



**Illinois  
Department of Commerce**

& Economic Opportunity

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OFFICE OF COMMUNITY ASSISTANCE

JB Pritzker, Governor

## State of Illinois

# 2026 DOE State Weatherization Plan



For the period of July 1, 2026 – June 30, 2027

## APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

## 1. Type of Submission:

- Preapplication
- Application
- Changed/Corrected Application

## 2. Type of Application:

- New
- Continuation
- Revision
- Other (specify):

If Revision, select appropriate letter(s)

## 3. Date Received

07/01/2022

## 4. Applicant Identifier:

## 5a. Federal Entity Identifier:

## 5b. Federal Award Identifier:

DE-SE0001821

## State Use Only:

## 6. Date Received by State:

## 7. State Application Identifier:

## 8. APPLICANT INFORMATION:

a. Legal Name: State of Illinois

b. Employer/Taxpayer Identification Number (EIN/TIN):  
371380174c. UEI:  
S14GXUNZG814

## d. Address:

Street 1: 1011 S 2nd Street

Street 2:

City: Springfield

County: SANGAMON County

State: IL

Province:

Country: U.S.A.

Zip / Postal Code: 627040000

## e. Organizational Unit:

Department Name:  
Commerce & Economic OpportunityDivision Name:  
Office of Community Assistance

## f. Name and contact information of person to be contacted on matters involving this application:

Prefix: Mr First Name: Mick

Middle Name:

Last Name: Prince

Suffix:

Title: Weatherization Program Manager

Organizational Affiliation: Illinois Department of Commerce and Economic Opportunity - Office of Community Assistance

Telephone Number: 2177856135

Fax Number:

Email: mick.prince@illinois.gov

**APPLICATION FOR FEDERAL ASSISTANCE SF-424**

Version 02

**9. Type of Applicant:**

A State Government

**10. Name of Federal Agency:**

U. S. Department of Energy

**11. Catalog of Federal Domestic Assistance Number:**

81.042

CFDA Title:

Weatherization Assistance Program

**12. Funding Opportunity Number:**

DE-WAP-0002025

Title:

2025 Weatherization Assistance Program (WAP) Funding

**13. Competition Identification Number:**

Title:

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

Statewide

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

2024 Illinois Low-Income Weatherization Assistance Program Formula Award.

## APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

**16. Congressional District Of:**

a. Applicant: Illinois Congressional District 13

b. Program/Project: IL-Statewide

**Attach an additional list of Program/Project Congressional Districts if needed:****17. Proposed Project:**

a. Start Date: 07/01/2025

b. End Date: 06/30/2026

**18. Estimated Funding (\$):**

a. Federal	19,661,522.00
b. Applicant	0.00
c. State	0.00
d. Local	0.00
e. Other	0.00
f. Program Income	0.00
g. TOTAL	19,661,522.00

**19. Is Application subject to Review By State Under Executive Order 12372 Process?:**

- a. This application was made available to the State under the Executive Order 12372 Process for review
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372

**20. Is the applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation)**

No

**21. By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to**

 I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency

**Authorized Representative:**

Prefix: Ms First Name: Kristin

Middle Name:

Last Name: Richards

Suffix:

Title: Director

Telephone Number: 3148141229

Fax Number:

Email: kristin.richards@illinois.gov

Signature of Authorized Representative: Signed Electronically

Date Signed: 07/24/2025

**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. SE0001821		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address State of Illinois 1011 S 2nd Street Springfield, IL 627040000		4. Program/Project Start Date 07/01/2026	5. Completion Date 06/30/2027

**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	\$ 0.00		\$ 19,661,522.00		\$ 19,661,522.00
2.						
3.						
4.						
5. TOTAL		\$ 0.00	\$ 0.00	\$ 19,661,522.00	\$ 0.00	\$ 19,661,522.00

**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) GRANTEE ADMINISTRATI ON	(2) SUBGRANTEE ADMINISTRATI ON	(3) SUBGRANTEE T&TA	(4) GRANTEE T&TA	
a. Personnel	\$ 315,675.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 315,675.00
b. Fringe Benefits	\$ 296,032.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 296,032.00
c. Travel	\$ 50,406.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 50,406.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 27,037.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 27,037.00
f. Contract	\$ 0.00	\$ 1,474,616.00	\$ 1,500,000.00	\$ 1,573,215.00	\$ 18,186,909.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other Direct Costs	\$ 390,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 390,000.00
i. Total Direct Charges	\$ 1,079,150.00	\$ 1,474,616.00	\$ 1,500,000.00	\$ 1,573,215.00	\$ 19,266,059.00
j. Indirect Costs	\$ 395,463.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 395,463.00
k. Totals	\$ 1,474,613.00	\$ 1,474,616.00	\$ 1,500,000.00	\$ 1,573,215.00	\$ 19,661,522.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. SE0001821		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address State of Illinois 1011 S 2nd Street Springfield, IL 627040000		4. Program/Project Start Date 07/01/2026	5. Completion Date 06/30/2027

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		\$ 0.00	\$ 0.00	\$ 19,661,522.00	\$ 0.00	\$ 19,661,522.00

SECTION B - BUDGET CATEGORIES						
6. Object Class Categories	Grant Program, Function or Activity					Total (5)
	(1) PROGRAM OPERATIONS	(2) LIABILITY INSURANCE	(3) FINANCIAL AUDITS	(4) HEALTH AND SAFETY		
a. Personnel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 315,675.00	
b. Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 296,032.00	
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 50,406.00	
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 27,037.00	
f. Contract	\$ 8,259,477.00	\$ 150,000.00	\$ 80,000.00	\$ 1,569,301.00	\$ 18,186,909.00	
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
h. Other Direct Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 390,000.00	
i. Total Direct Charges	\$ 8,259,477.00	\$ 150,000.00	\$ 80,000.00	\$ 1,569,301.00	\$ 19,266,059.00	
j. Indirect Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 395,463.00	
k. Totals	\$ 8,259,477.00	\$ 150,000.00	\$ 80,000.00	\$ 1,569,301.00	\$ 19,661,522.00	
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	

**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. SE0001821		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address State of Illinois 1011 S 2nd Street Springfield, IL 627040000		4. Program/Project Start Date 07/01/2026	5. Completion Date 06/30/2027

**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		\$ 0.00	\$ 0.00	\$ 19,661,522.00	\$ 0.00	\$ 19,661,522.00

**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) WEATHERIZATION READINESS	(2) INTAKE/ELIGIBILITY	(3) ENERGY AUDITS	(4) FINAL INSPECTIONS	
a. Personnel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 315,675.00
b. Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 296,032.00
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 50,406.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 27,037.00
f. Contract	\$ 1,598,026.00	\$ 495,569.00	\$ 991,136.00	\$ 495,569.00	\$ 18,186,909.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other Direct Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 390,000.00
i. Total Direct Charges	\$ 1,598,026.00	\$ 495,569.00	\$ 991,136.00	\$ 495,569.00	\$ 19,266,059.00
j. Indirect Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 395,463.00
k. Totals	\$ 1,598,026.00	\$ 495,569.00	\$ 991,136.00	\$ 495,569.00	\$ 19,661,522.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

**U.S. Department of Energy**  
Weatherization Assistance Program (WAP)  
**WEATHERIZATION ANNUAL FILE WORKSHEET**  
**Grant Number: SE0001821, State: IL, Program Year: 2026**  
**Recipient: State of Illinois**

**IV.1 Subgrantees**

<b>Subgrantee (City)</b>	<b>Planned Funds/Units</b>
BCMW Community Services Inc (Centralia)	\$184,790.00 11
CEFS Economic Opportunity Corp (Effingham)	\$308,367.00 18
Champaign Co Regional Planning Commission (Urbana)	\$320,924.00 19
Community & Economic Development Association of (Chicago)	\$7,100,122.00 419
Community Action Partnership of Central Illinois (Lincoln)	\$160,856.00 10
Community Action Project Of Lake County (Round Lake Beach)	\$598,158.00 35
Community Contacts Inc (Elgin)	\$616,716.00 37
Crosswalk CAA (West Frankfort)	\$479,348.00 28
DuPage County Dept of Human Resources (Wheaton)	\$642,065.00 38
East Central Illinois CAA (Danville)	\$229,513.00 14
Embarras River Basin Agency Inc (Greenup)	\$349,328.00 21
Illinois Valley Economic Development Corp (Gillespie)	\$161,142.00 10
Kankakee County Community Services Inc (Kankakee)	\$171,711.00 10
Kendall-Grundy Community Action (Yorkville)	\$126,670.00 8
Madison County Community Development (Edwardsville)	\$342,027.00 20
McHenry County Housing Authority (Woodstock)	\$220,905.00 13
MCS Community Services (Jacksonville)	\$115,857.00 7
Northwestern Illinois CAA (Freeport)	\$128,102.00 8
Project NOW (Rock Island)	\$316,481.00 19
Rockford Human Services Department (Rockford)	\$525,423.00 31
Sangamon County Dept of Community Resources (Springfield)	\$434,967.00 26
Shawnee Development Council Inc (Karnak)	\$181,497.00 11
St. Clair Intergovernmental Grants Department (Belleville)	\$376,090.00 22
Tazwood Community Services Inc (Morton)	\$752,826.00 44

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Tri-County Opportunities Council (Rock Falls)	\$512,727.00
	30
Two Rivers Regional Council of Public Officials (Quincy)	\$184,700.00
	11
Western Egyptian Economic Opportunity Council (Steeleville)	\$250,984.00
	15
Western Illinois Regional Council (Macomb)	\$322,820.00
	19
Will County Center for Community Concerns (Joliet)	\$498,578.00
	30
<b>Total:</b>	<b>\$16,613,694.00</b>
	<b>984</b>

**IV.2 WAP Production Schedule**

Weatherization Plans		Units
Total Units (excluding reweatherized)		984
Reweatherized Units		0
Average Unit Costs, Units subject to DOE Project Rules		
<b>VEHICLE &amp; EQUIPMENT AVERAGE COST PER DWELLING UNIT (DOE RULES)</b>		
A	Total Vehicles & Equipment (\$5,000 or more) Budget	\$0.00
B	Total Units Weatherized	984
C	Total Units Reweatherized	0
D	Total Dwelling Units to be Weatherized and Reweatherized (B + C)	984
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	\$8,259,477.00
G	Total Dwelling Units to be Weatherized and Reweatherized (from line D)	984
H	Average Program Operations Costs per Unit (F divided by G)	\$8,393.78
I	Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J	Total Average Cost per Dwelling (H plus I)	\$8,393.78

**IV.3 Energy Savings**

Method used to calculate savings: <input type="checkbox"/> WAP algorithm <input checked="" type="checkbox"/> Other (describe below)				
		Units	Savings Calculator (MBtus)	Energy Savings
	This Year Estimate	984	N/A	23820 *
	Prior Year Estimate	1358	N/A	23820 *
	Prior Year Actual	1719	N/A	29395 *
* Energy Savings values were manually entered.				
<b>Method used to calculate savings description:</b>				
The methodology used to estimate the amount of energy savings is based on extensive energy savings studies Illinois has conducted. Based on this methodology (utility bills run through PRISM analysis and adjusted for weather) the actual production will be multiplied by the 17.1 MBTU average savings per home to determine the				

**U.S. Department of Energy**  
Weatherization Assistance Program (WAP)  
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total energy savings.	
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**IV.4 DOE-Funded Leveraging Activities**

n/a
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**IV.5 Policy Advisory Council Members**

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

Ameren Illinois	Type of organization: Utility Contact Name: Kimberly Bond Phone: 2174248327 Email: <a href="mailto:KBond@ameren.com">KBond@ameren.com</a>
Citizens Utility Board	Type of organization: Non-profit (not a financial institution) Contact Name: Ivonne Rychwa Phone: 3122634282 Email: <a href="mailto:irychwa@citizensutilityboard.org">irychwa@citizensutilityboard.org</a>
City of Chicago	Type of organization: Unit of Local Government Contact Name: Ranjani Prabhakar Phone: 3127446906 Email: <a href="mailto:Niranjani.Prabhakar@cityofchicago.org">Niranjani.Prabhakar@cityofchicago.org</a>
City of Chicago	Type of organization: Unit of Local Government Contact Name: Lorrie Walls Phone: 3127468217 Email: <a href="mailto:Lorrie.Walls@cityofchicago.org">Lorrie.Walls@cityofchicago.org</a>
City of Chicago	Type of organization: Unit of Local Government Contact Name: Jared Policicchio Phone: 3127467116 Email: <a href="mailto:Jared.Policicchio@cityofchicago.org">Jared.Policicchio@cityofchicago.org</a>
ComEd	Type of organization: Utility Contact Name: Nichole Owens Phone: 6306843172 Email: <a href="mailto:nichole.owens@comed.com">nichole.owens@comed.com</a>
Illinois Commerce Commission	Type of organization: Unit of State Government Contact Name: Ms. Joan Howard Phone: 2177822024 Email: <a href="mailto:joan.howard@illinois.gov">joan.howard@illinois.gov</a>
Illinois Community Action Association	Type of organization: Non-profit (not a financial institution) Contact Name: Dalitso Sulamoyo Phone: 2173283313 Email: <a href="mailto:dsulamoyo@ccrpe.org">dsulamoyo@ccrpe.org</a>
Illinois Competitive Energy Association	Type of organization: Non-profit (not a financial institution) Contact Name: Kevin Wright Phone: 2177415217 Email: <a href="mailto:wright2192@sbcglobal.net">wright2192@sbcglobal.net</a>
Illinois Department of Commerce & Economic Opporutnity	Type of organization: Unit of State Government Contact Name: David Wortman Phone: 2175584200 Email: <a href="mailto:David.Wortman@illinois.gov">David.Wortman@illinois.gov</a>
Illinois Department of Human Services	Type of organization: Unit of State Government Contact Name: Terri Vaniter Phone: 2177859873 Email: <a href="mailto:terri.vaniter@illinois.gov">terri.vaniter@illinois.gov</a>
Illinois Industrial Energy Consumers	Type of organization: Non-profit (not a financial institution) Contact Name: Mr. Ryan Robertson Phone: 6188768500 Email: <a href="mailto:rrobertson@lrklaw.com">rrobertson@lrklaw.com</a>

**U.S. Department of Energy**  
Weatherization Assistance Program (WAP)  
**WEATHERIZATION ANNUAL FILE WORKSHEET**  
**Grant Number:** SE0001821, **State:** IL, **Program Year:** 2025  
**Recipient:** State of Illinois

Illinois Municipal Electric Agency	Type of organization: Non-profit (not a financial institution) Contact Name: Staci Wilson Phone: 2177894632 Email: <a href="mailto:swilson@imea.org">swilson@imea.org</a>
Illinois Retail Merchants Association	Type of organization: Non-profit (not a financial institution) Contact Name: Mr. Rob Karr Phone: 2175441003 Email: <a href="mailto:rkarr@irma.org">rkarr@irma.org</a>
Nicor Gas	Type of organization: Utility Contact Name: Ellen Rendos Phone: 6303882326 Email: <a href="mailto:erendos@southernco.com">erendos@southernco.com</a>
Peoples's Gas	Type of organization: Utility Contact Name: David B. Baron Phone: 3122404352 Email: <a href="mailto:DBBaron@integrysgroup.com">DBBaron@integrysgroup.com</a>
South Austin Coalition Community Council	Type of organization: Non-profit (not a financial institution) Contact Name: Wanda Hopkins Phone: 3127431543 Email: <a href="mailto:wjhoppo4@yahoo.com">wjhoppo4@yahoo.com</a>
Western Illinois Area Agency on Aging	Type of organization: Non-profit (not a financial institution) Contact Name: Ms. Barbara Eskildsen Phone: 3097936800 Email: <a href="mailto:beskildsen@wiaaa.org">beskildsen@wiaaa.org</a>
Will County Center for Community Concerns	Type of organization: Non-profit (not a financial institution) Contact Name: Ms. Kris White Phone: 8157220722 Email: <a href="mailto:kwhite@wcccc.net">kwhite@wcccc.net</a>

**IV.6 State Plan Hearings (Note: attach notes and transcripts to the SF-424)**

Date Held	Newspapers that publicized the hearings and the dates the notice ran
04/22/2025	Notice of the Public Hearing was posted on the DCEO website on 4/7/2025. A virtual public hearing was held on 4/22/2025.

**IV.7 Miscellaneous**

<p>Illinois is still striving to get DOE grants out earlier than in previous years. Getting the grants out to subgrantees earlier gives the local agencies more of the program year to weatherize homes. DCEO has also extended the HHS and State weatherization grants from June 30th to September 30th, which provides funding for continuing to perform assessments during the beginning of the program year even if DOE grants are not in place. This ability to continue assessments ensures that agencies can keep weatherization staffs employed year round and will increase the number of homes that will be weatherized. In terms of the DOE State Plan, we put the draft plan out to the network and asked for feedback. This feedback is in addition to comments received from all stakeholders in the Policy Advisory Committee, and the Public Hearing.</p> <p><u>Policy Advisory Council (PAC)</u></p> <p>To the extent possible, Illinois' PAC members advocate for and provide a broad representation of 'At-risk' and 'Low-income' populations such as but not limited to children, elderly, Persons with Disabilities, and Native Americans</p> <p><u>Social Cost of Carbon Adder</u></p> <p>IHWAP was approved to implement the social cost of carbon as allowed under WPN 22-10 (Revised) on 11/9/2022. We plan to continue utilizing this adder and will update per DOE guidance.</p> <p><u>Weatherization Readiness Fund Plan</u></p> <p>The Illinois Department of Commerce &amp; Economic Opportunity plans to use the Weatherization Readiness Fund to address deferral conditions on a case-by-case basis. Weatherization Readiness Funds are specifically targeted to reduce the frequency of deferred homes that require other services, outside the scope of weatherization, before the weatherization services can commence. IHWAP and all Subgrantees must follow WPN 24-9. Units receiving WRF must result in a</p>
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**U.S. Department of Energy**  
Weatherization Assistance Program (WAP)  
**WEATHERIZATION ANNUAL FILE WORKSHEET**  
**Grant Number: SE0001821, State: IL, Program Year: 2025**  
**Recipient: State of Illinois**

DOE completion. WRF funds are specific to the annual appropriation funding and must be expended on units weatherized within the formula PY2025 grant by the WAP Subgrantees identified in the State Plan application. The following deferral conditions may be considered to be addressed with the Weatherization Readiness Fund:

- The building structure (such as the roofing structure) or its mechanical systems, including electrical and plumbing, are in such a state of disrepair that conditions cannot be resolved in a cost-effective manner.
- The house has sewage or other sanitary problems that would further endanger the client and weatherization installers if weatherization measures were installed.
- Electrical, heating, plumbing, or other equipment has been "red tagged" by local or state building officials or utilities.
- Moisture or site drainage problems are so severe they cannot be resolved under existing allowable health and safety measures or with minor repairs.
- Severe Mold and Moisture problems are so severe they cannot be resolved under existing health and safety measures and with minor repairs. Severe Mold is defined as an aggregate of 10 square feet.
- Pest Infestation may be cause for deferral if the pests cannot be removed and pose a health and safety risk to the workers.
- Any other health or safety condition present or created by, exacerbated by, and cannot be corrected by the delivery of IHWAP funded services.

