



# Home Weatherization Assistance Program

## 2013 Formula State Plan (Draft)

April 2013

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Prepared By:  
Ohio Development Services Agency  
Community Services Division  
Office of Community Assistance



**APPLICATION FOR FEDERAL ASSISTANCE SF-424**

Version 02

**9. Type of Applicant:**

A State Government

**10. Name of Federal Agency:**

U. S. Department of Energy

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

81.042

CFDA Title:

Weatherization Assistance for Low-Income Persons

**12. Funding Opportunity Number:**

DE-FOA-0000835

Title:

Weatherization Assistance for Low-Income Persons

**13. Competition Identification Number:**

Title:

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

Statewide

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

Ohio Weatherization Assistance Program

**APPLICATION FOR FEDERAL ASSISTANCE SF-424**

Version 02

**16. Congressional District Of:**

a. Applicant: Ohio-Statewide

b. Program/Project: OH-Statewide

Attach an additional list of Program/Project Congressional Districts if needed:

**17. Proposed Project:**

a. Start Date: 07/01/2013

b. End Date: 06/30/2014

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

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

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

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

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

No

**21. By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code Title 218, Section 1001)**

I AGREE

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

**Authorized Representative:**

Prefix: Ms First Name: Tu  
Middle Name:  
Last Name: Lu  
Suffix:

Title: Fiscal Supervisor

Telephone Number: 6144666432 Fax Number: 6147286832

Email: Tu.Lu@development.ohio.gov

Signature of Authorized Representative: Signed Electronically Date Signed: 04/05/2013

**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. EE0006177		2. Program/Project Title The Weatherization Assistance Program enables low-income families to permanently reduce their energy bills by making their homes more energy efficient. During the last 32 years, the U.S. Department of Energy's (DOE) Weatherization Assistance Program has provided weatherization services to more than 6.2 million low-income families.	
3. Name and Address State of Ohio, Development Services Agency Post Office Box 1001 Columbus OH 432161001		4. Program/Project Start Date 07/01/2013	5. Completion Date 06/30/2014

**SECTION A - BUDGET SUMMARY**

Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. DOE	81.042	\$ 0.00		\$ 0.00		\$ 0.00
2.						
3.						
4.						
5. TOTAL		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) GRANTEE ADMINISTR ATION	(2) SUBGRANTE E ADMINISTR	(3) GRANTEE T&TA	(4) SUBGRANT EE T&TA	
a. Personnel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
b. Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
f. Contract	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
i. Total Direct Charges	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
j. Indirect	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
k. Totals	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. EE0006177		2. Program/Project Title The Weatherization Assistance Program enables low-income families to permanently reduce their energy bills by making their homes more energy efficient. During the last 32 years, the U.S. Department of Energy's (DOE) Weatherization Assistance Program has provided weatherization services to more than 6.2 million low-income families.	
3. Name and Address State of Ohio, Development Services Agency Post Office Box 1001 Columbus OH 432161001		4. Program/Project Start Date 07/01/2013	5. Completion Date 06/30/2014

SECTION A - BUDGET SUMMARY						
Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.						
2.						
3.						
4.						
5. TOTAL		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

SECTION B - BUDGET CATEGORIES						
6. Object Class Categories	Grant Program, Function or Activity				Total (5)	
	(1) PROGRAM OPERATION S	(2) HEALTH AND SAFETY	(3) LIABILITY INSURANCE	(4) FINANCIAL AUDITS		
a. Personnel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
b. Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
f. Contract	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
h. Other	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
i. Total Direct Charges	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
j. Indirect	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
k. Totals	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	

**U.S. Department of Energy**  
**BUDGET INFORMATION REMARKS**

**(Grant Number: EE0006177)**

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**Remarks**

The budget section will be updated pending a funding allocation from the US DOE.

**U.S. Department of Energy  
WEATHERIZATION ASSISTANCE PROGRAM (WAP)  
WEATHERIZATION ANNUAL FILE WORKSHEET**

**(Grant Number: EE0006177, State: OH, Program Year: 2013)**

**IV.1 Subgrantees**

<b>Subgrantee (City)</b>	<b>Planned Funds/Units</b>
Ashtabula County Community Action Agency (Ashtabula)	\$0.00 0
CAO of Delaware, Madison, and Union Counties, Inc. (Marysville)	\$0.00 0
CAP Commission of the Lancaster-Fairfield County Area (Lancaster)	\$0.00 0
CAP of Greater Dayton (Dayton)	\$0.00 0
City of Cleveland (Cleveland)	\$0.00 0
Clermont County Community Services (Batavia)	\$0.00 0
Clinton County Community Action Program, Inc. (Wilmington)	\$0.00 0
Community Action Commission of Fayette County (Washington C H)	\$0.00 0
Community Action Council of Portage County Inc (Ravenna)	\$0.00 0
Community Action Wayne/Medina (Wooster)	\$0.00 0
Corporation for Ohio Appalachian Development (Athens)	\$0.00 0
East Akron Neighborhood Development Corp (Akron)	\$0.00 0
Ground Level Solutions, Inc. (Columbus)	\$0.00 0
Hancock-Hardin-Wyandot-Putnam CAC, Inc. (Findlay)	\$0.00 0
IMPACT Community Action (Columbus)	\$0.00 0
LEADS (Newark)	\$0.00 0
Lorain County Community Action Agency, Inc. (Lorain)	\$0.00 0
Mahoning Youngstown Community Action Partnership (Youngstown)	\$0.00 0
Miami County Community Action Council (Troy)	\$0.00 0
Mid-Ohio Regional Planning Commission #140 (Columbus)	\$0.00 0
Neighborhood Housing Services of Toledo, Inc (Toledo)	\$0.00 0
Northwestern Ohio Community Action Commission (Defiance)	\$0.00 0
Ohio Heartland Community Action Commission (Marion)	\$0.00 0
People Working Cooperatively (Cincinnati)	\$0.00 0

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**(Grant Number: EE0006177, State: OH, Program Year: 2013)**

Pickaway County Community Action Organization, Inc. (Circleville)	\$0.00 0
Stark County Community Action Agency (Canton)	\$0.00 0
Summit Cty Dept of Planning & Economic Development (Akron)	\$0.00 0
Wood Sandusky Ottawa Seneca CAC Inc (Green Springs)	\$0.00 0
<b>Total:</b>	<b>\$0.00 0</b>

**IV.2 WAP Production Schedule**

Weatherization Plans	Units
Total Units (excluding reweatherized)	0
Rewatherized Units	0
Note: Planned units by quarter or category are no longer required, no information required for persons.	

