

834



**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

**FROM:** Community Action Partnership of Riverside County

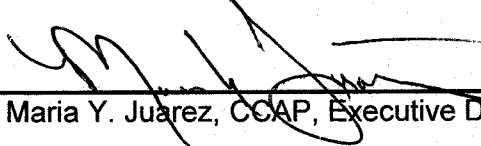
**SUBMITTAL DATE:**  
February 13, 2013

**SUBJECT:** Approval of Weatherization Master Service Agreements

**RECOMMENDED MOTION:** That the Board of Supervisors:


1. Approve and authorize the Chairman of the Board to sign the attached Weatherization Master Service Agreements between Community Action Partnership of Riverside County (CAP Riverside) and the vendors listed below:

- Reliable Energy Management, Inc., Agreement #CAP-13-004
- Western Insulation, L.P., Agreement #CAP-13-005
- Ace & Sons Construction, Inc., Agreement #CAP-13-006
- Synergy Companies, Agreement #CAP-13-007

  
 Maria Y. Juarez, CCAP, Executive Director

<b>FINANCIAL DATA</b>	Current F.Y. Total Cost:	\$ 0	In Current Year Budget:	NA
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	NA
	Annual Net County Cost:	\$ 0	For Fiscal Year:	NA

<b>SOURCE OF FUNDS:</b> Federal Funds and Southern California Gas Co.	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

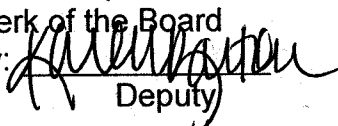
**C.E.O. RECOMMENDATION:** **APPROVE**  
 BY:   
 Donna Shaw

**County Executive Office Signature**

**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Tavaglione, seconded by Supervisor Stone and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.



Ayes: Jeffries, Tavaglione, Stone, Benoit and Ashley  
 Nays: None  
 Absent: None  
 Date: March 26, 2013  
 xc: CAP, Purchasing

Kecia Harper-Ihem  
 Clerk of the Board  
 By:   
 Deputy

Prev. Agn. Ref.: District: All Agenda Number:

3-7

ATTACHMENTS FILED WITH THE CLERK OF THE BOARD

FORM APPROVED COUNTY COUNSEL  
 BY:   
 NEAL R. KIPNIS  
 DATE: 2/13/13  
 Purchasing:   
 Mark Seiler, Assistant Director  
 Departmental Concurrence

Consent     Policy  
 Consent     Policy

Dep't Recomm.:  
 Per Exec. Ofc.:

**FROM:** Community Action Partnership  
of Riverside County

**DATE:** February 13, 2013

**SUBJECT:** Approval of Multi-Year Weatherization Master  
Professional Services Agreements

**PAGE:** 2 of 3

**RECOMMENDED MOTIONS (Continued):**

2. Approve and authorize the Chairman of the Board to sign the attached Southern California Gas Company Master Weatherization Agreements between CAP Riverside and the following vendors:
  - Reliable Energy Management, Inc., Agreement #CAP-13-017
  - Western Insulation, L.P., Agreement #CAP-13-018
  - Ace & Sons Construction, Inc., Agreement #CAP-13-019
  - Synergy Companies, Agreement #CAP-13-020
3. Authorize the Purchasing Agent to sign amendments and exercise the option to renew annually for up to four (4) additional one-year periods for a total of five (5) years;
4. Authorize the Purchasing Agent to approve and amend Purchase Orders for the Weatherization vendors as needed, not to exceed an aggregate amount of \$6,000,000 annually; and
5. Authorize the Executive Director of CAP Riverside to administer the Agreements.

**BACKGROUND:**

CAP Riverside administers energy and weatherization programs that assist low-income families residing in Riverside County. These services include assistance with utility payments, consumer education, and no-cost comprehensive weatherization and building rehabilitation services. The various funding sources allocate monies to these energy/weatherization programs in increments throughout the year

On November 6, 2012, Riverside County Purchasing, on behalf of CAP Riverside, issued a formal Request for Proposal #CAARC-028 (RFP) to solicit proposals for Home Weatherization and Repair Services. Purchasing and CAP Riverside posted the RFP on their respective websites and RFP notices were mailed to over 200 potential vendors. Additionally, on November 10, 2012, a Public Notice was posted in the Press Enterprise and PE.com. A total of six (6) responses were received with all being responsive.

An Evaluation Committee was formed consisting of a CAP Riverside Commissioner and CAP Riverside staff. The Evaluation Committee met on December 11, 2012 to evaluate and score responses based on the following pre-selected criteria:

1. Overall responsiveness to RFQ requirements;
2. Lowest overall pricing;
3. Qualifications of the Bidder (credentials/licenses);
4. Bidder's experience and ability;
5. References with demonstrated success with similar work to the Scope of Services;
6. Technical capability and project methodology;
7. Geographical service area;
8. Standard Lead Time;
9. Warranty (Materials & Workmanship);
10. Financial status;
11. Clarification, Exceptions, and Deviations

**FROM:** Community Action Partnership  
of Riverside County

**DATE:** February 13, 2013

**SUBJECT:** Approval of Multi-Year Weatherization Master  
Professional Services Agreements

**PAGE:** 3 of 3

The Evaluation Committee recommended the top four (4) highest scoring vendors for funding: Reliable Energy, Inc., Western Insulation, L.P., Ace and Sons Construction, Inc. and Synergy Companies. If CAP Riverside's weatherization workload increases in the future, awards may be offered to the two (2) remaining vendors.

Each vendor will receive an initial allocation of up to \$100,000. Additional allocations will be issued based on vendor production, performance, and available funding, not to exceed an aggregate amount of \$6,000,000 per year.

**FINANCIAL IMPACT:** No County General Funds will be required. Funding for these agreements is supplied by the Low-Income Home Energy Assistance Program (LIHEAP), Department of Energy (DOE), and Southern California Gas Company (SCG) and is budgeted through the normal budgeting process.

**CONCURE/EXECUTE:** Purchasing

MYJ:KS:jb

# Community Action Partnership of Riverside County

2038 Iowa Avenue, Suite B-102  
Riverside, CA 92507

MASTER AGREEMENT: CAP-13-005

CONTRACTOR: Western Insulation, L.P.

CONTRACT TERM: March 26, 2013 through February 28, 2014

**WHEREAS**, the Community Action Partnership of Riverside County, hereinafter referred to as CAP RIVERSIDE, desires to provide weatherization, water heaters, furnace repair and replacement services;

**WHEREAS** Western Insulation, L.P. has the expertise, special skills, knowledge and experience to provide these services;

**WHEREAS**, CAP RIVERSIDE desires Western Insulation, L.P., hereinafter referred to as the Contractor, to perform these services in accordance with the TERMS and CONDITIONS (T&C) attached hereto and incorporated herein by this reference. The T&C specify the responsibilities of CAP RIVERSIDE and the Contractor;

**NOW THEREFORE**, CAP RIVERSIDE and the Contractor do hereby covenant and agree that the Contractor shall provide said services in return for monetary compensation, all in accordance with the terms and conditions contained herein, of this Agreement.

ATTEST:  
 KECIA HARPER-JHEM, Clerk  
 By:  DEPUTY

Authorized Signature for the Board: 	Authorized Signature for Contractor: 
Printed Name of Person Signing: John J. Benoit	Printed Name of Person Signing: STEVE HEIN
Title: Chairman, Board of Supervisors	Title: PRESIDENT
Address: 4080 Lemon Street Riverside, CA 92501	Address: 3383 Durahart Street Riverside, CA 92507
Date Signed:  MAR 26 2013	Date Signed:  3/18/2013

FORM APPROVED COUNTY COUNSEL

BY:  DATE

MAR 26 2013 3-7

**WESTERN INSULATION, L.P.**  
**MASTER AGREEMENT**  
**TERMS AND CONDITIONS**

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### LIST OF ATTACHMENTS & EXHIBITS

- Exhibit A – Contractor Payment Request
- Exhibit B – Instructions for Contractor Payment Request
- Exhibit C – Certification Regarding Debarment, Suspension, and Related Matters
- Exhibit D – Certification Regarding Drug Free Workplace
- Exhibit E – Certification Regarding Lobbying
- Attachment A – Scope of Work – Low-Income Home Energy Assistance Program (LIHEAP)
- Attachment B – Scope of Work - Department of Energy (DOE)

## CONTRACT TERMS AND CONDITIONS

### I. ABBREVIATIONS

"CAP RIVERSIDE" refers to the County of Riverside and its Community Action Partnership of Riverside County, which has administrative responsibility for this Agreement.

### II. CAP RIVERSIDE RESPONSIBILITIES

- A. CAP RIVERSIDE will assign staff to act as liaison between the Contractor and CAP RIVERSIDE.
- B. CAP RIVERSIDE will monitor the performance of the Contractor in meeting the terms, conditions, and services in this Agreement. CAP RIVERSIDE, at its sole discretion, may monitor the performance of the Contractor through any combination of the following methods: periodic on-site visits, annual inspections, evaluations, and Contractor self-monitoring.

### III. CONTRACTOR RESPONSIBILITIES

The Contractor shall

1. Assign staff to act as liaison to CAP RIVERSIDE
2. Provide a telephone number for service requests and emergency service responses between the hours of 7:00 a.m. to 8:00 p.m. Pacific Standard Time, Monday thru Friday.
3. Ensure response time for emergencies not exceed twenty-four hours, 7:00 a.m. thru 8:00 p.m., Pacific Standard Time, Monday thru Friday.
4. Ensure that they have the skills, experience and knowledge necessary to perform the work agreed to be performed under this Agreement, and that CAP RIVERSIDE relies upon the Contractor's representation about its skills, experience and knowledge to perform the Contractor's work in a competent manner.
5. Perform the services and duties in conformance to and consistent with the standards generally recognized as being employed by professionals in the same discipline in the State of California.
6. Provide and perform in a fully competent manner all services as described and specified in the Scope of Services (Attachments A and B) attached hereto and incorporated herein by this reference.

### IV. FISCAL PROVISIONS

#### A. COMPENSATION

For the work completed on each dwelling weatherized by the Contractor to CAP Riverside's satisfactory inspection and upon receipt of all required paperwork and invoices, CAP Riverside will compensate the Contractor per unit of service as set forth in the written work order for the dwelling unit. The Contractor's invoice shall include an itemized accounting of all costs. The Contractor will be paid in accordance to the Payment Reimbursement Scheduled included in Attachments A – B. Any work completed without approval by CAP Riverside is subject to disallowance. Any costs incurred by the Contractor for the replacement of substandard materials and/or work shall be at the Contractor's expense and shall not be charged to CAP Riverside.

## B. METHOD, TIME, AND SCHEDULE/CONDITION OF PAYMENTS

1. To request payment, the Contractor shall submit the Contractor Payment Request Form (Exhibit A) following the Instructions for Contractor Payment Request (Exhibit B). Supporting documentation such as permits, receipts, labor schedules, documentation to justify job references and job hours, and/or any other relevant information must accompany the Contractor Payment Request. Exhibits A and B are attached hereto and incorporated herein by these references.
2. In order to receive payment in a timely manner, Contractor shall submit invoices to CAP RIVERSIDE within five (5) working days after completion of work.
3. Services will be inspected by CAP RIVERSIDE within ten (10) working days from receipt of invoice.
4. CAP RIVERSIDE shall pay invoice within thirty (30) business days from the date the work passes inspection. Invoices received by CAP RIVERSIDE after the specified five (5) business days will not be guaranteed inspection nor payment within the specified time. Those invoices will roll over to the next payment cycle.
5. All submissions will be received in the CAP RIVERSIDE office, addressed to:

Community Action Partnership of Riverside County  
2038 Iowa, Suite B-102  
Riverside, CA 92507

## C. FINANCIAL RESOURCES

The Contractor warrants that during the term of this Agreement, the Contractor shall retain sufficient financial resources necessary to perform all aspects of its obligations, as described under this Agreement. Further, the Contractor warrants that there has been no adverse material change in the Contractor, Parent, or Subsidiary business entities, resulting in negative impact to the financial condition and circumstances of the Contractor since the date of the most recent financial statements.

## D. RECORDS, INSPECTIONS, AND AUDITS

The Contractor is required to maintain auditable books, records, documents, including but not limited to receipts for all materials, job schedules/payroll time records, etc., and other evidence pertaining to costs and expenses in this Agreement. The Contractor shall maintain these records for five (5) years after final payment has been made or until all pending county, state, and federal audits, if any, are completed, whichever is later. **Contractor must obtain written approval from CAP Riverside before destruction of any records pertaining to this agreement.**

1. Any authorized representative of the County of Riverside, the State of California, and the federal government shall have access to any books, documents, papers, electronic data, and other records, which these representatives may determine to be pertinent to this Agreement, for the purpose of performing an audit, evaluation, inspection, review, assessment, or examination. These representatives are authorized to obtain excerpts, transcripts, and copies, as they deem necessary. Further, these authorized representatives shall have the right at all reasonable times to inspect or otherwise evaluate the work performed, or being performed, under this Agreement and the premises in which it is being performed.
2. This access to records includes, but is not limited to, service delivery, referral, financial, and administrative documents for five (5) years after final payment is made, or until all pending county, state, and federal audits are completed, whichever is later.



3. Should the Contractor disagree with any audit conducted by CAP RIVERSIDE, the Contractor shall have the right to employ a licensed, Certified Public Accountant (CPA) to prepare and file with CAP RIVERSIDE a certified financial and compliance audit that is in compliance with generally-accepted government accounting standards of related services provided during the term of this Agreement. The Contractor shall not be reimbursed by CAP RIVERSIDE for such an audit.
4. In the event the Contractor does not make available its books and financial records at the location where they are normally maintained, the Contractor agrees to pay all necessary and reasonable expenses, including legal fees, incurred by CAP RIVERSIDE in conducting such an audit.

#### E. SUPPLANTATION

The Contractor shall not supplant any federal, state, or county funds intended for the purpose of this Agreement with any funds made available under any other Agreement. The Contractor shall not claim reimbursement from CAP RIVERSIDE for, or apply any sums received from CAP RIVERSIDE, with respect to the portion of its obligations, which have been paid by another source of revenue. The Contractor agrees that it will not use funds received pursuant to this Agreement, either directly or indirectly, as a contribution or compensation for purposes of obtaining state funds under any state program or county funds under any county programs without prior approval of CAP RIVERSIDE.

#### F. DISALLOWANCE

In the event the Contractor receives payment for services under this Agreement which is later disallowed for nonconformance with the terms and conditions herein by CAP RIVERSIDE, the Contractor shall promptly refund the disallowed amount to CAP RIVERSIDE on request, or at its option, CAP RIVERSIDE may offset the amount disallowed from any payment due to the Contractor under any contract with CAP RIVERSIDE.

#### G. ADVANCE PAYMENT

1. Upon written request by the Contractor, CAP RIVERSIDE may issue one (1) advance payment to the Contractor in an amount not to exceed ten percent (10%) of the available amount of this Agreement. Advances must be requested at the time the funds are allocated. Advance payments will be recaptured by deduction from each billing for the first four (4) months at the rate of 25% until the advance is recaptured in full. If a claim during this period does not support the full repayment amount, its remaining balance will roll forward and be added to the next month repayment dollar amount.

#### H. AVAILABILITY OF FUNDING

The County's obligation for payment of any agreement is contingent upon the availability of funding from which payment can be made.

### V. GENERAL PROVISIONS

#### A. EFFECTIVE PERIOD

This Agreement is effective March 26, 2013 through February 28, 2014. The period of performance shall be up to five (5) years, renewable in one (1) year increments from the date of the award, with no obligation by the County of Riverside to purchase any specified amount of services. The contract extension after the initial year shall be contingent upon prior year performance.

**B. CONFLICT OF INTEREST**

The Contractor covenants that it presently has no interest, including, but not limited to, other projects or independent agreements, and shall not acquire any such interest, direct or indirect, which are, or which the Contractor believes to be, incompatible in any manner or degree with the performance of services required to be performed under this Agreement. The Contractor further covenants that in the performance of this agreement, no person having such interest shall be employed or retained by it under this agreement. The Contractor shall not provide services to family members.

The Contractor agrees to inform CAP RIVERSIDE of all of the Contractor's interests, if any, which are or which the Contractor believes to be incompatible with any interest with CAP RIVERSIDE.

**C. NOTICES**

All notices, claims, correspondence, and/or statements authorized or required by this Agreement shall be addressed as follows:

**CAP RIVERSIDE:**

Community Action Partnership of Riverside County  
2038 Iowa Avenue, Suite B-102  
Riverside, CA 92507  
(951) 955-4900

**CONTRACTOR:**

Western Insulation, L.P.  
3383 Durhart Street  
Riverside, CA 92507  
951-683-4429

All notices shall be deemed effective when they are made in writing, addressed as indicated above, and deposited in the United States mail. Any notices, correspondence, reports and/or statements authorized or required by this Contract, addressed in any other fashion will not be acceptable.

**D. CONFIDENTIALITY**

The Contractor shall maintain the confidentiality of all information and records and comply with all other statutory laws and regulations relating to privacy and confidentiality.

**E. CHILD ABUSE REPORTING**

The Contractor shall establish a procedure acceptable to CAP RIVERSIDE to ensure that all employees, volunteers, consultants, subcontractors, or agents performing services under this Agreement report child abuse or neglect to a child protective agency as defined in Penal Code, Section 11166.

**F. EMPLOYMENT PRACTICES**

The Contractor shall not discriminate in its recruiting, hiring, promoting, demoting, or terminating practices on the basis of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, age, or sex in the performance of this Agreement, and to the extent they shall apply, with the provisions of the Fair Employment and Housing Act (FEHA), and the Federal Civil Rights Act of 1964 (P. L. 88-352).

In the provision of benefits, the Contractor shall certify and comply with Public Contract Code 10295.3, to not discriminate between employees with spouses and employees with domestic partners, or discriminate between the domestic partners and spouses of those employees.

For the purpose of this section Domestic Partner means one of two persons who has filed a declaration of domestic partnership with the Secretary of State pursuant to Division 2.5 (commencing with Section 297) of the Family Code.

#### G. HOLD HARMLESS/INDEMNIFICATION

CONTRACTOR shall indemnify and hold harmless all Agencies, Districts, Special Districts and Departments of the County of Riverside, their respective Directors, Officers, Board of Supervisors, elected and appointed officials, employees, agents and representatives from any liability whatsoever, based or asserted upon any services of CONTRACTOR, its officers, employees, subcontractors, agents or representatives arising out of or in any way relating to this Agreement, including but not limited to property damage, bodily injury, or death or any other element of any kind or nature whatsoever and resulting from any reason whatsoever arising from the performance of CONTRACTOR, its officers, agents, employees, subcontractors, agents or representatives from this Agreement; CONTRACTOR shall defend, at its sole expense, all costs and fees including but not limited to attorney fees, cost of investigation, defense and settlements or awards all Agencies, Districts, Special Districts and Departments of the County of Riverside, their respective directors, officers, Board of Supervisors, elected and appointed officials, employees, agents and representatives in any claim or action based upon such alleged acts or omissions.

With respect to any action or claim subject to indemnification herein by CONTRACTOR, CONTRACTOR shall, at their sole cost, have the right to use counsel of their own choice and shall have the right to adjust, settle, or compromise any such action or claim without the prior consent of County; provided, however, that any such adjustment, settlement or compromise in no manner whatsoever limits or circumscribes CONTRACTOR'S indemnification to County as set forth herein. CONTRACTOR'S obligation to defend, indemnify and hold harmless County shall be subject to County having given CONTRACTOR written notice within a reasonable period of time of the claim or of the commencement of the related action, as the case may be, and information and reasonable assistance, at CONTRACTOR'S expense, for the defense or settlement thereof. CONTRACTOR'S obligation hereunder shall be satisfied when CONTRACTOR has provided to County the appropriate form of dismissal relieving County from any liability for the action or claim involved.

The specified insurance limits required in the Agreement shall in no way limit or circumscribe CONTRACTOR'S obligations to indemnify and hold harmless the County herein from third party claims.

In the event there is conflict between this clause and California Civil Code Section 2782, this clause shall be interpreted to comply with Civil Code 2782. Such interpretation shall not relieve the CONTRACTOR from indemnifying the County to the fullest extent allowed by law.

#### H. INSURANCE

Before commencement of the work under this Agreement, the Contractor shall procure, maintain and submit verification copies to CAP RIVERSIDE, at its sole cost and expense, insurance in the following forms of coverage and minimum amounts specified below. The procurement and maintenance of the insurance required below will not diminish or limit the Contractor's obligation herein to indemnify or hold CAP RIVERSIDE harmless. Provision shall be made such that insurer shall notify CAP RIVERSIDE in the event that the any insurance required under this Agreement is canceled or reduced. In either event, CAP RIVERSIDE shall make no further disbursements until it is assured adequate coverage has been obtained. If the Contractor fails to obtain or assure the

County of adequate coverage, this Agreement shall be deemed in default and may be forthwith terminated by CAP RIVERSIDE.

1. **Workers' Compensation Insurance** (Coverage A) as prescribed by the laws of the State of California. Policy shall include Employers' Liability (Coverage B) including Occupational Disease with limits not less than \$1,000,000 per person per accident. Policy shall be endorsed, if applicable, to provide a Borrowed Servant/Alternate Employer endorsement.
2. **Commercial General Liability** insurance coverage, including but not limited to, premises liability, contractual liability, personal and advertising injury which may arise from or out of the Contractor's operations, or the performance of its obligations hereunder. Policy shall name State of California, Department of Community Services and Development (CSD) and CAP RIVERSIDE, the County of Riverside, Special Districts, and their respective directors, officers, Board of Supervisors, employees, agents, elected officials or representatives as Additional insured. Policy limits shall not be less than \$1,000,000 per occurrence combined single limit. If such insurance contains a general aggregate limit, it shall apply separately to this Agreement or be no less than two (2) times the occurrence limit.
3. **Vehicle Liability Insurance** – If the Contractor's vehicles or licensed mobile equipment are used or "may be used" on the County property, or used or "may be used" in any manner on behalf of the County, then the contractor shall maintain auto liability insurance for all owned, non-owned or hired automobiles in an amount not less than \$1,000,000 per occurrence combined single limit Policy shall name State of California, Department of Community Services and Development (CSD) and CAP RIVERSIDE, the County of Riverside, Special Districts, and their respective directors, officers, Board of Supervisors, employees, agents, elected officials or representatives as Additional insured.
4. **General Insurance Provisions**
  - a. Any insurance carrier providing insurance coverage hereunder shall be admitted to the State of California and have an A.M. BEST rating of not less than an A: VIII (A: 8) unless such requirements are waived, in writing, by the County Risk Manager. If the County's Risk Manager waives a requirement for a particular insurer such waiver is only valid for that specific insurer and only for one policy term.
  - b. The Contractor's insurance carrier(s) must declare its insurance deductibles or self-insured retentions. If such deductibles or self-insured retentions exceed \$500,000 per occurrence such deductibles and/or retentions shall have the prior written consent of the County Risk Manager before the commencement of operations under this Agreement. Upon notification of deductibles or self insured retentions which are deemed unacceptable to the County, at the election of the County's Risk Manager, Contractor's carriers shall either; 1) reduce or eliminate such deductibles or self-insured retentions as respects this Agreement with the County, or 2) procure a bond which guarantees payment of losses and related investigations, claims administration, defense costs and expenses.
  - c. The Contractor shall cause its insurance carrier(s) to furnish CAP RIVERSIDE with either: 1) a properly executed original Certificate(s) of Insurance and certified original copies of endorsements effecting coverage as required herein; or 2) if requested to do so orally or in writing by the County Risk Manager, provide original certified copies of policies including all endorsements and all attachments thereto, showing such insurance is in full force and effect. Further, said Certificate(s) and policies of insurance shall contain the covenant of the insurance carrier(s) that thirty (30) days written notice shall be given to CAP RIVERSIDE prior to any material modification, cancellation, expiration, or reduction in coverage of such insurance. In the event of a material modification, cancellation, expiration, or reduction in coverage, this Agreement shall terminate

forthwith, unless CAP RIVERSIDE receives, prior to such effective date, another properly executed original Certificate of Insurance and original copies of endorsements or certified original policies, including all endorsements and attachments thereto evidencing coverages set forth herein and the insurance required herein is in full force and effect.

- d. It is understood and agreed to by the parties hereto and the insurance companies that the Certificate(s) of Insurance and policies shall so covenant and shall be construed as primary, and the County's insurance and/or deductibles and/or self-insured retentions, or self-insured programs shall not be construed as contributory.
- e. CAP RIVERSIDE or the County Risk Manager reserves the right to adjust the monetary limits or types of insurance coverages during the term of this Agreement or any extensions thereof, if in the County Risk Manager or CAP RIVERSIDE's reasonable judgment, the amount or type of insurance carried by the Contractor becomes inadequate.
- f. Contractor shall pass down the insurance obligations contained herein to all tiers of subcontractors working under this Agreement.

#### I. COMMERCIAL CRIME COVERAGE (FIDELITY BOND)

Prior to any disbursements, the Contractor agrees that its insurer shall forward to CAP RIVERSIDE an assurance that all persons working on behalf of the Contractor are covered by a fidelity bond that shall include coverage or substantial equivalents to Employee Dishonesty/Theft, Forgery or Alteration, and Computer Fraud. Contractor's fidelity bond coverage limits shall not be less than a minimum amount of four percent (4%) of the maximum agreement. Provision shall be made such that insurer shall notify CAP RIVERSIDE in the event that the bond is canceled or reduced. In either event, CAP RIVERSIDE shall make no further disbursements until it is assured adequate coverage has been obtained. If the Contractor fails to obtain or assure County of adequate coverage, this Agreement shall be deemed in default and may be forthwith terminated by CAP RIVERSIDE.

#### J. LICENSES AND PERMITS

In accordance with the provisions of Chapter 9 of Division 3 of the Business and Professions Code concerning the licensing of Contractors, all Contractors shall be licensed, if required, in accordance with the laws of this State and any Contractor not so licensed is subject to the penalties imposed by such laws.

The Contractor warrants that it has all necessary permits, approvals, certificates, waivers, and exemptions necessary for the provision of services hereunder and required by the laws and regulations of the United States, State of California, the County of Riverside and all other appropriate governmental agencies, and shall maintain these throughout the term of this agreement.

#### K. INDEPENDENT CONTRACTOR

It is understood and agreed that the Contractor is an independent contractor and that no relationship of employer-employee exists between the parties hereto. Contractor and/or Contractor's employees shall not be entitled to any benefits payable to employees of the County including, but not limited to, County Worker's Compensation benefits. County shall not be required to make any deductions for employees of Contractor from the compensation payable to Contractor under the provision of this Agreement.

As an independent contractor, Contractor hereby holds County harmless from any and all claims that may be made against County based upon any contention by any third party that an employer-

employee relationship exists by reason of this Agreement. As part of the foregoing indemnity, the Contractor agrees to protect and defend at its own expense, including attorney's fees, the County, its officers, agents and employees in any legal action based upon any such alleged existence of an employer-employee relationship by reason of this Agreement.

#### L. SUBCONTRACT FOR SERVICES

No agreement shall be made by the Contractor with any party to furnish any of the services herein contained without the prior written approval of CAP RIVERSIDE. This provision shall not require the approval of agreements of employment between the Contractor and personnel assigned for services there under.

#### M. USE BY POLITICAL ENTITIES

This agreement between CAP RIVERSIDE and the Contractor for CAP RIVERSIDE's requirements of select item(s) of personal services, the successful bidder(s) agrees to extend the same pricing, terms and conditions to each and every political entity, special district, and related non-profit entity in Riverside County. It is understood that political entities, special districts and related non-profit entities shall make purchases in their own name, make direct payment, and be liable directly to the successful bidder(s) holding CAP RIVERSIDE harmless. The County of Riverside may, at its option, charge an administrative fee to those political entities, special districts and related non-profit entities that avail themselves use of this agreement. The successful bidder(s) shall report annually or as otherwise requested by the County, usage and total sales dollar amount information for each individual political entity, special district, and related non-profit entity utilizing County awards.

#### N. ASSIGNMENT

The Contractor shall not assign any interest in this Agreement, and shall not transfer any interest in the same, whether by assignment or novation, without the prior written consent of CAP RIVERSIDE. Any attempt to assign or delegate any interest herein without said consent shall be deemed void and of not force or effect.

#### O. COMPLIANCE WITH RULES, REGULATIONS, REQUIREMENTS, AND DIRECTIVES

The Contractor shall comply with all rules, regulations, requirements, and directives of the California Department of Social Services, other applicable state agencies, and funding sources which impose duties and regulations upon CAP RIVERSIDE, which are equally applicable and made binding upon the Contractor as though made with the Contractor directly.

#### P. INSPECTION OF SERVICE

All performance (which includes services, materials, supplies and equipment furnished or utilized in the performance of this contract, and workmanship in the performance of services) shall be subject to inspection and testing by CAP RIVERSIDE at all times during the term of the contract. The Contractor shall provide adequate cooperation to any inspector assigned by CAP RIVERSIDE to permit him/her to determine the Contractor's conformity with these specifications and the adequacy of the services being contractually provided. All inspections by CAP RIVERSIDE shall be made in such a manner as to not unduly interfere with Contractor's performance.

If any services performed hereunder are not in conformity with the specifications and requirements of this contract, CAP RIVERSIDE shall have the right to require the Contractor to perform the services in conformity with said specifications and requirements at no additional increase in total contract amount. When the services to be performed are of such a nature that the difference cannot be corrected, CAP RIVERSIDE shall have the right to:

1. Require the Contractor immediately to take all necessary steps to ensure future performance of the services in conformity with requirements of the contract, and
2. Reduce the contract price to reflect the reduced value of the services performed. In the event the Contractor fails to perform the services promptly or to take necessary steps to ensure future performance of the service is in conformity with specifications and requirements of the contract, CAP RIVERSIDE shall have the right to either:
  - a. Have the services performed in conformity with the contract specifications and charge to the contractor any cost occasioned to CAP RIVERSIDE that is directly related to the performance of such services. If CAP RIVERSIDE chooses alternative (A), CAP RIVERSIDE may withhold such costs from any amounts still owed to the Contractor under this or any other contractual agreements with CAP RIVERSIDE; or
  - b. Terminate this contract for default as provided in the Termination Clause.
3. If after the first inspection the work is not satisfactory, the Contractor will be charged a re-inspection fee of \$25.00 for the first re-inspection and \$50.00 for each inspection thereafter.

#### Q. CLEAN AIR/WATER ACTS

The Contractor shall comply with all applicable requirements issued under Section 306 of the Clean Air Act (33 U.S.C. 1368), U.S. Executive Order 11738, and Environmental Protection Agency (EPA) regulations (40 CFR, Part 15). These laws and regulations require the Contractor to not use facilities on the EPA list of violating facilities and to report violations to the EPA.

#### R. DISPUTES

Except as otherwise provided in this Agreement, any dispute concerning a question of fact arising under this Agreement, which is not disposed by Agreement, shall be disposed by County of Riverside's Purchasing Compliance Officer which shall furnish the decision in writing. The decision of County of Riverside's Purchasing Compliance Officer shall be final and conclusive until determined by a court of competent jurisdiction to have been fraudulent or capricious, arbitrary, or so grossly erroneous as necessarily to imply bad faith. The Contractor shall proceed diligently with the performance of the Agreement pending County of Riverside's Purchasing Compliance Officer decision. Contractor is prohibited from filing a Mechanics Lien on any residence assigned to Contractor under this Agreement.

#### S. DEBARMENT AND SUSPENSION

CONTRACTOR shall review, sign, and return the Certification Regarding Debarment, Suspension and Related Matters Form, Exhibit C, which is attached hereto and incorporated herein by this reference. As a sub-grantee of federal funds under this Agreement, the Contractor certifies that it, and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a federal department or agency.
2. Have not within a 3-year period preceding this Agreement been convicted of or had a civil judgment rendered against them for the commission of fraud, or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction; violation of Federal or State anti-trust status or commission of embezzlement, theft forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

3. Are not presently indicated or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in the paragraph above; and
4. Have not within a 3-year period preceding this Agreement had one or more public transactions (Federal, State, or local) terminated for cause or default.

T. CERTIFICATION REGARDING DRUG FREE WORKPLACE

CONTRACTOR shall review, sign, and return the Drug Free Workplace Certification Form, Exhibit D, which is attached hereto and incorporated herein by this reference.

U. CERTIFICATION REGARDING LOBBYING

CONTRACTOR shall review, sign, and return the Certification Regarding Lobbying, Exhibit E, which is attached hereto and incorporated herein by this reference

V. SANCTIONS

Failure by the Contractor to comply with any of the provisions covenants, requirements, or conditions of this Agreement including, but not limited to, reporting and evaluation requirements, shall be a material breach of this Agreement. In such event, County Purchasing may immediately terminate this Agreement and may take other remedies available by law, or otherwise specified in this Agreement. Purchasing may also:

1. Afford the Contractor a time period within which to cure the breach, the period of which shall be established at the sole discretion of Purchasing and CAP RIVERSIDE; and/or
2. Discontinue reimbursement to the Contractor for, and during the period in which the Contractor is in breach, the reimbursement of which the Contractor shall not be entitled to recover later; and/or
3. Withhold funds pending a cure of the breach; and/or
4. Offset against any monies billed by the Contractor but yet unpaid by CAP RIVERSIDE. CAP RIVERSIDE shall give the Contractor notice of any action pursuant to this paragraph, the notice of which shall be effective when given.

W. TERMINATION

This Agreement may be terminated without cause by either party by giving thirty (30) days written notification to the other party. In the event CAP RIVERSIDE elects to abandon, indefinitely postpone, or terminate the Agreement, CAP RIVERSIDE shall make payments for all services performed up to the date that written notice was given in a prorated amount.

GOVERNING LAW

This Agreement shall be interpreted according to the laws of the State of California. Jurisdiction and venue shall be agreed upon in the appropriate courts in the County of Riverside, State of California. Should action be brought to enforce or interpret the provisions of this Agreement, the prevailing party shall be entitled to attorney's fees in addition to whatever other relief is granted.

X. MODIFICATION OF TERMS

The Board of Supervisors and the COUNTY Purchasing Agent are the only authorized COUNTY representatives who may at any time, by written order, make alterations within the general scope of this contract, in the definition of services to be performed, and the time (i.e. hours of the day, days of the week, etc.) and place of performance thereof. If any such alteration causes an



increase or decrease in the cost of, or the time required for the performance of any part of the work under this contract, an equitable adjustment shall be made in the contract price or delivery schedule, or both, and the contract shall be modified in writing accordingly. Any claim by the Contractor for adjustment under this paragraph shall be assessed within 30 days of when the Contractor received notice of the alteration in the work. Notwithstanding the foregoing, if the COUNTY Purchasing Agent decides that the facts provide sufficient justification, he/she may receive and act upon any claim, which is asserted by the Contractor at any time prior to final payment under this agreement. Failure to agree to any adjustment shall be a dispute concerning a question of fact within the meaning of the clause of this contract entitled 'Disputes.' However, nothing in this clause shall excuse the Contractor from proceeding with the contract as changed.

Y. ENTIRE AGREEMENT

This Agreement constitutes the entire Agreement between the parties hereto with respect to the subject matter hereof, and all prior or contemporaneous Agreements of any kind or nature relating to the same shall be deemed to be merged herein.

**CONTRACT PAYMENT REQUEST**  
**CAP FORM # 2076A**

Exhibit A

TO: **Community Action Partnership  
of Riverside County  
Attn: Fiscal Division  
2038 Iowa Avenue Suite B-102  
Riverside, CA 92507**

FROM:

Remit to Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Contractor Name \_\_\_\_\_  
Contract Number \_\_\_\_\_

Customer Name \_\_\_\_\_

Total amount requested \_\_\_\_\_ for the period of \_\_\_\_\_ 20 \_\_\_\_\_

Select Payment Type(s) Below

Advance Payment \$ \_\_\_\_\_  
(If allowed by Contract/MOU)

Actual Payment \$ \_\_\_\_\_  
(Same amount as CAP FORM # if required)

**Unit of Service Payment**

\_\_\_\_\_ (# of Units) x \_\_\_\_\_ (Unit Price) = \$ \_\_\_\_\_ (Total)

\_\_\_\_\_ (# of Units) x \_\_\_\_\_ (Unit Price) = \$ \_\_\_\_\_ (Total)

Any questions regarding this request should be directed to:

\_\_\_\_\_ Name \_\_\_\_\_ Phone # \_\_\_\_\_

I hereby certify under penalty of perjury that to the best of my knowledge the above is true and correct.

Authorized Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**FOR CAP RIVERSIDE USE ONLY (DO NOT WRITE BELOW THIS LINE)**

<b>CAARC</b> Business Unit (5) _____	Purchase Order # and line # (10) _____	Invoice # _____
<b>530020</b> Account (6) _____	Amount Authorized _____	
<b>21050</b> Fund (5) _____	Comments if amount authorized is different from amount requested _____	
<b>5200200000</b> Dept ID (10) _____		
Program (5) _____	Programs _____	Date _____
Class (10) _____	Fiscal (Staff) _____	Date _____
Project/Grant (15) _____	Contracts _____	Date _____
Vendor Code (10) _____	Fiscal (Accountant) _____	Date _____

**RETURN TO CAP RIVERSIDE, FISCAL DIVISION**

COMMUNITY ACTION PARTNERSHIP OF RIVERSIDE COUNTY  
Instructions for Contractor Reimbursement Request

Exhibit B

**CONTRACTOR REIMBURSEMENT REQUEST**

- From: Business name and address
- "Contract Number" – Funding source (LIHEAP, DOE, SCG)
- "Customer Name:
- "Amount Requested" - Fill in the total amount and billing period you are requesting payment for.
- "Contract Number" - Can be found on the first page of your contract.
- "Payable To" – Business name
- Authorized Signature

***EVERYTHING BELOW THE THICK SOLID LINE IS FOR CAP RIVERSIDE USE ONLY.***

**CONTRACTOR EXPENDITURE REPORT FORM – If Applicable**

When completed, this form is attached to the front of your invoices, and behind the CSBG Reimbursement Request (only if contract contains a line item budget, or you are to report match, or client fees collected).

- "Contractor " - Business name
- "Contract Number" - Can be found on the first page of your contract.
- "Report Month" - The billing period you are requesting payment for.
- "Approved Budget Amount" - Current itemized budget amount as approved (or amended) in accordance with the Fiscal Provisions of your executed agreement.
- "Monthly Expenditures" - Itemized expenditures incurred during the billing period.
- "Cumulative Expenditures" - Cumulative expenditures from previous billings plus current expenditures.
- "Unexpended Balance" - Approved budget amount less cumulative expenditures.


**CERTIFICATION REGARDING DEBARMENT,  
SUSPENSION, AND RELATED MATTERS**

**Program: Weatherization**

**Period: March 26, 2013 through February 28, 2014**

CONTRACTOR hereby certifies to the best of its knowledge that it or any of its officers:

- (1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (2) Have not within a three (3) year period preceding this AGREEMENT been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (3) Are not presently indicted for or otherwise criminally- or civilly- charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
- (4) Have not had, within a three (3) year period preceding this AGREEMENT, one or more public (Federal, State, or local) transactions terminated for cause or default.

 Signature	PRESIDENT Title
WESTERN INSULATION L.P. Agency/Organization	3/18/2013 Date

**CERTIFICATION**

I, the official named below, hereby swear that I am duly authorized legally to bind the contractor or grant recipient to the certification described below. I am fully aware that this certification, executed on the date below, is made under penalty of perjury under the laws of the State of California.

CONTRACTOR/BIDDER FIRM NAME: WESTERN INSULATION L.P.

BY (Authorized Signature): Steve Heim FEDERAL ID NUMBER: \_\_\_\_\_

PRINTED NAME AND TITLE OF PERSON SIGNING: STEVE HEIM PRESIDENT DATE EXECUTED: 3/18/2013

TITLE: PRESIDENT TELEPHONE NUMBER (include Area Code): (951) 683-4429

CONTRACTOR/BIDDER FIRM'S MAILING ADDRESS: 3383 DURHAM ST. RIVERSIDE, CA. 92507

The contractor or grant recipient named above hereby certifies compliance with Government Code Section 8355 in matters relating to providing a drug-free workplace. The above named contractor or grant recipient will:

1. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required by Government Code Section 8355(a).
2. Establish a Drug-Free Awareness Program as required by Government Code Section 8355(b), to inform employees about all of the following:
  - (a) The dangers of drug abuse in the workplace.
  - (b) The person's or organization's policy of maintaining a drug-free workplace.
  - (c) Any available counseling, rehabilitation and employee assistance programs, and
  - (d) Penalties that may be imposed upon employees for drug abuse violations.
3. Provide as required by Government Code Section 8355(c), that every employee who works on the proposed contract or grant:
  - (a) Will receive a copy of the company's drug-free workplace policy statement, and
  - (b) Will agree to abide by the terms of the company's statement as a condition of employment on the contract or grant.
4. At the election of the contractor or grantee, from and after the "Date Executed" and until \_\_\_\_\_ (NOT TO EXCEED 36 MONTHS), the state will regard this certificate as valid for all contracts or grants entered into between the contractor or grantee and this state agency without requiring the contractor or grantee to provide a new and individual certificate for each contract or grant. If the contractor or grantee elects to fill in the blank date, then the terms and conditions of this certificate shall have the same force, meaning, effect, and enforceability as if a certificate were separately, specifically, and individually provided for each contract or grant between the contractor or grantee and this state agency.

**CERTIFICATION REGARDING LOBBYING  
DEPARTMENT OF HEALTH AND HUMAN SERVICES**

**FAMILY SUPPORT ADMINISTRATION**

**Program: Weatherization**

**Period: March 26, 2013 through February 28, 2014**

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award document for subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

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Signature

Title

---

Agency/Organizations

Date

**Attachment A**  
**LIHEAP**  
**Scope of Work**

**I. SCOPE OF WORK**

A. Contractor agrees to provide Weatherization assistance to eligible participants residing in Riverside County, pursuant to Title 42 of the United States Code (USC) Section 8621 et seq. (the Low-Income Home Energy Assistance Act of 1981, as amended, hereafter referred to as LIHEAP) and Government Code Section 16367.5 et seq., as amended. Contractor shall make its services and activities available to the low-income community within Riverside County throughout the entire term of the Attachment A. Contractor shall ensure that the highest level of assistance will be furnished to those households which have the lowest incomes and the highest energy costs or needs in relation to income, and that the services and activities funded by this Attachment A shall also meet all other assurances specified at 42 U.S.C § 8624.

B. Compliance

1. All Services and activities are to be provided in accordance with the applicable federal, state, and local laws and regulations, and as those laws and regulations may be amended from time to time, including but not limited to, pursuant to the following:

- a. The Low-Income Home Energy Assistance Program Act of 1981, 42 USC §8621 et seq., and 45 Code of Federal Regulation (CFR) Part 96; and
- b. The California Government Code §§ 16367.5 et seq., as amended, and Title 22, California Code of Regulations (CCR) §§ 100800 et seq.

2. Child Support Compliance Act: for any agreement in excess of \$100,000, the contractor acknowledges in accordance with the Public Contract Code 7110, that:

- a. The contractor recognizes the importance of child and family support enforcement, including but not limited to, disclosure of information and compliance with earnings assignment orders, as provided by Chapter 8 (commencing with Section 5200) of Part 5 of Division 9 of the Family Code and;
- b. The contractor, to the best of its knowledge is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Hire Registry maintained by the California Employment Division Department.

3. Contractor further agrees to execute and abide by all requirements in the California Contractors Certification Clause 307 (CCC-307).

4. The above named documents are hereby incorporated by reference into this Attachment A and may be accessed via [www.csd.ca.gov](http://www.csd.ca.gov).

C. Order of Precedence

In the event of any inconsistency among any provisions in this Attachment A and the Master Weatherization Agreement, provisions in Attachment A shall take precedence.



## II. REIMBURSEMENT GUIDELINES

### A. Weatherization and EHCS Specific

1. Contractor may claim reimbursement for weatherization related activities under the terms of this Attachment A as documented on the Weatherization Building Assessment and Job Checklist (CSD 540), Attachment A-I, for each eligible household not previously weatherized. Any work completed without written approval from CAP Riverside is subject to disallowance.
2. Any costs incurred by the Contractor for the replacement of substandard materials and/or work shall be at the Contractor's expense and shall not be charged to CAP Riverside.
3. Contractor shall ensure that duplicate billings for the same product or service do not occur.
4. Maximum average reimbursement per dwelling unit weatherized is \$3,055. This limitation includes application of all authorized weatherization and energy conservation measures and home repairs.
5. **All completed units shall be submitted for payment within five (5) days of completion.**

### B. Measure Reimbursement

#### 1. General

- a. Reimbursement for Weatherization or EHCS activities shall be claimed only once when LIHEAP and DOE WAP, or any other funding source, are used concurrently in the same unit.
- b. For weatherized dwellings where DOE and LIHEAP weatherization services are provided concurrently, Contractor may leverage material and labor costs under multiple LIHEAP and DOE weatherization contracts for each weatherization measure described in the 2011-2012 LIHEAP Payment Schedule, Attachment A-II, and the following guidelines:
  - i. Single Quantity Fixed-Fee Measures – are those weatherization measures described in the 2011-2012 LIHEAP Payment Schedule, with an assigned fixed-fee reimbursement and limits the maximum quantity of the measure/service to a single item per weatherized dwelling. Such measures can only be performed and charged to a single CSD program and cannot be further leveraged or split with another CSD contract or non-CSD funding source.
  - ii. Multiple Quantity Fixed-Fee Measures – are those weatherization measures described in the 2011-2012 LIHEAP Payment Schedule with an assigned fixed unit price per measure and provides for the installation of multiple quantities of the measure in a single weatherized dwelling. Such measures may only be leveraged with multiple LIHEAP weatherization contracts. Contractor cannot further leverage or split the fixed-fee price for these measures with another CSD contract or another non-CSD funding source.
  - iii. Labor and Material Single Quantity Measures are those weatherization measures, described in the 2011-2012 LIHEAP Payment Schedule, where the reimbursement is based on the combined total of labor and material cost and the maximum quantity of the measure is limited to a single item per weatherized dwelling. Contractor may leverage the material and labor costs associated with the installation of these measures between multiple LIHEAP contracts. Contractor may leverage material costs between LIHEAP and DOE contracts.

- iv. Actual labor hours for weatherization services shall not exceed the cumulative number of hours on the job site and shall be substantiated with client file documentation, job schedules, and payroll time records.
  - v. When the total reimbursement for a measure is contacted under a non-CSD program and the reimbursement is intended to cover the entire costs of the contracted service, then all related costs associated with the installed measure shall be charged to that non-CSD program. Additional costs to facilitate or to offset cost deficits for the measure shall not be charged to CSD energy programs.
2. Measure Maximums
- a. Weatherization or EHCS measure costs exceeding the maximum reimbursement limit cannot be offset by charging the cost difference to another weatherization measure, minor envelope repair, or another CSD program.
  - b. When costs for a measure exceed the maximum reimbursement allowed per measure, Contractor **shall obtain prior written approval** from CAP Riverside to exceed the maximum cost reimbursement and/or quantity limit for weatherization and ECIP HCS measures as described in the 2011- 2012 LIHEAP Payment Schedule. **Contractor shall not provide the weatherization measure/service that exceeds the authorized maximum allocation.**
3. Assessment and Diagnostics
- a. CAP RIVERSIDE shall conduct all assessments for weatherization services.
  - b. Contractor shall complete installation of required measures on dwellings assessed and referred by CAP RIVERSIDE on a first-in first-out basis. CAP RIVERSIDE may withhold additional referrals until such time that the work is completed or CAP RIVERSIDE deems the referral non-feasible.
  - c. Reimbursement for post-diagnostic testing for work performed under ECIP HCS shall be included in the appliance repair or replacement line item for which the testing was performed.
  - d. Waivers from CAP Riverside shall be required for any health and safety and weatherization measure whose cost will exceed the maximum reimbursement allowed.
4. Heating and Cooling Services (HCS/EHCS)
- a. If during the course of repairing a defective unit, additional problems are found that would increase the cost of repairs to more than established limits for repairs, Contractor shall obtain written authorization from CAP Riverside **before** completing additional repairs. Contractor may claim reimbursement for incurred costs related to the repair in addition to those costs associated with the replacement of the heating/cooling appliance.
  - b. Dwellings in which a single-appliance has been both repaired and replaced within the same Weatherization and/or ECIP HCS component; or under a re-weatherization callback, may claim reimbursement for both the repair and the replacement of the appliance. Contractor shall report the single-appliance as both a repaired and replaced appliance.
  - c. For multi-unit dwellings with a common water heater, Contractor may claim reimbursement for only one water heater. Contractor may claim reimbursement for the actual number of water

heater blankets used to wrap the common water heater. Contractor shall prorate the cost among all dwelling units within that building envelope.

- d. Duct repairs and replacements can only be charged to ECIP EHCS when provided in conjunction with emergency heating/cooling services performed under EHCS.

C. Other Program Reimbursements

1. HERS Rater, Disposal and Permit Fees

Contractor may claim reimbursement for actual disposal, HERS rater and permit fees and may only be claimed once to ECIP HCS, LIHEAP Weatherization, or DOE, per appliance or weatherization measure per weatherized dwelling.