Given the above deferral conditions the following measures will be allowed using the Weatherization Readiness Fund:

**Roof**

- Minor repair of roof for leak (patch work, replace ridge cap or ridge vent)
- Re-shingling of roof because of several/major leaks
- Re-shingling of roof due to condition of roof (severe degradation of shingles, poor condition of sheathing)
- Elastomeric roof coating (mobile home)
- EPDM rubber roofing (mobile home or site built home with flat roof)

Note 1: All roof work must be completed by a licensed roofer and must have at least a 5- year workmanship warranty and have a 30-year shingle warranty

Note 2: If roof replacement is needed and if there are two layers of shingles on home, the layers must be torn off prior to installation of new shingles

**Other Structural Repairs**

- Foundation Repair (address sinking foundation, foundation cracks, buckled walls, address sagging floors, settling foundation, waterproofing)
- Foundation water drainage (sump pit, sump pump, etc.)
- Replacing unstable flooring
- Wall repair
- Ceiling repair
- Improve porch and step stability

**Mold & Moisture**

- Mold remediation (also address source of moisture)

**Electrical**

- Replace knob & tube wiring when it prohibits effective insulation coverage, or it is deemed unsafe
- Upgrade electric service/panels

**Plumbing & Sanitation**

- Repair/replace plumbing where there are leaks
- Repair/replace/auger sewer lines
- Repair dry floor drains if sewer gas detected
- Repair/replace water lines
- Septic services (does not include new septic tank installation)

**Bulk Water**

- Gutter repair/replacement/addition

**U.S. Department of Energy**  
Weatherization Assistance Program (WAP)  
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**Recipient: State of Illinois**

- Replace nonrepairable windows and doors where bulk water is entering
- Exterior grading to alleviate flooding in basements/crawlspaces
- Repair/Replace exterior cladding to eliminate water from entering the walls
- Replace fascia and/or soffit (rotted out, termite damage)

**Other**

- Items not included on this can be proposed to OCA

The maximum amount of Weatherization Readiness Funds that can be used at a home to address these deferral conditions is \$30,000. The funds will be distributed to the subgrantees based on the same formula for determining allocation for the regular DOE program funds.

Subgrantees must submit a waiver to the Office of Community Assistance to request the use of the Weatherization Readiness funds at a weatherization job. The waiver must provide a detailed description of the deferral issue that needs to be addressed at the home, provide photo documentation to support the need for the readiness funds, and provide an estimate of the cost of the improvement.

Applications are already prioritized prior to identifying deferral issues. In terms of the Weatherization Readiness Funds deferral issues will be addressed as they occur. OCA also has a substantial pot of State funds that can be used to address deferral issues, so further prioritization should not be needed.

Measures and associated cost will be tracked in the WeatherWorks system.

Weatherization readiness projects will be monitored as part of OCA's Quality Assurance monitoring of homes .

We will communicate with the DOE Project Officers regarding any future enhancements being considered for these funds.

Recipient Business Officer

David Wortman

500 E. Monroe

Springfield, IL 62701

DOE F 540.2 OMB Control No: 1910-5127

(08/05) Expiration Date: 05/31/2023

U.S. Department of Energy

WEATHERIZATION ASSISTANCE PROGRAM (WAP)

WEATHERIZATION ANNUAL FILE WORKSHEET

(Grant Number: EE0007917, State: IL, Program Year: 2021)

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**Recipient Business Officer**

David Wortman

500 E. Monroe

Springfield, IL 62701

217-558-4200

E-mail: [david.wortman@illinois.gov](mailto:david.wortman@illinois.gov)

**Recipient Principal Investigator**

Mick Prince

500 East Monroe

Springfield, IL 62701-1643

217-785-6135

E-mail: [mick.prince@illinois.gov](mailto:mick.prince@illinois.gov)

## 2026 Master File:

### V.1 Eligibility

#### V.1.1 Approach to Determining Client Eligibility

Provide a description of the definition of income used to determine eligibility

OCA will determine client eligibility in accordance with 10 CFR 440.22:

OCA will ensure that DOE Weatherization Assistance Program (WAP) funds are provided to a family unit that:

- Contains a member who has received cash payment under Title IV or XVI of the Social Security Act or applicable state or local law during the 12-month period preceding the determination of eligibility for weatherization assistance; or,
- Is approved for assistance under the Low-Income Home Energy Assistance Program (LIHEAP) and whose income is at or below the poverty level determined in accordance with criteria established by the U.S. Department of Health and Human Services according to the Low-income Home Energy Assistance Act of 1981, as amended;
- Receives benefit from HUD/USDA-means tested programs that have income qualifications at or below 80% of area median income (per WPN 22-5; examples include Community Development Block Grants, HOME Investment Partnerships Program, and Lead Hazard Control & Healthy Homes Program); or
- has income up to 200% of Poverty (per DOE income guidelines) when determining income eligibility for the DOE administered Weatherization Assistance Program.

Describe what household eligibility basis will be used in the Program

*Procedures to determine that units weatherized have eligibility documentation.*

Income documentation must be provided by each WAP applicant at the time of application. Prior to services being provided, WAP application documentation will be verified for eligibility and completeness by an individual other than the person taking the application. Files are reviewed for proper documentation and income eligibility by state monitoring staff.

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

Every individual in a household must be included on the application and must be a legal resident of Illinois and either a citizen of the United States or a qualified alien. The definition of qualified alien will conform with the guidance provided by the U.S. Department of Health and Human Services (HHS) under the current Low Income Home Energy Assistance Program (LIHEAP) and can be found in the current Illinois Low Income Home Energy Assistance Program Policy and Procedures Manual. The standards for documenting qualified alien status can similarly be found in this Policy and Procedures Manual.

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

Procedures to determine that units weatherized have eligibility documentation

The State requires that both household income eligibility and building eligibility are established before any work is done on a building. Building eligibility is confirmed prior to the start of an energy audit. Building owners must provide documentation to confirm ownership of the building to be assisted (such as tax payment receipts, copies of deed, or certain other forms). Procedures for confirming eligibility in buildings with rental units and in certain other types of buildings are described in another section below. More detail on building eligibility can be found in Section V (Determination) and XI (Multi-Family Project Procedures) of the IHWAP Operations Manual.

##### Historic Preservation Programmatic Agreement

The programmatic agreement with the State Historic Preservation Office can be found at <https://www.energy.gov/scep/articles/amendment-programmatic-agreement-illinois>

Describe Reweathering compliance

Homes that have been previously weatherized will not be eligible for additional weatherization assistance for over 15 years from the program year in which its previous weatherization in accordance with 10 CFR 440.18(e) (2), or those damaged by fire, flood, or Act of God as specified in 10 CFR 440.18 (f) (2) (ii). For example, a home that was weatherized in 2010 will not be eligible for weatherization again until 2026.

Describe what structures are eligible for weatherization

All single family homes, mobile homes, small multifamily buildings, and large multifamily buildings will be considered for weatherization services in Illinois. Other structures eligible for weatherization include single room occupancy (SRO) buildings, group homes, and shelters. Residents of a privately owned or not-for-profit-operated SRO building, group home, or shelter are eligible for weatherization work. Such buildings are to be treated as multifamily buildings with regards to all eligibility, cost limitations, and allowable weatherization work.

Publicly or privately owned not-for-profit shelters operated to provide emergency housing for low income households are excluded from the “66% or greater” rule and individual unit eligibility determination. Allowable total labor and material expenditures are to be calculated using the directions for rental units, shelters and group homes. SRO buildings, group homes and shelters are considered multifamily dwellings; and therefore the landlord must sign a rental agreement.

Non-stationary campers and trailers that do not have a mailing address are not allowed to be weatherized. The use of a post office box for a non-stationary camper or trailer cannot be substituted for a mailing address associated with the real estate.

Describe how Rental Units/Multifamily Buildings will be addressed

The Local Administering Agency will enter and check the income eligibility information for each unit to determine how much may be spent on the building, even when individual tenant applications are not completed.

Single Application Process for Buildings that Have Client Income and Demographic Data – If centralized client data is obtainable from the building owner/landlord, then a single application may be utilized for the entire building. Even when owners/ landlords submit data directly, Local Administering Agencies (Sub grantee) are still required to collect and input income and demographic data on individual household units into IWx, the statewide database.

Standard Application Process (Other Regular or Non-Federally Assisted Multifamily Buildings): - For multifamily buildings where the owner/landlord does not have documentation of the current building occupant’s current income and demographic information, the Local Administering Agency must take an IHWAP application for each individual unit in the building. The application will include a utility release with account number for all unit utility accounts.

To qualify for weatherizing the entire building the building must meet the following income eligibility requirements:

# of Units	Eligibility Requirements
2	1 (50%)
3	2 (67%)
4	2 (50%)
5	4 (80%)
6	4 (67%)
7	5 (71%)
8	6 (75%)
9	6 (67%)
10+	multiply by .67, round up.

Vacant Units - The vacant unit will not receive funding.

Multifamily Spending Limits

Multifamily building weatherization spending limits are the same as single family unit limits times the number of eligible units.

OCA will ensure that no undue or excessive enhancement occurs to dwelling units as a result of weatherization by installing only retrofits with 1.0 or greater SIR.

### Rental Procedures

OCA will ensure that as a result of weatherization, rental amounts shall not be raised because of the dwelling unit's increased value, and the benefits of weatherization will accrue primarily to the client and members of the client's family. Client family members will experience increased comfort in the home, a healthier and safer environment, and cost savings. As a result of the cost savings, household members will see an increase in spendable income for other household needs. In cases where the heat is included in the rent, the rent may not increase as quickly due to energy savings of the building.

The state has developed a rental agreement, utilized by all Local Administering Agencies, in which landlords agree to maintain rent at the current level for twelve months following the completion of the weatherization. The landlord also agrees to not evict tenants without cause for twelve months and assures that in the event of the sale of the dwelling within twelve months, the new owner agrees to comply with the terms of the rental agreement. Further, the landlord is advised in the agreement that the tenant will be provided a copy of this agreement by the Local Administering Agency. Tenants who contact the Local Administering Agency or OCA with complaints of violation of this agreement will be referred to Land of Lincoln Legal Assistance Foundation for enforcement assistance under this agreement.

OCA will ensure that no undue or excessive enhancement occurs to dwelling units because of weatherization, by installing only retrofits with 1.0 or greater SIR.

#### **HUD Categorically Eligible Building List**

In Weatherization Memorandum 109, DOE provided a list of 2-4 unit and 5+ unit multifamily units that are categorically eligible for WAP services.

#### **USDA Categorically Eligible Building List**

In Weatherization Program Notice 25-4, DOE provided a list of USDA categorically eligible multifamily buildings.

Describe the deferral Process

The decision to defer work in a dwelling or, in extreme cases, provide no weatherization services, is difficult but necessary. This does not mean that weatherization assistance will never be available, but that work must be deferred or postponed until the problems can be resolved. Local Administering Agencies are expected to pursue all reasonable options on behalf of the client and seek outside funding and/or resources if possible.

Deferral conditions may include, but are not limited to:

- The client has known health conditions that prohibit the installation of insulation and other weatherization materials.
- The building structure or its mechanical systems, including electrical and plumbing, are in such a state of disrepair that conditions cannot be resolved in a cost-effective manner.
- The house has sewage or other sanitary problems that would further endanger the client and weatherization installers if weatherization measures were installed.
- The house has been condemned or electrical, heating, plumbing, or other equipment has been "red tagged" by local or state building officials or utilities.
- Moisture or site drainage problems are so severe they cannot be resolved under existing health and safety measures and with minor repairs.
- Where there is evidence of severe mold and moisture (area of mold greater than 10 ft<sup>2</sup>).
- Dangerous conditions exist due to high carbon monoxide levels in combustion appliances, and cannot be resolved under existing health and safety measures.
- The client is uncooperative, abusive, or threatening to the crew, subcontractors, assessors, inspectors, or others who must work on or visit the house.
- The client has an unvented space heater and refuses removal of the unit prior to weatherization services being conducted.
- The extent and condition of lead-based paint in the house would potentially create further health and safety hazards for the client or weatherization workers.
- Illegal activities are being conducted in the dwelling unit.
- Areas cluttered or obstructed to such an extent that workers do not have access to home areas where assessment, weatherization work, or final inspection need to be performed.
- Pest infestation may be cause for deferral, if the pests cannot be removed and pose a health and safety risk to the workers.
- Homes that contain products containing air pollutants, flammable liquids, and other volatile organic compounds that may pose a threat to workers.
- The client refuses installation of any weatherization measures that have been prioritized through the IWx database, including the implementation of ASHRAE 62.2 in the home.

In some cases, IHWAP funds may be utilized to correct the situation (red-tagged heating system, high CO readings, minor plumbing repair, minor roof repair, etc.). If the problems that caused the deferral have been properly corrected, the home may be eligible for weatherization services. Weatherization clients that feel the deferral policy is incorrect or unfair may appeal the decision through the standard weatherization appeal process. It may be possible to utilize other funding sources to correct the issue that is causing the program deferral. Some Local Administering Agencies may also have access to other funding options or other federal, state, local, or other resources where the client could be referred for the deferral reasons to other agencies/organizations. **IHWAP currently tracks deferrals through the IWx System.**

With the addition of weatherization readiness funding, many of the aforementioned reasons for deferral can now be remedied. IHWAP will continue to utilize the

reasons for deferral list above when weatherization readiness budgets are depleted.

### V.1.3 Definition of Children

Definition of children (below age): 5

### V.1.4 Approach to Tribal Organizations

Recommend tribal organization(s) be treated as local applicant?

If YES, Recommendation. If NO, Statement that assistance to low-income tribe members and other low-income persons is equal.

Low-income members of an Indian tribe will receive benefits equivalent to the assistance provided to other low-income persons within the state unless the applicant has made the recommendation provided in 10 CFR 440.12(b)(5).

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

The State of Illinois will continue its IHWAP program for **Illinois Program Year 2026 (Federal Program Year 2025)** delivering weatherization services through its network of Local Adminstrating Agencies serving all 102 counties with demonstrated program effectiveness, program operation, and management. Prior to the issuance of any sub grant for WAP-funded weatherization services, evaluations of prior year performance are conducted using the following criteria:

1. Program compliance
2. Management and administration
3. Fiscal compliance
4. Technical and quality control

### V.3 Priorities

#### Definitions

*Elderly:* Any member of the household 60 years of age or older.

*Disability:* Household containing a person with a disability per the Americans with Disabilities Act.

*Children:* Any member of the household 5 years of age or below.

*High Energy User:* Households with above average utility usage.

A ranking system will be utilized for determining the priority of homes to be weatherized. Multifamily buildings (five plus units) will not be subject to priority ranking.

IHWAP applications are taken on a first-come, first served basis. Income eligible households with elderly members (60 and over), high energy usage, persons with a disability, or young children (5 years of age or below) will be given priority. Lower priority-ranked, income-eligible households will be served later in the program year if funding is available. It is important that this information be conveyed to the client during the intake process.

Prioritization is by county. IHWAP applications should be prioritized in groups. Some Local Administering Agencies may elect to establish an enrollment period (three weeks, one month, two months, etc.) for their entire service area, take all applications during that time and then prioritize them all at once.

All higher priority households should be weatherized before going to lesser priority households. Scheduling variances (due to location, etc.) within a program

year are permissible provided the priority rankings are followed during the program year.

Every household is ranked and assigned a **priority in the IWx System, the** statewide database. All eligible households in multifamily buildings should be ranked with the average score used to determine the building's priority. **The IWx System automatically** calculates the priority points in the following manner:

<u>ELDERLY</u>	<u>DISABILITY</u>	<u>YOUNG CHILDREN</u>	<u>HIGH ENERGY USAGE</u>
YES = 2	YES = 2	YES = 2	YES = 2

NOTE: 1 elderly household member = 2 points for household; 2 elderly members = 2 points for household; 1 disabled household member = 2 points for household; 2 disabled household members = 2 points for household; 1 child 5 years or below = 2 point for household; **household deemed a high energy use household = 2 points.**

In the event of a tie, the application date and time will be the tie breaker.

#### V.4 Climatic Conditions

Climatic information for the state is provided by the U.S. Climatological Survey and energy usage information compiled from state and federal sources. This information indicates that six climatic regions exist within Illinois. The IWx energy audit utilizes heating degree day data broken out by these six regions named here for the most populous city within each's boundaries and identified by IWx energy audit with letters A through F:

A Chicago    B Rockford    C Peoria    D Springfield    E St. Louis    F Evansville

Charts attached to this submittal:

- Climate zone used by IWx for IHWAP Local Administering Agencies
- Heating degree hours by Illinois region used By IWx energy audit
- Cooling degree days (used for seasonal cooling load calculations)

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

##### V.5.1 Technical Guides and Materials

Weatherization improvements include the following:

- Air sealing/infiltration reduction
- Insulation of attic
- Insulation of walls
- Insulation of foundation and floors
- Control of wasted heat
- HVAC and water heater retrofit and repair
- Baseload measures such as replacement lighting, water conservation measures, and replacement refrigerators (no freezers will be installed, and ice makers are not allowed)\*.
- Replacement of inefficient windows and doors
- Related health and safety work
- Incidental repairs
- Renewable energy retrofits

\*Refrigeration appliances that are replaced must be 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.

All work is performed in accordance to the DOE-approved energy audit procedures and 10 CFR 440 Appendixes, and will follow the IWx System energy audit approved by DOE.

Operationally, the Local Administering Agency enters data on a particular inefficiency in the home, e.g., type of window, dimensions, type of wall surrounding, present condition of source of heat loss, and quantity of material required. The IWx System then generates the benefit cost ratio and prints a work order that lists:

- The weatherization measures to be installed in order of cost effectiveness
- Estimated material costs
- Estimated labor costs

Every completed unit will receive a Quality Control Inspection (QCI) Final Inspection to ensure that the weatherization work was completed properly and that all work meets the minimum specifications of the IHWAP Field Standards, Standard Work Specification (SWS), and the IHWAP Program Operations Manual. In addition, OCA will conduct monitoring in the form of Desk Audits to ensure assessment information is correctly entered in the IWx System, and Quality Assurance to ensure the Local Agencies processes are ensuring the quality installation of weatherization materials, and that the homes were properly assessed.

#### Technical Guides and Materials

OCA has developed the IHWAP Operations Manual that sets forth specific guidelines that Local Administering Agencies must follow while administering the program. A revised Operations Manual will be issued in July of 2026. The IHWAP Operations Manual covers administrative procedures, building and household eligibility, building analysis (energy audit) procedures, including health and safety protocols, deferral guidelines, reporting and payment procedures, and procurement and fiscal requirements. This manual is updated annually at the beginning of each program year.

Technical requirements for IHWAP weatherization work in single family and manufactured housing are contained in the IHWAP Weatherization Field Standards Manual, which will be revised as of July 1, 2026, to ensure alignment with SWS updates. The Standards Manual provides guidance to Sub Grantees and their contractors for the installation of measures and other technical aspects of the program. This manual will be updated as required with SWS updates.

Through the Indoor Climate Research & Training Center, OCA will continue to provide Local Administering Agencies with comprehensive field standards and training (see Section V.8.4, below) outlining requirements for work scope development and work quality that will meet or exceed the minimum standards found in the SWS. Local Administering Agencies will also be provided with revised technical requirements for building assessment (energy audits), installation of energy efficiency and health and safety measures and procedures for conducting final inspections in support of the quality work plan. These requirements will be referenced as a requirement of the agreement with Local Administering Agency to provide a mechanism for compliance with the requirement.

All IHWAP Manuals will be updated as necessary.

#### Communication of Guidelines and Standards

DCEO grant agreements require that all Local Administering Agencies comply with the program requirements and procedures as outlined in IHWAP Program Manuals, procedure letters, technical assistance memoranda, and department directives as stated in field monitoring visit letters.

If a QCI fails to adequately inspect weatherized units per the IHWAP Field Standards/SWS, OCA will provide counseling, or training, and possibly revoke the QCI's signature authority for WAP activities.

If any local administrative agency staff (including but not limited to intake staff, assessor, final inspector, weatherization coordinator, fiscal staff, or Executive Director) displays egregious disregard for program policy or client health and safety, DCEO reserves the right to revoke the signature authority of staff and prohibit participation in IHWAP or other OCA programs upon the first offense. Furthermore, IHWAP will prohibit the local administrative agency salaries from the staff being paid from OCA grants of staff.

DCEO also reserves the right to prohibit IHWAP trainers or any weatherization contractors who display egregious disregard for program policy or client health and safety from participating in the IHWAP or other OCA programs. LAAs should include language in the contracts with contractors to make sure contractors are aware that they could be prohibited from participating in the program if DCEO finds they have egregiously disregarded IHWAP policy.