Average Unit Costs, Units subject to DOE Project Rules		
<i>VEHICLE &amp; EQUIPMENT AVERAGE COST PER DWELLING UNIT (DOE RULES)</i>		
A	Total Vehicles & Equipment (\$5,000 or more) Budget	\$0.00
B	Total Units Weatherized	00
C	Total Units Reweatherized	00
D	Total Dwelling Units to be Weatherized and Reweatherized (B + C)	00
E	Average Vehicles & Equipment Acquisition Cost per Unit (A divided by D)	\$0.00
<i>AVERAGE COST PER DWELLING UNIT (DOE RULES)</i>		
F	Total Funds for Program Operations	\$0.00
G	Total Dwelling Units to be Weatherized and Reweatherized (from line D)	00
H	Average Program Operations Costs per Unit (F divided by G)	\$0.00
I	Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J	Total Average Cost per Dwelling (H plus I)	\$0.00

**IV.3 Energy Savings**

**Method used to calculate savings:**  WAP algorithm  Other (describe below)

**Method used to calculate savings description:**

Ohio will use information developed from the Quantec Impact Evaluation of the Ohio WAP (PY 2003) to estimate MBtus saved (see attached). An estimate will be added after the Funding Opportunity Announcement by DOE, when unit production goals are set. The Quantec study can be accessed at <http://www.development.ohio.gov/files/is/HWAPImpactEvaluation.pdf>.

**This year estimated energy savings (MBtus):**

**Prior year estimated energy savings (MBtus):**  **Actual:**

**IV.4 DOE-Funded Leveraging Activities**

No leveraging activities budgeted.

**U.S. Department of Energy  
WEATHERIZATION ASSISTANCE PROGRAM (WAP)  
WEATHERIZATION ANNUAL FILE WORKSHEET**

**(Grant Number: EE0006177, State: OH, Program Year: 2013)**

**IV.5 Policy Advisory Council Members**

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

Columbia Gas / NiSource	Type of organization: Utility Contact Name: Jack Lavery Phone: (614)460-4714 Email: <a href="mailto:jlavery@nisource.com">jlavery@nisource.com</a>
Community Action Partnership of Greater Dayton	Type of organization: Non-profit (not a financial institution) Contact Name: Leonard Florence Phone: 9373415000 Email: <a href="mailto:weatherization@cap-dayton.org">weatherization@cap-dayton.org</a>
Cudell Improvement	Type of organization: Non-profit (not a financial institution) Contact Name: Anita Brindza Phone: (216)228-4383 Email: <a href="mailto:cudell@multiverse.com">cudell@multiverse.com</a>
Delegate - Community Action Committee of Pike County	Type of organization: Non-profit (not a financial institution) Contact Name: Don Watts Phone: (740)289-2371 Email: <a href="mailto:dwatts@pikecac.org">dwatts@pikecac.org</a>
Ground Level Solutions, Inc.	Type of organization: Non-profit (not a financial institution) Contact Name: Dave Davenport Phone: (614)861-7992 Email: <a href="mailto:davenportd@groundlevelsolutions.org">davenportd@groundlevelsolutions.org</a>
IMPACT Community Action	Type of organization: Non-profit (not a financial institution) Contact Name: Cheryl Grice Phone: (614)453-6399 Email: <a href="mailto:cgrice@impactca.org">cgrice@impactca.org</a>
Ohio Association of CAA Energy Committee	Type of organization: Non-profit (not a financial institution) Contact Name: Andrew (Joe) Devany Phone: 7403871039 Email: <a href="mailto:joed@ohcac.org">joed@ohcac.org</a>
Ohio Department of Aging	Type of organization: Unit of State Government Contact Name: Janet Hofman Phone: (614)466-6366 Email: <a href="mailto:j.hofman@age.state.oh.us">j.hofman@age.state.oh.us</a>
Ohio Department of Mental Health	Type of organization: Unit of State Government Contact Name: Roma Barickman Phone: (614)466-4750 Email: <a href="mailto:roma.barickman@mh.ohio.gov">roma.barickman@mh.ohio.gov</a>
Ohio Partners for Affordable Energy	Type of organization: Non-profit (not a financial institution) Contact Name: Dave Rinebolt Phone: (419)425-8860 Email:
Ohio Weatherization Training Center	Type of organization: Non-profit (not a financial institution) Contact Name: GH Runevitch Phone: (740)594-8499 Email: <a href="mailto:grunevitch@coadinc.org">grunevitch@coadinc.org</a>
PUCO	Type of organization: Unit of State Government Contact Name: Tonja Stewart Phone: (614)466-0138 Email: <a href="mailto:tonja.stewart@puc.state.oh.us">tonja.stewart@puc.state.oh.us</a>
Summit County Department of Development	Type of organization: Unit of Local Government Contact Name: Ken Knodel - Chair Phone: (330)643-2559 Email:
Weatherization Rx	Type of organization: For-profit or Corporate (not a financial institution or utility) Contact Name: Eric Soudry Phone: (330)329-1104 Email: <a href="mailto:egsoudry@sbcglobal.net">egsoudry@sbcglobal.net</a>
	Type of organization: Non-profit (not a financial institution)

**U.S. Department of Energy  
WEATHERIZATION ASSISTANCE PROGRAM (WAP)  
WEATHERIZATION ANNUAL FILE WORKSHEET**

**(Grant Number: EE0006177, State: OH, Program Year: 2013)**

WSOS Community Action Commission, Inc. (E-Huron)	Contact Name: Terry Jacobs Phone: (419)639-2802 Email: <a href="mailto:tjacobs@wsos.org">tjacobs@wsos.org</a>
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**IV.6 State Plan Hearings (Note: attach notes and transcripts to the SF-424)**