2. Dwelling Status

a. Completed Units

- i. Contractor shall not report a weatherized dwelling as completed, nor shall Contractor request reimbursement for a weatherized dwelling until all eligible weatherization measures identified during the dwelling assessment have been installed and completed. Contractor shall observe the whole House Concept (all feasible measures must be installed in a home. If a feasible measure is found missing from the assessment, contractor is to notify CAP Riverside and seek authorization to install the missed measure). Contractor shall not bill for incomplete units, or prematurely close a unit with outstanding measures in order to receive reimbursement for work completed. If there are measures found to be non-feasible by crewmembers after the initial assessment, the reason for the non-feasibility shall be documented in the client file and the dwelling shall be considered completed.
- ii. Contractor shall not report a dwelling as weatherized nor request reimbursement prior to the quality assurance certification confirming quality and completeness of work performed upon weatherized and HCS dwellings.

b. Un-Weatherized Dwellings

- i. When authorized by CAP Riverside, Contractor will be allowed to claim reimbursement when a safety check of combustion appliances reveals safety hazards that preclude installation measures.
- ii. Contractor may claim reimbursement for weatherization activities ad documented on the Weatherization Building Assessment and Job Checklist (CSD 540), or Contractor's equivalent for each eligible household not previously weatherized.

c. Leveraging with Non federal funding

Contractor may perform services and install energy conservation measures as per this agreement and in accordance with requirements of another non-CSD funding source concurrently in the same dwelling as feasible and in the best interest of the client; however:

- i. Contractor may not claim duplicate reimbursement for the same services performed and energy conservation measures(s) installed under a CSD program with a non-federal program.

- ii. Contractor may not split LIHEAP or ECIP HCS labor fees associated with a single measure with any other funding source.

### III. SPECIAL PROVISIONS – PERFORMANCE-BASED REQUIREMENTS

#### A. Certifications

1. Contractor shall to the best of its ability and knowledge it will, unless exempted, comply with the provisions set forth in the following:
  - a. Drug-Free Workplace Requirements, Contract Certification Clauses 307 (CCC-307);
  - b. National Labor Relations Board Certification (CCC-307);
  - c. Expatriate Corporations (CCC-307);
  - d. Domestic Partners (CCC-307);
  - e. Contractor Name Change (CCC-307);
  - f. Resolution (CCC-307);
  - g. Air or Water Pollution Violation (CCC-307);
  - h. Information Integrity and Security (Department of Finance, Budget Letter 04-35); and
  - i. Safeguarding Against and Responding to a Breach of Security Involving Personal Information (Office of Information Security and Privacy Protection, Management Memo 08-11).
2. The above named documents are hereby incorporated by reference into this Attachment A. To access these documents, please visit [www.csd.ca.gov](http://www.csd.ca.gov).

#### B. Conflict of Interest

1. Contractor certifies that its employees and the officers of its governing body shall avoid any actual or potential conflicts of interest and that no officer or employee who exercises any functions or responsibilities in connection with this Attachment A shall have any personal financial interest or benefit that either directly or indirectly arises from this Attachment A.
2. Contractor shall establish safeguards to prohibit its employees or its officers from using their positions for a purpose that could result in private gain or that gives the appearance of being motivated for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
3. Pursuant to 45 CFR § 74.42 and 92.36, Contractor shall not provide LIHEAP services or activities to beneficiaries where there is an actual or perceived conflict of interest, unless CAP Riverside has provided prior written approval of either a) contractor's conflict of interest policies and procedures, or b) any individual service or activity that presents an actual or perceived conflict including but not limited to:
  - a. Providing program services to Contractor's employees, officers, or other persons or entities with whom Contractor's employee or officer has family, business, or other ties; and
  - b. Providing program services to owner-occupied or rental dwellings that are owned or managed by the Contractor, employees, or officers.

#### C. Codes of Conduct

1. Contractor shall maintain written standards of conduct governing the performance of its employees engaged in the award and administration of contracts or subcontracts. No employee, officer, or agent of the Contractor shall participate in the selection, award, or administration of a subcontract

supported by Federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization that employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award. The officers, employees, and agents of the Contractor shall neither solicit nor accept gratuities, favors, or anything of monetary value from subcontractors or parties to sub-agreements. The standards of conduct shall provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the recipients.

2. Contractor shall not pay Federal funds received from CAP RIVERSIDE to any entity in which it (or one of its employees, officers, or agent, any member of his or her immediate family, his or her partner, or an organization that employs or is about to employ any of the parties indicated herein) has an interest. As ownership constitutes a financial interest, Contractor shall not subcontract with a subsidiary. Similarly, Contractor shall not subcontract with an entity that employs or is about to employ any person described in 10 CFR 600.236 (for states and local governments) and 10 CFR Part 600.142 (for nonprofit organizations) (Office of Management and Budget Circular A-110, section 42).

D. Subcontracts

1. Contractor may enter into subcontract(s) to perform part or all of the services contemplated under this Attachment A. Prior to the commencement of subcontracted services under this Attachment A, Contractor shall obtain approval from CAP RIVERSIDE, and shall include but not be limited to an assurance that the subcontractor agreement(s) shall comply with all terms, conditions, assurances, and certifications of this Attachment A. This written notification shall also include a certification that, to the best of Contractor's knowledge, the subcontractor is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency. For purposes of this certification of subcontractor eligibility, Contractor may rely on information provided via the Excluded Parties List System (EPLS), available at <https://www.epls.gov>.
2. If CAP Riverside determines that Contractor has executed a subcontract with an individual or entity listed as debarred, suspended, or otherwise ineligible on EPLS as of the effective start date of the subcontract, costs Contractor has incurred under the subcontract may be disallowed.
3. Contractor shall provide written notification to the CAP RIVERSIDE prior to execution of each subcontractor Attachment A the name of the subcontractor entity, its address, telephone number, contact person, contract amount, and program description of each subcontractor activity to be performed under this Attachment A.
4. Contractor remains responsible to substantiate the allowable and allocable use of all funds under this Attachment A and to adopt fiscal control and accounting procedures sufficient to permit the tracing of funds paid to any subcontractor to a level of expenditure adequate to establish that such funds have not been used in violation of this Attachment A. Contractor shall ensure that any subcontracts under this Attachment A contain all provisions necessary to ensure adequate substantiation and controls of the expenditure of such funds. Contractor may achieve this through detailed invoices, by periodic monitoring of subcontractor's program activities and fiscal accountability, by retaining a right of reasonable access to the subcontractor's books and records, or by any other method sufficient to meet Contractor's responsibility to substantiate costs required by OMB Circulars A-87,122, and 133.
5. Contractor shall immediately notify subcontractor(s) in writing within five days of such action in the event the CAP RIVERSIDE suspends, terminates, and/or makes changes to the services to be performed under this Attachment A.

6. Contractor is the responsible party and shall remain liable for the performance of the terms, conditions, assurances, and certifications of this Attachment A, without recourse to the CAP RIVERSIDE, regarding the settlement and satisfaction of all contractual and administrative issues arising out of subcontract agreement(s) entered into in support of this Attachment A, including disputes, claims, or other matters of a contractual nature as well as civil liability arising out of negligence or intentional misconduct of the subcontract(s).
7. Nothing contained in this Attachment A or otherwise shall create any contractual relation between the CAP RIVERSIDE and any subcontractors, and no subcontract shall relieve the Contractor of its responsibilities and obligations hereunder. Contractor agrees to be as fully responsible to the State for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by any of them as it is for the acts and omissions of persons directly employed by the Contractor. The Contractor's obligation to pay its subcontractors is an independent obligation from the CAP RIVERSIDE'S obligation to make payments to the Contractor. As a result, the CAP RIVERSIDE shall have no obligation to pay or to enforce the payment of any moneys to any subcontractor.
8. All subcontractors shall be subject to the training and record-keeping provisions in Section IX. Training Requirements. In addition, subcontractors whose training is provided at the Contractor's expense will be subject to a retention agreement, as indicated in Section VI. PROGRAMMATIC PROVISIONS, Item E., Training Requirements, Subsection 1.

E. Compliance Monitoring

1. As the recipient of federal LIHEAP block grant funds under this Attachment A, Contractor is responsible for substantiating that all costs claimed under this Attachment A are allowable and allocable under all applicable federal and state laws, and for tracing all costs to the level of expenditure.
2. CAP RIVERSIDE is required to conduct onsite and follow-up monitoring of Contractor to ensure that Contractor meets the performance goals, administrative standards, financial management requirements, and other requirements of the federal and State LIHEAP Program.
3. CAP RIVERSIDE shall provide Contractor reasonable advance notice in writing of on-site monitoring reviews of Contractor's program performance.
4. Contractor shall cooperate with CAP RIVERSIDE program and audit staff and other representatives and provide access to all programs, records, documents, resources, personnel, inventory, and other things reasonably related to the administration and implementation of the services and activities funded directly or indirectly by this Attachment A.
5. In the event that CAP RIVERSIDE determines that Contractor is in noncompliance of material or other legal requirements of this Attachment A, CAP RIVERSIDE shall provide the observations, recommendations, or findings in writing, along with a specific action plan for correcting the noncompliance.

F. Noncompliance with Requirements of This Attachment A

1. Consequences for Entities Not Meeting Terms of the Attachment A

Contractor shall ensure that all requirements set forth in this Attachment A are met, that all required documentation is submitted in a timely manner, and that any specific corrective action plans are fulfilled. In the event that prescribed timelines are not met or corrective action is not taken, it shall be deemed a material breach of this Attachment A, and CAP RIVERSIDE shall take appropriate action,

including but not limited to withholding of payments, initiation of suspension and/or termination of this Attachment A.

2. Suspension

- a. CAP RIVERSIDE may, upon reasonable notice to Contractor or Subcontractor, suspend this Attachment A in whole or in part. In the case of Contractor's fraud or gross negligence, suspension without prior notice by the CAP RIVERSIDE is permissible.
- b. If Contractor has failed to comply with the material terms of this Attachment A, the CAP RIVERSIDE shall:
  - i. Notify the Contractor in writing;
  - ii. Specify the effective date of the suspension/termination;
  - iii. Specify the reasons for the suspension/termination and what corrective action is expected (if any);
  - iv. Give a specified period of time in which to take corrective action; and
  - v. Inform the Contractor that if the corrective action is not taken within the specified timeframe, CAP RIVERSIDE will terminate the contract.
- c. A suspension shall remain in effect until Contractor has taken corrective action satisfactory to CAP RIVERSIDE.
- d. New obligations, including costs for goods, services, or related expenses, incurred by Contractor under this Attachment A during the suspension period will not be allowed unless expressly authorized by CAP RIVERSIDE in the notice of suspension.

3. Termination

- a. Either party may terminate this Attachment A at any time prior to its date of expiration upon 30-calendar day's notice to the other party. Such notice shall be delivered to the other party in writing, stating the reason for termination and the effective date thereof.
- b. Upon termination of this Attachment A, CAP RIVERSIDE, unless expressly granted in writing, shall not pay Contractor for any obligations incurred after the effective date of such termination. Contractor shall be paid for work performed prior to termination, as long as the work was performed according to the covenants contained herein at the time and in the manner provided herein.

4. Lien Rights

- a. CAP RIVERSIDE and the CSD retain lien rights on all funds advanced.

**IV. ADDITIONAL PROVISIONS**

A. Federal Certification Regarding Debarment, Suspension, and Related Matters

Contractor hereby certifies to the best of its knowledge that it or any of its officers, or any subcontractors:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;

2. Have not within a three (3) year period preceding this Attachment A been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph 2 of this certification; and
4. Have not within a three (3) year period preceding this Attachment A had one or more public (federal, state, or local) transactions terminated for cause or default.
5. If any of the above conditions are true for the Contractor or any of its officers, Contractor shall describe such condition and submit it to CAP RIVERSIDE. Based on the description, CAP RIVERSIDE in its discretion may decline to execute this Attachment A or set further conditions of this Attachment A. In the event any of the above conditions are true and not disclosed by Contractor, it shall be deemed a material breach of this Attachment A, and CAP RIVERSIDE may terminate this Attachment A for cause immediately.

B. Affirmative Action Compliance

1. Each Contractor or subcontractor with 50 or more employees and an agreement of \$50,000 or more shall be required to develop a written Affirmative Action Compliance Program.
2. The written program shall follow the guidelines set forth in Title 41 CFR Section 60-1.40, Sections 60-2.10 through 60-2.32, Sections 60-250.1 through 60-250.33, and Sections 60-741.4 through 60-741.32.
3. Each Contractor or subcontractor with less than 50 employees shall comply with Section 202 of Part II of Executive Order 11246, as amended by Executive Order 11375. Contractor shall ensure that subcontractors falling within the scope of this provision shall comply in full with the requirements thereof.

C. Nondiscrimination Compliance

1. Contractor's signature affixed hereon shall constitute a certification that to the best of its ability and knowledge will, unless exempted, comply with the nondiscrimination program requirements set forth in this section.
2. Contractor hereby certifies compliance with the following:
  - a. Federal Executive Order 11246, as amended by Executive Order 11375, relating to equal employment opportunity;
  - b. Title VI and Title VII of the Civil Rights Act of 1964, as amended;
  - c. Rehabilitation Act of 1973, as amended;
  - d. Vietnam Era Veterans Readjustment Assistance Act of 1972, as amended;
  - e. Title 41, Code of Federal Regulations (CFR), Chapter 60, Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor, as amended; and



f. Public Law 101-336, Americans with Disabilities Act of 1990, as amended.

D. Child Support Compliance Act

Contractors receiving allocations in excess of \$100,000 under this Attachment A, acknowledges in accordance with Public Contract Code 7110, that:

1. The Contractor recognizes the importance of child and family support obligations and shall fully comply with all applicable state and federal laws relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings assignment orders, as provided in Chapter 8 (commencing with section 5200) of Part 5 of Division 9 of the Family Code; and
2. The Contractor, to the best of its knowledge, is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Hire Registry maintained by the California Employment Development Department.

E. Specific Assurances

1. Pro-Children Act of 1994

- a. This Attachment A incorporates by reference all provisions set forth in Public Law 103-227, Part C - Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act).
- b. Contractor further agrees that the above language will be included in any subcontracts that contain provisions for children's services and that all subcontractors shall certify compliance accordingly. For detailed explanation, see [www.csd.ca.gov](http://www.csd.ca.gov).

2. American-Made Equipment/Products

Contractor shall assure, pursuant to Public Law 103-333, Section 507, to the extent practicable, that all equipment and products purchased with funds made available under this Attachment A shall be American made.

3. Federal and State Occupational Safety and Health Statutes

Contractor assures that it shall be in compliance with the provisions as set forth in Federal and State Occupational Safety and Health Statutes; the California Safe Drinking Water and Toxic Enforcement Act of 1986; Universal Waste Rule (Hazardous Waste Management System: Modification of the Hazardous Waste Recycling Regulatory Program); Final Rule; and Workers' Compensation laws.

4. Political Activities

- a. Contractor shall refrain from all political activities if such activities involve the use of any funds that are the subject of this Attachment A.
- b. Contractor is prohibited from any activity that is designed to provide voters or prospective voters with transportation to the polls or to provide similar assistance in connection with an election if such activities involve the use of any funds that are subject to this Attachment A.

5. Lobbying Activities

- a. Contractor shall refrain from all lobbying activities if such activities involve the use of any funds that are the subject of this Attachment A or any other fund, programs, projects, or activities that flow from this Attachment A.

- b. If Contractor engages in lobbying activities, Contractor shall complete, sign and date the CERTIFICATION REGARDING LOBBYING/DISCLOSURE OF LOBBYING ACTIVITIES, EXHIBIT C in the Master Weatherization Agreement as required by the U.S. Department of Health and Human Services under 45 CFR Part 93.

F. Right to Monitor, Audit, and Investigate

1. Any duly authorized representative of the federal or state government, which includes but is not limited to the State Auditor, CAP RIVERSIDE Staff, and any entity selected by CAP RIVERSIDE to perform inspections, shall have the right to monitor and audit Contractor and all subcontractors providing services under this Attachment A through on-site inspections, audits, and other applicable means CAP RIVERSIDE determines necessary.
2. Contractor shall make available all reasonable information necessary to substantiate that expenditures under this Attachment A are allowable and allocable, including, but not limited to books, documents, papers, and records. Contractor shall agree to make such information available to the federal government, the state, or any of their duly authorized representatives including representatives of the entity selected by CAP RIVERSIDE to perform inspections, for examination, copying, or mechanical reproduction, on or off the premises of the appropriate entity upon a reasonable request therefore.
3. Any duly authorized representative of the federal or state government shall have the right to undertake investigations in accordance with Public Law 97-35, as amended.
4. All agreements entered into by Contractor with audit firms for purposes of conducting independent audits under this Attachment A shall contain a clause permitting any duly authorized representative of the federal or state government access to the working papers of said audit firm(s).

G. Fair Hearing Process for Alleged Violation of the Civil Rights Act Against Contractor

1. In the event of any violation or alleged violation of Title VI of the Civil Rights Act of 1964, as amended, Contractor has the right to request a fair hearing in response to such violation or alleged violation within 30 calendar days from the date of such action.
2. CAP Riverside shall conduct such fair hearing in accordance with Title 45, Code of Federal Regulations (CFR), Section 81.1 et seq.

H. Fair Hearing Process for Applicants for Denial of Benefits by Contractor

1. Contractor shall provide all interested individuals equal opportunity access to LIHEAP programs.
2. Pursuant to Title 22 of the California Code of Regulations, Section 100805, Contractor shall utilize the CAP RIVERSIDE LIHEAP Appeal Process (Attachment A-III) to enable applicants who are denied benefits or services, or who receive untimely response or unsatisfactory performance, the right to appeal the decision or performance to the Contractor.

I. Complaint Management

1. Contractor shall establish and maintain policies and procedures for handling complaints and provide applicants an opportunity to register a complaint based on their experience with attempts to obtain services under the LIHEAP Program. The policies and procedures shall be in writing and Contractor shall provide the complaint process to interested individuals upon request.

2. Contractor shall ensure that all complaints are documented, and include the date, time, client name and address, and nature of the complaint, and the actions undertaken by the Contractor to resolve the issue.
3. If the Contractor's efforts did not result in a resolution, the Contractor may refer the client to CAP Riverside. The Contractor shall contact CAP Riverside directly and explain the issue, actions taken to resolve the issue, and provide CAP Riverside any supporting documentation that demonstrates the Contractor's attempts to resolve the issue.

J. Recordkeeping

1. All records maintained by Contractor shall meet the OMB requirements contained in the following Circulars: A-102, Subpart C, ("Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments") or A-110, Subpart C, Nonprofit Organizations, whichever is applicable.
2. Contractor shall maintain all records pertaining to this Attachment A for a minimum period of three years. However, Contractor shall maintain all such records until resolution of all audit and monitoring findings are completed and written approval to destroy records is obtained by CAP Riverside.
3. Contractor assures that employee and applicant records shall be maintained in a confidential manner to assure compliance with the Information Practices Act of 1977, as amended, and the Federal Privacy Act of 1974, as amended.

V. PROGRAMMATIC PROVISIONS

A. Weatherization Activity Guidelines

1. Dwelling Eligibility

- a. The certification shall remain in effect for a period of 120 days from the date the household is determined income eligible.
- b. Contractor shall complete the post-combustion appliance safety test within sixty (60) days from the date of the pre-combustion appliance safety test. In the event the Contractor is unable to perform the work associated with the combustion appliance safety testing and the post-combustion appliance safety test within the 60-day period, Contractor shall perform another pre-test for the dwelling prior to commencing the delivery of any form of weatherization assistance services.
- c. Permission to Provide Services
  - i. CAP Riverside shall obtain written permission of the owner-occupied dwelling, and/or of the owner of a rental unit, or his/her agent prior to performing any weatherization services. Such permission shall be recorded on the Energy Service Agreement for Rental Units (CSD 515) or equivalent or the Service Agreement for Unoccupied Multi-Unit Dwelling (CSD 515d) or equivalent.
  - ii. If during the course of performing Weatherization/HCS services in a dwelling, Contractor identifies that significant structural and/or engineering changes may occur, Contractor shall contact CAP Riverside to re-obtain written permission of the owner-occupied dwelling, and/or from the owner of a rental unit, prior to continuing with the scheduled work.

d. Multiple Unit Dwelling

- i. In accordance with 10 CFR 440.22(b)(2), contractor may weatherize a building containing rental dwelling units when no less than 66% (50% for duplexes and four-unit buildings) of the dwelling units in the building:
  - (i) Are eligible dwelling units, or
  - (ii) The dwelling units will become eligible (occupied by eligible low-income tenants) within 180 days under a federal, state, or local government program for rehabilitating the building or making similar improvement to the building.
- ii. If dwelling units are qualified for services through a federal, state, or local government rehabilitation program, documentation to verify participation in the rehabilitation program, documentation to verify participation in the rehabilitation program is required.
- iii. The amount of funds, however, applied to weatherization services in a building shall not exceed the number of eligible dwelling units multiplied by the \$3,055 maximum per unit.
- iv. No undue or excessive enhancement shall occur to the value of the dwelling units.

e. Previously Weatherized Dwellings

- i. Once a dwelling has been submitted to CAP Riverside for reimbursement as a completed unit, any subsequent weatherization services provided to the dwelling shall be considered re-weatherization.
- ii. A previously applied measure may still be reinstalled during its useful life term, as described on the 2011-2012 LIHEAP Payment Schedule, due to premature failure or if the measure was destroyed by the prior-occupying household. Justification for the replacement must be documented in the file. If the useful life term has expired for the previously applied measure, then upon written approval by CAP Riverside via the job work order, Contractor can provide the replacement measure under re-weatherization without justification.
- iii. If a dwelling was previously weatherized under a CSD or other federal program, or non-federal, upon written approval by CAP Riverside via the job work order, Contractor may provide previously unapplied Mandatory and optional measures within the dollar limits of this Attachment A. The dwelling and occupant eligibility must be recertified.

f. Ineligible Dwellings

- i. Contractor shall not weatherize a dwelling unit that is designated for acquisition or clearance by a federal, state, or local program within 12 months from the date weatherization of the dwelling unit would be scheduled to be completed.
- ii. Contractor shall not weatherize any dwelling under this Attachment A unless the property owner agrees to all the terms and conditions of the Weatherization Building Assessment and Job Order Sheet (CSD 540 – 554) and signs the Energy Service Agreement for Rental Units (CSD 515), Service Agreement s for Unoccupied Multi-Unit Dwellings (CSD 515D), or Contractor's equivalent as applicable.

- iii. No institutional or commercial building including, but not limited to, universities, schools, nursing homes, hospital, shelters, or group homes, may be weatherized under this Attachment A.

## 2. Minimum Requirements for Weatherization Services

- a. Single-family detached and other single-story dwellings, that have not been previously weatherized under a CSD program or other program may be weatherized under this Attachment A only if:
  - i. Ceiling Insulation plus two additional Mandatory Measures are installed, or
  - ii. In the event Ceiling Insulation is not feasible, at least three Mandatory Measures are installed.
- b. Multi-unit dwellings, that have not been previously weatherized under a CSD program or other program may qualify for weatherization services only if ceiling insulation plus two (2) other additional Mandatory measures are installed or, in the event ceiling insulation is not feasible, at least three (3) Mandatory measures are installed.
  - i. Installation of ceiling insulation shall be counted as a ceiling insulation measure for each unit within that building envelope.
  - ii. Installation of a common water heater shall qualify as a Mandatory measure for each unit served by the same water heater
  - iii. Insulation of a common water heater shall qualify as a Mandatory measure for each unit served by the same water heater.
- c. If the required minimum number of weatherization measures cannot be installed due to the deferral of measures, then the entire unit shall be deferred and reported to CAP Riverside.
- d. Repair of large leaks identified by blower door testing may reduce shell leakage so close to the Minimum Ventilation Requirement (MVR) that caulking and/or weather-stripping are not feasible, thus reducing the number of feasible Mandatory Measures to fewer than needed to qualify the dwelling for weatherization. In this case, Contractor may substitute non-infiltration reduction Optional Measures as needed for the non-feasible caulking and/or weather-stripping measures.
- e. The minimum number of weatherization measures may be leveraged with other weatherization programs.. All leveraged measures used to fulfill the minimum number of required weatherization measures shall meet CSD Installation standards.

## 3. Dwelling Assessments

- a. Assessments will be performed by CAP Riverside. Dwelling assessments shall include the following required activities:
- b. Combustion appliance Safety (CAS) Tests shall be completed by CAP Riverside.
  - i. If the dwelling unit is not eligible because of the need for extensive repair, the unit shall not be serviced and the lead should be returned to CAP RIVERSIDE.

4. Diagnostic Testing

- a. CAP Riverside shall perform the pre- blower door diagnostic testing only for shell sealing purposes on a minimum of twenty percent (20%) of the total SFD (1 to 4 units) including mobile homes, and a minimum of five percent (5%) of MUD (5 or more units) weatherized under this Attachment A. Blower door diagnostic testing shall be proportionate to the number of completed units for each quarterly period.
- b. Following a determination that no combustion by-product hazards exist, CAP Riverside shall perform pressure diagnostic guided infiltration reduction using pre-weatherization blower door test
- c. CAP Riverside shall perform pre-Duct Blaster diagnostic testing on all weatherized dwellings with forced-air systems.
- d. Contractor shall ensure that all dwelling post-diagnostic tests are performed by trained individuals possessing all the required skill and training as identified in Section VI., PROGRAMMATIC PROVISIONS, Item E., Training Requirements.
- e. If an unvented space heater is being utilized, infiltration reduction measures shall not be applied unless venting is installed or the unit is replaced.

5. Health and Safety Measures

- a. Prior to the performance of any heating/cooling service, CAP Riverside's qualified technician will perform a diagnostic inspection of appliance to assess operational performance of the mechanical equipment. CAP Riverside will determine repair or replacement the unit via the job work order.
- b. Health or Safety Hazard Repair or Replacement, Carbon Monoxide/Alarm, and Mandatory Insulation measures must be installed in priority order. Other Mandatory measures must be installed before optional measures, and no measure shall be excluded, unless the:
  - i. Blower door and/or pressurized duct diagnostic test indicates that installation of the measure is not necessary;
  - ii. Dwelling already has that measure in place;
  - iii. Measure cannot be properly installed;
  - iv. Client refuses installation (client refusal is to be documented and placed in file);
  - v. Maximum dollar limit is reached; or
  - vi. Measure is not needed or required.
- c. After Health and Safety Measures have been addressed, Insulation Measures, if feasible, must be installed prior to the installation of any other Mandatory and Optional Measures. Non-Mandatory Measures including Infiltration Reduction, General Heat Waste, and electric Base Load Measures need not be installed in priority order.
- d. If a health or safety hazard is found to exist that requires replacing or repairing a combustion appliance, the cost of which will preclude the installation of the required number of Mandatory Measures, for a unit to be weatherized the dwelling may qualify for weatherization under the following conditions:
  - i. The combustion appliance is repaired or replaced; and

- ii. All remaining feasible Mandatory Measures are installed up to the maximum dollar limit.
  - e. If the dollar limit has not been reached in installing feasible Mandatory measures, Contractor must install optional measures.
  - f. Health and Safety Measures
    - i. The following health and safety guidelines are applicable to heating and cooling appliances services delivered through the LIHEAP weatherization component and are restricted to occupied SFD and/or MUD units:
      - (i) A residential heating source that qualifies for repair and replacement services must be a single, pre-existing heating appliance, serving as the dwelling's primary heating source.
      - (ii) A residential cooling source that qualifies for cooling services must be a single, pre-existing cooling appliance, serving as the dwelling's primary cooling source, limited to mechanical air conditioners, central and window/wall air conditioners, and evaporative coolers.
    - ii. Any and all health and safety heating/cooling services shall be performed in accordance with the following guidelines:
      - (i) All repair and replacement services are limited to dwellings with pre-existing heating and cooling appliances. An exception to this rule exists, however, for those dwellings without a heating and cooling appliance and there are no means to provide adequate heating and/or cooling during a climatic season that would cause imminent harm to the health and well-being of individuals or the household.
      - (ii) All such appliance replacements are further subject to the CSD LIHEAP/DOE Weatherization Program Health and Safety Appliance Replacement Policy.
      - (iii) The age of a heating/cooling appliance shall not be used as a basis for replacement.
    - iii. CAP Riverside will authorize via the job work order Contractors to repair a defective primary heating appliance when the cost to assess and repair is estimated at less than 30 percent (30%) of the cost of installing a new replacement unit.
    - iv. If during the course of repairing the defective unit, additional problems are found that would increase the cost of repairs to more than the allowable limit for repair costs Contractor shall obtain written authorization from CAP Riverside **before** additional repairs or replacement are made.
    - v. When replacement of defective primary heating/cooling appliance is performed, Contractor shall perform necessary duct repair and/or replacement services in order to conform to Title 24 requirements.
- B. Energy Crisis Intervention Program (ECIP) Services Activity Guidelines
- 1. Dwelling Assessments
    - a. CAP RIVERSIDE shall provide Contractor all leads and assessments for weatherization services.

- b. Work crews of Contractor who are only performing heating and cooling services shall not be required to perform the entire post-CAS test and may limit the testing to only the heating and cooling appliances to be repaired or replaced.
  - c. If during the course of repairing the defective unit, additional problems are found that it would increase the cost of repairs to more than the allowable limit of repair cost (50%), Contractor shall obtain written authorization from CAP Riverside before completing additional repairs/replacement.
  - d. When replacement of a defective primary heating/cooling appliance is performed, Contractor shall perform necessary duct repair and/or replacement services in order to conform to Title 24 requirements.
2. Allowable Services

ECIP EHCS may be used for the repair, replacement and new installation of heating/cooling and water heating appliances identified in the ECIP Policy and Procedures, Attachment A-VI and must meet the following criteria:

- a. The applicant is income eligible and is able to submit the required documentation to complete the eligibility of the dwelling;
  - b. The applicant has insufficient funds to pay the cost of repairing or replacing an eligible heating or cooling appliance or for a new heating or cooling appliance;
  - c. The appliance condition meets n of the appliance repair/replacement criteria as defined in the ECIP Policies and Procedures;
  - d. The services to mitigate and completely resolve the emergency and satisfy the relevant emergency assistance meet the timeframes as defined in the ECIP Policies and Procedures.
- C. Program Standards and Regulatory Requirements

1. Program Standards

- a. Contractor shall adhere, maintain and make available for reference to Contractor's employees and subcontractors all CSD program standards pursuant to the most recent version of the following documents and manuals which have been incorporated by reference and made part of this Attachment A as if attached hereto:
  - i. CSD Low-Income Weatherization Assistance Program Policies and Procedures;
  - ii. CSD Conventional Home Weatherization Installation Standards (WIS);
  - iii. CSD Inspection Policies and Procedures;
  - iv. CSD LIHEAP/DOE Weatherization Programs Health and Safety Appliance Replacement Policy;
  - v. ECIP Policies and Procedures; and
  - vi. Official State and Federal Program Notices;
- b. In the event of disagreement between policies and field protocols contained within the Weatherization Installation Standard Manual, the Weatherization Policies and Procedures manual and/or this Attachment A – LIHEAP Scope of Work, Contractor shall abide by the terms of this Attachment A, which reflects the regulations as set forth by CSD.



2. Regulations

- a. Standards contained in the Uniform Building Code and local city and county codes shall take precedence over the CSD WIS if the code requirement is not included in the manual or and/or is more stringent.
- b. All applicable dwellings shall be in compliance with California Energy Commission 2008 Building Energy Efficiency Standards, Alterations under Title 24, Part 6, of the California Code of Regulations, California Home Energy Rating System (HERS) Program regulations.
- c. Services provided to all applicable pre-1978 dwellings shall be in compliance with the Environmental Protection Agency rules in 40 CFR 745, Lead-Based Paint Poisoning Prevention in Certain Residential Structures and the Housing and Urban Development rules in 24CFR 35, Lead—Based Paint Poisoning Prevention in Certain Residential Structures.
- d. All materials procured for weatherization and HCS purposes shall be in conformance with the Department of Housing and Human Services rules in 45 CFR Part 92, Uniform Administrative Requirements for Grants and Cooperative Agreements to State Local, and Tribal government or 45 CFR Part 74, Uniform Administrative Requirements for Awards and Sub awards to Institutions of Higher Education, Hospitals, Other Nonprofit Organizations and Commercial Organizations.
- e. All materials must be in compliance with Department of Energy rules in 10 CFR 440, Appendix A.

3. Title 24

- a. Contractor shall, when required by its local jurisdiction, obtain a building permit when additions or alterations of existing residential buildings are performed or when a component, system, or equipment of an existing building breaks and cannot be repaired.
- b. Title 24 requirements are applicable only to energy conservation measures installed to dwellings located within Contractor's specific California Energy Commission (CEC) Climate Zone.
- c. Contractor shall obtain the services of a qualified HERS Rater to perform the required field verification and diagnostic testing on applicable weatherization measures and building alterations performed under this Attachment A.
- d. Contractor shall obtain the services of a certified HERS Rater to perform the required field verification and diagnostic testing. The HERS Rater shall be an independent entity from the builder or Sub-Contractor performing the building alteration and/or energy-efficiency improvement being tested and verified and shall have no financial interest in the work performed.

4. Pre-1978 Dwellings

- a. Lead-based paint is presumed to be present in all pre-1978 units unless the dwelling unit has previously been certified by a California Certified Inspector/Risk Assessor to be lead-free.
- b. HUD units not previously certified to be lead free, built prior to 1978, and receiving weatherization services in which painted surfaces exceeding di minimis levels are disturbed require the successful achievement of lead-safe standards after the completion of weatherization services. The clearance inspection must be performed by a third party California Certified Inspector/Risk Assessor who deems the weatherized HUD unit as lead safe after the completion of weatherization services.

D. Quality Assurance

1. Post-Weatherization Inspections

- a. Post-Inspections shall be conducted by CAP Riverside for the purpose of assessing the quality and completeness of performed weatherization services and compliance with weatherization guidelines. At a minimum, the post-inspection shall review the following:
  - i. Weatherization Building Assessment and Job Checklist (CSD 540) to verify that all specified measures identified during the assessment were installed.;
  - ii. All measures were completely installed in accordance with said terms and conditions of this Attachment A. In addition, installed measures shall be reviewed to determine the absence of any feasible Mandatory Measure not installed and/or the installation of a measure (non-feasible measure) that may be in noncompliance with said standards and the terms and conditions of this Attachment A;
  - iii. Verification that the unit received post blower door and post-duct leakage testing;
  - iv. Inspection of all combustion appliances receiving combustion application safety testing; and
  - v. Inspection of the unit dwelling to ensure that all identified health and safety hazards, whether preexisting or resulting from the performance of weatherization services, have been successfully remedied.
- b. CAP Riverside will perform 100% inspection of all dwellings. Contractor agrees to remedy all Nonhazardous Conditions (nonhazardous work deficiencies) noted by CAP Riverside within five (5) working days of written notification.
- c. If after the first inspection the work is not satisfactory, the Contractor will be charged a re-inspection fee of \$25.00 for the first re-inspection and \$50.00 for each inspection thereafter.
- d. Contractor must remedy all Hazardous Conditions resulting from weatherization measure installation. The immediate hazard shall be eliminated within twenty-four (24) hours, and remaining hazardous conditions shall be completely resolved within seventy-two (72) hours of written notification. In the event Contractor does not correct work deficiencies or hazards as specified above, CAP Riverside reserves the right to withhold all payments due Contractor until work or hazards are resolved to the satisfaction of CAP Riverside. If the Contractor is unable to comply due to circumstances beyond their control, they must notify CAP Riverside in writing of their Reasons.

2. Noncompliance

- a. Contractors shall be subject to the withholding of reimbursement for failure to resolve completely a Hazardous condition within the specified timeline or within the modified completion date for units receiving a time period extension.
- b. If is determined that the Contractor has incorrectly billed CAP RIVERSIDE because a measure was not installed or the quantity installed is less than the quantity billed, the Contractor shall install the billed measure or quantity, if feasible. In cases when a physical remedy is not possible, repayment of the labor and material costs for the non-installed measure or quantity will be withheld from subsequent reimbursements.

E. Training Requirements

1. All training, as indicated by the employee classification described in the Training Requirements Matrix, Attachment A-VII shall be provided through a CSD-approved training mechanism utilizing CSD approved training curricula. In-house training shall no longer be an acceptable form of training to meet any CSD training requirements for weatherization services with the exception of EPA or HUD-approved Lead-Safe Weatherization Training unless otherwise noted. Training Coursework must be successfully completed according to the terms of each course. Certificates of completion shall be issued by the CSD-approved training entity upon successful completion of each course, unless noted below.
2. Contractor shall ensure that measures are installed by trained individuals possessing all the required skill and training as identified in the subsections below.
3. Training Provisions for New Staff of Subcontractors with Prior CSD Experience Who Provide Basic Weatherization Services:
  - a. For the purposes of this section, subcontractors must have prior experience providing basic weatherization pursuant to a CSD program.
  - b. Within 30 days of employment, weatherization employees of Contractor and subcontractors shall receive Worksite Safety, Environmental Hazards Awareness and Lead-Safe Weatherization Training. An Assessor, Worker, Supervisor, or Inspector shall not be allowed to enter, assess, weatherize, or inspect a dwelling unit until the required Worksite Safety, Environmental Hazards Awareness and Lead-Safe Weatherization Training has been completed.
  - c. Within ninety (90) days of employment, all weatherization employees of Contractor and subcontractors shall receive Basic Weatherization Training.
  - d. Within 180 days of employment, weatherization employees of Contractor and subcontractors shall receive Duct Leakage/Blower Door Diagnostic Training. No employee of Contractor and subcontractor shall perform post-diagnostic testing without having completed the required training.
    - i. Subsequent to successful completion of the Duct Leakage/Blower Door Diagnostic Training, employees of Contractor and subcontractor are required to participate in a monitored field practice under the supervision of a third-party inspector and/or training provider to further evaluate employee knowledge and skill in this area of diagnostic testing.
    - ii. Employees of Contractor and subcontractor failing to demonstrate appropriate knowledge and skills in this competency will be required to complete additional training to enhance deficient skill and knowledge and will be prohibited from performing this activity until the completion of required training.
  - e. Within 180 days of employment, weatherization employees of Contractor and subcontractors shall receive Combustion Appliance Safety Training. No employee of Contractor and subcontractors shall perform post-combustion appliance safety checks without having completed the required CSD approved training.
    - i. Subsequent to successful completion of the Combustion Appliance Safety Training, employees of Contractor and subcontractor are required to participate in a monitored field

practice under the supervision of a third-party inspector and/or training provider to further evaluate employee knowledge and skill in this area of diagnostic testing.

- ii. Employees of Contractor and subcontractor failing to demonstrate appropriate knowledge and skills in this competency will be required to complete additional training to enhance deficient skill and knowledge and will be prohibited from performing this activity until the completion of required training.
4. Training Provisions for Existing Staff of Contractor and Subcontractors With Prior CSD Experience Who Provide Basic Weatherization Services
- a. For the purposes of this section, subcontractors must have prior experience providing basic weatherization pursuant to a CSD program. Subcontractors who do not have prior basic weatherization experience pursuant to a CSD program must follow the training provisions hereto specified in the Training Requirements section of this contract.
  - b. Existing weatherization employees of Contractor and subcontractors shall receive the, Worksite Safety, Environmental Hazards Awareness and Lead-Safe Weatherization Training.
  - c. Within 90 days of the execution of this Attachment A, existing weatherization employees of Contractor and subcontractors that have completed the following classes at a CSD approved training center prior to the dates listed below or for whom no training dates at a CSD-approved training center are recorded but have field experience of at least 12 months performing weatherization services and diagnostic testing for CSD weatherization programs shall be required to take and pass an online assessment "test-out" or receive the required CSD-approved trainings. Employees not completing the required diagnostic testing training or successfully test out of the training shall no longer be able to perform the diagnostic tests.
    - i. Basic Weatherization –November 2003
    - ii. Duct Blaster – April 2006
    - iii. Blower Door – April 2006
  - d. Within 120 days of the execution of this Attachment A, existing weatherization employees of Contractor and subcontractors who perform the post-combustion appliance safety test and that have completed Combustion Appliance Safety Training through a CSD-approved training center prior to April 2006 or who have no training dates recorded shall receive Combustion Appliance Safety Training.
    - i. Employees who received Combustion Appliance Safety Training prior to April 2006 through a CSD approved training center may continue to perform the post-diagnostic testing; however, Contract shall provide documentation verifying the past completion of the required training. Employees shall receive the training in order to continue performing the post-combustion appliance safety test after the required 120-day time period has lapsed or pass an online CAS test when it becomes available. Employees not completed the required CAS training or successfully test out of the training shall no longer be able to perform post-diagnostic tests.
    - ii. Employees who have never received the Combustion Appliance Safety Training through a CSD-approved training center shall not perform the post-combustion appliance safety test until the required training is received.

5. Training Provisions for Staff of Subcontractors Who Provide Specialty Services

All field employees of subcontractors who perform the of HVAC work for a Contractor shall receive the required CSD approved training.

6. For weatherization and ECIP EHCS services performed on HUD units, all work crews of Contractor and subcontractor who perform basic weatherization or specialty services are required to be trained in HUD-approved Lead-Safe Weatherization, although certification is not required. No employee of Contractor and subcontractors shall perform work in a pre-1978 HUD dwelling until the required training has been received. Although a crew supervisor can be certified as a HUD Lead Supervisor, it is not a substitute for the requirement of trained work crews.

7. EPA Lead Renovator training is required per the EPA for all Contractors and subcontractors performing work on pre-1978 homes, where the work could potentially disturb lead-based paint.

For weatherization services performed on pre-1978 units, all work crews of Contractor or subcontractors who provide basic weatherization or specialty services are required to be trained in EPA-approved Lead Renovator practices, and firm certification is required. No employee of Contractor and/or subcontractors shall perform such work on a pre-1978 dwelling until the required training has been received.

F. Contractor Licensing

Contractors that are nonprofit organizations and are performing weatherization activities under this Agreement certify that they possess and shall continue to have an active Class "B" General Building Contractor license, issued in the agency's name/qualifying individual by the Contractors' State License Board (CSLB). Contractor shall notify CAP RIVERSIDE when any changes in licensing occur. Contractor shall possess all applicable licenses as required by the CSLB to carry out the installation and/or repairs of Central HVAC Systems, Furnaces, and Boilers. Contractor shall fulfill the requirements of, and receive certification pursuant to the Toxic Substances Control Act (TSCA), Section 402.

G. Special Licensing – Weatherization

Special licensing may also be required for the installation and/or repair of Evaporative Cooler, Cook Top and Range, Vented Space Heater, Air Conditioning, and Gas and Electric Water Heaters, if two or more weatherization measures are not installed in a single unit. Electrical wiring upgrade/replacement and knob and tube wiring certification will always require a C-10 license.

H. EPA Certifications

1. All Contractors shall be certified as an EPA Certified Firm in accordance with EPA's Regulation on Residential Property Renovations requirements (40 CFR 745).
2. Contractors shall have at least one certified renovator on staff who is trained by EPA-approved training providers.
3. Contractors shall ensure that all subcontractors whose work potentially disturbs lead paint are EPA Certified Firms and have EPA Certified Renovators on staff.
4. Any Contractor or subcontractor (basic and specialty, if applicable) without an EPA Certified Firm certificate on file with CAP Riverside will not be allowed to work in the Renovator capacity on pre-1978 buildings.

5. Any EPA Certified Renovator for a contractor or subcontractor (basic and specialty, if applicable) without certifications on file with CAP Riverside will not be allowed to work in the capacity of a Renovator on pre-1978 buildings.

I. Leveraging Activities

1. Contractor is strongly encouraged to provide weatherization services to ECIP HCS-serviced dwellings using LIHEAP, STANDARD DOE, and/or utility-funded weatherization services.
2. Leveraging weatherization funds may be used to install Mandatory and/or optional measures in a dwelling in any order practical to the application of weatherization measures. Client files shall be documented accordingly.
3. Contractor shall ensure that any leveraged-funded activity performed in conjunction with the LIHEAP Weatherization and/or the ECIP EHCS program is in conformance with Weatherization guidelines. Contractor shall document within the Weatherization and/or ECIP client file the activity performed, date of the activity performed, and the source of the leveraged funds.

J. Record Keeping Responsibilities

1. Client Files – Weatherization and/or ECIP EHCS Specific

Contractor shall maintain the following documents for each applicant receiving weatherization and/or HCS services, if applicable. Said files shall include:

- a. Weatherization Building Assessment and Job Order Sheet;
- b. Combustion Appliance Safety Inspector Form (CASIF) if applicable;
- c. Blower Door and Duct Blaster Data Sheet,
- d. Duct Test Data Sheet
- e. CSD Hazardous Correction Work Plan (HCWP);
- f. CSD Weatherization Deferral Form (Attachment A-VIII) and other source documentation supporting deferrals;
- g. Notice of Weatherization/Renovation (CSD 320);
- h. ECIP Heating and Cooling Assessment Form (CSD 57);
- i. Record of Tenant Notification Procedures( CSD 322);
- j. Energy Service Agreement for Rental Units (CSD 515);
- k. Service Agreement for Unoccupied Multi-Unit Dwelling (CSD 515d);
- l. Contractor Post Weatherization Inspection Report (CSD 611);
- m. Weatherization Inspection Report [WIR] (CSD 581);
- n. Multi-Family Dwelling Unit Eligibility Certification (CSD 75P);
- o. Required building permits, or building permit applications or documentation of permit cost; and a copy of the final permit with appropriate signatures;
- p. Copy of lead clearance inspection by a California Certified Inspector/Risk Assessor for applicable pre-1978 HUD units;
- q. Waivers from CAP Riverside to exceed maximum costs to weatherization measures;
- r. Source documentation that substantiates all actual labor hours and all costs for labor and materials;
- s. Source documentation of weatherization measures installed and leveraged with other CSD and non-CSD weatherization program funds;

- t. Source documentation that substantiates the criteria and basis for replacement of all gas and electric appliances including results of all required diagnostic tests results and the no feasibility of all Mandatory measures not performed or installed;
- u. Source documentation of manufacturer, manufacturer date, make, model, and metering information of all replaced refrigerators;
- v. Source documentation and records substantiating mileage claims by individual weatherized SDF and MUD unit;
- w. Source documentation substantiating the referral to CSD or non-CSD weatherization programs for units receiving ECIP EHCS services;
- x. Source documentation of HERS inspection;
- y. Source documentation providing evidence that the client receiving disaster-related services was a victim of a natural disaster; and
- z. All other documentation as further defined by CAP Riverside.

2. Weatherization and ECIP EHCS Specific

a. Labor and Materials

- i. Contractor shall maintain source documentation in such a manner that include job references and total labor hours so that actual costs and actual labor hours billed to the weatherization and ECIP EHCS programs can be substantiated.
- ii. Contractor shall document all costs expended under this Agreement with purchase orders, inventory records, and payroll identifying the funding source.
- iii. Contractor shall maintain source documentation in such a manner to prove that materials used under this program conform to the requirements contained within the CSD Weatherization Installation Standards and/or state, county, or local regulations.

b. Training

Contractor and subcontractors who perform weatherization and ECIP EHCS services are required to maintain a training log for current and former employees. The Weatherization Staff Training Log (CSD 784), or contractor's equivalent, shall be used for this purpose. The training log shall document for each employee all training received and shall include for each training session/course the source/location, type/content, and completion date. The training log information for terminated employees must be maintained for a period of 18 months after termination date. Such training log shall be maintained in the Contractor's file and shall be made available by review by CAP Riverside or CSD upon request.

c. Equipment

- i. Contractor performing combustion appliance safety tests shall maintain the Carbon Monoxide (CSD 785) Attachment A-IX, documenting the calibration of all analyzers as required.
- ii. Contractor performing blower door and duct leakage diagnostic tests shall maintain the Manometer Calibration Log (CSD 786) Attachment X, documenting the calibration of all manometers as required.