If IHWAP exercises this right, the local administrative staff, IHWAP trainers, and weatherization contractors will be notified by letter.

By signing the DCEO grant agreement, Local Administering Agencies acknowledge receipt of all IHWAP Program Manuals, procedure letters, and technical assistance memoranda. Local Administering Agencies are required to have contractors sign an acknowledgement of receipt of the IHWAP Field Standards and place a copy of the signed receipt of standards form in the contractor's file. The form will outline that the contractor understands that all work performed for IHWAP will be completed in accordance with the IHWAP Field Standards. All IHWAP Manuals and procedure letters are sent to our Local Administering Agencies via email broadcast.

Field guide types approval dates

Single-Family: 6/22/2021

Manufactured Housing: 6/22/2021

Multi-Family: 6/22/2021

## V.5.2 Energy Audit Procedures

Audit Procedures and Dates Most Recently Approved by DOE

Audit Procedure: Single-Family

Audit Name: Other (specify)

On March 5, 2026, DOE approved the IWx System for single family homes through August 13, 2029.

Approval Date: 3/5/2026

Audit Procedure: Manufactured Housing

Audit Name: Other (specify)

On March 5, 2026, DOE approved the IWx System for Manufactured Housing through August, 13, 2029.

Approval Date: 3/5/2026

Audit Procedure: Multi-Family

Audit Name: Other (specify)

On March 5, 2026, DOE approved the Targeted Retrofit Energy Analysis Tool (TREAT) software for small and large multifamily housing units through August 13, 2029. IWx will still be used for case management.

Approval Date: 3/5/2026

Comments

### Single Family Homes/Manufactured Housing

DOE approved IWx for single family homes and manufactured housing units through August 13, 2029. IWx also serves as the information management system for IHWAP.

### Multifamily Building Energy Audits

DOE approved the use of TREAT (Targeted Retrofit Energy Analysis Tool) for energy audits of small and large multifamily buildings through August 13, 2029. OCA will continue to utilize the TREAT software for multifamily projects consisting of five units or more. IWx will still be used for information management of multifamily weatherization work.

There are also alternative paths for conducting multi-family projects. This path for low-rise multi-family projects (3 floors or less) will be to follow a DOE-approved priority list. OCA received DOE approval of the priority list effective 1/24/2023. IHWAP also received approval to implement a 2-4 unit PL.

Local Administering Agencies using any of the IHWAP weatherization grants for multifamily projects with five or more units must receive approval from OCA. Approval to proceed with installation of proposed measures will be granted by the Office of Community Assistance when:

1. The Local Administering Agency has completed and documented a multifamily assessment meeting IHWAP requirements and guidelines;
2. Following IHWAP requirements and guidelines, a TREAT-generated energy audit modeling the building's existing energy use and the energy savings of the proposed Energy Conservation Measures (ECMs) that demonstrate a savings to investment ratio of 1.0 or greater. In addition, the whole project

savings to investment ratio must be 1.0 or greater; and

3. The Local Administering Agency has submitted supporting documentation including a project description that includes eligibility, income and demographic data by unit, project budget, source(s) of cost assumptions, utility usage, heating, cooling, and appliance data by unit, photographs documenting typical and unusual conditions, engineering reports (when applicable), and a fully completed IHWAP-approved **assessment in IWx**.

The OCA Operations Manual includes Multifamily Project Procedures in Section XI that prescribes:

1. Assessor's knowledge, skills, and abilities requirements;
2. How to collect assessment data to create the TREAT generated energy model;
3. Use of the TREAT software to generate an IHWAP-approvable energy model; and
4. How to submit a multifamily project for approval by OCA.

#### Special Materials & Procedures Approvals

Per the procedure allowed by 10 CFR 440.21b and set forth in WPN 19-4 the following materials and audit practices have been approved for use in Illinois' program in addition to those allowed by 10 CFR 440 Appendix A:

Item	Comments
Light Emitting Diode (LED) Lighting	Approved 2/2/16
Phenolic Foam Insulation	Approved 8/15/16
Spray Foam Insulation	Approved 7/16/19
Refrigerators (Energy Star)	Approved 7/16/19
Water Heaters	Approved 7/16/19
Measure Lifetime Changes	Approved 7/16/19

### V.5.3 Final Inspection

Every DOE-completed weatherized unit will receive a final inspection by a QCI-certified final inspector. This inspection will ensure that the weatherization work was completed properly, that all measures called for in assessment and work orders have been installed and completed in a workman-like manner, and are in accordance with the priorities determined by the audit procedures, standard work specifications, and Illinois Home Weatherization Assistance Program Field Standards Manual.

The final inspection process includes the following:

- Review of the audit and work scope to determine that the work specified was completed, and that any changes to the work scope were approved in advance and properly documented;
- Verification of the quality and quantity of materials installed;
- Verification that installation standards and work quality is acceptable;
- Blower door test, in units where the test can be safely conducted, to verify final air flow;
- Verification that health and safety tests were conducted and that appropriate mitigation measures were performed;
- Steady-state efficiency test, when necessary;
- Client signatures verifying completion of work;
- Written notification to owners and occupants of any unsafe conditions; and,
- Any additional documentation necessary to explain the outcome of the weatherization project.

Per DOE's QCI policy, OCA adopted a policy of requiring independent final inspections unless the agency cannot field adequate staff. Final Inspectors are individuals who are not involved in the prior work inspected as the energy auditor/assessor or as a member of the crew.

Where program size, budget, or temporary staff shortages at the Local Administering Agency level make independent final inspection impossible, a waiver may be granted but all efforts must be exhausted first. When such a waiver is granted, OCA will require that the Local Administering Agency conduct an internal review of the assessor/final inspectors work and OCA will increase its field monitoring to at least 10% of the Local Administering Agency's weatherization and will conduct targeted desk monitoring of the assessor/final inspector's work to ensure that the assessor/final inspector is able to competently perform both tasks. This waiver must be renewed each program year and approved by OCA.

OCA requires that each client file contains a form that certifies the unit has received a QCI-credentialed final inspection. IHWAP's final inspection form includes certification of adherence to SWS standards. State QCI-credentialed monitors will inspect and document in accordance with DOE requirements.

If a QCI fails to adequately inspect weatherized units per the IHWAP Field Standards/SWS, OCA will provide counseling, or training, and possibly revoke the QCI's signature authority for WAP activities.

In those instances where there may be no QCI-credentialed inspectors on staff, and where no QCI credentialed contractual staff are available for inspections as determined by OCA, no DOE- funded projects will commence until a QCI-credentialed staff becomes available.

#### QCI Mentorship Approach

OCA supports the QCI mentorship option made available in WPN 22-4. LAAs must request a waiver to utilize the mentorship approach. The waiver must address each of the following items:

- The mentee is a Subgrantee/Grantee employee or contractor pursuing QCI certification.
- A timeline and the number of dwelling units for the mentees to complete training and obtain QCI certification.
- At least one designated mentor, agreed upon by the Grantee and Subgrantee, who can review field inspections, provide on-the-job training and coaching. The use of video or virtual technology is encouraged.
- All work performed by the mentee is reviewed and attested by a certified QCI which includes the printed names, signatures, certification number (for the mentor) and dated by both the mentor and mentee.

## V.6 Weatherization Analysis of Effectiveness

Through analysis of Local Administering Agency monitoring, including field inspection and data analysis collected in the weatherization process and maintained in IWx, OCA has developed specialized training and technical assistance to improve work quality for **the Illinois Program Year 2026 (Federal Year 2025)**.

OCA continues to work with the Local Administering Agencies to improve air sealing results. Monitoring of homes weatherized includes analyzing success at achieving or exceeding air infiltration target rates. Training efforts with contractors and assessors, job site monitoring of contractors during blower door directed air sealing testing, and field workshops conducted by the staff of the Indoor Climate Research and Training center are provided to assist with improving air sealing results.

OCA also requires local agencies to complete in-progress inspections on 20% of their IHWAP production to comply with WPN 17-7 Health and Safety Guidance. In-progress inspections will provide the contractor with real-time feedback and give local agencies an opportunity to provide hands on training while the work is being inspected. An In-Progress inspection includes a review of OSHA Construction regulations, EPA/Lead Renovator, and IHWAP field standards.

OCA strengthened the monitoring process by requiring a Local Administering Agency's response to monitoring findings or numerous or repetitive observations not only include documentation of correction of work deficiencies, but also the actions taken or planned that will ensure that similar deficiencies will not be repeated in future weatherization work.

OCA continues to guide Local Administering Agencies in the implementation of the revised procurement procedures in accordance with 2 CFR 200 to ensure that IHWAP is open and competitive. **In Program Year 2026**, OCA reviewed all local administrative agency's procurement processes **as part of the procurement monitoring conducted** annually to ensure compliance with 2 CFR 200. OCA monitoring will include review of Local Administering Agency procurement plans, market analysis, and procurement design, and execution of procurement continues to be a substantial portion of OCA's IHWAP training and technical assistance program.

## V.7 Health and Safety

The IHWAP Health and Safety Plan for Federal **Year 2026** is attached as separate document in the attachments section of the SF-424 of this application.

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## V.8 Program Management

### V.8.1 Overview and Organization

The Governor of the State of Illinois is responsible for the administration of the funds received from the U.S. Department of Energy for the Weatherization Assistance Program. The Department of Commerce and Economic Opportunity (DCEO) has been designated as the administering entity for weatherization services. The Weatherization Assistance Program is located within the Office of Community Assistance (OCA). Weatherization services have been a responsibility of DCEO or a predecessor agency since 1977. In Illinois, the weatherization program is called the Illinois Home Weatherization Assistance Program (IHWAP). The IHWAP provides Illinois' low-income residents with the labor and materials needed to weatherize their homes.

The Office of Community Assistance (OCA) houses the Weatherization Program, LIHEAP, and CSBG. The SEP and other housing programs are not housed at DCEO-OCA.

Illinois' use of WAP funding from DOE described in this plan conforms to the rules and regulations issued by DOE for expenditure of WAP funding.

### V.8.2 Administrative Expenditure Limits

OCA has determined that an increase in DOE regulations and the addition of Health and Safety activities have increased the administrative workload for the Local Administering Agencies. The transparency policies that resulted with the ARRA funding also produced additional administrative burdens. With the drastic reduction in funding, the diminished resources have placed more duties on the administrative areas of the IHWAP. As a result, the Local Administering Agencies have been confronted with increased administrative costs. For these reasons, OCA is increasing the administrative budget line to 12.5% for all IHWAP Local Administering Agencies that receive less than \$350,000. Local agencies that receive \$350,000 or more in DOE funding will be limited to 7.5% administrative funds. Any IHWAP entities that are added later, and are under a funding level of \$350,000, will be considered for additional administrative funding of up to 12.5% in total.

### V.8.3 Monitoring Activities

In accordance with 10 CFR 440, OCA has the responsibility to perform monitoring and oversight of the program implementation and work performed by all its Local Administering Agencies. Below is a description of our monitoring plan in accordance with WPN 24-4:

1. Local Administering Agency review - Technical Services Unit
2. Program overview - Technical Services Unit
3. Financial/administration - Fiscal Monitoring
4. Eligibility - Technical Services Unit
5. Energy audits- Technical Services Unit
6. Qualifications and training- Technical Services Unit
7. Weatherization of units- Technical Services Unit
8. Training and technical assistance- Technical Services Unit in conjunction with the University of Illinois Training Center
9. Quality management assurance- Technical Services Unit
10. Processing monitoring results to resolution- Technical Services Unit/Fiscal Monitoring
11. Health and safety- Technical Services Unit
12. Inventory - Fiscal Monitoring

#### Weatherization Grant Monitoring Functions of OCA Units

Monitoring visits are made by different units within OCA and cover different subject matter. These visits are as follows:

The Technical Services Unit staff will monitor the quality of work (including file reviews, invoicing and costing, and on-site inspections) and will conduct training and technical assistance as needed. The staff also conducts routine desk monitoring, file reviews, and field inspections of Local Administering Agency weatherization activities.

The Fiscal Monitoring Unit staff monitors the financial aspects of implementing IHWAP. OCA also conducts comprehensive fiscal monitoring visits at each high-risk Local Administering Agency at least once per year, based on an annual risk analysis.

**Program Monitoring** (The goal is for this monitoring to occur in the QTR 3 & 4)

Program Monitoring is completed by OCA's Technical Services Unit to ensure local administrative agencies are in compliance with IHWAP programmatic requirements. Programmatic monitoring is conducted at each Local Administering Agency by the assigned staff at least annually and more frequently, if needed. Program monitoring will occur in the first and second quarter of the program year and will consist of the following:

Pre-Monitoring Preparation

- Desk audits
- Air sealing reports
- Previous Year's Production and Expenditures
- Review of Procurement
- Review of Market Analysis and Comparing to Catalog Prices
- Local Administering Agency Weatherization Plan review
- Review of previous monitoring letters

Monitoring Review

- Staffing
- Training & Certifications
- Contractor Requirements & Training
- Insurance Coverage Requirements
- Assessment & Quality Control
- In-Progress & Final Inspections
- Health and Safety
- Production Planning & Forecast
- Procurement review

The Local Administering Agencies provide production reports monthly. These reports are thoroughly analyzed by the Technical Services Unit staff and management staff.

**Monitoring of Completed Weatherized Units** (This monitoring will occur in the second, third and fourth quarters.)

The Technical Services Unit staff is also responsible for the quality assurance monitoring. Illinois' in-house procedures for quality assurance monitoring are described in the following sections:

1. On-site Monitoring of Completed Units - A minimum of five percent of the units completed by a Local Administering Agency is reviewed by the Technical Services unit when independent final inspections are conducted. When inspections cannot be done independently, OCA will increase its field monitoring to at least 10% of the Local Administering Agency's weatherization and will conduct targeted desk monitoring of the assessor/final inspector's work to ensure that the assessor/final inspector is able to competently perform both tasks. Reviews are conducted using a standardized job rating sheet referred to as the State Monitoring Report. This job rating sheet rates the pre-work inspection (assessment/energy audit), the actual work done, and the post-work inspection.
2. File Reviews for Completed Units - Technical Services Unit staff complete a file review for a minimum of five percent of production.
3. Monitoring of In-Progress Inspections – Technical Services Unit staff will review the local agencies In-Progress inspection tracking spreadsheet and monitor local staff performing In-progress inspections when possible.
4. Material Specifications Review – The IHWAP Program Operations Manual (Volume I) requires all Local Administering Agencies to procure only those materials specified in federal regulations. The Office of Community Assistance Procurement Manual (Volume II) requires all Local Administering Agencies to keep a complete record of their materials procurement process (including material specifications) on file for review by OCA staff.

These procurement files are required and if material specifications are not met, the Local Administering Agency must rebid that item. The Technical Services Unit staff considers whether the minimum product specifications are adequate to meet the needs of each Local Administering Agency's climatic conditions and/or work efficiencies. If the minimum specifications do not appear to be adequate, the reviewer may recommend the Local Administering Agency change its minimum specifications on the next bid.

5. Monitoring Material Prices for Cost Effectiveness - The material procurement files noted above will also contain a record of the market analysis, prices

bid, and the price accepted for each type of material used by the Local Administering Agency. The prices are then compared to the IWx price catalogs to ensure accurate pricing is used in the energy audit tool.

6. Pre- and Post- Work Inspection Reviews - As previously indicated, the Technical Services Unit staff uses the State Monitoring Form when performing on-site reviews. This form was developed to evaluate not only the quality of work, but the acceptability of both the pre- and post-work inspection. When appropriate, further training is required of a Local Administering Agency staff person who has performed a significant number of unacceptable pre- or post-work inspections.

The following are tools used by OCA staff when conducting monitoring:

- Weatherization Program Monitoring Tool
- IWx Desk Audit Form
- State Monitoring Report (QCI-compliant)
- Client File Review Checklist
- Fiscal Management Review Form
- **Procurement Monitoring Survey Tool**

#### Work Quality Deficiency Determination and Follow Up

While conducting on-site monitoring, OCA staff may identify deficiencies that require action. The following definitions apply to the deficiencies:

1. Finding: A serious weatherization work deficiency constituting noncompliance with the IHWAP Field and/or IHWAP Program Operations Manual. (See findings criteria below.)
2. Observation: All areas of noncompliance with the IHWAP Field Standards Manual and/or IHWAP Program Operations Manual not considered a Finding will be considered an Observation.
  - A. Observations may include but are not limited to sloppy work, missing attic insulation measuring sticks, incorrect documentation, etc.
  - B. Observations may require a response from the Local Administering Agency, detailing the corrective action taken to alleviate the deficiency identified, if specifically noted in the field visit report.
3. Recommendation: For field conditions observed that do not constitute substantial noncompliance with the IHWAP Field Standards Manual and/or IHWAP Program Operations Manual, OCA may determine a Recommendation.
4. Best Practice: For weatherization work installed or weatherization process completed that is exemplary in nature OCA may make a Best Practice determination.

Following is a list of findings criteria:

1. A deficiency meeting any of the following criteria constitutes a Finding
  - The omission of a Health and Safety Measure or work completed with IHWAP funds compromises the health and safety of clients, Local Administering Agency staff, and contractor/crew staff, or the structural integrity of the building;
  - The omission of a required measure or technique with major energy savings potential, as determined by the savings to investment ratio in IWx;
  - Expenditure of IHWAP funds for items that exceed the stated cost limits, without prior written OCA authorization as specified in IHWAP Program Operations Manual. Additional, funds that exceed the cost limit specified will be considered as disallowed costs and must be removed from IWx or refunded to DCEO. All fiscal files, records, and documentation must be revised accordingly.
  - Poor quality workmanship that significantly affects the performance of weatherization measures;
  - Expenditure of IHWAP funds on retrofit measure that do not yield an acceptable Savings-to-Investment Ratio as determined by IWx;
  - Expenditure of IHWAP funds on a measure that was not installed on the unit; and,
  - Any action or lack of action that would threaten the integrity of the IHWAP and/or its ability to receive future funding.
2. A monitoring visit report from OCA that contains Findings:
  - Requires an immediate response from the Local Administering Agency indicating corrective action to be taken.
  - Could result in disallowed costs that the Local Administering Agency would have to refund to DCEO.
  - Could result in an increased monitoring frequency by OCA.
  - Could result in the requirement of additional training for the Local Administering Agency and/or contractor personnel as specified by OCA.

- Could result in additional special conditions being placed on the LAA and grant.

### **Substantial Number or Repeated Finding: High Risk Status or Grant Default Status**

The occurrence of a substantial number of or repeated Findings may result in a decision by the OCA administration that a Local Administering Agency be placed on a Technical Assistance Plan. The Technical Assistance Plan identifies deficiencies, outlines corrective actions, and establishes timelines for the corrective actions. Agencies that do not address the deficiencies from the Technical Assistance Plans will be placed on High Risk status or Grant Default Status.

If a Local Administering Agency is placed on High Risk status or Grant Default status, special conditions may be placed on the grant which will affect the Local Administering Agency's ability to draw IHWAP funds. Those special conditions may include, but are not limited to, additional reporting requirements as specified by OCA, a detailed Corrective Action Plan to remedy monitoring deficiencies, and limited or total restrictions on the availability of cash requests from the appropriate IHWAP grants or all DCEO funding.

If a Local Administering Agency is placed on High Risk status or Grant Default status, the Local Administering Agency may be placed on probationary status for up to two years following the date of the probation period initiation.

Failure by the Local Administering Agency to comply with the special conditions placed on the grant agreement and/or continued non-compliance or Findings will be grounds for termination of the grant agreement between the Local Administering Agency and DCEO.

After failing to comply with weatherization grant conditions or the correction of grant deficiencies, the Local Administering Agency will be referred to DCEO Legal Office for review and disposition.

