



CT WAP Weatherization Guidance No. 4

Effective Date: December 12, 2015

Updated: April 1, 2019

Insulation Certificates to Client

The purpose of this guidance is to respond to DOE observations regarding the current CT WAP policy and procedure for use of Insulation Certificates related to measures installed within the DOE Weatherization Assistance Program. This guidance pertains to all CT WAP Weatherization programs.

Current Federal Regulatory Reference

U.S. Federal Trade Commission 16 CFR 460.17

What Installers must tell their customers...?

*If you are an installer, you must give your customers a contract or receipt for the insulation you install. For all insulation except loose-fill and aluminum foil, the receipt must show the coverage area, thickness, and R-value of the insulation you installed. The receipt must be dated and signed by the installer. To figure out the R-value of the insulation, use the data that the manufacturer gives you. If you put insulation in more than one part of the house, put the data for each part on the receipt. You can do this on one receipt, as long as you do not add up the coverage areas or R-values for different parts of the house. Do not multiply the R-value for one inch by the number of inches you installed. For loose-fill, the receipt must show the coverage area, initial installed thickness, minimum settled thickness, R-value, and the number of bags used. For aluminum foil, the receipt must show the number and thickness of the air spaces, the direction of heat flow, and the R-value.

Guidelines for Home Energy Professionals- Standard Work Specifications for Single Family Home Energy Upgrades. Sections- 4.1002-4.1302 specific to materials and locations.

Objectives- Provide occupant with documentation of installation.

Current Connecticut Weatherization Assistance Program Reference Materials

CT WAP Operations and Training Manual 2019-Appendix-2 Forms #23 (Revised Content)

CT WAP Field Guide-SWS aligned edition (012519). Sections-4.2.3, 4.2.10.

Summary

***CT WAP will temporarily disallow any costs for insulation installations that fail to provide the necessary documentation of installed materials including the use of materials depth indicators and flagging of electrical devices, within the installation area, pending corrective action by the Sub-Grantee and or its contractors.**