Date Held	Newspapers that publicized the hearings and the dates the notice ran
04/15/2013	The HWAP State Plan was sent to the following newspapers for a posting date of Friday, April 5, 2013: • Akron Beacon Journal • Athens Messenger • Cincinnati Enquirer • Cleveland Plain Dealer • Columbus Dispatch • Dayton Daily News • Lima News • Marietta Times • Portsmouth Daily Times • Youngstown Vindicator

**IV.7 Miscellaneous**

<ul style="list-style-type: none"><li>• WAP sub-grantees must exercise a buy-local preference to ensure that weatherization materials utilized for the program are produced in Ohio to the greatest extent that cost considerations and product availability and quantity warrant. In cases where an out-of-state bid or vendor is preferable, please provide documentation/justification in the file.</li><li>• To the greatest extent practicable WAP sub-grantees are encouraged to leverage and coordinate weatherization activities with other housing rehabilitation and/or neighborhood revitalization efforts such as the Neighborhood Stabilization Program (NSP) or the Community Housing Improvement Program (CHIP).</li><li>• To the greatest extent practicable, WAP recipients are encouraged to weatherize existing affordable rental housing especially those accepting rent subsidies, such as Section 8 or Rural Development rental assistance or an existing Ohio Housing Tax Credit property.</li><li>• WAP sub-grantees are encouraged to utilize state-certified minority business enterprises (MBE) and Encouraging Diversity, Growth and Equity (EDGE) businesses to provide weatherization materials and services to the greatest extent that cost consideration, product availability, and quantity warrant.</li></ul> <p>RENEWABLE ENERGY SYSTEMS</p> <p>Ohio will not be implementing the renewable energy systems assistance in the WAP program as described in Weatherization Program Notice 12-1, 5.6 "Use of Weatherization Funds For Renewable Energy Systems."</p>
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**WEATHERIZATION ASSISTANCE PROGRAM  
SUBGRANTEE INFORMATION**

State: OH Grant Number: EE0006177 Program Year: 2013

Name: **Ashtabula County Community Action Agency** Contact: Jefferey Scribren  
DUNS:

Address: 6920 Austinburg Rd. Phone: (440) 997-1721  
PO Box 2610 Fax: (440) 992-3319  
Ashtabula, OH 44004 Email: jscribber@accaa.org

Counties served: LAKE County Tentative allocation: \$ 0.00 Congressional districts served: CD  
GEAUGA County Planned units: 0  
ASHTABULA County Type of organization: Non-profit organization  
Source of labor: Agency and Contractors

Name: **CAO of Delaware, Madison, and Union Counties, Inc.** Contact: Marla George  
DUNS:

Address: 648 Clymer Rd. Phone: (937) 642-4986  
Suite 130 Fax: (937) -  
Marysville, OH 43040 Email: mkgeorge@caodmu.org

Counties served: LOGAN County Tentative allocation: \$ 0.00 Congressional districts served: CD  
SHELBY County Planned units: 0  
MADISON County Type of organization: Non-profit organization  
UNION County  
CHAMPAIGN County  
DELAWARE County  
Source of labor: Agency and Contractors

Name: **CAP Commission of the Lancaster-Fairfield County Area** Contact: Scott Porter  
DUNS:

Address: 1743 East Main St Phone: (740) 653-4146  
P.O. Box 768 Fax: (740) 653-4462  
Lancaster, OH 43130-0768 Email: sporter@faircaa.org

Counties served: FAIRFIELD County Tentative allocation: \$ 0.00 Congressional districts served: CD  
Planned units: 0  
Type of organization: Non-profit organization  
Source of labor: Contractors

Name: **CAP of Greater Dayton** Contact: Leonard Florence  
DUNS:

Address: 701 Patterson Rd. Phone: (937) 331-9360  
Dayton, OH 45402-2709 Fax: (937) -  
Email: leonardf@cap-dayton.org

Counties served: WARREN County Tentative allocation: \$ 0.00 Congressional districts served: CD  
MERCER County Planned units: 0  
AUGLAIZE County Type of organization: Non-profit organization  
PREBLE County  
GREENE County  
MONTGOMERY County  
BUTLER County  
DARKE County

**WEATHERIZATION ASSISTANCE PROGRAM  
SUBGRANTEE INFORMATION**

State: OH Grant Number: EE0006177 Program Year: 2013

Source of labor: Agency and Contractors

Name: **City of Cleveland** Contact: Novella Lockett  
DUNS:  
Address: 601 Lakeside Ave Rm 320 Phone: (216) 664-2045  
Cleveland, OH 44114-1015 Fax: (216) 664-4006  
Email: nlockett@city.cleveland.oh.us  
Counties served: CUYAHOGA County Tentative allocation: \$ 0.00 Congressional districts served: CD  
Planned units: 0  
Type of organization: Unit of local government  
Source of labor: Contractors

Name: **Clermont County Community Services** Contact: Billie Kuntz  
DUNS:  
Address: 3003 Hospital Drive Phone: (513) 735-8802  
Batavia, OH 45103 Fax: () -  
Email: billiek@cccsi.org  
Counties served: CLERMONT County Tentative allocation: \$ 0.00 Congressional districts served: CD  
Planned units: 0  
Type of organization: Non-profit organization  
Source of labor: Agency

Name: **Clinton County Community Action Program, Inc.** Contact: Greg Smith  
DUNS:  
Address: 789 N. Nelson Avenue Phone: (937) -  
PO Box 32 Fax: (937) -  
Wilmington, OH 45177-0032 Email: clarkweb1@swohio.twebc.com  
Counties served: CLARK County Tentative allocation: \$ 0.00 Congressional districts served: CD  
CLINTON County Planned units: 0  
Type of organization: Non-profit organization  
Source of labor: Agency

Name: **Community Action Commission of Fayette County** Contact: Vickie Carrozza  
DUNS:  
Address: 1400 S.R. 22 NW Phone: (740) 335-8764  
Washington C H, OH 43160 Fax: (740) 335-6769  
Email: vickiebrust@ameritech.net  
Counties served: FAYETTE County Tentative allocation: \$ 0.00 Congressional districts served: CD  
Planned units: 0  
Type of organization: Non-profit organization  
Source of labor: Agency