Notwithstanding any of the above, DCEO may suspend or terminate a grant without prior written notice upon a finding of substantial non-compliance or substantial breach of grant agreement.

Furthermore, in some instances, if any Local Administrative Agency staff (including but not limited to intake staff, assessor, final inspector, weatherization coordinator, fiscal staff, or Executive Director), display egregious disregard for program policy or client health and safety, DCEO reserves the right to revoke the signature authority of staff and prohibit participation in IHWAP or other OCA programs upon first offense. IHWAP will also prohibit the Local Administrative Agency salaries from the staff being paid from OCA grants. DCEO also reserves the right to prohibit IHWAP trainers or any weatherization contractors who display egregious disregard for program policy or client health and safety from participating in the IHWAP or other OCA program. If IHWAP exercises this right, the Local Administrative Agency staff, IHWAP trainer or weatherization contractors will be notified by letter and will be informed of the appeals process.

### **Monitoring Report Letters**

The OCA will issue a monitoring letter to the Local Administering Agency within 30 days of the conclusion of monitoring. The monitoring letter will summarize the results of the monitoring. The report will include any determinations made and the rule or policy that supports the determination. The monitoring letter will also detail the remedy required to resolve the determination which can include correction of the work and/or a plan of improvement or a Corrective Action Plan. The Local Administering Agency has 30 days to respond to the monitoring letter. The OCA will issue a response to the Local Administering Agency's response, within 15 calendar days, either requesting further corrective action or accepting the remedy and releasing the Local Administering Agency.

**Fiscal Monitoring** - The plan is to complete a fiscal monitoring at every agency at least once a year.

Fiscal monitoring covers the areas of financial reporting, account reconciliation, cash analysis, cost allocation, cash disbursements, and significant activity dates (e.g., application date, assessment date, date work began, date work completed, date final inspected, etc.). The fiscal review covers the areas of internal control, accounting procedures, cost classification and documentation, fiscal audit review, and cash management. Documentation required for the review includes the IWx Work Order form, Cost Reporting (invoicing), Release of Lien Waiver form, Final Inspection sheet, etc. Significant findings identified during fiscal monitoring include failure to meet timelines of payment, fiscal priorities not followed, computations not accurate, expenditures incorrectly charged or disallowed, etc.

DCEO's Office of Accountability is officially charged with performing the official A-133/2 CFR 200 review and determination of each Local Administering Agency's external audit as prescribed in OMB Circular A-133/2 CFR 200.

OCA's fiscal monitors also review the Local Administering Agency's A-133 audit/2 CFR 200 as applicable. Depending on the seriousness, significance, and repetitiveness of the deficiencies, the reviewer has several options on how to attempt to resolve the issue. OCA fiscal monitors are responsible for working with the Local Administering Agency to resolve any audit findings.

Once a Finding is noted during a monitoring visit, the reviewer is responsible for correctly assessing how best to address the Observation/Finding. OCA monitors are trained and counseled to keep materiality, overall Agency and program impact, severity of the issue, and frequency in mind when determining how

to address an Observation/Finding.

When working with Local Administering Agency staff to resolve the deficiencies, the fiscal monitor will select one of the following actions:

**Counseling:** Deficiencies that are not serious, significant or repetitive are usually resolved through counseling. The monitor speaks to the Local Administering Agency staff making them aware of the finding, asks that they correct the problem making suggestions /recommendations where appropriate, and documents as an observation in the monitoring letter.

**Technical assistance:** Deficiencies that are serious or significant but that have not been a problem in the past call for technical assistance. While the Local Administering Agency is required to correct the deficiency, as a "first time offender" they are given training or technical assistance on how to improve procedures and ensure compliance in subsequent weatherization activities. The deficiency is also documented in the monitoring letter.

**Corrective actions:** A Local Administering Agency with a very serious or significant Finding addressed in previous visits is required to develop a Corrective Action Plan. The Corrective Action Plan is a permanent change in procedures aimed at resolving the noted deficiencies. Any corrective actions to be required of the Local Administering Agency must be addressed in the exit conference with the executive director (or designated representative). From the date of the monitor's official correspondence, a Local Administering Agency is given 30 calendar days to submit a written Corrective Action Plan. The monitor must then conduct a follow up visit to determine whether the Corrective Action Plan has effectively resolved the problem. A serious or significant deficiency that remains unresolved at the end of the program year may lead to a conditional grant, a limited grant, or no designation.

#### **IHWAP Performance-Based Production Policy**

**Purpose:** To establish a statewide policy for production levels for the Illinois Home Weatherization Assistance Program (IHWAP) with defined milestones and deliverables, to promote transparency in tracking IHWAP production, and to ensure consistent implementation of technical assistance, corrective action, and, as a final option, grant termination.

**Background:** DCEO manages and distributes federal and state weatherization grant funds to local agencies throughout Illinois to administer IHWAP in their service territories. IHWAP is a performance-based program where administration dollars are earned based on the local agency's production. Thus, an agency with low production is not only underserving the residents in their area but also likely harming the financial status of the agency.

**Procedure:** Every quarter of the state's fiscal year (July 1 through June 30) DCEO will track local agencies' IHWAP production levels. Local agencies will be expected to meet the following milestones based on their initial allocation set forth in the original grant budget (and will not include any additional grant funds added to the budget throughout the program year):

1. Q1: At least 90% of an agency's carry-over funds must be expended by September 30.
2. Q2: 25% of an agency's grant funds must be expended by December 31.
3. Q3: 50% of an agency's grant funds must be expended by March 31.
4. Q4: At least 75% of an agency's projected production total for that year must be met by June 30.

**(1) Bi-Weekly Calls:** If an agency misses a quarterly production milestone, the Executive Director and Weatherization Coordinator will receive an email notifying them of the missed goal and proposing a schedule for bi-weekly calls with their assigned DCEO Weatherization Specialist. During the bi-weekly calls, the DCEO Weatherization Specialist will meet with the agency’s Weatherization Coordinator and other staff to review the agency’s current IHWAP production numbers (e.g. number of units finalized, number of units in work order print, and number of assessments), establish upcoming milestones and deliverables with a specific timeline, and discuss any other related matters which may include procurement and contractor issues. The DCEO Weatherization Specialist will document the call and circulate minutes to the agency’s Weatherization Coordinator and DCEO’s IHWAP management. DCEO’s Weatherization Specialist may adjust the frequency of bi-weekly calls, or deem them no longer necessary, depending on the agency’s progress in achieving production milestones and deliverables.

**(2) Corrective Action Plan – Step 1:** If an agency does not show improvement by the end of the next quarter, the agency will be placed on a Corrective Action Plan (CAP) based on deficiencies identified by DCEO’s Weatherization Specialist. The agency’s weatherization staff will draft a CAP which provides proposals to improve production and correct deficiencies including information such as timelines and staff assignments. DCEO will review and accept the agency’s proposed CAP, or work with the agency to finalize the CAP. There will be an iterative process with a 30-day response period until the desired production is achieved and the CAP is released by DCEO.

**(3) Corrective Action Plan – Step 2:** If an agency does not show improvement by the end of the next quarter, the CAP will be circulated to the agency’s Board Chair, Executive Director, Fiscal Officer and Weatherization Coordinator serving as formal notice of the agency’s current IHWAP status. The 30-day iterative process will continue.

**(4) Grant Termination:** If, after three quarters of being on the CAP without demonstrating any improvement, the agency’s status as an IHWAP grantee will be reviewed by DCEO. To be clear, so long as the agency demonstrates progress with the CAP items, DCEO will continue to work collaboratively with the agency to improve production. However, an agency’s lack of CAP progress coupled with its continued failure to meet established production milestones and deliverables will require OCA to proceed with de-obligating existing grants and establishing an emergency provider to cover the agency’s service territory for the remainder of the current program year. A Notice of Grant Termination will be circulated to the agency’s Board Chair, Executive Director, Fiscal Officer, and Weatherization Coordinator serving as formal notice that the agency’s service territory will be subject to the Notice of Funding Opportunity process to establish a permanent service provider for the territory.

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

The IHWAP Training and Technical Assistance Plan for Federal Year 2026 is attached as separate document in the attachments section of the SF-424 of this application.

Percent of overall trainings

Comprehensive Trainings:	71.0
Specific Trainings:	29.0

Breakdown of T&TA training budget

Percent of budget allocated to Auditor/QCI trainings:	75.0
Percent of budget allocated to Crew/Installer trainings:	21.0
Percent of budget allocated to Management/Financial trainings:	4.0

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

Illinois WAP is in compliance with the most recent Application Instructions provided by DOE-WAP

In the event of an energy crisis or natural disaster declared by either Presidential or Governor Order, the OCA allows the use of DOE funding to provide relief. IHWAP funds have a very limited role in any disaster response. DOE funds may only be used for weatherization activities and the purchase and delivery of weatherization materials.

Local Administering Agencies will be required to prioritize service to buildings occupied by disaster victims. In some cases, agencies covering adjacent areas will be allowed to perform work in disaster areas, with the consent of the Local Administering Agency that primarily serves the area. Work will be limited to

allowable weatherization measures. In cases where a previously assisted unit has been damaged by fire, flood or other natural disaster, assistance can be provided with prior approval from OCA. Generally, assistance will only be provided to pay for damage not covered by insurance or other federal disaster relief program.

To the extent that services are in support of eligible weatherization (or permissible reweatherization) work for eligible households, such an expenditure is allowable. Allowable expenditures include:

- The cost of incidental repairs to an eligible dwelling unit if such repairs are necessary to make the installation of weatherization materials effective.
- The cost of eliminating health and safety hazards, elimination of which is necessary before the installation of weatherization materials.
- The cost to perform functions related to protecting the DOE investment such as: weatherization materials, tools, equipment, weatherization vehicles, or protection of local agency weatherization files, records and the like during the initial phase of the disaster response.
- The cost to use weatherization vehicles and/or equipment to help assist in the disaster relief provided DOE is reimbursed according to the DOE Financial Assistance Regulations.

The use of Weatherization Assistance Program grant funds for relief efforts is limited by the following:

- The total allowance for relief efforts is limited to a maximum allowance per the IHWAP Procedures Manual.
- The total allowance for incidental repairs in support of the installation of weatherization materials is limited to the current maximum reimbursement for minor envelope repairs per the Local Administering Agency grant agreement.

The cost to pay for weatherization personnel to perform non-weatherization relief work in the community as a result of a disaster is not allowable.

# Weatherization Grantee Health and Safety (H&S) Plan - *Optional Template*

## *Illinois Department of Commerce & Economic Opportunity*

### **1.0 – GENERAL INFORMATION**

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

#### **Illinois Home Weatherization Assistance Program**

##### **Health and Safety Plan for DOE**

Illinois has developed a Health and Safety Plan using WAP funds to identify and abate specific health and safety hazards that may exist in dwellings weatherized by Local Administering Agencies. The maximum cost for Health and Safety work on a unit is \$2,000; this maximum spending limit may be exceeded on a case-by-case basis with written approval from OCA. Prior to exceeding spending limits, subgrantees will submit a request to exceed the spending limits. OCA will review all proposed measures and their corresponding costs and compare the issues in the home with our deferral policy. After reviewing the facts, OCA provides a determination on the request. OCA conducted an analysis to examine the cost of various health and safety measures, frequency of installation, and number of expected units to determine the appropriate health and safety average cost. When there are allowable health and safety measures needed on a home beyond the maximum spending limit, sub-grantees can submit a request to OCA to exceed the spending limit. These requests are reviewed for reasonableness by OCA monitoring staff prior to approval.

##### ***Health and Safety Investigation during Weatherization Assessment and Health and Safety Notice and Client Education***

At time of application, all weatherization applicants are interviewed about potential health and safety hazards in their home and the results of this health and safety interview are recorded on a form.

Most importantly, at the time of the initial energy audit/assessment, the assessor also asks the client about problems in the home, possible sickness from carbon monoxide poisoning, smell of flue gasses, mold problems, etc. As part of the energy audit the auditor will make important health and safety observations. The WAP client will also receive consumer education on all applicable issues in the latest DOE Health and Safety Guidance.

All precautions are taken to ensure that clients are protected from any potential health and safety risks. Local Administering Agencies have been trained to identify any health and safety hazardous conditions in the home and the use of a Hazardous Condition Reporting form. All applicable homes receive combustion appliance testing with flue gas analyzers, and gas leakage detection equipment and undergo a complete health and safety inspection. All homes are reviewed to ensure proper operation of smoke detectors, and of CO detectors. In addition, Local Administering Agencies provide copies of the EPA pamphlets "Renovate Right", Citizen's Guide to Radon, and "Mold and Moisture" to the owners and occupants at the time of energy audit.

Documentation of receipt is retained in the client file.

During the assessment, the IHWAP assessor may discover a variety of hazardous/health and safety conditions. These hazardous conditions are classified as either "immediate" or "potential" depending on their severity. They are defined as follows:

**Immediate Hazard Conditions** - Conditions that reasonably constitute an immediate risk of harm to person or property (e.g., gas leaks, severe structural problems, electrical safety problems, severe mold problems, immediate fire hazards, etc.)

**Potentially Hazardous Conditions** - Conditions that reasonably represent a potential risk of harm to person or property (e.g., items stored in the attic or basement impeding access, leaking water or sewage lines, minor structural problems, etc.)

All conditions an Energy Auditor/Assessor believes constitute an immediate or potential risk to an individual or property are listed on OCA's Hazardous Condition Form at the time of assessment and a copy is provided to the client and/or landlord. This form includes the client's name, address, assessment date, job number, description of a hazardous condition, time and date, and client and assessor signatures. If an Immediate hazard is discovered, no weatherization work (architectural or mechanical) is to be completed on the home until the immediate hazard has been corrected. If the immediate hazard cannot be corrected, the home is deferred from weatherization work until the appropriate hazardous conditions have been remedied or repaired.

### **Health & Safety or Energy Conservation Measure (ECM)**

There are some instances where, depending on circumstances, the measure can qualify as either an H&S measure or an ECM, such as a heating or cooling system replacement. When the measure has a Savings-Investment Ratio (SIR) >1, the measure will be treated as an ECM. A measure may be considered for H&S repair or replacement only after it is determined that the measure is not cost-effective.

### **Rationale for Performing H&S Measures**

The rationale for performing each H&S measure in an individual home and its relationship to the ECM that necessitated it (if there is one) must be noted in the work order. Some H&S measures (for example, carbon monoxide/fire alarms) will not be associated with a specific ECM.

## **2.0 – BUDGETING**

*Grantees are encouraged to budget H&S costs as a separate category and, thereby, exclude such costs from the Average Cost Per Unit (ACPU) cost limitation. This separate category also allows these costs to be isolated from energy efficiency costs in program evaluations. H&S costs that are budgeted and reported under the Program Operations category rather than the H&S category, the related H&S costs must be included in the calculation of the ACPU and cost-justified through the Grantee's Department of Energy (DOE)-approved energy audit tool.*

**Select which option used below.**

Separate H&S Budget

Contained in Program Operations

## **3.0 – H&S EXPENDITURE LIMITS**

*Pursuant to [10 CFR 440.16\(h\)](#), Grantees must establish H&S expenditure limits for their Program and provide justification for those limits by explaining the basis and related historical H&S expenditures. DOE acknowledges that it may be necessary for Grantees to deviate from historical expenditures when certain circumstances arise (e.g., funding source changes).*

*[10 CFR 440.16\(h\)\(2\)](#) dictates that these limits must be expressed as a percentage of the ACPU. To calculate this percentage, use the following formula:*

$$\text{Total Average H\&S Cost per Unit} = \frac{\text{H\&S budget amount}}{\text{Program Operations budget amount}}$$

*For example, if the ACPU is \$5,000 and a Grantee's Program expends an average of \$750 per dwelling on energy-related H&S measures, the Total Average H&S Cost per Unit would equal 15 percent. DOE acknowledges that this percentage may vary significantly between Grantees due to different geographical areas and depending upon the availability of other funding sources, resource availability, etc. Low percentages should include a statement of what other funding supports H&S costs, while larger percentages will require greater justification and relevant historical support.*

*15 percent is not a maximum limit on H&S expenditures. DOE will conduct a secondary level of review on H&S Plans with a Grantee request of more than 15 percent of Program Operations used for H&S purposes. **DOE strongly encourages using the table below in developing justification for the requested H&S budget amount.** In accordance with [10 CFR 440.18\(d\)\(15\)](#), these funds are to be expended by the Program in direct weatherization activities, "of which is necessary before, or because of, installation of weatherization materials." This same section of the regulation excludes the H&S costs from the ACPU limitation if H&S costs are budgeted separately.*

*DOE recommends reviewing recent budget requests and compare those to actual H&S expenditures to see if previous budget estimates have been accurate. The resulting Total Average H&S Cost per Unit multiplied by the Grantee's production estimate in the Annual File should correlate to the H&S budget amount listed in the Grantee's annual plan.*

**H&S expenditure limits and justification explaining the basis for setting the limits.**

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

Recognizing that potential Health and Safety Costs could absorb and exceed WAP resources for any one home weatherization project, OCA has established a Health and Safety Budget which may average \$1,360 per unit weatherized but may not exceed \$2,000 in any one unit unless a waiver is granted by OCA. Waiver requests to exceed the maximum limit must be well documented and justified and will be reviewed on a case-by-case basis. Any request to exceed this limit will require a justification and must be approved by OCA.

Health and Safety costs are allowed cumulatively. A cost which may be paid under Health and Safety includes:

1. Installation of Smoke Detectors and Carbon Monoxide Detectors;
2. Installation/Repair of exhaust fans in kitchens and bathrooms in accordance with ASHRAE 62.2 protocol;
3. Correcting/Repairing leaking fuel supply lines;
4. Correcting/Repairing improper or ineffective HVAC venting (such as installing a chimney liner);
5. Repairing/Replacing Air Conditioning units in homes where at-risk, medically certified/necessitated occupants dwell;
6. Remediation of conditions that may lead to or promote biological concerns and unsanitary conditions;
7. Electrical repairs/upgrades necessary for weatherization measures and where the health and safety of the occupant is at risk;
8. Minor correction of moisture and mold creating conditions when necessary to ensure the long-term stability and durability of the weatherization measures and the clients' long-term health and safety;
9. Gutter or downspout work when necessary to keep rainwater out of the dwelling to stop or prevent moisture/mold mildew conditions;
10. Sump Pump repair, replacement, installation, or covers necessary to keep seepage water out of the dwelling to stop or prevent moisture/mold mildew conditions;
11. Repair or replacement of stairs and railings for worker health and safety;
12. Pest removal as outlined in WPN 22-7;
13. Water heater and gas range repair or replacement;
14. EPA RRP and asbestos testing related activities; and
15. Replacement of furnace for health and safety purposes; a health and safety furnace replacement would only be allowed with OCA approval.

**Utilizing the spreadsheet embedded below, provide a full list of H&S measures using historical data from your program, including average cost, and frequency rate. If installing more than a single instance of one measure in a unit (e.g. multiple CO alarms), Grantees may aggregate costs so that frequency does not exceed 100%, or enter a justification into the measure column, which explains why that measure has a frequency rate of over 100%. The spreadsheet will auto calculate your expected Total Average H&S Cost per Unit.**

**Instructions: Double-click icon directly below to open, view and edit Measure Matrix Spreadsheet. Complete the spreadsheet by entering the required information. To save, close the spreadsheet and it will save to this document.**



Measure Matrix  
Final.xlsx

## 4.0 – INCIDENTAL REPAIR MEASURES

*Any measures that could potentially be identified as H&S, but the Grantee chooses to instead identify and treat those measures as incidental repair measures (IRMs), must be implemented consistently throughout the Grantee’s weatherization program. The measure must fit the regulatory definition of an IRM and be cost justified along with the associated energy conservation measure and/or package of measures. [10 CFR 440.3](#) defines Incidental Repairs as, “those repairs necessary for the effective performance or preservation of weatherization materials.”*

### **H&S measures identified and treated as IRMs within your Program.**

In addition to the Health and Safety Limit, OCA will implement an Incidental Repair Limit of \$700; an Incidental Repair is a weatherization measure that is necessary for the effective performance or preservation of weatherization materials. Incidental Repair measures are separate and distinct from Energy Saving Retrofit measures or Health and Safety measures.

