start Date 07/01/2015		
	5. Completion Date 06/30/2016		

**SECTION A - BUDGET SUMMARY**

Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Federal	81.042	\$ 547,948.00		\$ 1,214,531.00		\$ 1,762,479.00
2.						
3.						
4.						
5. TOTAL		\$ 547,948.00	\$ 0.00	\$ 1,214,531.00	\$ 0.00	\$ 1,762,479.00

**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) GRANTEE ADMINISTR ATION	(2) SUBGRANTE E ADMINISTR	(3) GRANTEE T&TA	(4) SUBGRANT EE T&TA	
a. Personnel	\$ 42,247.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 42,247.00
b. Benefits	\$ 18,479.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 18,479.00
c. Travel	\$ 0.00	\$ 0.00	\$ 7,610.00	\$ 0.00	\$ 7,610.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
f. Contract	\$ 0.00	\$ 62,979.00	\$ 418,978.00	\$ 84,206.00	\$ 1,694,143.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
i. Total Direct Charges	\$ 60,726.00	\$ 62,979.00	\$ 426,588.00	\$ 84,206.00	\$ 1,762,479.00
j. Indirect	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
k. Totals	\$ 60,726.00	\$ 62,979.00	\$ 426,588.00	\$ 84,206.00	\$ 1,762,479.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. EE0006157		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address LOUISIANA HOUSING CORPORATION 2415 QUAIL DRIVE BATON ROUGE, LA 708080110	4. Program/Project Start Date 07/01/2015		
	5. Completion Date 06/30/2016		

SECTION A - BUDGET SUMMARY						
Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.						
2.						
3.						
4.						
5. TOTAL		\$ 547,948.00	\$ 0.00	\$ 1,214,531.00	\$ 0.00	\$ 1,762,479.00

SECTION B - BUDGET CATEGORIES						
6. Object Class Categories	Grant Program, Function or Activity				Total (5)	
	(1) PROGRAM OPERATION S	(2) HEALTH AND SAFETY	(3) LIABILITY INSURANCE	(4) FINANCIAL AUDITS		
a. Personnel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 42,247.00	
b. Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 18,479.00	
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 7,610.00	
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
f. Contract	\$ 973,067.00	\$ 117,353.00	\$ 25,060.00	\$ 12,500.00	\$ 1,694,143.00	
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
h. Other	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
i. Total Direct Charges	\$ 973,067.00	\$ 117,353.00	\$ 25,060.00	\$ 12,500.00	\$ 1,762,479.00	
j. Indirect	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
k. Totals	\$ 973,067.00	\$ 117,353.00	\$ 25,060.00	\$ 12,500.00	\$ 1,762,479.00	
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	

**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. EE0006157		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address LOUISIANA HOUSING CORPORATION 2415 QUAIL DRIVE BATON ROUGE, LA 708080110	4. Program/Project Start Date 07/01/2015		
	5. Completion Date 06/30/2016		

**SECTION A - BUDGET SUMMARY**

Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.						
2.						
3.						
4.						
5. TOTAL		\$ 547,948.00	\$ 0.00	\$ 1,214,531.00	\$ 0.00	\$ 1,762,479.00

**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) LEVERAGIN G	(2)	(3)	(4)	
a. Personnel	\$ 0.00				\$ 42,247.00
b. Benefits	\$ 0.00				\$ 18,479.00
c. Travel	\$ 0.00				\$ 7,610.00
d. Equipment	\$ 0.00				\$ 0.00
e. Supplies	\$ 0.00				\$ 0.00
f. Contract	\$ 0.00				\$ 1,694,143.00
g. Construction	\$ 0.00				\$ 0.00
h. Other	\$ 0.00				\$ 0.00
i. Total Direct Charges	\$ 0.00				\$ 1,762,479.00
j. Indirect	\$ 0.00				\$ 0.00
k. Totals	\$ 0.00				\$ 1,762,479.00
7. Program Income	\$ 0.00				\$ 0.00

**U.S. DEPARTMENT OF ENERGY**



**BUDGET JUSTIFICATION FOR FORMULA GRANTS**

Applicant: LOUISIANA HOUSING CORPORATION  
Award number: EE0006157

Budget period: 07/01/2015 - 06/30/2016

**1. PERSONNEL** - Prime Applicant only (all other participant costs are listed in 6 below and form SF-242A, Section B. Line 6.f. Contracts and Sub-Grants).

Positions to be supported under the proposed award and brief description of the duties of professionals:

<u>Position</u>	<u>Description of Duties of Professionals</u>
(5) Compliance Specialist 3	Assist in policy making and preparation of federal reports. Review audits, request for payment and track expenditures. Monitor and provide technical and training assistance to contractors and subgrantees.
Accounting Staff (5)	Process payments, grants management and federal reporting.
Administrator	Management and oversight of a corporation division. Principal assistant to the corporation's Executive Director.
Program Manager	Overall management of the statewide WAP, budgetary matters, policy making, and preparation of federal reports, grant application, and supervises staff. Also, serves as the liaison to federal oversight.
Compliance Specialist 1 (vacant position)	Assist in policy making and preparation of federal reports. Review audits, request for payment and track expenditures. Monitor and provide technical assistance to contractors and subgrantees.
Executive Director	Explore and develop partnerships with utility companies and other entities that will generate non-federal resources for Weatherization.

Direct Personnel Compensation:

<u>Position</u>	<u>Salary/Rate</u>	<u>Time</u>	<u>Direct Pay</u>
(5) Compliance Specialist 3	\$248,898.00	7.8316 % FT	\$19,492.70
Accounting Staff (5)	\$67,704.00	7.8316 % FT	\$5,302.31
Administrator	\$107,078.00	7.8316 % FT	\$8,385.92
Program Manager	\$80,766.00	7.8316 % FT	\$6,325.27
Compliance Specialist 1 (vacant position)	\$35,000.00	7.8316 % FT	\$2,741.06
Executive Director	\$260,000.00	8.1244 % FT	\$21,123.44
		Direct Pay Total	\$63,370.70

**2. FRINGE BENEFITS**

- a. Are the fringe cost rates approved by a Federal Agency? If so, identify the agency and date of latest rate agreement or audit below, and attach a copy of the rate agreement to the application.
  
- b. If a. above does not apply, please use this box (or an attachment) to further explain how your total fringe benefits costs were calculated. Your calculations should identify all rates used, along with the base they were applied to (and how the base was derived), and a total for each (along with grand total). If there is an established computation methodology approved for state-wide use, please provide a copy. Also, please fill out the table below with the Fringe Benefits Calculations.  
 Fringe benefits consist of group life insurance, medical insurance, dental insurance, Medicare and retirement, approximately at a 43.74% rate of salary. Fringe rate breakdown: Retirement 31.30%, Medical Insurance 9.49%, Life Insurance 1.5%, and Medicare 1.45%.

Fringe Benefits Calculations

<u>Position</u>	<u>Direct Pay</u>	<u>Rate</u>	<u>Benefits</u>
(5) Compliance Specialist 3	\$19,492.70	43.7400 %	\$8,526.11

Accounting Staff (5)	\$5,302.31	43.7400 %	\$2,319.23
Administrator	\$8,385.92	43.7400 %	\$3,668.00
Program Manager	\$6,325.27	43.7400 %	\$2,766.67
Compliance Specialist 1 (vacant position)	\$2,741.06	43.7400 %	\$1,198.94
Executive Director	\$21,123.44	43.7400 %	\$9,239.39
		Fringe Benefits Total	\$27,718.34

**3. TRAVEL**

- a. Please provide the purpose of travel, such as professional conference(s), DOE sponsored meeting(s), project management meeting, etc. If there is any foreign travel, please identify.

<u>Purpose of Trip</u>	<u>Number of Trips</u>	<u>Cost Per Trip</u>	<u>Total</u>
In-State Travel - Monitoring	12	\$415.00	\$4,980.00
Out-of-State travel to attend one (1) conference	2	\$1,315.00	\$2,630.00
		Travel Total	\$7,610.00

- b. Please provide the basis for estimating the costs, such as past trips, current quotations, Federal Travel Regulations, etc. All listed travel must be necessary for the performance of the award objectives.

Organization travel policies.

**4. EQUIPMENT** - Equipment is generally defined as an item with an acquisition cost greater than \$5,000 and a useful life expectancy of more than one year. Further definitions can be found in 10 CFR 600.

- a. List all proposed equipment below and briefly justify its need as it applies to the objectives of the award.

<u>Equipment</u>	<u>Unit Cost</u>	<u>Number</u>	<u>Total Cost</u>	<u>Justification of Need</u>
------------------	------------------	---------------	-------------------	------------------------------

- b. Please provide a basis of cost such as vendor quotes, catalog prices, prior invoices, etc. and justify need. If the Equipment is being proposed as Cost Share and was previously acquired, please provide the source and value of its contribution to the project and logical support for the estimated value shown. If it is new equipment which will retain a useful life upon completion of the project, provide logical support for the estimated value shown. Also, please indicate whether the Equipment is being used for other projects or is 100% dedicated to the DOE project.

**5. SUPPLIES** - Supplies are generally defined as an item with an acquisition cost of \$5,000 or less and a useful life expectancy of less than one year. Supplies are generally consumed during the project performance. Further definitions can be found in 10 CFR 600.

- a. List all proposed supplies below, the estimated cost, and briefly justify the need for the supplies as they apply to the objectives of the award. Note that all direct costs, including Supply items, may not be duplicative of supply costs included in the indirect pool that is the basis of the indirect rate applied for this project.

<u>General Category</u>	<u>Cost</u>	<u>Justification of Need</u>
-------------------------	-------------	------------------------------

- b. Please provide a basis of cost for each item listed above and justify need. Examples include vendor quotes, prior purchases of similar or like items, published price list, etc.

**6. CONTRACTS AND SUBGRANTS** - Provide the following information for New proposed subrecipients and subcontractors. For ongoing subcontractors and subrecipients, this information does not have to be restated here, if it is provided elsewhere in the application; under Name of Proposed Sub, indicate purpose of work and where additional information can be found (i.e weatherization subgrants, Annual File section II.3).

<u>Name of Proposed Sub</u>	<u>Total Cost</u>	<u>Basis of Cost*</u>
Subgrantees (12) Listed in Annual File, Section II.3	\$1,245,453.00	Includes Subgrantee Administration, Subgrantee T/TA, Program Operations, Health and Safety, Liability Insurance and Financial Audit.
IREC Trainers	\$418,474.00	T/TA funds will be used to pay an IREC Training Program to travel to Louisiana and conduct Tier 1 training to Louisiana weatherization workers that are aligned with the NREL (JTA) for the position in which the workers are employed.
Contracts and Subgrants Total	\$1,663,927.00	

\*For example, Competitive, Historical, Quote, Catalog

**7. OTHER DIRECT COSTS** - Other direct costs are direct cost items required for the project which do not fit clearly into other categories. These direct costs may not be duplicative of costs included in the indirect pool that is the basis of the indirect rate applied for this project. Examples are: conference fees, subscription costs, printing costs, etc.

a. Please provide a General Description, Cost and Justification of Need.

<u>General Description</u>	<u>Cost</u>	<u>Justification of Need</u>
----------------------------	-------------	------------------------------

b. Please provide a basis of cost for each item listed above. Examples include vendor quotes, prior purchases of similar or like items, published price list, etc.

**8. INDIRECT COSTS**

a. Are the indirect cost rates approved by a Federal agency? If so, identify the agency and date of latest rate agreement or audit and provide a copy of the rate agreement.

b. If the above does not apply, indicate the basis for computation of rates, including the types of benefits to be provided, the rate(s) used, and the cost base for each rate. You may provide the information below or provide the calculations separately.

LHC will not be requesting reimbursement for Indirect Costs from DOE.

The name and phone number of the individual responsible for negotiating the State's indirect cost rates.

Name: Rene Landry, CFO Phone Number: 2257638820

Indirect costs calculations:

<u>Indirect Cost Account</u>	<u>Direct Total</u>	<u>Indirect Rate</u>	<u>Total Indirect</u>
Indirect Support	\$0.00	0.0000 %	\$0.00
			\$0.00

**U.S. Department of Energy  
WEATHERIZATION ASSISTANCE PROGRAM (WAP)  
WEATHERIZATION ANNUAL FILE WORKSHEET**

**(Grant Number: EE0006157, State: LA, Program Year: 2015)**

**IV.1 Subgrantees**

<b>Subgrantee (City)</b>	<b>Planned Funds/Units</b>
Allen Action Agency, Inc. (Oberlin)	\$11,283.00 1
Avoyelles Progress Action Committee, Inc. (Marksville)	\$66,955.00 7
Caddo Community Action Agency, Inc. (Shreveport)	\$127,203.00 14
DeSoto Parish Police Jury/OCS (Mansfield)	\$113,613.00 13
East Baton Rouge/ Office of Community Development (Baton Rouge)	\$116,868.00 13
Jefferson Parish/Office of Community Action Agency (Jefferson)	\$96,329.00 11
LaSalle Community Action Assn., Inc. (Harrisonburg)	\$128,541.00 14
Quad Area Community Action Agency, Inc. (Hammond)	\$283,810.00 32
St. Mary Community Action Agency (Franklin)	\$173,447.00 19
St. Tammany Parish Community Action Agency (Slidell)	\$51,648.00 5
Terrebonne Parish Consolidated Gov./DHHS (Houma)	\$33,207.00 3
Vernon Community Action Council (Leesville)	\$72,261.00 7
<b>Total:</b>	<b>\$1,275,165.00 139</b>

**IV.2 WAP Production Schedule**

<b>Weatherization Plans</b>	<b>Units</b>
Total Units (excluding reweatherized)	139
Reweatherized Units	0

Note: Planned units by quarter or category are no longer required, no information required for persons.

<b>Average Unit Costs, Units subject to DOE Project Rules</b>		
<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	139
C	Total Units Reweatherized	00
D	Total Dwelling Units to be Weatherized and Reweatherized (B + C)	139
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	\$973,067.00
G	Total Dwelling Units to be Weatherized and Reweatherized (from line D)	139
H	Average Program Operations Costs per Unit (F divided by G)	\$7,000.48

**U.S. Department of Energy  
WEATHERIZATION ASSISTANCE PROGRAM (WAP)  
WEATHERIZATION ANNUAL FILE WORKSHEET**

**(Grant Number: EE0006157, State: LA, Program Year: 2015)**

I	Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J	Total Average Cost per Dwelling (H plus I)	\$7,000.48

**IV.3 Energy Savings**

**Method used to calculate savings:**  WAP algorithm  Other (describe below)

**Method used to calculate savings description:**

units x 30.5

**This year estimated energy savings (MBtus):**

**Prior year estimated energy savings (MBtus):**  **Actual:**

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

LHC will not budget PY2015 DOE funds to conduct leveraging activities.

**IV.5 Policy Advisory Council Members**

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

AARP Louisiana /State Office	Type of organization: Other Contact Name: Ms. Emerald Dixon Phone: 9855704218 Email: <a href="mailto:emeralddixon@hotmail.com">emeralddixon@hotmail.com</a>
Alliance for Affordable Energy	Type of organization: Non-profit (not a financial institution) Contact Name: Logan Atkinson Burke Phone: 5042089761 Email: <a href="mailto:logan@all4energy.org">logan@all4energy.org</a>
ATMOS Energy	Type of organization: Utility Contact Name: Karl Weber, Manager, Public Affairs Phone: 5048494335 Email: <a href="mailto:karl.Weber@atmosenergy.com">karl.Weber@atmosenergy.com</a>
CLECO Power LLC	Type of organization: Utility Contact Name: Roxane D. Barnes, Director/Community Affairs Phone: 3184847610 Email: <a href="mailto:roxane.Barnes@cleco.com">roxane.Barnes@cleco.com</a>
EBR Parish Office of Social Services	Type of organization: Unit of Local Government Contact Name: Irby Hornsby, Executive Program Administrator Phone: (225)358-4561 Email: <a href="mailto:ihornsby@brgov.com">ihornsby@brgov.com</a>
Entergy New Orleans	Type of organization: Utility Contact Name: Demetric Mercadel Phone: 5049136451 Email: <a href="mailto:dmercadel@entergy.com">dmercadel@entergy.com</a>
LaSalle Community Action Association, Inc.	Type of organization: Local agency Contact Name: Dorothy Oliver, Executive Director Phone: 3183894810 Email: <a href="mailto:doliver.lcaa@gmail.com">doliver.lcaa@gmail.com</a>
St. Mary Community Action Agency	Type of organization: Local agency Contact Name: Almetra J. Franklin, CEO Phone: (337)828-5703 Email: <a href="mailto:afrank6333@aol.com">afrank6333@aol.com</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
-----------	--

**U.S. Department of Energy**  
**WEATHERIZATION ASSISTANCE PROGRAM (WAP)**  
**WEATHERIZATION ANNUAL FILE WORKSHEET**

**(Grant Number: EE0006157, State: LA, Program Year: 2015)**

03/31/2015	The Notice ran in the Shreveport Times, The Advocate, and the Times-Picayune, March 21-30, 2015. The Notice was also posted on the LHC's website on 03/19/2015.
------------	---

**IV.7 Miscellaneous**

Contact information for the Recipient Business Officer and Recipient Principal Investigator:

**Loretta Wallace** | *Program Administrator*  
**LOUISIANA HOUSING CORPORATION**  
[lwallace@lhc.la.gov](mailto:lwallace@lhc.la.gov) | [www.lhc.la.gov](http://www.lhc.la.gov)  
Desk: 225.754.1483 | Cell: 225.614.3131 | Fax: 225.754.1469  
11637 Industriplex Blvd., Baton Rouge, LA 70809-5139  
twitter: [@lahousingcorp](https://twitter.com/lahousingcorp) | facebook: [LouisianaHousingCorp](https://www.facebook.com/LouisianaHousingCorp)

Policy Advisory Council (PAC)

Organization Name	Group Representing
AARP Louisiana	Elderly/Handicapped
ATMOS Energy	Utility
Alliance for Affordable Energy	Low Income Families
CLECO Power, LLC	Utility
EBR Parish/Office of Social Services	Low Income Families
Entergy New Orleans	Utility
LaSalle Community Action Association	Low Income Families
St. Mary Community Action Agency	Low Income Families

**U.S. Department of Energy**  
**WEATHERIZATION ASSISTANCE PROGRAM (WAP)**  
**STATE PLAN/MASTER FILE WORKSHEET**

**(Grant Number: EE0006157, State: LA, Program Year: 2015)**

---

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

Low income will mean that income in relation to family size which: (1) is at or below 200 percent of the poverty levels, 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 Title IV and XVI of the Social Security Act of 1981, or (3) is the basis for eligibility for assistance under the Low Income Home Energy Assistance Program (LIHEAP), provided that such basis is at least 200 percent as established by Director of the Office of Management and Budget.

Describe what household Eligibility basis will be used in the Program

The low-income population of the State of Louisiana will be targeted for weatherization services. According to the 2010 census, the estimated number of eligible dwelling units in which the elderly reside is 557,605. The estimated number of eligible dwelling units in which a person with a disability(ies) reside is 997,342 (which equals to 22% of our current population of 4,533,372).

Priority is given to the following at-risk households:

- elderly,
- persons with disabilities,
- families with children,
- high residential energy users, and
- households with a high energy burden.

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

Verification of alien status will be carried out in accordance with the rules issued by the U.S. Justice Department and guidance provided by Health and Human Services (HHS) under LIHEAP. Applicants are required to provide original Social Security Cards for all household members. Subgrantees will also use the website <http://www.ssnvalidation.com> to verify if a social security number is valid.

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

Procedures to determine that units weatherized have eligibility documentation

Policies and procedures have been developed and published by the State to ensure assisted units are not weatherized without completion of an eligibility determination. This process is based on both the household income and the dwelling unit. Property owners must provide documentation to confirm ownership of the dwelling unit to be assisted (such as tax payment receipts, copies of deed, or certain other forms). Confirmation will also be obtained verifying that the dwelling has not been previously weatherized using WAP funds. Documentation is maintained in individual client files by subgrantees and the Hancock Energy Software (HES) system.

Describe Reweathering compliance

The American Recovery and Reinvestment Act (ARRA) extended assistance to units weatherized on or before September 30, 1994. Policies and procedures have been developed, published by the state and implemented by the subgrantees to ensure that no dwelling is re-weatherized, except as provided in 10 CFR Part 440.18.(d) 2 (iii). Documentation is maintained in individual client files by subgrantees, the Hancock Energy Software (HES) system and in the Louisiana Weatherization Assistance Program (LaWAP) Guide.

Describe what structures are eligible for weatherization

\_\_\_\_\_

**U.S. Department of Energy**  
**WEATHERIZATION ASSISTANCE PROGRAM (WAP)**  
**STATE PLAN/MASTER FILE WORKSHEET**

**(Grant Number: EE0006157, State: LA, Program Year: 2015)**

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

Describe how Rental Units/Multifamily Buildings will be addressed

Rental dwelling units, both single family and multi-unit buildings will be eligible for weatherization assistance if:

- Duplexes and four-unit buildings have at least 50% of the units occupied by low-income applicants
- Other multi-unit buildings have at least 66% of the units occupied by low-income applicants

The Lessor authorizes and permits the Agency to undertake the Weatherization activities allowed by federal law and regulations, as determined necessary by a priority list of energy conservation measures established by the State.

In consideration of the above, and the mutual promises and obligations herein provided, the parties hereto agree as follows:

Service to be provided:

Upon written request, the Agency agrees to furnish the Lessor with an itemization of the services and materials to be provided, which shall be attached to and become part of this Agreement.

Consideration for Services

From the date of execution of this Agreement, the Lessor further agrees not to raise the rental charge of the above unit(s) for one year from the date the Weatherization series are completed because of the increased value of any such dwelling unit(s) due to Weatherization assistance provided under this program. This does not preclude the increase of rent due to increased operating costs by the owner that can be documented. The Lessor further acknowledges that there are no current plans to sell or dispose of said rental unit(s) for a period of not less than one year from the date of this agreement.

Eviction

The Lessor agrees that the Lessee of said weatherized dwelling unit shall not be evicted or involuntarily removed from the dwelling because of the Weatherization services provided under this agreement and/or because of the upgraded value of the property.