**VI. ATTACHMENTS TO ATTACHMENT A**

The following documents are hereby attached to this Attachment A:

WEATHERIZATION BUILDING ASSESSMENT AND JOB CHECKLIST (CSD 540)	Attachment A-I
2012 LIHEAP PAYMENT SCHEDULE	Attachment A-II
CAP RIVERSIDE LIHEAP APPEAL PROCESS	Attachment A-III
CSD WEATHERIZATION DEFERRAL FORM	Attachment A-IV
CSD LIHEAP/DOE WEATHERIZATION PROGRAM HEALTH AND SAFETY APPLIANCE REPLACEMENT POLICY (Revised 3/1/12)	Attachment A-V
ECIP POLICY AND PROCEDURES	Attachment A-VI
TRAINING REQUIREMENTS MATRIX	Attachment A-VII
ECIP HEATING AND COOLING JUSTIFICATION FORM (CSD-57)	Attachment A-VIII
MONOXIDE ANALYZER CALIBRATION LOG (CSD 785)	Attachment A-IX
MANOMETER CALIBRATION LOG (CSD 786)	Attachment A-X
DEFINITIONS (Revised 3/1/12)	Attachment A-XI



**CSD Dwelling Assessment Form**

**Section 1: Client/Dwelling Information**

Client Name:		Client is: <input type="checkbox"/> Owner <input type="checkbox"/> Renter		Job Number:	
Address:					
City:				Zip:	
Phone1: (    )		<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell		Phone2: (    ) <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell	
Email:					
Dwelling Location: <input type="checkbox"/> Urban <input type="checkbox"/> Rural			Year Home Built:  Documentation Required! See Section 16		
Sq Ft:		# Stories:		HUD Built? Y N	
Does Dwelling Have More Than One FAU? Y N			CEC Climate Zone: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16		
Is client currently on "CARE" or other income-qualified utility rate? Y N					
Dwelling Type: <input type="checkbox"/> SFD • <input type="checkbox"/> Mobile • <input type="checkbox"/> MUD (2-4 units) • <input type="checkbox"/> MUD (5 or more units) • <input type="checkbox"/> Unoccupied MUD • <input type="checkbox"/> Shelter [# _____ Units # _____ Residents]					
Heating Type: <input type="checkbox"/> Forced Air Unit (FAU) • <input type="checkbox"/> Window/Wall • <input type="checkbox"/> Portable Device • <input type="checkbox"/> No Primary Heating • <input type="checkbox"/> Other:					
Heat Fuel: <input type="checkbox"/> Natural Gas • <input type="checkbox"/> Propane (LP-Gas) • <input type="checkbox"/> Electric • <input type="checkbox"/> Wood • <input type="checkbox"/> Fuel Oil • <input type="checkbox"/> Kerosene • <input type="checkbox"/> None • <input type="checkbox"/> Other: • <input type="checkbox"/> Fuel Change Req'd					
Cooling Type: <input type="checkbox"/> Central AC • <input type="checkbox"/> Window/Wall AC • <input type="checkbox"/> Central Evap Cooler • <input type="checkbox"/> Window/Wall Evap Cooler • <input type="checkbox"/> Fans • <input type="checkbox"/> Portable Devices • <input type="checkbox"/> None • <input type="checkbox"/> Other:					
Water Heater: <input type="checkbox"/> Nat-Gas • <input type="checkbox"/> Propane • <input type="checkbox"/> Electric • <input type="checkbox"/> Other:			Range Type: <input type="checkbox"/> Nat-Gas • <input type="checkbox"/> Electric • <input type="checkbox"/> Other:		
Assessor / Auditor Printed Name: 1.		Signature:		Date:	
Assessor / Auditor Printed Name: 2.		Signature:		Date:	

**Section 2: Diagnostic Tests & Lead-Safe Weatherization Requirements**

Lead Renovator Req'd?	Pre-1978 home?	Y	N	Is home "Certified Lead Free?"	Y	N	Is Lead-safe Wx req'd?	Y	N
CAS:	Test Required?	Y	N	Pre-Test: N/A	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	Post-Test: N/A	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
Blower Door:	Test Required?	Y	N	Pre-Test: N/A	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	Post-Test: N/A	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
Duct Leakage:	Test Required?	Y	N	Pre-Test: N/A	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	Post-Test: N/A	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
Energy Audit:	Audit Required?	Y	N	Priority List: DOE Priority List Used?	Y	N			
Additional Forms Attached: CASIF <input type="checkbox"/> Blower Door <input type="checkbox"/> Duct Leakage <input type="checkbox"/> Other <input type="checkbox"/>									
General Notes on Client/Dwelling/Tests:									

### CSD Dwelling Assessment Form

#### Section 3: Building Layout

Legend:  
CA = Crawlspace Access  
FD = Front Door  
BD = Back Door  
SD = Sliding Door  
GD = Garage Door  
SE = Side Entrance  
BW = Broken Window  
WH = Water Heater  
WF = Wall Furnace  
FF = Floor Furnace  
FAU = Forced Air Unit

#### Section 4: Attic Layout

Legend:  
AA = Attic Access  
HS = Heat Source  
TV = Turbine Vent  
RJ = Roof Jack  
EV = Eave Vent  
GV = Gable Vent  
EV = Eyebrow Vent  
FV = Foundation Vent  
RT = Return  
DT = Ducts

**CSD Dwelling Assessment Form**

**Section 5: Insulation & Attic / Crawlspace Ventilation**

<b>KNOB-AND-TUBE WIRING</b>						
Is Knob-and-Tube Wiring Present?    Y    N			If Knob-and-Tube Wiring is Present, is it: <input type="checkbox"/> Abandoned <input type="checkbox"/> Present & Energized			
If Knob-and-Tube Wiring is Present (whether abandoned or energized), an electrical (C-10) survey must be completed in <input type="checkbox"/> Attic <input type="checkbox"/> Walls <input type="checkbox"/> Floors						
Notes about Knob-and-Tube Wiring:						
Joist Size/Spacing Ok? Y N • Hazardous materials present? Y N • Attic access blocked? Y N • Blocking missing around HPDs? Y N • Attic access insulated? Y N						
<b>INSULATION</b>		<b>Ceiling 1</b>	<b>Ceiling 2</b>	<b>Kneewall</b>	<b>Floor</b>	<b>Wall</b>
Insulation "Type": BFG = Blown Fiberglass • CEL = Cellulose • FGB = Fiberglass Batt • RW = Rockwool						
<b>Existing</b>	Sq. Ft.					
	R-Value					
	Type					
<b>Needed</b>	Sq. Ft./#Bags					
	R-Value	R-	R-	R-	R-	R-
	Type					
*If insulation is feasible and installed, a copy of the Insulation Certificate must be kept in the customer file.						
<b>ATTIC VENTING</b>		<i>Upper NFVA</i>	<i>Lower NFVA</i>	<i>Attic Venting Details:</i>		
<b>Required</b>		SF	SF			
<b>Existing</b>	# & Type	SF	SF			
	NFVA	SF	SF			
	Location	SF	SF			
<b>Needed</b>	# & Type	SF	SF			
	NFVA	SF	SF			
	Location	SF	SF			
				<b>FOUNDATION VENTING NFVA</b>		
				Existing		SF
				Needed		SF
				<i>Foundation Venting Details:</i>		

**Section 6: Health and Safety—Appliance Summary (Complete for all appliances)**

APPLIANCE SUMMARY	Existing?	Gas/Elec	Operable?	Service/Repair Needed	Hazard Fail?	Details
Heating System #1	Y N	G E	Y N	Y N	Y N	<input type="checkbox"/> Fix CVA
Heating System #2	Y N	G E	Y N	Y N	Y N	<input type="checkbox"/> Fix CVA
Water Heater	Y N	G E	Y N	Y N	Y N	<input type="checkbox"/> Fix CVA
Cook Stove	Y N	G E	Y N	Y N	Y N	<input type="checkbox"/> Range • <input type="checkbox"/> Cooktop & Separate Oven
Kitchen Exhaust	Y N		Y N	Y N		
Additional CVA Required? Y N		Materials Needed:				
<b>COOLING SYSTEM</b>						
Air Conditioners	Existing? Y N	Unit Outlet OK & Grounded? Y N		Less than 15 yrs old? Y N		
Evaporative Cooler	Existing? Y N	Unit Outlet OK & Grounded? Y N		Less than 15 yrs old? Y N		
Notes on Cooling System:						

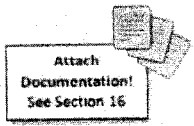
**CSD Dwelling Assessment Form**

**Section 6: Health and Safety—Appliance Summary, Continued**

ALARMS				
CO Alarm	Estimate Qty Needed:		Location	
Smoke Alarm	Estimate Qty Needed:		Location	
Notes on Alarms:				
PORTABLE DEVICES				
Device #1	Y N	<input type="checkbox"/> Heater <input type="checkbox"/> Cooler <input type="checkbox"/> N/A	<input type="checkbox"/> 18-hr- Medical Emergency	<input type="checkbox"/> 48-hr- Non-Medical Emergency
Device #2	Y N	<input type="checkbox"/> Heater <input type="checkbox"/> Cooler <input type="checkbox"/> N/A	<input type="checkbox"/> 18-hr- Medical Emergency	<input type="checkbox"/> 48-hr- Non-Medical Emergency
Notes on Portable Device:				

**Section 7: Appliance Repair & Replacement**

HEATING		Age/Year Made	Brand	Model #	Filter Dimensions	Capacity	Justification Codes
Furnace:		Existing			_____ x _____	kBtu/h	
<input type="checkbox"/> Central <input type="checkbox"/> Floor	<input type="checkbox"/> Wall <input type="checkbox"/> Woodstove	Needed			_____ x _____	kBtu/h	
1. Estimated Maximum Furnace Capacity				2. Required load calculation method used, per State law:			
Floor Area (Sq. Ft.) _____ x 43.4 = _____ Btu/h Output				<input type="checkbox"/> ACCA Manual J <input type="checkbox"/> Other:			
COOLING		Age/Year Made	Brand	Model #	Filter Dimensions	Capacity	Justification Codes
AC—Central		Existing			_____ x _____	Tons	
		Needed			_____ x _____	Tons	
AC:		Existing			_____ x _____	Tons	
<input type="checkbox"/> Wall	<input type="checkbox"/> Window	Needed			_____ x _____	Tons	
Evap Cooler:		Discharge: <input type="checkbox"/> Down <input type="checkbox"/> Side • CFM _____ • # & Size Pads: # _____ @ _____ x _____ # _____ @ _____ x _____					
<input type="checkbox"/> Central <input type="checkbox"/> Window <input type="checkbox"/> Wall <input type="checkbox"/> Roof		Vent Covers: (L: _____") x (W: _____") x (D: _____") Tapered Sq • (L: _____") x (W: _____") x (D: _____") Tapered Sq					
		Repairs Needed:					
1. Estimated Maximum Cooling Capacity				2. Required load calculation method used, per State law:			
Floor Area (Sq. Ft.) _____ + 400 or 500 = _____ AC Tons				<input type="checkbox"/> ACCA Manual J <input type="checkbox"/> Other:			
* Use 400 in CEC Climate Zones 2 & 8–15, and use 500 in CZ 1, 3–7 & 16							
		Age/Year Made	Brand	Model #	Capacity	Justification Codes	Appliance Notes:
Water Heater:		Existing			kBtu/h		
<input type="checkbox"/> Storage	<input type="checkbox"/> Tankless	Needed			kBtu/h		
Cook Stove:		Existing			kBtu/h		
<input type="checkbox"/> Nat. Gas	<input type="checkbox"/> Electric	Needed			kBtu/h		



State of California  
 DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT  
 CSD 540 (10/13/2011)

**CSD Dwelling Assessment Form**

**Section 8: Window & Door Replacement**

Measure (Circle replacements in Layout - Section 3)		Type	Measurement	Details to Justify Replacement (For Catastrophic Leakage or Per Audit/Blower Door)
Window Replacement	Existing	#		
	Needed	#		
Window Replacement	Existing	#		
	Needed	#		
Window Replacement	Existing	#		
	Needed	#		
Window Replacement	Existing	#		
	Needed	#		
Storm Windows	Existing	#		<input type="checkbox"/> Interior <input type="checkbox"/> Exterior
	Needed	#		<input type="checkbox"/> Interior <input type="checkbox"/> Exterior
Sliding Glass Door Replacement	Existing	#		
	Needed	#		

Notes on Window & Door Replacement:

Attach Documentation! See Section 16

Exterior Door Repair / Replacement				Details to Justify Replacement
Door # & Location:	Door #1 Loc:	Door #2 Loc:	Door #3 Loc:	
<b>MATERIAL</b> SC = Solid Core / HC = Hollow Core				
B-Blank, P-Prehung • Hinge L/R:	B P • HL HR	B P • HL HR	B P • HL HR	
Size Spec'd (inches W x H x D):	___ x ___ x ___	___ x ___ x ___	___ x ___ x ___	
Size Used (inches):	___ x ___ x ___	___ x ___ x ___	___ x ___ x ___	
	Est Qty	Est Qty	Est Qty	
<b>Wood</b> Stop				
Jamb				
Trim				
<b>HARDWARE</b> Lockset				(Silver, Brass, Antique Brass)
Strike Plate				
Other				
Hinges: 3½" or 4"				
Deadbolt				
<b>DOOR BOTTOMS: (Mill / Bronze)</b>	M B	M B	M B	
Shoe: U(Shoe), L(Shoe)	U L	U L	U L	
Sweep: S(Standard), A(Auto)	S A	S A	S A	
Threshold Height:	in.	in.	in.	
S(Saddle), B(Bumper)	S B	S B	S B	
<b>WEATHERSTRIPPING:</b> Y N	Type & Color	Type & Color	Type & Color	
Rigid:				
Flexible:				

**CSD Dwelling Assessment Form**

**Section 9: Duct Repair / Sealing / Replacement**

Asbestos-Containing Material Present

Location	Type	Condition	Disconnects	Materials Needed
M/H Belly Return				
M/H Duct Connector				
M/H Crossover				
Return Plenum				
Supply Plenum				
Registers/Boots				
Ducts				
Notes:				

**Section 10: Infiltration Reduction—Catastrophic Leaks**

Location:
Size:
Description:

**Section 11: Infiltration Reduction—Thermal Bypasses**

Location:
Size:
Description:

**Section 12: Infiltration Reduction—Shell Sealing**

	Needed	Description / Location	Justification Codes
Ceilings	Y N	# Patches: _____	
Walls	Y N	# Patches: _____	
Floors	Y N	# Patches: _____	
Damper	Y N	<input type="checkbox"/> Range hood, size: <input type="checkbox"/> Fireplace, size:	
Caulking		<b>Qty Needed</b> <b>Description / Location</b>	
Interior	Y N	LF	
Exterior	Y N	Tubes	
Cover Plate Gaskets	Y N	#	
Other Weatherstripping		<b>Qty Needed</b> <b>Size / Type</b>	
<input type="checkbox"/> Attic	Y N		
<input type="checkbox"/> Crawlspace	Y N		
<input type="checkbox"/> Appliance Door	Y N		
<input type="checkbox"/> Other _____	Y N		

State of California  
 DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT  
 CSD 540 (10/13/2011)

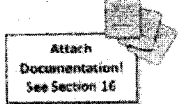
**CSD Dwelling Assessment Form**

**Section 13: Mechanical Ventilation**

Existing? Y N	Measured CFM	Type/Location:	Duct ok? Y N
Feasible? Y N	Reason		
Required? Y N	Required CFM	Type/Location:	Duct Material:
Mechanical Ventilation Notes:			

**Section 14: Electric Measures**

Measure	Qty Needed	Description / Location / Comments
Hard-Wired CF Fixtures	#	#1: at: _____ Model: _____ <input type="checkbox"/> Dry <input type="checkbox"/> Damp <input type="checkbox"/> Wet #2: at: _____ Model: _____ <input type="checkbox"/> Dry <input type="checkbox"/> Damp <input type="checkbox"/> Wet
Fluorescent Torchiere Lamp	#	# Removed: ___ at:
CFLs	#	# ___ Cluster Lighting, # ___ Others, at:
Ceiling Fans	#	#1: at: _____ Model: _____ <input type="checkbox"/> Light Kit: _____ #2: at: _____ Model: _____ <input type="checkbox"/> Light Kit:
Microwave Oven	1 0	Ground OK? Y N • GFCI Needed? Y N • Extension Cord? Y N
Water Heater Timer	1 0	
Refrigerator Replacement	#	Who owns refrigerator?: <input type="checkbox"/> Owner/Landlord <input type="checkbox"/> Tenant <input type="checkbox"/> Other (Rental/Loaner does <u>not</u> qualify)
Existing: Metered? Y N • Is Outlet OK & Grounded? Y N • Access & Floor OK? Y N • Size: ___ CF • Freezer: Top Bottom Side Age/Yr Mid: _____ • Brand: _____ • Model: _____ • Serial No.: _____		
Remove 2 <sup>nd</sup> unit? Y N <input type="checkbox"/> Refrigerator <input type="checkbox"/> Freezer • Size: ___ CF • Location: _____ Owner: _____		
New: Size: ___ CF • Hinge: L R • Color: _____ • Max Ht: ___" Width: ___" • Freezer: <input type="checkbox"/> Top <input type="checkbox"/> Bottom		
Electric Measure Notes:		



**Section 15: Additional Measures**

Measure	Qty Needed	Description / Location / Comments
Faucet Aerators	#	at: _____ <input type="checkbox"/> Adapter • at: _____ <input type="checkbox"/> Adapter • at: _____ <input type="checkbox"/> Adapter
Showerheads: (Regular, Handheld)	#	R H at: _____ <input type="checkbox"/> Adapter _____ • R H at: _____ <input type="checkbox"/> Adapter _____ R H at: _____ <input type="checkbox"/> Adapter _____ • R H at: _____ <input type="checkbox"/> Adapter _____
Thermostats	#	<input type="checkbox"/> Programmable <input type="checkbox"/> Manual
Water Heater Insulation	#	#1: ___ Gal., Gas Electric • #2: ___ Gal., Gas Electric
Water Heater Pipe Insulation	LF	#1: Pipe: ___ LF @ ___" OD Galvanized Copper • #2: Pipe: ___ LF @ ___" OD Galvanized Copper
Water Heater Insul. (MUD-Central)	#	___ Gallons, Gas Electric
Duct Insulation	LF	
Shade Screens	#	
Wood Burning Space Heater <input type="checkbox"/> Insert <input type="checkbox"/> Free-standing	1 0	Need: <input type="checkbox"/> Hearth <input type="checkbox"/> Chimney Pipe <input type="checkbox"/> Other:
<input type="checkbox"/> Window Film, <input type="checkbox"/> Therm. Shutters	SF	

**CSD Dwelling Assessment Form**

Assessor Notes:

**Section 16: Required Attachments**

Attached?	When	What	Reference
<input type="checkbox"/>	For all projects	Written documentation from assessor's office or other verifiable source, stating age of dwelling.	Section 1
<input type="checkbox"/>	When appliances are repaired or replaced	Bids, photos to document need, additional info to justify repair/replacement	Section 7
<input type="checkbox"/>	When windows or doors are replaced	Photos showing damage or justification of "like-for-like." Other docs, as needed.	Section 8
<input type="checkbox"/>	When refrigerator is replaced	Photo of original (old) manufacturer's label and metering documentation	Section 14
<input type="checkbox"/>	Other Attachments (Describe):		

**Homeowner/Landlord Acceptance of Services:**

I, (print name) \_\_\_\_\_, the undersigned, *understand* and *agree* to the following provisions:

a. The actual work performed may vary slightly from the original assessment after work commences, due to discovery of unforeseen circumstances, such as the following: a measure turns out to be unfeasible, safety issues arise, funding changes occur, or other pertinent factors evolve. Should this happen, the Weatherization Contractor representative will explain why changes are necessary and what my options are, before work is continued.

b. These services are free of charge to the owner (and tenant, if a rental). However, installation of any of the following—a new refrigerator, a microwave oven, compact fluorescent lamps (CFLs), compact fluorescent lighting fixtures, or compact fluorescent torchiere lamps—requires removal from the premises and proper disposal of the old appliances/bulbs that are replaced.

c. If the dwelling is a rental, the tenants shall agree that any of the following items owned by the Landlord and qualifying for installation, shall remain in the dwelling when they move out. Check all that apply:  Refrigerator,  Microwave Oven,  Fluorescent Torchiere Lamps,  CO Alarms,  Programmable Thermostat,  Ceiling Fans,  Window-mount Air Conditioner,  Evaporative Cooler, and  Wood-burning Stove.

d.  I hereby agree to allow all work described herein to be performed, or  I decline installation of the following measure(s):

1. _____	2. _____
3. _____	4. _____

e. I further agree to allow all installed measures to be inspected and checked by the Agency and a State third party inspection entity upon request. \_\_\_\_\_ (Initial)

I am the  Owner,  Agent • Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Tenant Acknowledgement:**

Not applicable

I/we, (print names) \_\_\_\_\_, the undersigned tenant(s), understand that any of the following items that are installed by the weatherization program in my rental unit that belongs to the Landlord and shall remain in the dwelling when I/we move out. Check all that apply:  Refrigerator,  Microwave Oven,  Fluorescent Torchiere Lamps,  CO Alarms,  Programmable Thermostat,  Ceiling Fans,  Window-mount Air Conditioner,  Evaporative Cooler, and  Wood-burning Stove.

I further agree to allow all installed measures to be inspected and checked by the Agency and a State third party inspection entity upon request. \_\_\_\_\_ (Initial)

Signature(s) \_\_\_\_\_ Date: \_\_\_\_\_



**AC REPLACEMENT**

- 1 ♦ Existing appliance is a Health & Safety hazard
- 2 ♦ Lack of AC poses imminent harm to occupants
- 3 ♦ Appliance defect—Other (explanation required in Assessor Notes)
- 4 Repair exceeds 50% of replacement cost and/or exceeds general maintenance cost
- 5 Replacement parts are obsolete/not available
- 6 Certified technician verified primary cooling source as inoperable/not repairable

**ATTIC VENTILATION**

- 7 Attic NFVA or ratio inadequate/improper
- 8 Wire mesh is dirty/not conforming

**COMBUSTION APPLIANCE SAFETY INSPECTION**

- 9 ♦ Appliance defect—cracked heat exchanger
- 10 ♦ Appliance defect—Other (explanation required in Assessor Notes)
- 11 ♦ Carbon monoxide at/above action level
- 12 Combustion air inadequate/improperly vented
- 13 ♦ Draft inadequate / spillage present
- 14 ♦ Flue/vent has defect/improper termination
- 15 ♦ Gas leak present
- 16 CAZ depressurization exceeds HDL
- 17 Clothes dryer moisture exhaust nonconforming
- 18 FAU return depressurizes open combustion enclosure
- 19 Return leak in furnace room not sealed
- 20 Unvented home heater present
- 21 Kitchen exhaust nonconforming
- 22 Nonconforming open comb. appl. in living space

**COOKING RANGE REPAIR/REPLACEMENT**

- 23 ♦ Existing appliance is a Health & Safety hazard
- 24 Repair exceeds 50% of replacement cost
- 25 Replacement parts are obsolete/not available
- 26 ♦ CO hazard cannot be corrected
- 27 ♦ Electrical hazard cannot be corrected
- 28 ♦ Oven door does not close properly because it is sprung or otherwise damaged.
- 29 ♦ Certified technician verified as inoperable/not repairable.

**COVER PLATE GASKETS**

- 30 Cover plate damaged/missing
- 31 Aluminum wiring present in outlet/switch box (Mobile Home)

**DOOR REPLACEMENT**

- 32 Catastrophic leakage provable & repair not feasible (must have photos and calculations)
- 33 Proven by energy audit
- 34 Building integrity issue: existing window rotten/damaged creating unsafe condition.

**DUCT INSULATION**

- 35 ♦ HPD/combustion air clearance inadequate
- 36 Attachment improperly/not installed/spaced
- 37 Duct is damaged/leaks
- 38 Duct support missing/nonconforming
- 39 Vapor barrier improperly/not installed

**DUCT REPAIR & SEALING**

- 40 Connection improperly made/secured/sealed
- 41 Duct/component/boot improperly or not sealed
- 42 Duct support inadequate/improper/missing
- 43 Fiberglass exposed in occupied area
- 44 Insulation not present
- 45 Register defective or hampered by sealant
- 46 Return leak in furnace room not sealed

**EVAPORATIVE COOLER INSTALLATION**

- 47 ♦ Existing appliance is a Health & Safety hazard.
- 48 ♦ Lack of unit poses imminent harm to occupants.
- 49 Repair exceeds 50% of replacement cost
- 50 Rusted and/or leaking pan not feasible to repair

- 51 Existing unit undersized for living space being cooled
- 52 Improperly supported/secured
- 53 Inadequate/nonconforming drain system
- 54 Improper disconnect/ dampers/ diffusers/ controls

**EVAPORATIVE COOLER REPAIR/ MAINTENANCE**

- 55 Belt/pulley/fan improperly positioned/adjusted
- 56 Defective component requires R&R (explanation required in Assessor Notes)
- 57 Electrical wiring nonconforming
- 58 Unit dirty. Needs cleaning/adjustment

**EXHAUST FAN**

- 59 Fan missing/not installed (Mobile Homes only)
- 60 Fan repair required (all housing types)
- 61 Range hood repair required (explanation required in Assessor Notes)

**FLUORESCENT TORCHIERE**

- 62 Existing torchiere not fluorescent.

**GLASS REPLACEMENT**

- 63 Glazing compound missing/not properly tooled

**HEATING SYSTEM REPAIR/REPLACEMENT**

- 64 ♦ Existing appliance is a Health & Safety hazard
- 65 ♦ Lack of furnace poses imminent harm to occupants
- 66 Repair exceeds 50% of replacement cost
- 67 Replacement parts are obsolete/not available
- 68 ♦ CO hazard cannot be corrected.
- 69 ♦ Cracked/damaged/defective/improperly modified existing unit (explanation required in Assessor Notes)
- 70 No existing heating source in the home
- 71 ♦ Certified technician verified as inoperable/not repairable.

**INSULATION (ALL TYPES)**

- 72 Coverage incomplete/nonconforming
- 73 R-value inadequate/nonconforming

**INSULATION—CEILING & KNEEWALL**

- 74 ♦ Blocking of HPD, etc. improperly/not installed
- 75 Other blocking improperly/not installed
- 76 Combustion air vent obstructed
- 77 ♦ Electrical wiring/boxes improperly/not protected
- 78 ♦ Knob-and-tube requirements not met
- 79 Exhaust fan improperly/not vented outdoors

**INSULATION—FLOOR**

- 80 ♦ Clearance from HPD/vent/etc. nonconforming
- 81 ♦ Knob-and-tube safety requirements not met
- 82 Feasible location/cavity not insulated
- 83 Support type/spacing/attachment nonconforming
- 84 Ventilation for crawlspace nonconforming
- 85 Vapor barrier positioned improperly

**INSULATION—WALL**

- 86 Kneewall improperly/not insulated

**MICROWAVE OVEN**

- 87 Existing unit is inoperable
- 88 No existing unit and stove is inoperable

**MECHANICAL VENTILATION**

- 89 Ventilation below cautionary level

**MINOR ENVELOPE REPAIR**

- 90 Blower Door-identified shell leak
- 91 CVA requires correction or increased NFVA
- 92 Entrance door modification needed
- 93 Kitchen exhaust needed for Mobile Home
- 94 Water heater floor repair needed for Mobile Home
- 95 Chimney damper existing or non-functioning
- 96 Cover plate broken or missing
- 97 Roof leaks or is structurally substandard

**REFRIGERATOR REPLACEMENT**

- 98 SIR of 1.0 or greater by audit research
- 99 Properly grounded outlet non-existing
- 100 Refrigerator inoperable
- 101 ♦ Defects that compromise operating efficiency Appliance defect—explanation required in Assessor Notes
- 102 Appliance unable to maintain safe temperature (must be proven by metering results)

**SHELL SEALING**

- 103 Excessive leakage
- 104 Large holes in shell to big to caulk. Patch required.
- 105 Sealing of thermal bypasses required (no insulation to be installed)
- 106 Fireplace chimney damper repair or installation.

**SLIDING GLASS DOOR REPLACEMENT**

- 107 Catastrophic leakage provable & repair not feasible (must have photos and calculations)
- 108 Proven by energy audit

**STORM WINDOWS**

- 109 Prime window is degraded and cannot be replaced

**WATER HEATER REPAIR/REPLACEMENT**

- 110 ♦ Existing appliance is a Health & Safety hazard or inoperable.
- 111 Repair exceeds 50% of replacement cost
- 112 Replacement parts are obsolete/not available
- 113 ♦ CO hazard cannot be corrected.
- 114 Tank is leaking water
- 115 Mineral buildup significantly reduces efficiency/capacity
- 116 ♦ Cracked/damaged/defective/improperly modified existing unit (explanation required in Assessor Notes)
- 117 No existing heating source in the home
- 118 ♦ Certified technician verified as inoperable/not repairable.

**WINDOW REPLACEMENT**

- 119 Catastrophic leakage provable & repair not feasible (must have photos and calculations)
- 120 Proven by energy audit
- 121 Building integrity issue: existing window rotten/damaged creating unsafe condition.

**WOOD BURNING STOVES**

- 122 ♦ Existing stove is a Health & Safety hazard (CO)
- 123 ♦ Lack of stove poses imminent harm to occupants
- 124 Repair exceeds 30% of replacement cost
- 125 Replacement parts are obsolete/not available
- 126 ♦ CO hazard cannot be corrected.
- 127 ♦ Defective door. Can't repair/replace.
- 128 ♦ Cracked/damaged/defective/improperly modified
- 129 ♦ Certified technician verified as inoperable/not repairable.
- 130 Existing stove in Mobile Home not listed/approved for use in a mobile (per current HUD Code)

**NOTES FOR APPLIANCE REPAIR/REPLACEMENT:**

- Repairs & replacements performed under DOE for non-health and safety reasons are subject to the Energy Audit.
- Age is not a basis for appliance replacement.
- May be performed only in conjunction with weatherization services.
- Limited to dwelling's primary appliance.
- Health & Safety Appliance Repair and Replacement Policy governs programmatic policy.

♦ = Hazardous Condition

Line No.	Measure	Type	Classification	Allowable Measures by Funding Source	Reimbursement Rate	Maximum for Non-Fixed Fees	Quantity Limits Per Job	Re-WX LIHEAP and ECIP Measure Life (Replacement Cycle in Full Years)	Measure Life	Footnotes
<b>Section: Assessments/Diagnostics</b>										
1	Combustion Appliance Safety Test	Post	ADS	LIHEAP, ECIP EHCS	\$40.00			Required if infiltration measures (INF) are installed	60 days	
2	Blower Door Test	Post	ADS	LIHEAP	\$50.00					1
3	Duct Leakage Test	Post	ADS	LIHEAP, ECIP EHCS	\$50.00					2
4	Permits		ADS	LIHEAP, ECIP EHCS	Actual Cost			If Incurred		34
<b>Section: Mandatory - Health and Safety</b>										
1	Carbon Monoxide Alarm	Lithium Battery	HSM	LIHEAP, ECIP EHCS	\$60.00		1 occurrence per dwelling; no maximum quantity	4		3
2	Smoke Alarm	Lithium Battery or Hard-Wired	HSM	LIHEAP, ECIP EHCS	\$60.00		1 occurrence per dwelling; minimum quantity as required by code	4		3, 32
3	Cooking Appliance Repair, Free Standing Range or Cook Top	Electric Natural Gas and Propane Other Types Not Listed	HSM	LIHEAP	\$58 per hour + Materials	Not to exceed \$467 per dwelling	1 repair or replacement per dwelling; primary only	4		4, 5, 6, 34
4	Cooking Appliance Replacement, Free Standing Range or Cook Top	Electric - 20"	HSM	LIHEAP	\$766.00		1 repair or replacement per dwelling; primary only	10		4, 5, 6
		Electric - 30"			\$793.00					
		Natural Gas and Propane - 20"			\$776.00					
		Natural Gas and Propane - 24"			\$779.00					
		Natural Gas and Propane - 30"			\$779.00					
Other Types Not Listed	\$840.00			4, 5, 6, 34						
5	Cooling Repair	Multi-Unit Central System	HSM	LIHEAP, ECIP EHCS	\$76 per hour + Materials	Not to exceed \$788 per MUD or 50% of replacement	1 repair or replacement per MUD unit/building; primary only	4		3, 4, 5, 6, 8, 18, 29
		Forced Air (Split System)				Not to exceed \$1742 per dwelling or 50% of replacement				3, 4, 5, 6, 7, 8, 18, 19
		Evaporative Cooler				Not to exceed \$822 per dwelling or 50% of replacement	1 repair or replacement per dwelling; primary only			3, 4, 5, 7, 8
		AC Wall/Window				Not to exceed \$788 per dwelling or 50% of replacement				3, 4, 6, 7, 8, 18, 19

Line No.	Measure	Type	Classification	Allowable Measures by Funding Source	Reimbursement Rate	Maximum for Non-Fixed Fees	Quantity Limits Per Job	Re-WX LIHEAP and ECIP Measure Life (Replacement Cycle in Full Years)	Measure Life	Footnotes	
6	Cooling Replacement	Multi-Unit Central System - 2 ½ ton	HSM	LIHEAP, ECIP EHCS	\$1,074.00		1 repair or replacement per MUD unit/building; primary only	20		3, 4, 5, 6, 8, 18, 29	
		Multi-Unit Central System - 3 ton			\$1,074.00						
		Multi-Unit Central System - 3 ½ ton			\$1,074.00						
		Multi-Unit Central System - 4 ton			\$1,074.00						
		Multi-Unit Central System - 5 ton			\$1,074.00						
		Forced Air (Split System) - 2 ½ ton			\$2,140.00		1 repair or replacement per dwelling; primary only				
		Forced Air (Split System) - 3 ton			\$2,600.00						
		Forced Air (Split System) - 3 ½ ton			\$2,832.00						
		Forced Air (Split System) - 4 ton			\$3,134.00						
		Forced Air (Split System) - 5 ton			\$3,134.00						
		A/C Wall/Window - 12,000 btu	HSM	LIHEAP, ECIP EHCS	\$844.00			10		3, 4, 6, 8, 20	
		A/C Wall/Window - 14,000 btu			\$844.00						
		A/C Wall/Window - 18,000 btu			\$1,106.00						
		A/C Wall/Window - 24,000 btu			\$1,348.00						
		Evaporative Cooler (Roof/Down Draft) - 3,800 btu			\$1,425.00						1 repair or replacement per dwelling; primary only
		Evaporative Cooler (Roof/Down Draft) - 4,800 btu			\$1,479.00						
		Evaporative Cooler (Roof/Down Draft) - 5,500 btu			\$1,479.00						
		Evaporative Cooler (Roof/Down Draft) - 6,800 btu			\$1,479.00						
		Evaporative Cooler (Window/Wall - Side Draft) - 3,800 btu			\$952.00						
		Evaporative Cooler (Window/Wall - Side Draft) - 4,800 btu			\$1,155.00						
Evaporative Cooler (Window/Wall - Side Draft) - 5,500 btu	\$1,418.00										
Evaporative Cooler (Window/Wall - Side Draft) - 6,800 btu	\$1,418.00										
						15		3, 4, 5, 6, 8, 18, 20			

Line No.	Measure	Type	Classification	Allowable Measures by Funding Source	Reimbursement Rate	Maximum for Non-Fixed Fees	Quantity Limits Per Job	Re-WX LIHEAP and ECIP Measure Life (Replacement Cycle in Full Years)	Measure Life	Footnotes	
7	Heating Source Repair	Multi-Unit Central System	HSM	LIHEAP, ECIP EHCS	\$76 per hour + Materials	Not to exceed \$1,742 per MUD or 50% of replacement	1 repair or replacement per MUD unit/building; primary only	4		4, 5, 6, 7, 8	
		Exterior Wall Direct Vent, Interior Wall and Floor Furnace				Not to exceed \$1,742 per dwelling or 50% of replacement	1 repair or replacement per dwelling; primary only				4, 5, 6, 7, 8, 9, 10
		Force Air Unit (Split System)				Not to exceed \$2,296 per dwelling or 50% of replacement					
		Mobile Home Furnace				Not to exceed \$1,631 per dwelling or 50% of replacement					
		Other Types Not Listed				Not to exceed \$2,375 per dwelling or 50% of replacement					
		Package (Dual Pack)				Not to exceed \$3,364 per dwelling or 50% of replacement					
		Wood-Fueled				Not to exceed \$2,375 per dwelling or 50% of replacement					
8	Heating Source Replacement	Multi-Unit (Central System) - 2 ½ ton	HSM	LIHEAP, ECIP EHCS	\$916.00		1 repair or replacement per MUD unit/building; primary only	20	4, 5, 6, 8		
		Multi-Unit (Central System) - 3 ton			\$916.00						
		Multi-Unit (Central System) - 3 ½ ton			\$1,001.00						
		Multi-Unit (Central System) - 4 ton			\$1,001.00						
		Multi-Unit (Central System) - 5 ton			\$1,147.00						
		Forced Air (Split System) Single Family, Multi-position - 2 ½ ton			\$1,745.00		1 repair or replacement per dwelling; primary only				
		Forced Air (Split System) Single Family, Multi-position - 3 ton, 45,000 btu			\$1,797.00						
		Forced Air (Split System) Single Family, Multi-position - 3 ton, 70,000 btu			\$1,851.00						
		Forced Air (Split System) Single Family, Multi-position - 4 ton, 90,000 btu			\$2,104.00						
Forced Air (Split System) Single Family, Multi-position - 5 ton, 100,000 btu	\$2,314.00										

Line No.	Measure	Type	Classification	Allowable Measures by Funding Source	Reimbursement Rate	Maximum for Non-Fixed Fees	Quantity Limits Per Job	Re-WX LIHEAP and ECIP Measure Life (Replacement Cycle in Full Years)	Measure Life	Footnotes				
8	Heating Source Replacement (Continued)	Exterior Wall Direct Vent, Interior Wall & Floor Furnace – 30,000 btu	HSM	LIHEAP, ECIP EHCS	\$2,223.00									
		Interior Wall – 25,000 btu			\$1,487.00									
		Interior Wall – 35,000 btu			\$1,587.00									
		Interior Wall – 50,000 btu			\$2,157.00									
		Floor Furnace – 45,000 btu			\$2,763.00									
		Floor furnace – 60,000 btu			\$2,933.00									
		Furnace Down Flow, Mobile Home, Single-wide - 56,000 btu			\$2,706.00									
		Furnace Down Flow, Mobile Home, Single-wide - 70,000 btu			\$2,893.00									
		Furnace Down Flow, Mobile Home, Double-wide - 77,000 btu			\$2,934.00									
		Furnace Down Flow Mobile Home, Double-wide - 90,000 btu			\$2,934.00									
		Furnace Up Flow, Mobile Home, 3 ton - 80,000 btu			\$2,934.00									
		Furnace Up Flow, Mobile Home, 4 ton - 80,000 btu			\$2,934.00									
		Furnace Up Flow, Mobile Home, 5 ton – 100,000 btu			\$2,934.00									
		Other Types Not Listed – 29,000 btu			Actual cost						Not to exceed \$4749 per dwelling	1 repair or replacement per dwelling; primary only	20	4, 5, 6, 8, 9, 10, 34
		Package (Dual Pack), Mobile Home, All Electric Heat Pump – 2 ton			\$5,302.00									
		Package (Dual Pack), Mobile Home, All Electric Heat Pump – 2 ½ ton			\$5,786.00									
		Package (Dual Pack), Mobile Home, All Electric Heat Pump – 3 ton			\$6,055.00									
Package (Dual Pack), Mobile Home, All Electric Heat Pump – 3 ½ ton	\$6,055.00													
Package (Dual Pack), Mobile Home, All Electric Heat Pump – 4 ton	\$6,055.00													
Package (Dual Pack), Mobile Home, All Electric Heat Pump – 5 ton	\$6,055.00													
Package (Dual Pack,) Mobile Home, Gas/Electric – 2 ton	\$4,054.00													
Package (Dual Pack), Mobile Home, Gas/Electric – 2 ½ ton	\$4,277.00													
Package (Dual Pack), Mobile Home, Gas/Electric – 3 ton	\$4,491.00													

Line No	Measure	Type	Classification	Allowable Measures by Funding Source	Reimbursement Rate	Maximum for Non-Fixed Fees	Quantity Limits Per Job	Re-WX LIHEAP and ECIP Measure Life (Replacement Cycle in Full Years)	Measure Life	Footnotes		
8	Heating Source Replacement (Continued)	Package (Dual Pack), Mobile Home, Gas/Electric - 3 1/2 ton	HSM	LIHEAP, ECIP EHCS	\$4,826.00			20		4, 5, 6, 8		
		Package (Dual Pack), Mobile Home, Gas/Electric - 4 ton			\$5,182.00							
		Package (Dual Pack), Mobile Home, Gas/Electric - 5 ton			\$5,786.00							
		Package (Dual Pack), Single Family, Electric - 2 ton			\$3,817.00							
		Package (Dual Pack), Single Family, Electric - 2 1/2 ton			\$4,097.00							
		Package (Dual Pack), Single Family, Electric - 3 ton			\$4,380.00							
		Package (Dual Pack), Single Family, Electric - 3 1/2 ton			\$4,867.00							
		Package (Dual Pack), Single Family, Electric - 4 ton			\$4,894.00							
		Package (Dual Pack), Single Family, Electric - 5 ton			\$5,016.00							
		Package (Dual Pack), Single Family, Gas - 2 ton			\$4,054.00							
		Package (Dual Pack), Single Family, Gas - 2 1/2 ton			\$4,277.00							
		Package (Dual Pack), Single Family, Gas - 3 ton			\$4,491.00							
		Package (Dual Pack), Single Family, Gas - 3 1/2 ton			\$4,826.00							
		Package (Dual Pack), Single Family, Gas - 4 ton			\$5,182.00							
		Package (Dual Pack), Single Family, Gas - 5 ton			\$5,786.00							
					Wood-Fueled						Actual Cost	Not to exceed \$4749 per dwelling
9	Kitchen Exhaust Installation, Repair, & Replacement	Repair	HSM	LIHEAP	\$58 per hour + Materials	Not to exceed \$350 per dwelling	1 repair or replacement per dwelling	10		30, 34		
		Range Hood			\$300.00							
		Vent - 24"x3'			\$33.00							
		Vent - 25"x5'			\$33.00							
10	Water Heater Repair	Multi-Unit	HSM	LIHEAP, ECIP EHCS	\$76 per hour + Materials	Not to exceed \$970 per MUD or 50% of replacement	1 repair or replacement per MUD unit/building; primary only	4		4, 5, 6, 8, 29, 34		
		Electric									Not to exceed \$970 per dwelling or 50% of replacement	1 repair or replacement per dwelling; primary only
		Natural Gas & Propane										
		Mobile Home										

Line No.	Measure	Type	Classification	Allowable Measures by Funding Source	Reimbursement Rate	Maximum for Non-Fixed Fees	Quantity Limits Per Job	Re-WX LIHEAP and ECIIP Measure Life (Replacement Cycle in Full Years)	Measure Life	Footnotes
11	Water Heater Replacement	Multi-Unit Central System	HSM	LIHEAP, ECIIP EHCS	Actual Cost	Not to exceed \$1,940 per MUD	1 repair or replacement per MUD unit/building; primary only	10		4, 5, 6, 8, 29, 34
		Electric – 30 gallon			\$1,746.00	1 repair or replacement per dwelling; primary only	4, 5, 6, 8			
		Electric – 40 gallon			\$1,746.00					
		Electric – 50 gallon			\$1,746.00					
		Natural Gas & Propane – 30 gallon			\$1,746.00					
		Natural Gas & Propane – 40 gallon			\$1,746.00					
		Natural Gas & Propane – 50 gallon			\$1,746.00					
		Mobile Home – 30 gallon			\$1,600.00					
		Mobile Home – 40 gallon			\$1,600.00					
<b>Section: Mandatory</b>										
1	Attic Ventilation	Eave Vent	INS	LIHEAP	\$17.50	Not to exceed \$355 maximum per dwelling	1 occurrence per dwelling; no maximum quantity	20		3, 13
		Turbine Vent			\$75.00					
		Vent Screen			\$8.50					
		Gable Vent			\$250.00					
		Dormer Vent			\$50.00					
2	Caulking	Mobile Home	INF	LIHEAP	\$1.75 per lin ft	Not to exceed \$90 per dwelling	1 caulking per dwelling	4		14
		Multi-Unit			\$1.75 per lin ft	Not to exceed \$45 per dwelling				
		Single			\$1.75 per lin ft	Not to exceed \$75 per dwelling				
		Backer Rod			\$0.35 per lin ft	Not to exceed a combined maximum reimbursement per dwelling type				
3	Ceiling Insulation	R-value 11	INS	LIHEAP	\$0.89 per sq ft		1 occurrence per dwelling; no maximum quantity	20		
		R-value 19			\$0.89 per sq ft					
		R-value 30			\$1.09 per sq ft					
		R-value 38			\$1.25 per sq ft					
4	Compact Fluorescent Lamp	Hard Wire	EBL	LHEAP	\$68.00		2 lamps per dwelling	4		3, 24
		Thread-based			\$7.00		10 bulbs per dwelling			
5	Cover Plate / Gaskets	Single	INF	LIHEAP	\$7.00	Not to exceed \$33 per dwelling	1 occurrence per dwelling	20		14
		Double			\$7.00					

Line No.	Measure	Type	Classification	Allowable Measures by Funding Source	Reimbursement Rate	Maximum for Non-Fixed Fees	Quantity Limits Per Job	Re-WX LIHEAP and ECIP Measure Life (Replacement Cycle in Full Years)	Measure Life	Footnotes
6	Door Repair	Exterior - All Other Types	INF	LIHEAP	\$58 per hour + Materials	Not to exceed \$250 per door	3 repairs per dwelling	15		16, 34
		Sliding Glass 72"x80" and smaller				Not to exceed \$713 per door	1 repair per dwelling			
		Sliding Glass - Greater than 72"x80"				Not to exceed \$856 per door				
6A	Door Repair Detail	Door Threshold	INF	LIHEAP	\$34.00					
		Door Shoe			\$20.00					
		Entry Door Handle/Lockset/Dead			\$47.00					
		5" Back set latch bolt			\$49.00					
		Interior Door Handle			\$5.00					
		Hinges 3-1/2" or 4" loose pin			\$9.00					
		Hinges 3-1/2" or 4" locking pin			\$11.00					
		Double door Slide bolt			\$43.00					
		Door or Window Casing			\$3.20 per lin ft					
		Door jamb stock			\$5 per lin ft					
		Door jamb stock, rabbeted jamb			\$5 per lin ft					
		Door Stop			\$3.20 per lin ft					
		Striker Plate, regular			\$17.00					
		Striker plate, safety or mag type			\$25.00					
Lockset Brace	\$43.00									
7	Door Replacement - Castastrophic Leaks Only	Exterior - 30"x80"	INF	LIHEAP	\$450.00		3 replacements per dwelling	15		16
		Exterior - 32" 80"			\$450.00					
		Exterior - 36"x80"			\$450.00					
		Exterior - All Other Types			\$450.00					
		Sliding Glass 72"x80" and smaller			\$1,283.00		1 replacement per dwelling			
		Sliding Glass - Greater than 72"x80"			\$1,603.00					
8	Duct Insulation		INS	LIHEAP	\$0.95 per sq ft		1 occurrence per dwelling; no maximum quantity	10		3
9	Duct Repair and Replacement		INS	LIHEAP, ECIP EHCS	\$58 per hour + Materials	Not to exceed \$2,200 per dwelling	1 repair or replacement per dwelling	10		8, 34
10	Filter Replacement	Air Conditioning	GHW	LIHEAP	\$90.00		1 occurrence per dwelling	4		31
		Furnace			\$90.00	1 occurrence per dwelling				
11	Flourescent Tochiere Lamp Replacement		BBL	LIHEAP	\$67.00		2 lamps per dwelling	4		3, 24
12	Glass Replacement / window repair-Catastrophic Leaks Only		INF	LIHEAP	\$7.00 sq ft	Not to exceed \$525 per dwelling	1 occurrence per dwelling; no maximum quantity	10		15, 34
13	Hot Water Flow Restrictor	Faucet Restrictor	GHW	LIHEAP	\$7.50		1 occurrence per dwelling; no maximum quantity	4		3, 31
		Low Flow Handheld Showerhead - includes diverter valve and adapter			\$32.00	Not to exceed \$35 per showerhead				
		Low Flow Showerhead - includes diverter vavie and adpater			\$24.00	Not to exceed \$27 per showerhead				



Line No.	Measure	Type	Classification	Allowable Measures by Funding Source	Reimbursement Rate	Maximum for Non-Fixed Fees	Quantity Limits Per Job	Re-WX LIHEAP and ECIIP Measure Life (Replacement Cycle in Full Years)	Measure Life	Footnotes
14	Knewall Insulation	R-value 11	INS	LIHEAP	\$0.69 sq ft		1 occurrence per dwelling; no maximum quantity	20		
		R-value 19			\$0.89 sq ft					
15	Microwave Oven		EBL	LIHEAP	\$200.00		1 oven per dwelling	10		3, 21, 23
		Microwave Oven - Grounding Only			\$120.00					
16	Minor Envelope Repair	Roof Mastic			\$9.40 sq ft		1 occurrence per dwelling	4		11, 14, 15, 16,
		Combustion Air Venting Through Roof - 1 Vent (upper/lower)			\$120.00					
		Combustion Air Venting Through Roof - 2 Vent (upper/lower)			\$150.00					
		Dryer Vent - Opening Only			\$55.00					
		Dryer Vent Kit			\$25.00					
		Attic Access - Hinged Lid for Disappearing Stair Cover			\$75.00					
		New Attic Access (include weatherstrip and insulation)			\$92.00					
		Attic Access Door (includes weatherstrip and insulation)			\$40.00					
		Floor Repair to Mobile Home Hot Water Heater			\$58 per hour + Materials					
		Kitchen Cabinet Repair/Retrofit (built-in microwaves replaced only)			\$58 per hour + Materials					
		Knob and Tube Wiring			\$58 per hour + Materials					
		Minor Roof Repairs			\$58 per hour + Materials					
		Mobile Home Skirting			\$58 per hour + Materials					
Fireplace Chimney Damper Repair or Insulation	\$58 per hour + Materials									
Patching Holes - too big to caulk	\$58 per hour + Materials									
17	Refrigerator Replacement	17-18 cu ft	EBL	LIHEAP	\$930.00		1 replacement per dwelling	15		3, 18, 25, 35
		19-20 cu ft			\$1,070.00					
		21-24 cu ft			\$1,070.00					
		Refrigerator - Outlet Grounding			\$58 per hour + Materials					
18	Thermostat	Manual	HCM	LIHEAP	\$65.00		1 thermostat per dwelling	10		3, 22, 24
		Programmable			\$142.00					
19	Vent Cover, Interior	Evaporative Cooler/Air Conditioner	INF	LIHEAP	\$60.00		2 covers per dwelling	4		14
20	Water Heater Blanket		GHW	LIHEAP	\$50.00		1 blanket per dwelling	4		3, 31
21	Water Heater Pipe Wrap		GHW	LIHEAP	\$3.50 per lin ft		1 occurrence per dwelling; no maximum quantity	10		3, 31
22	Weatherstripping	Hinged Door	INF	LIHEAP	\$40.00		1 occurrence per dwelling; no maximum quantity	4		14, 31
		Other			\$2.10 lin ft					
23	Windows - Catastrophic Leaks Only	Replacement	INF	LIHEAP	\$58 per hour + Materials	Not to exceed \$2,400 per dwelling	1 occurrence per dwelling; no maximum quantity	20		15, 34

Line No.	Measure	Type	Classification	Allowable Measures by Funding Source	Reimbursement Rate	Maximum for Non-Fixed Fees	Quantity Limits Per Job	Re-WX LIHEAP and ECIIP Measure Life (Replacement Cycle in Full Years)	Measure Life	Footnotes	
Section: Optional											
1	Ceiling Fans	48"	OTH	LIHEAP	\$110.00	Not to exceed \$250 per fan	1 occurrence per dwelling; no maximum quantity	10		3	
		52"			\$110.00						
		70"			\$58 per hour + Materials						
2	Exterior Water Pipe Wrap		OTH	LIHEAP	3.90 per lin ft		1 occurrence per dwelling; no maximum quantity	10		3, 31	
3	Floor Foundation Venting		INS	LIHEAP	\$58 per hour + Materials	Not to exceed \$360 per dwelling	1 occurrence per dwelling; no maximum quantity	20		3, 13, 34	
4	Floor Insulation	Over 36" clearance	INS	LIHEAP	\$1.14 per sq ft		1 occurrence per dwelling; no maximum quantity	20		3	
		Under 36" clearance			1.34 per sq ft						
5	Mechanical Ventilation		OTH	LIHEAP	\$58 per hour + Materials		1 occurrence per dwelling;	10		34	
6	Shade Screens		GHW	LIHEAP	\$5.00 per sq ft	Not to exceed \$500 per dwelling	1 occurrence per dwelling; no maximum quantity	4		3	
7	Shutters		GHW	LIHEAP	\$6.00 per sq ft		1 occurrence per dwelling; no maximum quantity	10		3	
8	Storm Windows	Fixed, Glass Glazing	GHW	LIHEAP	\$7.00 per sq ft		1 occurrence per dwelling; no maximum quantity	10		14	
		Fixed, Polycarbonate			\$18.40 per sq ft						
		Operable, Glass Glazing			\$13.90 per sq ft						
		Operable, Polycarbonate			\$21.40 per sq ft						
		Other			\$58 per hour + Materials						
9	Timer, Electric Water Heater		EBL	LIHEAP	\$100.00		1 timer per dwelling	4		3	
10	Tinted Window Film		OTH	LIHEAP	\$3.30 per sq ft		1 occurrence per dwelling; no maximum quantity	4		3	
11	Wall Insulation	Insulation	INS	LIHEAP	\$1.05 per sq ft		1 occurrence per dwelling; no maximum quantity	20		3	
		Wall Repair - Tap Joint Compound, Plaster			\$34.50						All repairs
		Wall Repair - Stucco Patch, Plywood			\$34.25						All repairs
12	Disposal Fees		OTH	LIHEAP	Actual Cost			If Incurred		34	

ADS	Assessment/Diagnostics	INF	Infiltration Reduction Measure	OTH	Other Weatherization Measure
DIS	Disaster Relief	EBL	Electric Baseload Measure	SWE	SWEATS
HSM	Health and Safety Measure	HWR	Hot Water Measure	TRA	Travel Reimbursement Measure
INS	Insulation Measure	HCM	Heating Cooling Measure		

Line No.	Measure	Type	Classification	Allowable Measures by Funding Source	Reimbursement Rate	Maximum for Non-Fixed Fees	Quantity Limits Per Job	Re-WX LIHEAP and ECIP Measure Life (Replacement Cycle in Full Years)	Measure Life	Footnotes
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**Mileage**

Contractor shall be credited one round trip travel surcharge for any one dwelling weatherized or any one dwelling receiving assessments and diagnostic testing where weatherization services could not be provided due to client refusal or inability to gain access to the dwelling.