Some examples of Incidental Repair measures are:

1. Minor roof repair necessary for the effective performance of weatherization measures;
2. Exterior/interior wall repair or ceiling repair necessary to install insulation;
3. Repair or replacement of heating system ductwork only if associated with a heating system replacement (and documented as such). If no heating system replacement is done, repair or replacement, as well as ductwork sealing, would be justified within the air infiltration reduction Energy Conservation Measure Savings to Investment Ratio because this work is intended to save energy lost through air leakage.

## 5.0 – OCCUPANT PRE-EXISTING OR POTENTIAL HEALTH CONDITIONS AND HAZARD IDENTIFICATION AND NOTIFICATION FORM(S)

*Grantees must develop a written policy that includes, at a minimum, the following documentation relating to H&S Plan implementation and maintain signed copies in each client file. Each notification must include the occupant(s) (and landlord if applicable) name and address, be signed and dated by the occupant (and landlord if applicable) indicating that they understand and have been informed of their rights and options and signed by the Subgrantee personnel collecting the information.*

*Required topics are:*

### **1. Occupant Pre-existing or Potential Health Condition Screening**

*1. Provides documentation that allows occupant(s) to self-report known or suspected health concerns as part of initial application for weatherization, during the energy audit, or other part of the weatherization process as specified. Must minimally contain the following:*

1. Any known risks associated with the measures and materials being installed
2. Subgrantee point of contact information for occupant(s)
3. Date of screening

### **2. Hazard Identification Notification**

1. Provides documentation that the occupant and landlord (if applicable), have been informed of any potential hazards identified during the energy audit or intake process. Must minimally contain the following:

1. Date(s) of the energy audit/assessment and when the occupant(s) (and landlord, if applicable) was informed of a potential H&S issue
2. A clear description of the problem, including any testing results
3. A statement indicating if, or when weatherization could continue

**1. Radon Informed Consent Form**

1. Provides documentation that the occupant(s) (and landlord if applicable) have been informed of any potential hazards associated with radon in weatherized dwellings. The form must minimally contain the following:
  1. An explanation on the potential small risk of increasing radon levels when building tightness is improved. This is based on the results of the [Buildings Assessment of Radon Reduction Interventions with Energy retrofits Expansion Study \(The BEX Study\)](#)
  2. A list of precautionary measures WAP will install based on [EPA Healthy Indoor Environment Protocols](#).
  3. Some of the benefits of Weatherization including energy savings, energy cost savings, improved home comfort, and increased safety.

**Procedure for soliciting occupants' health and safety concerns related to components of their homes**

During the intake process clients are required to complete the IHWAP Applicant Health and Safety Intake Questionnaire which solicits the occupants' health and safety concerns. Clients are also asked home and health related questions during the client interview at assessment.

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

Potential health conditions that can be negatively impacted by weatherization are identified based on the client's response to the questions from the Health & Safety Intake questionnaire.

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

**Location where forms have been uploaded/submitted**

Separate attachment to SF424

Separate attachment to H&S Plan

## 6.0 – HEALTH AND SAFETY CATEGORIES

*For each of the following H&S categories identified by DOE in the following tables, follow the directions below.*

2. Any section that is “Required” below must be explicitly detailed in the H&S Plan regardless of funding source used. If the Grantee checks the box for “Concurrence with DOE Guidance” the contents of the box may be left as it exists or reference the section/location within Grantee Policy and Procedure manual that contains language or insert Grantee specific language. If the “Alternative Guidance” box is checked, the Grantee must provide that alternative guidance in the box.
  1. If a Grantee is proposing an alternative action/allowability for a “Required” item, the alternative requires comprehensive explanation of how it meets the intent of the DOE program notice.
  2. If a “Required” item/category will not be addressed with any funding source and will always result in deferral, the H&S Plan must state that.
3. Any section that is “Allowable” below must be detailed only if DOE WAP funds are used to implement the measures. If the Grantee uses DOE funds for any “Allowable” activities from the Table of Issues then they must be described here in detail, including defining “minor”, “major”, “limited”, “case-by-case”, and “at-risk” if the term is applied. If you only check the box “Allowed with Alternative Funds” then no additional information is required.
4. Any section that is “Prohibited” below may not be addressed with DOE WAP H&S funds and does not need to be specifically addressed in the H&S Plan. The Grantee simply needs to check the “Concur with DOE guidance” box and indicate if the condition will result in deferral/referral.
5. The Grantee H&S Plan may address additional H&S hazards specific to their program that are not included in the Table of Issues. If a Grantee chooses to include additional measures as DOE WAP funded H&S costs, the H&S Plan must include details pertaining to the measures allowed, testing required, and client education for these specific hazards.
6. All required “Testing/Inspection” related items must be documented in the client file to verify completion and results.

## 6.1 – Air-Conditioning, Heating Systems, and Combustion Appliances

### Required Actions

Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral/Referral <input type="checkbox"/>
DOE WAP H&S Funds <input checked="" type="checkbox"/>		Alternative Funds <input checked="" type="checkbox"/>

- Replace, repair, or install primary heating systems when existing primary heating systems are unsafe, inoperable, or nonexistent. No home may be left without a safe primary heating system after weatherization where climate conditions require heating (i.e., all climate zones except zone 1 as defined by ASHRAE). If unable to meet this requirement, deferral is required.
- No IHWAP-funded weatherization work is permitted if the completed dwelling unit will be heated with an unvented combustion space heater. The primary heat source must be replaced with a vented unit prior to or by weatherization. The replacement unit must be sized to heat the entire dwelling unit.
- Unsafe secondary units, including space heaters, must be repaired, or removed and disposed of, or deferral is required. Secondary unvented space heaters are considered unsafe and must be removed from the home.
- DOE WAP Grantees must comply with the Manufactured Home Construction and Safety Standards which mandates that:
  - o All fuel-burning appliances in manufactured homes except: ranges, ovens, illuminating appliances, clothes dryers, solid fuel-burning fireplaces and solid fuel-burning 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), and be vented to outside the dwelling.
  - o All appliances installed by or left in place after weatherization in manufactured homes must meet these standards, including secondary heating sources. If an occupant will not allow the removal of an unsafe combustion appliance from the home, deferral is required.
  - o Repair or replace combustion gas venting to ensure proper combustion gas venting to outside the dwelling for all combustion appliances, including but not limited to gas dryers and refrigerators, furnaces, vented space heaters, and water heaters.
- If weatherization installs an appliance that is vented into a masonry chimney, the chimney must be lined in compliance with the International Fuel Gas Code (IFGC) or local AHJ if more stringent.
- Install adequate combustion air for all combustion appliances left after weatherization.
- If permits are required for heating/cooling system work, they must be secured and are a program operation cost if the installation is an ECM or may be included in the H&S cost if installed as a H&S measure.
- If unsafe conditions relating to existing combustion appliances require remediation to safely perform weatherization and cannot be remedied by repair or tuning, replacement is an allowable H&S measure unless prevented by other guidance herein.

### Allowable Actions

Allowed with DOE WAP H&S Funds <input checked="" type="checkbox"/>	Allowed with Alternative Funds <input checked="" type="checkbox"/>
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#### Air Conditioning Installation

The assessor will make sure systems are present, operable, and performing. The assessor will also determine the presence of at-risk occupants. An at-risk occupant is a household member with a medical condition documented by a physician that requires air conditioning (must provide IHWAP Air Conditioning/Cooling Medical Condition Verification Form).

In most cases, this would only be limited to the repair of a central AC system or the installation of a window air conditioner.

Since air conditioner work is a Health and Safety measure, a positive SIR is not required, and the measure would not have to be calculated as a Retrofit. The costs of this measure would have to include the labor to repair/install the air conditioning.

<b>Prohibited Actions</b>	
Concur with DOE Guidance <input checked="" type="checkbox"/>	
Using DOE WAP H&S funds for replacement or installation of secondary heat sources is prohibited.	
<b>Required Testing/Inspection</b>	
Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>
<ol style="list-style-type: none"> <li>1. Verify that primary heating systems are present, operable, and performing correctly.</li> <li>2. Conduct combustion appliance testing and visual inspection of all combustion appliances and their related venting.</li> <li>3. Depressurization and spillage testing is required for all Category 1 appliances pre- and post-weatherization and before leaving the home on any day when work has been done that could affect draft (e.g., air or duct sealing, adding exhaust ventilation).</li> <li>4. CO testing is required for all combustion appliances, regardless of venting type.</li> <li>5. Verify proper clearances for all combustion venting types</li> <li>6. Visually inspect the entirety of solid fuel-fired appliance installations (e.g., wood stoves, coal stoves, pellet stoves, fireplaces) including the venting system to ensure it adheres to the applicable code or local authority having jurisdiction. Appliances must be inspected pre- and post-weatherization.</li> <li>7. Conduct pre- and post- weatherization worst case CAZ depressurization testing in spaces having a fireplace or woodstove. Since there is no consensus method for verifying safe operation of fireplaces and woodstoves, Grantees can propose testing policies and limits. If the Grantee does not propose a policy and fireplaces or woodstoves are left operational, the vent must meet national or local codes, or the home cannot be weatherized.</li> <li>8. Safety inspections related to space heaters, fireplaces, and woodstoves must include, but not be limited to, verification of adequate floor protection, and code-compliant clearances to walls and other combustible materials.</li> </ol>	
<b>Grantee Combustion Testing Action Levels</b>	
<p>If appliance fails spillage test:</p> <ul style="list-style-type: none"> <li>• Turn off appliance.</li> <li>• Check personal CO monitor.</li> <li>• Open window in CAZ if possible.</li> <li>• Re-test if CO is below allowable limits.</li> <li>• If appliance passes, spillage was cause by depressurization.</li> <li>• If appliance fails, check for flue or chimney for blockage. If blockage is found and removed, repeat spillage test. Also see section 3124 (Solutions to Combustion Safety Testing Failures) in the IHWAP Field Standards.</li> </ul> <p>Appliances with CO emissions higher than the threshold limits should be cleaned and tuned and tested for CO emissions again. Contact the Weatherization Agency if high CO emission problems cannot be corrected. If the CO thresholds are exceeded and ambient CO levels do not exceed 70 ppm, work in the home may continue.</p>	
<b>Grantee Woodstove &amp; Fireplace inspection/testing policy including actions/limits</b>	
Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>
Fireplace or woodstove venting that is left operational after weatherization must meet current local or national standards or the home must be deferred.	
<b>Required Occupant Education</b>	
Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>
<ol style="list-style-type: none"> <li>1. Appropriate use and maintenance of units.</li> <li>2. Provide all paperwork and manuals for any equipment installed by weatherization.</li> <li>3. Discuss and provide information on proper disposal of bulk fuel tanks when not removed as part of the weatherization work.</li> <li>4. Where combustion equipment is present, provide combustion safety and hazards information including how to recognize depressurization, dangers of CO poisoning, and fire risks associated with combustion appliance use.</li> </ol>	

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

### Required Actions

Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral/Referral <input type="checkbox"/>
DOE WAP H&S Funds <input checked="" type="checkbox"/>	Alternative Funds <input type="checkbox"/>	

1. When suspected friable Asbestos Containing Materials (ACM) are present, including vermiculite, assume they contain asbestos and take precautionary measures to prevent disturbing it during the audit and work unless testing determines otherwise.
2. Grantees must have written policy included in their H&S plan for:
  1. Identifying and managing suspected ACM that provides for reasonable and necessary precautions to prevent asbestos contamination in the home.
  2. Addressing blower door testing where suspected friable ACM is present (as defined by EPA), including vermiculite.

### Grantee ACM policy

Asbestos is assumed to be present in (white) duct sealing materials and slate siding products. Removal of siding is done to perform energy conservation measures. All precautions must be taken not to damage siding. Asbestos siding should never be cut or drilled. It is recommended, where possible, to insulate through the home interior. Abatement and replacement of asbestos containing building components is not allowed with any IHWAP funding.

Attic insulation that looks like vermiculite should not be removed or disturbed. If there is vermiculite in the attic and it is not possible to comply with ASHRAE ventilation requirements through supply ventilation, balanced ventilation, or exhaust ventilation that exits through the side wall, the home should be deferred. Removal of vermiculite attic insulation is not allowed with any IHWAP funding.

In rare cases when asbestos is encapsulating a heating system (usually a boiler), the existing heating system should not be disturbed. The Local Administrating Agency staff may issue a potential hazard and install a new heating system in an alternate location, leaving the old appliance in place. The gas lines should be disconnected leaving the existing encapsulated heating system out of service.

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

When asbestos is found in the vermiculite, blower door testing is still permitted but should be done in pressurization mode. If other suspected friable asbestos containing materials (ex.: pipe insulation wrap hanging from a pipe) are discovered during the energy audit or final inspection, a blower door test shall be deferred.

### Allowable Actions

Allowed with DOE WAP H&S Funds <input type="checkbox"/>	Allowed with Alternative Funds <input checked="" type="checkbox"/>
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If DOE WAP H&S funds are used for any “allowable” actions, detail them here.

### Prohibited Actions

Concur with DOE Guidance

Using DOE WAP H&S funds for general abatement/removal/or replacement of asbestos siding, thermal system insulation (TSI) or Transite, or vermiculite is prohibited.

### Required Testing/Inspection

Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral/Referral <input type="checkbox"/>
DOE WAP H&S Funds <input checked="" type="checkbox"/>	Alternative Funds <input checked="" type="checkbox"/>	

1. Visually inspect all surfaces (i.e., walls, floors, ceilings, roofs) for suspected ACM prior to drilling or cutting.
2. Assume asbestos is present in suspect materials unless testing reveals otherwise.

### Allowable Testing/Inspection

Allowed with DOE WAP H&S Funds <input checked="" type="checkbox"/>	Allowed with Alternative Funds <input checked="" type="checkbox"/>
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If a local agency chooses to test for asbestos to determine whether insulation or air sealing can be conducted, or to test for asbestos in pipes or boilers, it must follow the Asbestos Hazard Emergency Response Act of 1986 sample collection method, and testing must be conducted by a certified tester. If test results are positive, air sealing, insulating, and any other measure that disturbs the ACM cannot be performed.

Required Occupant Education	
Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>
1. Formally notify the occupant, and landlord if applicable, in writing: <ol style="list-style-type: none"> <li>of suspected ACMs that are present and what precautions will be taken to ensure the occupants' and workers' safety during weatherization;</li> <li>of results if testing was performed;</li> <li>not to disturb suspected ACM;</li> <li>When deferral is necessary due to asbestos, occupant, or landlord if applicable, must provide documentation that a certified professional performed the remediation before work continues.</li> </ol>	

6.3 – Biologicals and Unsanitary Conditions		
Required Actions		
Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral/Referral <input type="checkbox"/>
DOE WAP H&S Funds <input checked="" type="checkbox"/>	Alternative Funds <input checked="" type="checkbox"/>	
Deferral where conditions (odors, bacteria, raw sewage, rotting wood, etc.) in the home pose a health risk to occupants and/or weatherization workers or may be worsened by weatherization activities (e.g., air sealing) and will not be resolved by weatherization.		
Allowed Actions		
Allowed with DOE WAP H&S Funds <input checked="" type="checkbox"/>	Allowed with Alternative Funds <input type="checkbox"/>	
Remediation of conditions that may lead to or promote biological concerns and unsanitary conditions is allowed. Limited water damage repairs that can be addressed by weatherization workers and correction of moisture and mold creating conditions are allowed when necessary to weatherize the home and to ensure the long-term stability and durability of the measures. If removal of biological and unsanitary conditions exceeds the cost limits, the home will be deferred.		
Required Testing/Inspection		
Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral/Referral <input type="checkbox"/>
DOE WAP H&S Funds <input checked="" type="checkbox"/>	Alternative Funds <input checked="" type="checkbox"/>	
Sensory inspection of interior, exterior, attics, and subspaces of the dwelling.		
Prohibited Testing/Inspection		
Concur with DOE Guidance <input checked="" type="checkbox"/>		
DOE WAP H&S funds may not be used for testing of materials for biological contaminants.		
Required Occupant Education		
Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	
Inform occupant in writing of observed biological and unsanitary conditions.		

6.4 – Building Structure and Roofing (e.g., roofing, wall, foundation)	
Allowable Actions	
Allowed with DOE WAP H&S Funds <input type="checkbox"/>	Allowed with Alternative Funds <input checked="" type="checkbox"/>
If DOE WAP H&S Funds are used for any "allowable" actions, detail them here.	
Prohibited Actions	
Concur with DOE Guidance <input checked="" type="checkbox"/>	
Using DOE WAP H&S funds for <i>major</i> repairs as defined by Grantee's H&S Plan. Using DOE WAP H&S funds for building rehabilitation is prohibited	
Define "major" repairs	

Major repairs include structure and roofing repairs that are above the Health & Safety budget limit per housing unit. Repair costs that exceed the H&S budgets are beyond the scope of weatherization.

**Required Testing/Inspection**

Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral/Referral <input type="checkbox"/>
DOE WAP H&S Funds <input type="checkbox"/>	Alternative Funds <input checked="" type="checkbox"/>	

Visual inspection of building structure and roofing for damages that compromise building durability and to verify that portions of the home where weatherization will occur are safe for entry and performance of assessments, work, and inspections.

**Allowable Testing/Inspection**

Allowed with DOE WAP H&S Funds <input type="checkbox"/>	Allowed with Alternative Funds <input checked="" type="checkbox"/>
If DOE WAP H&S Funds are used for any "allowable" testing, detail them here.	

**Prohibited Testing/Inspection**

Concur with DOE Guidance   
 Using DOE WAP H&S funds for any testing/evaluation of structural materials by a third-party is prohibited.

**Required Occupant Education**

Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>
Notify occupant in writing of structurally compromised areas.	

**6.5 – Code Compliance**

**Allowable Actions**

Allowed with DOE WAP H&S Funds <input type="checkbox"/>	Allowed with Alternative Funds <input checked="" type="checkbox"/>
If DOE WAP H&S Funds are used for any "allowable" actions, detail them here.	

**Prohibited Actions**

Concur with DOE Guidance

- Using DOE WAP H&S funds for correction of preexisting code compliance issues not directly related to the installation of specific weatherization measures in the home is prohibited.
- Using DOE WAP funds for work on condemned properties and properties where H&S conditions exist that cannot be corrected under this guidance is prohibited

**Required Testing/Inspection**

Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral/Referral <input type="checkbox"/>
DOE WAP H&S Funds <input type="checkbox"/>	Alternative Funds <input type="checkbox"/>	

Visual inspection.

**Allowable Testing/Inspection**

Allowed with DOE WAP H&S Funds <input type="checkbox"/>	Allowed with Alternative Funds <input type="checkbox"/>
If DOE WAP H&S Funds are used for any "allowable" testing, detail them here.	

**Required Occupant Education**

Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>
Inform occupant in writing of observed code compliance issues when it results in a deferral.	

## 6.6 – Electrical

### Required Actions

Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral/Referral <input type="checkbox"/>
DOE WAP H&S Funds <input checked="" type="checkbox"/>		Alternative Funds <input checked="" type="checkbox"/>

Provide sufficient over-current protection and damming prior to insulating building components containing knob and tube wiring, as required by the AHJ.

### Allowable Actions

Allowed with DOE WAP H&S Funds <input checked="" type="checkbox"/>	Allowed with Alternative Funds <input checked="" type="checkbox"/>
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Minor repairs (repairs at a cost below the H&S budget limit), including upgrades of knob and tube wiring systems, are allowed where health and safety of occupants is at risk. Upgrades and repairs will also be allowed when necessary to perform specific weatherization measures. If inclusion of the cost of re-wiring will be in retrofit package instead of Health & Safety.