Penalty for Violation

If the Consideration of Services and Eviction sections of this agreement are violated, the Lessor will be billed for the cost of the Weatherization services on a prorated basis for each month the unit was inhabited by the tenant. The Lessor further agrees to pay the cost of such services, within thirty (30) days of the date of such billing.

Liability

The Agency shall not be held responsible or liable in any way for the failure to provide work, labor services or materials provided for by the terms of the Agreement due to federal, state or municipal action or regulation. Under this Agreement, the Lessor shall not be liable for injuries and damages occurring during the completion of the Weatherization activities, which do not arise as a result of the Lessor's actions, or activities on the premises.

Release of Information

The Lessee/Applicant (or a person in household) who is responsible for the payment of all costs associated with the utilities at the above address authorizes the utility vendor(s) to make the billing records available to the Agency or its designee, prior to and subsequent to the installation of weatherization measures, for the purpose of evaluating the effectiveness of the energy savings measures of the weatherization assistance services.

The Lessee/applicant further grants permission for photographs and non-confidential information concerning the above unit to be used to document and/or publicize the Weatherization Assistance Program.

This agreement becomes effective on the date that the weatherization assistance work has passed a satisfactory post inspection by the Agency's inspector, and is acceptable and signed by the Lessee/Applicant. It expires one year following the date of acceptance and approval of the work performed.

Subgrantees must submit multi-family projects to LHC for review and approval before work begins and costs are incurred. The State will review and submit the proposed project to the U.S. DOE Project Officer for final approval.

**U.S. Department of Energy**  
**WEATHERIZATION ASSISTANCE PROGRAM (WAP)**  
**STATE PLAN/MASTER FILE WORKSHEET**

(Grant Number: EE0006157, State: LA, Program Year: 2015)

Describe the deferral Process

Certain housing problems may cause health and safety hazards and/or present a lack of cost effectiveness to implement weatherization measures. These problems may necessitate a deferral of weatherization services to a home. In these cases, the subgrantee must notify the applicant and assist with seeking alternative resources to correct the problems. The deferral policy is included in Section V.7 of this Application, under Health and Safety.

**V.1.3 Definition of Children**

Definition of children (below age): **18**

**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.

In accordance with 10 CFR §440.16(f), low-income members of an Indian tribe will receive benefits equivalent to the assistance provided to other low-income persons within the state.

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

All sixty-four (64) parishes in Louisiana are served by the 12 subgrantees of the LaWAP program. Subgrantees are responsible for the administration and implementation of the Weatherization Assistance Program, which serves eligible persons in their designated parishes. The funds are allocated to each subgrantee using a parish allocation formula.

**V.3 Priorities for Service Delivery**

The Louisiana Housing Corporation (LHC) will ensure subgrantees give priority for weatherization assistance to units occupied by the elderly, persons with disabilities, families with children, high residential energy users, and households with high-energy burden. The Applicant Priority Ranking system awards points to the targeted population based on income, length of time the application has been on file, and the total energy cost and burden ratio.

Subgrantees are made aware that service to board members, employees and relatives of employees may appear as a conflict of interest. Subgrantees are required to have written policies outlining how these applications are processed for weatherization services.

**V.4 Climatic Conditions**

Climatic conditions are largely consistent through the State. The average heating degree days have been supplied by the National Oceanic and Atmospheric Administration. Climate severity is measured in degree days, which are an indicator of how much fuel will be necessary on any given day to maintain comfort conditions in a home. The temperatures in the northern part of the State are slightly colder, but not significantly enough to warrant alteration of the allocation formula. Site-specific weather data is also used in the application of the NEAT audit, which was used to develop the priority list.

Total heating-degree days in Louisiana range from a high of 2,418 in the northwestern corner of the State to a low of 1,709 in southeastern Louisiana. The average for cooling-degree days is around 3,000 statewide. The cooling and heating-degree days have been supplied by the Louisiana State University Center for Energy Studies. Site-specific NEAT energy audits will be completed for all single-family homes for heating system or air conditioner replacements. Red-tagged, inoperable, or nonexistent heating systems replacement or repair is allowed under Health and Safety where climate conditions warrant. Air conditioning system replacement, repair, or installation is allowed as a Health and Safety issue in the home of at-risk occupants (elderly, disabled or children); also where climate conditions warrant. Site-specific weather data is used in the application of the NEAT audit. Domestic water heaters will be replaced on a case-by-case basis for health and safety.

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

**U.S. Department of Energy**  
**WEATHERIZATION ASSISTANCE PROGRAM (WAP)**  
**STATE PLAN/MASTER FILE WORKSHEET**

**(Grant Number: EE0006157, State: LA, Program Year: 2015)**

**V.5.1 Technical Guides and Materials**

The primary goal of the Louisiana Housing Corporation's Weatherization Assistance Program (LaWAP) is to reduce energy costs for low-income families, particularly for the elderly, people with disabilities, and children by improving the energy efficiency of their homes while ensuring their health and safety. This will be accomplished through an analysis of efficiency and effectiveness of the weatherization projects being carried out by the program's Subgrantees. The LaWAP program will provide cost-effective installation of typical weatherization measures on typical frame, masonry, modular and/or manufactured homes based on the DOE-approved Priority List audits as well as changes from the use of Priority List audits of manufactured homes to site-specific Manufactured Home Energy Audits (MHEA).

The State is committed to providing quality services and ensuring that work performed on each client's home meets the eligibility requirements of the weatherization program. The "Louisiana Wx Field Guide" (Deck of Cards) is in "Draft" form and is currently being revised by Southface Institute to incorporate changes recommended by LHC and the WAP providers. LHC will submit to DOE for review and approval prior to implementing for the WAP 2015 Program Year. This tool is aligned with DOE's Standard Work Specifications (SWS) and will effectively be used as the Louisiana Field Guide and Field Standards. The "Louisiana Wx Field Guide" will provide a tangible reference, demonstrating specific measures along with an illustration on installation and desired measure outcome.

All work will be performed in accordance to the DOE-approved energy audit procedure and 10 CFR 440, Appendix A. Signed documentation will be obtained and maintained on file from all Weatherization Subgrantees, vendors, and direct hiew contractors acknowledging expectations for SWS compliance and work quality.

**V.5.2 Energy Audit Procedures**

Audit Procedures and Dates Most Recently Approved by DOE

<b>Single-Family :</b>	July 8, 2011 Approval was for the priority list based on NEAT audits for certain standard single-family housing types, and full site-specific NEAT audits on all other single-family units.
<b>Manufactured Housing :</b>	April 30, 2014 Approval was for full site-specific MHEA audits on all manufactured housing units (mobile homes).
<b>Multi-Family :</b>	LaWAP will ensure that all staff will have the required MF training and any proposed weatherization of multi-family unit will be approved by DOE before work commences.

Comments

During Program Year 2015, LHC will apply for re-approval of Louisiana's energy audit procedure for single family units using the Weatherization Assistance (NEAT) energy audit. The current procedure was last approved on July 8, 2011 and expires on July 8, 2016.

LHC will begin the process of preparing a comprehensive submission for DOE review and approval by no later than January 2016. As a part of the energy audit approval submission, LHC will provide all input data, assumptions, and recommended measures for dwelling units. The submission will demonstrate the measure cost, first-year savings, and SIR for each measure, as well as total job cost and overall SIR.

**V.5.3 Final Inspection**

Subgrantees are required to perform an independent quality control inspection (QCI) at the conclusion of each Weatherization project. This inspection must include all mechanical work performed on completed dwelling units. This must occur, and be documented, before reporting the project to the State as a "completed unit". This process is to ensure that all work performed meets or exceeds the minimum specifications outlined in the SWS in accordance with 10 CFR 440. All supporting documentation including inspection and monitoring certifications will be maintained in the client's file and all necessary data will be entered in the Hancock Energy Software (HES) system.

Louisiana Housing Corporation (LHC) is currently conducting QCI INTERSTATE RENEWABLE ENERGY COUNCIL (IREC) accredited training. This training is aligned with DOE's established Job Task Analysis (JTA). LHC has contracted with Southface Energy Institute on this initiative in an effort to meet the minimum expectation of having 8 to 10 QCI inspectors in the field at the start of Program Year 2015. LHC will continue to offer testing within LHC's Technical and Training Assistance contract and provide inspectors with an ongoing opportunity for QCI certifications throughout the program year.

**U.S. Department of Energy**  
**WEATHERIZATION ASSISTANCE PROGRAM (WAP)**  
**STATE PLAN/MASTER FILE WORKSHEET**

**(Grant Number: EE0006157, State: LA, Program Year: 2015)**

LHC's QCI certified inspector will monitor (at least) 5% of the completed units and accompanying client files for each subgrantee if the unit's final inspection was performed by an individual that had no involvement in the work performed on the unit. However, if it is determined that the subgrantee under review did not use an independent QCI inspector, LHC will increase the percentage from (at least) 5% to 10% of all completed units.

LHC is in the process of updating the Weatherization Program Guide. The goal is to have this updated and approved by July 1, 2015. As part of this update, LHC will add the following language to supplement the QCI process: *"Subgrantees are required to ensure that each Weatherization completion receives an appropriate and properly executed final inspection. This inspection must be performed by a DOE/BPI certified Quality Control Inspector (QCI). LHC, as part of their regular monitoring procedure will review final inspection forms, subgrantee inspection processes and completed homes to ensure the inspections are being performed correctly and in a manner that is consistent with DOE expectations as outlined in WPN-15-4. Failure by the subgrantee to utilize the QCI process correctly may result in all associated costs being disallowed and returned to LHC. Should multiple instances of poorly performed inspections be found, LHC will, at the very minimum, place the subgrantee on a Watch List or Probation. Should the Watch List or Probation fail to correct the issue, LHC will seek stiffer actions as allowed in the Weatherization Program Manual and the subgrantee grant agreement (contract)."*

Should the LHC updated Weatherization Program Manual not be ready for subgrantee distribution by July 1, 2015, LHC will issue a separate memorandum informing the subgrantees of the above policy governing the QCI in Louisiana.

#### **V.6 Weatherization Analysis of Effectiveness**

In accordance with 10CFR 440.14(c)(6)(i), LHC has established policies of evaluating subgrantees' performance during field monitoring, desktop monitoring, peer-to-peer training, Hancock Energy Software (HES) data monitoring, annual training assessments and independent ITBS agency analysis.

Evaluations will be based on financial and programmatic reports submitted by the subgrantee. Monitoring site visits will include, but are not limited to, assessment of program files and reports, work quality, production and expenditure reports, and hands-on training conducted by the Program Specialists.

As a part of the monitoring process, LHC will institute a "risk analysis." As a result of the risk analysis, an agency may be placed on a "Watch List" and given an opportunity to improve its performance. Any agency given this designation will necessitate the need for increased monitoring. A work plan with relative timelines will be developed in an effort to improve documented performance weaknesses of subgrantees placed on the watch list. When a subgrantee's performance fails to improve in a reasonable time period, it elevates to probationary status level for no more than one program year. At this point, LHC may implement procedures to impose sanctions such as; reduce funding or terminate the contract.

The HES system will continue to be utilized to capture program data to formulate analysis for monthly management reviews and board meetings.

#### **V.7 Health and Safety**

The final rule, published March 3, 1993, revised the purpose and scope of the Weatherization Assistance Program to improve the health and safety of low-income persons served by the Program, especially those that are particularly vulnerable such as the elderly, person with disabilities, and children, according to the regulations 10 CFR 440.16, 440.18 and 440.21.

The Health and Safety Plan is a separate attachment to the Grant Application.

#### **V.8 Program Management**

##### **V.8.1 Overview and Organization**

State Administration

The major goal of the Louisiana Weatherization Program is to enable low-income individuals and families, particularly the elderly, persons with disabilities, and

**U.S. Department of Energy**  
**WEATHERIZATION ASSISTANCE PROGRAM (WAP)**  
**STATE PLAN/MASTER FILE WORKSHEET**

**(Grant Number: EE0006157, State: LA, Program Year: 2015)**

households with children the opportunity to participate in energy conservation program. This will positively impact the program's participants by lessening the impact of the high cost of energy on their household budgets, improve household health and safety, and reduce their dependence on the Low-Income Home Energy Assistance Program (LIHEAP). The program also helps to reduce energy consumption, as part of a national goal of energy independence, by increasing the thermal efficiency of homes, reducing the greenhouse gas CO<sub>2</sub> and providing employment opportunities in both the public and private sectors.

The executive director of the LHC has empowered the Program Administrator to be primarily responsible for all energy programs. The Program Administrator shall fully utilize all assigned energy staffing to ensure the most efficient and effective program administration. Current personnel will continue to administer and monitor the program, as outlined in the approved plans; all new hires will be interviewed to assess experience and will be fully trained to ensure program continuity.

Although subgrantees will have direct access to the Hancock Energy Software (HES) team at the HES headquarters through the Helpdesk module, ownership of the HES system resides at LHC. LHC energy personnel, along with the Corporation's IT team, will ensure that the system's integrity and functionality.

The Energy Program Manager is responsible for ensuring compliance with federal program requirements, development of policy initiatives and general program administration. The manager reports directly to the Program Administrator.

Ongoing program monitoring of local subgrantees is conducted by Housing Compliance Specialists. The Compliance Specialists are also responsible for contract administration, reporting, and tracking of funding allocations.

Fiscal monitoring, payment processing and assistance with contract processing are conducted by the LHC Accounting team. The LHC Compliance Specialists will visit subgrantees annually to monitor fiscal compliance and provide technical assistance in the areas of accounting, auditing, weatherization processes and related program activities.

Program decisions and administration guidelines will adhere to all federal and state regulations related to the use of current funding for the provision of weatherization services in Louisiana.

### **V.8.2 Administrative Expenditure Limits**

If a subgrantee receives less than \$350,000 of DOE funds for the Weatherization Assistance Programs, the subgrantee may receive an additional five percent for administrative funds as set forth in Sec. 440.18(d). This guidance provides direction for recipients of grants if the state has determined that such recipients require additional administrative funds to effectively implement the program measures. The LHC may use this provision in PY2015 due to the diminishing amount of federal appropriated funds.

### **V.8.3 Monitoring Activities**

The LHC utilizes a systems approach to monitoring local subgrantees for compliance with applicable regulations and achievement of performance goals for the weatherization programs. The framework for the systems approach is a regulation based assessment that is criterion-referenced. The assessment includes: general organization, desk reviews, onsite visits to evaluate the subgrantees' general administration and program management systems, needs assessment, service delivery, financial management, and technical and field applications according to the DOE Standard Work Specifications, program procurement and property control system.

Currently, there are a total of five (5) positions assigned to the WAP. Three (3) are assigned caseloads to oversee the subgrantees' program operation, process all requests for payment, monitor performance and provide technical assistance to the subgrantees, contractors and vendors.

The LHC recently employed two individuals, one as a contract employee with previous experience in the Weatherization Program. This position requires credentials for performing the technical monitoring and knowledge regarding program regulations and best practices of the WAP Program. The technical monitor has acquired a BPI Home Energy Professional (HEP) Quality Control Inspector (QCI) certification. The person in this position is QCI certified and will also be responsible for coordinating and/or providing the training activities required by DOE.

The second position is responsible for conducting the administrative/fiscal on-site monitoring. The experience required to perform this task includes knowledge of program regulations, guidance, financial management and administrative operations.

**U.S. Department of Energy**  
**WEATHERIZATION ASSISTANCE PROGRAM (WAP)**  
**STATE PLAN/MASTER FILE WORKSHEET**

**(Grant Number: EE0006157, State: LA, Program Year: 2015)**

Staff salaries under the WAP program will be charged to the Grantee administration budget category. Travel expenses to conduct monitoring activities will be charged to the Grantee T/TA budget category.

**Type of Monitoring Reviews:**

*Administrative/Fiscal Monitoring*

LHC staff will conduct an annual on-site program compliance monitoring review, during the second and third quarters of the program year. Scheduling of the visits will depend upon the subgrantee's contractual production schedule.

The review will involve using a comprehensive monitoring instrument to ensure that uniform monitoring procedures are applied to each subgrantee. This procedure provides for an analysis of the subgrantees' performance and implementation of the WAP under the program agreement.

The areas covered in the monitoring instrument, include:

Reporting and record keeping

Policy and procedures

Service delivery

Eligibility determination

Accounting and financial management policies and procedures, including internal control systems.

Monitoring of contractors

Personnel policies and procedures

Property records and office inventory

Procurement process

Other program-related compliance area that are material to the Agreement.

LHC will monitor for 2014-15 program year along with the 2015-16 program year schedule.

**Fiscal Monitoring Schedule:**

1. Quad	October 13-15, 2015
2. Terrebonne	November 23-24, 2015
3. St. Mary	November 24-25, 2015
4. EBR	December 16-18, 2015
5. Desoto	January 11-12, 2016
6. Caddo	January 13-14, 2016
7. LaSalle	February 08-10, 2016
8. APAC	February 10-12, 2016
9. Allen	March 07-09, 2016
10. Vernon	March 09-11, 2016
11. St. Tammany	March 28-29, 2016
12. Jeff Cap	March 30-31, 2016

*Technical/Field Monitoring*

LHC staff will inspect at least 5% of the completed units weatherized by each subgrantee, as well as, review corresponding client files under this grant annually during the Program Year. LHC staff will also inspect additional "in progress" homes at each subgrantee, as needed. During the monitoring visits, LHC staff will provide technical assistance; however, additional on-site technical assistance will be provided based on need. Should LHC determine that a subgrantee under

**U.S. Department of Energy**  
**WEATHERIZATION ASSISTANCE PROGRAM (WAP)**  
**STATE PLAN/MASTER FILE WORKSHEET**

**(Grant Number: EE0006157, State: LA, Program Year: 2015)**

review did not use an independent QCI inspector, LHC will increase the monitoring percentage from at least 5% to 10% of all completed units.

The areas covered in the monitoring instrument, include:

General operational policy

Employee and subcontractor policy

Facilities, vehicles, tools and equipment

Energy audits

Health and Safety for client and workers

Personnel training

Client education

Final inspections

Denial of services

Monitoring Procedures:

Each subgrantee will be notified in advance of their scheduled monitoring visit. During the visit, staff will use a comprehensive monitoring tool that will ensure a thorough review of each subgrantee. At the end of the visit, the Subgrantee will be briefed on any observations, findings and/ or general comments. If Health and Safety issues are discovered which present imminent danger to people in the household, the LHC staff will require the Subgrantee to immediately resolve the issues and provide supporting evidence of resolution.

Within 30 days after each fiscal or technical visit, the Grantee will provide a written report to the Subgrantee describing the current monitoring assessment, which will identify any findings, concerns, recommendations, commendations, best practices and any corrective actions, if applicable. When extensive corrective actions are required, the Grantee will be allowed a total of 45 days following the monitoring visit to provide the written report to the Subgrantee. The Subgrantee will be required to respond within 30 days of the date of the monitoring report regarding any corrective action it has or will be undertaking. The Grantee will track all correspondence, including financial reviews until final resolution. If necessary, staff will conduct a follow-up monitoring visit to ensure that the corrective action has been initiated or completed. Once the Grantee and the Subgrantee have mutually agreed on the outcome, the Grantee will send a closure letter to the Subgrantee and place a copy in the monitoring file. Should both parties not reach a mutual agreement, then LHC will make assessments that may include termination of the contract.

Sensitive or significant noncompliance findings, such as waste, fraud, or abuse will be reported to DOE immediately.

Repeated unresolved findings, based on a minimum of two (2) monitoring visits at a Subgrantee, will be reported immediately to the DOE Project Officer.

The Louisiana Weatherization Field Guide and DOE Standard Work Specifications will be used to evaluate the effectiveness, safety, workmanship, overall appearance, and compliance with the LaWAP Standards of individual weatherization jobs.

The LHC staff will:

Recommend reworks, re-inspections, and T&TA visits in response to major findings and will investigate legitimate customer complaints, which may result in the agency being required to return to correct errors or omissions.

Note concerns about agency operations on the inspection report.

Disallow costs and/or designate the agency as high-risk and place the agency on a Watch List in response to recurring major findings or persistent noncompliance with LaWAP policy.

Goals:

Provide comprehensive verification that Local Agencies are delivering high quality Weatherization services.

**U.S. Department of Energy**  
**WEATHERIZATION ASSISTANCE PROGRAM (WAP)**  
**STATE PLAN/MASTER FILE WORKSHEET**

**(Grant Number: EE0006157, State: LA, Program Year: 2015)**

Verify compliance with applicable policies and regulations.

Promote efficiency and effectiveness in Weatherization delivery.

Identify areas where there are deficiencies and training and technical assistance is warranted.

Perform Technical Monitoring annually as required and depending on concerns/issues found during monitoring, additional on-site visits may be conducted.

-

<u>Agency Name</u>	<u>Tentative Field Monitoring Date</u>
Allen Action Agency	May 2016
Avoyelles Progress Action Agency	December 2015
Caddo Community Action Agency	January 2016
DeSoto Parish Police Jury-OCS	April 2016
East Baton Rouge Parish OCD	February 2016
Jefferson CAP	March 2016
QUAD Area Community Action Agency, Inc.	June 2016
St. Mary Community Action Agency	May 2016
St. Tammany Parish Community Action Agency	March 2016
Terrebonne Parish Consolidated Government	April 2016
Vernon CAC	February 2016

-----  
**T&TA Visits:**

T&TA visits are not official monitoring visits and do not result in the reporting of findings. LHC will visit agencies for T&TA purposes, as often as necessary. LHC will provide guidance, training, and technical assistance to agencies in response to findings.

**Financial A-133 Audit Review:**

The subgrantees' annual financial audit reports are received, tracked and logged, and are continuously monitored for findings impacting weatherization. Monitoring reviews performed onsite at the subgrantees' facility ensures that annual financial audits are performed in accordance with federal regulations. LHC will investigate all findings or issues detailed in the audit report that relate to the weatherization program. If significant issues are found they will be investigated by LHC. LHC will document all actions taken until the issue is resolved. Significant findings identified in subgrantee financial audit reports related to weatherization program will be reported to the DOE.