Single Family Dwelling (SFD) Unit – Defined as one-unit, single-family dwelling or as a one-unit, single residential housing dwelling with two to four attached units.

Contractor may claim one travel surcharge equivalent to one (1) labor hour \$58 plus \$10.00 for each completed, weatherized SFD Unit.

Contractor may claim mileage for each SFD completed unit in excess of 30 miles (one way) from Contractor's material storage site or headquarters. Contractor may claim mileage at the rate of \$0.80 per mile for each mile in excess of 30 miles (one way) or 60 miles round trip. Mileage is limited to a single round trip, per completed SFD Unit. Mileage can only be claimed upon the completion of the SFD Unit.

Multi-Unit Dwelling (MUD) Unit - defined as a residential complex with five or more units.

Contractor may claim one MUD travel surcharge of \$5.00 for each completed, individual, weatherized unit within a MUD complex.

Contractor may claim mileage for MUD Units completed in excess of 30 miles (one way) from Contractor's material storage site or headquarters. Contractor may claim mileage at the rate of \$0.80 for each mile in excess of 30 miles (one way) or 60 miles round trip. Mileage is limited to a single round trip per day, for travel to a MUD complex in excess of 30 miles (one way) or 60 miles round trip, regardless of the number of individual completed units.

Map Quest will be used as the final source of documentation for verifying actual mileage. A copy of the Map Quest must be submitted with billing to verify mileage claimed. Mileage is limited to one trip by a crew for each weatherized or reweatherized dwelling. If more than one dwelling is weatherized during the single trip, the cost must be prorated among those units and shall be limited to that single trip.

1	Following a determination that no combustion byproduct hazards exist, pre-blower door testing for shell-sealing purposes is a mandatory activity on a minimum of 20% of the total SFD (1-4 units) including mobile homes, and a minimum of 5% of MUD (5 or more units) weatherized under this agreement. Blower door diagnostic testing shall be proportional to the number of completed units for each quarter
2	A duct leakage test using the Duct Blaster is a stand-alone test and may be performed in conjunction with the Blower Door Test for purposes of assessing outside air infiltration.
3	If a combustion appliance safety hazard or other unsafe conditions requiring repair is found to exist and cannot be repaired under the scope of the program, contract may apply the non-envelope sealing measures
4	Must be classified as mandatory if a gas or electrical safety hazard exists. Age of the appliance cannot be used as a criterion for replacement.
5	If required by the local jurisdiction, a building permit must be obtained and finalized for vented appliance installations (furnace, boiler, water heater, cook top, and free standing range, and vented space heater, evaporative cooler, central HVAC, and wood-fueled).
6	Special licensing is required for the installation of central HVAC systems, furnace, and boilers. Special licensing may also be required for the installation and/or repair of evaporative cooler, oven cook top and free standing range, vented space heater, air conditioning, and gas and electric water heaters, if two or more weatherization measures are not installed in a single unit. Electrical wiring upgrade/replacement and knob and tube wiring certification will always require a C-10 license.
7	Repairs include cleaning and filter replacement.
8	The maximums apply to heating and cooling source and water heater repairs and replacements under ECIP EHCS with the exceptions as noted in EXHIBIT B, BUDGET DETAIL AND PAYMENT PROVISIONS, Section 4., REIMBURSEMENT GUIDELINES, C.m Weatherization and EHCS Specific, Item 3. Duct repair and replacement is an allowable stand-alone measure when needed or triggered by Title 24 regulations under the weatherization program only. However, duct repairs and replacements can only be charged to ECIP EHCS when provided in conjunction with heating/cooling services billed to EHCS when required under Title 24.
9	Costs that exceed the maximums in other categories of cooling and heating repairs and replacements cannot be charged to the line items reserved for other types of cooling and heating units not already listed.
10	Propane furnace repairs and replacements shall be reimbursed under Other Types Not Listed.
11	Energy Conservation Measures and Activity Definitions are included in the CSD Weatherization Installation Standards (WIS), and EXHIBIT B-XI, DEFINITIONS.
12	A wood-fueled space heater may only be installed if it is to be used to replace a fossil-fueled space heater and/or damaged or hazardous wood stove that cannot feasibly be repaired, i.e., cost of repair exceeds 30% of replacement cost or existing unit is not a listed and labeled stove.
13	Per dwelling, attic and floor foundation venting may only be performed in conjunction with ceiling and floor insulation, respectively.
14	When using a blower door in conjunction with weatherizing a dwelling, do not apply these measures if the infiltration is less than the Minimum Ventilation Requirement or if the economic stop point for air sealing has been reached. Does not apply to catastrophic leaks that are health and safety hazards, e.g., broken-out window, severely damaged door, etc.
15	Costs that exceed the maximums in Glass Replacement and Window Repairs cannot be charged to Minor Home Repair or Window Replacement. The maximum reimbursement for Window Replacement is an average of all dwellings receiving new windows. If costs should occur such that the average maximum is exceeded for Window Replacements, the additional costs cannot be charged to Minor Envelope Repair or Glass Replacement and Window Repairs.
16	When installing a Minor Envelope Repair Measure, the installation of deadbolts locks in conjunction with an exterior door replacement is allowable on <u>rental units only</u> . Reimbursement will be based on the material cost of the door, the deadbolt lock and the labor. On any dwelling, an <u>existing</u> and functional deadbolt may be reinstalled in the replacement door, with reimbursement limited to labor for the reinstallation.
17	Includes sliding glass doors. Does not include weatherstripping applied to attic and crawl space access hatches, to evaporative cooler and air conditioner covers, or to open combustion appliance enclosure doors. Expenditures for weatherstripping applied to covers and enclosure doors shall be charged under the appropriate appliance repair line item. When insulation is not installed, applies to access hatches and windows.
18	Technicians performing evacuation and charging of refrigerant must have EPA-approved certification as a Type II or Universal technician. Refrigerant shall be recovered, and all hazardous waste materials shall be disposed of in conformance with federal, state, and local codes.
19	Do not perform if dwelling has an operable evaporative cooler.
20	Electric Base Load Measures: Special training is a mandatory prerequisite for Contractors before performing evaporative cooler installation and window/wall air conditioner replacement. Contractor must contact CSD for training.
21	Cabinet retrofits are only allowed for built-in microwaves that have been replaced and are reimbursable under Minor Envelope Repair.
22	Manual thermostats may be installed only if the old thermostat is inoperable and may be installed in lieu of a programmable thermostat if it is determined that the client receiving such services will not be able to operate and maintain the programmable thermostat properly.
23	Microwaves may be installed in dwellings with gas cooking appliances.
24	Contractors shall ensure the proper disposal of hazardous waste products such as fluorescent light tubes, batteries, and mercury thermostats in accordance with the Universal Waste Rule (Hazardous Waste Management System: Modification of Hazardous waste Recycling Regulatory Program); Final Rule.
25	CSD Policies and Procedures for electric base-load measures state that a replacement refrigerator may be replaced only if it was manufactured in 1992 or earlier. Documentation in the client file shall contain the manufacturer, make, model, age, and metering information of all replaced refrigerators. Age must be verified utilizing the Refrigerator Energy Use Data at <a href="http://www.waptac.org">www.waptac.org</a> or other applicable resources per CSD WIS.
26	May be used by those Contractors that find that the per square foot rate under the other storm window categories is too high in comparison to the actual cost of materials within its service area.
27	Shop fees are used to cover incidental supplies that are difficult to track. Shop fees are allowed, once per weatherized dwelling. Shop fees are not applicable for ECIP EHCS or reweatherized dwellings.
28	Only mileage exceeding a 60-mile round trip to the job site is reimbursable. Mileage is allowed once per weatherized dwelling.
29	The total cost per unit must be allocated to all units in the building being served by the central unit. Total costs of the central unit is subject to the 66% or 50% eligibility rule used to weatherize all units in a building.
30	Repairs and replacements are allowable on pre-existing and vented kitchen exhausts. New vented kitchen exhausts may be installed where one was not existing in mobile homes only.

31	General heat waste measures are intended to be low-cost items that can be quickly and easily installed. The weatherstripping for exterior doors only includes weatherstripping for door jambs and does not include door shoes or thresholds which are included in door repairs and replacements. If a blower door test is to be performed, these measures can be installed prior to the blower door test.
32	Quantities of installed smoke alarms are dictated by code and are limited by the higher of state or local building code. Copies of local building code requiring a higher number of alarms than state code must be on file at the agency for CSD review. Pre-existing smoke alarms are not to be replaced unless they are non-operable after battery replacement. Battery replacement is an allowable expenditure under this line item.
33	Lead-safe weatherization would include time related to completing the EPA reporting requirements by the EPA Certified Renovator.
34	Actual cost included labor plus materials, not to exceed the maximum reimbursement rate. Documentation to support actual costs (receipts, time cards, etc.) must be submitted with invoices.
35	For sizes of refrigerators not listed, reimbursement is at actual cost (labor plus materials) not to exceed the maximum reimbursement rate. Documentation to support actual cost (receipts, time cards, etc.) must be submitted with invoices.



## Community Action Partnership of Riverside County LIHEAP Appeal Process

Any person who has applied for benefits and/or services has the right to appeal any claim for assistance if they have been denied or if they feel their claim for assistance has not been acted upon with reasonable promptness.

The following procedure must be followed when filing an appeal:

1. If a customer/applicant decides to request an appeal, the Manager for which services were denied will meet with the customer/applicant immediately and discuss the claim in an attempt to resolve the matter.
2. If the claim cannot be resolved at this level and customer/applicant wishes to pursue the appeal further, the Manager will immediately refer the request to the CAP Riverside Dispute Resolution Center (DRC) for mediation.
  - The DRC will schedule a mediation meeting within five (5) working days to review the appeal. Participants in the mediation meeting will include the customer/applicant, the Manager, a DRC Mediator and a member of the Community Action Commission Human Rights Committee.
  - All information presented by both parties will be reviewed at the meeting.
  - A final written decision will be issued by the mediator within five (5) working days of the meeting.
3. Should the customer/applicant decide to pursue the appeal further, they must submit a written appeal request to CAP Riverside.
  - If the benefits and/or services being appealed are for Utility Payment or Home Weatherization assistance, the appeal must be submitted within ten (10) working days from the date of the mediator's decision.
  - If the benefits and/or services are for any other program, the appeal must be submitted within fifteen (15) days from the date of the mediator's decision.
  - The appeal must include a brief summary of the reason(s) for the appeal and any supporting documentation.
  - The written appeal must be mailed to CAP Riverside who will then forward the appeal to the appropriate funding source.
4. The funding source shall review the appeal and shall render the final decision within ten (10) working days from receipt of the written appeal.

**NOTE:** A customer/ applicant may withdraw their request for appeal at any time during the appeal process via a written or oral notice to the appropriate funding source.

**THIS DOCUMENT MUST BE POSTED IN AN AREA VISIBLE TO CUSTOMERS/APPLICANTS.**

Policy Issue Date: 11/05  
Revised Issue Date: 10/09

### WEATHERIZATION DEFERRAL FORM

Client: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_

**APPLIANCE NEEDS  
IMMEDIATE SERVICE**

**[A] Health & Safety problems marked/described below prevent installation of conservation measure(s).**

- Malfunctioning combustion appliance(s) present with a condition requiring immediate service:**  
 Furnace/Heater,  Water Heater,  Range/Oven,  Clothes Dryer,  \_\_\_\_\_
- Extensive repair of structure or mechanical systems is required that exceeds program limits:**  
 Structure,  Plumbing,  Electrical,  Heating,  Other: \_\_\_\_\_
- Sanitation problems are present which could endanger the weatherization crew:**  
 Sewage,  Other: \_\_\_\_\_
- Severe moisture problems are present:**  
 Structure,  Crawl Space,  Attic,  Other: \_\_\_\_\_
- Harmful pesticide residue, and/or  Dangerous pest/insect infestation—is present in:**  
 Dwelling,  Yard,  Crawl Space,  Attic,  Other: \_\_\_\_\_
- Home is pre-1978, and excessive peeling paint is present in the following location(s):**  
 Interior Work Area,  Exterior Work Area,  Other: \_\_\_\_\_
- Other:** \_\_\_\_\_

**[B] Additional description of problem(s):** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**[C] Measures that cannot be installed now:**  All /  Some, which are: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**[D] Measures which cannot be installed now can possibly be installed after problems have been corrected. The Weatherization Agency:**  cannot assist /  will assist—by referring to other programs/agencies, and/or:  
 Other: \_\_\_\_\_

**[E] Responsibilities of property owner:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CLIENT ACKNOWLEDGMENT:** I/we have read (or had explained) the contents of this form and understand that: (1) the health and safety problems listed above prevent installation of some or all conservation measures at this time; (2) program limitations prevent the Weatherization Agency from correcting the problem(s); and (3) after responsibilities of the property owner listed in [E] have been met, all measures for which the home qualifies may be installed.

Owner,  Tenant: X \_\_\_\_\_ Date: \_\_\_\_\_  
 Landlord,  Agent: X \_\_\_\_\_ Date: \_\_\_\_\_

**To obtain information, and to report all problems have been corrected, contact the Weatherization Agency:**

Agency: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_  
Form completed by:  
(Agency printed name & signature) X \_\_\_\_\_ Date: \_\_\_\_\_

## INSTRUCTIONS FOR CSD WEATHERIZATION DEFERRAL FORM (CSD 542, 09/09/11)

### 1.1 COMPLETING THE FORM

Prior to explaining the problems and health and safety concerns that will delay installation of one or more weatherization measures, complete the Weatherization Deferral Form according to the following instructions:

1. Part [A]:  
Check all applicable boxes, and write all needed notes, to describe the problems/conditions that preclude installation of one or more weatherization measures.
2. Part [B]:  
When more space is needed to write descriptive details for a problem condition, make a note (such as "also see [B]") and continue the description in Part [B].
3. Part [C]:  
Indicate which measures(s) cannot be installed due to the existence of the described the problems/conditions.
4. Part [D]:
  - a. When assistance can be provided, indicate what action will be taken by the Agency to assist the client (e.g., referrals to other agencies/programs that may remedy problems or conditions), which may then make deferred weatherization services feasible.
  - b. In the unlikely event there is no way to provide assistance of any kind, check the applicable box and briefly describe why.
5. Part [E]:  
Describe what the homeowner (or landlord/agent) must do in order for deferred weatherization services to become feasible.
6. Client Acknowledgement:
  - c. If owner-occupied, obtain the signature (and date) of an owner.
  - d. If a rental:
    - Obtain the signature (and date) of the head of the household.
    - Also obtain the signature (and date) of the owner or the landlord/agent.
7. Contact Information:  
The bottom box must contain:
  - e. The Weatherization Agency's contact information, including the name and phone number of the contact person.
  - f. The signature (and date) of the person completing the Form (preferably, this will also be the person who explains it).

### 1.2 EXPLAINING THE FORM

Prior to obtaining client signature(s) on the Deferral Form, weatherization personnel shall review it with the client(s) and explain each portion of it.

8. Part (A):  
Point out the checked boxes, and explain any written notes that describe the problems/conditions which prevent installation of one or more weatherization measures.
9. Part (B):  
Point out continued or additional descriptive notes, when Part [B] is used to provide more space to write.
10. Part (C):
  - g. When assistance can be provided, explain what action will be taken by the Agency to assist the client (e.g., referrals to other agencies/programs that may remedy problems or conditions), which may then make deferred weatherization services feasible.
  - h. In the unlikely event that there is no way to provide assistance of any kind, explain why.
11. Part (D):
  - i. Make sure the homeowner (or landlord/agent) is aware of exactly what they must do in order for deferred weatherization services to become feasible.
  - j. While doing that, attempt to also determine their intentions and timeline—whether or not they are likely to take the necessary action and, if so, when. (Lack of a commitment by the owner would suggest that this dwelling will probably never become a viable candidate for weatherization.)
12. Client Acknowledgement:  
Make sure all responsible parties read (or have it read to them) and understand this section.
13. Contact Information:  
Point out the Agency's contact information, and explain how to inform the Agency when remedial action is complete.
  - k. Make it clear that, after remedial action is complete, the dwelling must then be re-evaluated for the possibility of installing deferred weatherization—if such services are then available.
  - l. Do not make promises or firm commitments for future weatherization, *unless* there is certainty that they can be fulfilled.



## CSD LIHEAP/DOE Weatherization Programs Health and Safety Appliance Replacement Policy

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### Purpose

The purpose of this policy is to define the conditions and criteria for the replacement of specific appliances under CSD's LIHEAP and DOE Weatherization Programs. This policy sets conditions and criteria that are in addition to, and not instead of, all other provisions of the applicable contract, including but not limited to allowable expenditures under ECIP and SWEATS. Please cross-reference all applicable policies to determine the allowability of appliance replacements in any particular situation.

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### Space Heating Unit

Replacements may be performed under one of the following circumstances:

- Existing heating appliance poses a health and safety hazard; or
- Absence of a space heating appliance or an inoperable space heating appliance poses imminent harm to the safety and well being of the occupants.

Condition of appliance must meet any one or more of the following criteria:

- Repair cost exceeds 50% of replacement cost;
- Replacement parts to complete repair are obsolete and not available;
- CO hazard exists that cannot be corrected or repaired within the scope of the program;
- Cracked, damaged, improperly modified, or defective firebox/heat exchanger;
- Existing furnace in mobile home is not listed and approved for use in a mobile home (per current HUD Code), including an open combustion unit in the living space;
- Existing unit verified by a certified technician to be inoperable and cannot be repaired.

Replacements are subject to the following limitations:

- Limited to dwelling's primary space heating appliance;
  - Performed only in conjunction with weatherization services;
  - Age of the appliance is not a basis for replacement;
  - Repairs and replacements performed under DOE for non-health and safety reasons are considered Optional Measures and subject to the NEAT Energy Audit.
  - High efficiency models are subject to the REM/Design Energy Audit or TREAT, as applicable, or under DOE and will require a waiver under LIHEAP and ECIP EHCS unless otherwise required under Title 24.
- 

### Wood-Burning Stoves

Replacements may be performed under one of the following circumstances:

- Existing stove poses a health and safety hazard; or
- Absence of the appliance or an inoperable appliance poses imminent harm to the safety and well being of the occupants.

Condition of appliance must meet any one or more of the following criteria:

- Repair cost exceeds 50% of replacement cost;
- Replacement parts to complete repair are obsolete and not available;
- CO hazard exists that cannot be corrected or repaired within the scope of the program;
- Cracked, damaged, improperly-modified, or defective firebox;
- Cracks in stove beyond repair and making it unsafe to operate;
- Defective door cannot be repaired or replaced;
- Existing wood stove in mobile home is not listed and approved for use in a mobile home (per current HUD code).

## CSD LIHEAP/DOE Weatherization Programs Health and Safety Appliance Replacement Policy

Replacements are subject to the following limitations:

- Limited to the dwelling's primary cooling appliance;
- Performed only in conjunction with weatherization services;
- Age of the appliance is not a basis for replacement;
- Repairs and replacements performed under DOE for non-health and safety related reasons are considered Optional Measures and subject to the REM/Design Energy Audit or TREAT, as applicable.

### Central and Window/Wall Air Conditioners

Replacements may be performed under one of the following circumstances:

- Existing cooling appliance poses a health and safety hazard; or
- Absence of a cooling appliance or an inoperable cooling appliance poses imminent harm to the safety and well being of the occupants.

Condition of appliance must meet any one or more of the following criteria:

- Repair cost exceeds 50% of replacement cost and/or exceeds the scope of general maintenance (window wall A/C only);
- Repairs other than those listed exceed 50% of replacement cost (central A/C only);
- Replacement parts to complete repair are obsolete and not available;
- Existing unit is verified by a technician/contractor to be inoperable and cannot be repaired.

Replacements are subject to the following limitations:

- Limited to dwelling's primary heating or cooking appliance;
- Performed only in conjunction with weatherization services;
- Age of the appliance is not a basis for replacement;
- Repairs and replacements performed under DOE for non-health and safety related reasons are considered Optional Measures and subject to the NEAT Energy Audit.

High efficiency models are subject to the REM/Design Energy Audit or TREAT, as applicable, under DOE and will require a waiver under LIHEAP and ECIP EHCS unless otherwise required under Title 24.

### Evaporative Coolers

Replacements may be performed under one of the following circumstances:

- Existing cooling appliance poses a health and safety hazard; or
- Absence of a cooling appliance or an inoperable cooling appliance poses imminent harm to the safety and well being of the occupants.

Condition of appliance must meet any one or more of the following criteria:

- Repair cost exceeds 50% of replacement cost;
- Rusted and/or leaking pan not feasible to repair;
- Existing unit is undersized unit for the conditioned living space being cooled.

Replacements are subject to the following limitations:

- Limited to the dwelling's primary cooling appliance;

## CSD LIHEAP/DOE Weatherization Programs Health and Safety Appliance Replacement Policy

- Performed only in conjunction with weatherization services;
  - Age of the appliance is not a basis for replacement.
  - Repairs and replacements performed under DOE for non-health and safety related reasons are considered Priority Measures (Zone 5 only) or Optional Measures subject to the REM/Design Energy Audit or TREAT, as applicable.
- 

### Water Heating (Gas and Electric)

Replacements may be performed under the following circumstance:

- Existing water heating appliance or an inoperable water heating appliance poses a health and safety hazard.

Condition of appliance must meet any one or more of the following criteria:

- Repair cost exceeds 50% of replacement cost;
- Replacement parts to complete repair are obsolete and not available;
- CO hazard exists that cannot be corrected or repaired within the scope of the program;
- Mineral buildup inside the tank has significantly reduced efficiency/capacity;
- Tank is leaking water.

Replacements are subject to the following limitations:

- Limited to dwelling's primary water heating source;
  - Performed only in conjunction with weatherization services;
  - Age of the appliance is not a basis for replacement;
  - Repairs and replacements for gas water heaters performed under DOE for non-health and safety related reasons are considered Optional Measures subject to the REM/Design Energy Audit or TREAT, as applicable.
  - Repairs and replacements under DOE for non-health and safety related reasons are considered Mandatory Electric Base Load Measures.
- 

### Cooking Ranges (Gas and Electric)

Replacements may be performed under the following circumstance:

- Existing cooking appliance poses a health and safety hazard.

Condition of appliance must meet any one or more of the following criteria:

- Repair cost exceeds 50% of replacement cost within the scope of the program;
- Obsolete parts (replacements not available);
- CO hazard exists that cannot be corrected or repaired;
- Electrical hazard exists that cannot be corrected;
- Oven door does not close properly because it is sprung or otherwise damaged.

Replacements are subject to the following limitations:

- Limited to dwelling's primary cooking appliance;
- Performed only in conjunction with weatherization services;
- Age of the appliance is not a basis for replacement;
- Cooking appliances are not an allowable measure under DOE.

## ECIP Policy and Procedures

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<b>Purpose of Policy</b>	Federal and state law requires CSD to allocate a portion of the total LIHEAP block grant allocation to provide an energy crisis intervention program (ECIP) that delivers timely and effective assistance to low-income individuals to resolve energy-related emergencies. The purpose of these criteria is to clarify the allowable uses of ECIP funds by energy service providers in California.
<b>Definition of Emergency</b>	<p>ECIP funds may only be used to resolve emergencies that fit the federal definition, including:</p> <ol style="list-style-type: none"> <li>1. A natural disaster (whether or not officially declared);</li> <li>2. A significant home energy supply shortage or disruption;</li> <li>3. An official declaration of a significant increase in:             <ol style="list-style-type: none"> <li>a. Home energy costs;</li> <li>b. Home energy disconnections;</li> <li>c. Enrollment in public benefit programs; or</li> <li>d. Unemployment and layoffs, or</li> </ol> </li> <li>4. An official emergency declaration by the Secretary of Health and Human Services.</li> </ol> <p>In those situations where there is <u>not</u> an official federal, state, or local declaration of emergency, i.e., an undeclared natural disaster or a significant home energy supply shortage or disruption that affects a low-income individual, an emergency will be deemed to exist by CSD where there is imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services.</p>
<b>Role of the LIHEAP Agency Plan</b>	<p>CSD has expanded the LIHEAP Agency Plan to collect general information related to the delivery of LIHEAP services, including ECIP services, at the local level.</p> <p>The Agency Profile will include statistical information – including demographic, income and geographical information, fuel type usage, climate data, and historical service and budgetary data derived from local and statewide programmatic and fiscal reporting – will be used to help support each local service provider's priority plans and seasonal timeframes for delivering emergency heating and cooling services.</p> <p>This planning information is intended to enable each local service provider to support its service delivery plans and proposed budget allocations for emergency and nonemergency cash assistance, weatherization, emergency heating and cooling services, and outreach and education, based on information unique to the service area.</p>
<b>Role of the ECIP Component in the LIHEAP Agency Plan</b>	<p>The ECIP component of the LIHEAP Agency Plan is intended to guide the implementation and execution of the local service provider's LIHEAP activities, including emergency heating and cooling activities.</p> <p>This component is designed to produce a detailed narrative to support the local service provider's Fast Track/WPO, ECIP Heating and Cooling Services, and ECIP SWEATS plan for services and budget, based on its prioritization of goals to serve vulnerable populations and the local heating and cooling seasons, among other things.</p> <p>At the provider's election, emergency heating and cooling services and emergency cash assistance may be prioritized according to vulnerable populations. The proposal for such prioritization shall be reasonably related to a current analysis of the local service area's needs per the provider's LIHEAP Agency Plan.</p>
<b>Role of the ECIP</b>	Vulnerable populations that may be considered include, but are not limited to:

## ECIP Policies and Procedures

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**Component in  
the LIHEAP  
Agency Plan  
(continued)**

1. Elderly (60 years old and over);
  2. Young children (5 years old and under);
  3. Disabled or proof of other medical necessity;
  4. Households with the highest energy burdens
- 

**Requirements  
for Charging to  
EHCS**

To charge activities to emergency heating and cooling services (EHCS) under ECIP, local service providers must do all of the following throughout the program year:

1. Provide services, including outreach and eligibility and application processing, at sites that are geographically accessible to all households in the service area.
  2. Within 48 hours after a household applies for ECIP benefits, provide assistance that will resolve the energy crisis if the household is eligible.
  3. Within 18 hours after a household applies for ECIP benefits provides assistance that will resolve the energy crisis if the household is eligible and there is a life-threatening situation.
  4. Ensure that the ability for any household in the service area to submit an application for ECIP benefits is not limited by physical disability or geographical barriers.
  5. Provide education to clients experiencing an emergency, including information on potential health and safety hazards.
- 

**Emergency  
Heating and  
Cooling  
Services (EHCS)**

- A. Allowable Services: ECIP funds may be used for the repair, replacement, and new installation for certain heating and cooling (HVAC) appliances and water-heating appliances identified by CSD, as long as there is documented proof that:
    1. The applicant is income eligible and is able to submit the required documentation to complete the eligibility of the dwelling; AND
    2. The applicant has insufficient funds to pay the cost of repairing or replacing an eligible heating or cooling appliance or for a new heating or cooling appliance; AND
    3. The appliance condition meets any one of the Appliance Repair/Replacement Criteria (see Section B below); AND
    4. The services mitigate and completely resolve the emergency and satisfy the relevant Emergency Assistance Timeframes (see Section C below).
  - B. Appliance Repair/Replacement Criteria:
    1. HVAC/Hazardous Condition: The repair or replacement of an HVAC appliance qualifies under ECIP if it has a hazardous condition that poses a direct risk of fire or dangerous indoor air quality, including:
      - a. High CO levels, as identified per CSD CAS Testing Standards.
      - b. Gas or refrigerant leak.
      - c. Cracked or defective heat exchanger that can elevate CO and/or cause CO to enter the living space.
      - d. Installation condition that violates a significant state or local building code, e.g., a wood-burning stove in a mobile home that draws combustion air from the living space.
      - e. Other hazardous condition, upon the preapproval of CSD.
-

## ECIP Policies and Procedures

**Emergency Heating and Cooling Services (EHCS)**  
(continued)

2. HVAC/Hardship Cases: The replacement of an HVAC appliance qualifies under ECIP if using the existing appliance creates a hardship, including:
  - a. Wood-burning stove in the home of an elderly or disabled tenant who cannot physically handle the fuel.
  - b. No heating appliance is present (see Item 4 below).
3. Water Heater/Hazardous Condition: The repair or replacement of a Water Heating appliance qualifies under ECIP if it has a hazardous condition that poses a direct risk of fire or dangerous indoor air quality or living conditions, including:
  - a. High CO level, as identified per CSD CAS Testing Standards.
  - b. Gas leak.
  - c. Installation condition violating a significant state or local building code, including improper clearances, inadequate combustion air supply, or nonconforming location and/or venting.
  - d. Ruptured tank and/or excessive water leakage from water heaters located within conditioned living areas. (Note: this does not authorize the use of ECIP funds to repair or replace leaking water heaters located in unconditioned areas, e.g., garage, exterior water heater closets.
  - e. Other hazardous condition, upon the preapproval of CSD.
4. Nonexistent or Inoperable Appliance: The repair or replacement of an HVAC or Water Heating appliance qualifies under ECIP if it is nonexistent or wholly inoperable, AND the applicant EITHER:
  - a. Has a qualifying "medical condition" that requires temperature or climate control, as verified by a doctor's recommendation or other objective evidence gathered at the time of application; OR
  - b. Is a member of a vulnerable population as identified in the LIHEAP Local Plan and the absence of the appliance creates an emergency health and safety need.

**C. Emergency Assistance Timeframes**

1. Mitigation: Mitigation is the "immediate action" taken in the short-term to address the emergency. An agency may charge all emergency heating and cooling services, including the eventual repair and replacement of an HVAC or Water Heating appliance, when the following mitigation is provided:
  - a. Hazardous Conditions: For all hazardous conditions, the agency must, at a minimum, cap or disable the HVAC appliance within eighteen (18) hours.
  - b. Provide education (if not already accomplished by another entity).
  - c. Temporary Portable Devices: For all hazardous, nonexistent and inoperable HVAC appliances, the agency must offer to make available a temporary portable heating and/or cooling device to provide seasonally appropriate indoor climate control until the HVAC appliance is repaired or replaced, as follows:
    - i. Such device shall be offered within eighteen (18) hours to any applicant with a qualifying "medical condition" as described above;
    - ii. Such heating device shall be offered within eighteen (18) hours to any elderly or disabled applicant whose wood-burning stove is inoperable or is operable but handling the fuel is a physical hardship;

## ECIP Policies and Procedures

**Emergency Heating and Cooling Services (EHCS)**  
 (continued)

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- iii. Such device shall be offered within forty-eight (48) hours to all other applicants.
2. **Decision to Repair or Replace Appliance:** In recognition of the limited funds available for all LIHEAP services, including ECIP services, each agency is authorized to determine whether or not it can repair or replace an individual hazardous, nonexistent or inoperable HVAC or Water Heating appliance based on considerations such as eligibility, cost/budget, and the agency's own LIHEAP Agency Plan. Such determination shall be delivered in writing to each applicant for whom service cannot be provided no later than 30 calendar days after the initial assessment of the appliance.
3. **Repair and Replacement:** The repair and replacement of an HVAC appliance may be charged to ECIP when the agency can demonstrate that the repairs were scheduled and completed to the extent practicable ahead of all nonemergency weatherization, AND according to the LIHEAP Agency Plan, AND no later than the end of the appropriate heating or cooling season identified in the LIHEAP Agency Plan as follows:
- a. The repair or replacement of a space heater must be completed no later than the end of the current or immediately upcoming heating season, OR
  - b. The repair or replacement of a cooler must be completed no later than the end of the current or immediately upcoming cooling season, OR
  - c. If a heater or cooler is repaired or replaced after the end of the current or immediately upcoming season, the agency must obtain CSD's preapproval by providing written justification for the delay, either on a case-by-case basis or in its LIHEAP Agency Plan. If CSD grants approval for delayed emergency heating and cooling services, the agency shall use its best efforts to make programmatic or fiscal adjustments in subsequent years to achieve the seasonal requirements.
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**Requirements for Charging to Fast Track/WPO**

To charge activities to emergency heating and cooling services (EHCS) under ECIP, local service providers must do all of the following throughout the program year:

1. Provide outreach and general information to potential clients, including: eligibility, application processing, hours of operation, and other available resources to assist clients with managing utility expenses, i.e., utility-funded bill assistance programs, balance payment programs, and weatherization/home rehabilitation programs.
  2. Provide education to clients experiencing an emergency, including education on potential health and safety hazards, and referral information to resolve the emergency situation.
- 

**Emergency Utility Assistance**

- A. **Allowable Services:** ECIP Funds may be used for cash subsidy assistance benefit for:
1. Electric and Gas (Fast Track);
  2. Wood, Propane and Oil (WPO).
- B. **Emergency Cash Assistance Criteria:** Documented proof is required that the applicant is an eligible LIHEAP beneficiary and is experiencing any one of the following qualifying emergency conditions to receive emergency utility assistance under ECIP:
1. Receipt of utility shutoff notice;
  2. Utility or energy termination;
-

## ECIP Policies and Procedures

**Emergency  
Utility  
Assistance**  
(continued)

3. Insufficient funds to establish a new energy account;
  4. Insufficient funds to pay a delinquent utility bill; or
  5. Insufficient funds to pay for essential firewood, oil, propane.
- C. **Mitigation:** Mitigation is the "immediate action" taken in the short term to address the emergency. For utility assistance emergencies, mitigation shall include either the issuance of a direct benefit (to the client or utility provider) or the issuance of a payment commitment to the servicing utility provider within 18 hours from both the date of eligibility (qualification) determination and commitment to provide services by agency.
1. **Natural Gas and Electric Utility Customers:** For clients with a qualifying electric or natural gas energy service emergency, agencies may use Fast Track funds to assist in paying arrearage balances, service reconnections fees, and deposits up to a maximum benefit of \$1,000 in efforts of avoiding service disruption. Due to program limitations, it is conceivable that the amount of assistance necessary to resolve the emergency may extend beyond the scope of program and service ability of the service provider. In these instances, agencies shall, to the extent both feasible and practical, attempt to resolve the emergency by exploring client partial payment options and/or education and referral to other benefit providers.
  2. **Wood, Propane, and Oil Customers:** For clients with a qualifying wood, propane, or oil energy emergency, agencies may use ECIP WPO funds to provide crisis intervention services, including the purchase of these energy commodities for distribution to qualified clients or the issuance of direct benefit assistance to either the qualified client or vendor (on behalf of the client).
- D. **Funding and Services Availability:**
1. Because of California's diverse seasonal climates (heating and cooling seasons) combined with the fact that most delinquent utility bills often arrive beyond the periods of highest energy consumption, providers shall make utility cash assistance and emergency cash assistance services available throughout the full term of the contract—unless justified in its plan.
  2. Note: Agencies will be extended the flexibility to increase or decrease utility assistance program allocations throughout the term of the contract (budget modifications or amendments) in efforts to improve local responses to changing demands for services, climate events, and/or utility market events affecting consumer pricing and supply demand.



### TRAINING REQUIREMENTS MATRIX

Training Series	Crew	Assessor	Inspector	Field Supervisor	Delivery
Basic Skills (Optional pre-employment assessment tool)	X	X	X	X	On-line
Workplace Safety	X	X	X	X	On-line
Environmental Hazards (Lead-Safe Weatherization, Mold, Asbestos, Regulatory Requirements modules)	X	X	X	X	On-line
Pre-Weatherization	X	X	X	X	On-line
Basic Weatherization	X	X	X	X	Center
Pre-Duct Sealing/Blowing Door Diagnostics	X <sup>2</sup>	X	X	X	On-line
Duct Sealing/Blower Door Diagnostics	X <sup>2</sup>	X	X	X	Center
Duct Sealing/Blower Door Diagnostics Field Training <sup>1</sup>	X <sup>2</sup>	X	X	X	Field
Pre-Combustion Appliance Safety	X <sup>2</sup>	X	X	X	On-line
Combustion Appliance Safety	X <sup>2</sup>	X	X	X	Center
Combustion Appliance Safety Field Training	X <sup>2</sup>	X	X	X	Field
Field Assessment (includes Energy Audit)		X		X	Field
Quality Assurance			X	X	Field
HUD-Approved Lead-Safe Weatherization <sup>3</sup>	X	X	X	X	In-house

<sup>1</sup> Additional training to enhance deficient skill and knowledge required if trainee fails to demonstrate appropriate skills and knowledge during a monitored field practice by a CSD inspector and/or CSD training provider.

<sup>2</sup> Training for Duct Sealing/Blower Door Diagnostics and Combustion Appliance Safety is only required for crew members.

<sup>3</sup> Only required if performing work on HUD units.

State of California  
 DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT  
 CSD 57 (Rev. 10/14/08)  
**ECIP EHCS Assessment Form**

Client's Name: \_\_\_\_\_ Intake Date: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Zone: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

**ASSESSMENT**

Assessor: \_\_\_\_\_ Assessment Date: \_\_\_\_\_

Appliance Type:  Heating  Cooling  Water Heater

Appliance Condition:  Non-Existent  Inoperable  Hazardous

- Type of Hazard:
- 1. HIGH C.O. LEVELS - CSD CAS TESTING STANDARDS
  - 2. CAS OR REFRIGERANT LEAK
  - 3. CRACKED HEAT EXCHANGER
  - 4. INSTALLATION THAT VIOLATES STATE OR LOCAL BUILDING INSPECTION CODE
  - 5. RUPTURED TANK
  - 6. W/H UNVENTED
  - 7. OTHER: \_\_\_\_\_

Repair:  Replacement:

**NON-EXISTENT OR INOPERABLE UNITS**

VP ELIGIBILITY:  Elderly  Disabled  Children Under 5

- Justification:  Medical Condition  
 (Select One) Description: \_\_\_\_\_
- Emergency Health and Safety Condition  
 Description: \_\_\_\_\_
- Hardship (Applies to Elderly or Disabled Only)  
 Description: \_\_\_\_\_

**NON- VP ELIGIBILITY:**

Justification:  Evidence of Medical Condition  
 Description: \_\_\_\_\_

**PORTABLE DEVICE**

Type:  Heater  Cooler  N/A Delivery Date: \_\_\_\_\_

- 18-hr - Medical Emergency
- 48-hr - Non-Medical Emergency

Receipt of Portable Appliance: \_\_\_\_\_

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Technician Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Carbon Monoxide (CO) Analyzer Calibration Log**  
**CSD 785 (Rev. 3/24/06)**  
**Instructions**

**The maintenance of this log is a program requirement and is also applicable to subcontractors who are contracted to perform CAS testing. The history of the calibrations of all CO analyzers is required in accordance with CSD Inspection Policies & Procedures. Calibrations should be performed once every six months per manufacturers' instructions. Calibrations may be performed by the manufacturer or by the Service Provider with a calibration kit.**

1. Use more than one form if necessary. This form is protected, however, you may create additional copies of the form to add to this Excel workbook. Contractor's equivalent form is not allowed. However, if you wish to use a database or other method to maintain calibration records, the log created must be a facsimile of this form.
2. Enter the service provider name and, if applicable, the subcontractor name.
3. Enter the make, model, serial number, and purchase date of the analyzer, Enter the date the analyzer was retired, when applicable.
4. Enter the date the calibration occurred.
5. If the calibration was performed by the manufacturer or another outside entity, enter the name of the entity providing the service.
6. If the calibration was performed in-house with a calibration kit, enter the name of the employee performing the service and check the box for "kit".



## DEFINITIONS

**Agreement:** The complete contents of this contract entered into by and between CAP Riverside and Contractor, including all rights, duties, and obligations, whether expressed or implied, required toward the legal performance of the terms hereof.

**California Energy Commission (CEC) Climate Zone:** The CEC established 16 climate zones that represent a geographic area and that have a particular weather pattern. These climate zones are based on energy use, temperature, weather, and other factors that determine the types of building standards that are subject to the Title 24 Energy Efficiency Standards and that dictate the energy conservation measures that must be installed in a weatherized dwelling, as required by law.

**Contractor:** The entity (partnership, corporation, agency, or association) designated on the face sheet (STD 213) of this Agreement.

**Di Minimis Levels:** The amount of lead paint disturbed in a dwelling is comprised of two (2) square feet per room of interior surfaces, or twenty (20) square feet of exterior surface, or ten percent (10%) of a small component, e.g., window sill, baseboards, and trim. When calculating the di minimis level, the entire surface of the component must be included in the computation. For example, when replacing a 2 x 3 foot window, the di minimis level would be six (6) square feet and would exceed the maximum allowance for interior surfaces and the unit would be subject to HUD Regulation.

**DOE:** The U.S. Department of Energy.

**Dwelling Assessment:** The process of performing an on-site review of the dwelling unit of an eligible applicant in order to determine the labor and materials necessary to install energy conservation measures.

**Dwelling Unit:** A house, including a stationary mobile home, an apartment, a group of rooms, or a single room occupied as separate living quarters.

**Electric Base Load Measure:** *A subcategory of weatherization measures designed specifically to reduce energy consumption in the areas of lighting and electrical appliances. Allowable electric base load measures include compact and tochiere fluorescent lamps, microwave ovens, refrigerator replacements, and electric water heater timers..*

**Energy Conservation Measures** (also known as Weatherization Measures): A wide variety of measures installed in or applied to the dwelling to increase the energy efficiency or to reduce the total energy expenditures of the dwelling.

**Evaporative Cooler Repairs:** Repair or replacement of filter pads, water pumps, belts, motors, or other components that promote efficient operation of the unit.

**General Heat Waste Measures:** *A subcategory of weatherization measures designed specifically to improve energy efficiency by reducing general heat and cooling waste within the dwelling. Those measures installed. The following list of general heat waste measures may be installed in all types of dwellings if feasible, including multi-unit dwellings and manufactured homes:*

- a. **Air conditioning and furnace filter replacement;**
- b. **Shade screens;**
- c. **Shutters;**
- d. **Hot water flow restrictors;**
- e. **Water heater blankets; and**
- f. **Water heater pipe wrap.**

**Hazardous Condition:** Any condition posing an immediate health and safety threat to the client and/or persons working in the dwelling unit. Hazardous conditions include, but are not limited to: Combustion Appliance Safety (CAS) hazards, appliance related hazards, and electrical hazards as defined in the Inspection Policies and Procedures.

**Heating/Air Conditioning Appliance Repairs/Replacements** The complete unit replacement cleaning of fuel nozzles and jets, adjustments of gas pressure and/or air/fuel mixture, replacement of thermocouples, adjustment of refrigerant charge, filter replacements, or other component repairs or replacements necessary for safe and efficient operation. Must be accomplished by a person licensed to perform such work. Special licensing may be required for the installation and/or repair of Evaporative Cooler, Air Conditioning, Gas and Electric Water Heaters, and HVAC systems if two or more weatherization measures are not installed in a single unit. Electrical wiring upgrade/replacement and knob-and-tube wiring certification will always require a C-10 license. If required by local jurisdiction, a building permit must be obtained and finalized for vented appliance installations.

**Home Energy Rating System (HERS) Provider, also referred to as HERS Rater:** An entity or individual recognized by the California Energy Commission as a HERS Provider and certified in performing the necessary field and diagnostic testing verifications for demonstrating compliance with the 2005 Building Energy Efficiency Standards.

**HUD Unit:** A housing unit participating in a U.S. Department of Housing and Urban Development (HUD) Assisted Housing Program.

**Infiltration Reduction Measures:** A subcategory of weatherization measures installed in or applied to dwellings to reduce or stop the uncontrolled flow of conditioned air out of the dwelling or the uncontrolled flow of outside air into conditioned areas in the dwelling done to the point of minimum ventilation requirement or it is no longer cost effective to proceed. Infiltration reduction is best accomplished with blower door technology. ***These measures include caulking, cover plate gaskets, door repairs and replacements, minor envelope repair, and evaporative cooler or air conditioning vent covers.***

**Labor and Material Measures:** Those measures where the measure reimbursement is based on the combined total of labor and material and the quantity of the measure itself is not limited to a specific amount per weatherized dwelling.

**Maximum Amount:** The dollar amount reflected on line 3 of the face sheet (STD 213) of this Agreement, as amended to reflect the Final Allocation for the term of this Agreement.

**Materials:** Materials are those allowable items that are installed in or on the dwelling to promote energy conservation. All materials shall be in conformance with the Conventional

Home Weatherization Installation Standards and Mobile Home Weatherization Installation Standards. Materials are budgeted and reported under Direct Program Activities.

**Minor Envelope Repairs:** Those repairs necessary for the effective performance or preservation of weatherization materials or to stop infiltration and general heat waste. Contractor shall maintain labor hours cost, materials cost, and required building permits in client's file. Minor envelope repairs include the following:

- a. Blower-door-identified infiltration repairs;
- b. Combustion air venting;
- c. Cover plate replacements;
- d. Entrance door modification, repair, adjustments, and/or replacement and attendant hardware (except deadbolts) into conditioned areas including frames, thresholds, and doorstops. (If the original door had a deadbolt and it can be removed and placed on the new door, then labor costs for this activity can be charged.) The installation of deadbolts in conjunction with an exterior door replacement is allowable on rental units only; however, it is not an allowable reimbursement when entrance doors are modified or repaired. Reimbursement will be based on the material costs for the door, the deadbolt, if applicable, and the labor;
- e. Exhaust fan repair or replacement;
- f. Floor repair for mobile home water heater
- g. Knob-and-tube wiring "Notice of Survey by Electrical Contractor" and installation of simple over current protection per the Low-Income Weatherization Assistance Program Policies and Procedures Manual;
- h. Minor roof repairs and materials used to protect the materials installed from the weather;
- i. Mobile home skirting repairs to prevent animal infiltration;
- j. Patching holes in the building envelope that are too big to caulk (includes replacing attic/crawl space access covers); and
- k. Fireplace chimney damper repair or installation.
- l. Exclusions:
  1. Entrance door modification, repair, adjustments, and/or replacement and attendant hardware into conditioned areas including frames, thresholds, and doorstops.



2. Air conditioner and/or furnace cleaning and filter replacement;
3. Kitchen cabinet repairs and retrofits that are not associated with the replacement of a range, cook top, or previously installed microwave;
4. Sliding glass door repair and replacement;
5. Window and glass repair and replacement;
6. Repairs to the dwelling that do not contribute to sealing of the building envelope, including, but not limited to, handicap ramps and major roof repairs or sealment;
7. **Locksets and deadbolts, as specified in CSD WIS;**
8. Kitchen exhaust systems; and
9. Any other measure that has a chargeable line item.

**Mobile Home:** *A manufactured home that is a permanent, full-time residential dwelling with a floor area of 330 square feet and is not used for commercial purposes.*

**Multi Unit Dwellings:** Defined as residential dwelling structures containing more than one residential unit, including: duplexes, triplexes, fourplexes, and multi-unit apartments. For purposes of travel reimbursement to Contractors and blower door diagnostics, Multi-Unit Dwellings are defined multi-unit dwellings, e.g., apartments with five or more attached residential units.

**Multiple-Quantity Fixed-Fee Measures:** Those weatherization measures with an assigned fixed unit price per measure and which provide for the installation of multiple quantities of the measure in a single weatherized dwelling.