### Prohibited Actions

Concur with DOE Guidance

Using DOE WAP H&S funds for *major* electrical repairs as defined by the Grantee's H&S plan is prohibited

### Define "major" repairs

Major repairs include electrical repairs that are not within the Health & Safety budget limit per housing unit. Repair costs that exceed the H&S budgets are beyond the scope of weatherization.

### Required Testing/Inspection

Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral/Referral <input type="checkbox"/>
DOE WAP H&S Funds <input checked="" type="checkbox"/>		Alternative Funds <input checked="" type="checkbox"/>

1. Visual inspection for presence and condition of knob-and-tube wiring.
1. Evaluate knob-and-tube wiring for safety prior to work.
2. Check for alterations that may create an electrical hazard.

### Allowable Testing/Inspection

Allowed with DOE WAP H&S Funds <input type="checkbox"/>	Allowed with Alternative Funds <input type="checkbox"/>
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If DOE WAP H&S Funds are used for any "allowable" testing, detail them here.

### Required Occupant Education

Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>
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1. Provide occupant with written documentation of any electrical hazards identified that will not be addressed by weatherization
2. Provide information to occupant on over-current protection, overloading circuits, and basic electrical safety/risks if conditions warrant.

## 6.7 – Fuel Leaks

### Required Actions

Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral/Referral <input type="checkbox"/>
DOE WAP H&S Funds <input checked="" type="checkbox"/>		Alternative Funds <input checked="" type="checkbox"/>

1. When a gas leak is found on the utility side of service, the utility service must be contacted, work must be temporarily halted, and the leak must be repaired before work may proceed.
2. Fuel leaks that are the responsibility of the occupant (vs. the utility) must be repaired before installing weatherization measures in the home.

### Allowable Actions

Allowed with DOE WAP H&S Funds <input checked="" type="checkbox"/>	Allowed with Alternative Funds <input checked="" type="checkbox"/>
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Replacement of flexible appliance gas connectors that are not compliant with current fuel gas codes.

<b>Prohibited Actions</b>		
Concur with DOE Guidance <input checked="" type="checkbox"/>		
<ol style="list-style-type: none"> <li>Using DOE WAP H&amp;S funds to repair leaks that are the responsibility of the utility to correct is prohibited.</li> <li>Using DOE WAP H&amp;S funds for environmental cleanup resulting from bulk fuel leaks is prohibited</li> </ol>		
<b>Required Testing/Inspection</b>		
Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral/Referral <input type="checkbox"/>
DOE WAP H&S Funds <input checked="" type="checkbox"/>	Alternative Funds <input checked="" type="checkbox"/>	
<ol style="list-style-type: none"> <li>Test all exposed gas lines, fittings, valves, and connections for fuel leaks from utility connection to the appliance throughout the home.</li> <li>Test all gas appliances for fuel leaks at all connections, valves, fittings, and burners.</li> <li>Conduct sensory inspection of all bulk fuels lines and storage tanks to determine if leaks exist.</li> </ol>		
<b>Allowable Testing/Inspection</b>		
Allowed with DOE WAP H&S Funds <input type="checkbox"/>	Allowed with Alternative Funds <input type="checkbox"/>	
If DOE WAP H&S Funds are used for any "allowable" testing, detail them here.		
<b>Prohibited Testing/Inspection</b>		
Concur with DOE Guidance <input checked="" type="checkbox"/>		
Using DOE WAP H&S funds for environmental testing of soil or water is prohibited.		
<b>Required Occupant Education</b>		
Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	
Inform occupants in writing of fuel leak testing results, including specific location if fuel leaks are detected.		

<b>6.8 – Gas Ovens/Stovetops/Ranges</b>		
<b>Allowable Actions</b>		
Allowed with DOE WAP H&S Funds <input checked="" type="checkbox"/>	Allowed with Alternative Funds <input checked="" type="checkbox"/>	
Contractors may perform maintenance on or repair gas ovens/stovetops/ranges.		
<b>Prohibited Actions</b>		
Concur with DOE Guidance <input checked="" type="checkbox"/>		
Using DOE WAP H&S funds for replacement of gas ovens/ranges/stovetops is prohibited.		
<b>Required Testing/Inspection</b>		
Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral/Referral <input type="checkbox"/>
DOE WAP H&S Funds <input checked="" type="checkbox"/>	Alternative Funds <input checked="" type="checkbox"/>	
<ol style="list-style-type: none"> <li>Test gas ovens for CO.</li> <li>Grantee H&amp;S plan must define action levels and resulting actions.</li> <li>Visually inspect cooking burners and ovens for operability and flame quality.</li> </ol>		
<b>Define action levels for oven CO testing and resulting actions</b>		
Assessors will test gas ovens/ranges for CO. If CO exceeds 225 ppm as measured, contractors may perform maintenance or repair appliances. Replacement of gas ovens/stovetops/ranges is not allowed with DOE funds but may be purchased with other funding sources.		
<b>Allowable Testing/Inspection</b>		
Allowed with DOE WAP H&S Funds <input type="checkbox"/>	Allowed with Alternative Funds <input type="checkbox"/>	
If DOE WAP H&S Funds are used for any "allowable" testing, detail them here.		
<b>Required Occupant Education</b>		
Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	
Inform occupants of the importance of using exhaust ventilation when cooking and the importance of keeping burners and broilers clean to limit the production of CO.		

## 6.9 – Hazardous Materials

### Required Actions

Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral/Referral <input type="checkbox"/>
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DOE WAP H&S Funds <input checked="" type="checkbox"/>	Alternative Funds <input checked="" type="checkbox"/>
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1. Hazardous Waste Materials generated by weatherization work (e.g., refrigerant, asbestos, lead, mercury, CFL lighting bulb/ballasts, etc.) must be disposed of according to all local and federal laws, regulations, and guidelines, as applicable. Costs specifically related to disposal may be charged as a H&S expense.
2. Subgrantees must document disposal requirements in contract language with the responsible party.
3. **Limited** removal of pollutants that pose a risk to workers is required (e.g., flammable liquids, hazardous chemicals, and other air pollutants) as defined the Grantee’s H&S Plan.
4. If removal cannot be performed or is not allowed by the occupant, the unit must be deferred.

### Define “limited” removal of pollutants

IHWAP policy requires the resident to remove pollutants.

### Allowable Actions

Allowed with DOE WAP H&S Funds <input type="checkbox"/>	Allowed with Alternative Funds <input type="checkbox"/>
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If DOE WAP H&S Funds are used for any “allowable” actions, detail them here.

### Prohibited Actions

Concur with DOE Guidance

Using DOE WAP H&S funds for Lead, Asbestos, and Radon abatement is prohibited.

### Required Testing/Inspection

Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral/Referral <input type="checkbox"/>
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DOE WAP H&S Funds <input type="checkbox"/>	Alternative Funds <input type="checkbox"/>
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Sensory inspection.

### Allowable Testing/Inspection

Allowed with DOE WAP H&S Funds <input type="checkbox"/>	Allowed with Alternative Funds <input type="checkbox"/>
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If DOE WAP H&S Funds are used for any “allowable” testing, detail them here.

### Prohibited Testing/Inspection

Concur with DOE Guidance

Using DOE WAP H&S funds for any testing for hazardous materials other than that specifically permitted in the asbestos, lead, and radon sections of this document is prohibited.

### Required Occupant Education

Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>
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1. Inform occupant in writing of hazards associated with hazardous waste materials being generated/handled in the home.
2. Inform occupant in writing of observed hazardous condition and associated risks.
3. Provide occupant written materials on safety issues and proper disposal of household pollutants.

## 6.10 - Injury Prevention of Occupants

### Allowable Actions

Allowed with DOE WAP H&S Funds

Allowed with Alternative Funds

Minor repairs and installations (e.g., repairing stairs, handrails, etc.).

### Prohibited Actions

Concur with DOE Guidance

Using DOE WAP H&S funds for *major* repairs, as defined by the Grantee's H&S Plan is prohibited

### Define "major" repairs

Major repairs include repairs that have costs above the Health & Safety budget limit per housing unit. Repair costs that exceed the H & S budgets are beyond the scope of weatherization.

### Required Testing/Inspection

Concur with DOE Guidance

Alternative Guidance

Results in Deferral/Referral

DOE WAP H&S Funds

Alternative Funds

Visually inspect for dangers that would prevent weatherization.

### Allowable Testing/Inspection

Allowed with DOE WAP H&S Funds

Allowed with Alternative Funds

If DOE WAP H&S Funds are used for any "allowable" testing, detail them here.

### Required Occupant Education

Concur with DOE Guidance

Alternative Guidance

If identified hazardous conditions will not be corrected during weatherization, inform occupant in writing of observed hazards and associated risks utilizing the "Hazard Identification Notification Form" required by WPN 22-7.

## 6.11 – Lead-Based Surface Coverings (Paint, Varnishes, Roofing, etc.)

### Required Actions

Concur with DOE Guidance

Alternative Guidance

Results in Deferral/Referral

DOE WAP H&S Funds

Alternative Funds

1. Subgrantees must comply with EPA's Lead; Renovation, Repair and Painting Program (RRP) rules when working in pre-1978 housing unless testing confirms the work area to be lead free. This includes, but is not limited to:
  1. Client file documentation including the Certified Renovator's certification; any training provided on-site; description of specific actions taken; lead testing and assessment documentation; and photos of site and containment set up. Include the location of photos referenced if not in file.
  2. Certification and training requirements of the RRP rule.
  3. Job site set up and cleaning verification by a Certified Renovator.
2. Only those costs directly associated with lead safe work practices for surfaces directly disturbed during weatherization activities are allowable WAP H&S expenses.

To verify compliance with RRP, IHWAP asks for contractor certifications and training during programmatic monitoring. IHWAP mandates all subgrantees to perform in-progress inspections on 20% of all units. Part of the in-progress inspection is verifying that crews and contractors are in compliance with EPA RRP rules. IHWAP weatherization specialist review the client file to ensure agencies and contractors are complying with EPA rules.

### Allowable Actions

Allowed with DOE WAP H&S Funds

Allowed with Alternative Funds

If DOE WAP H&S Funds are used for any "allowable" actions, detail them here.

### Prohibited Actions

Concur with DOE Guidance <input checked="" type="checkbox"/>	
3. Using DOE WAP H&S funds for lead abatement is prohibited.	
4. Using DOE WAP H&S funds for purchase, resourcing, or maintenance of X-ray Fluorescence (XRF) devices is prohibited.	
<b>Allowable Testing/Inspection</b>	
Allowed with DOE WAP H&S Funds <input type="checkbox"/>	Allowed with Alternative Funds <input type="checkbox"/>
If DOE WAP H&S Funds are used for any "allowable" testing, detail them here.	
<b>Required Occupant Education</b>	
Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>
Follow pre-renovation education requirements per EPA RRP rules.	

6.12 – Mold and Moisture		
<b>Allowable Actions</b>		
Allowed with DOE WAP H&S Funds <input checked="" type="checkbox"/>	Allowed with Alternative Funds <input checked="" type="checkbox"/>	
Limited water damage repairs that can be addressed by weatherization workers are allowed when necessary to weatherize the home and to ensure the long-term stability and durability of the measures.		
<b>Prohibited Actions</b>		
Concur with DOE Guidance <input checked="" type="checkbox"/>		
1. Using DOE WAP H&S funds for mold cleanup is prohibited.		
2. Using DOE WAP H&S funds for window and door replacements is prohibited		
<b>Required Testing/Inspection</b>		
Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral/Referral <input type="checkbox"/>
DOE WAP H&S Funds <input checked="" type="checkbox"/>	Alternative Funds <input checked="" type="checkbox"/>	
Visual assessment for moisture or mold damage including exterior drainage.		
<b>Allowable Testing/Inspection</b>		
Allowed with DOE WAP H&S Funds <input type="checkbox"/>	Allowed with Alternative Funds <input type="checkbox"/>	
If DOE WAP H&S Funds are used for any "allowable" testing, detail them here.		
<b>Prohibited Testing/Inspection</b>		
Concur with DOE Guidance <input checked="" type="checkbox"/>		
Using DOE WAP H&S funds for mold testing of any type is prohibited.		
<b>Required Occupant Education</b>		
Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	
Provide occupant written notification of identified mold/moisture hazards and information regarding the associated hazard.		

6.13 - Occupant Pre-existing or Potential Health Conditions		
<b>Required Actions</b>		
Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral/Referral <input type="checkbox"/>
DOE WAP H&S Funds <input checked="" type="checkbox"/>	Alternative Funds <input checked="" type="checkbox"/>	
1. When a person's health may be at risk and/or WAP work activities could constitute an H&S hazard, the occupant is required to take appropriate action based on severity of risk.		
2. Deferral, if occupant risk cannot be mitigated.		
<b>Allowable Actions</b>		
Allowed with DOE WAP H&S Funds <input checked="" type="checkbox"/>	Allowed with Alternative Funds <input type="checkbox"/>	

Temporary relocation of at-risk occupants is allowed on a case-by-case basis. Local Agency may relocate at-risk occupants with a health assessment report (Doctor's Note). Local Agency Staff may pay the federal lodging reimbursement rate to lodge at-risk client during weatherization work. All documentation must be housed in the client file. If cost of relocation is beyond the scope of the health and safety budget, no IHWAP funds may be used, and the home must be deferred.

**Required Testing/Inspection**

Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral/Referral <input type="checkbox"/>
DOE WAP H&S Funds <input checked="" type="checkbox"/>	Alternative Funds <input checked="" type="checkbox"/>	

1. Screen occupants for known or suspected health concerns either as part of initial application for weatherization, during the audit, or both.
2. This is done utilizing the "Occupant Pre-existing or Potential Health Condition Screening Form" required by WPN 22-7.

**Allowable Testing/Inspection**

Allowed with DOE WAP H&S Funds <input type="checkbox"/>	Allowed with Alternative Funds <input type="checkbox"/>
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If DOE WAP H&S Funds are used for any "allowable" testing, detail them here.

**Required Occupant Education**

Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>
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1. Inform occupant in writing of any known risks and provide pre-weatherization screening form.
2. Provide occupant with Subgrantee point of contact information in writing.

**6.14 – Pests**

**Required Actions**

Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral/Referral <input type="checkbox"/>
DOE WAP H&S Funds <input checked="" type="checkbox"/>	Alternative Funds <input checked="" type="checkbox"/>	

Deferral of homes where infestation of pests cannot be reasonably removed or poses H&S concern for workers.

**Allowable Actions**

Allowed with DOE WAP H&S Funds <input checked="" type="checkbox"/>	Allowed with Alternative Funds <input checked="" type="checkbox"/>
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Limited pest removal is allowed only where infestation would prevent weatherization.

**Allowable Testing/Inspection**

Allowed with DOE WAP H&S Funds <input type="checkbox"/>	Allowed with Alternative Funds <input type="checkbox"/>
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If DOE WAP H&S Funds are used for any "allowable" testing, detail them here.

**Required Occupant Education**

Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>
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Inform occupant in writing of observed conditions and associated risks.

**6.15 – Radon**

**Required Actions**

Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral/Referral <input type="checkbox"/>
DOE WAP H&S Funds <input checked="" type="checkbox"/>	Alternative Funds <input checked="" type="checkbox"/>	

1. Cover exposed dirt floors within the pressure/thermal boundary with a sealed soil gas retarder
2. Cover sump well/pits with airtight covers
3. Implement ventilation as required by ASHRAE 62.2-2016

**Allowable Actions**

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

Sealing of below grade foundation cracks.

**Prohibited Actions**

Concur with DOE Guidance <input checked="" type="checkbox"/>
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Using DOE WAP H&S funds for radon mitigation is prohibited.

**Allowable Testing/Inspection**

Allowed with DOE WAP H&S Funds

Allowed with Alternative Funds

If DOE WAP H&S Funds are used for any "allowable" testing, detail them here.

**Required Occupant Education**

Concur with DOE Guidance

Alternative Guidance

1. Provide all occupants EPA's A Citizen's Guide to Radon and inform them of radon related risks.
2. Occupants must sign an informed consent form prior to receiving weatherization services.

**6.16 – Safety Devices: Smoke and Carbon Monoxide Alarms, Fire Extinguishers**

**Required Actions**

Concur with DOE Guidance

Alternative Guidance

Results in Deferral/Referral

DOE WAP H&S Funds

Alternative Funds

Install CO alarms in every home where alarms are not present or are inoperable in compliance with ASHRAE 62.2-2016 which references NFPA 720 (note: NFPA 720 has been incorporated into NFPA 72).

**Allowable Actions**

Allowed with DOE WAP H&S Funds

Allowed with Alternative Funds

In all houses weatherized at least one operational smoke alarm is installed. Smoke alarms are installed when one is not present or operational. Smoke detectors must be installed by the contractor and not left with the client. Select battery operated smoke alarms that are listed and labeled in accordance with UL 217 and have sealed, non-replaceable, 10-year batteries.

One smoke alarm is installed on each level of the home. Additional smoke alarms are installed so that there is one smoke alarm located within 15 feet of every room used for sleeping. When applicable, one additional smoke alarm is installed at the base of the basement stairwell.

All homes that receive Weatherization work shall receive carbon monoxide alarms regardless of the space heating fuel type. In addition, carbon monoxide alarms should be installed, on a permanent basis, when an agency must delay weatherization services due to an unsafe furnace, water heater, stove, fireplace, or oven.

Minimum CO alarm type shall be plug-in with battery back-up.

Fire extinguishers may only be provided where solid fuel (wood, coal, etc.) is being used in the home as either the primary or secondary heat source. Fire extinguishers should be labeled as a combination Class A-B-C extinguisher, and must be a minimum of 3 lbs.

**Prohibited Actions**

Concur with DOE Guidance

Using DOE WAP H&S funds for replacement of functional smoke or CO alarms that are not beyond the manufacturer's stated lifetime is prohibited.

**Required Testing/Inspection**

Concur with DOE Guidance

Alternative Guidance

Results in Deferral/Referral

DOE WAP H&S Funds

Alternative Funds

Verify operation and age of installed alarms.

**Allowable Testing/Inspection**

Allowed with DOE WAP H&S Funds

Allowed with Alternative Funds

If DOE WAP H&S Funds are used for any "allowable" testing, detail them here.

Required Occupant Education	
Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>
Provide occupant with verbal and written information on use of newly installed devices and the potential risks of not properly maintaining these devices.	