**Rating of Agencies:**

LHC will rate weatherization agencies' compliance with LaWAP policies, cited on the monitoring instrument, according to the following scale:

Good Compliance (GC): Subgrantees will receive a rating of GC when a monitoring event does NOT identify deficiencies in compliance with evaluation standards specific to a given LaWAP policy, or, when minor deficiencies are identified that are easily corrected during the monitoring event.

- Minimal Compliance (MC): Subgrantees will receive a rating of MC when a monitoring event identifies deficiencies in compliance with evaluation

**U.S. Department of Energy**  
**WEATHERIZATION ASSISTANCE PROGRAM (WAP)**  
**STATE PLAN/MASTER FILE WORKSHEET**

**(Grant Number: EE0006157, State: LA, Program Year: 2015)**

standards specific to a given LaWAP policy for the minority (less than half) of the sample items (homes, files, etc.) reviewed.

- Noncompliance (NC): Subgrantees will receive a rating of NC when a monitoring event identifies deficiencies in compliance with evaluation standards specific to a given LaWAP policy for the majority of the sample items (homes, files, etc.) reviewed, or when noncompliance with a “zero tolerance” issue is identified. Zero tolerance for the following areas of noncompliance includes, but is not limited to the following Health & Safety Issues:
  - CAZ (performance & documentation)
  - CO (performance & documentation)
  - Unvented Space Heaters
  - Incomplete HEACs
  - Gas leak(s) detected
  - Insulation blown over knob and tube wiring
  - Items invoiced for weatherization purposes that have NOT been installed on the home i.e. insulation, Rinnai heaters, refrigerators, range vents, etc.
  - Weatherization conducted without use of blower door
  - Recurring Findings/Reworks

*\*The ratings are established at the conclusion of a monitoring event upon completion of the Louisiana Standards Field Monitoring Form. The ratings are recorded and reported to the agency on the LHC field monitoring section in the final written field monitoring report.*

**Findings And Agency Discipline:**

The discovery of a violation of a policy or procedure is called a Finding. Findings will be documented during the each regularly scheduled monitoring visit. The findings will be revisited and reexamined during the subsequent regularly scheduled monitoring visit to ensure corrective action has been taken.

Findings - Any noncompliance with a LaWAP policy or procedure constitutes a Finding. Examples of Findings may include, but are not limited to the following:

- - The health and safety of customers, subgrantee staff, or subcontractors, or the integrity of the building structure is threatened by work completed with LaWAP funds
  - A weatherization related health or safety problem is created by, exacerbated by, or not corrected by the delivery of LaWAP services
  - The omission, without appropriate authorization, of a required cost effective measure, a necessary repair, or a required health and safety repair
  - Poor quality work that degrades the performance of weatherization measures or repairs
  - Measures not installed according to DOE Standard Work Specification
  - Major expenditure of funds on measures that are not included on the appropriate priority list, or are not required in the LaWAP Field Standards Expenditure for materials not listed in Appendix A of 10 CFR 440
  - Costs charged to a unit with no documentation or receipts to validate
  - Any action or lack of action that may result in a liability that threatens LaWAP
  - Work site cleanup that does not meet the satisfaction of the client
  - Required energy conservation measures that are not installed
  - Required health and safety measures that are not addressed
  - Employees are not given adequate time to attend training
  - Office or warehouse contains fire or safety hazards
  - Agency files are disorganized and difficult to monitor

**Corrective Action/ReWork Report**

Failure to respond within 30 days from date of monitoring report will be documented and may become a finding on future monitoring reports. Once LHC receives the corrective action/rework report, including all support documentation (photos, written responses, receipts, client acknowledgement forms, etc.), LHC will issue a closure letter if the report is deemed appropriate and corrective actions have been properly implemented and/or executed.

**Agency Discipline:**

Consistent or repeated violations of LaWAP standards may require LHC to impose disciplinary action upon an agency. The disciplinary action imposed will vary depending on the deficiency or deficiencies identified. The disciplinary actions in order of least to most severe include:

- Placement on a “Watch List”
- Probationary Status

**U.S. Department of Energy**  
**WEATHERIZATION ASSISTANCE PROGRAM (WAP)**  
**STATE PLAN/MASTER FILE WORKSHEET**

**(Grant Number: EE0006157, State: LA, Program Year: 2015)**

- Termination of Weatherization Contract

*\*Each agency may reserve its right to appeal any disciplinary action taken.*

**Watch List:**

As part of the monitoring process, an agency may be placed on a "Watch List". The purpose of the Watch List is to provide the agency with an opportunity to improve on its performance weaknesses. Placement on the watch list is typically associated with relatively minor deficiencies that warrant additional attention in order to prevent more serious issues from developing. The agency will receive written notice that it is being placed on the Watch List and will be given a reasonable time period to correct the issues. The length of time provided to correct the issues may vary depending upon the corrective action to be taken. Agencies placed on the watch list may also be monitored on a more frequent basis than the regularly scheduled monitoring visits. The reasons for placing an agency on a watch list may include, but are not limited to the following:

- When an agency fails to submit responses to findings and corrective actions/reworks in a timely manner as specified in LHC's monitoring reports
- When an agency has recurring findings and/or corrective actions/reworks
- When LHC determines that there are administrative issues within the agency that affect its performance of LaWAP
- When LHC finds that staff and/or contractors need additional training to improve the quality of work and/or training of new staff
- When LHC determines that the average cost per unit is excessively high or low based on the State's overall average for the program year

*\* If the agency has corrected the issues cited in the Watch List notification within the time period given, the agency may be removed from the Watch List and will proceed with regular scheduled monitoring events. However, if the agency does not comply within the time period provided, the agency may be placed on probation.*

**Probation:**

Depending on the severity of observations, corrective actions/reworks, and findings noted during monitoring visits, LHC may exercise its option to place the agency on probation. Additionally, if the agency fails to correct its findings and corrective actions/reworks cited in the "Watch List" notification, the agency may be placed on probation. The agency will receive written notice from the LHC administrator that it is being placed on probation and will be given a reasonable time period to correct the issues. The notice will include the cause for probation and additional instruction to assist the agency in achieving compliance. The agency will also receive additional monitoring visits and/or onsite training from LHC, if deemed necessary. The reasons for placing an agency on probation may include, but are not limited to, the following:

- When an agency has recurring findings that are not resolved within the time period provided
- When standards rated as noncompliant are recurring
- When the agency fails to comply with the corrective action that was submitted while the agency was on the watch list
- When the agency consistently fails to reach unit production goals established by its contract
- When an agency consistently exhibit a low expenditure rate

*\* The agency will remain on probation until the LHC has determined that the agency is back in compliance with the policies and procedures of LaWAP. If the agency does not improve within the reasonable time period given, it may be subject to termination of the contract.*

**Termination:**

The Corporation shall notify the Agency in writing of a default of the Agreement under Section 13.1. The Corporation shall provide the Agency with ten (10) days to cure the default. If at the end of the cure period the Corporation determines that the violation has not been cured, the Termination of the Agreement shall be effective immediately, without further notice.

**Appeals Of Findings And Discipline**

Appeals should be submitted in writing within thirty (30) business days of receipt of a certified notification of termination letter. Agencies may appeal findings and discipline by the following sequential steps:

The agency may appeal the finding or disciplinary action to LHC's Program Administrator.

1. Agencies that do not agree with the decision of LHC Program Administrator may submit an appeal to the LHC Board of Directors.
2. Agencies that do not agree with the decision of LHC Board of Directors may submit an appeal to the DOE's regional weatherization coordinator.

**U.S. Department of Energy**  
**WEATHERIZATION ASSISTANCE PROGRAM (WAP)**  
**STATE PLAN/MASTER FILE WORKSHEET**

**(Grant Number: EE0006157, State: LA, Program Year: 2015)**

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

Training and Technical Assistance (T&TA) activities are intended to maintain or increase the efficiency, quality and effectiveness of the WAP program at all levels. T&TA will be administered to ensure quality work, maximize energy savings, minimize production costs and improve program management. This component of the program is designed to make certain that installed field measures meet the LaWAP Standards for work outlined in accordance to the SWS guidelines.

LHC is in the process of facilitating an IREC accredited QCI training program with Southface Energy Institute. This program will ensure that all inspectors possess the knowledge, skills and abilities outlined in the National Renewable Energy Laboratory (NREL) Job Task Analysis (JTA). Participants who receive a passing score will be certified as a BPI Home Energy Professional (HEP) Quality Control Inspector (QCI).

T&TA funds will be used to train subgrantees and contractors participating in the WAP program. In making the determination to pay for contractors' training, LHC will secure a retention agreement in exchange for the training. The retention agreement will require that contractors maintain consistent employment in the WAP program for a specific amount of time, ensuring the funds expended for training are maximized.

LHC will develop a timeline for accredited training using DOE curricula designed for both new and experienced WAP workers. The T&TA plan will address two distinct categories, Tier 1 and Tier 2 Training and Technical Assistance (T&TA).

**Tier 1 T&TA:**

The weatherization Assistance Program Standardized Curricula updated to align with the JTAs for the following worker classifications will be used:

- Installer/Technician Fundamentals 2.0
- Energy Auditor-Single Family 2.0
- Quality Control Inspector 2.0
- Crew Leader 2.0 along
- DOE approved Health and Safety (WPN 11-06)
- Lead Safe Weatherization (LSW)
- ASHRAE 62.2 2013

**Tier 2 T&TA:**

Single issues, short-term, Tier 1 training to address acute deficiencies in the field including but not limited to dense packing, ASHRAE, combustion testing, etc will be documented and provided. Subgrantee conference T&TA are included in this category. The LHC training center will be utilized for mandatory T&TA activities that are aligned with DOE curricula. Classroom, field T&TA, and hands-on facilitation will meet specific training needs of local agencies, crew and contractors statewide. LHC will track accredited mandatory IREC trainings of SWS and JTA which catalogue the knowledge, skills and ability that practitioner's need to perform a given job effectively and safely. Mandatory attendance will be required with penalties assessed for failure to comply.

Contractors offering Weatherization will be obligated to attend certain training courses based upon their worker classification. LHC will require all direct hires and contractors, weatherization coordinators, crew members, workers, and supervisors to attend LHC training on Health and Safety in accordance to WPN 11-06. LHC has and will provide opportunities for WAP staff to become Building Performance Institute (BPI) Home Energy Professional (HEP) certifications. This includes the HEP Quality Control Inspector (QCI) which will be a mandatory industry-wide initiative for all completed DOE units starting in PY 2015.

**U.S. Department of Energy**  
**WEATHERIZATION ASSISTANCE PROGRAM (WAP)**  
**STATE PLAN/MASTER FILE WORKSHEET**

**(Grant Number: EE0006157, State: LA, Program Year: 2015)**

Field monitoring will provide an opportunity for on-site training and technical assistance and the identification of areas where more extensive training is needed. LHC will combine comprehensive analysis and assessment of monitoring, Compliance Specialist reports, field inspections and DOE Project Officer Evaluation to compare the effectiveness and the energy savings achieved to use in development of T&TA activities and priorities. This assessment of Grantee effectiveness in administrating and implementing the grant will be closely aligned with the following:

- Compliance with DOE WAP federal program requirements
- General administration and program management systems
- Identify cost-effective improvements
- Install measures effectively and safely in accordance with the SWS
- Do no harm to occupants, workers and home weatherized

LHC's training and BPI accredited testing center has and will continue to establish partnerships with other IREC certified DOE WAP training centers. LHC staff will ensure the training center remains current and up-to-date on curriculum ensuring efficiency and innovation in administering the WAP grant.

The following ongoing activities support productive training and technical assistance:

- LHC subscribes to the leading weatherization periodicals, including Home Energy and the State and Local Energy Report
- The Monitors and Trainers remain knowledgeable of developments in the field of energy conservation and work to incorporate valuable practices and techniques into existing operations
- Training participants are solicited to provide direct feedback to LHC management through the use of evaluation forms

Pre and Post-client education on energy conservation will be documented in client's files including health and safety education corresponding to relevant issues that are identified at the home. Client Education will consist of, but is not limited to:

- EPA Renovate Right for important Lead Hazard Information for Families
- EPA Mold, Moisture, and Your Home
- What You Should Know About Space Heaters
- Manuals for Installed Mechanicals

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



# Health and Safety Plan

Louisiana Weatherization Assistance Program (WAP)

**Louisiana Housing Corporation  
2415 Quail Drive  
Baton Rouge, Louisiana 70808  
(225) 763-8700 • FAX (225) 763-8752  
[www.lhc.la.gov](http://www.lhc.la.gov)**

# *Louisiana Weatherization Assistance Program (WAP) Health and Safety Plan*

## **INTRODUCTION**

The health and safety of weatherization staff, contractors, subcontractors and workers, as well as clients, are priorities of the highest level for the Louisiana Housing Corporation. Health and safety issues become more important, as knowledge about hazards within dwellings increases. Since weatherization work can involve all aspects of housing, it is imperative that awareness regarding potential hazards and risks be maintained on behalf of all concerned. Training will be provided, and compliance is required, regarding all Occupational Safety and Health Administration (OSHA) regulations, as well as any other required regulations. Detailed specifications regarding the health and safety of workers in the construction industry can be found in Construction Industry OSHA Safety and Health Standards (29 CFR 1926/1910).

Although this Health & Safety Plan shall apply to the Weatherization Assistance Program throughout the State of Louisiana, it is not intended to supersede federal, state or local health and safety regulations, codes or ordinances. Such requirements must be followed if they are more stringent than the requirements of this plan; otherwise the requirements of this plan will apply.

From time to time, this plan may be amended and/or revised to reflect changes in state or federal regulations, advances in technology, and/or innovative approaches to weatherization. LHC encourages recommendations and suggestions regarding practices that will result in the delivery of services in a cost-effective manner while also maintaining high standards for work quality. Suggested changes must be accompanied by supporting documentation and rationale.

Any amendments to this plan will become effective for the 2015 WAP program year; unless the Department of Energy (DOE) releases a Program Notice with new guidance. Amendments or revisions will become effective immediately only under the following conditions:

Changes in state or federal laws or regulations mandate immediate implementation; or LHC determines that an emergency situation exists, such as a potential threat to life, limb or personal property, and the proposed amendment and/or revision is necessary for the protection of the health and welfare of clients, workers and/or staff.

Although WAP funds are to be primarily used for increased energy conservation and efficiency, a safe and healthy home and work environment constitutes an important component of the Weatherization Assistance Program. Accordingly, the health and safety of any structures, the occupants thereof, weatherization staff, crews and/or contractors must not be compromised by any retrofit material, technique, method or practice. In addition, minor repairs related to the health and safety of the occupants of a unit to be weatherized, which are incidental to and required for prescribed weatherization procedures, may be performed in conjunction with those weatherization procedures, provided they do not increase the cost of weatherization beyond what is allowed.

## *Louisiana Weatherization Assistance Program (WAP) Health and Safety Plan*

### **Budgeting and Health and Safety Expenditure Limits**

The elimination of health and safety hazards is essential before installing weatherization materials on an approved property. This task is accounted for in a separate budget category of the Louisiana Grant Application. The expenditure limit for health and safety is set at eight percent (8%) of the grant award, which equates to an average of \$722 per dwelling unit.

As a reminder, if health and safety costs are budgeted and reported under the program operations category, the related health and safety costs must be included in the calculation of the average cost per home and cost-justified through the audit.

### **Incidental Repairs**

Under some circumstances, certain hazards may qualify as “Incidental Repairs.” Remediation for Incidental Repairs is a necessary task and aids in the preservation of weatherization materials and may be charged to the Program Operations budget category. Such repairs include, but are not limited to, framing or repairing windows and doors which could not otherwise be caulked or weather-stripped and providing protective materials, such as paint, used to seal materials installed under this program. The total cost for Incidental Repairs shall be no more than \$300 per dwelling unit.

### **Deferral Policy**

Deferral may be necessary if health and safety issues cannot be adequately addressed according to WPN 11-6 guidance. Deferral of weatherization services to a home may be caused by health and safety hazards and/or lack of cost effectiveness to implement weatherization measures. Deferral may also be necessary if health and safety issues cannot be adequately addressed through the guidance provided by this Plan.

If health and safety issues identified in an individual dwelling unit cannot be addressed within allowable WAP limits, then the unit would exceed the scope of this program and must be deferred. 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.

In the judgment of the auditor, any conditions that exist which might endanger the health and/or safety of the workers or occupants should be deferred until the conditions are corrected. Clients will be solicited by auditors to reveal known health and safety concerns as part of the initial application for Weatherization and documented on the “Notification of Potential Health and Safety Issues” form. Deferral may also be necessary when occupants are uncooperative, abusive, or threatening. Guidelines are provided herein for determining and documenting whether potential health and safety issues should be remedied, referred to other agencies, result in partial weatherization, or lead to deferral. Agencies are expected to pursue reasonable options on behalf of clients, including referrals, and to use good judgment in dealing with difficult situations.

Deferral and Notice of Potential Health and Safety Issues documentation will include the client's name and address, dates of the audit/assessment and when the client was informed, a clear description of the

## *Louisiana Weatherization Assistance Program (WAP) Health and Safety Plan*

problem, conditions under which weatherization could continue, the responsibility of all parties involved, and the client(s) signature(s) indicating that they understand and have been informed in writing of their rights, options and the appeal process.

The following guidance has been developed for use by local agencies in the State of Louisiana:

Deferral Based on Health & Safety Standards. All weatherization technicians must be able to perform all authorized weatherization activities and measures without undue threats or concerns regarding their health & safety. Conditions which may constitute undue threats or concerns to staff or client health & safety may include but are not limited to the following items:

- Structurally unsound dwellings that are condemned for human habitation.
- Evidence of substantial, persistent infestation of rodents, insects, and/or other vermin which cannot be reasonably removed or poses health and safety concerns for workers.
- Electrical or plumbing hazards that cannot be resolved prior to or as a part of the authorized weatherization work.
- The presence of sewage in any part of the dwelling unit.
- Evidence of environmental hazards such as serious moisture problems, carbon monoxide, gas leaks, friable asbestos, or other hazardous materials, which cannot be resolved prior to the weatherization work.
- The presence of animal or human feces in any area of the dwelling unit where field staff must perform various weatherization measures.
- Excessive garbage and clutter build-up in and around the dwelling unit where field staff must perform weatherization measures.
- Maintenance and housekeeping practices that are negligent to the point of limiting access of field staff to the dwelling or creating an unhealthy working environment.
- Any overt threat of violence, verbal abuse, physical abuse, or profanity towards any weatherization staff member or any household member during the weatherization process.
- Evidence of the presence and/or use of any illegal/controlled substance in the dwelling unit.
- Evidence of drug cultivation, distribution and/or manufacturing on the premises.
- The lack of the presence of a home resident who is at least 18 years old when any weatherization staff is performing the weatherization process.
- The dwelling is a mobile home that has serious structural problems which would make the completion of weatherization measures impossible or impractical for the weatherization field staff.
- A heating system in use has been determined to be unsafe or nonfunctional (through the determination of a qualified agency or technician) and cannot be resolved through the normal efforts of the weatherization agency prior to the commencement of weatherization work or during the normal weatherization process.
- When an unvented space heater is present in the unit, no weatherization work will be allowed unless the weatherization crew or contractor is allowed to remove and dispose of the unit. If an unvented space heater is replaced with a vented heating system during the weatherization process, the local agency will remove and dispose of the unvented heater at the time the system is installed. The owner cannot retain ownership of the heater.

Deferral Based on Lack of Cost-Effectiveness: Weatherization work should be performed in a cost-effective manner whenever possible. Situations or conditions which may limit the cost effectiveness of any weatherization work may include, but are not limited to the following:

Structurally unsound dwelling unit where the costs associated with the repairs substantially exceeds the cost of the weatherization measures.

## *Louisiana Weatherization Assistance Program (WAP) Health and Safety Plan*

Major remodeling is currently in progress (and is not coordinated with a housing rehabilitation program), actions and concerns.

Under any circumstances, the following requirements shall be adhered to:

- Where removal or replacement is addressed for an allowed health and safety measure in the document, proper disposal is required, and allowed as a health and safety cost.
- When hazards are identified, clients must be informed in writing and the document must be signed by the client and a copy maintained in the client file.
- While working in homes, contractors will take all possible precautions to not aggravate existing client health and safety concerns. This may be as simple as making sure the client is which would severely limit the proper completion of weatherization measures on the dwelling unit.
- Evidence of standing water in the basement or crawl space area. A client or owner/authorized agent (landlord/property manager) refuses to allow a cost effective measure to be performed on the dwelling unit, or to make necessary modifications to the dwelling unit to permit weatherization measures to be completed.

### **Procedure for Identifying Occupant Health Concerns**

Agencies are required to gather occupant health information as part of the initial client application process. Information is then discussed with the client during the interview process. This takes place before any work is performed on the home by the agency auditor or subcontractor. Weatherization agencies and their representatives, including subcontractors, are required to take all reasonable precautions against performing work on homes that will subject the occupants or themselves to health and/or safety risks. In cases where an occupant's health is fragile, or an occupant has been identified to have a health condition, including allergies, and/or the crew work activities would themselves constitute a health and/or safety hazard, the occupant(s) at risk shall be required to leave during the performance of the work activities. In cases where an occupant is identified as having an allergy to a specific weatherization material, that material will not be installed. If comparable alternative materials are available and the occupant has no known allergic to the alternative materials and they meet DOE regulations, crews may substitute the alternative material(s). If no safe alternative material meeting DOE standards is available, the measure shall not be installed. This must be well documented in the client file.