**Reweathering:** Once a dwelling has been submitted to CAP RIVERSIDE for reimbursement as a completed unit, any subsequent weatherization services provided to the dwelling shall be considered reweathering.

**Separate Living Quarters:** Living quarters in which the occupant(s) do not live and eat with any other person(s) in the structure and which have either: (1) direct access from the outside of the building or through a common hall; or (2) complete kitchen facilities for the exclusive use of the occupant(s). The occupant(s) may be a single family, one person living alone, two or more families living together, or any other group of related or unrelated persons who share living arrangements.

**Single-Family Dwelling:** A dwelling structure containing no more than one dwelling unit. For the purposes of travel reimbursement and blower door diagnostics, a single-family dwelling is defined as a one-unit, single-family dwelling or a one-unit, single

**Single Quantity Fixed-Fee Measures:** Are those weatherization measures with an assigned fixed-fee reimbursement and limits the maximum quantity of the measure/service to a single item per weatherized dwelling.

**Useful Life:** Useful life means the length of time a Weatherization or ECIP HCS measure is expected to be useable.

**Attachment B**  
**DOE**  
**Scope of Work**

**I. SCOPE OF WORK**

A. Contractor agrees to provide Weatherization assistance to eligible participants residing in Riverside County, pursuant to Title 42 of the United States Code (USC) Section 6861 et seq., as amended, and 10 Code of Federal Regulations (CFR), Part 440, as amended, the Department of Energy Weatherization Assistance Program, hereinafter referred to as DOE-WAP, for low-income persons throughout the entire term of this Attachment B. Contractor shall ensure that the highest level of assistance will be furnished to those households which have the lowest incomes and the highest energy costs or needs in relation to income.

**B. COMPLIANCE**

1. All Services and activities are to be provided in accordance with the applicable federal, state, and local laws and regulations, and as those laws and regulations may be amended from time to time, including but not limited to, pursuant to the following:
  - a. The Energy Conservation in Existing Buildings Act of 1976, 42 U.S.C. §§ 6851 et seq., and 10 CFR Part 440;
  - b. The Federal Procurement requirements for Energy contracts, 10 CFR 600.236;
  - c. Applicable Intellectual Property Provisions for federal financial assistance awards specified in 10 CFR 600.136 and at <http://www.gc.gov/financialassistanceawards.htm>.
  - d. Child Support Compliance Act: For any agreement in excess of \$100,000, the contractor acknowledges in accordance with the Public Contract Code 7110, that:
    - i. The contractor recognizes the importance of child and family support enforcement, including but not limited to, disclosure of information and compliance with earnings assignment orders, as provided by Chapter 8 (commencing with Section 5200) of Part 5 of Division 9 of the Family Code; and
    - ii. The contractor, to the best of its knowledge is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Hire Registry maintained by the California Employment Division Department.
  - e. Contractor further agrees to execute and abide by all requirements in California Contractor Certification Clause 307 (CCC 307).

The above named documents are hereby incorporated by reference into this Agreement. To access these documents, please visit [www.csd.ca.gov](http://www.csd.ca.gov).

**C. ORDER OF PRECEDENCE**

In the event of any inconsistency among any provisions in this Attachment B and the Master Weatherization Agreement, provisions in the Attachment B shall take precedence.

**II. REIMBURSEMENT GUIDELINES**

**A. Reimbursement Guidelines**

1. Contractor may claim reimbursement for weatherization-related activities under the terms of this Attachment B as documented on the Weatherization Building Assessment and Job Checklist (CSD 540), Attachment B-I, for each eligible household not previously weatherized. Any work completed without written approval from CAP Riverside is subject to disallowance.
2. Any cost incurred by the Contract for the replacement of substandard materials and/or work shall be at the Contractor's expense and shall not be charged to CAP Riverside.

3. Reimbursement for Weatherization shall be claimed only once when LIHEAP and DOE WAP, or any other funding source, are used concurrently in the same unit. Contractor shall ensure that duplicate billings for the same product or service do not occur.

4. **All completed units shall be submitted for payment within five (5) days of completion.**

**B. Dwelling Maximums**

1. Contractor shall be entitled to obtain a maximum average reimbursement per dwelling unit weatherized is \$6,572. This limitation includes application of all authorized weatherization and energy conservation measures and weatherization activities as identified in the 2011 DOE-WAP Reimbursement Rates for Weatherization, Attachment B-II.

**C. Measure Reimbursement**

1. For those weatherization measures that have an established maximum rate, the reimbursement amount shall be equal to the actual labor costs of weatherization staff, materials and subcontracted services up to the maximum reimbursement allowable.
2. For those weatherization measures that have an established maximum quantity, the quantity shall not exceed the maximum quantity allowable.
3. Weatherization measure costs or quantities exceeding the maximum reimbursement limit cannot be offset by charging the cost difference to another weatherization measure, minor envelope repair, or another CSD or non-CSD program.
4. When costs for a measure exceeds the maximum reimbursement allowed per measure, Contractor **shall obtain prior written approval** from CAP Riverside to exceed the maximum cost reimbursement and/or quantity limit as described in the 2011 DOE-WAP Reimbursement Rates for Weatherization. **Contractor shall not provide weatherization measure/service that exceeds the authorized maximum allocation.**

**D. Assessment and Diagnostics**

1. CAP RIVERSIDE shall conduct assessments for weatherization services.
2. Contractor shall complete installation of required measures on dwellings assessed and referred by CAP RIVERSIDE on a first-in first-out basis. CAP RIVERSIDE may withhold additional referrals until such time that the work is completed or CAP RIVERSIDE deems the referral non-feasible.
3. Contractor may claim reimbursement post-diagnostic testing only once when LIHEAP and DOE funds are used concurrently in the same unit.
4. Waivers from CAP Riverside shall be required for any health and safety and weatherization measure whose cost will exceed the maximum reimbursement allowable.

**E. Heating and Cooling Appliance Repair Replacement**

For health and safety reasons:

1. If during the course of repairing a defective unit, additional problems are found that would increase the cost of repairs to more than established limits for repairs, ***upon prior approval from CAP Riverside***, Contractor may claim reimbursement for incurred costs related to the repair in addition to those costs associated with the replacement of the heating/cooling appliance.

2. Dwellings in which a single-appliance has been both repaired and replaced within the same Weatherization component; or under a re-weatherization callback, Contractor may claim reimbursement for both the repair and the replacement of the appliance. Contractor shall report the single appliance as both a repaired and replaced appliance.
3. For multi-unit dwellings with a common water heater, Contractor may claim reimbursement for only one water heater. Contractor may claim reimbursement for the actual number of water heater blankets used to wrap the common water heater. Contractor shall prorate the cost among all dwelling units within that building envelope.

F. Other Program Costs

1. Disposal, HERS Rater and Permit Fees

Contractor may claim reimbursement for actual *disposal*, HERS rater and permit fees.

G. Leveraging

1. Contractor may perform services and install energy conservation measures as per this Attachment B and in accordance with requirements of another CSD and non-CSD funding source concurrently in the same dwelling as feasible and in the best interest of the client; however:
  - a. Contractor may not claim duplicate reimbursement for the same costs charged to a CSD program with any other public or privately funded program.
2. When the total reimbursement for a measure is contracted under a non-CSD program and the reimbursement is intended to cover the entire costs of the contracted service, then all related costs associated with the installed measure shall be charged to that non-CSD program. Additional costs to facilitate or to offset cost deficits for the measure shall not be charged to CSD energy programs.

H. Dwelling Status

1. Completed Units

- a. Contractor shall not report a weatherized dwelling as completed, nor shall Contractor request reimbursement for a weatherized dwelling until all eligible weatherization measures identified during the dwelling assessment have been installed and completed. Contractor shall observe the whole House Concept (all feasible measures must be installed in a home. If a feasible measure is found missing from the assessment contractor is to notify CAP RIVERSIDE and seek written authorization to install the missed measure. Contractor shall not bill for incomplete units, or prematurely close a unit with outstanding measures in order to receive reimbursement for work completed. If there are measures found to be non-feasible by crewmembers after the initial assessment, the reason for the non-feasibility shall be documented in the client file and the dwelling shall be considered completed.
- b. Contractor shall not report a dwelling as weatherized nor request reimbursement prior to the quality assurance certification confirming quality and completeness of work performed upon weatherized dwellings.

2. Un-Weatherized Dwellings

- a. When authorized by CAP Riverside, Contractor will be allowed to claim reimbursement when a safety check of combustion appliances reveals safety hazards that preclude installation of measures.
- b. Contractor may claim reimbursement for weatherization activities as documented on the Weatherization Building Assessment and Job Checklist (CSD 540) or Contractor's equivalent for each eligible household not previously weatherized.

### III. SPECIAL TERMS AND CONDITIONS

#### A. CERTIFICATIONS

1. Contractor shall to the best of its ability and knowledge it will, unless exempted, comply with the provisions set forth in the following:
  - a. Drug-Free Workplace Requirements, Contract Certification Clauses 307 (CCC-307);
  - b. National Labor Relations Board Certification (CCC-307);
  - c. Expatriate Corporations (CCC-307);
  - d. Domestic Partners (CCC-307);
  - e. Contractor Name Change (CCC-307);
  - f. Resolution (CCC-307);
  - g. Air or Water Pollution Violation (CCC-307);
  - h. Information Integrity and Security (Department of Finance, Budget Letter 04-35); and
  - i. Safeguarding Against and Responding to a Breach of Security Involving Personal Information (Office of Information Security and Privacy Protection, Management Memo 08-11).
2. The above named documents are hereby incorporated by reference into this Attachment B. To access these documents, please visit [www.csd.ca.gov](http://www.csd.ca.gov).

#### B. CONFLICT OF INTEREST

1. Contractor certifies that its employees and the officers of its governing body shall avoid any actual or potential conflicts of interest and that no officer or employee who exercises any functions or responsibilities in connection with this Attachment B shall have any personal financial interest or benefit that either directly or indirectly arises from this Attachment B.
2. Contractor shall establish safeguards to prohibit its employees or its officers from using their positions for a purpose that could result in private gain or that gives the appearance of being motivated for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
3. Pursuant to 10 CFR § 600.142 and 236, Contractor shall not provide DOE-WAP services or activities to beneficiaries where there is an actual or perceived conflict of interest, unless CAP Riverside has provided prior written approval of either a) contractor's conflict of interest policies and procedures, or b) any individual service or activity that presents an actual or perceived conflict including but not limited to:
  - a. Providing program services to Contractor's employees, officers, or other persons or entities with whom Contractor's employee or officer has family, business, or other ties; and
  - b. Providing program services to owner-occupied or rental dwellings that are owned or managed by the Contractor, employees, or officers.

#### C. CODES OF CONDUCT

1. Contractor shall maintain written standards of conduct governing the performance of its employees engaged in the award and administration of contracts or subcontracts. No employee, officer, or agent of the Contractor shall participate in the selection, award, or administration of a subcontract supported by Federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization that employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award. The officers, employees, and agents of the Contractor shall neither solicit nor accept gratuities, favors, or anything of monetary value from subcontractors or parties to sub-agreements. The standards of conduct shall provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the recipients.

2. Contractor shall not pay Federal funds received from CAP RIVERSIDE to any entity in which it (or one of its employees, officers, or agent, any member of his or her immediate family, his or her partner, or an organization that employs or is about to employ any of the parties indicated herein) has an interest. As ownership constitutes a financial interest, Contractor shall not subcontract with a subsidiary. Similarly, Contractor shall not subcontract with an entity that employs or is about to employ any person described in 10 CFR 600.236 (for states and local governments) and 10 CFR Part 600.142 (for nonprofit organizations) (Office of Management and Budget Circular A-110, section 42).

D. SUBCONTRACTS

1. Contractor may enter into subcontract(s) to perform part or all of the services contemplated under this Attachment B. Prior to the commencement of subcontracted services under this Attachment B, Contractor shall obtain approval from CAP RIVERSIDE, and shall include but not be limited to an assurance that the subcontractor agreement(s) shall comply with all terms, conditions, assurances, and certifications of this Attachment B.
2. Contractor shall provide written notification to the CAP RIVERSIDE prior to execution of each subcontractor Attachment B the name of the subcontractor entity, its address, telephone number, contact person, contract amount, and program description of each subcontractor activity to be performed under this Attachment B. This written notification shall also include a certification that to the best of the Contractor's knowledge, the subcontractor is not presently debarred, suspended, proposed debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency. For the purposes of this certification of subcontractor eligibility, Contractor may rely on information provided via the Excluded Parties List System (EPLS), available at <https://www.epls.gov>.
3. If CAP Riverside determines that the Contractor has executed a subcontract with an individual or entity listed as disbarred, suspended or otherwise ineligible on EPLS as of the effective date of the subcontract, costs Contractor has incurred under the subcontract may be disallowed.
4. Contractor remains responsible to substantiate the allowable and allocable use of all funds under this Attachment B and to adopt fiscal control and accounting procedures sufficient to permit the tracing of funds paid to any subcontractor to a level of expenditure adequate to establish that such funds have not been used in violation of this Attachment B. Contractor shall ensure that any subcontracts under this Attachment B contain all provisions necessary to ensure adequate substantiation and controls of the expenditure of such funds. Contractor may achieve this through detailed invoices, by periodic monitoring of subcontractor's program activities and fiscal accountability, by retaining a right of reasonable access to the subcontractor's books and records, or by any other method sufficient to meet Contractor's responsibility to substantiate costs required by OMB Circulars A-87, 122, and 133.
5. Contractor shall immediately notify subcontractor(s) in writing within five days of such action in the event CAP RIVERSIDE suspends, terminates, and/or makes changes to the services to be performed under this Attachment B.
6. Contractor is the responsible party and shall remain liable for the performance of the terms, conditions, assurances, and certifications of this Attachment B, without recourse to the CAP RIVERSIDE, regarding the settlement and satisfaction of all contractual and administrative issues arising out of subcontract agreement(s) entered into in support of this Attachment B, including disputes, claims, or other matters of a contractual nature as well as civil liability arising out of negligence or intentional misconduct of the subcontract(s).
7. Nothing contained in this Attachment B or otherwise shall create any contractual relation between the CAP RIVERSIDE and any subcontractors, and no subcontract shall relieve the Contractor of its responsibilities and obligations hereunder. Contractor agrees to be as fully responsible to the State for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by any of them as it is for the acts and omissions of persons directly employed by the Contractor. The Contractor's obligation to pay its subcontractors is an independent obligation from the CAP RIVERSIDE'S obligation to make payments to the Contractor. As a result, the CAP RIVERSIDE shall have no obligation to pay or to enforce the payment of any moneys to any subcontractor.



8. All subcontractors shall be subject to the training and record-keeping provisions in Section IX. Training Requirements. In addition, subcontractors whose training is provided at the Contractor's expense will be subject to a retention agreement, as indicated in Section VII.I.1.

**E. COMPLIANCE MONITORING**

1. As the recipient of federal DOE-WAP block grant funds under this Attachment B, Contractor is responsible for substantiating that all costs claimed under this Attachment B are allowable and allocable under all applicable federal and state laws, and for tracing all costs to the level of expenditure.
2. CAP RIVERSIDE is required to conduct onsite and follow-up monitoring of Contractor to ensure that Contractor meets the performance goals, administrative standards, financial management requirements, and other requirements of the federal and State DOE-WAP Program.
3. CAP RIVERSIDE shall provide Contractor reasonable advance notice in writing of on-site monitoring reviews of Contractor's program performance.
4. Contractor shall cooperate with CAP RIVERSIDE program and audit staff and other representatives and provide access to all programs, records, documents, resources, personnel, inventory, and other things reasonably related to the administration and implementation of the services and activities funded directly or indirectly by this Attachment B.
5. In the event that CAP RIVERSIDE determines that Contractor is in noncompliance of material or other legal requirements of this Attachment B, CAP RIVERSIDE shall provide the observations, recommendations, or findings in writing, along with a specific action plan for correcting the noncompliance.

**F. NONCOMPLIANCE WITH REQUIREMENTS OF THIS ATTACHMENT B**

1. Consequences for Entities Not Meeting Terms of the Attachment B:

Contractor shall ensure that all requirements set forth in this Attachment B are met, that all required documentation is submitted in a timely manner, and that any specific corrective action plans are fulfilled. In the event that prescribed timelines are not met or corrective action is not taken, it shall be deemed a material breach of this Attachment B, and CAP RIVERSIDE shall take appropriate action, including but not limited to withholding of payments, initiation of suspension and/or termination of this Attachment B.

2. Suspension

- a. CAP RIVERSIDE may, upon reasonable notice to Contractor or Subcontractor, suspend this Attachment B in whole or in part. In the case of Contractor's fraud or gross negligence, suspension without prior notice by the CAP RIVERSIDE is permissible.
- b. If Contractor has failed to comply with the material terms of this Attachment B, the CAP RIVERSIDE shall:
  - i. Notify the Contractor in writing;
  - ii. Specify the effective date of the suspension/termination;
  - iii. Specify the reasons for the suspension/termination and what corrective action is expected (if any);
  - iv. Give a specified period of time in which to take corrective action; and
  - v. Inform the Contractor that if the corrective action is not taken within the specified time frame, CAP RIVERSIDE will terminate the contract.
- c. A suspension shall remain in effect until Contractor has taken corrective action satisfactory to CAP RIVERSIDE.

- d. New obligations, including costs for goods, services, or related expenses, incurred by Contractor under this Attachment B during the suspension period will not be allowed unless expressly authorized by CAP RIVERSIDE in the notice of suspension.
3. Termination
    - a. Either party may terminate this Attachment B at any time prior to its date of expiration upon 30-calendar day's notice to the other party. Such notice shall be delivered to the other party in writing, stating the reason for termination and the effective date thereof.
    - b. Upon termination of this Attachment B, CAP RIVERSIDE, unless expressly granted in writing, shall not pay Contractor for any obligations incurred after the effective date of such termination. Contractor shall be paid for work performed prior to termination, as long as the work was performed according to the covenants contained herein at the time and in the manner provided herein.
  4. Lien Rights
    - a. CAP RIVESIDE and the CSD retain lien rights on all funds advanced.

#### IV. ADDITIONAL PROVISIONS

##### A. FEDERAL CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND RELATED MATTERS

Contractor hereby certifies to the best of its knowledge that it or any of its officers:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
2. Have not within a three (3) year period preceding this Attachment B been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph 2 of this certification; and
4. Have not within a three (3) year period preceding this Attachment B had one or more public (federal, state, or local) transactions terminated for cause or default.

If any of the above conditions are true for the Contractor or any of its officers, Contractor shall describe such condition and submit it to CAP RIVERSIDE. Based on the description, CAP RIVERSIDE in its discretion may decline to execute this Attachment B or set further conditions of this Attachment B. In the event any of the above conditions are true and not disclosed by Contractor, it shall be deemed a material breach of this Attachment B, and CAP RIVERSIDE may terminate this Attachment B for cause immediately.

##### B. AFFIRMATIVE ACTION COMPLIANCE

1. Each Contractor or subcontractor with 50 or more employees and an agreement of \$50,000 or more shall be required to develop a written Affirmative Action Compliance Program.
2. The written program shall follow the guidelines set forth in Title 41 CFR Section 60-1.40, Sections 60-2.10 through 60-2.32, Sections 60-250.1 through 60-250.33, and Sections 60-741.4 through 60-741.32.
3. Each Contractor or subcontractor with less than 50 employees shall comply with Section 202 of Part II of Executive Order 11246, as amended by Executive Order 11375. Contractor shall ensure that subcontractors falling within the scope of this provision shall comply in full with the requirements thereof.

C. NONDISCRIMINATION COMPLIANCE

1. Contractor's signature affixed hereon shall constitute a certification that to the best of its ability and knowledge will, unless exempted, comply with the nondiscrimination program requirements set forth in this section.
2. Contractor hereby certifies compliance with the following:
  - a. Federal Executive Order 11246, as amended by Executive Order 11375, relating to equal employment opportunity;
  - b. Title VI and Title VII of the Civil Rights Act of 1964, as amended;
  - c. Rehabilitation Act of 1973, as amended;
  - d. Vietnam Era Veterans Readjustment Assistance Act of 1972, as amended;
  - e. Title 41, Code of Federal Regulations (CFR), Chapter 60, Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor, as amended; and
  - f. Public Law 101-336, Americans with Disabilities Act of 1990, as amended.

D. SPECIFIC ASSURANCES

1. Pro-Children Act of 1994
  - a. This Attachment B incorporates by reference all provisions set forth in Public Law 103-227, Part C - Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act).
  - b. Contractor further agrees that the above language will be included in any subcontracts that contain provisions for children's services and that all subcontractors shall certify compliance accordingly. For detailed explanation, see [www.csd.ca.gov](http://www.csd.ca.gov).
2. American-Made Equipment/Products

Contractor shall assure, pursuant to Public Law 103-333, Section 507, to the extent practicable, that all equipment and products purchased with funds made available under this Attachment B shall be American made.
3. Federal and State Occupational Safety and Health Statutes

Contractor assures that it shall be in compliance with the provisions as set forth in Federal and State Occupational Safety and Health Statutes; the California Safe Drinking Water and Toxic Enforcement Act of 1986; Universal Waste Rule (Hazardous Waste Management System: Modification of the Hazardous Waste Recycling Regulatory Program); Final Rule; and Workers' Compensation laws.
4. Political Activities
  - a. Contractor shall refrain from all political activities if such activities involve the use of any funds that are the subject of this Attachment B.
  - b. Contractor is prohibited from any activity that is designed to provide voters or prospective voters with transportation to the polls or to provide similar assistance in connection with an election if such activities involve the use of any funds that are subject to this Attachment B.
5. Lobbying Activities
  - a. Contractor shall refrain from all lobbying activities if such activities involve the use of any funds that are the subject of this Attachment B or any other fund, programs, projects, or activities that flow from this Attachment B.
  - b. If Contractor engages in lobbying activities, Contractor shall complete, sign and date the CERTIFICATION REGARDING LOBBYING/DISCLOSURE OF LOBBYING ACTIVITIES, EXHIBIT C in the Master Weatherization Agreement as required by the U.S. Department of Health and Human Services under 45 CFR Part 93.

**E. RIGHT TO MONITOR, AUDIT, AND INVESTIGATE**

1. Any duly authorized representative of the federal or state government, which includes but is not limited to the State Auditor, CAP RIVERSIDE Staff, and any entity selected by CAP RIVERSIDE to perform inspections, shall have the right to monitor and audit Contractor and all subcontractors providing services under this Attachment B through on-site inspections, audits, and other applicable means CAP RIVERSIDE determines necessary.
2. Contractor shall make available all reasonable information necessary to substantiate that expenditures under this Attachment B are allowable and allocable, including, but not limited to books, documents, papers, and records. Contractor shall agree to make such information available to the federal government, the state, or any of their duly authorized representatives including representatives of the entity selected by CAP RIVERSIDE to perform inspections, for examination, copying, or mechanical reproduction, on or off the premises of the appropriate entity upon a reasonable request therefore.
3. Any duly authorized representative of the federal or state government shall have the right to undertake investigations in accordance with Public Law 97-35, as amended.
4. All agreements entered into by Contractor with audit firms for purposes of conducting independent audits under this Attachment B shall contain a clause permitting any duly authorized representative of the federal or state government access to the working papers of said audit firm(s).

**F. FAIR HEARING PROCESS FOR ALLEGED VIOLATION OF THE CIVIL RIGHTS ACT AGAINST CONTRACTOR**

1. In the event of any violation or alleged violation of Title VI of the Civil Rights Act of 1964, as amended, Contractor has the right to request a fair hearing in response to such violation or alleged violation within 30 calendar days from the date of such action.
2. CAP RIVERSIDE shall conduct such fair hearing in accordance with Title 45, Code of Federal Regulations (CFR), Section 81.1 et seq.

**G. FAIR HEARING PROCESS FOR APPLICANTS FOR DENIAL OF BENEFITS BY CONTRACTOR**

1. Contractor shall provide all interested individuals equal opportunity access to DOE-WAP programs.
2. Pursuant to Title 22 of the California Code of Regulations, Section 100805, Contractor shall utilize the CAP RIVERSIDE DOE-WAP Appeal Process (Attachment B-III) to enable applicants who are denied benefits or services, or who receive untimely response or unsatisfactory performance, the right to appeal the decision or performance to the Contractor.

**H. COMPLAINT MANAGEMENT**

1. Contractor shall establish and maintain policies and procedures for handling complaints and provide applicants an opportunity to register a complaint based on their experience with attempts to obtain services under the DOE-WAP Program. The policies and procedures shall be in writing and Contractor shall provide the complaint process to interested individuals upon request.
2. Contractor shall ensure that all complaints are documented, and include the date, time, client name and address, and nature of the complaint, and the actions undertaken by the Contractor to resolve the issue.
3. If the Contractor's efforts did not result in a resolution, the Contractor may refer the client to CAP Riverside. The Contractor shall contact CAP Riverside directly and explain the issue, actions taken to resolve the issue, and provide CAP Riverside any supporting documentation that demonstrates the Contractor's attempts to resolve the issue.

**I. RECORD-KEEPING**

1. All records maintained by Contractor shall meet the OMB requirements contained in the following Circulars: A-102, Subpart C, ("Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments") or A-110, Subpart C, Nonprofit Organizations, whichever is applicable.
2. Contractor shall maintain all records pertaining to this Attachment B for a minimum period of three years. However, Contractor shall maintain all such records until resolution of all audit and monitoring findings are completed and written approval to destroy records is obtained by CAP Riverside.
3. Contractor assures that employee and applicant records shall be maintained in a confidential manner to assure compliance with the Information Practices Act of 1977, as amended, and the Federal Privacy Act of 1974, as amended.

**J. PUBLICATIONS**

1. Contractor is encouraged to publish or otherwise make publicly available the results of the work conducted under the award, subject to regulations in Section B below.
2. An acknowledgement of DOE support and a disclaimer must appear in the publication of any material, whether copyrighted or not, based on or developed under this project, as follows:
  - a. Acknowledgement: "This material is based upon work supported by the Department of Energy {National Nuclear Security Administration}, State of California, Department of Community Services and Development and Community Action Partnership of Riverside County under Award #81.042."
  - b. Disclaimer: "This report was prepared as an account of work sponsored by an agency of the United States Government. Neither the United States Government nor any agency thereof, nor any of their employees, makes any warranty, express or implied, or assumes any legal liability or responsibility for the accuracy, completeness, or usefulness of any information, apparatus, product, or process disclosed, or represents that its use would not infringe privately owned rights. Reference herein to any specific commercial product, process, or service by trade name, trademark, manufacturer, or otherwise does not necessarily constitute or imply its endorsement, recommendation, or favoring by the United States Government or any agency thereof. The views and opinions of authors expressed herein do not necessarily state or reflect those of the United States Government or any agency thereof."

**K. DECONTAMINATION AND/OR DECOMMISSIONING (D&D) COSTS**

Notwithstanding any other provisions of this Attachment B, neither the State nor Federal Government shall be responsible for or have any obligation to the recipient for (i) Decontamination and/or Decommissioning (D&D) of any of the recipient's facilities, or (ii) any costs which may be incurred by the recipient in connection with the D&D of any of its facilities due to the performance of the work under this Attachment B, whether said work was performed prior to or subsequent to the effective date of this Attachment B.

**V. PROGRAMMATIC PROVISIONS**

**A. WEATHERIZATION ACTIVITY GUIDELINES**

1. Dwelling Eligibility
  - a. The certification shall remain in effect for a period of 120 days from the date the household is determined income eligible.
  - b. Contractor shall complete the post-combustion appliance safety test within sixty (60) days from the date of the pre-combustion appliance safety test. In the event the Contractor is unable to perform the work associated with the combustion appliance safety testing and the post-combustion appliance safety test within

the 60-day period, Contractor shall perform another pretest for the dwelling prior to commencing the delivery of any form of weatherization assistance services.

- c. If the installation of the weatherization measures provided to subcontractor, does not begin within the 120-day period of the household's certification, CAP RIVERSIDE shall recertify the household's eligibility and may refer the dwelling to another contractor for weatherization completion.
2. Permission to Provide Services
    - b. CAP Riverside shall obtain written permission of the owner-occupied dwelling, and/or of the owner of a rental unit, or his/her agent prior to performing any weatherization services. Such permission shall be recorded on the Energy Service Agreement for Rental Units (CSD 515) or equivalent or the Service Agreement for Unoccupied Multi-Unit Dwelling (CSD 515d) or equivalent.
    - c. If during the course of performing Weatherization/HCS services in a dwelling, Contractor identifies that significant structural and/or engineering changes may occur Contractor shall contact CAP Riverside to re-obtain written permission of the owner-occupied dwelling, and/or from the owner of a rental unit, prior to continuing with the scheduled work.
  3. Multiple Unit Dwellings
    - a. In accordance with 10 CFR 440.22(b)(2), Contractor may weatherize a large multi-family building or complex containing more than 5 individual dwelling units when not less than 66 percent of the dwelling units in the building, or in the case of duplexes and four-plexes, where 50 percent of the units within the building:
      - i. Are eligible dwelling units, or
      - ii. The dwelling units will become eligible (occupied by eligible low-income tenants) within 180 days under a federal, state, or local government program for rehabilitating the building or making similar improvement or the building.
    - b. If dwelling units are qualified for services through a federal, state, or local government rehabilitation program, documentation to verify participation in the rehabilitation program is required.
    - c. The amount of funds, however, applied to weatherization services in a building shall not exceed the number of eligible dwelling units multiplied by the \$6572 maximum per unit.
    - d. No undue or excessive enhancement shall occur to the value of the dwelling units.
    - e. The repair or replacement of heating appliances and water heaters shall be performed in unoccupied multi-unit dwellings under DOE WAP only if a dangerous indoor air quality condition is found to exist, e.g. carbon monoxide hazard or gas leak and/or fire hazard.
      - i. If a dangerous indoor air quality condition and/or fire hazard is found to exist, Contractor shall disable the appliance to eliminate the immediate hazard in accordance with CSD Weatherization Installation Standards and Policies and Procedures.
      - ii. If the dwelling is later occupied with an eligible applicant, Contractor may provide the appliance services and shall report the dwelling as previously weatherized.
  4. Previously Weatherized Dwellings
    - a. Weatherization services for a dwelling unit previously weatherized using DOE funds are not allowable EXCEPT if:

- i A dwelling unit has been damaged by fire, flood, or act of nature and repair of the damage to weatherization materials is not paid for by insurance;
  - ii A dwelling unit weatherized using DOE WAP or other Federal program funds prior to September 30, 1994 needs further weatherization assistance; or
  - iii A dwelling unit weatherized using DOE WAP or other Federal program funds after September 30, 1994 did not receive a full complement of services and previously unapplied allowable measures are to be installed.
- b. Each dwelling must receive a new assessment, diagnostic testing and energy audit which take into account any previous energy conservation improvements to the dwelling. Only those energy conservation measures at or above a savings-to-investment ratio (SIR) of 1 are allowable.
  - c. Measures installed outside those weatherization measures disclosed during the dwelling's initial weatherization assessment constitute a re-weatherized dwelling.
  - d. Once a dwelling has been submitted to CAP Riverside for reimbursement as a completed unit, any subsequent weatherization services provided to the dwelling shall be considered re-weatherization.
  - e. If the previous weatherization was performed under CSD or other federal or a nonfederal program, the dwelling and occupant eligibility must be recertified.

5. Ineligible Dwellings

- a. Contractor shall not weatherize a dwelling unit that is designated for acquisition or clearance by a federal, state, or local program within 12 months from the date weatherization of the dwelling unit would be scheduled to be completed.
- b. Contractor shall not weatherize any dwelling under this Attachment B unless the property owner agrees to all the terms and conditions of the Weatherization Building Assessment and Job Order Sheet (CSD 540) and the Energy Services Agreement for Rental Units (CSD 515) or Contractor's equivalent as applicable.
- c. Contractor shall not weatherize a dwelling having master-metered units unless direct savings to individual tenants can be documented. Contractor shall place such documentation in the client's file.
- d. No institutional or commercial building including, but not limited to, universities, schools, nursing homes, hospital, shelters, or group homes, may be weatherized under this Attachment B.

B. Minimum Requirements for Weatherization Services

- 1. Single-family detached and other single-story dwellings, that have not been previously weatherized under a CSD program or other program may be weatherized under this Attachment B only if:
  - a. Ceiling Insulation plus two (2) additional Mandatory Measures are installed, or
  - b. In the event Ceiling Insulation is not feasible, at least three (3) Mandatory Measures are installed.
  - c. Blower door and duct leakage diagnostics may be counted as Mandatory Measures for the purpose of meeting the minimum number of measures.
- 2. Multi-unit dwellings that have not been previously weatherized under a CSD program or other program, may qualify for weatherization services only if ceiling insulation plus two (2) additional Mandatory measures are installed or, in the event ceiling insulation is not feasible, at least three (3) Mandatory measures.

- a. Installation of ceiling insulation may be counted as a ceiling insulation measure for each unit within that building envelope.
  - b. Installation of a common water heater shall qualify as a priority measure for each unit served by the same water heater.
  - c. Blower door and duct leakage diagnostics may be counted as Mandatory Measures for the purpose of meeting the minimum number of measures.
3. If the required minimum number of weatherization measures cannot be installed due to the deferral of measures, then the entire unit shall be deferred and reported to CAP Riverside.
  4. Repair of large leaks identified by blower door testing may reduce shell leakage so close to the Minimum Ventilation Requirement (MVR) that caulking and-or weather-stripping are not feasible, thus reducing the number of feasible Mandatory Measures to fewer than needed to qualify the dwelling for weatherization. In this case, Contractor may substitute non-infiltration reduction Optional Measures as needed for the non-feasible caulking and or weather-stripping measures only if a REM/TREAT energy audit has been performed and the savings-to-investment ratio (SIR) is greater than 1 for any Optional Measures to be installed.
  5. The minimum number of weatherization measures may be leveraged with other weatherization. All leveraged measures used to fulfill the minimum number of required weatherization measures shall meet CSD installation standards.
- C. Dwelling Assessments
1. Assessments shall be performed by CAP Riverside.
  2. Combustion appliance Safety (CAS) Tests shall be completed by CAP Riverside.
  3. If the dwelling unit is not eligible because of the need for extensive repair, the unit shall not be serviced and the lead should be returned to CAP RIVERSIDE.
- D. Diagnostic Testing
1. CAP Riverside shall perform pre- blower door diagnostic testing only for shell sealing purposes on all single-family and multi unit building types weatherized under this Attachment B in accordance with CSD blower door testing standards and policies and procedures. Infiltration reduction measure subject to blower door diagnostics shall not be installed if the diagnostic testing is not performed.
  2. Following a determination that no combustion byproduct hazards exist, CAP Riverside shall perform pressure diagnostic guided infiltration reduction using a pre-weatherization blower door test.
  3. CAP Riverside shall perform pre-Duct Blaster diagnostic testing on all weatherized dwellings units with forced-air systems.
  4. Contractor shall ensure that all dwelling post-diagnostic tests are performed by trained individuals possessing all the required skill and training, as specified in Section VII.I.1.– TRAINING REQUIREMENTS.
  5. If an unvented space heater is being utilized, infiltration reduction measures shall not be applied unless venting is installed or the unit is replaced.
- E. Health and Safety Measures
1. All Health and Safety and Mandatory Measures must be installed before optional measures, and no measure shall be excluded, unless the:



- a. Blower door and/or pressurized duct diagnostic test indicates that installation of the measure is not necessary;
  - b. Dwelling already has that measure in place;
  - c. Measure cannot be properly installed;
  - d. Client refuses installation (client refusal is to be documented and placed in file);
  - e. Maximum dollar limit is reached; or
  - f. Measure is not needed or required.
2. If a health or safety hazard is found to exist that requires replacing or repairing a combustion appliance, the cost of which will preclude the installation of the required number of Mandatory Measures, for a unit to be weatherized the dwelling may qualify for weatherization under the following conditions:
    - a. The combustion appliance is repaired or replaced: and
    - b. All remaining feasible Mandatory Measures are installed up to the maximum dollar limit.
  3. If the dollar limit has not been reached in installing feasible Mandatory measures, CAP Riverside will authorize Contractor to install optional measures after CAP Riverside performs a REM/Design energy audit or TREAT, as applicable, pursuant to the Energy Audit Requirements of Attachment B.
- F. Allowable heating and cooling appliance repair and replacement services
1. Prior to the performance of any heating/cooling service, CAP Riverside's qualified technician will perform a diagnostic inspection of the appliance to assess operational performance of the mechanical equipment. CAP Riverside will determine repair or replacement of the unit via the job work order.
  2. The following guidelines are applicable to services delivered through the DOE Weatherization and are restricted to occupied SFD and/or MUD units:
    - a. A residential heating source that qualifies for repair and replacement services must be a single, pre-existing heating appliance, serving as the dwelling's primary heating source.
    - b. A residential cooling source that qualifies for cooling services must be a single, pre-existing cooling appliance, serving as the dwelling's primary cooling source, limited to mechanical air conditioners, central and window/wall air conditioners and evaporative coolers.
  3. Heating and/or cooling services may be provided when one of the following conditions exists:
    - a. Existing primary heating/cooling appliance is deemed hazardous by CAP Riverside's qualified technician; or
    - b. Existing primary heating/cooling appliance is verified by a CAP Riverside's qualified to be inoperable or in need of repair.
  4. Any and all heating/cooling services shall be performed in accordance with the following guidelines:
    - a. All repair and replacement services are limited to dwellings with pre-existing heating and cooling appliances. An exception to this rule exists under the sole circumstance where the residential dwelling is not equipped with the necessary appliances to provide adequate heating and/or cooling during a climatic seasonal period that would pose imminent risk to the health and well being of the household occupants. Under these circumstances, CAP Riverside will authorize via a job work order, a heating and/or cooling appliance to mitigate the potential safety risks to clients.

- b. All such appliance replacements are further subject to the Health and Safety Appliance Replacement Policy.
  - c. The age of a heating/cooling appliance shall not be used as a basis for replacement.
  - d. Upgrades to heating and cooling appliances for energy efficiency purposes are subject to the energy audit unless required by Title 24.
5. CAP Riverside will authorize via the job work order, Contractor to repair a defective primary heating appliance when the cost to assess and repair is estimated at less than fifty percent (50%) of the cost of installing a new replacement unit.
  6. If during the course of repairing the defective unit, additional problems are found that would increase the cost of repairs to more than the allowable limit for repair costs, Contractor shall obtain written authorization from CAP Riverside ***before*** additional repairs or replacement are made.
  7. When replacement of a defective primary heating/cooling appliance is performed, Contractor shall perform necessary duct repair and/or replacement services in order to conform to Title 24 requirements.
- G. DOE Waiver for Fuel Switching
- Contractor shall not switch fuel when replacing furnaces or any other allowable appliance unless CAP Riverside provides a waiver in writing approved by CSD & DOE. Contractor shall keep a copy of such waiver in the client's file.
- H. Order of Operations
- After Outreach, Intake, Assessment and Diagnostic Testing, Contractor shall install measures as specified in the CSD Order of Operations Policy incorporated by reference to this Attachment B and available on the CSD website at [www.csd.cs.gov](http://www.csd.cs.gov).
- I. Priority Lists of Energy Conservation Measure
- Contractor shall install energy conservation measures in single-family dwellings, mobile homes and multi-unit dwelling in accordance with the DOE-Approved Priority List, Attachment B-VI.
- J. Energy Audit Requirements
1. CAP Riverside will perform Energy audits as specified in the CSD Measure Installation Policies and Procedures incorporated by reference to the Attachment B and available on the CSD website at [www.csd.ca.gov](http://www.csd.ca.gov).

## **VI. PROGRAM STANDARDS AND REGULATORY REQUIREMENTS**

### **A. Program Standards**

1. Contractor shall adhere, maintain, and make available for reference to Contractor's employees and subcontractors who perform weatherization and ECIP EHCS services all CSD program standards pursuant to the most recent version of the following documents and manuals which have been incorporated by reference and made part of this Attachment B as if attached hereto:
  - a. CSD Low-Income Weatherization Assistance Program Policies and Procedures;
  - b. CSD Conventional Home Weatherization Installation Standards (WIS);
  - c. CSD Inspection Policies and Procedures;
  - d. Health and Safety Appliance Replacement Policy,
  - e. Official State and Federal Program Notices;

- f. Current LIHEAP Eligibility Verification Guide.
2. In the event of inconsistencies between policies and field protocols contained within the Weatherization Installation Standard Manual, the Weatherization Policies and Procedures manual and/or this Attachment B – 2011 DOE Scope of Work, Contractor shall abide by the terms of this Attachment B, which reflects the regulations as set forth by CSD.
- B. Regulations
1. Standards contained in the Uniform Building Code and local city and county codes shall take precedence over the CSD WIS if the code requirement is not included in the manual or and/or is more stringent.
  2. Weatherization work performed in all applicable dwellings shall be in compliance with California Energy Commission 2005 Building Energy Efficiency Standards, Alterations under Title 24, Part 6, of the California Code of Regulations, California Home Energy Rating System (HERS) Program regulations.
  3. Services provided to all applicable pre-1978 dwellings shall be in compliance with the Environmental Protection Agency rules in 40 CFR 745, Lead-Based Paint Poisoning Prevention in Certain Residential Structures and the Housing and Urban Development rules in 24 CFR 35; and Lead Requirements for Hazard Education Before Renovation of Target Housing; Final Rule.
  4. All materials procured for weatherization purposes shall be in conformance with the Department of Energy rules in 10 CFR Part 600.236, Uniform Administrative Requirements for Grants and Cooperative Agreements to State, Local and Tribal Governments or 10 CFR Part 600.140, Uniform Administrative Requirements for Awards and Sub-awards to Institutions of Higher Education, Hospitals, Other Nonprofit Organizations, and Commercial Organizations.
  5. All materials must be in compliance with Department of Energy rules in 10 CFR 440, Appendix A.
- C. Title 24
1. Contractor shall, when required by its local jurisdiction, obtain a building permit when additions or alterations of existing residential buildings are performed or when a component, system, or equipment of an existing building breaks and cannot be repaired.
  2. Title 24 requirements are applicable only to energy conservation measures installed to dwellings located within Contractor's specific California Energy Commission (CEC) climate Zone. For a listing of the CEC climate zone, refer to the CSD website at [www.csd.ca.gov](http://www.csd.ca.gov).
  3. Contractor shall exercise caution to not utilize the DOE climate Zone for compliance with California's Title 24 Energy Efficiency Standards for Residential and Nonresidential Requirements.
  4. Contractor shall obtain the services of a qualified Home Energy Rater System (HERS) Program Rater when required to perform the required field verification and diagnostic testing on applicable weatherization measures and building alterations performed under this Attachment B.
  5. The HERS Rater shall be an independent entity from the builder or Sub-Contractor performing the building alteration and/or energy-efficiency improvement being tested and verified and shall have no financial interest in the work performed.
- D. Pre-1978 Dwellings
1. Lead-based paint is presumed to be present in all pre-1978 units unless the dwelling unit has previously been certified by a California Certified Inspector/Risk Assessor to be lead-free.
  2. HUD units not previously certified to be lead free, built prior to 1978, and receiving weatherization services in which painted surfaces exceeding di minimis levels are disturbed require the successful achievement of lead-safe

standards after the completion of weatherization services. The clearance inspection must be performed by a third-party California Certified Inspector/Risk Assessor who deems the weatherized HUD unit as lead safe after the completion of weatherization services.

3. Contractor shall document notification to tenants of multifamily housing of weatherization and/or renovation activities in common areas using the Notice of Weatherization/Renovation (CSD 320) or Contractor's equivalent and Record of Tenant Notification Procedures (CSD 322).

**E. QUALITY ASSURANCE**

**1. Post-Weatherization Inspections**

- a. Post-Inspections shall be conducted by CAP Riverside for the purpose of assessing the quality and completeness of performed weatherization services and compliance with weatherization guidelines. At a minimum, the post-inspection shall review the following:
  - i. Review the Weatherization Building Assessment and Job Checklist (CSD 540) to ensure that all feasible weatherization measures identified during the assessment were installed.
  - ii. Verify that all measures were completely installed in accordance with said terms and conditions of this Attachment B.
- b. In addition, installed measures shall be reviewed by CAP Riverside to determine the absence of any feasible Priority Measure not installed the installation of a measure (non-feasible measure) that may not be in compliance with said standards and the terms and conditions of this Attachment B and/or any health and safety hazards.
- c. Verification that the unit received post-blower door and post-duct leakage testing;
- d. Verification that required post-CAS testing of eligible combustion appliances was performed and inspection of combustion appliances to verify the safe operating condition of combustion appliances within the dwelling residence;
- e. Inspection of the unit dwelling to ensure that all identified health and safety hazards, whether preexisting or resulting from the performance of weatherization services, have been successfully remedied.
- f. CAP Riverside will conduct 100% inspection of all dwellings. Contractor agrees to remedy all Nonhazardous Conditions (nonhazardous work deficiencies) noted by CAP Riverside within five (5) working days of written notification.
- g. If after the first inspection the work is not satisfactory, the Contractor will be charged a re-inspection fee of \$25.00 for the first re-inspection and \$50.00 for each inspection thereafter.
- h. Contractor must remedy all Hazardous Conditions resulting from weatherization measure installation. The immediate hazard shall be eliminated within twenty-four (24) hours, and remaining hazardous conditions shall be completely resolved within seventy-two (72) hours of written notification. In the event Contractor does not correct work deficiencies or hazards as specified above, CAP Riverside reserves the right to withhold all payments due Contractor until work or hazards are resolved to the satisfaction of CAP Riverside. If the Contractor is unable to comply due to circumstances beyond their control, they must notify CAP Riverside in writing of their reasons.

**F. Subcontracted Services for Basic Weatherization**

1. Contractors who subcontract basic weatherization services shall submit to CAP Riverside for approval a written Weatherization Quality Control Plan for Subcontractors. The plan shall include field and fiscal monitoring.

2. Contractor shall have a minimum of one internal staff member who shall receive the online, classroom and field training coursework required by CSD for a field supervisor.

**G. Noncompliance**

1. Contractors shall be subject to the withholding of reimbursement for failure to completely resolve a Hazardous Condition within the specified timeline or within the modified completion date for units receiving a time period extension.
2. If it is determined that the Contractor has incorrectly billed CAP RIVERSIDE because a measure was not installed or the quantity installed is less than the quantity billed, the Contractor shall install the billed measure or quantity, if feasible. In cases when a physical remedy is not possible, repayment of the labor and material costs for the non-installed measure or quantity will be withheld from subsequent reimbursements.

**H. Training Requirements**

1. All training, as indicated by the employee classification described in the Training Requirements Matrix, Attachment B-VII, shall be provided through a CSD-approved training mechanism utilizing CSD approved training curricula. In-house training shall no longer be an acceptable form of training to meet any CSD training requirements for weatherization services with the exception of EPA or HUD-approved Lead-Safe Weatherization Training unless otherwise noted. Training Coursework must be successfully completed according to the terms of each course. Certificates of completion shall be issued by the CSD-approved training entity upon successful completion of each course, unless noted below.
2. Contractor shall ensure that measures are installed by trained individuals possessing all the required skill and training as identified in the subsections below.
3. Training Provisions for New Staff of Subcontractors with Prior CSD Experience Who Provide Basic Weatherization Services.
  - a. For the purposes of this section, subcontractors must have prior experience providing basic weatherization pursuant to a CSD program.
  - b. Within 30 days of employment, weatherization employees of Contractor and subcontractors shall receive Worksite Safety, Environmental Hazards Awareness and Lead-Safe Weatherization Training. An Assessor, Worker, Supervisor, or Inspector shall not be allowed to enter, assess, weatherize, or inspect a dwelling unit until the required Worksite Safety, Environmental Hazards Awareness and Lead-Safe Weatherization Training has been completed.
  - c. Within ninety (90) days of employment, all weatherization employees of Contractor and subcontractors shall receive Basic Weatherization Training.
  - d. Within 180 days of employment, weatherization employees of Contractor and subcontractors shall receive Duct Leakage/Blower Door Diagnostic Training. No employee of Contractor and subcontractor shall perform diagnostic testing without having completed the required training.
    - i. Subsequent to successful completion of the Duct Leakage/Blower Door Diagnostic Training, employees of Contractor and subcontractor are required to participate in a monitored field practice under the supervision of a third-party inspector and/or training provider to further evaluate employee knowledge and skill in this area of diagnostic testing.
    - ii. Employees of Contractor and subcontractor failing to demonstrate appropriate knowledge and skills in this competency will be required to complete additional training to enhance deficient skill and knowledge and will be prohibited from performing this activity until the completion of required training.

- e. Within 180 days of employment, weatherization employees of Contractor and subcontractors shall receive Combustion Appliance Safety Training. No employee of Contractor and subcontractors shall perform post-combustion appliance safety checks without having completed the required CSD approved training.
  - i Subsequent to successful completion of the Combustion Appliance Safety Training, employees of Contractor and subcontractor are required to participate in a monitored field practice under the supervision of a third-party inspector and/or training provider to further evaluate employee knowledge and skill in this area of post-diagnostic testing.
  - ii Employees of Contractor and subcontractor failing to demonstrate appropriate knowledge and skills in this competency will be required to complete additional training to enhance deficient skill and knowledge and will be prohibited from performing this activity until the completion of required training.
  
- 4. Training Provisions for Existing Staff of Contractor and Subcontractors With Prior CSD Experience Who Provide Basic Weatherization Services
  - a. For the purposes of this section, subcontractors must have prior experience providing basic weatherization pursuant to a CSD program. Subcontractors who do not have prior basic weatherization experience pursuant to a CSD program must follow the training provisions hereto specified in the Training Requirements section of this contract.
  
  - b. By November 17, 2009, existing weatherization employees of Contractor and subcontractors shall receive the, Worksite Safety, Environmental Hazards Awareness and Lead-Safe Weatherization Training.
  