6.17 – Ventilation and Indoor Air Quality		
Required Actions		
Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral/Referral <input type="checkbox"/>
DOE WAP H&S Funds <input checked="" type="checkbox"/>	Alternative Funds <input checked="" type="checkbox"/>	
Install ventilation as required by ASHRAE 62.2 - 2016. If occupant refuses ventilation as required by ASHRAE 62.2, the home must be deferred.		
Allowable Actions		
Allowed with DOE WAP H&S Funds <input type="checkbox"/>	Allowed with Alternative Funds <input type="checkbox"/>	
If DOE WAP H&S Funds are used for any “allowable” actions, detail them here.		
Required Testing/Inspection		
Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral/Referral <input type="checkbox"/>
DOE WAP H&S Funds <input type="checkbox"/>	Alternative Funds <input type="checkbox"/>	
<ol style="list-style-type: none"> <li>ASHRAE 62.2 evaluation to determine required post-weatherization ventilation.</li> <li>Measure fan flow of existing fans and of installed equipment to verify performance.</li> </ol>		
Allowable Testing/Inspection		
Allowed with DOE WAP H&S Funds <input type="checkbox"/>	Allowed with Alternative Funds <input type="checkbox"/>	
If DOE WAP H&S Funds are used for any “allowable” testing, detail them here.		
Required Occupant Education		
Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	
<ol style="list-style-type: none"> <li>Provide occupant with information on function, use, and maintenance (including location of service switch and cleaning instructions) of ventilation system and components.</li> <li>Provide occupant with equipment manuals for installed equipment.</li> <li>Include disclaimer that ASHRAE 62.2 does not account for high polluting sources or guarantee indoor air quality.</li> </ol>		

6.18 – Water Heaters		
<i>(see Combustion Appliances for combustion related requirements)</i>		
Allowable Actions		
Allowed with DOE WAP H&S Funds <input checked="" type="checkbox"/>	Allowed with Alternative Funds <input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> <li>Replace, repair, or install primary water heaters when existing primary water heater is unsafe, inoperable, or nonexistent.</li> <li>The installation of temperature/pressure discharge pipes or temperature/pressure valves is an allowable health and safety expenditure ensuring client and worker health and safety.</li> <li>Gas lines, sediment traps, flexible connectors, or gas shut off valves are not allowed to be replaced unless they are damaged or leaking. Replacement requires OCA written approval.</li> </ul>		
Required Testing/Inspection		
Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral/Referral <input type="checkbox"/>
DOE WAP H&S Funds <input checked="" type="checkbox"/>	Alternative Funds <input checked="" type="checkbox"/>	
<ol style="list-style-type: none"> <li>Visual inspection of all water heaters and related piping for safety and leaks</li> <li>See Combustion Appliances section for related combustion safety testing requirements.</li> </ol>		

Allowable Testing/Inspection	
Allowed with DOE WAP H&S Funds <input type="checkbox"/>	Allowed with Alternative Funds <input type="checkbox"/>
If DOE WAP H&S Funds are used for any "allowable" testing, detail them here.	
Required Occupant Education	
Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>
<ol style="list-style-type: none"> <li>Appropriate use and maintenance of units.</li> <li>Provide all paperwork and manuals for any installed equipment.</li> <li>Where combustion equipment is present, provide combustion safety and hazards information including how to recognize depressurization, dangers of CO poisoning, and fire risks associated with combustion appliance use.</li> </ol>	

6.19 – Worker Safety		
Required Actions		
Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral/Referral <input type="checkbox"/>
DOE WAP H&S Funds <input checked="" type="checkbox"/>	Alternative Funds <input checked="" type="checkbox"/>	
Adherence to all federal, state, and local worker safety regulations (e.g., OSHA, EPA).		
Allowable Actions		
Allowed with DOE WAP H&S Funds <input checked="" type="checkbox"/>	Allowed with Alternative Funds <input checked="" type="checkbox"/>	
Minor repairs and installations (e.g., repairing stairs, handrails, etc.).		
Prohibited Actions		
Concur with DOE Guidance <input checked="" type="checkbox"/>		
Using DOE WAP H&S funds for <i>major</i> repairs as defined by the Grantee's H&S Plan is prohibited.		
Define "major" repairs		
Major repairs include repairs that have costs above the Health & Safety budget limit per housing unit. Repair costs that exceed the H & S budgets are beyond the scope of weatherization.		
Allowable Testing		
Allowed with DOE WAP H&S Funds <input type="checkbox"/>	Allowed with Alternative Funds <input type="checkbox"/>	
If DOE WAP H&S Funds are used for any "allowable" testing, detail them here.		

6.X – (Insert Additional H&S Items for Use of DOE WAP H&S funds)		
Required Actions		
Concur with DOE Guidance <input type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral/Referral <input type="checkbox"/>
DOE WAP H&S Funds <input type="checkbox"/>	Alternative Funds <input type="checkbox"/>	
Insert required item text		
Allowable Actions		
Allowed with DOE WAP H&S Funds <input type="checkbox"/>	Allowed with Alternative Funds <input type="checkbox"/>	
If DOE WAP H&S Funds are used for any "allowable" actions, detail them here.		
Prohibited Actions		
Concur with DOE Guidance <input type="checkbox"/>		
What is prohibited		

<b>Required Testing/Inspection</b>		
Concur with DOE Guidance <input type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral/Referral <input type="checkbox"/>
DOE WAP H&S Funds <input type="checkbox"/>	Alternative Funds <input type="checkbox"/>	
Insert required item text		
<b>Allowable Testing/Inspection</b>		
Allowed with DOE WAP H&S Funds <input type="checkbox"/>	Allowed with Alternative Funds <input type="checkbox"/>	
If DOE WAP H&S Funds are used for any "allowable" testing, detail them here.		
<b>Prohibited Testing/Inspection</b>		
Concur with DOE Guidance <input type="checkbox"/>		
What is prohibited		
<b>Required Occupant Education</b>		
Concur with DOE Guidance <input type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	
Insert required item text		

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

## 1.0 – GENERAL INFORMATION

COMMENTS THAT DO NOT GENERALLY FIT INTO THE AVAILABLE TABLES BELOW

Local Administering Agency training and technical assistance (T&TA) needs are determined by training assessment surveys, analysis of findings identified during on-site monitoring by the Weatherization Technical Services Unit (trend tracking analysis of deficiencies), requests for T&TA made by the Local Administering Agencies, and by the changes in of the IHWAP program requiring additional training for weatherization staff. The Local Administering Agency T&TA budget is calculated based on the amount of training that will be provided by OCA during the program year and the costs associated with travel, lodging, etc.

Additionally, OCA staff will conduct an annual risk assessment of the Local Administering Agency's weatherization program. Based on the results of the assessment, OCA staff will work with the Agency to identify training needs and available resources. When the Local Administering Agency is required to develop and implement a Corrective Action Plan as a result of OCA monitoring, the plan may also identify training needs of the Local Administering Agency. OCA regularly solicits input from the Local Administering Agencies to assess training needs of the network.

The biggest current challenge for the IHWAP program is a lack of qualified contractors and field staff personnel. IHWAP plans to promote workforce development and attract new contractors statewide with the use of T&TA funding. The main avenue IHWAP is pursuing to expand contractor pool is allowing Local Administering Agencies to use T&TA funds to train IHWAP contractors who attend training at the request of the local agency or as required by IHWAP. Reasonable stipends to cover labor time and travel cost may be included as part of the training expense.

Based on our analysis of labor cost and data gathered from U.S. Bureau of Labor Statistics (Illinois specific data) the stipend will be limited to \$350 per day for labor cost, in addition to the travel cost for the training.

IHWAP has created a retention agreement template that the local agency will use to specify what cost will be covered by the stipend and what the contractor agrees to in exchange for the training. The retention agreement requires contractors work in the program for a specific amount of time (the length of their agreement with the local agency, which is typically 1 year, with 1 year extension), to be determined by the local agency, and must align with the cost of the T&TA provided.

IHWAP will review retention agreements and review stipends to ensure the labor cost and travel cost reimbursed are consistent with this policy during programmatic monitoring.

IHWAP is also working with the Indoor Climate Research and Training (ICRT) center on the remodel of an existing structure to create a new Training Center, for the expanding weatherization workforce in Illinois. This new Training Center will include a multifamily building prop, a single-family building prop, a mobile home prop, a solar prop/lab, HVAC lab, and a heat-pump specific prop/lab. There will also be more

classrooms and a space configurable to host large training events. We will seek guidance and approval from DOE before proceeding with DOE funding.

OCA is also considering options to use T&TA funds to expand the weatherization workforce. We will seek guidance and approval from DOE before proceeding with these any of these options with DOE funding.

There are two other avenues IHWAP is considering with T&TA funds to expand the weatherization workforce and contractor pool (again, IHWAP will seek approval from DOE before using DOE T&TA funds for these options):

1. The use of T&TA funds to reimburse new or existing local agency weatherization employees for tuition costs incurred at technical/trade schools or junior colleges in a field related to weatherization, energy efficiency, building science, and/or building trades.

IHWAP is also considering a minimum salary for all crew workers, energy auditors, Quality Control Inspectors, and Weatherization Coordinators. We are currently researching our options for statewide implementation of minimum salaries.

## 2.0 – OVERALL T&TA PLAN

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

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

- FEEDBACK FROM DEPARTMENT OF ENERGY (DOE) PROJECT OFFICER (PO) MONITORING VISITS
- INTERNAL STATE AUDITS
- GRANTEE MONITORING OF THE SUBGRANTEES
- OFFICE OF INSPECTOR GENERAL (OIG) REPORTS
- AMERICAN CUSTOMER SATISFACTION INDEX FEEDBACK, AND
- OTHER. EXAMPLES INCLUDE:
  - TRAINING FEEDBACK
  - TRAINING RETENTION ACTIVITIES

At this time, IHWAP is not including feedback from DOE Monitoring Visits, internal state audits, OIG reports, ACSI feedback. We have not received feedback in the last year from any of these sources. IHWAP is including suggestions from training assessment surveys, analysis of findings identified during on-site monitoring by the Weatherization Technical Services Unit (trend tracking analysis of deficiencies), local agency callback data, air sealing reports by agency, and requests for T&TA made by the Local Administering Agencies.

**EXISTING OR PLANNED ACCREDITED TRAINING CENTER PARTNERSHIP OR WORKING RELATIONSHIP.**

<p>IHWAP partners with the Indoor Climate Research &amp; Training Center (ICRT) through an inter-governmental agreement. ICRT is an IREC-accredited training center. ICRT provides all technical training as well as training for weatherization coordinator, and administrative training for the IHWAP network.</p> <p>IHWAP worked diligently with ICRT to obtain IREC-accreditation. ICRT has obtained IREC accreditation for Crew Lead and Retrofit Installer in addition to the recertification of Energy Auditor and Quality Control Inspector.</p>
<p style="text-align: center;"><b>PREPARATIONS FOR FUTURE/UPCOMING PROGRAM REQUIREMENTS, EXAMPLES INCLUDE:</b></p> <ul style="list-style-type: none"> <li>• <b>UPDATED STANDARD WORK SPECIFICATIONS (SWS)</b></li> <li>• <b>MIGRATION TO ONLINE WEATHERIZATION ASSISTANT</b></li> <li>• <b>INCLUSION OF SPECIFIC LANGUAGE FROM WEATHERIZATION PROGRAM NOTICES (WPN)</b></li> </ul>
<p>IHWAP has updated the field standards to ensure alignment with the Standard Work Specifications. IHWAP is also going to include the QCI mentorship approach to reflect WPN 22-4. OCA will be going over the updated Field Standards in the June 2026 workshop.</p>
<p style="text-align: center;"><b>WHAT PROTOCOLS ARE IN PLACE WHICH ENSURE UNTRAINED STAFF ARE NOT LEFT WITHOUT SUPERVISIONS DURING FIELD OPERATIONS?</b></p>
<p>Weatherization Coordinators, Assessors, and Final Inspectors must be TCP certified within one year of their employment unless written approval is granted by DCEO/OCA for an extension. This certification ensures that weatherization staff understand the policies and technical requirements necessary to complete the home weatherization process successfully. Staff that do not meet the requirements of certification do not have signature authority on assessments or final inspections.</p> <p>Per our Operations Manual, all DOE final units must receive a final inspection by a BPI-certified Quality Control Inspector. Individuals that do not hold BPI-certified QCI are prohibited from conducting final inspections.</p>
<p style="text-align: center;"><b>PARTNERSHIPS WITH THE STATEWIDE HOME PERFORMANCE INDUSTRY ON TRAINING ISSUES; IF APPLICABLE.</b></p>
<p style="text-align: center;">Not applicable.</p>
<p style="text-align: center;"><b>HOW DOES ANALYSIS CONDUCTED, AS DETAILED IN SECTION V.6 OF THE ANNUAL APPLICATION, INFLUENCE THE DEVELOPMENT OF T&amp;TA ACTIVITIES AND PRIORITIES?</b></p>
<p>IHWAP utilizes training assessment surveys, analysis of findings identified during on-site monitoring by the Weatherization Technical Services Unit (trend tracking analysis of deficiencies), local agency callback data, air sealing reports by agency, and requests for T&amp;TA made by the Local Administering Agencies.</p>

<h3><b>3.0 – WORKFORCE CREDENTIALS</b></h3> <p style="text-align: center;"><b>DESCRIBE THE FOLLOWING ASPECTS OF YOUR T&amp;TA PLAN RELATED TO WORKFORCE CREDENTIALS.</b></p>
<p style="text-align: center;"><b>FEDERALLY REQUIRED CREDENTIALS. EXAMPLES INCLUDE:</b></p> <ul style="list-style-type: none"> <li>• <b>ENVIRONMENTAL PROTECTION AGENCY LEAD RENOVATION, REPAIR, AND PAINTING PROGRAM</b></li> <li>• <b>HOME ENERGY PROFESSIONALS QUALITY CONTROL INSPECTOR CERTIFICATION</b></li> </ul>
<p>IHWAP provides training to the network for all federally required credentials through Champaign County Regional Planning Commission’s ICRT.</p>

<b>GRANTEE/STATE REQUIRED CREDENTIALS. EXAMPLES INCLUDE:</b>
<ul style="list-style-type: none"> <li>• <b>BUILDING PERFORMANCE INSTITUTE BUILDING ANALYST</b></li> <li>• <b>GRANTEE-DEVELOPED CERTIFICATIONS</b></li> </ul>
In addition to federally required credentials, IHWAP requires all field staff and agency coordinators to complete the 9-week Training and Certification Program (TCP). Before beginning TCP, all staff must first obtain the BPI Building Science Principles certification. Furthermore, crews and architectural/ mechanical contractors are required to obtain IHWAP certification.
<b>SUBGRANTEE/LOCAL REQUIRED CREDENTIALS. EXAMPLES INCLUDE:</b>
<ul style="list-style-type: none"> <li>• <b>CONTRACTOR LICENSING</b></li> </ul>
Subgrantees are responsible for ensuring their contractors hold the necessary licensure to conduct business in local government regions.
<b>INDUSTRY REQUIRED CREDENTIALS. EXAMPLES INCLUDE:</b>
<ul style="list-style-type: none"> <li>• <b>EQUIPMENT/MATERIAL MANUFACTURE CERTIFICATION</b></li> <li>• <b>VENDOR CERTIFICATION</b> (E.G. EQUIPMENT/MATERIAL MANUFACTURE CERTIFICATION, VENDOR CERTIFICATION)</li> </ul>
Not applicable.
<b>PROCESS FOR MAINTAINING WORKFORCE CREDENTIALS</b>
Not applicable.
<b>HOW CREDENTIALS ARE TRACKED</b>
Not applicable.

## 4.0 – TRAINING

GRANTEES HAVE TWO OPTIONS TO DESCRIBE THEIR TRAINING.

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

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

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

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

Indoor Climate Research & Training, a unit of the Illinois Applied Research Institute, will provide the administration of the IHWAP Training and Certification program. This will include the provision of qualified trainers and facilities for each scheduled class. Classes planned for the 2027 program year include:

**A. Classes for Certification Rounds**

1. The Language of Weatherization
2. Weatherization Home Assessment Fundamentals
3. Building Science and Visual Assessment
4. Performing a Safe Visual Assessment
5. Accurate Diagnostic Tests
6. Assessment Review and Practice
7. Mechanical Systems: Operation and Testing
8. A/C and Heat Pump Systems
9. Demonstration of Understanding
10. Certification Exam
11. Architectural Contractor Curriculum
12. HVAC Contractor Curriculum
13. BPI Quality Control Inspector
14. Energy Auditor Training
15. Healthy Home Evaluator
16. Multifamily Building Analyst

**B. Other Classes Related to IHWAP**

1. Air Sealing Workshops
2. Basic Electricity Workshop
3. ASHRAE 62.2 Workshop
4. Low-rise Multifamily QCI Training
5. Confined Space Training
6. In-field Training  
(DCEO and Local Administering Agencies' staff)
7. Solar Photovoltaic Training
8. Weatherization Coordinator Training
9. Executive Director Training Workshop

**C. IHWAP Online Training – Reach 360**

1. Assigning a Work Order
2. Contractor Procurement Using the Competitive Negotiated Approach
3. Contractors in the IWx Field App
4. Copy Master Catalog to a Contractor
5. Downloading the IWx Field App
6. Duct Sealing Micro-Training
7. Final Inspection and Inspection Passed Micro-Training
8. Inspections
9. How to Be an Ethical Leader
10. How to Effectively Run a Meeting
11. IHWAP Desk Audit Process
12. IHWAP Multifamily Processes
13. Income Reverification
14. Interpersonal Skills for the IHWAP Network
15. Introduction to Team Management
16. IWx Catalog Training

17. IWx Field App Best Practices
18. IWx Field Assessment App Training
19. IWx Frequently Asked Questions
20. IWx Intake Application Process
21. IWx Resources
22. IWx Training
23. Motivating Your Team
24. Multi-Family Assessment
25. PM Survey Overview Micro-Training
26. Problem-Solving Fundamentals
27. Programmatic Monitoring
28. Protecting Personally Identifiable Information (PII)
29. Providing Exceptional Customer Service
30. Rolling Jobs in the IWx System
31. Scope of Work
32. Setting up your Agency
33. Structured Production Coaching Calls for WX Specialists
34. Vehicle Procurement
35. Weatherization Assistant Training Assessment
36. Weatherization Coordinator Development (PY26)
37. Workplace Communication Basics

**Illinois Weatherization Certification Workshops  
Course Descriptions  
July 1, 2026 to June 30, 2027**

*Weatherization Certification Course Descriptions*

**Note:** Weatherization Coordinators, Assessors, and Final Inspectors must be TCP certified (completion of courses 1-10) within one year of their employment unless written approval is granted by DCEO/OCA for an extension. This certification ensures that weatherization staff understand the policies and technical requirements necessary to complete the home weatherization process successfully. Staff that do not meet the requirements of certification cannot sign-off on assessments or final inspections.

- 1. Course 1: The Language of Weatherization Format: Online**  
**Length of course: 1 week**  
**Objective: Build foundational knowledge of weatherization terms, measurement concepts, basic building science, and safety awareness to prepare for field-based learning.**
  
- 2. Course 2: Weatherization Home Assessment Fundamentals Format: In-person**  
**Length of course: 4 days**

**Objective: Understand the full flow of a weatherization home assessment, including the assessor's role, client interaction, data collection, and health and safety awareness.**

**3. Course 3: Building Science & Visual Assessment Format: Hybrid**

**Length of course: 2 weeks, with 2 days in-person during 2nd week**

**Objective: Understand how heat, air, and moisture move through a home and how to evaluate insulation and air sealing needs across different building components.**

**4. Course 4: Performing a Safe Visual Assessment Format: In-person**

**Length of course: 5 days**

**Objective: Conduct a full visual assessment that incorporates health and safety checks, accurate documentation, and safe use of field equipment, in alignment with program requirements.**

**5. Course 5: Accurate Diagnostic Tests Format: In-person**

**Length of course: 5 days**

**Objective: Perform diagnostic testing and collect accurate data to inform energy efficiency measures and modeling.**

**6. Course 6: Assessment Review and Practice Format: Hybrid**

**Length of course: 2 weeks (2 days at training center, remainder at agency)**

**Objective: Conduct a visual home assessment under trainer guidance, receive structured feedback, and identify key focus areas for continued practice and agency-supported fieldwork.**

**7. Course 7: Mechanical Systems: Operation and Testing Format: In-person**

**Length of course: 5 days**

**Objective: Identify furnace and boiler types, explain key components, and follow correct sequencing to perform mechanical safety and diagnostic tests.**

**8. Course 8: A/C and Heat Pump Systems Format: In-person**

**Length of Course: 5 days**

**Objective: Describe how A/C and heat pump systems work, evaluate comfort-related performance issues, and use IWx to document mechanical system data.**

**9. Course 9: Demonstration of Understanding Format: in-person**

**Length of Course: 3 days**

**Objective: Demonstrate full readiness to conduct weatherization assessments through hands-on field evaluation and a written proficiency final exam.**

**10. Proficiency Test – 6 Hours (required training for IHWAP field staff and Coordinators)**

Once the nine core certification classes have been successfully completed, the students will be required to complete a proficiency test that covers elements from each class. The instructors provide an overview of the subjects, and then the students are given a comprehensive exam.