### **Documentation Form(s) have been developed (Check Yes or No):**

Yes – The Louisiana Housing Corporation has developed documentation which include the client's name and address, dates of the audit/assessment and when the client was informed of a potential health and safety issue, a clear description of the problem, a statement indicating if, or when weatherization could continue, and the client(s) signature(s) indicating that they understand and have been informed of their rights and options

*Louisiana Weatherization Assistance Program (WAP) Health and Safety Plan*

**Louisiana Housing Corporation WAP Plan for Implementing the Guidance Issued In WPN 11-6**

<b>Air Conditioning and Heating Systems</b>	
<p>✓ Concur with WPN 11-6</p>	<p>“Red tagged”, inoperable, or nonexistent heating system replacement, repair, or installation is allowed where climate conditions warrant, unless prevented by other guidance herein. Air conditioning system replacement, repair, or installation is allowed in homes of at-risk occupants (under 5 years of age, elderly, or documented medical condition) in Louisiana. Medical eligibility for an air conditioner is required for anyone under the age of 60. You must have written documentation from a third-party medical professional.</p>
<p><u>Funding:</u> General repairs and replacement of heating or cooling equipment. The primary funding source is LIHEAP and WAP funds.</p>	
<p><u>Beyond Scope:</u> If the heating/cooling system is determined to be beyond the scope of WAP, weatherization agencies will document and defer the work and refer the client to other resource agencies who may be able to address the problem.</p>	
<p><u>Standards for Remedy:</u> Testing shall be made to determine the heating/cooling systems are present, operable, and performing safely. Heating/cooling units that qualify under at-risk criteria may be repaired, replaced or provided as a Health and Safety measure. Existing heating/cooling units replacement as an Energy Conservation Measure will be justified with a NEAT/MHEA energy audit with a SIR of greater than one.</p>	
<p><u>Standard for Deferral:</u> Deferral will take place when the mechanical, electrical, and or plumbing systems are of disrepair, non-code compliant, structurally unsafe and beyond the scope of DOE WAP services or where other H&amp;S issues delineated in the health and safety plan.</p>	
<p><u>Standards for Referral:</u> Referrals should be made when problems are identified that are beyond the scope of DOE WAP services. Referral agencies include, but not limited to CSBG, CDBG, utility companies, HUD, United Way, local churches and other state or local resources.</p>	
<p><u>Training:</u> Agency auditors and inspectors are trained to document heating/cooling system testing. This curriculum includes repair, replacement options, protocols for gas leak testing, CO levels and combustion testing. In addition, the Louisiana Field Guide has been distributed to all sub-recipients.</p>	
<p><u>Client Education:</u> Clients shall be provided all user manuals, preventative maintenance, health and safety notifications, CO education and energy conservation information on heating/cooling units, and information regarding the proper disposal of bulk fuel tanks when removed, if applicable.</p>	
<p><u>Disposal Procedure:</u> Refrigerant recovery and disposal will comply with EPA section 608 as amended by 50 CFR82. Equipment replacement contracts must include provisions for proper disposal by the contractor</p>	

***Louisiana Weatherization Assistance Program (WAP) Health and Safety Plan***

<p>which must follow local and state regulations when disposing of old heating/cooling systems components and/or fuels.</p>
<p><u><i>Air Conditioning Installation (as a Health and Safety measure):</i></u> Louisiana is primarily a cooling climate. Statewide average cooling degree days of 3000 day for Louisiana, temperatures can get high enough to create a dangerous situation for at-risk occupants. Documentation of at-risk occupant is required for air conditioner installation, repairs and replacement as an allowable cost.</p>
<p><u><i>Heating System Installation (as a Health and Safety measure):</i></u> Louisiana has occasional severe cold weather conditions. Heat loss emergencies in Louisiana can put clients at severe health and safety risk that could potentially be life-threatening. Heating/cooling system installation as a health and safety measure is allowable.</p>

<p align="center"><b>Appliances and Water Heater</b></p>	
<p>✓ Concur with WPN 11-6</p>	<p>Replacement of water heaters is allowable on a case-by-case basis for health and safety measures. Replacement and installation of other appliances are not allowable health and safety costs. Repair and cleaning are allowed on water heaters and combustion appliances as a health and safety measure.</p>
<p><u><i>Funding:</i></u> General repairs and replacement of water heaters for health and safety measures. The primary funding source is LIHEAP and WAP.</p>	
<p><u><i>Beyond Scope of DOE WAP:</i></u> If the water heater or appliance is determined to be beyond the scope of DOE WAP, weatherization agencies will defer the work and refer the client to other resource agencies who may be able to address the problem.</p>	
<p><u><i>Standards for Remedy:</i></u> Water heaters and appliances are tested and inspected as part of the unit assessment process to determine if they are performing safely. Issues related to leaking water heater units, combustion safety, electrical concerns, non-code compliant and other conditions leading to water heater failure will be assessed under health and safety. Gas cook stoves, ovens and other combustion appliances will be assessed as health and safety concerns, CO levels, proper operation. Repair work may include cleaning, minor repairs and venting under health and safety.</p>	
<p><u><i>Standard for Deferral:</i></u> Deferral will take place when the mechanical, electrical, and or plumbing systems are of disrepair, non-code compliant, structurally unsafe and beyond the scope of DOE WAP services. Deferral will also take place when other H&amp;S issues delineated in the health and safety plan are preventing the installation of a code-compliant water heater.</p>	
<p><u><i>Standards for Referral:</i></u> Referrals should be made when problems are identified that are beyond the scope of DOE WAP services. Referral agencies include, but not limited to CSBG, CDBG, utility companies, HUD, United Way, local churches and other state or local resources.</p>	

***Louisiana Weatherization Assistance Program (WAP) Health and Safety Plan***

<p><u>Training:</u> Agency auditors and inspectors are trained to document combustion appliance and water heater system testing. This curriculum includes energy efficient upgrades, repair, replacement options, protocols for gas leak testing, CO levels, identifying health and safety issues and combustion testing. In addition, the Louisiana Field Guide has been distributed to all sub-recipients.</p>
<p><u>Client Education:</u> Clients shall be provided all user manuals, preventative maintenance, health and safety notifications, CO education and energy conservation information on water heater units and appliances, and information regarding the proper disposal of bulk fuel tanks when removed, if applicable.</p>
<p><u>Disposal Procedures:</u> All weatherization agencies and subcontractors must follow local and state regulations when disposing of old water heating components. Go to: <a href="http://www.epa.gov/osw/">http://www.epa.gov/osw/</a> for current rules and regulations, along with EPA approved disposal sites.</p>

Asbestos – in siding, walls, ceiling, etc.	
<p>✓ Concur with WPN 11-6</p>	<p>The most common applications that could involve asbestos interaction with weatherization staff include furnace insulation, pipe insulation, duct insulation, siding shingles, furnace gaskets and ceiling texture materials. To a lesser degree, workers may encounter asbestos in plaster, joint compound, roof shingles, floor tiles and other building products. Temporary removal and replacement of siding is allowed to perform energy conservation measures. All precautions must be taken not to damage siding. Asbestos siding should never be cut or drilled. Recommended, where possible, to insulate through home interior when suspected asbestos siding is present.</p>
<p><u>Funding:</u> DOE and LIHEAP funds will be used.</p>	
<p><u>Beyond Scope of DOE WAP:</u> If local and/or state code does not allow the removal of asbestos siding or suspected asbestos material as part of general contracting work, or when asbestos siding cannot be removed, or WAP services provided without disturbing the asbestos, deferral and appropriate referral should be exercised. Abatement and replacement of asbestos containing building components is not allowed with any DOE or LHEAP funds.</p>	
<p><u>Standards for Remedy:</u> Avoid disturbance of friable asbestos containing materials (ACMs). Friable asbestos is “any material containing greater than one percent asbestos by weight or volume that hand pressure can crumble, pulverize, or reduce to powder when dry; or any asbestos containing material that can reasonably be expected, as a result of the WAP services, demolition or renovation to be undertaken, to become pulverized through breaking, chipping, crumbling, crushing or other means of rendering fibers available to the ambient air.” Do not dust, sweep, or vacuum debris that may contain asbestos. Never saw, sand, scrape, or drill holes in asbestos materials. Do not track material that could contain asbestos through the unit. If potential for limited exposure exists, use appropriate respirators, protective clothing, etc.</p>	

## *Louisiana Weatherization Assistance Program (WAP) Health and Safety Plan*

Wetting down suspected ACMs would reduce the levels of airborne fibers, although this will not completely eliminate the risk in all situations. All crews, inspectors, contractors and their supervisors, or anyone else who visits weatherization eligible homes, will be required to receive asbestos awareness and identification training. All OSHA and EPA regulations that deal with asbestos and weatherization are to be enforced and be made available to all workers. Protective gear such as Tyvek coveralls, head coverings, booties, etc., gloves, eye protection, respirators, and other safety equipment required by law must be provided to all employees who will come in contact with asbestos or suspected asbestos products. Employees will be required to use the appropriate safety equipment as required under state, local, OSHA and EPA policy. Each agency will be required to monitor their employees' adherence to state policy and local agency policies and standards. Agencies will be responsible for the compliance of their employees and contractors. Failure of an agency or individuals at the agency to follow policies on asbestos will result in disciplinary action. Continued violations will result in defunding of the weatherization program for that agency or subgrantee. Current weatherization contracts will be terminated and future contracts to provide weatherization services may not be issued. This information is a general guide for weatherization personnel and does not provide detailed specifications for proper handling of ACMs. Training and supervision for personnel providing asbestos remediation services are beyond the scope of the WAP. Weatherization personnel or appointed representatives shall not remove or dispose of asbestos without proper training and without prior authorization from the Grantee. All precautions must be taken to not damage siding. Asbestos siding should never be cut or drilled. Recommended, where possible, to insulate through home interior when suspected asbestos siding is present.

*Standards for Deferral:* Deferral should be exercised when local, state, OSHA, or EPA code will not allow the removal of asbestos material as part of general contracting work, or when WAP services has the potential to disturb or the asbestos cannot be removed without disturbing.

*Standards for Referral:* Deferred units will be referred to publicly-funded rehabilitation programs (i.e. CDBG, HUD, EPA, and DEQ).

*Training Provision:* Agencies and contractors are trained to recognize and work safely when suspected asbestos containing materials through DOE two day Health and Safety course, asbestos videos, EPA Purple Book "Guidance for Controlling Asbestos-Containing Materials in Buildings" and Louisiana DEQ web site. Go to:

<http://www.deq.louisiana.gov/portal/DIVISIONS/PublicParticipationandPermitSupport/Asbestos.aspx> .

Additional training will be handled on an ongoing and as-needed basis as identified by monitoring, new staff hires and request by Subrecipients, etc.

*Client Education:* Provide written disclosure to clients regarding the existence of suspected ACMs and provide client education advising non-disturbance of such materials. Client education from EPA website will be provided: <http://www2.epa.gov/asbestos>.

*Disposal Procedures:* No permanent removal of asbestos containing materials will be performed; however, some minimal breakage and fibers may be released requiring disposal. Wastes that are generated where asbestos is present are handled in compliance with the guidelines enumerated in OSHA 29 CFR 1926.1101(IV), Appendix H, Substance Technical Information for Asbestos: Disposal Procedures and Clean-up.

[https://www.osha.gov/pls/oshaweb/owadisp.show\\_document?p\\_table=STANDARDS&p\\_id=10870](https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=10870)

**Louisiana Weatherization Assistance Program (WAP) Health and Safety Plan**

<b>Asbestos – in vermiculite</b>	
<p>✓ Concur with WPN 11-6</p>	<p>When vermiculite is present, unless testing determines otherwise, take precautionary measures as if it contains asbestos, such as not using blower door tests and utilizing personal air monitoring while in attics. Where blower door tests are performed, it is a best practice to perform pressurization instead of depressurization. Encapsulation by an appropriately trained asbestos control professional is allowed. Removal is not allowed.</p>
<p><u>Funding:</u> DOE and LIHEAP funds may be used.</p>	
<p><u>Beyond Scope of DOE WAP:</u> Removal of asbestos containing material is not allowed, or WAP services provided may disturb the asbestos, deferral and appropriate referral should be exercised. Abatement and replacement of asbestos containing building components is not allowed with any DOE or LHEAP funds.</p>	
<p><u>Standards for Remedy:</u> Minimal standards for remedy include, but are not limited to the following. If the unit contains vermiculite insulation, assume that this material is contaminated with asbestos and do not disturb it. Do not open ant walls to check for vermiculite. Wear protective equipment when entering an attic area that may contain vermiculite insulation. DO not tack vermiculite insulation or associated dust into living spaces of the unit. Follow EPA, DEQ and OSHA regulations regarding the safety of workers’ handling of asbestos to ensure worker and client safety. Do not dust, sweep, or vacuum debris that may contain asbestos. Never saw, sand, scrape, or drill holes in asbestos materials.</p>	
<p><u>Standards for Deferral:</u> Deferral should be exercised when local, state, OSHA, or EPA code will not allow the removal of asbestos material as part of general contracting work, or when WAP services has the potential to disturb or the asbestos cannot be removed without disturbing. If removal and disturbing is necessary to install and/or preserve weatherization measures, then the project is deferred.</p>	
<p><u>Standards for Referral:</u> Deferred units will be referred to publiclyfunded rehabilitation programs (i.e. CDBG, HUD, EPA, and DEQ).</p>	
<p><u>Training Provision:</u> Agencies and contractors are trained to recognize and work safely when suspected asbestos-containing materials through DOE twoday Health and Safety course, asbestos videos, EPA Purple Book “Guidance for Controlling Asbestos-Containing Materials in Buildings” and Louisiana DEQ web site. <a href="http://www.deq.louisiana.gov/portal/DIVISIONS/PublicParticipationandPermitSupport/Asbestos.aspx">http://www.deq.louisiana.gov/portal/DIVISIONS/PublicParticipationandPermitSupport/Asbestos.aspx</a> . Additional training will be handled on an ongoing and as-needed basis as identified by monitoring, new staff hires and request by Subrecipients, etc.</p>	
<p><u>Client Education:</u> Provide written disclosure to clients regarding the existence of suspected ACMs and provide client education advising non disturbance of such materials. Client education from the EPA web site on vermiculite insulation will be provided. Go to <a href="http://www2.epa.gov/asbestos/protect-your-family-asbestos-contaminated-vermiculite-insulation">http://www2.epa.gov/asbestos/protect-your-family-asbestos-contaminated-vermiculite-insulation</a>.</p>	

## *Louisiana Weatherization Assistance Program (WAP) Health and Safety Plan*

Disposal Procedures: No permanent removal of asbestos-containing materials will be performed; however, some minimal breakage and fibers may be released requiring disposal. Wastes that are generated where asbestos is present are handled in compliance with the guidelines enumerated in OSHA 29 CFR 1926.1101(IV), Appendix H, Substance Technical Information for Asbestos: Disposal Procedures and Clean-up. Go to:

[https://www.osha.gov/pls/oshaweb/owadisp.show\\_document?p\\_table=STANDARDS&p\\_id=10870](https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=10870).

<b>Asbestos – on pipes, furnaces, other small covered surfaces</b>	
✓ Concur with WPN 11-6	Assume asbestos is present in covering materials. Encapsulation is allowed by an AHERA asbestos control professional and should be conducted prior to blower door testing. Removal may be allowed by an AHERA asbestos control professional on a case-by-case basis.
<u>Funding:</u> DOE and LIHEAP funds may be used to encapsulate and remove intact material necessary with an AHERA asbestos control professional to accomplish furnace work on a case-by-case basis.	
<u>Beyond Scope of DOE WAP:</u> If determined to be beyond the scope of the DOE WAP, follow all appropriate Deferral and Referral policies and protocols.	
<u>Standards for Remedy:</u> Inspect pipe and other coverings for asbestos. Testing is allowed only by a certified Tester. Check local codes prior to removal and replacement of asbestos-containing materials. Removal and replacement of asbestos-containing materials may be allowable by and AHERA asbestos control professional if local codes allow. Keep activities to a minimum in areas having damaged material that may contain asbestos. Document and inform the client regarding the damaged material and suspected asbestos. Do not further disturb the material. Do not dust, sweep, or vacuum debris that may contain asbestos. Never saw, sand, scrape, or drill holes in asbestos materials. Do not track material that could contain asbestos through the unit. Follow EAP and OSHA regulations regarding the safe handling of asbestos to insure worker and client safety.	
<u>Standards for Deferral:</u> Deferral should be exercised when local, state, OSHA, or EPA code will not allow the removal of asbestos material as part of general contracting work, or when WAP services has the potential to disturb or the asbestos cannot be removed without disturbing. If removal and disturbing is necessary to install and/or preserve weatherization measures, then the project is deferred.	
<u>Standards for Referral:</u> Deferred units will be referred to publicly-funded rehabilitation programs (i.e. CDBG, HUD, EPA, and DEQ).	
<u>Training Provision:</u> Agencies and contractors are trained to recognize and work safely when suspected asbestos containing materials through DOE two-day Health and Safety course, asbestos videos, EPA Purple Book “Guidance for Controlling Asbestos-Containing Materials in Buildings” and Louisiana DEQ web site. Go to:	

**Louisiana Weatherization Assistance Program (WAP) Health and Safety Plan**

<p><a href="http://www.deq.louisiana.gov/portal/DIVISIONS/PublicParticipationandPermitSupport/Asbestos.aspx">http://www.deq.louisiana.gov/portal/DIVISIONS/PublicParticipationandPermitSupport/Asbestos.aspx</a> . Additional training will be handled on an ongoing and as-needed basis as identified by monitoring, new staff hires and request by Subrecipients, etc.</p>
<p><b>Client Education:</b> Provide written disclosure to clients regarding the existence of suspected ACMs and provide client education advising non disturbance of such materials. Client education from the EPA web site will be provided <a href="http://www2.epa.gov/asbestos">http://www2.epa.gov/asbestos</a> .</p>
<p><b>Disposal Procedures:</b> No permanent removal of asbestos-containing materials will be performed; however, some minimal breakage and fibers may be released requiring disposal. Wastes that are generated where asbestos is present are handled in compliance with the guidelines enumerated in OSHA 29 CFR 1926.1101(IV), Appendix H, Substance Technical Information for Asbestos: Disposal Procedures and Clean-up. Go to:   <a href="https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&amp;p_id=10870">https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&amp;p_id=10870</a></p>

<p><b>Biological and Unsanitary Conditions – odors, mustiness, bacteria, viruses, raw sewage, rotting wood, etc.:</b></p>	
<p>✓ Concur with WPN 11-6</p>	<p>Remediation of conditions that may lead to or promote biological concerns and unsanitary conditions is allowed. Addressing bacteria and viruses is not an allowable cost. Deferral may be necessary in cases where a known agent is present in the home that may create a serious risk to occupants or weatherization workers. Also see Mold and Moisture guidance below.</p>
<p><b>Funding:</b> DOE and LIHEAP funds may be used.</p>	
<p><b>Beyond Scope of DOE WAP:</b> Addressing bacteria and viruses is not an allowable cost. Where severe Mold and Moisture problems are so severe they cannot be resolved under existing health and safety measures and with minor repairs the unit is deferred. Deferral may be necessary in cases where a known agent is present in the home that may create a serious risk to occupants or weatherization crews/contractors.</p>	
<p><b>Standards for Remedy:</b> This health and safety category shall require sensory inspection for the purpose of detection. Addressing bacteria and viruses shall not be allowed. The use of personal protective equipment shall be strictly enforced. Respirators, protective eyewear, and protective clothing will be worn when there is suspicion or knowledge that biological agents may be present in order to eliminate or minimize crew exposure. The inspection will be conducted by the agency representative provided that he/she is not exposed to hazardous biological contaminants (i.e., raw sewage, animal/human feces, decomposing garbage, and animal carcasses). Cleanup of contaminants such as decomposing garbage and animal/human feces due to the occupant’s neglect is not eligible. Hazardous conditions must be corrected by a certified professional and signed clearance notification must be provided to the agency prior to weatherization continuing. Non-hazardous conditions can be corrected by the client, and if performed within 30 days,</p>	

***Louisiana Weatherization Assistance Program (WAP) Health and Safety Plan***

weatherization can continue.
<u>Standards of Deferral:</u> Deferral may be necessary in cases where a known agent is present in the home that may create a serious risk to occupants or weatherization crews/contractors.
<u>Standards for Referral:</u> Referrals should be made when problems are identified that are beyond the scope of DOE WAP services. Referral agencies include, but are not limited to CSBG, CDBG, Utility Companies, HUD, United Way, local churches and other state or local resources.
<u>Training Provision:</u> Agency Weatherization coordinators, assessors and final inspectors are trained with curriculum that includes how to recognize Biological and Unsanitary Conditions and when to defer as well as worker safety when coming in contact with these conditions. Louisiana will be conducting statewide weatherization assistance program health and safety training to update all agencies and crews/contractors of the guidance in State 2014 Health & Safety Plan and refresh agencies on WPN 11-6 Health and Safety Guidance. Additional training will be handled on an ongoing and as-needed basis.
<u>Client Education:</u> Clients shall be given information on the appropriate clean-up and removal of biological identified during the initial inspection performed by the Assessor. Agency will provide information on how to maintain a sanitary home and steps to correct deferral conditions. The moisture awareness EPA information pamphlet “A brief Guide to Mold, Moisture and Your Home” can be located at <a href="http://www.epa.gov/mold/pdfs/moldguide.pdf">http://www.epa.gov/mold/pdfs/moldguide.pdf</a> will be given to effected clients. Inform client that hazardous conditions must be corrected by a certified professional and signed clearance notification must be provided to the agency prior to weatherization continuing. Non-hazardous conditions can be corrected by the client, and if performed within 30 days, weatherization can continue.
<u>Disposal Procedures:</u> Disposal of contaminants must be performed in accordance with state and local codes.

