



Weatherization Guidance No. 43

Effective Date: December 6, 2018

Updated Policy and Procedure for Audit Tool Quality Assurance and Quality Control Inspections

The purpose of this guidance is to instruct agencies of a series of updated policy and procedure regarding the use of the Weatherization Assistant 8.9 (NEAT/MHEA) audit tool. This guidance pertains to all CT WAP Weatherization programs. If there are further questions, please contact your field representative.

Updated Policy and Procedure for Conducting Audit Tool Quality Assurance Monitoring and Quality Control Inspections on In-Process and Completed WAP Units

Due to recommendations by the Department of Energy and Quality Work Plan requirements, CT WAP is requiring agencies to update procedures in accordance with the following guidance:

1) ASHRAE 62.2-2016 Compliance

Guidance #42 specifies a series of updates required in conducting site-specific audits, use of the RED CALC Tool and audit preparation in the Weatherization Assistant 8.9 tool.

Auditors, Coordinators, Quality Assurance, Quality Control Inspectors and State level Monitors are required to closely monitor compliance with all updates going forward.

Reporting at all levels should reflect examples of areas of concerns and potential training needs.

2) Energy Audit Building Component Inputs

Guidance #42 informs subgrantees of a range of updated definitions and practices associated with accurate site-specific data collection and audit preparation.

Auditors, Coordinators, Quality Assurance, Quality Control Inspectors and State level Monitors are required to closely monitor compliance with all updates going forward.

Reporting at all levels should reflect examples of areas of concerns and potential training needs.

3) Desk Monitoring of NEAT/MHEA Audits

Guidance #42 identifies updated policy and procedure regarding use of the Weatherization Assistant 8.9 tool. Specific areas of concern are as follows:

- a) Forcing Measures in the Energy Audit
- b) Use of Itemized and User defined Measures
- c) Reduced Measures Costs
- d) Added Measures Frequency

Coordinators, Quality Assurance, Quality Control Inspection staff and State level Monitors are required to closely monitor compliance with all updates and Standard Work Specifications going forward.

Reporting at all levels should reflect examples of areas of concerns and potential training needs.

4) Installed Measures Quality

The recent DOE monitoring identified areas of concern related to Installed Measures Quality as follows:

a) Sidewall Insulation

Quality Assurance and Quality Control Inspection staff are reminded that Insulation measures must be measured and verified for quantity and quality, comprehensively in all cases.

Measurement and Verification should include at a minimum, material and measure specified installation quality and costs as well as physical and Thermo-graphic inspection and verification of all installed measures and on file documentation.

Quality Assurance, Quality Control Inspection staff and State level Monitors are required to closely monitor compliance with all programmatic updates and Standard Work Specifications going forward.

Reporting at all levels should reflect examples of areas of concerns and potential training needs.

b) Sill Box Insulation

Quality Assurance and Quality Control Inspection staff are reminded that Insulation measures must be measured and verified for quantity and quality comprehensively in all cases.

Measurement and Verification should include at a minimum, material quantity and costs as well as physical and Thermo-graphic inspection and verification of all installed measures and on file documentation.

Quality Assurance, Quality Control Inspection staff and State level Monitors are required to closely monitor compliance with all updates and Standard Work Specifications going forward.

Reporting at all levels should reflect examples of areas of concerns and potential training needs.

c) Infiltration Reduction

Quality Assurance, Quality Control Inspection Staff and State level Monitoring are reminded that all Infiltration calculations, including Reduction Targets and final Test-out values must be comprehensively reviewed for Accuracy, Cost Effectiveness, Combustion Safety and impact on ASHRAE 62.2-2016 compliance.

On-file documentation should include photographic representation of installed measures, diagnostic-testing outcomes, and related mechanical ventilation installations.

Quality Assurance, Quality Control Inspection staff and State level Monitors are required to closely monitor compliance with all updates and Standard Work Specifications going forward.

Reporting at all levels should reflect examples of areas of concerns and potential training needs.

Note: State level Technical and Programmatic Monitoring will focus on implementation of all updated Audit Tool policy and procedures.

Subgrantees will be cited for any failure to implement updates after this guidance is published.

Failure to successfully comply with all updated policy and procedure may result in disallowed costs at the State and Federal level.