



CT WAP Weatherization Guidance No. 14

Effective Date: December 15, 2015

Updated: April 1, 2019

Audit Preparation

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

Current Federal Regulatory Reference

US DOE WPN 17-7

Occupant Preexisting or Potential Health Conditions

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

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

Current Connecticut Weatherization Assistance Program Reference Materials

CT WAP Operations and Training Manual 2019- Section 302.4

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

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

Summary

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

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

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

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