<b>Building Structure and Roofing</b>	
✓ Concur with WPN 11-6	Building rehabilitation is beyond the scope of the Weatherization Assistance Program. Homes with conditions that require more than incidental repair should be deferred.
<u>Funding:</u> DOE and LIHEAP funds will be utilized to address incidental repairs, which are separate from the H&S funding.	
<u>Beyond DOE WAP Scope:</u> Building rehabilitation is beyond the scope of the Weatherization Assistance Program. Structurally-compromised areas requiring more than incidental repairs shall be deemed beyond the scope of the WAP and shall be deferred.	
<u>Standards for Remedy:</u> Conduct a visual inspection, ensuring that access to areas necessary for weatherization is safe for entry and performance of assessment, work, and inspection. Basic guidance for	

***Louisiana Weatherization Assistance Program (WAP) Health and Safety Plan***

<p>WAP crews/contractors: While conducting the initial audit, the building structure shall be inspected for structural integrity. Minor repairs to protect the DOE materials installed may be performed to protect the energy saving investment. However, building rehabilitation is beyond the scope of the WAP. Dwellings whose structural integrity is in question should be referred to agencies that deliver HUD funds or other appropriate local and state agencies. Weatherization services may need to be delayed or deferred until the dwelling can be made safe for crews/contractors and occupants. Incidental (minor) repairs necessary to effectively perform or preserve weatherization materials/measures are allowed. Examples of these include sealing minor roof leaks to preserve new attic insulation and repairing water-damaged flooring as part of replacing a water heater. Incidental structural repairs shall not include cosmetic applications, such as replacing a floor covering such as for example carpet or linoleum. Only the structural part shall be replaced/repared.</p>
<p><u>Standards for Deferral:</u> Determine whether repair work is necessary and meets the definition of incidental repair. Homes that require more than incidental (minor) repair should be deferred. Where the house has been condemned or electrical, heating, plumbing, or other equipment has been "red tagged" by local or state building officials or utilities, the home is deferred.</p>
<p><u>Training:</u> Agency Weatherization coordinators, assessors and final inspectors are trained how to identify structural, roofing, and general code compliance issues. Subgrantees will be trained on how to identify deficiencies and substandard conditions in housing and how to differentiate between incidental and major repair, and between incidental and H&amp;S repairs. Dwellings whose structural integrity is in question should be referred to HUD or other appropriate local and state agencies, such as local building departments.</p>
<p><u>Client Education:</u> Clients shall be notified verbally and in writing regarding any structurally-compromised areas. Appropriate referral resources shall also be provided to the client. All conditions an Energy Auditor/Assessor believes constitute an immediate or potential risk to an individual or property shall be documented at the time of assessment, and a copy given to the client and/or landlord.</p>
<p><u>Disposal Procedures:</u> Agencies will dispose of or include proper disposal of all construction debris as part of their contract with the contractor. All federal, state and local regulations regarding disposal of construction waste shall be followed.</p>

<b>Code Compliance</b>	
<p>✓ Concur with WPN 11-6</p>	<p>Correction of pre-existing code compliance issues is not an allowable cost other than where weatherization measures are being conducted. State and local (or jurisdiction having authority) codes must be followed while installing weatherization measures. Condemned properties and properties where "red tagged" health and safety conditions exist that cannot be corrected under this guidance should be deferred.</p>

***Louisiana Weatherization Assistance Program (WAP) Health and Safety Plan***

<p><b><i>Funding:</i></b> DOE and LIHEAP funds may be used when weatherization measures are being conducted or when necessary to perform weatherization work. They may not be used simply to correct pre-existing code compliance issues. The cost of complying with code requirements tied to installation of a specific measure will be charged as part of the measure such as following local code to install a furnace. When work is not a direct component of the measure but still necessary to perform weatherization work, the costs must be charged to the H&amp;S budget category.</p>
<p><b><i>Beyond Scope of DOE WAP:</i></b> If beyond the scope of DOE WAP then the unit must be deferred following the Referral and Deferral policies and protocols.</p>
<p><b><i>Standards for Remedy:</i></b> The auditor will perform visual inspection. Repair code violations directly connected to a weatherization measure or when necessary to perform audit-recommended weatherization work. Follow all state and local codes when installing weatherization measures. Acquire all required permits and licenses pertinent to installing weatherization measures. These vary by jurisdiction and it is the responsibility of each Subrecipient agency to know what the codes are in each of the areas they work in, as well as what permits and licenses are required in each of the areas they work in.</p>
<p><b><i>Standards for Deferral:</i></b> Code violations that are necessary to safely perform weatherization must be corrected or the unit deferred. Some preexisting code conditions may not require correction in order to continue weatherization. Condemned properties shall be deferred. Properties where “red-tagged” health and safety conditions exist that cannot be addressed with DOE H&amp;S funding, should be deferred.</p>
<p><b><i>Standards for Referral:</i></b> Referrals should be made when problems are identified that are beyond the scope of DOE WAP services. Referral agencies include, but are not limited to CSBG, CDBG, utility companies, HUD, United Way, local churches and other state or local resources.</p>
<p><b><i>Training:</i></b> Training on how to identify code-compliant issues is included in the Weatherization H&amp;S Training, incorporated in the Louisiana Field Guide, OSHA classes and inspected during monitoring. Additional training will be handled on an ongoing and as-needed basis.</p>
<p><b><i>Disposal Procedures:</i></b> Agencies will dispose of or include proper disposal of all construction debris as part of their contract with the contractor. All federal, state and local regulations regarding disposal of construction waste shall be followed.</p>

<p align="center"><b>Combustion Gases</b></p>	
<p>✓ Concur with WPN 11-6</p>	<p>Proper venting to the outside for combustion appliances, including gas dryers, is required. Correction of venting is allowed when testing indicates a problem.</p>
<p><b><i>Funding:</i></b> DOE and LIHEAP funds may be used in accordance with guidance in WPN 11-6. Proper venting of combustion appliances is a requirement. Correction of venting is allowed when testing indicates a problem.</p>	

## *Louisiana Weatherization Assistance Program (WAP) Health and Safety Plan*

*Beyond Scope of DOE WAP:* If the issue is determined to be beyond the scope of DOE WAP, crews/contractors shall follow all Referral and Deferral policies and protocols. Replacement, repair or modification of combustion venting that is not related to solving health and safety problems indicated by testing is beyond the scope of IHWAP weatherization funding.

*Standards for Remedy:* Combustion safety testing is required when combustion appliances are present. Inspect venting of combustion appliances and confirm adequate clearances. Testing naturally drafting appliances should include, but not limited to draft, CO, combustion air, gas leakage and spillage under worst case condition before and after air tightening. Inspect cooking burners, ovens for operability, CO and flame quality. Subrecipients must test for high carbon monoxide (CO) levels and bring CO levels to acceptable levels before weatherization work can start. Louisiana has defined maximum acceptable CO readings as follows: (1) 25 parts per million for cook stove burners; (2) 100 parts per million for vented combustion appliance, and unvented space heaters and 100 parts per million for cook stove ovens. Investigate and correct a steady state CO reading >100 ppm in the following appliances: water heater, furnace or space heater. CO detectors should be installed in all homes when fuel-fired (combustion) appliances exist or attached garages exist. This includes: cook stoves, furnaces, water heaters, wood and coal burning stoves. Combustion appliances must be installed to the IRC or local code regulations. Oven replacements are **Not** allowed. If CO readings are above the limits above, follow these steps:

1. Clean or repair
2. If high CO levels still exist, see if another funding source can pay for the stove replacement.
3. If no other funding source is available, the house must be deferred until the occupant can address the stove.
4. Document all steps.

All relevant information must be recorded on the heating/cooling systems and on the Appliance Worksheet. The procedure includes, but not limited to collecting general information; collecting and recording mechanical systems information; visual and diagnostic inspection of the venting and distribution system; and, combustion analysis and diagnostic testing of gas/propane fired equipment, and post-installation safety tests for CO. DOE will not permit any DOE-funded weatherization work where the dwelling unit is heated with an unvented gas and/or liquid-fueled space heater as the primary heat source. In such cases the primary space heater must be removed and a vented, code-compliant heat source must be installed prior to the installation of weatherization measures. DOE will allow unvented gas- or liquid-fueled space heaters to remain as secondary heat sources provided they comply with ANSI Z21.11.2, the IRC, and the IFGC

*Standards for Deferral:* Deferral should be exercised when existing code violations are present and correcting them would be beyond the scope of the DOE WAP, and/or when there are problems affecting the combustion appliance that are beyond the scope of the DOE WAP, such as certain electrical problems.

*Standards for Referral:* Referrals should be made when problems are identified that are beyond the scope of DOE WAP services. Referral agencies include, but not limited to CSBG, CDBG, utility companies, HUD, United Way, local churches and other state or local resources.

*Training Provision:* Agency Weatherization coordinators, assessors and final inspectors are trained on how

***Louisiana Weatherization Assistance Program (WAP) Health and Safety Plan***

<p>to perform appropriate testing and determine when a building is excessively depressurized. Combustion training is incorporated in ASHRAE 62.2 2013, Auditor/Inspector, Quality Control Inspector, Crew Leader, DOE H&amp;S WAP 11-6 Guidance and Program Year 2014 Update classes.</p>
<p><u><i>Client Education:</i></u> Client shall be provided with combustion safety and hazards information, including the importance of using exhaust ventilation when cooking, and the importance of keeping burners clean to limit the production of CO. Also, information on new heating systems is provided including advice on regular maintenance.</p>
<p><u><i>Disposal Procedures:</i></u> Any materials removed as a result of correcting hazardous conditions must be properly disposed of properly in accordance to state and local codes and regulations. Weatherization agencies shall require subcontractors to dispose of old heating/cooling systems as part of the repair/installation job. All weatherization agencies and subcontractors must follow local and state regulations when disposing of old heating/cooling systems components and/or fuels.</p>
<p><u><i>Combustions Gas Problem Discovery:</i></u> All homes with combustion appliances shall be tested to determine if carbon monoxide levels exceed those recommended by the Louisiana Weatherization Standards, EPA, OSHA, and gas utilities. The existing primary standards for Ambient Air Quality, per EPA, are 9 parts per million (ppm) measured over 8 hours, and 35 ppm measured over 1 hour. Louisiana weatherization requires that crews/contractors investigate and correct steady state CO readings &gt; 100 ppm from gas ovens and &gt;25ppm for cook-top burners. Crews/contractors must also investigate and correct steady-state CO readings &gt; 100 ppm for gas water heaters, and furnaces/space heaters. Combustion air requirements and availability must be calculated for all combustion appliances. When combustion gas testing reveals health and safety concerns, clients shall be notified of the health and safety concern, and the concern shall be remedied to remove the health and safety risk if it can be remedied within the scope of the DOE WAP. The auditor/crew is to notify the utility company immediately if dangerous combustion problems exist. If it cannot be satisfactorily remedied within the scope of the DOE WAP, the work may have to be deferred. Clients shall be notified both in writing and verbally, and crews/contractors shall make every reasonable effort to refer the client to other resources if needed. Should crew members or occupants show any signs of CO poisoning, proper first aid protocols should be followed, including getting them to fresh air right away and seeking immediate medical attention. Common symptoms of CO exposure include: headaches, dizziness and drowsiness. More severe symptoms include: nausea, vomiting, tightness across the chest. Severe carbon monoxide poisoning can cause neurological damage, illness, coma and death.</p>

<p><b>Drainage – gutters, down spouts, extensions, flashing, sump pump, landscape, etc.</b></p>	
<p>✓ Concur with WPN 11-6</p>	<p>Major drainage issues are beyond the scope of the WAP. Homes with conditions that may create a serious health concern that requires more than incidental repairs should be deferred. See Mold and Moisture guidance below.</p>
<p><u><i>Funding:</i></u> Major drainage issues are beyond the scope of WAP. Homes with conditions that create a serious health concern that require more than incidental repair will be deferred. Minor drainage issues are a DOE</p>	

***Louisiana Weatherization Assistance Program (WAP) Health and Safety Plan***

and LIHEAP allowable expense for health and safety or to protect or preserve energy saving measures installed.
<u>Beyond DOE WAP Scope:</u> Addressing drainage issues is beyond the scope of weatherization work except in limited instances where correction of moisture and mold conditions is necessary in order to weatherize the home and to ensure the long-term stability and durability of the weatherization measures installed. If the issue is determined to be beyond the scope of DOE WAP, crews/contractors shall follow all Louisiana Referral and Deferral policies and protocols.
<u>Standards for Remedy:</u> Assessor visually inspects to determine potential drainage issues. Where issues are identified, the assessor determines if deferral is appropriate. Homes with conditions that may create a serious health concern that require more than incidental repair shall be deferred.
<u>Standards for Deferral:</u> Deferral should be exercised when major drainage issues are present and could present a serious health risk and correcting them would be beyond the scope of the DOE WAP.
<u>Training:</u> Agency Weatherization coordinators, assessors and final inspectors training curriculum includes awareness and identification of drainage issues and inspection procedures for them.
<u>Client Education:</u> Where assessment detects evidence of this health and safety hazard, at assessment or at final inspection agency will counsel the client. All conditions an Energy Auditor/Assessor believes constitute an immediate or potential risk to an individual or property shall be documented at the time of assessment and a copy given to the client and/or landlord. Client education shall include, but not be limited to, the importance of cleaning and maintaining drainage systems.
<u>Disposal Procedures:</u> State and local codes and regulations shall always be adhered to for proper disposal procedures.

<b>Electrical, other than Knob-and-Tube Wiring</b>	
✓ Concur with WPN 11-6	Minor electrical repairs are allowed where health or safety of the occupant is at risk. Upgrades and repairs are allowed when necessary to perform specific weatherization measures.
Funding: DOE or LIHEAP funds may be used.	
<u>Beyond DOE WAP Scope:</u> Replacement of major electrical systems is not allowed. If it is beyond the scope of DOE WAP then the client will be deferred, crews/contractors shall follow all Referral and Deferral policies and protocols.	
<u>Standards for Remedy:</u> The Assessor will inspect for electrical safety issues at assessment. Electrical issues should be determined if correction is necessary to safely perform weatherization activity.	

## *Louisiana Weatherization Assistance Program (WAP) Health and Safety Plan*

<p><u><i>Standards for Remedy:</i></u> Auditors will perform visual inspection on identifying electrical hazards and non-code compliant issues. Voltage drop and voltage detection testing should be performed as necessary. Aluminum wiring should be thoroughly inspected before any insulation work is done. If aluminum wiring is found to be active and in the areas to be insulated, no insulation should be added. When electrical repairs within the scope of the DOE WAP are required, the typical standard of remedy shall be to sub-contract the repair work to a licensed electrician. All appropriate procurement procedures shall be followed when sub-contracting.</p>
<p><u><i>Standards for Deferral:</i></u> To the extent electrical conditions prevent proper weatherization and may not be addressed with WAP funds, the home is deferred and other resources, if available, on a case-by-case basis. Deferral should be exercised when existing code violations are present and correcting them would be beyond the scope of the DOE WAP, and/or when there are problems affecting the heating/cooling systems beyond the scope of the DOE WAP, such as certain electrical problems which fall outside of the scope of the DOE WAP because they require more than incidental minor repair. If electrical wiring and circuitry is found to be in such a condition as to be a serious safety risk, work should be deferred until the electrical safety issue has been satisfactorily corrected. Client and/or building owner must be informed of the safety risk.</p>
<p><u><i>Standards for Referral:</i></u> Referral should be made when problems are identified that goes beyond the scope of the DOE WAP, such as electrical or other code violations. Examples of referral agencies include, but are not limited to CSBG, CDBG, HUD, utility companies, and other state or local resources.</p>
<p><u><i>Training:</i></u> Additional training will be handled on an ongoing and as-needed basis as identified by new staff hires, results of monitoring reports, requests by Subrecipients, etc. Training shall include how to identify electrical hazards and how to ensure compliance with local codes.</p>
<p><u><i>Client Education:</i></u> Provide information on overloading circuits, electrical safety/risks. Observed hazards including any existing overloads discovered at the time of the audit will be discussed with the owner and noted in the client folder. Where assessment detects evidence of this health and safety hazard, at assessment or at final inspection, agency will counsel the client. All conditions an Energy Auditor/Assessor believes constitute an immediate or potential risk to an individual or property shall be documented at the time of assessment and a copy given to the client and/or landlord.</p>
<p><u><i>Disposal Procedures:</i></u> State and local codes and regulations shall always be adhered to for proper disposal procedures and protocols.</p>

<b>Fire Hazards</b>	
<p>✓ Concur with WPN 11-6</p>	<p>Correction of fire hazards is allowed when necessary to safely perform weatherization.</p>

## *Louisiana Weatherization Assistance Program (WAP) Health and Safety Plan*

<p><u>Funding:</u> DOE and LIHEAP funds may be used.</p>
<p><u>Beyond Scope of DOE WAP:</u> Issues such as excessive accumulation of debris make it impossible to safely perform weatherization work beyond the limits of the Health and Safety Budget. If it is determined to be beyond the scope of DOE WAP, crews/contractors shall follow all Referral and Deferral policies and protocols.</p>
<p><u>Standards for Remedy:</u> Assessment and audit will include a check for fire hazards. Work procedures will include a check for fire hazards as well. Check for fire hazards in the home during the audit and while performing weatherization. Clients must be notified of any identified fire hazards and noted in client's file. The state will require that heating contractors comply with industry standards, manufacturer instructions, and the Weatherization Installation Standards Manual, along with applicable codes to prevent hazardous situations where combustible materials are located dangerously close to combustion appliances. Agency crew and contractors must refer to National Fire Protection Association (NFPA), Council of American Building Officials (CABO), and Building Officials and Codes Administrators International, Inc. (BOCA) <a href="https://law.resource.org/pub/us/code/ibr/icc.ifgc.2012.html">https://law.resource.org/pub/us/code/ibr/icc.ifgc.2012.html</a> codes to identify proper clearances between combustion appliances and combustible materials. Procedures to identify potentially dangerous creosote build-up in chimneys and wood stove flues include client interview regarding wood stove use and visual inspection of the chimney. If additional examination of the chimney or wood stove flue needs to be conducted by a CSIA Certified Chimney Sweep, the procedure defined by the NFPA (National Fire Protection Association) should be followed.</p>
<p><u>Standards for Deferral:</u> When the crew or a sub-contractor working within the scope of the DOE WAP is unable to rectify the fire hazard, deferral protocols should be exercised. Certain conditions that constitute fire hazards, such as excessive accumulation of debris that make it impossible to safely perform weatherization work and cannot be remedied within the health and safety budget is grounds for deferral.</p>
<p><u>Standards for Referral:</u> Referral should be made when fire hazards are identified that are beyond the scope of the DOE WAP, such as electrical or other code violations. Examples of referral agencies include, but are not limited to HUD, CSBG, CDBG, utility companies, and other state or local resources. In some instances, it is recommended to have the local fire authority inspect the home to ensure that the fire hazard has been fully remedied. If there are small children in the home and the fire hazard that was identified poses a serious risk to their safety, the agency might consider a referral to the Louisiana Child Protective Services.</p>
<p><u>Training Provisions:</u> Agencies were provided State-wide training specific to OSHA 10 &amp; 30 and DOE curriculum on how to identify fire hazards. Subrecipients are encouraged to have local fire department conduct trainings for staff. Additional training will be handled on an ongoing and as-needed basis as identified by new staff hires, results of monitoring reports, requests by Subrecipients etc.</p>
<p><u>Client Education:</u> Clients are informed of observed fire hazards and necessary corrections. All conditions an Energy Auditor/Assessor believes constitute an immediate or potential risk to an individual or property shall be documented at the time of assessment and a copy given to the client and/or landlord.</p>
<p><u>Disposal Procedures:</u> State and local codes and regulations shall always be adhered to for proper disposal procedures and protocols for material waste created as results of correcting fire hazards.</p>

**Louisiana Weatherization Assistance Program (WAP) Health and Safety Plan**

<b>Formaldehyde, Volatile Organic Compounds (VOCs), and other Air Pollutants</b>	
<p>✓ Concur with WPN 11-6</p>	<p>Removal of pollutants is allowed and is required if they pose a risk to workers. If pollutants pose a risk to workers and removal cannot be performed or is not allowed by the client, the unit must be deferred.</p>
<p><u>Funding:</u> DOE and LIHEAP are allowed.</p>	
<p><u>Beyond Scope of DOE WAP:</u> If the identified pollutants pose a risk to workers and removal cannot be performed because it goes beyond the scope of the DOE WAP, or if the client will not allow the removal of the pollutants, the unit will be deferred, crews/contractors shall follow all Referral and Deferral policies and protocols.</p>	
<p><u>Standards for Remedy:</u> Sensory inspection is part of the inspection process. Removal of pollutants is allowed and is required if they pose a risk to workers. Suspected pollutants beyond small amounts of normal household cleaners must be removed from the envelope prior to weatherization and the client informed of risks associated with keeping pollutants indoors, even when ventilation is present. Permanent location of suspected pollutants should be considered in defining the envelope. Formaldehyde vapors are emitted by pressed wood products, hardwood, plywood, wall paneling, particleboard, wafer board, environmental tobacco smoke, durable press drapes, glues, some new carpets, urea-formaldehyde foam insulation, etc. VOCs are emitted by some household cleaning products like cleansers and disinfectants; paints, paint strippers, and other solvents; preservatives; stored fuels, and automotive products; moth repellents and air fresheners, etc. Mandatory government regulations set standards to protect human health and the environment. The U.S. Department of Labor’s Occupational Safety and Health Administration (OSHA) has standards for workplace exposures to formaldehyde. Health effects of exposure to VOCs include: eye, nose, and throat irritation; headaches, loss of coordination, nausea; damage to liver, kidney, and central nervous system. Key signs or symptoms associated with exposure to VOCs include conjunctival irritation, nose and throat discomfort, headache, allergic skin reaction, dyspnea, declines in serum cholinesterase levels, nausea, emesis, epistaxis, fatigue, dizziness. ASHRAE 62.2 2013 addresses normal household conditions and does not account for high polluting sources. The sub grantee agencies will consider additional ventilation in homes with suspected VOC problems that are not easily removed. Client education will be provided to make clients aware of any products used in weatherization containing formaldehyde and volatile organic compounds. There are certain specific VOCs that require limited exposure guidelines: Keep exposure to emissions from products containing methylene chloride to a minimum. Consumer products that contain methylene chloride include paint strippers, adhesive removers, and aerosol spray paints. Methylene chloride is converted to carbon monoxide in the body and can cause symptoms associated with exposure to carbon monoxide. Carefully read the labels containing health hazard information and cautions on the proper use of these products. Use products that contain methylene chloride outdoors when possible; use indoors only if the area is well ventilated. Keep exposure to benzene to a minimum. Benzene is a known human carcinogen. The main indoor sources of this chemical are environmental tobacco smoke, stored fuels and paint supplies, and automobile emissions in attached garages. Actions that will reduce benzene exposure include eliminating smoking within the home/workplace, providing for maximum ventilation during painting, and discarding paint supplies and special fuels that will not be used immediately. Keep exposure to perchloroethylene emissions from newly</p>	