**WEATHERIZATION ASSISTANCE PROGRAM  
SUBGRANTEE INFORMATION**

State: OH Grant Number: EE0006177 Program Year: 2013

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Name: **Community Action Council of Portage County Inc** Contact: Gloria Haven  
DUNS:   
Address: 1036 West Main Street Phone: (330) 297-1456  
P.O. Box 917 Fax: (330) -  
Ravenna, OH 44260 Email: ghaven@cacportage.net  
Counties served: PORTAGE County Tentative allocation: \$ 0.00 Congressional districts served: CD  
Planned units: 0  
Type of organization: Non-profit organization  
Source of labor: Agency and Contractors

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Name: **Community Action Wayne/Medina** Contact: Donna Holmes  
DUNS:   
Address: 2375-B Benden Drive Phone: (330) 264-8677  
Wooster, OH 44691 Fax: (330) -  
Email: dholmes@cawm.org  
Counties served: MEDINA County Tentative allocation: \$ 0.00 Congressional districts served: CD  
WAYNE County Planned units: 0  
Type of organization: Non-profit organization  
Source of labor: Agency and Contractors

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Name: **Corporation for Ohio Appalachian Development** Contact: Ron Rees  
DUNS:   
Address: 1 Pinchot Lane Phone: (740) 594-8499  
PO Box 787 Fax: (740) -  
Athens, OH 45701-0787 Email: rrees@coadinc.org

**WEATHERIZATION ASSISTANCE PROGRAM  
SUBGRANTEE INFORMATION**

State: OH Grant Number: EE0006177 Program Year: 2013

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Counties served: HARRISON County JEFFERSON County PIKE County COLUMBIANA County SCIOTO County JACKSON County WASHINGTON County MONROE County HOLMES County BELMONT County MORGAN County VINTON County MEIGS County BROWN County ASHLAND County NOBLE County ADAMS County GALLIA County PERRY County KNOX County ROSS County MUSKINGUM County GUERNSEY County COSHOCTON County TUSCARAWAS County LAWRENCE County ATHENS County CARROLL County HOCKING County HIGHLAND County	Tentative allocation: \$ 0.00 Planned units: 0 Type of organization: Non-profit organization	Congressional districts served:	<u>CD</u>
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Source of labor: Agency and Contractors

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Name: <b>East Akron Neighborhood Development Corp</b>	Contact: Anna Deger DUNS:
Address: 1035 Rosemary Blvd. Suite J Akron, OH 44306	Phone: (330) 773-2095 Fax: (330) - Email: <a href="mailto:adeger@eandcorp.org">adeger@eandcorp.org</a>

  

Counties served: SUMMIT County	Tentative allocation: \$ 0.00 Planned units: 0 Type of organization: Non-profit organization Source of labor: Contractors	Congressional districts served:	<u>CD</u>
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Name: <b>Ground Level Solutions, Inc.</b>	Contact: Dave Davenport DUNS:
Address: 4236 East Broad Street Columbus, OH 43213	Phone: (614) 861-7992 Fax: (614) 861-7789 Email: <a href="mailto:davenportd@groundlevelsolutions.org">davenportd@groundlevelsolutions.org</a>

**WEATHERIZATION ASSISTANCE PROGRAM  
SUBGRANTEE INFORMATION**

State: OH Grant Number: EE0006177 Program Year: 2013

Counties served:	RICHLAND County FRANKLIN County	Tentative allocation: \$ 0.00 Planned units: 0	Congressional districts served:	<u>CD</u>
		Type of organization: Non-profit organization		
		Source of labor: Contractors		

Name:	<b>Hancock-Hardin-Wyandot-Putnam CAC, Inc.</b>	Contact:	Bob Peeples	
		DUNS:		
Address:	122 Jefferson Street P.O. Box 179 Findlay, OH 45839	Phone:	(419) 423-3755	
		Fax:	(419) -	
		Email:	rpeeples@hhwpcac.com	
Counties served:	WYANDOT County HARDIN County HANCOCK County PUTNAM County ALLEN County	Tentative allocation: \$ 0.00 Planned units: 0	Congressional districts served:	<u>CD</u>
		Type of organization: Non-profit organization		
		Source of labor: Agency and Contractors		

Name:	<b>IMPACT Community Action</b>	Contact:	Cheryl Grice	
		DUNS:		
Address:	700 Bryden Rd. Columbus, OH 43215	Phone:	(614) 258-8702	
		Fax:	(614) -	
		Email:	cgrice@impactca.org	
Counties served:	FRANKLIN County	Tentative allocation: \$ 0.00 Planned units: 0	Congressional districts served:	<u>CD</u>
		Type of organization: Non-profit organization		
		Source of labor: Agency		

Name:	<b>LEADS</b>	Contact:	Terry Boehm	
		DUNS:		
Address:	160 Wilson Street Newark, OH 43055	Phone:	(740) 345-4566	
		Fax:	(740) -	
		Email:	tboehm@leadscaa.org	
Counties served:	LICKING County	Tentative allocation: \$ 0.00 Planned units: 0	Congressional districts served:	<u>CD</u>
		Type of organization: Non-profit organization		
		Source of labor: Agency		

Name:	<b>Lorain County Community Action Agency, Inc.</b>	Contact:	David Camou	
		DUNS:		
Address:	506 W. Broadway PO Box 245 Lorain, OH 44052-0245	Phone:	(440) 245-2009	
		Fax:	() -	
		Email:	dcamou@lccaa.net	
Counties served:	LORAIN County	Tentative allocation: \$ 0.00 Planned units: 0	Congressional districts served:	<u>CD</u>
		Type of organization: Non-profit organization		

**WEATHERIZATION ASSISTANCE PROGRAM  
SUBGRANTEE INFORMATION**

State: OH Grant Number: EE0006177 Program Year: 2013

Source of labor: Agency and Contractors

Name: **Mahoning Youngstown Community Action Partnership** Contact: Vesna Vukasinovich  
DUNS:

Address: Broadway Professional Building Phone: (330) 747-7921  
101 Federal Plaza East Fax: (330) 747-9266  
Youngstown, OH 44505 Email: vvukasinovich@my-cap.org

Counties served: MAHONING County Tentative allocation: \$ 0.00 Congressional districts served: CD  
Planned units: 0  
Type of organization: Non-profit organization  
Source of labor: Agency