  - c. Within 90 days of the execution of this Attachment B, existing weatherization employees of Contractor and subcontractors that have completed the following classes at a CSD approved training center prior to the dates listed below or for whom no training dates at a CSD-approved training center are recorded but have field experience of at least 12 months performing weatherization services and diagnostic testing for CSD weatherization programs shall be required to take and pass an online assessment "test-out" or receive the required CSD-approved trainings. Employees not completing the required diagnostic testing training or successfully test out of the training shall no longer be able to perform the diagnostic tests.
    - i Basic Weatherization –November 2003
    - ii Duct Blaster – April 2006
    - iii Blower Door – April 2006
  
  - d. Within 120 days of the execution of this Attachment B, existing weatherization employees of Contractor and subcontractors who perform the post-combustion appliance safety test and that have completed Combustion Appliance Safety Training through a CSD-approved training center prior to April 2006 or who have no training dates recorded shall receive Combustion Appliance Safety Training.
    - i Employees who received Combustion Appliance Safety Training prior to April 2006 through a CSD approved training center may continue to perform the post-diagnostic testing; however, Contract shall provide documentation verifying the past completion of the required training. Employees shall receive the training in order to continue performing the post-combustion appliance safety test after the required 120-day time period has lapsed or pass an online CAS test when it becomes available. Employees not completed the required CAS training or successfully test out of the training shall no longer be able to perform post-diagnostic tests.
    - ii Employees who have never received the Combustion Appliance Safety Training through a CSD-approved training center shall not perform the post-combustion appliance safety test until the required training is received.

5. Training Provisions for Staff of Subcontractors Who Provide Specialty Services

- a. All field employees of subcontractors who perform HVAC work for a Contractor must receive the required CSD approved training.
- b. For weatherization and ECIH EHCS services performed on HUD units, all work crews of Contractor and subcontractor who perform basic weatherization or specialty services are required to be trained in HUD-approved Lead-Safe Weatherization, although certification is not required. No employee of Contractor and subcontractors shall perform work in a pre-1978 HUD dwelling until the required training has been received. Although a crew supervisor can be certified as a HUD Lead Supervisor, it is not a substitute for the requirement of trained work crews.
- c. EPA Lead Renovator training is required per the EPA for all Contractors and subcontractors performing work on pre-1978 homes, where the work could potentially disturb lead-based paint. For weatherization services performed on pre-1978 units, all work crews of Contractor or subcontractors who provide basic weatherization or specialty services are required to be trained in EPA-approved Lead Renovator practices, and firm certification is required. No employee of Contractor and/or subcontractors shall perform such work on a pre-1978 dwelling until the required training has been received.

I. Contractor Licensing

1. Contractor shall possess all applicable licenses as required by the CSLB (Contractors State License Board) to carry out the installation and/or repairs of Central HVAC Systems, Furnaces, and Boilers.
2. Fulfill the requirements of, and receive certification pursuant to the Toxic Substances Control Act (TSCA), Section 402;
3. Special Licensing: Weatherization

Special licensing may also be required for the installation and/or repair of Evaporative Cooler, Oven and Range, Vented Space Heater, Air Conditioning, and Gas and electric Water Heaters, if two or more weatherization measures are not installed in a single unit. Electrical wiring upgrade/replacement and knob and tube wiring certification will always require a C-10 license.

J. EPA Certifications

1. All Contractors shall be certified as an Environmental Protection Agency (EPA) Certified Firm in accordance with EPA's Regulations on Residential Property Renovations requirements (40 CFR 745).
2. Contractors shall have at least one (1) certified renovator on staff that is trained by EPA-approved training providers.
3. Contractor shall ensure that all subcontractors whose work potentially disturbs lead paint are EPA Certified Firms and have EPA Certified Renovators on staff.

K. Leveraged Units

1. Contractor may perform services and install energy conservation measures as per this Attachment B and as per other energy programs concurrently in the same dwelling as feasible and in the best interest of the client; however:
2. Contractor may not claim reimbursement for the same services performed and energy conservation measures(s) installed from more than one funding source.
3. Contractor may not split Fixed-Fee measures under DOE with any other funding source.
4. Contractor may not split DOE labor fees associated with a single measure with any other funding source.

L. Leveraging Activities

1. Contractor is strongly encouraged to provide weatherization services to LIHEAP ECIP HCS-serviced dwellings using LIHEAP, DOE WAP, and/or utility-funded weatherization services. Contractor shall not leverage weatherization measures funded under this Attachment B with other forms of DOE-WAP funding.
2. Leveraging weatherization funds may be used to install priority and/or optional measures in a dwelling in any order practical to the application of weatherization measures. Client files shall be documented accordingly.
3. Contractor shall ensure that any non-CSD leveraged-funded activity performed in conjunction with the DOE WAP program is in conformance with weatherization guidelines. If permitted by the leveraged-funding source, contractor shall document within the Weatherization client file the activity performed, date of the activity performed, and the source of the leveraged funds. If the leveraged-funding source prohibits the disclosure of such information, Contractor shall at a minimum make reference to the leveraged activity within the weatherization client file.

M. Recordkeeping

Contractor shall maintain the following documents for each applicant receiving weatherization and/or HCS services, if applicable. Said files shall include:

1. Weatherization Building Assessment and Job Order Sheet;
2. Combustion Appliance Safety Inspector Form (CASIF) if applicable;
5. Blower Door and Duct Blaster Data Sheet, if applicable;
6. CSD Weatherization Deferral Form and other source documentation supporting deferrals;
7. Notice of Weatherization/Renovation (CSD 320);
8. Record of Tenant Notification Procedures( CSD 322);
9. Energy Service Agreement for Rental Units (CSD 515);
10. Contractor Post Weatherization Inspection Report (CSD 611);
11. Weatherization Inspection Report [WIR] (CSD 581);
12. Multi-Family Dwelling Unit Eligibility Certification (CSD 75P);
13. Required building permits, or building permit applications or documentation of permit cost; and a copy of the final permit with appropriate signatures;
14. Copy of lead clearance inspection by a California Certified Inspector/Risk Assessor for applicable pre-1978 HUD units;
15. Waivers from CAP Riverside to make fuel change for an installed appliance;
16. Waivers from CAP Riverside to exceed maximum costs to weatherization measures;
17. Source documentation that substantiates all actual labor hours and all costs for labor and materials;
18. Source documentation of weatherization measures installed and leveraged with other CSD and non-CSD weatherization program funds;
19. Source documentation that substantiates the criteria and basis for replacement of all gas and electric appliances including results of all required diagnostic tests results and the no feasibility of all Priority measures not performed or installed;
20. Source documentation of manufacturer, manufacturer date, make and model and metering information of all replaced refrigerators;
21. Source documentation and records substantiating mileage claims by individual weatherized SDF and MUD unit;
22. A copy of the energy audit output listing the recommended energy conservation measures;
23. Source documentation of HERS inspection;
24. Source documentation providing evidence that the client receiving disaster-related services was a victim of a natural disaster;
25. Source documentation providing evidence of participation in a federal, state, or local government rehabilitation program if being used to qualify ineligible multi-family dwelling units for weatherization services;
26. Documentation of notification to the owner-occupant, tenant and/or the owner of a rental unit or owner's agent of significant structural changes to the dwelling due to weatherization services; and



27. Copy of the report generated from the REM/Design audit software indicating measures that meet the SIR requirement for installation;
28. All other documentation as further defined by CAP Riverside.

**N. Other Recordkeeping Responsibilities**

**1. Labor and Materials**

Contractor shall maintain source documentation in such a manner to prove that materials used under this program conform to the requirements contained within the CSD Weatherization Installation Standards and/or state, county, or local regulations.

**2. Training**

Contractor and subcontractors who perform weatherization and ECIP EHCS services are required to maintain a training log for current and former employees. The Weatherization Staff Training Log (CSD 784), or contractor's equivalent, shall be used for this purpose. The training log shall document for each employee all training received and shall include for each training session/course the source/location, type/content, and completion date. The training log information for terminated employees must be maintained for a period of 18 months after termination date. Such training log shall be maintained in the Contractor's file and shall be made available by review by CAP Riverside or CSD upon request.

**3. Equipment**

- a. Contractor performing combustion appliance safety tests shall maintain the Carbon Monoxide Analyzer Calibration Log (CSD 785) Attachment B-VIII, documenting the calibration of all analyzers as required.
- b. Contractor performing blower door and duct leakage diagnostic tests shall maintain the Manometer Calibration Log (CSD 786) Attachment B-IX, documenting the calibration of all manometers as required.

**VII. SCHEDULE OF ATTACHMENTS**

The following documents are hereby attached to this Attachment B:

WEATHERIZATION BUILDING ASSESSMENT AND JOB ORDER SHEET (CSD-540)	ATTACHMENT B-I
2011 DOE-WAP PAYMENT SCHEDULE	ATTACHMENT B-II
CAP RIVERSIDE DOE-WAP APPEAL PROCESS	ATTACHMENT B-III
CSD WEATHERIZATION DEFERRAL FORM	ATTACHMENT B-IV
HEALTH AND SAFETY APPLIANCE REPLACEMENT POLICY	ATTACHMENT B-V
DOE-APPROVED PRIORITY LIST	ATTACHMENT B-VI
TRAINING REQUIREMENTS MATRIX	ATTACHMENT B-VII
MONOXIDE ANALYZER CALIBRATION LOG (CSD 785)	ATTACHMENT B-VIII
MANOMETER CALIBRATION LOG (CSD 786)	ATTACHMENT B-IX
DEFINITIONS	ATTACHMENT X

**CSD Dwelling Assessment Form**

**Section 1: Client/Dwelling Information**

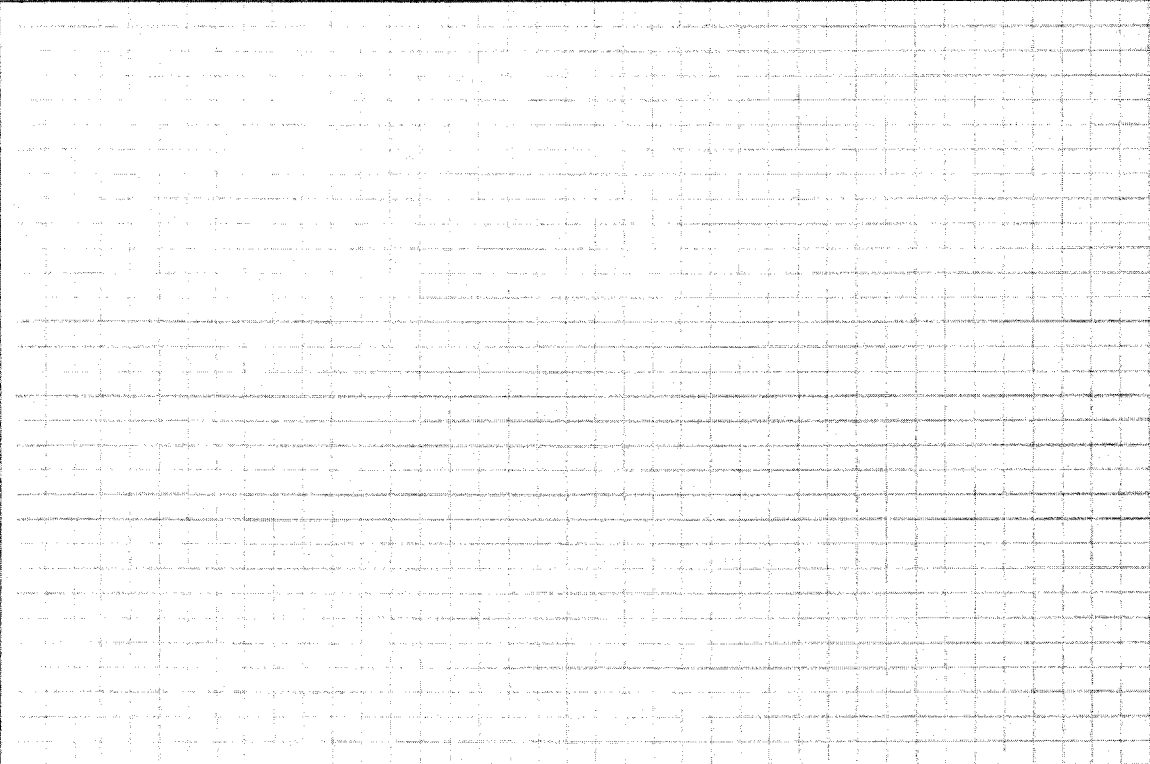
Client Name:		Client is: <input type="checkbox"/> Owner <input type="checkbox"/> Renter		Job Number:	
Address:					
City:				Zip:	
Phone1: (    )		<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell		Phone2: (    ) <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell	
Email:					
Dwelling Location: <input type="checkbox"/> Urban <input type="checkbox"/> Rural			Year Home Built:  Documentation Required! See Section 16		
Sq Ft:		# Stories:		HUD Built? Y N	
Does Dwelling Have More Than One FAU? Y N			CEC Climate Zone: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16		
Is client currently on "CARE" or other income-qualified utility rate? Y N					
Dwelling Type: <input type="checkbox"/> SFD • <input type="checkbox"/> Mobile • <input type="checkbox"/> MUD (2-4 units) • <input type="checkbox"/> MUD (5 or more units) • <input type="checkbox"/> Unoccupied MUD • <input type="checkbox"/> Shelter [# _____ Units # _____ Residents]					
Heating Type: <input type="checkbox"/> Forced Air Unit (FAU) • <input type="checkbox"/> Window/Wall • <input type="checkbox"/> Portable Device • <input type="checkbox"/> No Primary Heating • <input type="checkbox"/> Other:					
Heat Fuel: <input type="checkbox"/> Natural Gas • <input type="checkbox"/> Propane (LP-Gas) • <input type="checkbox"/> Electric • <input type="checkbox"/> Wood • <input type="checkbox"/> Fuel Oil • <input type="checkbox"/> Kerosene • <input type="checkbox"/> None • <input type="checkbox"/> Other: • <input type="checkbox"/> Fuel Change Req'd					
Cooling Type: <input type="checkbox"/> Central AC • <input type="checkbox"/> Window/Wall AC • <input type="checkbox"/> Central Evap Cooler • <input type="checkbox"/> Window/Wall Evap Cooler • <input type="checkbox"/> Fans • <input type="checkbox"/> Portable Devices • <input type="checkbox"/> None • <input type="checkbox"/> Other:					
Water Heater: <input type="checkbox"/> Nat-Gas • <input type="checkbox"/> Propane • <input type="checkbox"/> Electric • <input type="checkbox"/> Other:			Range Type: <input type="checkbox"/> Nat-Gas • <input type="checkbox"/> Electric • <input type="checkbox"/> Other:		
Assessor / Auditor Printed Name:		1.		Signature:	
Assessor / Auditor Printed Name:		2.		Signature:	
				Date:	
				Date:	

**Section 2: Diagnostic Tests & Lead-Safe Weatherization Requirements**

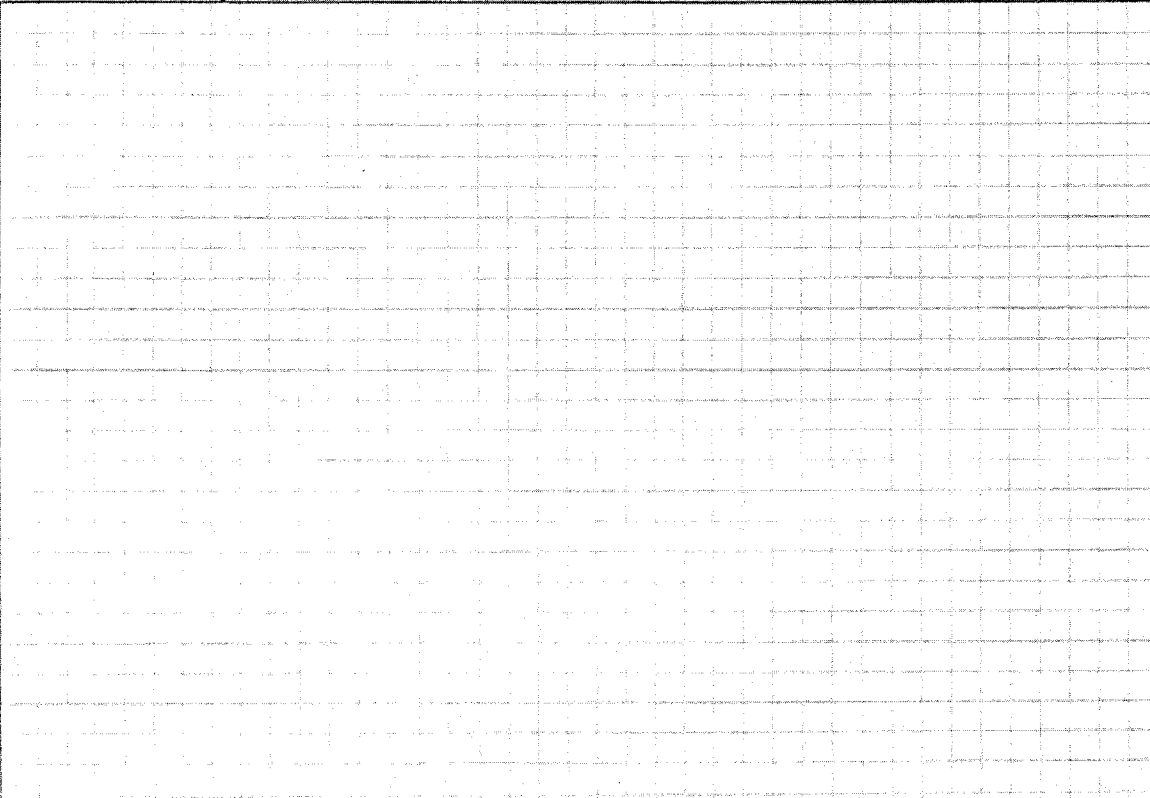
Lead Renovator Req'd?	Pre-1978 home?	Y	N	Is home "Certified Lead Free?"	Y	N	Is Lead-safe Wx req'd?	Y	N
CAS:	Test Required?	Y	N	Pre-Test: N/A	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	Post-Test: N/A	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
Blower Door:	Test Required?	Y	N	Pre-Test: N/A	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	Post-Test: N/A	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
Duct Leakage:	Test Required?	Y	N	Pre-Test: N/A	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	Post-Test: N/A	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
Energy Audit:	Audit Required?	Y	N	Priority List: DOE Priority List Used?	Y	N			
Additional Forms Attached: CASIF <input type="checkbox"/> Blower Door <input type="checkbox"/> Duct Leakage <input type="checkbox"/> Other <input type="checkbox"/>									
General Notes on Client/Dwelling/Tests:									

### CSD Dwelling Assessment Form

#### Section 3: Building Layout

	Legend:
	CA = Crawlspace Access
	FD = Front Door
	BD = Back Door
	SD = Sliding Door
	GD = Garage Door
	SE = Side Entrance
	BW = Broken Window
	WH = Water Heater
	WF = Wall Furnace
FF = Floor Furnace	
FAU = Forced Air Unit	

#### Section 4: Attic Layout

	Legend:
	AA = Attic Access
	HS = Heat Source
	TV = Turbine Vent
	RJ = Roof Jack
	EV = Eave Vent
	GV = Gable Vent
	EV = Eyebrow Vent
	FV = Foundation Vent
	RT = Return
DT = Ducts	

**CSD Dwelling Assessment Form**

**Section 5: Insulation & Attic / Crawlspace Ventilation**

<b>KNOB-AND-TUBE WIRING</b>						
Is Knob-and-Tube Wiring Present? Y N		If Knob-and-Tube Wiring is Present, is it: <input type="checkbox"/> Abandoned <input type="checkbox"/> Present & Energized				
If Knob-and-Tube Wiring is Present (whether abandoned or energized), an electrical (C-10) survey must be completed in <input type="checkbox"/> Attic <input type="checkbox"/> Walls <input type="checkbox"/> Floors						
Notes about Knob-and-Tube Wiring:						
Joist Size/Spacing Ok? Y N • Hazardous materials present? Y N • Attic access blocked? Y N • Blocking missing around HPDs? Y N • Attic access insulated? Y N						
<b>INSULATION</b>		<b>Ceiling 1</b>	<b>Ceiling 2</b>	<b>Kneewall</b>	<b>Floor</b>	<b>Wall</b>
Insulation Type: BFG = Blown Fiberglass • CEL = Cellulose • FGB = Fiberglass Batt • RW = Rockwool						
<b>Existing</b>	Sq. Ft					
	R-Value					
	Type					
<b>Needed</b>	Sq. Ft./#Bags					
	R-Value	R-	R-	R-	R-	R-
	Type					
*If insulation is feasible and installed, a copy of the Insulation Certificate must be kept in the customer file.						
<b>ATTIC VENTING</b>		<i>Upper NFVA</i>	<i>Lower NFVA</i>	<i>Attic Venting Details:</i>		
<b>Required</b>		SF	SF			
<b>Existing</b>	# & Type	SF	SF			
	NFVA	SF	SF			
	Location	SF	SF			
<b>Needed</b>	# & Type	SF	SF			
	NFVA	SF	SF			
	Location	SF	SF			
				<b>FOUNDATION VENTING NFVA</b>		
				Existing		SF
				Needed		SF
				<i>Foundation Venting Details:</i>		

**Section 6: Health and Safety—Appliance Summary (Complete for all appliances)**

APPLIANCE SUMMARY	Existing?	Gas/Elec	Operable?	Service/Repair Needed	Hazard Fail?	Details
Heating System #1	Y N	G E	Y N	Y N	Y N	<input type="checkbox"/> Fix CVA
Heating System #2	Y N	G E	Y N	Y N	Y N	<input type="checkbox"/> Fix CVA
Water Heater	Y N	G E	Y N	Y N	Y N	<input type="checkbox"/> Fix CVA
Cook Stove	Y N	G E	Y N	Y N	Y N	<input type="checkbox"/> Range • <input type="checkbox"/> Cooktop & Separate Oven
Kitchen Exhaust	Y N		Y N	Y N		
Additional CVA Required? Y N		Materials Needed:				
<b>COOLING SYSTEM</b>						
Air Conditioners	Existing? Y N	Unit Outlet OK & Grounded? Y N		Less than 15 yrs old? Y N		
Evaporative Cooler	Existing? Y N	Unit Outlet OK & Grounded? Y N		Less than 15 yrs old? Y N		
Notes on Cooling System:						

State of California  
 DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT  
 CSD 540 (10/13/2011)

**CSD Dwelling Assessment Form**

**Section 6: Health and Safety—Appliance Summary, Continued**

ALARMS			
CO Alarm	Estimate Qty Needed:	Location	
Smoke Alarm	Estimate Qty Needed:	Location	
<i>Notes on Alarms:</i>			
PORTABLE DEVICES			
Device #1	Y	N	<input type="checkbox"/> Heater <input type="checkbox"/> Cooler <input type="checkbox"/> N/A
	<input type="checkbox"/> 18-hr- Medical Emergency		<input type="checkbox"/> 48-hr- Non-Medical Emergency
Device #2	Y	N	<input type="checkbox"/> Heater <input type="checkbox"/> Cooler <input type="checkbox"/> N/A
	<input type="checkbox"/> 18-hr- Medical Emergency		<input type="checkbox"/> 48-hr- Non-Medical Emergency
<i>Notes on Portable Device:</i>			

**Section 7: Appliance Repair & Replacement**

HEATING		Age/Year Made	Brand	Model #	Filter Dimensions	Capacity	Justification Codes
Furnace:		Existing			____ x ____	kBtuh	
<input type="checkbox"/> Central <input type="checkbox"/> Floor		Needed			____ x ____	kBtuh	
<input type="checkbox"/> Wall <input type="checkbox"/> Woodstove							
1. <b>Estimated</b> Maximum Furnace Capacity					2. <b>Required</b> load calculation method used, per State law:		
Floor Area (Sq. Ft.) _____ x 43.4 = _____ Btuh Output					<input type="checkbox"/> ACCA Manual J <input type="checkbox"/> Other:		
COOLING		Age/Year Made	Brand	Model #	Filter Dimensions	Capacity	Justification Codes
AC—Central		Existing			____ x ____	Tons	
		Needed			____ x ____	Tons	
AC:		Existing			____ x ____	Tons	
<input type="checkbox"/> Wall		Needed			____ x ____	Tons	
<input type="checkbox"/> Window							
Evap Cooler:		Discharge: <input type="checkbox"/> Down <input type="checkbox"/> Side • CFM _____ • # & Size Pads: # _____ @ _____ x _____ # _____ @ _____ x _____					
<input type="checkbox"/> Central		Vent Covers: (L: _____") x (W: _____") x (D: _____") Tapered Sq • (L: _____") x (W: _____") x (D: _____") Tapered Sq					
<input type="checkbox"/> Window		Repairs Needed:					
<input type="checkbox"/> Wall							
<input type="checkbox"/> Roof							
1. <b>Estimated</b> Maximum Cooling Capacity					2. <b>Required</b> load calculation method used, per State law:		
Floor Area (Sq. Ft.) _____ + 400 or 500 = _____ AC Tons					<input type="checkbox"/> ACCA Manual J <input type="checkbox"/> Other:		
* Use 400 in CEC Climate Zones 2 & 8–15, and use 500 in CZ 1, 3–7 & 16							
		Age/Year Made	Brand	Model #	Capacity	Justification Codes	Appliance Notes:
Water Heater:		Existing			kBtuh		
<input type="checkbox"/> Storage		Needed			kBtuh		
<input type="checkbox"/> Tankless							
Cook Stove:		Existing			kBtuh		
<input type="checkbox"/> Nat. Gas		Needed			kBtuh		
<input type="checkbox"/> Electric							

Attach Documentation!  
 See Section 16

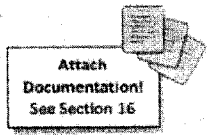
State of California  
 DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT  
 CSD 540 (10/13/2011)

**CSD Dwelling Assessment Form**

**Section 8: Window & Door Replacement**

Measure (Circle replacements in Layout – Section 3)	Type	Measurement	Details to Justify Replacement (For Catastrophic Leakage or Per Audit/Blower Door)
Window Replacement	Existing #		
	Needed #		
Window Replacement	Existing #		
	Needed #		
Window Replacement	Existing #		
	Needed #		
Window Replacement	Existing #		
	Needed #		
Storm Windows	Existing #		<input type="checkbox"/> Interior <input type="checkbox"/> Exterior
	Needed #		<input type="checkbox"/> Interior <input type="checkbox"/> Exterior
Sliding Glass Door Replacement	Existing #		
	Needed #		

Notes on Window & Door Replacement:



Exterior Door Repair / Replacement				Details to Justify Replacement
Door # & Location:	Door #1 Loc:	Door #2 Loc:	Door #3 Loc:	
<b>MATERIAL</b> SC = Solid Core / HC = Hollow Core				
B-Blank, P-Prehung • Hinge L/R:	B P • HL HR	B P • HL HR	B P • HL HR	
Size Spec'd (inches W x H x D):	___ x ___ x ___	___ x ___ x ___	___ x ___ x ___	
Size Used (inches):	___ x ___ x ___	___ x ___ x ___	___ x ___ x ___	
	Est Qty	Est Qty	Est Qty	
<b>Wood</b> Stop				
Jamb				
Trim				
<b>HARDWARE</b> Lockset				(Silver, Brass, Antique Brass)
Strike Plate				
Other				
Hinges: 3½" or 4"				
Deadbolt				
<b>DOOR BOTTOMS:</b> (Mill / Bronze)	M B	M B	M B	
Shoe: U(Shoe), L(Shoe)	U L	U L	U L	
Sweep: S(Standard), A(Auto)	S A	S A	S A	
Threshold Height	in.	in.	in.	
S(Saddle), B(Bumper)	S B	S B	S B	
<b>WEATHERSTRIPPING:</b> Y N	Type & Color	Type & Color	Type & Color	
Rigid:				
Flexible:				

**CSD Dwelling Assessment Form**

**Section 9: Duct Repair / Sealing / Replacement**

Asbestos-Containing Material Present

Location	Type	Condition	Disconnects	Materials Needed
M/H Belly Return				
M/H Duct Connector				
M/H Crossover				
Return Plenum				
Supply Plenum				
Registers/Boots				
Ducts				
Notes:				

**Section 10: Infiltration Reduction—Catastrophic Leaks**

Location:
Size:
Description:

**Section 11: Infiltration Reduction—Thermal Bypasses**

Location:
Size:
Description:

**Section 12: Infiltration Reduction—Shell Sealing**

	Needed	Description / Location	Justification Codes
Ceilings	Y N	# Patches: _____	
Walls	Y N	# Patches: _____	
Floors	Y N	# Patches: _____	
Damper	Y N	<input type="checkbox"/> Range hood, size: <input type="checkbox"/> Fireplace, size:	
Caulking		Qty Needed	Description / Location
Interior	Y N	LF	
Exterior	Y N	Tubes	
Cover Plate Gaskets	Y N	#	
Other Weatherstripping		Qty Needed	Size / Type
<input type="checkbox"/> Attic	Y N		
<input type="checkbox"/> Crawlspace	Y N		
<input type="checkbox"/> Appliance Door	Y N		
<input type="checkbox"/> Other _____	Y N		

**CSD Dwelling Assessment Form**

**Section 13: Mechanical Ventilation**

Existing? Y N	Measured CFM	Type/Location:	Duct ok? Y N
Feasible? Y N	Reason		
Required? Y N	Required CFM	Type/Location:	Duct Material:
Mechanical Ventilation Notes:			

**Section 14: Electric Measures**

Measure	Qty Needed	Description / Location / Comments
Hard-Wired CF Fixtures	#	#1: at: _____ Model: _____ <input type="checkbox"/> Dry <input type="checkbox"/> Damp <input type="checkbox"/> Wet #2: at: _____ Model: _____ <input type="checkbox"/> Dry <input type="checkbox"/> Damp <input type="checkbox"/> Wet
Fluorescent Torchiere Lamp	#	# Removed ____ at:
CFLs	#	# ____ Cluster Lighting, # ____ Others, at:
Ceiling Fans	#	#1: at: _____ Model: _____ <input type="checkbox"/> Light Kit: _____ #2: at: _____ Model: _____ <input type="checkbox"/> Light Kit: _____
Microwave Oven	1 0	Ground OK? Y N • GFCI Needed? Y N • Extension Cord? Y N
Water Heater Timer	1 0	
Refrigerator Replacement	#	Who owns refrigerator?: <input type="checkbox"/> Owner/Landlord <input type="checkbox"/> Tenant <input type="checkbox"/> Other (Rental/Loaner does <u>not</u> qualify)
Existing: Metered? Y N • Is Outlet OK & Grounded? Y N • Access & Floor OK? Y N • Size: ____ CF • Freezer: Top Bottom Side Age/Yr Mfd: _____ • Brand: _____ • Model: _____ • Serial No.: _____		
Remove 2 <sup>nd</sup> unit? Y N <input type="checkbox"/> Refrigerator <input type="checkbox"/> Freezer • Size: ____ CF • Location: _____ Owner: _____		
New: Size: ____ CF • Hinge: L R • Color: _____ • Max Ht: ____" Width: ____" • Freezer: <input type="checkbox"/> Top <input type="checkbox"/> Bottom		
Electric Measure Notes:		



**Section 15: Additional Measures**

Measure	Qty Needed	Description / Location / Comments
Faucet Aerators	#	at: _____ <input type="checkbox"/> Adapter • at: _____ <input type="checkbox"/> Adapter • at: _____ <input type="checkbox"/> Adapter
Showerheads: (Regular, Handheld)	#	R H at: _____ <input type="checkbox"/> Adapter : _____ • R H at: _____ <input type="checkbox"/> Adapter : _____ R H at: _____ <input type="checkbox"/> Adapter : _____ • R H at: _____ <input type="checkbox"/> Adapter : _____
Thermostats	#	<input type="checkbox"/> Programmable <input type="checkbox"/> Manual
Water Heater Insulation	#	#1: ____ Gal., Gas Electric • #2: ____ Gal., Gas Electric
Water Heater Pipe Insulation	LF	#1: Pipe: ____ LF @ ____" OD Galvanized Copper • #2: Pipe: ____ LF @ ____" OD Galvanized Copper
Water Heater Insul. (MUD-Central)	#	____ Gallons, Gas Electric
Duct Insulation	LF	
Shade Screens	#	
Wood Burning Space Heater <input type="checkbox"/> Insert <input type="checkbox"/> Free-standing	1 0	Need: <input type="checkbox"/> Hearth <input type="checkbox"/> Chimney Pipe <input type="checkbox"/> Other:
<input type="checkbox"/> Window Film, <input type="checkbox"/> Therm. Shutters	SF	



## CSD Dwelling Assessment Form

Assessor Notes:

## Section 16: Required Attachments

Attached?	When	What	Reference
<input type="checkbox"/>	For all projects	Written documentation from assessor's office or other verifiable source, stating age of dwelling.	Section 1
<input type="checkbox"/>	When appliances are repaired or replaced	Bids, photos to document need, additional info to justify repair/replacement	Section 7
<input type="checkbox"/>	When windows or doors are replaced	Photos showing damage or justification of "like-for-like." Other docs, as needed.	Section 8
<input type="checkbox"/>	When refrigerator is replaced	Photo of original (old) manufacturer's label and metering documentation	Section 14
<input type="checkbox"/>	Other Attachments (Describe):		

## Homeowner/Landlord Acceptance of Services:

I, (print name) \_\_\_\_\_, the undersigned, *understand* and *agree* to the following provisions:

- a. The actual work performed may vary slightly from the original assessment after work commences, due to discovery of unforeseen circumstances, such as the following: a measure turns out to be unfeasible, safety issues arise, funding changes occur, or other pertinent factors evolve. Should this happen, the Weatherization Contractor representative will explain why changes are necessary and what my options are, before work is continued.
- b. These services are free of charge to the owner (and tenant, if a rental). However, installation of any of the following—a new refrigerator, a microwave oven, compact fluorescent lamps (CFLs), compact fluorescent lighting fixtures, or compact fluorescent torchiere lamps—requires removal from the premises and proper disposal of the old appliances/bulbs that are replaced.
- c. If the dwelling is a rental, the tenants shall agree that any of the following items *owned by the Landlord and qualifying for installation*, shall *remain* in the dwelling when they move out. Check all that apply:  Refrigerator,  Microwave Oven,  Fluorescent Torchiere Lamps,  CO Alarms,  Programmable Thermostat,  Ceiling Fans,  Window-mount Air Conditioner,  Evaporative Cooler, and  Wood-burning Stove.
- d.  I hereby agree to allow all work described herein to be performed, or  I decline installation of the following measure(s):

1.	2.
3.	4.

- e. I further agree to allow all installed measures to be inspected and checked by the Agency and a State third party inspection entity upon request. \_\_\_\_\_ (Initial)

I am the  Owner,  Agent • Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Tenant Acknowledgement:

 Not applicable

I/we, (print names) \_\_\_\_\_, the undersigned tenant(s), understand that any of the following items that are installed by the weatherization program in my rental unit that belongs to the Landlord and shall remain in the dwelling when I/we move out.

Check all that apply:  Refrigerator,  Microwave Oven,  Fluorescent Torchiere Lamps,  CO Alarms,  Programmable Thermostat,  Ceiling Fans,  Window-mount Air Conditioner,  Evaporative Cooler, and  Wood-burning Stove.

I further agree to allow all installed measures to be inspected and checked by the Agency and a State third party inspection entity upon request. \_\_\_\_\_ (Initial)

Signature(s) \_\_\_\_\_ Date: \_\_\_\_\_

**AC REPLACEMENT**

- 1 ♦ Existing appliance is a Health & Safety hazard
- 2 ♦ Lack of AC poses imminent harm to occupants
- 3 ♦ Appliance defect—Other (explanation required in Assessor Notes)
- 4 Repair exceeds 50% of replacement cost and/or exceeds general maintenance cost
- 5 Replacement parts are obsolete/not available
- 6 Certified technician verified primary cooling source as inoperable/not repairable

**ATTIC VENTILATION**

- 7 Altic NFVA or ratio inadequate/improper
- 8 Wire mesh is dirty/not conforming

**COMBUSTION APPLIANCE SAFETY INSPECTION**

- 9 ♦ Appliance defect—cracked heat exchanger
- 10 ♦ Appliance defect—Other (explanation required in Assessor Notes)
- 11 ♦ Carbon monoxide at/above action level
- 12 Combustion air inadequate/improperly vented
- 13 ♦ Draft inadequate / spillage present
- 14 ♦ Flue/vent has defect/improper termination
- 15 ♦ Gas leak present
- 16 CAZ depressurization exceeds HDL
- 17 Clothes dryer moisture exhaust nonconforming
- 18 FAU return depressurizes open combustion enclosure
- 19 Return leak in furnace room not sealed
- 20 Unvented home heater present
- 21 Kitchen exhaust nonconforming
- 22 Nonconforming open comb. appl. in living space

**COOKING RANGE REPAIR/REPLACEMENT**

- 23 ♦ Existing appliance is a Health & Safety hazard
- 24 Repair exceeds 50% of replacement cost
- 25 Replacement parts are obsolete/not available
- 26 ♦ CO hazard cannot be corrected
- 27 ♦ Electrical hazard cannot be corrected
- 28 ♦ Oven door does not close properly because it is sprung or otherwise damaged.
- 29 ♦ Certified technician verified as inoperable/not repairable.

**COVER PLATE GASKETS**

- 30 Cover plate damaged/missing
- 31 Aluminum wiring present in outlet/switch box (Mobile Home)

**DOOR REPLACEMENT**

- 32 Catastrophic leakage provable & repair not feasible (must have photos and calculations)
- 33 Proven by energy audit
- 34 Building integrity issue: existing window rotten/damaged creating unsafe condition.

**DUCT INSULATION**

- 35 ♦ HPD/combustion air clearance inadequate
- 36 Attachment improperly/not installed/spaced
- 37 Duct is damaged/leaks
- 38 Duct support missing/nonconforming
- 39 Vapor barrier improperly/not installed

**DUCT REPAIR & SEALING**

- 40 Connection improperly made/secured/sealed
- 41 Duct/component/boot improperly or not sealed
- 42 Duct support inadequate/improper/missing
- 43 Fiberglass exposed in occupied area
- 44 Insulation not present
- 45 Register defective or hampered by sealant
- 46 Return leak in furnace room not sealed

**EVAPORATIVE COOLER INSTALLATION**

- 47 ♦ Existing appliance is a Health & Safety hazard.
- 48 ♦ Lack of unit poses imminent harm to occupants.
- 49 Repair exceeds 50% of replacement cost
- 50 Rusted and/or leaking pan not feasible to repair

- 51 Existing unit undersized for living space being cooled
- 52 Improperly supported/secured
- 53 Inadequate/nonconforming drain system
- 54 Improper disconnect/ dampers/ diffusers/ controls

**EVAPORATIVE COOLER REPAIR/ MAINTENANCE**

- 55 Belt/pulley/fan improperly positioned/adjusted
- 56 Defective component requires R&R (explanation required in Assessor Notes)
- 57 Electrical wiring nonconforming
- 58 Unit dirty. Needs cleaning/adjustment.

**EXHAUST FAN**

- 59 Fan missing/not installed (Mobile Homes only)
- 60 Fan repair required (all housing types)
- 61 Range hood repair required (explanation required in Assessor Notes)

**FLUORESCENT TORCHIERE**

- 62 Existing torchiere not fluorescent.

**GLASS REPLACEMENT**

- 63 Glazing compound missing/not properly tooled

**HEATING SYSTEM REPAIR/REPLACEMENT**

- 64 ♦ Existing appliance is a Health & Safety hazard
- 65 ♦ Lack of furnace poses imminent harm to occupants
- 66 Repair exceeds 50% of replacement cost
- 67 Replacement parts are obsolete/not available
- 68 ♦ CO hazard cannot be corrected.
- 69 ♦ Cracked/damaged/defective/improperly modified existing unit (explanation required in Assessor Notes)
- 70 No existing heating source in the home
- 71 ♦ Certified technician verified as inoperable/not repairable.

**INSULATION (ALL TYPES)**

- 72 Coverage incomplete/nonconforming
- 73 R-value inadequate/nonconforming

**INSULATION—CEILING & KNEEWALL**

- 74 ♦ Blocking of HPD, etc. improperly/not installed
- 75 Other blocking improperly/not installed
- 76 Combustion air vent obstructed
- 77 ♦ Electrical wiring/boxes improperly/not protected
- 78 ♦ Knob-and-tube requirements not met
- 79 Exhaust fan improperly/not vented outdoors

**INSULATION—FLOOR**

- 80 ♦ Clearance from HPD/vent/etc. nonconforming
- 81 ♦ Knob-and-tube safety requirements not met
- 82 Feasible location/cavity not insulated
- 83 Support type/spacing/attachment nonconforming
- 84 Ventilation for crawlspace nonconforming
- 85 Vapor barrier positioned improperly

**INSULATION—WALL**

- 86 Kneewall improperly/not insulated

**MICROWAVE OVEN**

- 87 Existing unit is inoperable
- 88 No existing unit and stove is inoperable

**MECHANICAL VENTILATION**

- 89 Ventilation below cautionary level

**MINOR ENVELOPE REPAIR**

- 90 Blower Door-identified shell leak
- 91 CVA requires correction or increased NFVA
- 92 Entrance door modification needed
- 93 Kitchen exhaust needed for Mobile Home
- 94 Water heater floor repair needed for Mobile Home
- 95 Chimney damper existing or non-functioning
- 96 Cover plate broken or missing
- 97 Roof leaks or is structurally substandard

**REFRIGERATOR REPLACEMENT**

- 98 SIR of 1.0 or greater by audit research
- 99 Properly grounded outlet non-existing
- 100 Refrigerator inoperable
- 101 ♦ Defects that compromise operating efficiency Appliance defect—explanation required in Assessor Notes
- 102 Appliance unable to maintain safe temperature (must be proven by metering results)

**SHELL SEALING**

- 103 Excessive leakage
- 104 Large holes in shell to big to caulk. Patch required.
- 105 Sealing of thermal bypasses required (no insulation to be installed)
- 106 Fireplace chimney damper repair or installation.

**SLIDING GLASS DOOR REPLACEMENT**

- 107 Catastrophic leakage provable & repair not feasible (must have photos and calculations)
- 108 Proven by energy audit

**STORM WINDOWS**

- 109 Prime window is degraded and cannot be replaced

**WATER HEATER REPAIR/REPLACEMENT**

- 110 ♦ Existing appliance is a Health & Safety hazard or inoperable.
- 111 Repair exceeds 50% of replacement cost
- 112 Replacement parts are obsolete/not available
- 113 ♦ CO hazard cannot be corrected.
- 114 Tank is leaking water
- 115 Mineral buildup significantly reduces efficiency/capacity
- 116 ♦ Cracked/damaged/defective/improperly modified existing unit (explanation required in Assessor Notes)
- 117 No existing heating source in the home
- 118 ♦ Certified technician verified as inoperable/not repairable.

**WINDOW REPLACEMENT**

- 119 Catastrophic leakage provable & repair not feasible (must have photos and calculations)
- 120 Proven by energy audit
- 121 Building integrity issue: existing window rotten/damaged creating unsafe condition.

**WOOD BURNING STOVES**

- 122 ♦ Existing stove is a Health & Safety hazard (CO)
- 123 ♦ Lack of stove poses imminent harm to occupants
- 124 Repair exceeds 30% of replacement cost
- 125 Replacement parts are obsolete/not available
- 126 ♦ CO hazard cannot be corrected.
- 127 ♦ Defective door. Can't repair/replace.
- 128 ♦ Cracked/damaged/defective/improperly modified
- 129 ♦ Certified technician verified as inoperable/not repairable.
- 130 Existing stove in Mobile Home not listed/approved for use in a mobile (per current HUD Code)

**NOTES FOR APPLIANCE REPAIR/REPLACEMENT:**

- Repairs & replacements performed under DOE for non-health and safety reasons are subject to the Energy Audit.
- Age is not a basis for appliance replacement.
- May be performed only in conjunction with weatherization services.
- Limited to dwelling's primary appliance.
- Health & Safety Appliance Repair and Replacement Policy governs programmatic policy.