***Louisiana Weatherization Assistance Program (WAP) Health and Safety Plan***

<p>dry-cleaned materials to a minimum. Perchloroethylene is the chemical most widely used in dry cleaning. Recent studies indicate that people breathe low levels of this chemical both in homes where dry-cleaned goods are stored and as they wear dry-cleaned clothing. Taking steps to minimize exposure to this chemical is prudent. No standards have been set for VOCs in non-industrial settings. OSHA regulates formaldehyde, a specific VOC, as a carcinogen. OSHA has adopted a Permissible Exposure Level (PEL) of .75 ppm, and an action level of 0.5 ppm. HUD has established a level of .4 ppm for mobile homes. Based on current information, it is advisable to mitigate formaldehyde that is present at levels higher than 0.1 ppm. Also, sub grantees will inform clients of household hazardous waste collection day programs in their area.</p>
<p><u><i>Standards for Deferral:</i></u> If the issue is determined to be beyond the scope of DOE WAP, crews/contractors shall follow all Referral and Deferral policies and protocols. If the pollutant cannot be removed because the client is unwilling to remove it, or exposure cannot be safely and adequately minimized, weatherization work may have to be deferred to ensure the safety of the crew. Clients must always be informed of potential pollutant hazards.</p>
<p><u><i>Standards for Referral:</i></u> Referral should be made when problems are identified that are beyond the scope of the DOE WAP, or the presence of hazards that may pose a health risk to workers and occupants. Examples of referral agencies include, but are not limited to HUD, CSBG, CDBG, utility companies, and other state or local resources.</p>
<p><u><i>Training Provision:</i></u> Sub grantees have been trained on how to recognize potential hazards and when removal is necessary. Additional training will be handled on an ongoing and as-needed basis as identified by new staff hires, results of monitoring reports, requests by subrecipients etc.</p>
<p><u><i>Client Education:</i></u> Clients are advised where there is an observed risk and be provided with written materials on safety and proper disposal of household pollutants. All conditions an Energy Auditor/Assessor believes constitute an immediate or potential risk to an individual or property shall be documented at the time of assessment and a copy given to the client and/or landlord. Additional resources are available at <a href="http://www.epa.gov/iaq/index.html">http://www.epa.gov/iaq/index.html</a>.</p>
<p><u><i>Disposal Procedures:</i></u> State and local codes and regulations must always be adhered to when disposing of toxic household wastes.</p>

<b>Injury Preventions for occupants and workers</b>	
<p>✓ Concur with WPN 11-6</p>	<p>Workers must take all reasonable precautions against performing work on homes that will subject workers or occupants to health and safety risks. Minor repairs and installation may be conducted only when necessary to effectively weatherize the home; otherwise these measures are not allowed.</p>

## *Louisiana Weatherization Assistance Program (WAP) Health and Safety Plan*

<p>Funding: DOE and LIHEAP funds may be used, as stipulated above.</p>
<p><u>Beyond DOE WAP Scope:</u> Repairs for injury prevention other than when necessary to effectively weatherize a home are not allowed to be funded with DOE and LIHEAP funds. Crews/contractors shall follow all Referral and Deferral policies and protocols.</p>
<p><u>Standards for Deferral:</u> Deferral will occur when correction is beyond the scope of the H&amp;S Plan. Assessor observation at assessment is the primary means of identification of injury risks to workers such as repairing stairs or replacing handrails. If the crew encounters a situation where a staircase or porch is deemed unsafe and the staircase or porch is necessary to reach the area where the crews/contractors need to perform the weatherization work, and no other access is available, only then can minor repairs be allowed to secure safe access for weatherization services to be performed. As part of the safety for crew assessors will identify health and safety hazards according the OSHA method “Focus Four” which includes, electrical, fall protection, caught in and between, and stuck-by hazards. The client will be informed in writing of any hazards and the associated risks that may have been observed.</p>
<p><u>Standards for Referral:</u> Referral should be made when problems are identified that is beyond the scope of the DOE WAP, or the presence of hazards that may pose a health risk to workers and occupants. Examples of referral agencies include, but are not limited to HUD, CSBG, CDBG, Utility Companies, and other state or local resources.</p>
<p><u>Training:</u> Agency Weatherization coordinators, assessors and final inspectors are trained in injury prevention and identification for workers and occupants with the completion of OSHA certification and DOE Health and Safety curriculum.</p>
<p><u>Client Education:</u> Clients are informed of observed hazards and associated risks. All conditions an Energy Auditor/Assessor believes constitute an immediate or potential risk to an individual or property shall be documented at the time of assessment and a copy given to the client and/or landlord.</p>
<p><u>Disposal Procedures:</u> State and local codes and regulations shall always be followed regarding the proper disposal procedures and protocols.</p>

<b>Lead Based Paint</b>	
<p>✓ Concur with WPN 11-6</p>	<p>Follow EPA’s Lead; Renovation, Repair and Painting Program (RRP) rule which was implemented April 21, 2010. In addition to RRP, Weatherization requires all weatherization crews working in pre-1978 housing to be trained in Lead Safe Weatherization (LSW). Testing is allowed. Lead-based paint should be assumed in pre-1978 housing unless testing negative. Deferral is required when the extent and condition of lead-based paint in the house</p>

## *Louisiana Weatherization Assistance Program (WAP) Health and Safety Plan*

	<p>would potentially create further health and safety hazards.</p> <p>Lead Safe Weatherization (LSW) is a set of protocols to be used when disturbing surfaces that may have lead-based paint that will reduce and control the amount of lead dust and paint chips that are generated. The protocols, when designed and followed properly, address compliance with applicable regulations, including state and local regulations, and may reduce the risk of liability associated with the work. The protocols require training to gain an understanding of lead-based paint hazards and their harmful effects and to acquire skills in reducing the lead dust generated when painted surfaces are disturbed in the course of installing energy-efficient measures. The protocols involve set up and clean up practices that contain the spread of the lead dust during Weatherization work and eliminate most traces of the lead dust and debris (generated from the weatherization activities) when work is finished. The following criteria shall be considered in determining when to perform Lead Safe Weatherization (LSW):</p> <ol style="list-style-type: none"><li>1. The dwelling was constructed pre-1978 and;</li><li>2. The dwelling has not been determined to be lead-based paint free, and;</li><li>3. Either, the amount of disturbed lead-based painted surface exceeds two (2) square feet per room of interior surface, twenty (20) square feet of exterior surface, or 10% of a small component type, e.g., window or the amount of lead-based paint dust that will be generated by the weatherization work exceeds the OSHA defined airborne levels for lead.</li></ol> <p>Testing for lead-based paint is an allowable expenditure providing it is related to the installation of energy-efficient measures recommended by the energy audit. The cost of testing must be within the health &amp; safety budget line dollar amount based on average unit expenditure. Testing shall only be performed by a certified Lead Paint Inspector or Risk Assessor who is trained in sampling techniques. Routine testing, before and after weatherization work, of energy dwelling for lead-based paint is not an allowable expenditure. Before incurring a Testing expense consider the following:</p> <ol style="list-style-type: none"><li>1. Dwelling built from 1978 on, may be assumed to be free of lead-based paint.</li></ol>
--	---

***Louisiana Weatherization Assistance Program (WAP) Health and Safety Plan***

	<p>2. Dwelling built prior to 1940; assume the presence of lead-based paint.</p> <p>3. Dwelling built between 1940 and 1978, testing may not be warranted if the amount of paint to be disturbed is small.</p> <p>Deferral of weatherization work on a dwelling can be exercised when the following assessments are made:</p> <ol style="list-style-type: none"> <li>1. The weatherization work, determined by the energy audit to be performed, will disturb painted surfaces and exceed minimum OSHA standards for a worker(s) and or client.</li> <li>2. The cost of LSW represents an amount in excess of the average health/safety cost expenditure.</li> <li>3. Agency is not prepared to work with lead-based paint in terms of having proper training or liability insurance.</li> </ol> <p>If any of the above is identified, then an agency may opt to utilize a deferral policy. In all cases, deferral would mean postponing the weatherization work until the problem has been corrected properly. The presence of lead-based paint does not mean weatherization that does not disturb painted surfaces or create lead paint dust cannot be done.</p> <p>The issue of liability is one in which agencies must pay close attention to, particularly if there is an exclusion clause in an agency's insurance policy that would not cover possible litigation for lead poisoning. Agencies are advised to have insurance that will provide coverage for LSW work in situations involving lead-based paint. The cost for this insurance is an allowable DOE expense and should be obtained at reasonable rates. Weatherization activities do not include lead abatement.</p>
<p><b><i>Funding:</i></b> DOE and LIHEAP funds shall be used to insure proper containment, occupant protections, and cleanup are implemented as required in EPA regulations and lead-safe weatherization practices.</p>	
<p><b><i>Beyond DOE WAP Scope:</i></b> Lead based paint hazard abatement is not allowed with DOE weatherization funding. If treatments are beyond the scope of DOE WAP the unit shall be deferred. Crews/contractors shall follow all Referral and Deferral policies and protocols.</p>	
<p><b><i>Standards for Remedy:</i></b> Testing for lead based paint hazards is allowed. All homes built prior to 1978 is treated as if they have lead-based paint and all work follows the requirements of the United States Environmental Protection Agency's "Renovation, Repair, and Painting" (RRP) program employing lead-safe methods while working on painted surfaces that are being repaired or retrofitted for energy efficiency. Additionally, contractors and crews comply with the U.S. Department of Energy's for Lead Safe Worker</p>	

## *Louisiana Weatherization Assistance Program (WAP) Health and Safety Plan*

requirements for lead safe practices and procedures as described in Weatherization Program Notice WPN 08-6 & 09-6 when in the course of installing weatherization measures when disturbing painted surfaces assumed to contain lead based paint, technologies or techniques are employed to ensure that workers work safe to protect themselves and the IHWAP clients.

### Summary of Lead-based Paint Safe Work Practices

An RRP Certified Renovator performs job site set up and cleaning verification. Working Wet and carefully clean up by using HEPA-VACS to vacuum dust and debris raised when Weatherization work is being done. Family members will not be allowed in the immediate work area while the work is in process.

i. Visqueen the work area - Visqueen the work area means the crews and Contractors would place 6mil Visqueen in the immediate area where they are working and a painted surface is disturbed so that any waste materials would fall on to the Visqueen. The Visqueen is to be taped to the floor so it does not slide around and it stays in place. Air distribution systems in the immediate areas - warm air supply and return ducts must be taped.

ii. Working Wet - Working wet means that during the preparation of work surfaces or nailing, screwing fasteners, sawing, or disturbing the painted surfaces, the area should be misted with plain water so as to keep dust levels down. Wetting the painted surfaces keeps the dust levels down and avoids creating and spreading dust. This technique has been shown effective in keeping lead levels to a minimum. Lead poisoning from lead-based paint and products has been shown to be caused principally by air borne dust from lead-based products.

iii. Cleaning up the Area - When the work is completed, the Visqueen must be folded up into itself and double taped. The work area must be vacuumed with a HEPA-VAC, and then washed down with a detergent. The area again is vacuumed with a HEPA-VAC. All Local Administering Agencies will distribute the Lead booklets (Renovate Right) at time of assessment, prior to the weatherization work beginning. Workers are required to employ LSW on EVERY home, whether there is more or less than two square feet of interior lead-based paint estimated. DOE has informed all Sub grantees that although pollution occurrence insurance is now optional, it is a good idea to continue to carry it. Louisiana will monitor for LSW compliance at the local contractor and crew.

Standard for Deferral: When it is determined that the level of lead present in the home is so high that it presents a hazard to workers, the weatherization work should be deferred until a licensed lead abatement professional has eliminated the health hazard. Clients will always be notified regarding lead-based paint and its potential health hazards. If the lead dust is so wide spread in the home that it would be impossible to contain, the weatherization work should be deferred until a lead abatement professional has removed the health hazard. Deferral is required when the extent and condition of lead-based paint in the house would potentially create further health and safety hazards.

Standards for Referral: Referral should be made when problems are identified that is beyond the scope of the DOE WAP, or the presence of hazards that may pose a health risk to workers and occupants. Examples of referral agencies include, but are not limited to HUD, CSBG, CDBG, Utility Companies, and other state or local resources. In severe lead contamination situations, it may be necessary to make a referral to a lead paint risk assessment and abatement professional.

***Louisiana Weatherization Assistance Program (WAP) Health and Safety Plan***

<p><u><i>Training:</i></u> All contractor weatherization crews have at least one supervisory worker who has been trained and certified in lead-safe renovation practices under the United States Environmental Protection Agency’s “Renovation, Repair, and Painting” (RRP) program. All weatherization workers and WAP coordinators, assessors and final inspectors have Lead Safe Worker Training and EPA Lead Safe Renovator training. Louisiana provides the revised Lead Safe Work (LSW) Practices Training to all WAP Sub grantee staff as part of both its required training. All Sub-Grantees and building shell contractors are required to have the EPA Certified Lead Renovator training. Additional information can be found on the EPA web site <a href="http://www2.epa.gov/lead/renovation-repair-and-painting-program">http://www2.epa.gov/lead/renovation-repair-and-painting-program</a>.</p>
<p><u><i>Client Education:</i></u> All conditions an Energy Auditor/Assessor believes constitute an immediate or potential risk to an individual or property shall be documented at the time of assessment and a copy given to the client and/or landlord. Have client and/or landlord sign confirmation of receiving and understanding the EPA pamphlet “The Lead-Safe Certified Guide To Renovate Right”. Go to: <a href="http://www2.epa.gov/sites/production/files/documents/renovaterightbookletbwsept2011.pdf">http://www2.epa.gov/sites/production/files/documents/renovaterightbookletbwsept2011.pdf</a>.</p>
<p><u><i>Disposal Procedures:</i></u> WAP crews/contractors will follow all EPA RRP requirements for disposal as well as state and local code requirements.</p>
<p><u><i>Lead Based Paint Compliance:</i></u> Subrecipients shall be monitored for compliance with LSW Minimum Standards and EPA RRP requirements. When a Subrecipient is found to be out of compliance, the Subrecipient shall be given a corrective action plan that will require training crews/contractors to ensure that all requirements are being met and to ensure compliance. The completion of all required forms and documentation shall be recorded in the client’s file. Additionally, Louisiana monitors compliance by requesting pre- and post- digital photos. It is required that photos be taken of all aspects of LSW and RRP protocols. This best practice provides back up evidence that a test was conducted and shows the result of the test, etc.</p>

<b>Mold and Moisture</b>	
<p>✓ Concur with WPN 11-6</p>	<p>Limited water damage repairs that can be addressed by weatherization workers and correction of moisture and mold creating conditions are allowed when necessary in order to weatherize the home and to ensure the long term stability and durability of the measures. Where severe Mold and Moisture issues cannot be addressed, deferral is required.</p>
<p><u><i>Funding:</i></u> Limited water damage repairs that can be addressed by weatherization workers and correction of moisture and mold creating conditions are all allowed when necessary in order to weatherize the home and to ensure the long term stability and durability of the measures. Funding from any source cannot be used to address severe Mold and Moisture issues nor can it be used for mold testing. The Weatherization Assistance Program is not a mold remediation program.</p>	

## *Louisiana Weatherization Assistance Program (WAP) Health and Safety Plan*

<p><u><i>Beyond Scope of DOE WAP:</i></u> If treatments are beyond the scope of DOE WAP the unit shall be deferred, crews/contractors shall follow all Referral and Deferral policies and protocols.</p>
<p><u><i>Standards for Remedy:</i></u> The sub grantee's assessor shall visually inspect at the time of the audit. During the course of the energy audit, Weatherization staff asks the client about the problems of energy use in their home. In that interview the clients are asked about moisture and mold. Suspected mold of individual areas less than or equal to 10 square feet are considered minor and weatherization can continue as long as adequate ventilation or dehumidification can be provided and the homeowner instructed in cleaning the area. For moderate to severe mold conditions, if the home has more than 10 square feet in any one area (conditioned or unconditioned) or more than 20 square feet in total of all areas of the home (either conditioned or unconditioned) of suspected mold it must be deferred. Identifiable moisture creating conditions must be corrected prior to weatherization or the unit deferred. High humidity, general mustiness, or sensory observed moisture where a source cannot be pinpointed must be addressed with adequate ventilation or dehumidification prior to weatherization or the unit deferred. Normal household moisture can be addressed with ASHRAE 62.2 compliance but this does not account for high moisture sources.</p>
<p><u><i>Standards for Deferral:</i></u> Moderate to severe moisture conditions must be corrected before weatherization can continue or the unit shall be deferred. Units with moderate to severe suspected mold must always be deferred, since correction cannot be performed by Louisiana WAP. Minor moisture or suspected mold should not normally lead to deferral except in those cases where ventilation or dehumidification is unable to be installed or not expected to correct the condition.</p>
<p><u><i>Standards for Referral:</i></u> Referral should be made when problems are identified that is beyond the scope of the DOE WAP, or the presence of hazards that may pose a health risk to workers and occupants. Examples of referral agencies include, but are not limited to HUD, CSBG, CDBG, Utility Companies, and other state or local resources.</p>
<p><u><i>Client Education:</i></u> Provide client and / landlord notification and disclaimer on mold and moisture awareness and discuss importance of cleaning and maintaining drainage systems and proper landscape design. Instruct client in cleanup of small suspected mold covered surfaces and that large covered surfaces should be remediated by a professional. Provide client notification and disclaimer on mold and moisture awareness. In addition to the interview, the EPA publication "A Brief Guide to Mold, Moisture, and Your Home" is distributed to all WAP clients and/or landlord.</p>
<p><u><i>Disposal Procedures:</i></u> State and local codes and regulations shall always be followed regarding the proper disposal procedures and protocols.</p>
<p><u><i>Mold Protocols:</i></u> A mold/moisture assessment must be performed in all homes and signed by the auditor and kept in the client's file. This notification should be discussed with the client and a notification must be signed by the client. Photographs of preexisting moisture damage and/or suspected mold should be dated and included in the client's file with notes regarding if the moisture condition has been or will be corrected. Post weatherization photographs should also be included. Minor moisture and suspected mold conditions will be addressed through ASHRAE 62.2 2013 adequate ventilation. Moisture damaged areas can be corrected as an incidental repair or H&amp;S repair depending on their purpose and how they are justified in the client's file. Limited water damage repairs that can be addressed by weatherization workers and correction of moisture and mold creating conditions are allowed when necessary, in order to weatherize the home</p>

## *Louisiana Weatherization Assistance Program (WAP) Health and Safety Plan*

and to ensure the long term stability and durability of the measures installed. Where severe mold and moisture issues cannot be addressed, deferral is required. Weatherization procedures may need to be delayed until the existing mold problem can be referred to another agency for funding of remedial action. DOE funds may be used to correct energy related conditions to allow for effective weatherization work and/or to assure the immediate or future health of workers and clients.

Cleanup criteria based on mold area to be cleaned:

Level 1 - small isolated areas (10 sq. ft. or less)

Level 2 - midsized areas (10 to 30 sq. ft.)

Level 3 - large isolated areas (30 to 100 sq.ft.)

Level 4 extensive contamination (> 100 sq. ft.)

Level 5 – remediation of HVAC systems

Beyond Level 1 is abatement and remediation, which we are not doing in typical weatherization situations.

Level 1 Cleanup Materials and PPE:

Household non-ammonia detergent and brush (for cleaning), Biocide (kills mold), N-95 face mask, leak-proof eye protection, hand & arm gloves.

Level 1 Cleanup Procedure:

- Scrub the area with a brush and detergent solution
- Ventilate the work area
- Disinfect with a chlorine bleach solution
- Leave bleach solution on surface for 15 minutes, then rinse with water and dry quickly

Basic Four Steps for Responding to Mold Problems:

1. Respond quickly to stop moisture/mold damage and limit exposure to occupants
2. Identify:
  - Cause of the moisture problem
  - Extent and size of contamination
  - Type of surface with mold
  - Safety precautions for cleanup
  - Implement cleanup (based on surface type):
    1. Remove and properly dispose of damaged materials that cannot be effectively cleaned
      - Clean and salvage materials that are not severely damaged.
      - Repair and replace removed materials, incorporating the necessary changes to correct the underlying moisture problem

Dry out the area before closing up a wall or ceiling.

**Louisiana Weatherization Assistance Program (WAP) Health and Safety Plan**

<b>Occupant Preexisting or Potential Health Conditions</b>	
<p>✓ Concur with WPN 11-6</p>	<p>When a person’s health may be at risk and/or the work activities could constitute a health or safety hazard, the occupant at risk will be required to take appropriate action based on severity of risk. Temporary relocation of at-risk occupants may be allowed on a case-by-case basis. Failure or the inability to take appropriate actions must result in deferral.</p>
<p><u>Funding:</u> Temporary relocation of at-risk occupants is allowed on a case-by-case basis. DOE and LIHEAP funds may be used for conditions above.</p>	
<p><u>Beyond DOE WAP Scope:</u> If it is beyond the scope of DOE or LIHEAP then the client will be deferred, following all Referral and Deferral policies and protocols.</p>	
<p><u>Standards for Remedy:</u> The auditor will at the time of audit interview the client in more depth regarding any occupant pre-existing or potential health conditions or concerns (such as allergies). Require occupant to reveal known or suspected health concerns as part of initial application for weatherization. Agency staff as early as the intake stage should be alert to situations that could negatively affect the H&amp;S of clients. Question clients about allergies or diseases that are traceable to materials used in weatherization. Later, a decision can be made about proceeding with weatherization work or postponing work because of a major problem. Agencies will become aware of clients' health problems that could be exacerbated by weatherization activities at the intake stage. Occupant pre-existing or potential health conditions shall be documented in the client file. Crews/contractors will advise client of the above policy and take the appropriate actions. If client refuses relocation, proper referral and deferral protocols shall be followed and documented.</p>	
<p><u>Standards for Deferral:</u> Deferral will occur when precautions cannot be practically taken to avoid harm to the client and or crew, such as relocation or timing specific work for consideration of the client’s health. The failure or inability of at-risk occupants to take appropriate actions must result in deferral.</p>	
<p><u>Standards for Referral:</u> Referral should be made when problems are identified that are beyond the scope of the DOE WAP, such health risks to workers, or high CO levels or exposure to VOCs or mold-like substances. Examples of referral agencies include, but are not limited to, HUD, CDBG, CSBG, HPG, utility companies, and other state or local resources.</p>	
<p><u>Training Provision:</u> Sub grantees have been trained on how to assess occupant preexisting conditions and determining what action to take if the home is not deferred through DOE H&amp;S and OSHA classes. Sub grantees will be made aware of potential hazards and weatherization activity that could affect occupant health. Additional training will be handled on an ongoing and as-needed basis as identified by new staff hires, results of monitoring reports, requests by Subrecipients etc.</p>	
<p><u>Client Education:</u> Provide client and / landlord information of any known risks. All conditions an Energy Auditor/Assessor believes constitute an immediate or potential risk to an individual or property will be documented at the time of assessment and a copy given to the client and/or landlord. Provide worker</p>	

***Louisiana Weatherization Assistance Program (WAP) Health and Safety Plan***

contact information so client can be informed of any issues.