Name: **Miami County Community Action Council** Contact: James Pearce  
DUNS:

Address: 1695 Troy-Sidney Rd Phone: (937) 339-2111  
Troy, OH 45373-9743 Fax: (937) 339-8905  
Email: cac@miamiacac.org

Counties served: MIAMI County Tentative allocation: \$ 0.00 Congressional districts served: CD  
Planned units: 0  
Type of organization: Non-profit organization  
Source of labor: Agency and Contractors

Name: **Mid-Ohio Regional Planning Commission #140** Contact: Tom Andrews  
DUNS:

Address: 111 Liberty Street Phone: (614) 223-4105  
Suite 100 Fax: (614) -  
Columbus, OH 43215 Email: tandrews@morpc.org

Counties served: FRANKLIN County Tentative allocation: \$ 0.00 Congressional districts served: CD  
Planned units: 0  
Type of organization: Unit of local government  
Source of labor: Contractors

Name: **Neighborhood Housing Services of Toledo, Inc** Contact: Dora Tharp  
DUNS:

Address: 704 Second St Phone: (419) 691-2900  
PO Box 8125 Fax: (419) 691-2999  
Toledo, OH 43605 Email: dtharp@nhstoledo.org

Counties served: LUCAS County Tentative allocation: \$ 0.00 Congressional districts served: CD  
Planned units: 0  
Type of organization: Non-profit organization  
Source of labor: Agency and Contractors

**WEATHERIZATION ASSISTANCE PROGRAM  
SUBGRANTEE INFORMATION**

State: OH Grant Number: EE0006177 Program Year: 2013

Name: **Northwestern Ohio Community Action Commission** Contact: Kelly Feeney  
DUNS:   
  
Address: Plaza Center Phone: (419) 784-2150  
1935 East Second Street Fax: (419) -  
Defiance, OH 43512-2592 Email: kfeeney@nocac.org  
  
Counties served: HENRY County Tentative allocation: \$ 0.00 Congressional districts served: CD  
FULTON County Planned units: 0  
DEFIANCE County Type of organization: Non-profit organization  
VAN WERT County  
WILLIAMS County  
PAULDING County  
  
Source of labor: Agency and Contractors

Name: **Ohio Heartland Community Action Commission** Contact: Karen Wise  
DUNS:   
  
Address: 125 Fairview Phone: (740) 387-1039  
PO Box 779 Fax: (740) -  
Marion, OH 43302-1812 Email: kwise@ohcac.org  
  
Counties served: CRAWFORD County Tentative allocation: \$ 0.00 Congressional districts served: CD  
MORROW County Planned units: 0  
MARION County Type of organization: Non-profit organization  
  
Source of labor: Agency

Name: **People Working Cooperatively** Contact: Nina Creech  
DUNS: 074725532  
  
Address: 4612 Paddock Rd. Phone: (513) 351-7921  
Cincinnati, OH 45229 Fax: (513) 351-2734  
Email: creechn@pwchomerepairs.org  
  
Counties served: HAMILTON County Tentative allocation: \$ 0.00 Congressional districts served: CD  
Planned units: 0  
Type of organization: Non-profit organization  
  
Source of labor: Agency and Contractors

Name: **Pickaway County Community Action Organization, Inc.** Contact: Paul Kidwell  
DUNS:   
  
Address: 469 E. Ohio Street Phone: (740) 477-1655  
Circleville, OH 43113-0067 Fax: (740) -  
Email: pkidwell@picca.info  
  
Counties served: PICKAWAY County Tentative allocation: \$ 0.00 Congressional districts served: CD  
Planned units: 0  
Type of organization: Non-profit organization  
  
Source of labor: Contractors

**WEATHERIZATION ASSISTANCE PROGRAM  
SUBGRANTEE INFORMATION**

State: OH Grant Number: EE0006177 Program Year: 2013

<p>Name: <b>Stark County Community Action Agency</b></p> <p>Address: 1366 Market Ave. N. Canton, OH 44714</p> <p>Counties served: STARK County</p>	<p>Contact: Kim Parker DUNS:</p> <p>Phone: (330) 452-9823 Fax: (330) 452-8172 Email: kim.parker@sccaahwap.org</p> <p>Tentative allocation: \$ 0.00 Planned units: 0 Type of organization: Non-profit organization Source of labor: Contractors</p>	<p>Congressional districts served: <u>CD</u></p>
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<p>Name: <b>Summit Cty Dept of Planning &amp; Economic Development</b></p> <p>Address: 175 S. Main St., Room 207 Akron, OH 44308-1308</p> <p>Counties served: SUMMIT County</p>	<p>Contact: Ken Knodel DUNS:</p> <p>Phone: (330) 643-8760 Fax: (330) - Email: kknodel@summitoh.net</p> <p>Tentative allocation: \$ 0.00 Planned units: 0 Type of organization: Unit of local government Source of labor: Contractors</p>	<p>Congressional districts served: <u>CD</u></p>
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<p>Name: <b>Wood Sandusky Ottawa Seneca CAC Inc</b></p> <p>Address: 1518 East County Road 113 P.O. Box 277 Green Springs, OH 44836</p> <p>Counties served: SENECA County HURON County OTTAWA County SANDUSKY County ERIE County WOOD County</p>	<p>Contact: Terry Jacobs DUNS:</p> <p>Phone: (419) 639-2802 Fax: (419) - Email: tjjacobs@wsos.org</p> <p>Tentative allocation: \$ 0.00 Planned units: 0 Type of organization: Non-profit organization Source of labor: Agency</p>	<p>Congressional districts served: <u>CD</u></p>
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**U.S. DEPARTMENT OF ENERGY**



**BUDGET JUSTIFICATION FOR FORMULA GRANTS**

Applicant: State of Ohio, Development Services Agency  
 Award number: EE0006177

Budget period: 07/01/2013 - 06/30/2014

**1. PERSONNEL** - Prime Applicant only (all other participant costs are listed in 6 below and form SF-242A, Section B. Line 6.f. Contracts and Sub-Grants).