**11. Quality Control Inspector (“QCI”) Class – 24 Hours, 10 BPI CEUs (best practice for staff preparing to challenge the BPI QCI)**

This five-day course is to teach the basic principles and techniques of proper weatherization quality control inspections. This course will cover the quality control inspection process as a checks and balance system in the areas of in-progress inspections, and final quality control inspections of weatherization work. This is a preparatory course for the IHWAP workforce who will be challenging the Department of Energy (“DOE”) mandated QCI Certification Exam.

**12. Energy Auditor Class – 32 Hours, 32 BPI CEUs (best practice for staff preparing to challenge the BPI EA)**

This five-day course is to teach the basic principles and techniques of proper weatherization energy auditing. This course will cover the energy auditing process. This is a preparatory course for the IHWAP workforce who will be challenging the soon-to-be DOE mandated “EA Certification”.

**13. Architectural/Crew Leader Certification Training – 32 Hours, 16 BPI CEUs (required for all architectural firms completing homes in IHWAP)**

This one-week class leads to crew leader certification for work in the IHWAP. Skills needed for effective crew leadership are presented. Fundamentals of heat transfer and material estimation are reviewed. IHWAP Field Standards are discussed. Dense-pack sidewall insulation, air sealing and diagnostics tests are reviewed with a focus on the crew leader becoming the instructor in the field. The crew leader, as the first person conducting quality assurance on a job, is emphasized.

**14. HVAC Certification Training – 24 Hours (required for all HVAC firms completing homes in IHWAP)**

This five-day course covers the following topics: weatherization program overview and process, residential energy use and energy measurements, basic heat loss and heat transfer, weatherization safety testing procedures and protocols, basic and advanced heating systems standards, optional heating and air conditioning systems, and venting standards.

**15. Healthy Home Evaluator – 24 Hours (not currently mandatory)**

In this one-week class, students learn how to conduct an in-depth home audit and environmental risk analysis. They will learn how to assess the risk of key home-based health hazards including asthma triggers from dust, moisture and mold, volatile organic compounds (VOCs), lead-based paint, asbestos, radon, carbon monoxide leaks, as well as potential fire hazards, trip and fall hazards, and pest management issues.

**16. Multifamily Building Analyst – 32 Hours (not currently mandatory)**

In this course, students will be prepared to challenge the BPI-MFBA exam by the end of the week. Students will understand Necessary Communication, Reports/Reporting, Perform and Evaluate Building, Diagnostics and Inspections, Conduct Building Analysis, Understand and Evaluate Mechanical Systems, Understand and Evaluate Fuel Consumption and Efficiency, Understand and Utilize Energy Audit Software.

**Other Courses Related to the Weatherization Program (the following courses are not required)**

**1. Housing Types and Air Sealing for Contractors and Assessors/Final Inspectors – 6 Hours**

The audience for this course is assessors, final inspectors and contractors. This workshop will provide a hands-on approach to air sealing using weatherization diagnostics tools (blower door, manometer, and pressure pans). “Typical Energy Profiles” will be used to identify building faults in construction, e.g., the workshop will demonstrate a variety of methods and techniques for air sealing. Demonstrations on the appropriate air sealing materials to provide the most efficient installation for a variety of building sections will be provided.

**2. Basic Introduction to Electricity for Weatherization – 6 Hours, 6 BPI CEUs**

The audience for this course is assessors and final inspectors. This workshop will provide the basics for understanding electricity in residential housing and is an introductory class to electricity. The course will provide participants with fundamentals of electricity and an introduction in how to recognize questionable and dangerous systems or system elements in low-income housing stock. The course will describe the basics of how electricity works and the types of systems that are deployed, e.g., knob and tube wiring, etc.

**3. American Society of Heating Refrigeration & Air Conditioning Engineers (ASHRAE) 62.2 Workshop – 6 Hours**

This one-day course will provide participants with an understanding of the new policies mandated by IHWAP funding sources. This will include intent and overview of the policy, current versus new mandated guidelines as well as a question and answer period. Logical applications and associated hardware will be discussed.

**4. Low-rise Multi-Family Quality Control Inspector (QCI) – 24 Hours**

This 5-day course is to teach the basic principles and techniques of proper weatherization quality control inspections for multi-family structures. This course will cover the quality control inspection process as a checks and balances system in the areas of in-progress inspections and final quality control inspections of weatherization work.

**5. In-field Training**

This one-day hands-on training is provided annually to IHWAP State Technicians. The morning will be spent in the HVAC lab and the afternoon will be spent in the field using diagnostic equipment. Local Administering Agencies’ staff will also have hands-on training available that will occur in the field for any staff member that is found in need of technical assistance in such areas as the proper use of diagnostic equipment or interpretation of test results.

**6. Confined Spaces Training**

This one-day workshop will define the term confined spaces, determining whether they may pose a hazard, and how to work safely following OSHA guidelines in such spaces.

**7. Introduction to Solar Energy and Solar Assessments**

This two-day course will provide a basic understanding on how solar photovoltaics (PV) works, teach participants how to perform a solar site assessment, and identify how to inspect a solar PV system. The first day will use a combination of lecture and classroom activities to teach the fundamentals of solar electric systems including diagramming the four types of PV, describe and identify the various components of solar, understanding the best application and limitations of each system type, and defining the solar window and understanding the impacts of shading on solar energy output. The second day will cover site assessment

tools, load analysis, array placement options, basic system sizing, evaluating the existing infrastructure on site, and the key criteria to consider when inspecting a solar PV system.

### **8. Weatherization Coordinator Training**

This 4-day course will provide a basic understanding of IHWAP policy and procedure and provide an overview of the administrative requirements of the IHWAP Program. Students will learn about the accountability aspects of the program and leave the class with administrative best practices to help them better administer the IHWAP grants locally.

### **9. Executive Director Training**

This 2-day course will provide a high-level overview of the IHWAP Program. Executive Directors will learn the technical nature of the IHWAP Program. Learn the importance of staffing the program properly and be provided with salary comparisons for fields comparable to weatherization. Students will also learn about the accountability and technical requirements that make the IHWAP Program unique as compared to other social service programs.

### **IHWAP Online Training – Reach 360**

IHWAP has developed online training offerings for the network to access on their own time. A full list of online training and descriptions are attached to the end of the T&TA Plan for reference. There are over 30 online training courses with more being developed to fit network needs.

#### **PROGRAMMATIC/ADMINISTRATION TRAINING**

- FINANCIAL (I.E. 2 CFR 200)
- MANAGEMENT (I.E. 10 CFR 440)

IHWAP provides programmatic and administrative training through Weatherization Coordinator/Executive Director Training Course training. Fiscal training is provided to agency through the Office of Community Assistance fiscal office through the Grant Application Workshop, as well as on-site fiscal training. IHWAP also provides onsite consulting services for local agencies to assist weatherization coordinators and fiscal managers on programmatic, fiscal, and administrative tasks. IHWAP conducts a policy and procedures workshop before each program year to update the network on any policy changes incorporated into the program for the upcoming program year.

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

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

ICRT provides technical refresher course work annually to the IHWAP network. For example, this year ICRT plans to train the network on measuring external static pressure in duct systems, and how to correct improperly sized duct systems. Additionally, ICRT is moving to update training and incorporate online learning.

#### **SPECIFIC TECHNICAL TRAINING**

- TOPICS IDENTIFIED DURING MONITORING VISIT(S)
- ENERGY MODELING
- HEALTH & SAFETY. ALL H&S TOPICS IN WPN 17-7 REQUIRE SOME LEVEL OF TRAINING FOR ALL AFFECTED

WORKERS, THE FREQUENCY OF THIS TRAINING IS A GRANTEE DECISION. EXAMPLES INCLUDE:

- AIR CONDITIONING AND HEATING SYSTEMS
- ASBESTOS
- BIOLOGICALS AND UNSANITARY CONDITIONS
- BUILDING STRUCTURE AND ROOFING
- CODE COMPLIANCE
- COMBUSTION GASES
- ELECTRICAL
- FORMALDEHYDE, VOLATILE ORGANIC COMPOUNDS (VOCs), FLAMMABLE LIQUIDS, AND OTHER AIR POLLUTANTS
- FUEL LEAKS
- GAS RANGE/OVENS
- HAZARDOUS MATERIALS DISPOSAL
- INJURY PREVENTION OF OCCUPANTS AND WEATHERIZATION WORKERS
- LEAD BASED PAINT
- EPA'S LEAD RENOVATION, REPAIR & PAINTING PROGRAM (RRP)MOLD/MOISTURE
- PESTS
- RADON
- SAFETY DEVICES
- VENTILATION AND INDOOR AIR QUALITY
  - AMERICAN SOCIETY OF HEATING REFRIGERATION AND AIR-CONDITIONING ENGINEERS (ASHRAE)
- WINDOW REPAIR, DOOR REPAIR
- WORKER SAFETY
  - OSHA
- ADDITIONAL TOPICS AS DESCRIBED IN HEALTH & SAFETY PLAN
- CLIENT EDUCATION (TRAINING WORKERS TO CONDUCT CLIENT EDUCATION). EXAMPLES INCLUDE:
  - ENERGY SAVINGS STRATEGIES
  - PROGRAM-SPECIFIC INFORMATION. EXAMPLES INCLUDE:
    - WHAT TO EXPECT
    - ADDITIONAL RESOURCES
  - HEALTH & SAFETY ISSUES

IHWAP provides training on all these topics during the 9-week Training and Certification Program. Course descriptions are included in the response to Section 4.0 Training above.

**CONFERENCES. EXAMPLES INCLUDE:**

- ENERGY OUTWEST
- BUILDING PERFORMANCE ASSOCIATION
- NATIONAL ASSOCIATION FOR STATE AND COMMUNITY SERVICE PROVIDERS
- COMMUNITY ACTION PARTNERSHIP

IHWAP provides funding and encourages our subgrantees to attend technical and programmatic conferences either in person or virtual.

**OTHER, PLEASE SPECIFY:**

DESCRIBE OTHER TRAINING ACTIVITIES HERE

## 5.0 – TECHNICAL ASSISTANCE

DESCRIBE THE TECHNICAL ASSISTANCE ACTIVITIES INCLUDED IN THE T&TA BUDGET CATEGORY.

<b>PROGRAMMATIC/ADMINISTRATION SUPPORT</b>
IHWAP provides onsite consulting services for local agencies to assist weatherization coordinators and fiscal managers on programmatic, fiscal, and administrative tasks.
<b>TECHNICAL SUPPORT</b>
IHWAP provides a multitude of technical support services to our subgrantees. IHWAP has resources at the ICRT Training Center that provide in-field assessment/final inspection technical support and mentoring, contractor technical support. IHWAP also employs 11 weatherization specialists who provide training and technical assistance on all programmatic and technical aspects of the program. In addition, we now have a multifamily team with a Mechanical Engineer to provide multifamily project review and technical assistance.
<b>HEALTH &amp; SAFETY SUPPORT ACTIVITIES</b>
THE IHWAP network is assisted on health and safety issues by the ICRT training staff and IHWAP weatherization specialists.
<b>MONITORING</b>
<b>WHAT PERCENTAGE OF T&amp;TA FUNDING IS ALLOCATED TO MONITORING? (IF DEFINED IN SECTION B OF THE BUDGET DETAILS WITHIN THE ANNUAL APPLICATION, INCLUDE THAT WITHIN YOUR DESCRIPTION BELOW.)</b>
IHWAP does not use T&TA funds for monitoring.
<b>OTHER, PLEASE SPECIFY</b>
DESCRIBE OTHER TECHNICAL ASSISTANCE ACTIVITIES HERE

<h2 style="margin: 0;">6.0 CLIENT EDUCATION</h2> <p style="margin: 0;"><b>DESCRIBE WHAT CURRENT AND PLANNED CLIENT EDUCATION MATERIALS AND/OR ACTIVITIES ARE INCLUDED IN THE T&amp;TA BUDGET CATEGORY. ONLY THOSE PAID FOR WITH T&amp;TA FUNDS NEED TO BE MENTIONED.</b></p> <p style="margin: 0;"><b>NOTE: THIS DOES NOT INCLUDE TRAINING WORKERS TO DELIVER CLIENT EDUCATION. THIS SHOULD BE DESCRIBED IN THE TRAINING SECTION, ABOVE.</b></p>
<p style="margin: 0;">CLIENT EDUCATION ACTIVITIES PRIOR TO, DURING AND AFTER WEATHERIZATION WHICH ADDRESS THE WEATHERIZATION PROCESS AND ENERGY SAVINGS DETAILS</p>
<p style="margin: 0;">IHWAP PROVIDES CLIENT EDUCATION DURING THE ENERGY AUDIT. CONTRACTORS ARE ALSO REQUIRED TO EDUCATE CLIENTS ON THE EFFICIENCY MEASURES INSTALLED IN THE HOME. FINAL INSPECTORS ALSO CONDUCT CLIENT EDUCATION AS PART OF THEIR QCI AND FINAL INSPECTION. IHWAP DOES NOT PAY FOR ANY OF THESE ACTIVITIES WITH THE T&amp;TA ALLOCATION.</p>
<p style="margin: 0;">CLIENT EDUCATION ACTIVITIES REGARDING H&amp;S ISSUES AS INDICATED IN WPN 17-7</p> <ul style="list-style-type: none"> <li>○ AIR CONDITIONING AND HEATING SYSTEMS</li> <li>○ ASBESTOS</li> <li>○ BIOLOGICALS AND UNSANITARY CONDITIONS</li> <li>○ BUILDING STRUCTURE AND ROOFING</li> <li>○ CODE COMPLIANCE</li> <li>○ COMBUSTION GASES</li> <li>○ ELECTRICAL</li> <li>○ FORMALDEHYDE, VOLATILE ORGANIC COMPOUNDS (VOCs), FLAMMABLE LIQUIDS, AND OTHER AIR POLLUTANTS</li> <li>○ FUEL LEAKS</li> <li>○ GAS RANGE/OVENS</li> <li>○ HAZARDOUS MATERIALS DISPOSAL</li> <li>○ INJURY PREVENTION OF OCCUPANTS AND WEATHERIZATION WORKERS</li> <li>○ LEAD BASED PAINT</li> </ul>

- EPA'S LEAD RENOVATION, REPAIR & PAINTING PROGRAM (RRP)MOLD/MOISTURE
- PESTS
- RADON
- SAFETY DEVICES
- VENTILATION AND INDOOR AIR QUALITY
  - AMERICAN SOCIETY OF HEATING REFRIGERATION AND AIR-CONDITIONING ENGINEERS (ASHRAE)
- WINDOW REPAIR, DOOR REPAIR
- WORKER SAFETY
  - OSHA
- ADDITIONAL TOPICS AS DESCRIBED IN HEALTH & SAFETY PLAN

### IHWAP/IWX Training Courses-2026-2027

Course Title	Course Description
Assigning a Work Order	In this course, you will learn how to assign a work order to a contractor in the IWx system.
Contractor Procurement Using the Competitive Negotiated Approach	In this training, you will learn the steps involved with procuring a contractor, federal and state regulations, and tips and tricks to help you succeed.
Contractors in the IWx Field App	This training is designed to equip you with the necessary knowledge and skills to efficiently manage your work orders, particularly emphasizing the functionality of working offline and managing change requests. By mastering these aspects of the IWx system, you will enhance your productivity and ensure smooth operations in your weatherization projects
Copy Master Catalog to a Contractor	In this training, you will learn how to copy the master catalog to a contractor.
Downloading the IWx Field App	In this training, you will learn how to download the IWx Field App on your phone and how to install it on your computer.
Duct Sealing Micro-Training	Rather than entering ducts under the heating system, ducts are now their own assessment area. Assessors will be guided on where to input the information on duct work.
Final Inspection and Inspection Passed Mirco-Training	This training will walk you through the final inspection process and closing a job.
Inspections	This guide outlines three ways to access inspections within the IWx system, providing flexibility for agencies completing weatherization projects.
How to Be an Ethical Leader	In this course, you will learn why ethics matter in business and how to create a conscientious culture. Then you will get practical tips to help you guide and interact with employees ethically.

How to Effectively Run a Meeting	In this lesson, you will learn the five steps to running meetings that are more efficient, more constructive, and more engaging for you and your team.
IHWAP Desk Audit Process	In this module, you will learn the shared expectations around submittals, communication, timelines, and participation.
IHWAP Multifamily Processes	Provides an essential foundation in the policies, procedures, and processes that guide multifamily (MF) weatherization projects in Illinois.
Income Reverification	In this course, you will learn how to do income re-verification.
Interpersonal Skills for the IHWAP Network	While technical skills are vital, interpersonal skills are the glue that holds people, teams, and business units together.
Introduction to Team Management	In this course you will learn what exactly is team management, why is it important, and what are the main functions that a team manager serves
IWx Catalog Training	Creating and managing catalogs for contractors and material pricing is a fundamental component of a successful Weatherization program. This training module will equip you with the knowledge to do both within the IWx energy modeling system.
IWx Field App Best Practices	A comprehensive list of best practices to help the assessor have the most success in the IWx app.
IWx Field Assessment App Training	Utilizing features in the app, such as talk-to-text for taking notes and the ability to capture pictures, will add noticeable efficiency to your assessment process. By the end of this session, you will have a comprehensive understanding of how to conduct assessments efficiently and accurately in the IWx system.
IWx Frequently Asked Questions	A resource of frequently asked questions pertaining to the IWS systems and processes.
IWx Intake Application Process	This simulation-based training will guide you through each feature to provide you with hands-on experience and proficiency in completing a application.
IWx Resources	A library of everything Illinois weatherization related job aids, manuals, and how-to-guides to the IWx system.
IWx Training	To help you learn the ins and outs of IWx, we have developed a comprehensive training program. This simulation-based training will guide you through each feature to provide you with hands-on experience and proficiency in the program.
Motivating Your Team	In this course, you will review types of motivation. You will also understand the unique forces that motivate individuals, And use that knowledge to everyone's advantage.

Multi-Family Assessment	In this lesson, you will gain a clear understanding of the overall workflow, the key phases involved, and the essential terminology you will encounter throughout the course. By the end, you will be ready to dive deeper into each stage of the process with confidence.
PM Survey Overview Micro-Training	The PM Survey provides a comprehensive look at its various sections, offering clear explanations of the content within each part.
Problem-Solving Fundamentals	In this course, you will start with a five-step problem-solving process anyone can use. Then, you will learn some strategies and behaviors to make problem-solving easier.
Programmatic Monitoring	In this module, we will walk you through the critical components of programmatic monitoring, including its objectives, procedures, and tools. This module is designed to understand the programmatic monitoring process inside the IWx system comprehensively.
Protecting Personally Identifiable Information (PII)	In this course, you will learn what Personally Identifiable Information (PII) is and how to protect it.
Providing Exceptional Customer Service	This course will equip participants with the skills and knowledge to elevate customer experiences
Rolling Jobs in the IWx System	Rolling a Catalog over to the next Program Year can be allowed now. This must be done before attempting to move a Job to the new Program Year.
Scope of Work	SOW, it is like a blueprint for the project, outlining everything needed to get the job done. This interactive module will guide you step-by-step through the process from selecting contractors, choosing the right retrofit packages, calculating costs, and creating the work order.
Setting up your Agency	In this course, you will learn how to set up your agency step-by-step through the IWx system.
Structured Production Coaching Calls for WX Specialists	In this course, you will learn how to prepare for, facilitate, and document structured production calls that drive real progress. You will master objective data review, process-based coaching, and accountability practices that empower agencies to succeed.
Vehicle Procurement	Designed to guide you through the vehicle procurement process. We will focus on the key steps involved in procuring vehicles, including assessing needs, sourcing suppliers, and ensuring compliance with procurement policies.
Weatherization Assistant Training Assessment	This is a knowledge check that covers weatherization assistance program.
Weatherization Coordinator Development (PY26)	This course is designed to teach you the skills needed to become a successful coordinator.

Workplace Communication Basics

In this course, you'll learn why having excellent communication skills is so important in the workplace, and how you can improve yours.