<b>Occupational Safety and Health Administration (OSHA) and Crew Safety</b>	
✓ Concur with WPN 11-6	Workers will OSHA standards and Material Safety Data Sheets (MSDS) and take precautions to ensure the health and safety of themselves and other workers. MSDS must be posted wherever workers may be exposed to hazardous materials.
<i>Funding:</i> DOE and LIHEAP funds may be used.	
<i>Beyond Scope of DOW WAP:</i> If the issue is determined to be beyond the scope of DOE WAP, crews/contractors shall follow all Referral and Deferral policies and protocols.	
<i>Standards for Remedy:</i> Weatherization workers will follow OSHA standards and Material Safety Data Sheets (MSDS) and take precautions to ensure the health and safety of themselves and other workers. MSDS must be posted wherever workers may be exposed to hazardous materials. The state staff visiting client units will be provided protection against unreasonable conditions that could endanger their H&S before weatherization measures have been installed, during work in progress, and upon final inspection. The expected costs for the grantee in H&S include at a minimum, safety goggles, respirators, protective suits, and gas leak detectors. Crew/Contractors should be aware that Material Safety Data Sheets are available to learn about a potentially hazardous materials effect on the health of individuals and how to safely apply the material in a client's home. Agencies must have a binder containing MSDS for materials used by its crew or contractors.	
<i>Standards for Deferral:</i> Deferral will occur when OSHA required work activity is beyond the scope of the H&S Plan. Weatherization work may be deferred if doing the work would put crews/contractors and clients at undue health and safety risk.	
<i>Standards for Referral:</i> Referral should be made when problems are identified that are beyond the scope of the DOE WAP, such health risks to workers or clients. Examples of referral agencies include, but are not limited to, HUD, CDBG, CSBG, HPG, Utility Companies, and other state or local resources.	
<i>Training Provision:</i> Sub grantees have been trained on how to assess OSHA safety and determining what action to take if the home is not deferred through DOE H&S and OSHA classes. Sub grantees will be made aware of potential hazards and weatherization activity that could affect occupant health. Additional training will be handled on an ongoing and as-needed basis as identified by new staff hires, results of monitoring reports, requests by Subrecipients etc.	
<i>Client Education:</i> Provide client and / landlord information of any known risks. All conditions an Energy Auditor/Assessor believes constitute an immediate or potential risk to an individual or property will be documented at the time of assessment and a copy given to the client and/or landlord. Provide worker	

***Louisiana Weatherization Assistance Program (WAP) Health and Safety Plan***

<p>contact information so client can be informed of any issues.</p>	
<p><u><i>Disposal Procedures:</i></u> Follow MSDS guidelines and all state and local codes. Sub grantees and contractors must dispose of office and field equipment when obsolete in a responsible manner. Seek out county and local government programs that recycle computer and electronic equipment containing hazardous components. Also, any debris removed from a client's house, especially materials used to weatherize and which contain hazardous chemicals must be disposed of properly, in accordance with state and federal EPA rules.</p>	
<p><u><i>OSHA and MSDS Compliance:</i></u> Recent inquiries regarding the possibility of Grantees requesting a waiver for the OSHA-10 and OSHA-30 training requirement within the Weatherization Assistance Program (WAP) initiated a conversation with the Occupational Safety and Health Administration (OSHA) seeking confirmation of waiver authority. As a result of those discussions with OSHA, the DOE decision to mandate completion of the OSHA-10 and OSHA-30 courses for all weatherization workers is hereby rescinded without the need for Grantees to request a waiver. DOE reminds Grantees that this rescission in no way exempts them and/or their Subgrantees from their obligation to comply with all applicable Federal rules and regulations, including those of OSHA. Rather, it eliminates the DOE imposed requirement to complete these two courses as a requirement to work in the program. DOE will update the next version of our Health and Safety Weatherization Program Notice to reflect this adjustment. OSHA still requires that all workers receive training to address specific hazards that the worker can reasonably expect to encounter on a particular job site. For example, if a worker is expected to perform work on a roof, then that worker must be trained in ladder safety (or whatever method of getting onto the roof that may be used), fall protection, personal protective equipment, electrocution (if power lines are nearby and/or if power tools are being used), the safe operation on whatever tools that worker may be using (hand and power), etc. The 10-Hour and 30-Hour Construction Industry courses cover all of these types of topics and more. DOE continues to strongly recommend this training for all workers as a best practice even though it is not required.</p>	

<p><b>Pests</b></p>	
<p>✓ Concur with WPN 11-6</p>	<p>Pest removal is allowed only where infestation would prevent weatherization. Infestation of pests may be cause for deferral where it cannot be reasonably removed or poses health and safety concern for workers.</p>
<p><u><i>Funding:</i></u> DOE and LIHEAP funds may be used.</p>	
<p><u><i>Beyond DOE WAP Scope:</i></u> Pest removal or eradication not related to installation of weatherization measures is not allowed. If the issue is determined to be beyond the scope of DOE WAP, crews/contractors shall follow all Referral and Deferral policies and protocols.</p>	

***Louisiana Weatherization Assistance Program (WAP) Health and Safety Plan***

<p><u><i>Standards for Remedy:</i></u> At assessment the assessor will determine the presence and degree of infestation and risk to workers. Determine whether the pest infestation would prevent or hamper the weatherization work. If yes, and removal is a viable and cost-effective option, take necessary steps to remove the pest infestation so that the weatherization work can proceed. If removal is not a viable and cost effective option or significant health and safety risk exist, defer the weatherization work and provide client with appropriate referral information.</p>
<p><u><i>Standard for Deferral:</i></u> Infestation of pests may be cause for deferral where it cannot be reasonably removed or poses health and safety risks for workers.</p>
<p><u><i>Standards for Referral:</i></u> Referral should be made when problems are identified that are beyond the scope of the DOE WAP, such as health risks to workers or clients. Examples of referral agencies include, but are not limited to, HUD, CDBG, CSBG, HPG, utility companies, and other state or local resources.</p>
<p><u><i>Training Provision:</i></u> Subgrantees will be trained in how to assess presence and degree of infestation, associated risks, removal, pest management, and need for deferral. Subgrantees have been trained on how to assess OSHA safety and determining what action to take if the home is not deferred through DOE H&amp;S and OSHA classes. Sub grantees will be made aware of pests’ potential. Additional training will be handled on an ongoing and as-needed basis as identified by new staff hires, results of monitoring reports, requests by Subrecipients etc.</p>
<p><u><i>Client Education:</i></u> Clients are informed of observed conditions constituting pest related health risks as well as methods for pest management and removal. Provide client and/or landlord information of any known risks. All conditions an Energy Auditor/Assessor believes constitute an immediate or potential risk to an individual or property will be documented at the time of assessment and a copy given to the client and/or landlord.</p>
<p><u><i>Disposal Procedures:</i></u> All removed pests, nesting, or debris must be properly disposed of. State and local codes and regulations shall be followed to ensure proper disposal procedure and protocols.</p>

<b>Radon</b>	
<p>✓ Concur with WPN 11-6</p>	<p>Whenever site conditions permit, exposed dirt must be covered with a vapor barrier except for mobile homes. In homes where radon may be present, precautions should be taken to reduce the likeliness of making radon issues worse.</p> <p>Louisiana does NOT have any “high radon potential” areas. SEE map of Radon Zones for Louisiana below. This information can be located at: <a href="http://www.epa.gov/radon/pdfs/statemaps/louisiana.pdf">http://www.epa.gov/radon/pdfs/statemaps/louisiana.pdf</a></p> <p>The purpose of this map is to assist National, State and local organizations to target their resources and to implement radon-resistant</p>



## ***Louisiana Weatherization Assistance Program (WAP) Health and Safety Plan***

<p><u>Funding:</u> DOE and LIHEAP funds may be used.</p>
<p><u>Beyond Scope of DOE WAP:</u> If the issue is determined to be beyond the scope of DOE WAP, crews/contractors shall follow all Referral and Deferral policies and protocols.</p>
<p><u>Standard for Remedy:</u> The EPA recommends fixing homes if the radon level is confirmed to be 4 pCi/L or higher. This is considered the action level. Radon levels less than 4 pCi/L still pose a risk, and in many cases may be reduced. Provide the EPA Consumers Guide to Radon Reduction booklet to clients living in homes with confirmed radon levels of 4 pCi/L or higher. This guide can be found at: <a href="http://www.epa.gov/radon/pubs/consguid.html">http://www.epa.gov/radon/pubs/consguid.html</a> . Discounted test kits are available from the National Radon Program Services at Kansas State University. Go to: <a href="http://sosradon.org/test-kits">http://sosradon.org/test-kits</a> . Some home improvement stores sell radon test kits. Follow directions on packaging for the proper placement of the device and where to send the device after the test to get the reading.</p>
<p><u>Standards for Deferral:</u> Deferral should be exercised when correcting radon problems would be beyond the scope of the DOE WAP, and/or when there are problems affecting health and safety of clients and/or occupants. For additional deferral criteria, see deferral section above.</p>
<p><u>Standards of Referral:</u> Louisiana State Radon Officer: Radon Contact: Mark Chrisman Mark.Chrisman@LA.GOV (318) 676-7810, or Melanie Wearing at mwearing@dhh.la.gov (225) 342-8303. Additional referral resource can be found at <a href="http://www.epa.gov/radon/states/louisiana.html">http://www.epa.gov/radon/states/louisiana.html</a> . Additionally, there are many Radon Hotlines: National Radon Hotline at 1-800-SOS-RADON* (can purchase test kits by phone); National Radon Helpline 1-800-55RADON (1-800-557-2366)*; National Radon Fix-It Line 1-800-644-6999* (general information on fixing or reducing the radon level in a home; Safe Drinking Water Hotline 1-800-426-4791 (operated under contract with EPA. Visit <a href="http://www.epa.gov/iaqtribal">www.epa.gov/iaqtribal</a> for information specifically presented for Tribal Partners. * = Operated by Kansas State University in partnership with EPA. Radon publications in print can be downloaded. Most are in HTML and as PDF files. Go to <a href="http://www.epa.gov/radon/pubs">www.epa.gov/radon/pubs</a> . Referral should be made when problems are identified that are beyond the scope of the DOE WAP, such as health risks to workers or clients. Examples of referral agencies include, but are not limited to, EPA, HUD, CDBG, CSBG, HPG, utility companies, and other state or local resources.</p>
<p><u>Training Provision:</u> Radon issues in Louisiana are very limited; training in weatherization measures that may be helpful in radon prevention, will be addressed as need arises.</p> <p>Client Education: Provide client with EPA “Consumer’s Guide to Radon Basic Facts”, if client enquires about radon. Go to <a href="http://www.epa.gov/radon/pdfs/basic_radon_facts.pdf">http://www.epa.gov/radon/pdfs/basic_radon_facts.pdf</a> .</p>
<p><u>Disposal Procedures:</u> State and local codes and regulations shall be followed to ensure proper disposal procedures and protocols.</p>

**Louisiana Weatherization Assistance Program (WAP) Health and Safety Plan**

<b>Refrigerant</b>	
✓ Concur with WPN 11-6	Replaced air conditioners and heat pumps must be properly disposed of and the refrigerant reclaimed in compliance with the Clean Air Act 1990, section 608, as amended by 40 CFR 82, 5/14/93. The vendor, de-manufacturing center or other entity recovering the refrigerant must possess EPA-approved Section 608 type I, II or III universal certification.
<i>Funding:</i> DOE and LIHEAP funds may be used.	
<i>Beyond Scope of DOE WAP:</i> If the issue is determined to be beyond the scope of DOE WAP, crews/contractors shall follow all Referral and Deferral policies and protocols.	
<i>Standards for Remedy:</i> Louisiana WAP Subrecipients shall ensure that sub-contractors who would be charged with refrigerant reclamation (e.g. removal of old refrigerators or air conditioning units) follow all EPA testing protocols; in accordance with the Clean Air Act of 1990, section 608, as amended by 10 CFR 21. Refrigerants shall be pumped into a recovery tank and disposed at an EPA approved site. Follow protocols that comply with EPA standards for disposal of the existing refrigerator. Go to <a href="http://www.epa.gov">www.epa.gov</a> for details. Clients should not disturb refrigerant. Follow DOE guidelines on “Incorporating Refrigerator Replacement Tool Kit into Weatherization Assistance Program”. Go to <a href="http://waptac.org/data/files/Website_docs/Training/Standardized_Curricula/Curricula_Resources/Refrigerator_Info_Toolkit.pdf">http://waptac.org/data/files/Website_docs/Training/Standardized_Curricula/Curricula_Resources/Refrigerator_Info_Toolkit.pdf</a> .	
<i>Standards for Deferral:</i> Deferral will occur when correction is beyond the scope of this Plan.	
<i>Standards for Referral:</i> Referral should be made when problems are identified that are beyond the scope of the DOE WAP, such as health risks to workers or clients. Examples of referral agencies include, but are not limited to, HUD, CDBG, CSBG, HPG, Utility Companies, and other state or local resources.	
<i>Training Provision:</i> Subgrantees have been trained with DOE H&H curriculum on what radon is, how it occurs, what factors may make radon worse, weatherization measures that may be helpful, and vapor barrier installation. Additional training will be handled on an ongoing and as-needed basis as identified <i>by new staff hires, results of monitoring reports, requests by Subrecipient,s etc.</i>	
<i>Client Education:</i> Instruct clients not to disturb refrigerant.	
<i>Disposal Procedures &amp; Procedure and Protocol:</i> Refrigeration appliances that are replaced are disposed of according to the environmental standards in the Clean Air Act (1990), Section 608, as amended by the Final Rule, 40 CFR 82, May 14, 1993. The party recovering the refrigerant must possess an EPA-approved Section 608 Type II license or an approved universal certification. Follow all EPA, state and local regulations.	

**Louisiana Weatherization Assistance Program (WAP) Health and Safety Plan**

<b>Smoke, Carbon Monoxide Detectors, and Fire Extinguishers</b>	
✓ Concur with WPN 11-6	Installation of smoke/CO detectors is allowed where detectors are not present or are inoperable. Replacement of operable smoke/CO detectors is not an allowable cost. Providing fire extinguishers is allowed only when solid fuel is present.
<i>Funding:</i> DOE and LIHEAP funding may be used.	
<i>Beyond Scope of DOE Funds:</i> If the issue is determined to be beyond the scope of DOE WAP, crews/contractors shall follow all Referral and Deferral policies and protocols.	
<p><i>Standards for Remedy:</i> In all houses weatherized at least one operational smoke detector is installed. Smoke detectors are installed when one is not present or operational. Batteries are installed to make existing smoke detectors operational when necessary. Smoke detectors are installed by the contractor and not left with the client. Smoke/CO Detector Installation: Smoke/CO detectors are installed per manufacturer’s instructions. One smoke detector is installed on each level of the home on the ceiling or six inches below the ceiling on the wall. Additional smoke detectors are installed so that there is one smoke detector located within 15 feet of every room used for sleeping. When applicable, one additional smoke detector is installed at the base of the basement stairwell when applicable. Smoke detectors will not be installed near kitchen stoves or bathroom showers, within 12 inches of exterior windows and door, in front of supply air registers or in unoccupied attics. Existing smoke detectors are relocated as necessary. CO detectors are installed on each separate living level of the home where household members frequently spend time. CO detectors are not installed in unfinished basements. CO detector shall be installed according to manufactured instructions in all homes where backdrafting could occur in a furnace, space heater, wood stove, fireplace and water heater, homes with an attached garage or any combustion appliances. When smoke alarms / CO detectors are installed, the installer will test them for proper performance assure that they contain new batteries or, in the case of hard-wired smoke alarms or CO detectors, are wired to a circuit that is energized at all times and will not wired to a ground- fault circuit interrupter (GFCI). Smoke alarms that are powered by a battery will emit a signal when the battery is losing power. All installation hardware, including a screw mounting bracket, should be included with the alarm. Smoke alarms installed are approved by Underwriters Laboratories (UL). CO alarms will not be installed in the following areas: near bathrooms or in shower areas, in closets, crawl spaces or unheated areas where extreme hot or cold temperatures occur, within 5 feet of fuel burning appliances, close to adjacent walls or in comers, near bathtubs or basins, directly above or below return air grilles or supply registers, and behind drapes, furniture, or other objects that could block air flow to the CO alarm. CO alarms will meet or exceed UL2034-98 and/or IAS696 standards, will be plug-in models with separate battery backup, will have a manual test and reset button, and will have a five-year warranty on the detector and sensor. A fire extinguisher may be provided in homes whose primary heat source is wood. The fire extinguisher must be installed according to manufacturer’s standards and local code in vicinity of the primary heating source.</p>	

***Louisiana Weatherization Assistance Program (WAP) Health and Safety Plan***

<p><u>Standards for Deferral:</u> Deferral should be exercised when existing code violations are present and correcting them would be beyond the scope of the DOE WAP, and/or when there are problems affecting the heat system/furnace that are beyond the scope of the DOE WAP, such as certain electrical problems. For additional deferral criteria, see deferral section above.</p>
<p><u>Standards for Referral:</u> Referral should be made when problems are identified that are beyond the scope of the DOE WAP, such as health risks to workers or clients. Examples of referral agencies include, but are not limited to, HUD, CDBG, CSBG, HPG, utility companies, and other state or local resources.</p>
<p><u>Training Provisions:</u> Additional training will be handled on an ongoing and as-needed basis as identified by DOE Program Notices, new staff hires, results of monitoring reports, requests by Subrecipients, etc.</p>
<p><u>Client Education:</u> The client will be provided with verbal instructions and the manufacturer’s information sheet on use of smoke/CO detectors.</p>
<p><u>Disposal Procedures:</u> Replaced nonfunctioning or outdated smoke/CO detectors must be removed and properly disposed of following local code and state compliance.</p>
<p><u>Smoke/CO Detector Installation:</u> Smoke detectors will be allowed as an H&amp;S cost. At least one smoke detector must be located on every floor of the home. Every bedroom must be within the sound of a smoke detector. See above guidance for installation parameters and procedures.</p>

<p><b>Solid Fuel Heating (Wood Stoves, etc.)</b></p>	
<p>✓ Concur with WPN 11-6</p>	<p>Maintenance, repair, and replacement of primary indoor heating units is allowed where occupant health and safety is a concern. Maintenance and repair of secondary heating units is allowed.</p>
<p><u>Funding:</u> DOE and LIHEAP may be used.</p>	
<p><u>Beyond Scope of DOE Funds:</u> If the issue is determined to be beyond the scope of DOE WAP, crews/contractors shall follow all Referral and Deferral policies and protocols.</p>	
<p><u>Standards for Remedy:</u> If a fireplace inspection is required, agencies crews/contractors shall in most instances, sub contract a chimney inspection, repair/or replacement work to a qualified solid fuel heating system vendor. Crews/contractors may conduct minor maintenance activities where warranted as allowed. Any judgments should be performed by a licensed professional. A cursory visual inspection by an assessor should be able to determine if a professional is needed. If a formal assessment is warranted, this would be a health and safety issue requiring photo documentation and receipt of services by the professional with a description of what services were performed.</p> <p>If there is a traditional open masonry fireplace used as primary heater in the unit verify that it is operating safely. If so, then assess if a cleaning would increase efficiency. If it is not operating safely (as evidenced</p>	

## *Louisiana Weatherization Assistance Program (WAP) Health and Safety Plan*

by backdrafting of smoke or complaints of itchy eyes or respiratory issues by the client) it should be first assessed for repair before considering replacement with a vented code-compliant heating system. An assessment by a licensed professional may be billed under Health and Safety, since it is being inspected for Health and Safety concerns. If maintenance or repair is determined then the maintenance or repair measures would fall under Repairs. If a replacement is determined then this would fall under Health and Safety reasons. Unless a wood burning stove/pellet stove has been maintained on a regular basis, along with annual chimney cleanings, it is unlikely that it is efficient and safety must be evaluated. An unsafe, un-repairable open masonry fireplace would be treated similarly to that of an unvented space heater if it is the primary source of heat; it must be replaced with a vented heating unit. The type of existing fuel will dictate the replacement. If the client has a combustion fuel source (i.e. gas, propane, etc.) then seal up the fireplace and add a vented gas heater. Assess if an electric furnace would rank as a replacement for the wood burning stove by entering all the information and seeing if it ranks in MHEA/NEAT. If the furnace does not rank and the client only has electric, this may be a deferral situation since we cannot install electric space heaters as a replacement for the existing fireplace/stove. A vented stove would be handled the same as an unsafely operating furnace—you would need to assess for CO or replace, if it ranks, as an energy efficiency measure. When replacing a wood stove in a mobile/manufactured home the new unit must be listed for use with manufactured homes and must be installed in accordance with their listings. Units that are not manufacturer approved, discovered during an initial assessment, should be replaced with an approved manufactured home appliance, under H&S.

All state and local codes must be followed.

Standards for Deferral: Deferral should be exercised when existing code violations are present and correcting them would be beyond the scope of the DOE WAP, and/or when there are problems affecting the heating/cooling systems that are beyond the scope of the DOE WAP, such as certain electrical problems. For additional deferral criteria, see deferral section above.

Standards for Referral: Referral should be made when problems are identified that are beyond the scope of the DOE WAP, such as health risks to workers or clients or heating repairs beyond the scope of DOE WAP. Examples of referral agencies include, but are not limited to, HUD, CDBG, CSBG, HPG, utility companies, and other state or local resources.