Positions to be supported under the proposed award and brief description of the duties of professionals:

<u>Position</u>	<u>Description of Duties of Professionals</u>
Energy Research Analyst 2	Administrative Monitor/Procurement Specialist
Support Services Manager	Oversees the administrative support staff
Energy Research Analyst 2	Monitors providers, offers T/TA, supports HWAP Manager
Deputy Chief	Oversees the Office of Community Assistance
Energy Research Analyst 2	Administrative Monitor/Multi-family Housing Specialist
Energy Research Analyst 2	Monitors providers, offers TA, supports HWAP Manager
Database Analyst	Supports WAP with computer support, general program support
Energy Research Analyst 2	Monitors providers, offers TA, supports HWAP manager
Assistant Deputy Chief	Oversees the Residential Unit and the Office of Community Assistance
Multi-Family Housing Coordinator	Monitors providers, offers T/TA, supports HWAP Manager
Energy Research Analyst 2	Monitors providers, offers TA, supports HWAP manager
Energy Research Analyst 2	Monitors providers, offers TA, supports HWAP manager
Fiscal Specialist 2	Completes tasks related to fiscal operations
Section Supervisor - Fiscal	Oversees the Financial Unit within the Office of Community Assistance
Database Section Supervisor	Oversees the IT operations of the Office of Community Assistance
Training Officer	Develops consumer energy education materials, supports CEE
Section Supervisor - Weatherization	HWAP Manager oversees the Home Weatherization Assistance Program
Energy Research Analyst 2	Monitors providers, offers TA, supports HWAP manager
Energy Research Analyst 2	Monitors providers, offers TA, supports HWAP manager
Energy Research Analyst 2	Monitors providers, offers TA, supports HWAP manager

Direct Personnel Compensation:

<u>Position</u>	<u>Salary/Rate</u>	<u>Time</u>	<u>Direct Pay</u>
Energy Research Analyst 2	\$69,222.00	0.0000 % FT	\$0.00
Support Services Manager	\$45,011.00	0.0000 % FT	\$0.00
Energy Research Analyst 2	\$47,237.00	0.0000 % FT	\$0.00
Deputy Chief	\$90,002.00	0.0000 % FT	\$0.00
Energy Research Analyst 2	\$49,650.00	0.0000 % FT	\$0.00
Energy Research Analyst 2	\$49,650.00	0.0000 % FT	\$0.00
Database Analyst	\$64,938.00	0.0000 % FT	\$0.00
Energy Research Analyst 2	\$68,536.00	0.0000 % FT	\$0.00
Assistant Deputy Chief	\$83,200.00	0.0000 % FT	\$0.00
Multi-Family Housing Coordinator	\$49,650.00	0.0000 % FT	\$0.00
Energy Research Analyst 2	\$49,650.00	0.0000 % FT	\$0.00
Energy Research Analyst 2	\$64,938.00	0.0000 % FT	\$0.00
Fiscal Specialist 2	\$70,803.00	0.0000 % FT	\$0.00

Section Supervisor - Fiscal	\$73,736.00	0.0000 % FT	\$0.00
Database Section Supervisor	\$70,013.00	0.0000 % FT	\$0.00
Training Officer	\$45,136.00	0.0000 % FT	\$0.00
Section Supervisor - Weatherization	\$68,016.00	0.0000 % FT	\$0.00
Energy Research Analyst 2	\$49,650.00	0.0000 % FT	\$0.00
Energy Research Analyst 2	\$47,237.00	0.0000 % FT	\$0.00
Energy Research Analyst 2	\$52,083.00	0.0000 % FT	\$0.00
			\$0.00

## 2. FRINGE BENEFITS

- a. Are the fringe cost rates approved by a Federal Agency? If so, identify the agency and date of latest rate agreement or audit below, and attach a copy of the rate agreement to the application.

- b. If a. above does not apply, please use this box (or an attachment) to further explain how your total fringe benefits costs were calculated. Your calculations should identify all rates used, along with the base they were applied to (and how the base was derived), and a total for each (along with grand total). If there is an established computation methodology approved for state-wide use, please provide a copy. Also, please fill out the table below with the Fringe Benefits Calculations.

Fringe benefits for the State of Ohio employees include medical, dental, and vision; contributions to the Public Employees Retirement Systems; Workers' Compensation coverage; and disability coverage. Individual rates vary depending upon the type of insurance coverage chosen by the employee during the 2013 program year. Fringe will average 35% of total salary. This percentage will be used in preparing the budget.

### Fringe Benefits Calculations

Position	Direct Pay	Rate	Benefits
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## 3. TRAVEL

- a. Please provide the purpose of travel, such as professional conference(s), DOE sponsored meeting(s), project management meeting, etc. If there is any foreign travel, please identify.

Purpose of Trip	Number of Trips	Cost Per Trip	Total
Compliance monitoring visits throughout the State	0	\$0.00	\$0.00
Training at Ohio Weatherization Training Center	0	\$0.00	\$0.00
Training and Technical Assistance to local grantees	0	\$0.00	\$0.00
			\$0.00

- b. Please provide the basis for estimating the costs, such as past trips, current quotations, Federal Travel Regulations, etc. All listed travel must be necessary for the performance of the award objectives.

Travel was allocated based on historic expenditures and developed as an average cost per trip. This cost includes: mileage reimbursement; per diem, and lodging costs when necessary. The limits are set by statewide policies governing travel reimbursements. Ohio is aware that each sub-grantee must be visited at least once per program year with a minimum of 5% of completed units monitored. The remaining cost to complete this task will be paid by another funding source.

4. **EQUIPMENT** - Equipment is generally defined as an item with an acquisition cost greater than \$5,000 and a useful life expectancy of more than one year. Further definitions can be found in 10 CFR 600.

- a. List all proposed equipment below and briefly justify its need as it applies to the objectives of the award.

<b>Equipment</b>	<b>Unit Cost</b>	<b>Number</b>	<b>Total Cost</b>	<b>Justification of Need</b>
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- b. Please provide a basis of cost such as vendor quotes, catalog prices, prior invoices, etc. and justify need. If the Equipment is being proposed as Cost Share and was previously acquired, please provide the source and value of its contribution to the project and logical support for the estimated value shown. If it is new equipment which will retain a useful life upon completion of the project, provide logical support for the estimated value shown. Also, please indicate whether the Equipment is being used for other projects or is 100% dedicated to the DOE project.

n/a

5. **SUPPLIES** - Supplies are generally defined as an item with an acquisition cost of \$5,000 or less and a useful life expectancy of less than one year. Supplies are generally consumed during the project performance. Further definitions can be found in 10 CFR 600.