♦ = Hazardous Condition

Line #	Measure	Type	Classification	Applicable DOE Climate Zones	Subcontractor Maximum Reimbursement Rate	Maximum Reimbursement for Non-Fixed Fees	Quantity Limits Per Job	Measure Life	Footnotes
<b>SECTION: Mandatory - Assessments/Diagnostics</b>									
1	Combustion Appliance Safety Test	Post	ADS	All zones	\$40.00			60 days	
2	Blower Door Test	Post	ADS	All zones	\$50.00			Until add'l work performed	1
3	Duct Leakage Test	Post	ADS	All zones	\$50.00			Until add'l work performed	2
4	Permits				Actual Cost				27
<b>SECTION: Mandatory - Health &amp; Safety (Does not require Energy Audit)</b>									
1	Carbon Monoxide Alarm	Lithium Battery	HSM	All zones for H&S reasons only	\$60.00		1 occurrence per dwelling; no maximum quantity		
2	Smoke Alarm	Lithium Battery	HSM	All zones for H&S reasons only	\$60.00		Minimum as required by code		26
2	Cooling Repair	Multi-Unit Central System	HSM	All zones for H&S reasons only	\$76 per hour + Materials	Not to exceed \$788 per MUD, or 50% of replacement	1 repair or replacement per MUD unit/building; primary only	DOE Re-wx Rule	3, 4, 5, 6, 8, 9, 10, 27
		AC Forced Air Unit (Split System)				Not to exceed \$1,742 per dwelling or 50% of replacement			3, 4, 5, 7, 8, 9, 10, 27
		AC Wall/Window				Not exceed \$788 per dwelling, or 50% of replacement	1 repair or replacement per dwelling; primary only		3, 4, 5, 7, 8, 9, 10, 27
		Evaporative Cooler				Not to exceed \$822 per dwelling or 50% of replacement			3, 4, 8, 10, 27
3	Cooling Replacement	Multi-Unit Central System - 2 ½ ton	HSM	All zones for H&S reasons only	\$1,074.00		1 repair or replacement per MUD unit/building; primary only	DOE Re-wx Rule	3, 4, 5, 6, 9, 10
		Multi-Unit Central System - 3 ton			\$1,074.00				
		Multi-Unit Central System - 3 ½ ton			\$1,074.00				
		Multi-Unit Central System - 4 ton			\$1,074.00				
		Multi-Unit Central System - 5 ton			\$1,074.00				
		Forced Air (Split System) - 2 ½ ton			\$2,140.00				
		Forced Air (Split System) - 3 ton			\$2,800.00				3, 4, 5, 7, 9, 10
		Forced Air (Split System) - 3 ½ ton			\$2,832.00				
		Forced Air (Split System) - 4 ton			\$3,134.00				
		Forced Air (Split System) - 5 ton			\$3,134.00				
		A/C Wall/Window - 12,000 btu			\$844.00				
		A/C Wall/Window - 14,000 btu			\$844.00				
		A/C Wall/Window - 18,000 btu			\$1,106.00				
A/C Wall/Window - 24,000 btu	\$1,348.00	3, 4, 5, 7, 9, 10							

Line #	Measure	Type	Classification	Applicable DOE Climate Zones	Subcontractor Maximum Reimbursement Rate	Maximum Reimbursement for Non-Fixed Fees	Quantity Limits Per Job	Measure Life	Footnotes
3	Cooling Replacement (Continued)	Evaporative Cooler (Roof/Down Draft) - 3,800 btu	HSM	All zones for H&S reasons only	\$1,425.00		1 repair or replacement per dwelling; primary only		3, 4, 9, 10
		Evaporative Cooler (Roof/Down Draft) - 4,800 btu			\$1,479.00				
		Evaporative Cooler (Roof/Down Draft) - 5,500 btu			\$1,479.00				
		Evaporative Cooler (Roof/Down Draft) - 6,800 btu			\$1,479.00				
		Evaporative Cooler (Window/Wall - Side Draft) - 3,800 btu			\$952.00				
		Evaporative Cooler (Window/Wall - Side Draft) - 4,800 btu			\$1,155.00				
		Evaporative Cooler (Window/Wall - Side Draft) - 5,500 btu			\$1,418.00				
		Evaporative Cooler (Window/Wall - Side Draft) - 6,800 btu			\$1,418.00				
4	Heating Source Repair	Multi-Unit Central System	HSM	All zones for H&S reasons only	\$76 per hour + Materials	Not to exceed \$1,742 or 50% of replacement	1 repair or replacement per MUD unit/building; primary only	DOE Re-wx Rule	3, 4, 6, 8, 9, 10, 27
		Exterior Wall Direct Vent, Interior Wall & Floor Furnace				Not to exceed \$1,742 or 50% of replacement			3, 4, 8, 9, 12, 27
		Forced Air Unit (Split System)				Not to exceed \$2,296 or 50% of replacement			3, 4, 8, 9, 10, 27
		Mobile Home Furnace				Not to exceed \$1,631 or 50% of replacement			3, 4, 8, 10, 11, 27
		Other Types Not Listed				Not to exceed \$2,375 or 50% of replacement			
		Package (Dual Pack)				Not to exceed \$3,364 or 50% of replacement			3, 4, 8, 9, 10, 27
		Wood-Fueled				Not to exceed \$2,375 or 50% of replacement			3, 4, 8, 9, 1, 12, 27
5	Heating Source Replacement	Multi-Unit (Central System) - 2 1/2 ton	HSM	All zones for H&S reasons only	\$916.00		1 repair or replacement per MUD unit/building; primary only		3, 4, 6, 9, 10
		Multi-Unit (Central System) - 3 ton			\$916.00				
		Multi-Unit (Central System) - 3 1/2 ton			\$1,001.00				
		Multi-Unit (Central System) - 4 ton			\$1,001.00				
		Multi-Unit (Central System) - 5 ton			\$1,147.00				
		Exterior Wall Direct Vent, Interior Wall & Floor Furnace - 30,000 btu			\$2,223.00				
		Interior Wall - 25,000 btu			\$1,487.00				
		Interior Wall - 35,000 btu			\$1,587.00				
		Interior Wall - 50,000 btu			\$2,157.00				
		Floor Furnace - 45,000 btu			\$2,763.00		1 repair or replacement per dwelling; primary only		3, 4, 9, 10
		Floor furnace - 60,000 btu			\$2,933.00				
		Forced Air (Split System) Single Family, Multi-position - 2 1/2 ton			\$1,745.00				
		Forced Air (Split System) Single Family, Multi-position - 3 ton, 45,000 btu			\$1,797.00				
		Forced Air (Split System) Single Family, Multi-position - 3 1/2 ton, 70,000 btu			\$1,851.00				
		Forced Air (Split System) Single Family, Multi-position - 4 ton, 90,000 btu			\$2,104.00				
		Forced Air (Split System) Single Family, Multi-position - 5 ton, 100,000 btu			\$2,314.00				

Line #	Measure	Type	Classification	Applicable DOE Climate Zones	Subcontractor Maximum Reimbursement Rate	Maximum Reimbursement for Non-Fixed Fees	Quantity Limits Per Job	Measure Life	Footnotes		
5	Heating Source Replacement (Continued)	Furnace Down Flow, Mobile Home, Single-wide - 56,000 btu	HSM	All zones for H&S reasons only	\$2,708.00		1 repair or replacement per dwelling; primary only	DOE Re-wx Rule	3, 4, 9, 10		
		Furnace Down Flow, Mobile Home, Single-wide - 70,000 btu			\$2,893.00						
		Furnace Down Flow, Mobile Home, Double-wide - 77,000 btu			\$2,934.00						
		Furnace Down Flow Mobile Home, Double-wide - 90,000 btu			\$2,934.00						
		Furnace Up Flow, Mobile Home, 3 ton - 80,000 btu			\$2,934.00						
		Furnace Up Flow, Mobile Home, 4 ton - 80,000 btu			\$2,934.00						
		Furnace Up Flow, Mobile Home, 5 ton - 100,000 btu			\$2,934.00						
		Other Types Not Listed			Actual Cost					Not to exceed \$4,749 per dwelling	3, 4, 10, 11, 27
		Package (Dual Pack), Mobile Home, All Electric Heat Pump - 2 ton			\$5,302.00						
		Package (Dual Pack), Mobile Home, All Electric Heat Pump - 2 1/2 ton			\$5,786.00						
		Package (Dual Pack), Mobile Home, All Electric Heat Pump - 3 ton			\$6,055.00						
		Package (Dual Pack), Mobile Home, All Electric Heat Pump - 3 1/2 ton			\$6,055.00						
		Package (Dual Pack), Mobile Home, All Electric Heat Pump - 4 ton			\$6,055.00						
		Package (Dual Pack), Mobile Home, All Electric Heat Pump - 5 ton			\$6,055.00						
		Package (Dual Pack), Mobile Home, Gas/Electric - 2 ton			\$4,054.00						
		Package (Dual Pack), Mobile Home, Gas/Electric - 2 1/2 ton			\$4,277.00						
		Package (Dual Pack), Mobile Home, Gas/Electric - 3 ton			\$4,491.00						
		Package (Dual Pack), Mobile Home, Gas/Electric - 3 1/2 ton			\$4,826.00						
		Package (Dual Pack), Mobile Home, Gas/Electric - 4 ton			\$5,182.00						
		Package (Dual Pack), Mobile Home, Gas/Electric - 5 ton			\$5,786.00						
		Package (Dual Pack), Single Family, Electric - 2 ton			\$3,817.00						
		Package (Dual Pack), Single Family, Electric - 2 1/2 ton			\$4,097.00						
		Package (Dual Pack), Single Family, Electric - 3 ton			\$4,380.00						
		Package (Dual Pack), Single Family, Electric - 3 1/2 ton			\$4,867.00						
		Package (Dual Pack), Single Family, Electric - 4 ton			\$4,894.00						
		Package (Dual Pack), Single Family, Electric - 5 ton			\$5,016.00						
		Package (Dual Pack), Single Family, Gas - 2 ton			\$4,054.00						
		Package (Dual Pack), Single Family, Gas - 2 1/2 ton			\$4,277.00						
		Package (Dual Pack), Single Family, Gas - 3 ton			\$4,491.00						
		Package (Dual Pack), Single Family, Gas - 3 1/2 ton			\$4,826.00						
		Package (Dual Pack), Single Family, Gas - 4 ton			\$5,182.00						
		Package (Dual Pack), Single Family, Gas - 5 ton			\$5,786.00						
Wood-Fueled	Actual Cost	Note to exceed \$4,749 per dwelling	3, 4, 9, 10, 12, 27								
6	Range Hoods, Wall/Ceiling Mounts	Repair	HSM	All zones for H&S reasons only	\$58 per hpur + Materials	Not to exceed \$350 per dwelling	1 repair or replacement per dwelling; mobiles only		13, 27		
		Range Hood			\$300.00						
		Vent - 24"x3'			\$33.00				13		
		Vent - 25"x5'			\$33.00						

Line #	Measure	Type	Classification	Applicable DOE Climate Zones	Subcontractor Maximum Reimbursement Rate	Maximum Reimbursement for Non-Fixed Fees	Quantity Limits Per Job	Measure Life	Footnotes
7	Thermostat	Manual	HSM	All zones for H&S reasons only	\$65.00		2 thermostat per dwelling		14, 15
		Programmable			\$142.00				
8	Water Heater Repair	Multi-Unit Central System	HSM	All zones for H&S reasons only	\$76 per hour + Materials	Not to exceed \$970 or 50% of replacement	1 repair or replacement per MUD unit/building	DOE Re-wx Rule	3, 4, 6, 10, 27
		Electric				Not to exceed \$970 or 50% of replacement	1 repair or replacement per dwelling; primary only		3, 4, 10, 27
		Natural Gas & Propane				Not to exceed \$900 or 50% of replacement			
9	Water Heater Replacement	Multi-Unit Central System	HSM	All zones for H&S reasons only	Actual Cost	Not to exceed \$1,940 per MUD	1 repair or replacement per MUD unit/building	DOE Re-wx Rule	3, 4, 6, 10
		Electric - 30 gallon				\$1,746.00			
		Electric - 40 gallon				\$1,746.00			
		Electric - 50 gallon				\$1,746.00			
		Natural Gas & Propane - 30 gallon				\$1,746.00	1 repair or replacement per dwelling; primary only		3, 4, 10
		Natural Gas & Propane - 40 gallon				\$1,746.00			
		Natural Gas & Propane - 50 gallon				\$1,746.00			
		Mobile Home - 30 gallon				\$1,600.00			
		Mobile Home - 40 gallon				\$1,600.00			
<b>SECTION: Mandatory - Infiltration Reduction Measures (Requires Energy Audit if cost exceeds maximum limit; to be installed in conjunction with Blower Door/Duct Blaster)</b>									
1	Caulking	Mobile Home	INF	All zones; requires blower door	\$1.75 per lin ft	Not to exceed \$90 per dwelling	1 occurrence per dwelling	DOE Re-wx Rule	16, 17, 18, 25
		Multi-Unit				Not to exceed \$45 per dwelling			
		Single				Not to exceed \$75 per dwelling			
		Backer Rod				Not to exceed a combined maximum per dwelling type			
2	Coverplate/Gaskets	Single	INF	All zones; requires blower door	\$7.00	Not to exceed \$33 per dwelling	1 occurrence per dwelling, no max quantity	DOE Re-wx Rule	16
		Double			\$7.00				
3	Door Repair	Exterior (all other Types)	INF	All zones; catastrophic leak only otherwise requires blower door	\$58 per hpur + Materials	Not to exceed \$250 per door	3 repairs or replacements per dwelling	DOE Re-wx Rule	16, 17, 18, 19
		Sliding Glass - 72" x 80" and smaller				Not to exceed \$713 per door	1 repair per dwelling		
		Replacement- greater than 72" x 80"				Not to exceed \$856 per door	2 repairs per dwelling		
3-A	Door Repair - Detail	Door Threshold	INF	All zones; catastrophic leak only otherwise requires blower door	\$34.00			DOE Re-wx Rule	16, 17, 18, 19
		Door Shoe			\$20.00				
		Door Entry Handle/Lockset/Dead bolt			\$47.00				
		5" Back set latch bolt			\$49.00				
		Interior Door Handle			\$5.00				
		Hinges 3-1/2" or 4" loose pin			\$9.00				
		Hinges 3-1/2" or 4" locking pin			\$11.00				
		Double door Slide bolt			\$43.00				
		Door or Window Casing			\$3.20 per lin ft				
		Door jamb stock			\$5 per lin ft				
		Door jamb stock, rabbeted jamb			\$5 per lin ft				
		Door Stop			\$3.20 per lin ft				
		Striker Plate, regular			\$17.00				
		Striker plate, safety or mag type			\$25.00				
Lockset Brace	\$43.00								

Line #	Measure	Type	Classification	Applicable DOE Climate Zones	Subcontractor Maximum Reimbursement Rate	Maximum Reimbursement for Non-Fixed Fees	Quantity Limits Per Job	Measure Life	Footnotes
4	Door Replacement (Catastrophic leaks only)	Exterior - 30"x80"	INF	All zones; catastrophic leak only otherwise requires blower door	\$450.00		4 repairs or replacements per dwelling		16, 17, 18, 20
		Exterior - 32" 80"			\$450.00				
		Exterior - 36"x80"			\$450.00				
		Exterior - All Other Types			\$450.00				
		Sliding Glass - 72" x 80" and smaller			\$1,283.00				
	Replacement- greater than 72" x 80"			\$1,603.00		2 replacements per dwelling		16, 17, 21	
5	Ducts Repairs & Replacement		INF	All zones; requires Duct Blaster	\$58 per hpur + Materials	Not to exceed \$2,200 per dwelling	1 repair or replacement per dwelling		18, 27
6	Glass Replacement	Catastrophic leaks only	INF	All zones;	\$7 per sq ft	Not to exceed \$525 per dwelling	1 occurrence per dwelling, no max quantity		16, 17, 18, 27
7	Minor Envelope Repair								
7-A		Roof Mastic	INF	All zones; requires blower door	\$9.40 per sq ft	\$1331 (cannot exceed a combined total of all MER measures) Disaster Relief \$6500	1 occurrence per dwelling	DOE Re-wx Rule	16, 17, 20, 21
		Combustion Air Venting Through Roof - 1 Vent (upper/lower)			\$120.00				
		Combustion Air Venting Through Roof - 2 Vent (upper/lower)			\$150.00				
		Dryer Vent - Opening Only			\$55.00				
		Dryer Vent Kit			\$25.00				
		Attic Access - Hinged Lid for Disappearing Stair Cover			\$75.00				
		New Attic Access (Include weatherstrip and insulation)			\$92.00				
		Attic Access Door (includes weatherstrip and insulation)			\$40.00				
		Floor Repair fo Mobile Home Hot Water Heater			\$58 per hpur + Materials				
		Kitchen Cabinet Repair/Retrofit (built-in microwaves replaced only)			\$58 per hpur + Materials				
		Knob and Tube Wiring			\$58 per hpur + Materials				
		Minor Roof Repairs			\$58 per hpur + Materials				
	Mobile Home Skirting	\$58 per hpur + Materials						16, 17, 20, 21, 27	
8	Vent Cover, Interior	Evaporative Cooler/Air Conditioner	INF	All zones; requires blower door	\$60.00		2 covers per dwelling		16, 17, 18
9	Weatherstripping	Other		All zones	\$2.10 per lin ft		1 occurrence per dwelling; no maximum quantity		16, 17, 18, 22
10	Windows	Repair		All zones; catastrophic leak only otherwise requires blower door	\$58 per hpur + Materials	Not to exceed \$1,200 Max per dwelling	1 occurrence per dwelling; no maximum quantity		16, 17, 18, 27
		Replacement				Not to exceed \$2,400 per dwelling			
<b>SECTION: Mandatory - Other Measures (Requires Energy Audit if cost exceeds maximum limit)</b>									
1	Compact Fluorescent Lamps	Hard Wire	EBL	All zones	\$68.00		2 lamps per dwelling		15
		Thread Based			\$7.00		10 bulbs per dwelling		
2	Duct Insulation		GHW	All zones, only if required by Title 24	\$0.95 per sq ft		1 occurrence per dwelling; no maximum quantity		
3	Filter Replacement	Air Conditioning	GHW	All zones	\$90.00		1 occurrence per dwelling;	DOE Re-wx Rule	25
		Fumace			\$90.00		1 occurrence per dwelling		
4	Hot Water Flow Restrictor	Faucet Restrictor	GHW	All zones	\$7.50	Not to exceed \$35 per showerhead	1 occurrence per dwelling; no maximum quantity		25
		Low Flow Handheld Showerhead; Included diverter valve and adapter			\$32.00				
		Low Flow Showerhead; included divert valve and adapter			\$24.00				
5	Mechanical Ventilation		INF	All zones	\$58 per hpur + Materials		1 occurrence per dwelling; no maximum quantity		17

Line #	Measure	Type	Classification	Applicable DOE Climate Zones	Subcontractor Maximum Reimbursement Rate	Maximum Reimbursement for Non-Fixed Fees	Quantity Limits Per Job	Measure Life	Footnotes	
6	Refrigerator Replacement	17-18 cu ft	EBL	All zones	\$930.00		1 replacement per dwelling		15, 23, 28	
		19-20 cu ft			\$1,070.00					
		21-24 cu ft			\$1,070.00					
		Refrigerator - Outlet Grounding			\$58 per hour + Materials					
7	Water Heater Blanket		GHW	All zones	\$50.00		1 blanket per dwelling	DOE Re-wx Rule	25	
8	Water Heater Pipe Wrap		GHW	All zones	\$3.50 per lin ft		1 occurrence per dwelling; no maximum quantity		25	
9	Weatherstripping	Hinged Door	GHW	All zones	\$40.00		1 occurrence per dwelling; no maximum quantity		17, 18, 22, 25	
<b>SECTION: Mandatory DOE Priority List (Requires Energy Audit If cost exceeds maximum limit; DOE Climate Zone Specific)</b>										
1	Attic Ventilation	Eave Vent	INS	Zones 4 & 5 only, in conjunction with ceiling insulation	\$17.50	Not to exceed \$355 per dwelling	1 occurrence per dwelling; no maximum quantity		24	
		Turbine Vent			\$75.00					
		Vent Screen			\$8.50					
		Gable Vent			\$250.00					
		Dormer Vent			\$50.00					
2	Ceiling Insulation	R-value 11	INS	Per Priority List	\$0.69 per sq ft		1 occurrence per dwelling; no maximum quantity			
		R-value 19			\$0.89 per sq ft					
		R-value 30			\$1.09 per sq ft					
		R-value 38			\$1.25 per sq ft					
3	Floor Foundation Venting		INS	Per priority list only, in conjunction with floor insulation	\$58 per hour + Materials	Not to exceed \$360 per dwelling	1 occurrence per dwelling; no maximum quantity	DOE Re-wx rule	24	
4	Floor Insulation	Over 36" Clearance	INS	Per Priority List	\$1.14 per sq ft		1 occurrence per dwelling; no maximum quantity			
		Under 36" Clearance			\$1.34 per sq ft					
5	Kneewall Insulation	R-value 11	INS	Per Priority List	\$0.69 per sq ft		1 occurrence per dwelling; no maximum quantity			
		R-value 19			\$0.89 per sq ft					
6	Thermostat	Programmable	HCM	Per Priority List	\$142.00		2 thermostat per dwelling		14, 15	
7	Wall Insulation	Insulation	INS	Per Priority List	\$1.05 per sq ft		1 occurrence per dwelling; no maximum quantity			
		Wall Repair - Tap Joint Compound, Plaster			\$34.50					All repairs
		Wall Repair - Stucco Patch, Plywood			\$34.25					All repairs
<b>SECTION: Optional (Requires Energy Audit)</b>										
1	Cooling Replacement (Energy Efficiency Upgrades)	Multi-Unit Central System - 2 ½ ton	HCM	All zones for H & S Reasons only	SIR per Energy Audit		1 repair or replacement per MUD unit/building; primary only	DOE Re-wx rule	3, 4, 5, 6, 9, 10	
		Multi-Unit Central System - 3 ton								
		Multi-Unit Central System - 3 ½ ton								
		Multi-Unit Central System - 4 ton								
		Multi-Unit Central System - 5 ton								
		Forced Air (Split System) - 2 ½ ton								
		Forced Air (Split System) - 3 ton								
		Forced Air (Split System) - 3 ½ ton								
		Forced Air (Split System) - 4 ton					1 repair or replacement per dwelling; primary only		3, 4, 5, 7, 9, 10	
		Forced Air (Split System) - 5 ton								
		A/C Wall/Window - 12,000 btu								
		A/C Wall/Window - 14,000 btu								
		A/C Wall/Window - 18,000 btu								
		A/C Wall/Window - 24,000 btu								
A/C Wall/Window - 24,000 btu										





Line #	Measure	Type	Classification	Applicable DOE Climate Zones	Subcontractor Maximum Reimbursement Rate	Maximum Reimbursement for Non-Fixed Fees	Quantity Limits Per Job	Measure Life	Footnotes
2	Heating Source Replacement (Energy Efficiency Upgrades) - Continued	Package (Dual Pack) Mobile Home, Gas/Electric - 2 ton	HCM	All zones for H&S reasons only	SIR per Energy Audit		1 repair or replacement per dwelling; primary only	DOE Re-wx rule	3, 4, 9, 10
		Package (Dual Pack) Mobile Home, Gas/Electric - 2 1/2 ton							
		Package (Dual Pack) Mobile Home, Gas/Electric - 3 ton							
		Package (Dual Pack) Mobile Home, Gas/Electric - 3 1/2 ton							
		Package (Dual Pack) Mobile Home, Gas/Electric - 4 ton							
		Package (Dual Pack) Mobile Home, Gas/Electric - 5 ton							
		Package (Dual Pack) Single Family, Electric - 2 ton							
		Package (Dual Pack) Single Family, Electric - 2 1/2 ton							
		Package (Dual Pack) Single Family, Electric - 3 ton							
		Package (Dual Pack) Single Family, Electric - 3 1/2 ton							
		Package (Dual Pack) Single Family, Electric - 4 ton							
		Package (Dual Pack) Single Family, Electric - 5 ton							
		Package (Dual Pack) Single Family, Gas - 2 ton							
		Package (Dual Pack) Single Family, Gas - 2 1/2 ton							
		Package (Dual Pack) Single Family, Gas - 3 ton							
		Package (Dual Pack) Single Family, Gas - 3 1/2 ton							
		Package (Dual Pack) Single Family, Gas - 4 ton							
Package (Dual Pack) Single Family, Gas - 5 ton									
	Wood-Fueled								3, 4, 9, 10, 12, 27
3	Shade Screen		GHW	All zones	SIR per Energy Audit		1 occurrence per dwelling; no maximum quantity		
4	Shutter		INF	All zones	SIR per Energy Audit		1 occurrence per dwelling; no maximum quantity		
5	Storm Window	Fixed, Glass Glazing	INF	Zones 1 - 4	SIR per Energy Audit		1 occurrence per dwelling; no maximum quantity	DOE Re-wx rule	14
		Fixed, Polycarbonate							
		Operable, Glass Glazing							
		Operable, Polycarbonate							
6	Timer, Electric Water Heater		HWR	All zones	SIR per Energy Audit		1 timer per dwelling		
7	Tinted Window Film		HWR	All zones	SIR per Energy Audit		1 occurrence per dwelling; no maximum quantity		
8	Window	Replacement for Energy efficiency upgrades	INF	Requires energy audit in all cases until further notice; includes sliding glass doors	SIR per Energy Audit		1 occurrence per dwelling; no maximum quantity		16, 17, 18, 27

Classification Key	
ADS	Assessment/Diagnostics
HSM	Health & Safety Measure
INS	Insulation Measure
INF	Infiltration Reduction Measure
EBL	Electric Baseload Measure
HWR	Hot Water Measure
HCM	Heating Cooling Measure

## 2011 DOE FOOTNOTES

1	Blower door diagnostics are required on 100% of all dwellings in accordance with CSD WIS and is for shell sealing purposes only not including duct leakage. If blower door is not performed, minor envelope repairs excluding only doors and windows with catastrophic leaks can NOT be installed. Blower door diagnostics can not be used for duct leakage tests. The time expended for the installation for infiltration reduction measures during the test are not chargeable to this line item.
2	A Duct Blaster shall be used to perform duct leakage testing on all dwellings with an FAU. Duct testing is a stand-alone test billed separately, even when performed for a dwelling in which a Blower Door Test is performed for purposes of assessing outside air infiltration.
3	If required by the local jurisdiction, a building permit must be obtained and finalized for vented appliance installations (Furnace, Boiler, Water Heater and Vented Space Heater), Evaporative Cooler, Central HVAC, and Wood-Fueled Space Heater installations. A copy of the finalized permit must be placed in client's file.
4	Special licensing is required for the installation of Central HVAC systems, Furnace, and Boilers. Special licensing may also be required for the installation and/or repair of Evaporative Cooler, Vented Space Heater, Air Conditioning, and Gas and Electric Water Heaters, if two or more weatherization measures are not installed in a single unit. Electrical wiring upgrade/replacement and knob-and-tube wiring certification will always require a C-10 license.
5	Technicians performing evacuation and charging of refrigerant must have EPA-approved certification as a Type II or Universal technician. Refrigerant shall be recovered, and all hazardous waste materials shall be disposed of in conformance with federal, state, and local codes.
6	The total cost per unit must be allocated to all units in the building being served by the central unit. Total costs of the central unit is subject to the sixty-six percent (66%) or fifty percent (50%) eligibility rule used to weatherize all units in a building.
7	Do not perform if dwelling has an operable evaporative cooler.
8	Repairs also include cleaning and filter replacement when applicable.
9	Reimbursement cannot be claimed under "Other Types Not Listed" for costs that exceed the maximums in the other categories of cooling and heating repairs and replacements.
10	Must be classified as health and safety if a gas or electrical safety hazard exists. Age of the appliance cannot be used as a criterion for replacement. Upgrades in heating and cooling appliances for energy efficiency purposes are subject to the energy audit unless required by Title 24.
11	Propane furnace repairs and replacements shall be reimbursed under Other Types Not Listed.
12	A wood-fueled space heater may only be installed if it is to be used to replace a fossil-fueled space heater and/or damaged or hazardous wood stove that cannot feasibly be repaired, i.e., cost of repair exceeds fifty percent (50%) of replacement cost, or existing unit is not a listed and labeled stove.
13	Repairs and replacements are allowable on pre-existing and vented kitchen exhausts in all unit types. New vented kitchen exhausts may be installed where one was not existing in mobile homes only.
14	Manual Thermostats may be installed in lieu of Programmable Thermostats only if the old thermostat is inoperable and if it is determined that the client receiving such services will not be able to operate and maintain a Programmable Thermostat properly and it is installed for health and safety reasons.
15	Contractors shall ensure the proper disposal of hazardous wastes products, such as fluorescent lamps (tubes, screw-in and plug-in), batteries, and mercury thermostats in accordance with the Universal Waste Rule (Hazardous Waste Management System: Modification of the Hazardous Waste Recycling Regulatory Program); Final Rule.
16	When using a blower door in conjunction with weatherizing a dwelling, do not apply these measures if the shell leakage is less than the Minimum Ventilation Requirement or if the economic stop point for air sealing has been reached. Does not apply to catastrophic leaks that are health and safety hazards, e.g., broken-out window, severely damaged door, etc.
17	If a combustion appliance safety hazard or other unsafe conditions requiring repair is found to exist and cannot be repaired under the scope of the program, Contractor may not install the infiltration reduction and duct sealing measures identified by this note.
18	If costs should occur such that the maximum time or costs are exceeded, the additional time or costs cannot be charged to Minor Envelope Repair.
19	When installing an exterior door, the installation of deadbolt locks in conjunction with an exterior door replacement is allowable on rental units only. Reimbursement will be based on the material costs for the door, the deadbolt lock, and the labor. On any dwelling, an existing and functional deadbolt may be reinstalled in the replacement door, with reimbursement limited to labor for the reinstallation.
20	The types of activity allowable under minor envelope repairs are included in EXHIBIT G, DEFINITIONS and the CSD WIS.
21	Cabinet retrofits are not allowed under DOE for range, cook top, or previously built-in microwaves that have been replaced under LIHEAP.
22	Includes sliding glass doors. Does not include weatherstripping applied to attic and crawl space access hatches, to evaporative-cooler and air-conditioner covers, or to open combustion appliance enclosure doors. Expenditures for weatherstripping applied to covers and enclosure doors shall be charged under the appropriate appliance repair line item. When insulation is not installed, applies to access hatches and windows.
23	CSD Policies and Procedures for electric base-load measures state that a replacement refrigerator may be replaced only if it was manufactured in 1992 or earlier. Documentation in the client file shall contain the manufacturer, make, model and age of all replaced refrigerators. Age must be verified utilizing the Refrigerator Energy Use Data at <a href="http://www.waptac.org">www.waptac.org</a> or other applicable resources, per the CSD WIS.
24	Attic and floor foundation venting may only be performed in conjunction with ceiling and floor insulation, respectively.
25	General heat waste measures are intended to be low-cost items that can be quickly and easily installed. The weatherstripping for exterior doors does not include door shoes or thresholds which will remain as part of minor envelope repair.
26	Quantities of installed smoke alarms are dictated by code and are limited by the higher of state or local building code. Copies of local building code requiring a higher number of alarms than state code must be on file at the agency for CSD review. Pre-existing smoke alarms are not to be replaced unless they are non-operable after battery replacement. Battery replacement is an allowable expenditure under this line item.
27	Actual cost includes labor plus materials, not to exceed the maximum reimbursement rate. Documentation to support actual cost (receipts, time cards, etc.) must be submitted with invoices.
28	For sizes of refrigerators not listed, reimbursement is at actual cost (labor plus materials) not to exceed the maximum reimbursement rate. Documentation to support actual cost (receipts, time cards, etc.) must be submitted with invoices.



## Community Action Partnership of Riverside County DOE-WAP Appeal Process

Any person who has applied for benefits and/or services has the right to appeal any claim for assistance if they have been denied or if they feel their claim for assistance has not been acted upon with reasonable promptness.

The following procedure must be followed when filing an appeal:

1. If a customer/applicant decides to request an appeal, the Manager for which services were denied will meet with the customer/applicant immediately and discuss the claim in an attempt to resolve the matter.
2. If the claim cannot be resolved at this level and customer/applicant wishes to pursue the appeal further, the Manager will immediately refer the request to the CAP Riverside Dispute Resolution Center (DRC) for mediation.
  - The DRC will schedule a mediation meeting within five (5) working days to review the appeal. Participants in the mediation meeting will include the customer/applicant, the Manager, a DRC Mediator and a member of the Community Action Commission Human Rights Committee.
  - All information presented by both parties will be reviewed at the meeting.
  - A final written decision will be issued by the mediator within five (5) working days of the meeting.
3. Should the customer/applicant decide to pursue the appeal further, they must submit a written appeal request to CAP Riverside.
  - If the benefits and/or services being appealed are for Utility Payment or Home Weatherization assistance, the appeal must be submitted within ten (10) working days from the date of the mediator's decision.
  - If the benefits and/or services are for any other program, the appeal must be submitted within fifteen (15) days from the date of the mediator's decision.
  - The appeal must include a brief summary of the reason(s) for the appeal and any supporting documentation.
  - The written appeal must be mailed to CAP Riverside who will then forward the appeal to the appropriate funding source.
4. The funding source shall review the appeal and shall render the final decision within ten (10) working days from receipt of the written appeal.

**NOTE:** A customer/ applicant may withdraw their request for appeal at any time during the appeal process via a written or oral notice to the appropriate funding source.

**THIS DOCUMENT MUST BE POSTED IN AN AREA VISIBLE TO CUSTOMERS/APPLICANTS.**

Policy Issue Date: 11/05  
Revised Issue Date: 10/09

State of California  
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT  
CSD 542 (Rev. 09/09/11)

### WEATHERIZATION DEFERRAL FORM

Client: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_

**APPLIANCE NEEDS  
IMMEDIATE SERVICE**

**[A] Health & Safety problems marked/described below prevent installation of conservation measure(s).**

- Malfunctioning combustion appliance(s) present with a condition requiring immediate service:**  
 Furnace/Heater,  Water Heater,  Range/Oven,  Clothes Dryer,  \_\_\_\_\_
- Extensive repair of structure or mechanical systems is required that exceeds program limits:**  
 Structure,  Plumbing,  Electrical,  Heating,  Other: \_\_\_\_\_
- Sanitation problems are present which could endanger the weatherization crew:**  
 Sewage,  Other: \_\_\_\_\_
- Severe moisture problems are present:**  
 Structure,  Crawl Space,  Attic,  Other: \_\_\_\_\_
- Harmful pesticide residue, and/or  Dangerous pest/insect infestation—is present in:**  
 Dwelling,  Yard,  Crawl Space,  Attic,  Other: \_\_\_\_\_
- Home is pre-1978, and excessive peeling paint is present in the following location(s):**  
 Interior Work Area,  Exterior Work Area,  Other: \_\_\_\_\_
- Other:** \_\_\_\_\_

**[B] Additional description of problem(s):** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**[C] Measures that cannot be installed now:  All /  Some, which are:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**[D] Measures which cannot be installed now can possibly be installed after problems have been corrected. The Weatherization Agency:  cannot assist /  will assist—by referring to other programs/agencies, and/or:**  
 Other: \_\_\_\_\_

**[E] Responsibilities of property owner:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**CLIENT ACKNOWLEDGMENT:** I/we have read (or had explained) the contents of this form and understand that: (1) the health and safety problems listed above prevent installation of some or all conservation measures at this time; (2) program limitations prevent the Weatherization Agency from correcting the problem(s); and (3) after responsibilities of the property owner listed in [E] have been met, all measures for which the home qualifies may be installed.

Owner,  Tenant: X \_\_\_\_\_ Date: \_\_\_\_\_  
 Landlord,  Agent: X \_\_\_\_\_ Date: \_\_\_\_\_

**To obtain information, and to report all problems have been corrected, contact the Weatherization Agency:**

Agency: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Form completed by:  
 (Agency printed name & signature) X \_\_\_\_\_ Date: \_\_\_\_\_

## INSTRUCTIONS FOR CSD WEATHERIZATION DEFERRAL FORM (CSD 542, 09/09/11)

### 1.1 COMPLETING THE FORM

Prior to explaining the problems and health and safety concerns that will delay installation of one or more weatherization measures, complete the Weatherization Deferral Form according to the following instructions:

1. Part (A):  
Check all applicable boxes, and write all needed notes, to describe the problems/conditions that preclude installation of one or more weatherization measures.
2. Part (B):  
When more space is needed to write descriptive details for a problem condition, make a note (such as "also see [B]") and continue the description in Part [B].
3. Part (C):  
Indicate which measures(s) cannot be installed due to the existence of the described the problems/conditions.
4. Part (D):
  - a. When assistance can be provided, indicate what action will be taken by the Agency to assist the client (e.g., referrals to other agencies/programs that may remedy problems or conditions), which may then make deferred weatherization services feasible.
  - b. In the unlikely event there is no way to provide assistance of any kind, check the applicable box and briefly describe why.
5. Part (E):  
Describe what the homeowner (or landlord/agent) must do in order for deferred weatherization services to become feasible.
6. Client Acknowledgement:
  - c. If owner-occupied, obtain the signature (and date) of an owner.
  - d. If a rental:
    - Obtain the signature (and date) of the head of the household.
    - Also obtain the signature (and date) of the owner or the landlord/agent.
7. Contact Information:  
The bottom box must contain:
  - e. The Weatherization Agency's contact information, including the name and phone number of the contact person.
  - f. The signature (and date) of the person completing the Form (preferably, this will also be the person who explains it).

### 1.2 EXPLAINING THE FORM

Prior to obtaining client signature(s) on the Deferral Form, weatherization personnel shall review it with the client(s) and explain each portion of it.

8. Part (A):  
Point out the checked boxes, and explain any written notes that describe the problems/conditions which prevent installation of one or more weatherization measures.
9. Part (B):  
Point out continued or additional descriptive notes, when Part [B] is used to provide more space to write.
10. Part (C):
  - g. When assistance can be provided, explain what action will be taken by the Agency to assist the client (e.g., referrals to other agencies/programs that may remedy problems or conditions), which may then make deferred weatherization services feasible.
  - h. In the unlikely event that there is no way to provide assistance of any kind, explain why.
11. Part (D):
  - i. Make sure the homeowner (or landlord/agent) is aware of exactly what they must do in order for deferred weatherization services to become feasible.
  - j. While doing that, attempt to also determine their intentions and timeline—whether or not they are likely to take the necessary action and, if so, when. (Lack of a commitment by the owner would suggest that this dwelling will probably never become a viable candidate for weatherization.)
12. Client Acknowledgement:  
Make sure all responsible parties read (or have it read to them) and understand this section.
13. Contact Information:  
Point out the Agency's contact information, and explain how to inform the Agency when remedial action is complete.
  - k. Make it clear that, after remedial action is complete, the dwelling must then be re-evaluated for the possibility of installing deferred weatherization—if such services are then available.
  - l. Do not make promises or firm commitments for future weatherization, *unless* there is certainty that they can be fulfilled.

Replacements are subject to the following limitations:

- Limited to the dwelling's primary cooling appliance;
- Performed only in conjunction with weatherization services;
- Age of the appliance is not a basis for replacement.
- Repairs and replacements performed under DOE for non-health and safety related reasons are considered Priority Measures (Zone 5 only) or Optional Measures subject to the NEAT Energy Audit.

**Water Heating  
(Gas and  
Electric)**

Replacements may be performed under the following circumstance:

- Existing water heating appliance or an inoperable water heating appliance poses a health and safety hazard.

Condition of appliance must meet any one or more of the following criteria:

- Repair cost exceeds 50% of replacement cost;
- Replacement parts to complete repair are obsolete and not available;
- CO hazard exists that cannot be corrected or repaired within the scope of the program;
- Mineral buildup inside the tank has significantly reduced efficiency/capacity;
- Tank is leaking water.

Replacements are subject to the following limitations:

- Limited to dwelling's primary water heating source;
- Performed only in conjunction with weatherization services;
- Age of the appliance is not a basis for replacement;
- Repairs and replacements for gas water heaters performed under DOE for non-health and safety related reasons are considered Optional Measures subject to the NEAT Energy Audit.
- Repairs and replacements under DOE for non-health and safety related reasons are considered Mandatory Electric Base Load Measures.

**Cooking  
Ranges (Gas  
and Electric)**

Replacements may be performed under the following circumstance:

- Existing cooking appliance poses a health and safety hazard.

Condition of appliance must meet any one or more of the following criteria:

- Repair cost exceeds 50% of replacement cost within the scope of the program;
- Obsolete parts (replacements not available);
- CO hazard exists that cannot be corrected or repaired;
- Electrical hazard exists that cannot be corrected;
- Oven door does not close properly because it is sprung or otherwise damaged.

Replacements are subject to the following limitations:

- Limited to dwelling's primary cooking appliance;
- Performed only in conjunction with weatherization services;
- Age of the appliance is not a basis for replacement;
- Cooking appliances are not an allowable measure under DOE.

## CSD LIHEAP/DOE Weatherization Programs Health and Safety Appliance Replacement Policy

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### Purpose

The purpose of this policy is to define the conditions and criteria for the replacement of specific appliances under CSD's LIHEAP and DOE Weatherization Programs. This policy sets conditions and criteria that are in addition to, and not instead of, all other provisions of the applicable contract, including but not limited to allowable expenditures under ECIP and SWEATS. Please cross-reference all applicable policies to determine the allowability of appliance replacements in any particular situation.

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### Space Heating Unit

Replacements may be performed under one of the following circumstances:

- Existing heating appliance poses a health and safety hazard; or
- Absence of a space heating appliance or an inoperable space heating appliance poses imminent harm to the safety and well being of the occupants.

Condition of appliance must meet any one or more of the following criteria:

- Repair cost exceeds 50% of replacement cost;
- Replacement parts to complete repair are obsolete and not available;
- CO hazard exists that cannot be corrected or repaired within the scope of the program;
- Cracked, damaged, improperly modified, or defective firebox/heat exchanger;
- Existing furnace in mobile home is not listed and approved for use in a mobile home (per current HUD Code), including an open combustion unit in the living space;
- Existing unit verified by a certified technician to be inoperable and cannot be repaired.

Replacements are subject to the following limitations:

- Limited to dwelling's primary space heating appliance;
  - Performed only in conjunction with weatherization services;
  - Age of the appliance is not a basis for replacement;
  - Repairs and replacements performed under DOE for non-health and safety reasons are considered Optional Measures and subject to the NEAT Energy Audit.
  - High efficiency models are subject to the NEAT Energy Audit under DOE and will require a waiver under LIHEAP and ECIP EHCS unless otherwise required under Title 24.
- 

### Wood-Burning Stoves

Replacements may be performed under one of the following circumstances:

- Existing stove poses a health and safety hazard; or
- Absence of the appliance or an inoperable appliance poses imminent harm to the safety and well being of the occupants.

Condition of appliance must meet any one or more of the following criteria:

- Repair cost exceeds 50% of replacement cost;
- Replacement parts to complete repair are obsolete and not available;
- CO hazard exists that cannot be corrected or repaired within the scope of the



- program;
- Cracked, damaged, improperly-modified, or defective firebox;
  - Cracks in stove beyond repair and making it unsafe to operate;
  - Defective door cannot be repaired or replaced;
  - Existing wood stove in mobile home is not listed and approved for use in a mobile home (per current HUD code).

Replacements are subject to the following limitations:

- Limited to the dwelling's primary cooling appliance;
- Performed only in conjunction with weatherization services;
- Age of the appliance is not a basis for replacement;
- Repairs and replacements performed under DOE for non-health and safety related reasons are considered Optional Measures and subject to the NEAT Energy Audit.

**Central and  
Window/Wall  
Air  
Conditioners**

Replacements may be performed under one of the following circumstances:

- Existing cooling appliance poses a health and safety hazard; or
- Absence of a cooling appliance or an inoperable cooling appliance poses imminent harm to the safety and well being of the occupants.

Condition of appliance must meet any one or more of the following criteria:

- Repair cost exceeds 50% of replacement cost and/or exceeds the scope of general maintenance (window wall A/C only);
- Repairs other than those listed exceed 50% of replacement cost (central A/C only);
- Replacement parts to complete repair are obsolete and not available;
- Existing unit is verified by a technician/contractor to be inoperable and cannot be repaired.

Replacements are subject to the following limitations:

- Limited to dwelling's primary heating or cooking appliance;
- Performed only in conjunction with weatherization services;
- Age of the appliance is not a basis for replacement;
- Repairs and replacements performed under DOE for non-health and safety related reasons are considered Optional Measures and subject to the NEAT Energy Audit.

High efficiency models are subject to the NEAT Energy Audit under DOE and will require a waiver under LIHEAP and ECIP EHCS unless otherwise required under Title 24.

**Evaporative  
Coolers**

Replacements may be performed under one of the following circumstances:

- Existing cooling appliance poses a health and safety hazard; or
- Absence of a cooling appliance or an inoperable cooling appliance poses imminent harm to the safety and well being of the occupants.

Condition of appliance must meet any one or more of the following criteria:

- Repair cost exceeds 50% of replacement cost;
- Rusted and/or leaking pan not feasible to repair;
- Existing unit is undersized unit for the conditioned living space being cooled.

## CSD DOE ARRA PRIORITY LIST

The following priority lists are based on the results of the REM/Design audits. Priority list measures include insulation (ceiling, wall, and floor), high-performance windows, and programmable thermostats.

New Priority List Measures:

- Insulation
  - Ceiling (R-30/38)
  - Wall (R-11)
  - Floor (R-19)
- Windows (high-performance/Energy Star)
- Programmable Thermostats

The Priority Lists are split into four lists to address measures with different housing types:

- Pre-1950 Single-family (up to four units)
- Post-1950 Single-family (up to four units)
- Multifamily Units
- Mobile Homes

In addition, because of the variability in the residences with air conditioning and those without the analysis was ran with air conditioning (w/ AC) and without (w/o AC). Some priority list measures have an SIR > 1.0 with air conditioning where they are less than 1.0 without it. This further refines the priority lists when selecting measures from it.

The previous priority list is included in the table below:

<b>1998-2010 PRIORITY MEASURES LIST</b>	
	Attic Ventilation (DOE Zones 4 & 5 only)
	Ceiling Insulation (DOE Zones 4 & 5 only)
	Duct Insulation
	Evaporative Cooler--Repair (DOE Zone 5 only)
	Evaporative Cooler--Replace (DOE Zone 5 only)
	Evaporative Cooler--Install
	Floor Foundation Venting
	Floor Insulation (DOE Zone 4 only)
	Kneewall Insulation (DOE Zones 4 & 5 only)
	Storm Window (DOE Zone 5 only)
	Programmable T-State(DOE Zones 4 & 5 only)

**ATTIC VENTILATION/CEILING INSULATION**

For this priority list, attic ventilation is combined with the ceiling insulation as one measure. Attic ventilation is required by building code and has little or no demonstrable energy benefit, especially after the installation of insulation (studies have shown that venting an attic reduces attic temperatures slightly and has no effect on the interior temperature of a home with an insulated attic). Due to code and installation standards, attic venting is required when insulation is added. The full cost of venting is included in the analysis of ceiling insulation. Attics are assumed to need venting if there was no existing insulation. Supplemental venting may be needed when some insulation is present.

**FLOOR FOUNDATION VENTING/FLOOR INSULATION**

For this priority list, floor foundation ventilation is combined with the floor insulation as one measure. Venting a raised floor foundation is required by building code and has little or no energy benefit. Due to the code and installation standards floor venting is required when insulation is added.

**KNEEWALL INSULATION**

Kneewall insulation is the same as wall insulation. Even though CSD's measure matrix identifies Kneewall insulation as a separate measure, for the purposes of this analysis, it is treated as wall insulation.

**EVAPORATIVE COOLER REPAIR AND/OR REPLACEMENT OR INSTALLATION**

Evaporative cooler repair and/or replacement was eliminated as a priority list measure as installing an evaporative cooler in a home with no cooling can not be demonstrated to "save energy," and in most cases, will result in the consumption of additional energy. Cooling repair and replacements (including evaporative coolers) are proposed to be included as health and safety measures.

**DUCT INSULATION**

Duct insulation had previously been included as a priority measure; however, because the amount and type of duct insulation needed is so variable, it was impossible to calculate a reasonable energy savings estimate. In addition, duct insulation needs to be an integral part of the entire duct system measure that includes pressure diagnostics, repair, and duct sealing. State energy codes require specific levels of duct insulation and duct repair when replacing any component of a forced-air system under its health and safety rules. It must also include duct system sealing and insulating. If installed as a stand-alone measure, an energy audit must be prepared.

**STORM WINDOWS**

Inadequate cost and the life span information was available regarding removable storm windows, so an SIR couldn't be determined. For this reason, storm windows are removed from the priority measure list. A better measure in most cases is to replace the window with a new high performance unit instead of a removable storm window.

### **MOBILE HOME MEASURES**

Measures are slightly different for mobile homes than stick-built homes. It is assumed that most mobile homes have minimum amounts of insulation in the walls and ceiling, and are manufactured with belly/floor insulation.

Ceiling insulation calculations were based on having an existing insulation level of R-11 and adding R-19 blown insulation into space between the ceiling and roof. The costs were estimated to be much higher than standard ceiling insulation due to the amount of labor involved, special installation techniques, repairing the roof by adding a waterproof membrane, or sealing and patching the roof. This measure did not meet the SIR needed to become a priority list measure. This measure will require that an audit be done, utilizing accurate cost estimates for the job to determine the SIR value.

In many cases the belly insulation may be missing or badly damaged and needs to be replaced. This will require an energy audit with accurate costs to determine the SIR value.

## 1. CLIMATE ZONE - 1 PRIORITY LIST

The energy analysis for the priority list for Climate Zone - 1 did not include an analysis of measures on residences with air conditioning, as need for it is negligible or non-existent in this coastal climate zone.

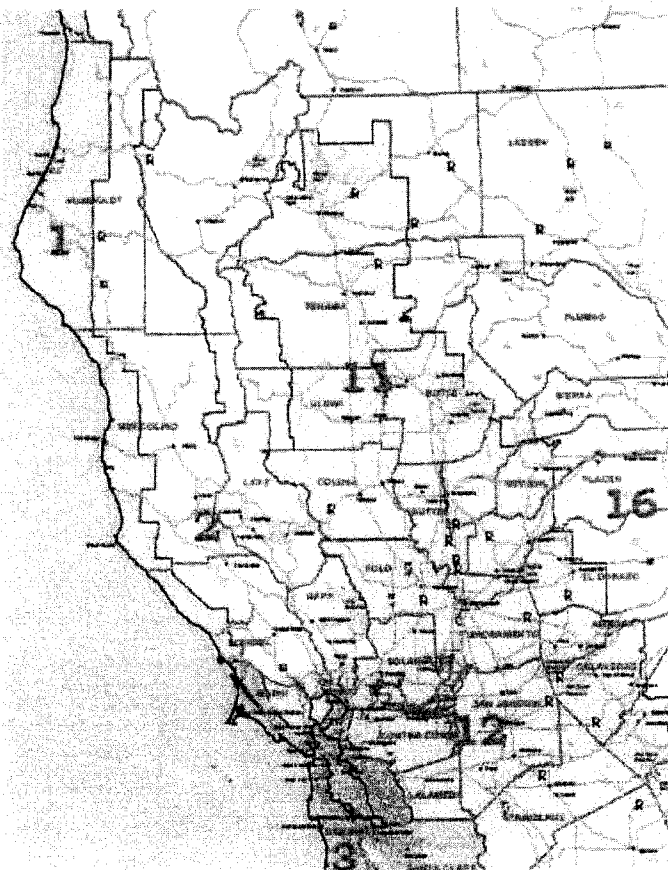
Measures with an SIR greater than 1.0 are on the priority list. Measures with an SIR less than 1.0 will require an energy audit and an SIR result greater than 1.0 to install.

CZ-01	Pre-1950 SFU		Post-1950 SFU		MFU Apt		Mobile Home	
	SIR		SIR		SIR		SIR	
	w AC	w/o AC	w AC	w/o AC	w AC	w/o AC	w AC	w/o AC
<b>PRIORITY LIST MEASURES</b>								
R-38 Ceiling Insulation (R-0 add R-38)	N/A	5.8	N/A	2.4	N/A	6.4	N/A	N/A
R-38 Ceiling Insulation (R-19 add R-19)	N/A	2.3	N/A	0.6	N/A	1.8	N/A	N/A
R-38 Ceiling Insulation (R-11 add R-30)	N/A	1.6	N/A	0.8	N/A	1.7	N/A	N/A
R-30 Ceiling Insulation (R-0 add R-30)	N/A	6.7	N/A	3.4	N/A	7.1	N/A	N/A
R-30 MH Ceiling Insulation (R-11 add R-19)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.4
R-11 Wall Insulation	N/A	6.1	N/A	3.4	N/A	N/A	N/A	N/A
Wall Insulation Apt. (R-11) 2-walls	N/A	N/A	N/A	N/A	N/A	7.4	N/A	N/A
Wall Insulation Apt. (R-11) North	N/A	N/A	N/A	N/A	N/A	4.8	N/A	N/A
Wall Insulation Apt. (R-11) South	N/A	N/A	N/A	N/A	N/A	8.1	N/A	N/A
Wall Insulation Apt. (R-11) East	N/A	N/A	N/A	N/A	N/A	6.3	N/A	N/A
Wall Insulation Apt. (R-11) West	N/A	N/A	N/A	N/A	N/A	7.4	N/A	N/A
R-19 Floor Insulation	N/A	4.2	N/A	1.0	N/A		N/A	-
Low-E Windows (20-year EUL)	N/A	1.2	N/A	0.6	N/A	2.0	N/A	0.8
Programmable Thermostat	N/A	7.9	N/A	4.2	N/A	0.5	N/A	2.7

## 2. CLIMATE ZONE - 2 PRIORITY LIST

Climate Zone 2 could not be modeled with the REM/Design audit software because no climate information was available for any of the cities in the zone. Climate Zone 2 encompasses a long territory in northern California (see map below). Climate Zone 2 borders Climate Zone 1 to the north and west and Climate Zones 11 and 16 on the east. Because the climate is more similar to Climate Zone 11 than to either Climate Zone 1 or 16, the priority list for Climate Zone 11 will be used for Climate Zone 2 in Humboldt, Mendocino, and Lake counties. For communities in Sonoma and Napa counties the priority list for Climate Zone 12 will be utilized as it is closest to the climatic conditions of this area. And for the southern end of Climate Zone 2, Marin County will utilize the Climate Zone 3 priority list. Therefore the following climate zone data will be utilized for Climate Zone 2:

- Climate Zone 11 in Humboldt County, Mendocino County and Lake County
- Climate Zone 12 in Sonoma County and Napa County
- Climate Zone 3 in Marin County



### 2.1. PRE-1950 SINGLE-FAMILY PRIORITY LIST

Measures with an SIR value of less than 1.0 require an energy audit.