Training Provisions: Subgrantees have been trained on how to assess combustion safety and determining what action to take if the home is not deferred through DOE H&S, CAZ, QCI and OSHA classes. Subgrantees will be made aware of solid fuel heating codes and identifying health and safety issues associated with its use. Additional training will be handled on an ongoing and as-needed basis as identified by new staff hires, results of monitoring reports, requests by Subrecipients, etc.

Client Education: Where assessment detects evidence of this health and safety hazard, sub grantee staff at assessment or at final inspection will counsel the client on wood stove safety, including recognized depressurization. All conditions an Energy Auditor/Assessor believes constitute an immediate or potential risk to an individual or property will be documented at the time of assessment and a copy given to the client and/or landlord.

Disposal Procedures: State and local codes and regulations shall be followed to ensure proper disposal procedures and protocols.

## *Louisiana Weatherization Assistance Program (WAP) Health and Safety Plan*

<b>Space Heaters, Stand Alone Electric</b>	
✓ Concur with WPN 11-6	Repair, replacement, or installation is not allowed. Removal is recommended.
<i>Funding:</i> DOE and LIHEAP funds may not be used for repair, replacement or installation of these types of stand alone electric space heaters.	
<i>Beyond Scope of DOE WAP:</i> If the issue is determined to be beyond the scope of DOE WAP, crews/contractors shall follow all Referral and Deferral policies and protocols.	
<i>Standards for Remedy:</i> Removal is strongly recommended and client is informed of hazards. DOE will not permit any DOE-funded weatherization work other than incidental repairs on electric space heaters. DOE will not preclude the use of other funding sources for the replacement or major repair of electric space heaters. Check circuitry to ensure adequate power supply for existing electric space heaters.	
<i>Standards for Deferral:</i> Deferral should be exercised when existing code violations are present and correcting them would be beyond the scope of the DOE WAP, and/or when there are problems affecting the heating/cooling systems that are beyond the scope of the DOE WAP, such as certain electrical problems. For additional deferral criteria, see deferral section above.	
<i>Standards for Referral:</i> Referral should be made when problems are identified that are beyond the scope of the DOE WAP, such as health risks to workers or clients or heating repairs beyond the scope of DOE WAP. Examples of referral agencies include, but are not limited to, HUD, CDBG, CSBG, HPG, utility companies, and other state or local resources.	
<i>Training Provisions:</i> Subgrantees have been trained on how to assess electric space heating safety and determining what action to take if the home is not deferred through DOE H&S, QCI and OSHA classes. Subgrantees will be made aware of electrical space heating codes and identifying health and safety issues associated with its use. Additional training will be handled on an ongoing and as-needed basis as identified by new staff hires, results of monitoring reports, requests by Subrecipients, etc.	
<i>Client Education:</i> Where assessment detects evidence of this health and safety hazard, subgrantee staff at assessment or at final inspection will counsel the client on electric space heating safety including. All conditions an Energy Auditor/Assessor believes constitute an immediate or potential risk to an individual or property will be documented at the time of assessment and a copy given to the client and/or landlord.	
<i>Disposal Procedures:</i> State and local codes and regulations shall be followed to ensure proper disposal procedures and protocols.	

**Louisiana Weatherization Assistance Program (WAP) Health and Safety Plan**

<b>Space Heaters, Unvented Combustion</b>	
✓ Concur with WPN 11-6	Repair, replacement, or installation is not allowed. Removal is recommended and should be performed by WAP along with proper disposal, except as secondary heat where the unit conforms to American National Standard Institute ANSI Z21.11.2 as reflected on the ANSI label or product specifications.
<i>Funding:</i> DOE and LIHEAP funds may be used.	
<i>Beyond Scope of DOE WAP:</i> If the issue is determined to be beyond the scope of DOE WAP, crews/contractors shall follow all Referral and Deferral policies and protocols.	
<p><i>Standards for Remedy:</i> Removal is strongly recommended and client is informed of hazards. DOE will not permit any DOE-funded weatherization work where the completed dwelling unit is heated with an unvented gas- and/or liquid-fueled space heater as the primary heat source. Weatherization contractors are required to remove unvented space heater if used for primary heating of the unit. Before weatherization, the unit may remain until a replacement heating system is in place. However, DOE will allow unvented gas- or liquid-fueled space heaters to remain as secondary heat sources in single-family houses provided they comply with the IRC, ANSI Z21.11.2 and the IFGC. DOE is allowing this flexibility primarily to provide low-income clients an emergency back-up source of heat in the event of electrical power outages. Therefore, preference should be given to code-compliant units that do not require electricity.</p> <p>Specifically, any unvented gas- and liquid-fueled space heaters that remain in a completed single-family house after weatherization:</p> <ul style="list-style-type: none"> <li>• Shall not have an input rating in excess of 40,000 Btu/hour;</li> <li>• Shall not be located in, or obtain combustion air from sleeping rooms, bathrooms, toilet rooms, or storage closets, unless:             <ul style="list-style-type: none"> <li>○ Where approved by the authority having jurisdiction, one listed wall-mounted space heater in a bathroom:                 <ul style="list-style-type: none"> <li>▪ Has an input rating that does not exceed 6,000 Btu/hour;</li> <li>▪ Is equipped with an oxygen-depletion sensing safety shut-off system; and</li> <li>▪ The bathroom meets required volume criteria to provide adequate combustion air;</li> </ul> </li> <li>○ Where approved by the authority having jurisdiction, one listed wall-mounted space heater in a bedroom:                 <ul style="list-style-type: none"> <li>▪ Has an input rating that does not exceed 10,000 Btu/hour;</li> <li>▪ Is equipped with an oxygen-depletion sensing safety shut-off system; and</li> <li>▪ The bedroom meets required volume criteria to provide adequate combustion air.</li> </ul> </li> </ul> </li> <li>• Shall require the enforcement of minimum ventilation guidelines as determined by the greater of:             <ul style="list-style-type: none"> <li>○ 15 cubic feet per minute (CFM) per person,</li> <li>○ 15 CFM per bedroom plus one [(# of bedrooms + 1) x 15 CFM], or</li> <li>○ .35 air changes per hour.</li> </ul> </li> </ul> <p>The above minimum ventilation guidelines are natural ventilation rates, not with the house depressurized to -50 Pascal with a blower door.</p>	

## *Louisiana Weatherization Assistance Program (WAP) Health and Safety Plan*

DOE funds may only be used to replace the primary heating source. DOE funds may not be used to replace unvented space heaters to be left in the weatherized dwelling unit as secondary heating sources. For example, a home has several older gas- or liquid-fueled, unvented space heaters that do not comply with the International Residential Code because they do not have oxygen-depletion sensing safety shut-off systems. The Weatherization Program can replace the primary unvented space heater with a vented unit, but cannot expend DOE funds to replace one of the existing secondary space heaters with a code-compliant unvented unit with an oxygen-depletion sensing safety shut-off system. DOE will not preclude the use of other funding sources to replace secondary space heaters with code-compliant units.

The Manufactured Home Construction and Safety Standards require all fuel-burning, heat-producing appliances in mobile homes, except ranges and ovens, to be vented to outside. Further, all fuel-burning appliances in mobile homes, except ranges, ovens, illuminating appliances, clothes dryers, solid fuel-burning fireplaces and solid fuel-burning fireplace stoves, must be installed to provide for the complete separation of the combustion system from the interior atmosphere of the manufactured home (i.e., to draw their combustion air from outside). Any space heater replacement or repair procedure should include inspection to ensure that working smoke and carbon monoxide detectors are installed on the same floor as the space heater.

*Standards for Deferral:* Deferral should be exercised when existing code violations are present and correcting them would be beyond the scope of the DOE WAP, and/or when there are problems affecting the heating/cooling systems that are beyond the scope of the DOE WAP, such as none code compliant unvented combustion space heaters. For additional deferral criteria, see deferral section above.

*Standards for Referral:* Referral should be made when problems are identified that are beyond the scope of the DOE WAP, such as health risks to workers or clients or heating repairs beyond the scope of DOE WAP. Examples of referral agencies include, but are not limited to, HUD, CDBG, CSBG, HPG, Utility Companies, and other state or local resources.

*Training Provisions:* Subgrantees have been trained on how to assess combustion unvented space heating safety and determining what action to take if the home is not deferred through DOE H&S, QCI and OSHA classes. Subgrantees will be made aware of WPN 03-4 addressing unvented space heating DOE requirements and identifying health and safety issues associated with its use. Additional training will be handled on an ongoing and as-needed basis as identified by new staff hires, results of monitoring reports, requests by Subrecipients, etc.

*Client Education:* Where assessment detects evidence of this health and safety hazard, subgrantee staff at assessment or at final inspection will counsel the client on unvented combustion space heating safety. All conditions an Energy Auditor/Assessor believes constitute an immediate or potential risk to an individual or property will be documented at the time of assessment and a copy given to the client and/or landlord.

*Disposal Procedures:* State and local codes and regulations shall be followed to ensure proper disposal procedures and protocols.

**Louisiana Weatherization Assistance Program (WAP) Health and Safety Plan**

<b>Space Heaters, Vented Combustion</b>	
<p>✓ Concur with WPN 11-6</p>	<p>For purposes of health and safety vented combustion space heaters are treated as furnaces, venting is tested consistent with furnaces and combustion safety protocol for draft, CO and supply line leaks under the same protocol as furnaces.</p>
<p><u>Funding:</u> DOE and LIHEAP funds may be used.</p>	
<p><u>Beyond Scope of DOE WAP:</u> If the issue is determined to be beyond the scope of DOE WAP, crews/contractors shall follow all Referral and Deferral policies and protocols.</p>	
<p><u>Standards for Remedy:</u></p> <p>A complete mechanical systems audit is required to be completed on every home. All relevant information must be recorded on the heating/cooling systems and Appliance CAZ Worksheet. The procedure includes collecting general information; collecting and recording mechanical systems information; visual and diagnostic inspection of the venting and distribution system; and, combustion analysis and diagnostic testing of gas/propane fired equipment, and post-installation safety tests for CO. Combustion safety testing is required when combustion appliances are present. The combustion appliance safety inspection includes all of the following: carbon monoxide testing, draft measurement, spillage evaluation, and worst case depressurization of the combustion appliance zone (CAZ).</p> <p>Every combustion appliance will be checked for a safe flue pipe, chimney or vent, adequate combustion air, and gas leakage. Weatherization Assessors and Final Inspectors must test naturally drafting appliances for draft and spillage under worst case conditions before and after air tightening is performed. Weatherization Assessors and Final Inspectors must conduct CO testing and check flame quality. Subrecipients must test for high carbon monoxide (CO) levels and bring CO levels to acceptable levels before weatherization work can start. Louisiana has defined maximum acceptable CO readings as 100 parts per million for vented combustion appliance. Investigate and correct a steady state CO reading &gt;100 ppm. CO detectors should be installed in all homes when fuel-fired (combustion) appliances exist.</p>	
<p><u>Standards for Deferral:</u> Deferral should be exercised when existing code violations are present and correcting them would be beyond the scope of the DOE WAP, and/or when there are problems affecting the heating/cooling systems that are beyond the scope of the DOE WAP, such as non-code compliant combustion heaters. For additional deferral criteria, see deferral section above.</p>	
<p><u>Standards for Referral:</u> Referral should be made when problems are identified that are beyond the scope of the DOE WAP, such as health risks to workers or clients or heating repairs beyond the scope of DOE WAP. Examples of referral agencies include, but are not limited to, HUD, CDBG, CSBG, HPG, utility companies, and other state or local resources.</p>	
<p><u>Training Provisions:</u> Subgrantees have been trained on how to assess combustion heating unit safety and determining what action to take if the home is not deferred through DOE H&amp;S, QCI, Auditor and OSHA classes. Combustion training statewide of the weatherization assistance program health and safety training</p>	

***Louisiana Weatherization Assistance Program (WAP) Health and Safety Plan***

<p>to ensure that all agencies and crews/contractors are aware of the guidance in State 2012 Health &amp; Safety Plan; both worker and management Health &amp; Safety courses offered will include a discussion of when to include replacement of furnaces. Additional training will be handled during monitoring and on an ongoing and as-needed basis as identified by new staff hires, results of monitoring reports, requests by Subrecipients, etc.</p>
<p><u>Client Education:</u> Where assessment detects evidence of this health and safety hazard, subgrantee staff at assessment or at final inspection will counsel the client on combustion heating safety including. All conditions an Energy Auditor/Assessor believes constitute an immediate or potential risk to an individual or property will be documented at the time of assessment and a copy given to the client and/or landlord.</p>
<p><u>Disposal Procedures:</u> State and local codes and regulations shall be followed to ensure proper disposal procedures and protocols.</p>

<p align="center"><b>Spray Polyurethane Foam (SPF)</b></p>	
<p>✓ Concur with WPN 11-6</p>	<p>Use EPA recommendations available online at:  <a href="http://www.epa.gov/dfe/pubs/projects/spf/spray_polyurethane_foam.html">http://www.epa.gov/dfe/pubs/projects/spf/spray_polyurethane_foam.html</a>                      when working within the conditioned space or when SPF fumes become evident within conditioned space. When working outside the building envelope, isolate the area where foam will be applied, take precautions so that fumes will not transfer to inside conditioned space, and exhaust fumes outside the home.</p>
<p><u>Funding:</u> DOE and LIHEAP may be used</p>	
<p><u>Beyond Scope of DOE WAP:</u> If the issue is determined to be beyond the scope of DOE WAP, crews/contractors shall follow all Referral and Deferral policies and protocols.</p>	
<p><u>Standards for Remedy:</u> Use sensory inspection inside the home for fumes during foam application. Follow guidelines on MSDS and post MSDS during use. Spray polyurethane foam (SPF) is a highly-effective and widely used insulation and air sealant material. However, exposures to its key ingredient, isocyanates, and other SPF chemicals in vapors, aerosols, and dust during and after installation can cause:</p> <ul style="list-style-type: none"> <li>• Asthma, a potentially life-threatening disease</li> <li>• Sensitization, which can lead to asthma attacks if exposed again</li> <li>• Lung damage</li> <li>• Other respiratory and breathing problems</li> <li>• Skin and eye irritation</li> </ul> <p>Whether an applicator, helper, or building occupant where this product is applied, the following tips should be followed:</p>	

## *Louisiana Weatherization Assistance Program (WAP) Health and Safety Plan*

- Review label and product information for ingredients, hazards, directions, safe work practices, and precautions
- Ensure health and safety training is completed and safe work practices are followed to prevent eye, skin, and inhalation exposures during and after SPF installation
- Exercise caution when determining a safe re-entry time for unprotected occupants and workers based on the manufacturer's recommendation
- If a crew member experiences breathing problems or other adverse health effects from weatherizing with SPF, seek immediate medical attention
- Use the appropriate protection and best practices suited for each type of SPF product
- Only workers wearing appropriate personal protective equipment should be present during SPF application

SPF is made by mixing and reacting chemicals to create foam. The mixing and reacting materials react very quickly, expanding on contact to create foam that insulates air seals and provides a moisture barrier. SPF insulation is known to resist heat transfer extremely well, and it offers a highly effective solution in reducing unwanted air infiltration through cracks, seams, and joints. There are different types of SPF. The two main types that are typically installed by professional contractors, such as weatherization workers, include either high pressure foam and/or low pressure foam. Refer to the MSDS for both the "A" and "B" side chemicals used in SPF. These should be posted whenever working with this product.

SPF is temperature sensitive. Cold temperatures affect the chemistry that causes the foaming action. It's critical to keep spray foam cans or (with two-part foam) canisters within a specific temperature range for successful application. Review the manufacturer's directions for storage.

Wear appropriate protective equipment. Discuss project scope and safety measures with occupants. A checklist is available online at <http://www.spraypolyurethane.org/checklist>. Provide notification to the client of plans to use two-part foam and the precautions that may be necessary. Consult with the product manufacturer to determine appropriate re-occupancy times for the particular job and SPF in use. Employ EPA recommendations when working within the conditioned space or when SPF fumes become evident within conditioned space. When working outside the building envelope, isolate the area where foam will be applied, take precautions so that fumes will not transfer to inside conditioned space and exhaust fumes outside the home. If the application of spray polyurethane foam cannot be used safely in accordance with EPA regulations, an alternative insulating/air sealing product shall be installed.

*Standards for Deferral:* Deferral will occur when precautions cannot be taken to assure the safety of clients.

*Standards for Referral:* Referral should be made when problems are identified that are beyond the scope of the DOE WAP, such health risks to workers or clients or heating repairs beyond the scope of DOE WAP. Examples of referral agencies include, but are not limited to, HUD, CDBG, CSBG, HPG, utility companies, and other state or local resources.

*Training:* Louisiana has conducted statewide weatherization assistance program health and safety training to ensure that all agencies and crews/contractors are aware of the guidance in the State Healthy and Safety Plan. Training on the use of various foam products including MSDS sheets and required Personal Protective Equipment (PPE) has been incorporated in this training. Additional training will be handled on an ongoing and as-needed basis as identified by new staff hires, results of monitoring reports, requests by Subrecipients,

***Louisiana Weatherization Assistance Program (WAP) Health and Safety Plan***

etc.
<u>Client Education:</u> Provide notification to the client of plans to use two-part foam and the precautions that may be necessary.
<u>Disposal Procedures:</u> Disposal of spray foam containers shall be in accordance with manufacturer’s instructions and EPA guidelines.

<b>Ventilation</b>	
✓ Concur with WPN 11-6	ASHRAE 62.2 2013 is required to be met to the fullest extent possible, when performing weatherization activity. Existing fans and blower systems should be updated if not adequate.
<u>Funding:</u> DOE and LIHEAP funds will be utilized to address this particular H&S category.	
<u>Beyond Scope of DOE WAP:</u> If beyond the scope of DOE WAP, crews/contractors shall follow all Referral and Deferral policies and protocols.	
<u>Standards for Remedy:</u> Conduct ASHRAE 62.2 2013 evaluation, measure fan flows, estimate costs needed to meet compliance and determine if deferral is necessary, install ventilation as necessary to meet the ASHRAE 62.2 2013 calculated CFM requirements, and perform follow-up testing to ensure compliance and make adjustments as needed to meet the standard. Post weatherization blower door numbers can be assumed to calculate required CFM but ventilation must be adjusted once final blower door numbers are performed. An exhaust fan brings air into the house by creating a negative pressure. However, negative pressure can cause a combustion device to backdraft and draft/spillage testing will be conducted as part of the health and safety assessment on all open combustion units. ASHRAE 62.2 2013 is a minimum standard and additional ventilation may be necessary and is allowed to address higher concentrations of humidity or pollutants.	
<u>Standards for Deferral:</u> Deferral should be exercised when existing code violations are present and correcting them would be beyond the scope of the DOE WAP, and/or when there are problems affecting the heating/cooling systems that are beyond the scope of the DOE WAP. Weatherization will be deferred if indoor air quality/ventilation requirements (ASHRAE 62.2 2013) cannot be met due to design constraints or excessive costs.	
<u>Standards for Referral:</u> Referral should be made when problems are identified that are beyond the scope of the DOE WAP, such as health risks to workers or clients or heating repairs beyond the scope of DOE WAP. Examples of referral agencies include, but are not limited to, HUD, CDBG, CSBG, HPG, utility companies, and other state or local resources.	
<u>Training Provision:</u> ASHRAE 62.2 2013 training will continue to be provided including proper sizing, evaluation of existing and new systems, depressurization tightness limits, critical air zones, etc. and on an	

***Louisiana Weatherization Assistance Program (WAP) Health and Safety Plan***

as-needed basis as identified by new staff hires, results of monitoring reports, requests by Subrecipients, etc.
<u>Client Education:</u> Clients are provided with information on function, use and maintenance of ventilation system and components when ventilation fans are installed. Clients are provided a disclaimer that ASHRAE 62.2 does not account for high polluting sources or guarantee indoor air quality.
<u>Disposal Procedures:</u> State and local codes and regulations shall be followed to ensure proper disposal procedures and protocols.
<u>ASHRAE 62.2 2013 Compliance:</u> Louisiana will update the Field Guide and Technical Standards to meet ASHRAE 62.2 2013 requirements. Louisiana has conducted statewide health and safety training which will include training to meet ASHRAE 62.2 2013 requirements in program year 2014 and will continue on an as needed basis. ASHRAE 62.2 2013 documentation will be included in every units file. WAP agencies will utilize ASHRAE 62.2 2014 calculation sheet can be found at: <a href="http://www.residentialenergydynamics.com/REDCalcFree/Tools/ASHRAE6222013">http://www.residentialenergydynamics.com/REDCalcFree/Tools/ASHRAE6222013</a> .

<b>Window and Door Replacement, Window Guards</b>	
✓ Concur with WPN 11-6	Replacement, repair, or installation is an allowable H&S cost if justified but may be allowed as an efficiency measure if cost is justified.
<u>Funding:</u> DOE and LIHEAP funds may be used.	
<u>Beyond Scope of DOE WAP:</u> If beyond the scope of DOE WAP, crews/contractors shall follow all Referral and Deferral policies and protocols.	
<u>Standard for Remedy:</u> Windows and door replacement and window guards cannot be installed with H&S funds unless necessary for correcting moisture conditions or a code requirement. When working on windows and doors follow LSW requirements for pre-1978 homes.	
<u>Standard for Deferral:</u> Deferral should be exercised when existing code violations and health and safety issues are present and correcting them would be beyond the scope of the DOE WAP. For additional deferral criteria, see deferral section above.	
<u>Standards for Referral:</u> Referral should be made when problems are identified that are beyond the scope of the DOE WAP, such as health risks to workers or clients or heating repairs beyond the scope of DOE WAP. Examples of referral agencies include, but are not limited to, HUD, CDBG, CSBG, HPG, utility companies, and other state or local resources.	
<u>Training Provision:</u> Subgrantees have been trained on how to assess occupant preexisting conditions and determining what action to take if the home is not deferred through DOE H&S and OSHA classes.	

## ***Louisiana Weatherization Assistance Program (WAP) Health and Safety Plan***

Subgrantees will be made aware of potential hazards and weatherization activity that could affect occupant health. Additional training will be handled on an ongoing and as-needed basis as identified by new staff hires, results of monitoring reports, requests by Subrecipients, etc.

*Client Education:* Provide information on the generation of leaded household dust by friction and impact surfaces such as windows and doors as needed on pre 1978 homes.