- a. List all proposed supplies below, the estimated cost, and briefly justify the need for the supplies as they apply to the objectives of the award. Note that all direct costs, including Supply items, may not be duplicative of supply costs included in the indirect pool that is the basis of the indirect rate applied for this project.

<b>General Category</b>	<b>Cost</b>	<b>Justification of Need</b>
Office Supplies	\$0.00	Prior year experience for office activities (pare for copier, printer) meetings, activities, events (includes annual state meeting)
Consumer Education materials	\$0.00	Prior year experience for ordering materials for local provider consumer education
Personnel Protective Equipment	\$0.00	State monitor usage, also as part of T&TA
	\$0.00	

- b. Please provide a basis of cost for each item listed above and justify need. Examples include vendor quotes, prior purchases of similar or like items, published price list, etc.

Based upon vendor quotesSupplies will be purchased through another funding source.

6. **CONTRACTS AND SUBGRANTS** - Provide the following information for New proposed subrecipients and subcontractors. For ongoing subcontractors and subrecipients, this information does not have to be restated here, if it is provided elsewhere in the application; under Name of Proposed Sub, indicate purpose of work and where additional information can be found (i.e weatherization subgrants, Annual File section II.3).

<b>Name of Proposed Sub</b>	<b>Total Cost</b>	<b>Basis of Cost*</b>
Allocation Carryover Reserve	\$0.00	Estimated carryover for allocation reserve will be passed through to sub recipients. Some costs may be used for cost categories other than program operations. Ohio will not change its formula allocation for program year 2012 and will make awards to its existing local agency network.
Local Weatherization Agency Providers	\$0.00	The amount for each local agency is determined by the state allocation formula. These will be completed pending funding announcement from DOE.
OCEAN project	\$0.00	On-going development and support from OCEAN database. OCEAN is a client-centric program that will be available to all providers, where they enter all programmatic information (client application, budget, material & equipment inventory, activities on work being done through the HWAP, tracking of other funds, etc.)
	\$0.00	

\*For example, Competitive, Historical, Quote, Catalog

7. **OTHER DIRECT COSTS** - Other direct costs are direct cost items required for the project which do not fit clearly into other categories. These direct costs may not be duplicative of costs included in the indirect pool that is the basis of the indirect rate applied for this project. Examples are: conference fees, subscription costs, printing costs, etc.

a. Please provide a General Description, Cost and Justification of Need.

<u>General Description</u>	<u>Cost</u>	<u>Justification of Need</u>
Ohio Weatherization Training Center	\$0.00	T&TA used to pay for operations of State Training facility. Amount will be determined pending funding announcement by DOE.
	<u>\$0.00</u>	

b. Please provide a basis of cost for each item listed above. Examples include vendor quotes, prior purchases of similar or like items, published price list, etc.

Negotiated agreement between the Ohio Development Services Agency, Office of Community Assistance and the Corporation for Ohio Appalachian Development.

8. **INDIRECT COSTS**

a. Are the indirect cost rates approved by a Federal agency? If so, identify the agency and date of latest rate agreement or audit and provide a copy of the rate agreement.

b. If the above does not apply, indicate the basis for computation of rates, including the types of benefits to be provided, the rate(s) used, and the cost base for each rate. You may provide the information below or provide the calculations separately.

The Office of Community Assistance is part of the Community Services Division. This is the basis for Rates.

The name and phone number of the individual responsible for negotiating the State's indirect cost rates.

Name: John Cunningham, Chief Financial Officer Phone Number: 6149995540

Indirect costs calculations:

<u>Indirect Cost Account</u>	<u>Direct Total</u>	<u>Indirect Rate</u>	<u>Total Indirect</u>
Administrative Cost Pool	\$0.00	0.0000 %	\$0.00
Training and Technical Assistance Cost Pool	\$0.00	0.0000 %	\$0.00
			<u>\$0.00</u>

**U.S. Department of Energy**  
**WEATHERIZATION ASSISTANCE PROGRAM (WAP)**  
**STATE PLAN/MASTER FILE WORKSHEET**

**(Grant Number: EE0006177, State: OH, Program Year: 2013)**

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This worksheet should be completed as specified in Section III of the Weatherization Assistance Program Application Package.

**V.1 Eligibility**

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

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

All dwelling units to be weatherized shall be determined eligible in such a manner to ensure that each weatherized unit meets the qualifications of CFR 440.22, "Eligible Dwelling Units." Eligibility may be categorical or traditional.

CATEGORICAL ELIGIBILITY

Categorical eligibility applies when one or more persons living the unit has received cash assistance payments under Title IV or XVI of the Social Security Act or applicable state or local law at any time during the 12-month period preceding the determination of eligibility for weatherization assistance; or one or more persons in the unit is eligible for assistance under the Low-Income Home Energy Assistance Act of 1981.

TRADITIONAL ELIGIBILITY

Traditional eligibility applies to any household whose income is at or below 175% of the poverty level determined in accordance with criteria established by the Director of the Office of Management and Budget for the 12 months preceding application. Ohio has chosen to establish 175% of poverty level for the Home Weatherization Assistance Program (WAP) to synchronize with other assistance programs managed by the Ohio Development Services Agency (ODSA), Office of Community Assistance and in an effort to ensure that those most in need receive services in a time of reduced resources.

Describe what household Eligibility basis will be used in the Program

A household shall be defined as a family unit meeting the qualifications above in order to qualify for weatherization. In Ohio, any household meeting either Categorical or Traditional Eligibility would be eligible to receive weatherization benefits by the WAP.

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

Ohio will follow the policies outlined in "Summary of Immigrant Eligibility Restrictions Under Current Law as of 2/25/2009" in the HHS guidelines, located at <http://aspe.hhs.gov/hsp/immigration/restrictions-sum.shtml> when determining eligibility of qualified and non-qualified aliens. Ohio will not deny access to any alien state or local benefits that meet the definition of excepted services described in Sec 411(b) of this statute.