Climate Zone 2 - Pre-1950 Single Family Units	Climate Zone 3 Humboldt, Mendocino, Lake		Climate Zone 11 Sonoma, Napa		Climate Zone 12 Marin	
	SIR		SIR		SIR	
	w AC	w/out AC	w AC	w/out AC	w AC	w/out AC
<b>PRIORITY LIST MEASURES</b>						
R-38 Ceiling Insulation (R-0 add R-38)	N/A	2.8	8.5	3.7	7.6	4.7
R-38 Ceiling Insulation (R-11 add R-30)	N/A	0.6	1.8	0.8	1.7	1.1
R-38 Ceiling Insulation (R-19 add R-19)	N/A	0.7	2.0	0.9	1.6	1.0
R-30 Ceiling Insulation (R-0 add R-30)	N/A	-	9.5	4.2	8.6	5.4
R-11 Wall Insulation	N/A	2.6	6.4	3.7	4.2	3.3
R-19 Floor Insulation	N/A	2.9	1.3	1.1	-	-
Low-E Windows (20-year EUL)	N/A	4	0.7	0.0	1.2	0.8
Programmable Thermostat	N/A	0.8	3.3	3.3	10.1	3.7

### 2.2. POST-1950 SINGLE-FAMILY PRIORITY LIST

Measures with an SIR value of less than 1.0 require an energy audit.

Climate Zone 2 - Post-1950	Climate Zone 3 Humboldt, Mendocino, Lake		Climate Zone 11 Sonoma, Napa		Climate Zone 12 Marin	
	SIR		SIR		SIR	
	w AC	w/out AC	w AC	w/out AC	w AC	w/out AC
<b>PRIORITY LIST MEASURES</b>						
R-38 Ceiling Insulation (R-0 add R-38)	N/A	3.4	7.7	3.2	6.7	5.0
R-38 Ceiling Insulation (R-11 add R-30)	N/A	1.0	1.7	0.8	1.4	1.1
R-38 Ceiling Insulation (R-19 add R-19)	N/A	1.0	1.8	0.9	1.6	1.2
R-30 Ceiling Insulation (R-0 add R-30)	N/A	5.2	8.6	4.3	7.5	5.6
R-11 Wall Insulation	N/A	3.6	4.5	2.7	5.7	5.0
R-19 Floor Insulation	N/A	4.3	0.8	0.8	-	-
Low-E Windows (20-year EUL)	N/A	1.0	1.1	0.4	1.3	0.9
Programmable Thermostat	N/A	4.7	3.3	1.3	2.5	1.6

### 2.3. MULTI-FAMILY – APARTMENT UNIT PRIORITY LIST

Measures with an SIR value of less than 1.0 require an energy audit.

Climate Zone 2 - Apartment	Climate Zone 3 Humboldt, Mendocino, Lake		Climate Zone 11 Sonoma, Napa		Climate Zone 12 Marin	
	SIR		SIR		SIR	
	w AC	w/out AC	w AC	w/out AC	w AC	w/out AC
<b>PRIORITY LIST MEASURES</b>						
R-38 Ceiling Insulation (R-0 add R-38)	N/A	2.8	6.8	2.6	5.1	3.3
R-38 Ceiling Insulation (R-11 add R-30)	N/A	1.0	1.5	0.5	5.7	1.3
R-38 Ceiling Insulation (R-19 add R-19)	N/A	0.7	1.8	0.6	1.7	1.1
R-30 Ceiling Insulation (R-0 add R-30)	N/A	3.1	7.6	2.8	1.4	5.5
Wall Insulation (R-11/13) 2-walls	N/A	3.2	4.8	3.0	1.4	3.8
Wall Insulation (R-11) North	N/A	3.4	5.2	3.3	1.4	3.9
Wall Insulation (R-11) South	N/A	2.5	4.4	2.8	1.3	3.7
Wall Insulation (R-11) East	N/A	3.2	-	-	-	-
Wall Insulation (R-11) West	N/A	3.8	-	-	-	-
R-19 Floor Insulation	N/A					
Low-E Windows (20-year EUL)	N/A	1.5	1.6	1.9	2.7	1.3
Programmable Thermostat	N/A	0.3	0.3	0.3	0.6	0.4

#### 2.4. MOBILE HOME PRIORITY LIST

Measures with an SIR value of < 1.0 require an energy audit.

Climate Zone 2 - Mobile Home	Climate Zone 3 Humboldt, Mendocino, Lake		Climate Zone 11 Sonoma, Napa		Climate Zone 12 Marin	
	SIR		SIR		SIR	
	w AC	w/out AC	w AC	w/out AC	w AC	w/out AC
<b>PRIORITY LIST MEASURES</b>						
R-30 Ceil Insulation (R-11 add R-19)	N/A	0.5	7.4	0.7	1.1	0.7
R-19 Floor Insulation	N/A					
Low-E Windows (20-year EUL)	N/A	1.6	0.8	1.2	1.9	2.0
Programmable Thermostat	N/A	1.2	3.4	1.9	1.0	1.1



### 3. CLIMATE ZONE - 3 PRIORITY LIST

The energy analysis for the priority list for Climate Zone 3 did not include an analysis of measures on residences with air conditioning as need for it is negligible or non-existent in this coastal and bay climate zone.

Measures with an SIR greater than 1.0 are on the priority list. Measures with an SIR less than 1.0 will require an energy audit and an SIR result greater than 1.0 to install.

CZ-03  PRIORITY LIST MEASURES	Pre-1950 SFU		Post-1950 SFU		MFU Apt		Mobile Home	
	SIR		SIR		SIR		SIR	
	w AC	w/o AC	w AC	w/o AC	w AC	w/o AC	w AC	w/o AC
R-38 Ceiling Insulation (R-0 add R-38)	N/A	2.8	N/A	3.4	N/A	2.8	N/A	N/A
R-38 Ceiling Insulation (R-11 add R-30)	N/A	0.6	N/A	1.0	N/A	1.0	N/A	N/A
R-38 Ceiling Insulation (R-19 add R-19)	N/A	0.7	N/A	1.0	N/A	0.7	N/A	N/A
R-30 Ceiling Insulation (R-0 add R-30)	N/A	-	N/A	5.2	N/A	3.1	N/A	N/A
R-30 MH Ceiling Insulation (R-11 add R-19)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.5
R-11 Wall Insulation	N/A	2.6	N/A	3.6	N/A	N/A	N/A	N/A
Wall Insulation Apt. (R-11) 2-walls	N/A	N/A	N/A	N/A	N/A	3.2	N/A	N/A
Wall Insulation Apt. (R-11) North	N/A	N/A	N/A	N/A	N/A	3.4	N/A	N/A
Wall Insulation Apt. (R-11) South	N/A	N/A	N/A	N/A	N/A	2.5	N/A	N/A
Wall Insulation Apt. (R-11) East	N/A	N/A	N/A	N/A	N/A	3.2	N/A	N/A
Wall Insulation Apt. (R-11) West	N/A	N/A	N/A	N/A	N/A	3.8	N/A	N/A
R-19 Floor Insulation	N/A	2.9	N/A	4.3			N/A	
Low-E Windows (20-year EUL)	N/A	0.4	N/A	1.0	N/A	1.5	N/A	1.6
Programmable Thermostat	N/A	0.6	N/A	4.7	N/A	0.3	N/A	1.2

#### 4. CLIMATE ZONE - 4 PRIORITY LIST

The energy analysis for the priority list for Climate Zone 4 included analysis of measures on residences with and without air conditioning.

Measures with an SIR greater than 1.0 are on the priority list. Measures with an SIR less than 1.0 will require an energy audit and an SIR result greater than 1.0 to install.

CZ-04  PRIORITY LIST MEASURES	Pre-1950 SFU		Post-1950 SFU		MFU Apt		Mobile Home	
	SIR		SIR		SIR		SIR	
	w AC	w/o AC	w AC	w/o AC	w AC	w/o AC	w AC	w/o AC
R-38 Ceiling Insulation (R-0 add R-38)	4.7	3.2	4.8	3.2	4.3	2.9	N/A	N/A
R-38 Ceiling Insulation (R-11 add R-30)	1.2	0.7	1.0	0.7	0.9	0.6	N/A	N/A
R-38 Ceiling Insulation (R-19 add R-19)	1.2	0.8	1.2	0.8	1.1	0.6	N/A	N/A
R-30 Ceiling Insulation (R-0 add R-30)	5.3	3.6	5.3	3.6	4.7	3.2	N/A	N/A
R-30 MH Ceiling Ins (R-11 add R-19)	N/A	N/A	N/A	N/A	N/A	N/A	0.7	0.5
R-11 Wall Insulation	4.2	3.6	4.6	3.1	N/A	N/A	N/A	N/A
Wall Insulation Apt. (R-11) 2-walls	N/A	N/A	N/A	N/A	4.1	3.5	N/A	N/A
Wall Insulation Apt. (R-11) North	N/A	N/A	N/A	N/A	-	-	N/A	N/A
Wall Insulation Apt. (R-11) South	N/A	N/A	N/A	N/A	-	-	N/A	N/A
Wall Insulation Apt. (R-11) East	N/A	N/A	N/A	N/A	3.6	3.1	N/A	N/A
Wall Insulation Apt. (R-11) West	N/A	N/A	N/A	N/A	4.4	3.8	N/A	N/A
R-19 Floor Insulation	0.8	1.1	0.0	0.8				
Low-E Windows (20-year EUL)	1.1	0.7	0.9	0.6	1.3	0.8	1.0	0.8
Programmable Thermostat	3.6	0.3	0.6	0.4	0.8	0.2	3.1	1.6

## 5. CLIMATE ZONE - 5 PRIORITY LIST

The energy analysis for the priority list for Climate Zone 5 included analysis of measures on residences with and without air conditioning.

Measures with an SIR greater than 1.0 are on the priority list. Measures with an SIR less than 1.0 will require an energy audit and an SIR result greater than 1.0 to install.

CZ-05  PRIORITY LIST MEASURES	Pre-1950 SFU		Post-1950 SFU		MFU Apt		Mobile Home	
	SIR		SIR		SIR		SIR	
	w AC	w/o AC	w AC	w/o AC	w AC	w/o AC	w AC	w/o AC
R-38 Ceiling Insulation (R-0 add R-38)	3.1	2.3	3.2	2.5	3.7	2.9	N/A	N/A
R-38 Ceiling Insulation (R-11 add R-30)	0.7	0.6	0.7	0.5	0.8	0.6	N/A	N/A
R-38 Ceiling Insulation (R-19 add R-19)	0.7	0.6	0.8	0.6	1.0	0.7	N/A	N/A
R-30 Ceiling Insulation (R-0 add R-30)	3.4	2.6	3.6	2.8	4.2	3.2	N/A	N/A
R-30 MH Ceiling Insulation (R-11 add R-19)	N/A	N/A	N/A	N/A	N/A	N/A	0.7	0.4
R-11 Wall Insulation	2.9	2.8	4.2	4.2	N/A	N/A	N/A	N/A
Wall Insulation Apt. (R-11) 2-walls	N/A	N/A	N/A	N/A	3.8	2.5	N/A	N/A
Wall Insulation Apt. (R-11) North	N/A	N/A	N/A	N/A	3.8	3.7	N/A	N/A
Wall Insulation Apt. (R-11) South	N/A	N/A	N/A	N/A	5.1	5.0	N/A	N/A
Wall Insulation Apt. (R-11) East	N/A	N/A	N/A	N/A	3.5	3.4	N/A	N/A
Wall Insulation Apt. (R-11) West	N/A	N/A	N/A	N/A	-	-	N/A	N/A
R-19 Floor Insulation	0.4	0.6	0.6	0.8				
Low-E Windows (20-year EUL)	1.0	0.8	0.8	0.6	2.1	1.7	0.7	0.6
Programmable Thermostat	1.4	1.0	0.4	0.3	0.3	0.1	1.5	1.5

## 6. CLIMATE ZONE - 6 PRIORITY LIST

The energy analysis for the priority list for Climate Zone 6 included analysis of measures on residences with and without air conditioning.

Measures with an SIR greater than 1.0 are on the priority list. Measures with an SIR less than 1.0 will require an energy audit and an SIR result greater than 1.0 to install.

CZ-06  PRIORITY LIST MEASURES	Pre-1950 SFU		Post-1950 SFU		MFU Apt		Mobile Home	
	SIR		SIR		SIR		SIR	
	w AC	w/o AC	w AC	w/o AC	w AC	w/o AC	w AC	w/o AC
R-38 Ceiling Insulation (R-0 add R-38)	2.0	1.2	2.4	1.5	1.8	1.1	N/A	N/A
R-38 Ceiling Insulation (R-11 add R-30)	0.4	0.3	0.5	0.3	0.5	0.3	N/A	N/A
R-38 Ceiling Insulation (R-19 add R-19)	0.4	0.3	0.5	0.3	0.6	0.5	N/A	N/A
R-30 Ceiling Insulation (R-0 add R-30)	2.2	1.4	2.6	1.6	2.0	1.2	N/A	N/A
R-30 MH Ceiling Insulation (R-11 add R-19)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.2
R-11 Wall Insulation	2.9	2.7	2.7	2.7	N/A	N/A	N/A	N/A
Wall Insulation Apt. (R-11) 2-walls	N/A	N/A	N/A	N/A	2.2	2.1	N/A	N/A
Wall Insulation Apt. (R-11) North	N/A	N/A	N/A	N/A	-	-	N/A	N/A
Wall Insulation Apt. (R-11) South	N/A	N/A	N/A	N/A	-	-	N/A	N/A
Wall Insulation Apt. (R-11) East	N/A	N/A	N/A	N/A	2.1	2.0	N/A	N/A
Wall Insulation Apt. (R-11) West	N/A	N/A	N/A	N/A	2.3	2.1	N/A	N/A
R-19 Floor Insulation	0.7	0.8	-	-			N/A	
Low-E Windows (20-year EUL)	0.4	0.2	1.0	0.9	2.0	1.2	0.6	0.5
Programmable Thermostat	1.4	0.9	1.5	0.4	0.0	0.0	N/A	1.4

## 7. CLIMATE ZONE - 7 PRIORITY LIST

The energy analysis for the priority list for Climate Zone 7 included analysis of measures on residences with and without air conditioning.

Measures with an SIR greater than 1.0 are on the priority list. Measures with an SIR less than 1.0 will require an energy audit and an SIR result greater than 1.0 to install.

CZ-07  PRIORITY LIST MEASURES	Pre-1950 SFU		Post-1950 SFU		MFU Apt		Mobile Home	
	SIR		SIR		SIR		SIR	
	w AC	w/o AC	w AC	w/o AC	w AC	w/o AC	w AC	w/o AC
R-38 Ceiling Insulation (R-0 add R-38)	4.8	3.4	2.1	1.5	2.8	1.6	N/A	N/A
R-38 Ceiling Insulation (R-11 add R-30)	1.1	3.9	0.4	0.3	0.6	0.3	N/A	N/A
R-38 Ceiling Insulation (R-19 add R-19)	1.1	0.8	0.4	0.3	0.7	0.4	N/A	N/A
R-30 Ceiling Insulation (R-0 add R-30)	5.4	3.9	2.4	1.7	3.1	1.7	N/A	N/A
R-30 MH Ceiling Insulation (R-11 add R-19)	N/A	N/A	N/A	N/A	N/A	N/A	0.3	0.2
R-11 Wall Insulation	3.8	3.8	2.4	2.3	N/A	N/A	N/A	N/A
Wall Insulation Apt. (R-11) 2-walls	N/A	N/A	N/A	N/A	2.4	2.1	N/A	N/A
Wall Insulation Apt. (R-11) North	N/A	N/A	N/A	N/A	2.4	2.1	N/A	N/A
Wall Insulation Apt. (R-11) South	N/A	N/A	N/A	N/A	2.2	1.9	N/A	N/A
Wall Insulation Apt. (R-11) East	N/A	N/A	N/A	N/A	-	-	N/A	N/A
Wall Insulation Apt. (R-11) West	N/A	N/A	N/A	N/A	2.5	2.2	N/A	N/A
R-19 Floor Insulation	-	-	-	-				
Low-E Windows (20-year EUL)	1.6	1.0	1.8	0.9	1.4	0.7	0.6	0.6
Programmable Thermostat	5.2	1.7	4.5	2.4	0.3	0.0	0.0	0.0

## 8. CLIMATE ZONE - 8 PRIORITY LIST

The energy analysis for the priority list for Climate Zone 8 included analysis of measures on residences with and without air conditioning.

Measures with an SIR greater than 1.0 are on the priority list. Measures with an SIR less than 1.0 will require an energy audit and an SIR result greater than 1.0 to install.

CZ-08  PRIORITY LIST MEASURES	Pre-1950 SFU		Post-1950 SFU		MFU Apt		Mobile Home	
	SIR		SIR		SIR		SIR	
	w AC	w/o AC	w AC	w/o AC	w AC	w/o AC	w AC	w/o AC
R-38 Ceiling Insulation (R-0 add R-38)	2.8	1.4	2.5	2.1	2.5	1.5	N/A	N/A
R-38 Ceiling Insulation (R-11 add R-30)	0.6	0.4	0.7	0.5	0.5	0.3	N/A	N/A
R-38 Ceiling Insulation (R-19 add R-19)	0.6	0.3	0.7	0.5	0.6	0.4	N/A	N/A
R-30 Ceiling Insulation (R-0 add R-30)	3.2	1.8	3.3	2.4	2.8	1.7	N/A	N/A
R-30 MH Ceiling Insulation (R-11 add R-19)	N/A	N/A	N/A	N/A	N/A	N/A	0.5	0.3
R-11 Wall Insulation	2.3	2.1	3.0	2.9	N/A	N/A	N/A	N/A
Wall Insulation Apt. (R-11) 2-walls	N/A	N/A	N/A	N/A	2.6	2.4	N/A	N/A
Wall Insulation Apt. (R-11) North	N/A	N/A	N/A	N/A	-	-	N/A	N/A
Wall Insulation Apt. (R-11) South	N/A	N/A	N/A	N/A	3.2	2.9	N/A	N/A
Wall Insulation Apt. (R-11) East	N/A	N/A	N/A	N/A	2.0	1.9	N/A	N/A
Wall Insulation Apt. (R-11) West	N/A	N/A	N/A	N/A	2.6	2.3	N/A	N/A
R-19 Floor Insulation	0.3	0.5	-	-				
Low-E Windows (20-year EUL)	0.4	0.2	1.3	0.9	1.4	0.7	0.9	0.6
Programmable Thermostat	4.5	2.2	4.9	3.1	0.2	-	2.2	0.3

## 9. CLIMATE ZONE - 9 PRIORITY LIST

The energy analysis for the priority list for Climate Zone 9 included analysis of measures on residences with and without air conditioning.

Measures with an SIR greater than 1.0 are on the priority list. Measures with an SIR less than 1.0 will require an energy audit and an SIR result greater than 1.0 to install.

CZ-09  PRIORITY LIST MEASURES	Pre-1950 SFU		Post-1950 SFU		MFU Apt		Mobile Home	
	SIR		SIR		SIR		SIR	
	w AC	w/o AC	w AC	w/o AC	w AC	w/o AC	w AC	w/o AC
R-38 Ceiling Insulation (R-0 add R-38)	1.8	1.2	1.9	1.2	2.2	1.2	N/A	N/A
R-38 Ceiling Insulation (R-11 add R-30)	0.7	0.4	0.6	0.4	0.6	0.4	N/A	N/A
R-38 Ceiling Insulation (R-19 add R-19)	0.5	0.3	0.5	0.3	0.5	0.3	N/A	N/A
R-30 Ceiling Insulation (R-0 add R-30)	-	-	2.5	1.6	2.9	1.7	N/A	N/A
R-30 MH Ceiling Insulation (R-11 add R-19)	N/A	N/A	N/A	N/A	N/A	N/A	0.2	0.2
R-11 Wall Insulation	3.1	3.0	2.8	2.6	N/A	N/A	N/A	N/A
Wall Insulation Apt. (R-11) 2-walls	N/A	N/A	N/A	N/A	2.7	2.2	N/A	N/A
Wall Insulation Apt. (R-11) North	N/A	N/A	N/A	N/A	3.8	3.2	N/A	N/A
Wall Insulation Apt. (R-11) South	N/A	N/A	N/A	N/A	3.8	3.2	N/A	N/A
Wall Insulation Apt. (R-11) East	N/A	N/A	N/A	N/A	3.1	2.6	N/A	N/A
Wall Insulation Apt. (R-11) West	N/A	N/A	N/A	N/A	2.4	2.0	N/A	N/A
R-19 Floor Insulation	0.7	0.7	0.6	0.8				
Low-E Windows (20-year EUL)	0.6	0.4	0.6	0.4	1.5	1.0	0.9	0.9
Programmable Thermostat	0.2	-	1.9	1.2	0.2	0.3	2.1	2.1

## 10. CLIMATE ZONE - 10 PRIORITY LIST

The energy analysis for the priority list for Climate Zone 10 included analysis of measures on residences with and without air conditioning.

Measures with an SIR greater than 1.0 are on the priority list. Measures with an SIR less than 1.0 will require an energy audit and an SIR result greater than 1.0 to install.

CZ-10  PRIORITY LIST MEASURES	Pre-1950 SFU		Post-1950 SFU		MFU Apt		Mobile Home	
	SIR		SIR		SIR		SIR	
	w AC	w/o AC	w AC	w/o AC	w AC	w/o AC	w AC	w/o AC
R-38 Ceiling Insulation (R-0 add R-38)	5.5	3.0	4.9	2.5	4.2	2.1	N/A	N/A
R-38 Ceiling Insulation (R-11 add R-30)	1.3	0.7	1.1	0.5	1.1	0.5	N/A	N/A
R-38 Ceiling Insulation (R-19 add R-19)	1.3	0.7	1.2	0.6	1.3	0.6	N/A	N/A
R-30 Ceiling Insulation (R-0 add R-30)	6.5	3.6	5.5	2.8	4.6	2.3	N/A	N/A
R-30 MH Ceiling Insulation (R-11 add R-19)	N/A	N/A	N/A	N/A	N/A	N/A	0.4	0.4
R-11 Wall Insulation	4.7	3.7	4.6	3.6			N/A	N/A
Wall Insulation Apt. (R-11) 2-walls	N/A	N/A	N/A	N/A	3.1	2.2	N/A	N/A
Wall Insulation Apt. (R-11) North	N/A	N/A	N/A	N/A	1.5	1.1	N/A	N/A
Wall Insulation Apt. (R-11) South	N/A	N/A	N/A	N/A	3.9	2.8	N/A	N/A
Wall Insulation Apt. (R-11) East	N/A	N/A	N/A	N/A	-	-	N/A	N/A
Wall Insulation Apt. (R-11) West	N/A	N/A	N/A	N/A	-	-	N/A	N/A
R-19 Floor Insulation	1.6	1.8	-	-				
Low-E Windows (20-year EUL)	0.8	0.4	1.1	0.8	1.9	1.1	0.7	0.5
Programmable Thermostat	6.9	4.0	0.2	0.1	-	-	1.3	1.3



## 11. CLIMATE ZONE - 11 PRIORITY LIST

The energy analysis for the priority list for Climate Zone 11 included analysis of measures on residences with and without air conditioning.

Measures with an SIR greater than 1.0 are on the priority list. Measures with an SIR less than 1.0 will require an energy audit and an SIR result greater than 1.0 to install.

CZ-11  PRIORITY LIST MEASURES	Pre-1950 SFU		Post-1950 SFU		MFU Apt		Mobile Home	
	SIR		SIR		SIR		SIR	
	w AC	w/o AC	w AC	w/o AC	w AC	w/o AC	w AC	w/o AC
R-38 Ceiling Insulation (R-0 add R-38)	8.5	3.7	7.7	3.2	6.8	2.6	N/A	N/A
R-38 Ceiling Insulation (R-11 add R-30)	1.8	0.8	1.7	0.8	1.5	0.5	N/A	N/A
R-38 Ceiling Insulation (R-19 add R-19)	2.0	0.9	1.8	0.9	1.8	0.6	N/A	N/A
R-30 Ceiling Insulation (R-0 add R-30)	9.5	4.2	8.6	4.3	7.6	2.8	N/A	N/A
R-30 MH Ceiling Insulation (R-11 add R-19)	N/A	N/A	N/A	N/A	N/A	N/A	7.4	0.7
R-11 Wall Insulation	6.4	3.7	4.5	2.7			N/A	N/A
Wall Insulation Apt. (R-11) 2-walls	N/A	N/A	N/A	N/A	4.8	3.0	N/A	N/A
Wall Insulation Apt. (R-11) North	N/A	N/A	N/A	N/A	5.2	3.3	N/A	N/A
Wall Insulation Apt. (R-11) South	N/A	N/A	N/A	N/A	4.4	2.8	N/A	N/A
Wall Insulation Apt. (R-11) East	N/A	N/A	N/A	N/A	-	-	N/A	N/A
Wall Insulation Apt. (R-11) West	N/A	N/A	N/A	N/A	-	-	N/A	N/A
R-19 Floor Insulation	1.3	1.1	0.8	0.8	N/A	N/A		
Low-E Windows (20-year EUL)	0.7	0.0	1.1	0.4	1.6	1.9	0.8	1.2
Programmable Thermostat	3.3	3.3	3.3	1.3	0.3	0.3	3.4	1.9

## 12. CLIMATE ZONE - 12 PRIORITY LIST

The energy analysis for the priority list for Climate Zone 12 included analysis of measures on residences with and without air conditioning.

Measures with an SIR greater than 1.0 are on the priority list. Measures with an SIR less than 1.0 will require an energy audit and an SIR result greater than 1.0 to install.

CZ-12  PRIORITY LIST MEASURES	Pre-1950 SFU		Post-1950 SFU		MFU Apt		Mobile Home	
	SIR		SIR		SIR		SIR	
	w AC	w/o AC	w AC	w/o AC	w AC	w/o AC	w AC	w/o AC
R-38 Ceiling Insulation (R-0 add R-38)	7.6	4.7	6.7	5.0	5.1	3.3	N/A	N/A
R-38 Ceiling Insulation (R-11 add R-30)	1.7	1.1	1.4	1.1	5.7	1.3	N/A	N/A
R-38 Ceiling Insulation (R-19 add R-19)	1.6	1.0	1.6	1.2	1.7	1.1	N/A	N/A
R-30 Ceiling Insulation (R-0 add R-30)	8.6	5.4	7.5	5.6	1.4	5.5	N/A	N/A
R-30 MH Ceiling Insulation (R-11 add R-19)	N/A	N/A	N/A	N/A	N/A	N/A	1.1	0.7
R-11 Wall Insulation	4.2	3.3	5.7	5.0	N/A	N/A	N/A	N/A
Wall Insulation Apt. (R-11) 2-walls	N/A	N/A	N/A	N/A	1.4	3.8	N/A	N/A
Wall Insulation Apt. (R-11) North	N/A	N/A	N/A	N/A	1.4	3.9	N/A	N/A
Wall Insulation Apt. (R-11) South	N/A	N/A	N/A	N/A	1.3	3.7	N/A	N/A
Wall Insulation Apt. (R-11) East	N/A	N/A	N/A	N/A	-	-	N/A	N/A
Wall Insulation Apt. (R-11) West	N/A	N/A	N/A	N/A	-	-	N/A	N/A
R-19 Floor Insulation	-	-	-	-				
Low-E Windows (20-year EUL)	1.2	0.8	1.3	0.9	2.7	1.3	1.9	2.0
Programmable Thermostat	10.1	3.7	2.5	1.6	0.6	0.4	1.0	1.1

### 13. CLIMATE ZONE - 13 PRIORITY LIST

The energy analysis for the priority list for Climate Zone 13 included analysis of measures on residences with and without air conditioning.

Measures with an SIR greater than 1.0 are on the priority list. Measures with an SIR less than 1.0 will require an energy audit and an SIR result greater than 1.0 to install.

CZ-13  PRIORITY LIST MEASURES	Pre-1950 SFU		Post-1950 SFU		MFU Apt		Mobile Home	
	SIR		SIR		SIR		SIR	
	w AC	w/o AC	w AC	w/o AC	w AC	w/o AC	w AC	w/o AC
R-38 Ceiling Insulation (R-0 add R-38)	10.3	5.6	6.2	9.2	7.4	3.8	N/A	N/A
R-38 Ceiling Insulation (R-11 add R-30)	2.2	1.2	1.3	2.1	1.6	1.2	N/A	N/A
R-38 Ceiling Insulation (R-19 add R-19)	2.5	1.4	1.2	2.0	1.7	1.1	N/A	N/A
R-30 Ceiling Insulation (R-0 add R-30)	11.4	6.2	7.0	10.5	8.3	4.8	N/A	N/A
R-30 MH Ceiling Insulation (R-11 add R-19)	N/A	N/A	N/A	N/A	N/A	N/A	0.2	0.7
R-11 Wall Insulation	8.7	6.2	5.3	9.3			N/A	N/A
Wall Insulation Apt. (R-11) 2-walls	N/A	N/A	N/A	N/A	5.4	3.6	N/A	N/A
Wall Insulation Apt. (R-11) North	N/A	N/A	N/A	N/A	5.4	3.6	N/A	N/A
Wall Insulation Apt. (R-11) South	N/A	N/A	N/A	N/A	7.1	4.8	N/A	N/A
Wall Insulation Apt. (R-11) East	N/A	N/A	N/A	N/A	5.1	3.4	N/A	N/A
Wall Insulation Apt. (R-11) West	N/A	N/A	N/A	N/A	-	-	N/A	N/A
R-19 Floor Insulation	2.5	2.3	-	-				
Low-E Windows (20-year EUL)	2.3	1.2	1.7	0.9	2.8	1.3	2.8	1.4
Programmable Thermostat	5.0	2.6	10.2	18.3	0.7	0.2	3.0	3.0

#### 14. CLIMATE ZONE - 14 PRIORITY LIST

The energy analysis for the priority list for Climate Zone 13 included analysis of measures on residences with and without air conditioning.

Measures with an SIR greater than 1.0 are on the priority list. Measures with an SIR less than 1.0 will require an energy audit and an SIR result greater than 1.0 to install.

CZ-14  PRIORITY LIST MEASURES	Pre-1950 SFU		Post-1950 SFU		MFU Apt		Mobile Home	
	SIR		SIR		SIR		SIR	
	w AC	w/o AC	w AC	w/o AC	w AC	w/o AC	w AC	w/o AC
R-38 Ceiling Insulation (R-0 add R-38)	9.8	5.0	7.6	4.4	6.8	3.1	N/A	N/A
R-38 Ceiling Insulation (R-11 add R-30)	2.3	1.0	2.0	4.9	1.5	0.7	N/A	N/A
R-38 Ceiling Insulation (R-19 add R-19)	2.0	1.0	1.8	1.1	1.9	0.8	N/A	N/A
R-30 Ceiling Insulation (R-0 add R-30)	9.9	5.0	8.4	8.4	7.5	3.4	N/A	N/A
R-30 MH Ceiling Insulation (R-11 add R-19)	N/A	N/A	N/A	N/A	N/A	N/A	1.5	1.1
R-11 Wall Insulation	5.4	3.8	6.1	4.6			N/A	N/A
Wall Insulation Apt. (R-11) 2-walls	N/A	N/A	N/A	N/A	5.0	3.3	N/A	N/A
Wall Insulation Apt. (R-11) North	N/A	N/A	N/A	N/A	5.8	3.8	N/A	N/A
Wall Insulation Apt. (R-11) South	N/A	N/A	N/A	N/A	4.2	2.7	N/A	N/A
Wall Insulation Apt. (R-11) East	N/A	N/A	N/A	N/A	-	-	N/A	N/A
Wall Insulation Apt. (R-11) West	N/A	N/A	N/A	N/A	-	-	N/A	N/A
R-19 Floor Insulation	-	-	-	-				
Low-E Windows (20-year EUL)	2.2	1.1	1.9	1.7	2.3	1.0	2.2	1.8
Programmable Thermostat	6.0	2.3	2.9	1.5	0.5	0.2	4.4	4.4

### 15. CLIMATE ZONE - 15 PRIORITY LIST

The energy analysis for the priority list for Climate Zone 15 included analysis of measures on residences with and without air conditioning. Because this climate zone is cooling dominated with very few heating degree days, there is little cost savings from heating only units, even though measures would improve comfort.

Measures with an SIR greater than 1.0 are on the priority list. Measures with an SIR less than 1.0 will require an energy audit and an SIR result greater than 1.0 to install.

CZ-15  PRIORITY LIST MEASURES	Pre-1950 SFU		Post-1950 SFU		MFU Apt		Mobile Home	
	SIR		SIR		SIR		SIR	
	w AC	w/o AC	w AC	w/o AC	w AC	w/o AC	w AC	w/o AC
R-38 Ceiling Insulation (R-0 add R-38)	11.6	2.1	2.9	0.8	5.0	1.0	N/A	N/A
R-38 Ceiling Insulation (R-11 add R-30)	2.2	0.5	0.6	0.1	1.3	0.2	N/A	N/A
R-38 Ceiling Insulation (R-19 add R-19)	2.2	0.5	0.6	0.1	1.4	0.2	N/A	N/A
R-30 Ceiling Insulation (R-0 add R-30)	13.1	2.4	3.3	0.3	5.7	0.6	N/A	N/A
R-30 MH Ceiling Insulation (R-11 add R-19)	N/A	N/A	N/A	N/A	N/A	N/A	0.9	0.1
R-11 Wall Insulation	9.4	5.0	3.6	3.5			N/A	N/A
Wall Insulation Apt. (R-11) 2-walls	N/A	N/A	N/A	N/A	4.3	1.5	N/A	N/A
Wall Insulation Apt. (R-11) North	N/A	N/A	N/A	N/A	4.3	1.5	N/A	N/A
Wall Insulation Apt. (R-11) South	N/A	N/A	N/A	N/A	3.4	1.2	N/A	N/A
Wall Insulation Apt. (R-11) East	N/A	N/A	N/A	N/A	-	-	N/A	N/A
Wall Insulation Apt. (R-11) West	N/A	N/A	N/A	N/A	5.3	1.8	N/A	N/A
R-19 Floor Insulation	2.8	2.1	-	-				
Low-E Windows (20-year EUL)	1.6	0.2	2.4	1.4	2.5	1.3	1.4	0.5
Programmable Thermostat	5.5	3.0	2.0	0.5	0.7	0.1	4.4	0.7

## 16. CLIMATE ZONE - 16 PRIORITY LIST

The energy analysis for the priority list for Climate Zone 16 included analysis of measures on residences with and without air conditioning.

Measures with an SIR greater than 1.0 are on the priority list. Measures with an SIR less than 1.0 will require an energy audit and an SIR result greater than 1.0 to install.

CZ-16  PRIORITY LIST MEASURES	Pre-1950 SFU		Post-1950 SFU		MFU Apt		Mobile Home	
	SIR		SIR		SIR		SIR	
	w AC	w/o AC	w AC	w/o AC	w AC	w/o AC	w AC	w/o AC
R-38 Ceiling Insulation (R-0 add R-38)	24.7	24.6	14.8	14.7	21.3	21.1	N/A	N/A
R-38 Ceiling Insulation (R-11 add R-30)	5.5	5.5	3.3	3.3	4.6	4.6	N/A	N/A
R-38 Ceiling Insulation (R-19 add R-19)	6.2	6.2	3.3	3.3	6.2	6.2	N/A	N/A
R-30 Ceiling Insulation (R-0 add R-30)	27.5	27.3	16.8	16.6	23.3	23.1	N/A	N/A
R-30 MH Ceiling Insulation (R-11 add R-19)	N/A	N/A	N/A	N/A	N/A	N/A	2.0	4.8
R-11 Wall Insulation	21.5	22.0	11.7	12.1			N/A	N/A
Wall Insulation Apt. (R-11) 2-walls	N/A	N/A	N/A	N/A	18.0	18.4	N/A	N/A
Wall Insulation Apt. (R-11) North	N/A	N/A	N/A	N/A	-	-	N/A	N/A
Wall Insulation Apt. (R-11) South	N/A	N/A	N/A	N/A	-	-	N/A	N/A
Wall Insulation Apt. (R-11) East	N/A	N/A	N/A	N/A	19.0	19.3	N/A	N/A
Wall Insulation Apt. (R-11) West	N/A	N/A	N/A	N/A	17.0	17.4	N/A	N/A
R-19 Floor Insulation	8.3	5.4	-	-				
Low-E Windows (20-year EUL)	2.9	2.9	3.4	3.6	12.2	11.9	3.4	3.3
Programmable Thermostat	3.2	3.2	6.9	6.9	2.4	2.4	1.7	1.7



**Carbon Monoxide (CO) Analyzer Calibration Log**  
**CSD 785 (Rev. 3/24/06)**  
**Instructions**

Attachment B-VIII

The maintenance of this log is a program requirement and is also applicable to subcontractors who are contracted to perform CAS testing. The history of the calibrations of all CO analyzers is required in accordance with CSD Inspection Policies & Procedures. Calibrations should be performed once every six months per manufacturers' instructions. Calibrations may be performed by the manufacturer or by the Service Provider with a calibration kit.

1. Use more than one form if necessary. This form is protected, however, you may create additional copies of the form to add to this Excel workbook. Contractor's equivalent form is not allowed. However, if you wish to use a database or other method to maintain calibration records, the log created must be a facsimile of this form.
2. Enter the service provider name and, if applicable, the subcontractor name.
3. Enter the make, model, serial number, and purchase date of the analyzer. Enter the date the analyzer was retired, when applicable.
4. Enter the date the calibration occurred.
5. If the calibration was performed by the manufacturer or another outside entity, enter the name of the entity providing the service.
6. If the calibration was performed in-house with a calibration kit, enter the name of the employee performing the service and check the box for "kit".





Attachment B-IX

Manometer Calibration Log  
CSD 786 (Rev. 10/30/06)  
Instructions

The maintenance of this log is a program requirement and is also applicable to subcontractors who are contracted to perform blower door and duct leakage testing. The history of the calibrations of all manometers is required in accordance with Carbon Monoxide (CO) Analyzer and Monoxide Calibration Policy. Calibrations should be performed annually per manufacturers' instructions. Calibrations must be performed by the manufacturer.

1. Use more than one form if necessary. This form is protected, however, you may create additional copies of the form to add to this Excel workbook. Contractor's equivalent form is not allowed. However, if you wish to use a database or other method to maintain calibration records, the log created must be a facsimile of this form.
2. Enter the service provider name and, if applicable, the subcontractor name.
3. Enter the make, model, serial number, and purchase date of the manometer. Enter the date the manometer was retired, when applicable.
4. Enter the date the calibration occurred.
5. Enter the name of the manufacturer providing the service.

## DEFINITIONS

**Agreement:** The complete contents of this contract entered into by and between CAP Riverside and Contractor, including all rights, duties, and obligations, whether expressed or implied, required toward the legal performance of the terms hereof.

**California Energy Commission (CEC) Climate Zone:** The CEC established 16 climate zones that represent a geographic area and that have a particular weather pattern. These climate zones are based on energy use, temperature, weather, and other factors that determine the types of building standards that are subject to the Title 24 Energy Efficiency Standards and that dictate the energy conservation measures that must be installed in a weatherized dwelling, as required by law.

**Contractor:** The entity (partnership, corporation, agency, or association) designated on the face sheet (STD 213) of this Agreement.

**Di Minimis Levels:** The amount of lead paint disturbed in a dwelling is comprised of two (2) square feet per room of interior surfaces, or twenty (20) square feet of exterior surface, or ten percent (10%) of a small component, e.g., window sill, baseboards, and trim. When calculating the di minimis level, the entire surface of the component must be included in the computation. For example, when replacing a 2 x 3 foot window, the di minimis level would be six (6) square feet and would exceed the maximum allowance for interior surfaces and the unit would be subject to HUD Regulation.

**DOE:** The U.S. Department of Energy.

**DOE Climate Zone:** One of five climatically distinct areas, defined by long-term weather conditions affecting the heating and cooling loads in buildings. The Energy End Use and Integrated Statistics Division (EEUISD) developed the zones from seven distinct climate categories originally identified by the American Institute of Architects (AIA) for the U.S. Department of Energy and the U.S. Department of Housing and Urban Development. The zones were determined according to the 30-year average (1961-1990) of the annual heating and cooling degree-days (base 65 degrees Fahrenheit). These climate zones are used in conjunction with the NEAT/MHEA energy audits and priority list measures.

The zones are defined as follows:

Climate Zone 1 - Less than 2,000 cooling degree days (CDD) and more than 7,000 heating degree days (HDD)

Climate Zone 2 - Less than 2,000 CDD and 5,500 to 7,000 HDD

Climate Zone 3 - Less than 2,000 CDD and 4,000 to 5,499 HDD

Climate Zone 4 - Less than 2,000 CDD and less than 4,000 HDD

Climate Zone 4 - Less than 2,000 CDD and less than 4,000 HDD

**Dwelling Assessment:** The process of performing an on-site review of the dwelling unit of an eligible applicant in order to determine the labor and materials necessary to install energy conservation measures.

**Dwelling Unit:** A house, including a stationary mobile home, an apartment, a group of rooms, or a single room occupied as separate living quarters.

**Electric Base Load Measure:** A measure that addresses the energy efficiency and energy usage of lighting or appliances. Allowable electric base load measures are compact fluorescent lamps and fixtures, replacement refrigerators, electric water heaters, microwave ovens, fluorescent torchiere lamps, evaporative cooler installations, and window/wall air conditioner replacement.

**Energy Conservation Measures** (also known as Weatherization Measures): A wide variety of measures installed in or applied to the dwelling to increase the energy efficiency or to reduce the total energy expenditures of the dwelling.

**Evaporative Cooler Repairs:** Repair or replacement of filter pads, water pumps, belts, motors, or other components that promote efficient operation of the unit.

**General Heat Waste Measures:** Those measures installed to reduce general heat or cooling waste in the dwelling. The following list of general heat waste measures may be installed in all types of dwellings if feasible, including multi-unit dwellings and manufactured homes:

- a. Evaporative cooler covers and air conditioner vent covers;
- b. Hot water flow restrictors;
- c. Water heater blankets; and
- d. Water heater pipe wrap.

**Hazardous Condition:** Any condition posing an immediate health and safety threat to the client and/or persons working in the dwelling unit. Hazardous conditions include, but are not limited to: Combustion Appliance Safety (CAS) hazards, appliance related hazards, and electrical hazards as defined in the Inspection Policies and Procedures.

**Heating/Air Conditioning Appliance Repairs/Replacements:** The complete unit replacement cleaning of fuel nozzles and jets, adjustments of gas pressure and/or air/fuel mixture, replacement of thermocouples, adjustment of refrigerant charge, filter replacements, or other component repairs or replacements necessary for safe and efficient operation. Must be accomplished by a person licensed to perform such work. Special licensing may be required for the installation and/or repair of Evaporative Cooler, Air Conditioning, Gas and Electric Water Heaters, and HVAC systems if two or more weatherization measures are not installed in a single unit. Electrical wiring upgrade/replacement and knob-and-tube wiring certification will always require a C-10 license. If required by local jurisdiction, a building permit must be obtained and finalized for vented appliance installations.

**Health and Safety Measures:** A subcategory of weatherization measures installed to mitigate health and safety hazards generated by combustion appliances and to preserve or improve indoor air quality. The measures include CO alarms, heating/cooling and water heater repairs and replacements, lead-safe weatherization and kitchen exhaust repair and replacements. Costs associated with these measures are limited to 25% of specific program costs and are excluded from the calculations for the maximum average reimbursement per dwelling. The formula for determining the allowable maximum for health and safety measures is:

(Total Costs - Admin - Training & Technical Assistance) x 25% = Health & Safety  
Maximum

**Home Energy Rating System (HERS) Provider, also referred to as HERS Rater:** An entity or individual recognized by the California Energy Commission as a HERS Provider and certified in performing the necessary field and diagnostic testing verifications for demonstrating compliance with the 2005 Building Energy Efficiency Standards.

**HUD Unit:** A housing unit participating in a U.S. Department of Housing and Urban Development (HUD) Assisted Housing Program.

**Infiltration Reduction Measures:** A subcategory of weatherization measures installed in or applied to dwellings to reduce or stop the uncontrolled flow of conditioned air out of the dwelling or the uncontrolled flow of outside air into conditioned areas in the dwelling done to the point of minimum ventilation requirement or it is no longer cost effective to proceed. Infiltration reduction is best accomplished with blower door technology.

**Maximum Amount:** The dollar amount reflected on line 3 of the face sheet (STD 213) of this Agreement, as amended to reflect the Final Allocation for the term of this Agreement.

**Materials:** Materials are those allowable items that are installed in or on the dwelling to promote energy conservation. All materials shall be in conformance with the Conventional Home Weatherization Installation Standards and Mobile Home Weatherization Installation Standards. Materials are budgeted and reported under Direct Program Activities.

**Minor Envelope Repairs:** Those repairs necessary for the effective performance or preservation of weatherization materials or to stop infiltration and general heat waste. Contractor shall maintain labor hours cost, materials cost, and required building permits in client's file. Minor envelope repairs include the following:

- a. Blower-door-identified infiltration repairs;
- b. Combustion air venting;
- c. Cover plate replacements;
- d. Entrance door modification, repair, adjustments, and/or replacement and attendant hardware (except deadbolts) into conditioned areas including frames, thresholds, and doorstops. (If the original door had a deadbolt and it can be removed and placed on the new door, then labor costs for this activity can be charged.) The installation of deadbolts in conjunction with an exterior door replacement is allowable on rental units only; however, it is not an allowable reimbursement when entrance doors are modified or repaired. Reimbursement will be based on the material costs for the door, the deadbolt, if applicable, and the labor;
- e. Exhaust fan repair or replacement;

- f. Floor repair for mobile home water heater
- g. Knob-and-tube wiring "Notice of Survey by Electrical Contractor" and installation of simple over current protection per the Low-Income Weatherization Assistance Program Policies and Procedures Manual;
- h. Minor roof repairs and materials used to protect the materials installed from the weather;
- i. Mobile home skirting repairs to prevent animal infiltration;
- j. Patching holes in the building envelope that are too big to caulk (includes replacing attic/crawl space access covers); and
- k. Fireplace chimney damper repair or installation.
- l. Exclusions:
  - 1. Entrance door modification, repair, adjustments, and/or replacement and attendant hardware into conditioned areas including frames, thresholds, and doorstops.
  - 2. Air conditioner and/or furnace cleaning and filter replacement;
  - 3. Kitchen cabinet repairs and retrofits that are not associated with the replacement of a range, cook top, or previously installed microwave;
  - 4. Sliding glass door repair and replacement;
  - 5. Window and glass repair and replacement;
  - 6. Repairs to the dwelling that do not contribute to sealing of the building envelope, including, but not limited to, handicap ramps and major roof repairs or sealment;
  - 7. Kitchen exhaust systems; and
  - 8. Any other measure that has a chargeable line item.

**Mobile or Manufactured Home:** A manufactured home that is a permanent, full-time residential dwelling and is not used for commercial purposes.

**Multi Unit Dwellings:** Defined as residential dwelling structures containing more than one residential unit, including: duplexes, triplexes, fourplexes, and multi-unit apartments. For purposes of travel reimbursement to Contractors and blower door diagnostics, Multi-Unit Dwellings are defined multi-unit dwellings, e.g., apartments with five or more attached residential units.

**National Energy Audit tool (NEAT):** An Advanced computer audit software developed at Oak Ridge National Laboratory for DOE's Weatherization Assistance Program. Used to

determine the most cost-effective retrofit measures for single-family dwellings to increase the comfort of occupants and reduce monthly utility costs. After the user inputs data on the dwelling characteristics, including the types of heating and cooling systems, NEAT produces a prioritized list of cost-effective measures customized for each dwelling. The output also includes an estimated dollar value for the projected energy savings, savings-to-investment ratios, and a list of the quantities of materials necessary to perform the recommended retrofit.

**Multiple-Quantity Fixed-Fee Measures:** Those weatherization measures with an assigned fixed unit price per measure and which provide for the installation of multiple quantities of the measure in a single weatherized dwelling.

**Primary Heating and Cooling Source:** When a home has more than one heating and/or cooling source, one of the following shall be considered the primary unit:

- a. The appliance that provides conditioned air for the dwelling's primary common living area (i.e., occupied during waking hours), or
- b. The unit providing conditioned air to the largest volume of living space, or
- c. The unit with the largest heating/cooling capacity/output (Btuh or tons).

In a two-story home that has a separate heating and/or cooling source on each floor, the unit on the ground floor is considered the primary heating and/or cooling source, with the following exception:

If the larger capacity/output unit is upstairs, it may be considered the primary unit. Only the primary heating and/or cooling source (one unit per dwelling) shall be repaired or replaced. It may be one that provides:

- a. Heating only, or
- b. Cooling only, or
- c. Heating and cooling.

**Priority List:** The list of energy conservation measures determined to be cost effective by the CSD NEAT Pilot in Program Year 1998-99. These measures may be installed in the specified type of dwelling in the specified climate zone without performing an energy audit.

The following energy conservation measures shall be installed where feasible in site-built single-family dwellings, and small multi-family dwellings (less than five units):

Climate Zone 4 (less than 2,000 CDD and less than 4,000 HDD)

- a. Programmable thermostats
- b. Attic insulation
- c. Floor insulation.

Climate Zone 5 (2,000 CDD or more and less than 4,000 HDD)

Programmable thermostats

- a. Attic insulation
- b. Evaporative cooler

- c. Storm windows for slab-on-grade site-built single family dwellings and small multi-family dwellings only.

**Reweathering:** To provide previously unapplied weatherization measures to a dwelling that was weatherized under a federal program from September 30, 1994 and earlier and needs further weatherization assistance; or a dwelling unit weatherized using DOE WAP or other Federal program funds after September 30, 1994 that did not receive a full complement of services and previously unapplied allowable measures are to be installed. This activity is to be reported as a reweatherized unit and is not to be included as a completed unit and in client demographics.

**Separate Living Quarters:** Living quarters in which the occupant(s) do not live and eat with any other person(s) in the structure and which have either: (1) direct access from the outside of the building or through a common hall; or (2) complete kitchen facilities for the exclusive use of the occupant(s). The occupant(s) may be a single family, one person living alone, two or more families living together, or any other group of related or unrelated persons who share living arrangements.

**Single-Family Dwelling:** A dwelling structure containing one dwelling unit.