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

Procedures to determine that units weatherized have eligibility documentation

All income eligibility shall be documented by the providers and/or the Ohio Development Services Agency (ODSA) and will be subject to examination by officials of ODSA, Department of Energy (DOE) and the Comptroller General of the United States or their designated representatives.

Describe Reweatherization compliance

Ohio has adopted the re-weatherization date of September 30, 1994. The priority is to serve dwelling units that have not received prior services. All dwelling units completed prior to September 30, 1994, must have a Department of Energy (DOE) energy audit (such as Weatherization Assistant, which is composed of both the NEAT and MHEA) performed to cost justify measures being installed.

Describe what structures are eligible for weatherization

Structures eligible for weatherization include single-family, manufactured housing, and both large and small multi-family housing. All structures must be stationary and have a specific mailing (street) address. Campers and non-stationary trailers are not eligible.

Describe how Rental Units/Multifamily Buildings will be addressed

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**(Grant Number: EE0006177, State: OH, Program Year: 2013)**

**GROUP HOMES AND SHELTERS**

The eligibility for group homes and shelters is specified in the "Definitions" section of 10CFR440 regulations. Shelters for the homeless, battered spouses, etc., may be weatherized. Providers may count each 800 square feet as a unit or each floor of the shelter as a unit. Applications for Home Weatherization Assistance Program (WAP) services from group homes or shelters should be prioritized in the same manner as applications from other rental units provided the structure is not four or more stories above grade or centrally heated with more than five units, in which case the structure must be submitted for review by Ohio Development Services Agency (ODSA) as part of the annual multi-family application process for all grantees described below. Applications for group homes should list all persons living within the home and their incomes. Applications for shelters are permitted to list only the shelter name. Individual names of persons within the home and/or incomes may not be requested. Because shelters are normally a temporary housing unit or may be used for occupants' safety and well-being, it is not imperative to know the tenants name or income. Shelters must be reported as housing type "S" on Building Weatherization Reports (BWRs) in order to accurately capture information on the numbers of these types of units weatherized by providers.

**LARGE MULTI-FAMILY PROPERTIES**

A large multi-family structure is defined in Ohio as four or more stories above grade or centrally-heated buildings with five or more units. All large multi-family structures weatherized in Program Year 2013 must complete an application and receive approval by ODSA prior to commencing work. This process is designed to ensure multi-family projects adhere to the proper procedures including use of the state's priority list of measures and EA-QUIP audits when necessary to cost-justify measures not included in the priority list. It also will allow Ohio to prioritize large multi-family projects on a statewide basis. Providers must agree to complete the projects within the program year. Funds are not set aside for multi-family projects in Ohio. The cost to weatherize these structures and provide all health and safety measures will come from the agency's total weatherization budget. Leveraged funds and projects with contributions from landlords will be prioritized. The HUD/DOE agreement remains in place and will be recognized by Ohio for selections on the lists of pre-approved multi-family projects.

**SMALL MULTI-FAMILY PROPERTIES**

Small multi-family projects are defined as five or more units, three stories or less. EA-QUIP is required for these projects to cost-justify all measures. Pre-approval from ODSA is required for all projects requiring EA-QUIP in Ohio. Approval for structures meeting the definition of small multi-family properties can be requested throughout the program year, unlike large multi-family projects, which must submit an application at the beginning of each program year.

Describe the deferral Process

Conditions that prevent the weatherization of the home may lead to deferral. Deferral is recommended if conditions exist that prevent safe, effective, and/or meaningful weatherization. The conditions preventing weatherization include the following:

- Standing water, mold, or other moisture issue that cannot be addressed with weatherization funding.
- Electrical or plumbing hazards or structural failures that cannot be addressed as a part of weatherization services.
- Friable asbestos or other asbestos issues that cannot be addressed with weatherization funding.
- Deteriorated lead-based paint surfaces or when the extent and/or condition of lead-based paint may create other health and safety hazards.
- Evidence of infestations of rodents, insects, and/or other vermin.
- Unsecured pets.
- Sewage or animal feces in the home.
- Improperly stored chemicals, combustible materials, or other fire hazards.
- Maintenance/housekeeping practices that limit access to the dwelling or create an unhealthy work environment.
- Major remodeling is in progress, which limits the proper completion of weatherization measures.
- Threat(s) of violence or abusive behavior to worker(s) or household member(s) during the weatherization process.
- The illegal presence or use of any controlled substance in the home during the weatherization process.
- Occupant has self-declared health conditions that prohibit the installation of weatherization materials.
- Pre-existing code compliance issues.

It is the homeowner's responsibility to correct the above condition(s) in order for weatherization services to proceed. When the conditions causing the deferral have been addressed, homeowners are asked to contact the weatherization provider to re-evaluate the home. When possible, weatherization providers are encouraged to make referrals or collaborate with program including utility-sponsored weatherization, Healthy Homes programs, home repair programs and other local resources in order to best serve the customer.

In Program Year 2012, a standard deferral form was printed and distributed to providers. This is the form that should be used to document deferrals. It is printed in triplicate, allowing for a copy for the administrative file, copy for customer and copy for landlord (when applicable).

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Through consumer education and in writing on the deferral form, the customer is made aware that when repairs or changes are complete, weatherization may resume under the original application. However, income update procedures could be necessary if the date of the application and the date of the re-application are separated by more than one year.

**V.1.3 Definition of Children**

Definition of children (below age): **6**

**V.1.4 Approach to Tribal Organizations**

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

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

Eligible applicants are served without regard for race, color, national origin, sex, or religion. Low-income members of an Indian tribe will receive benefits equivalent to the assistance provided to other low-income persons within the state.

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

All 88 counties will be served in the State of Ohio.

**V.3 Priorities for Service Delivery**

The Ohio Community and Energy Assistance Network (OCEAN) program is expected to automatically prioritize all Home Weatherization Assistance Program (WAP) applicants according to the following standard procedure:

1 point – One or more elderly person(s)

1 point – One or more disabled person(s)

1 point – One or more dependent children in the home

1 point – Regulated utility provider with leveraged funds

1 point – High energy burden as defined in 10 CFR 440.3

1 point – High energy user as defined in 10 CFR 440.3

Applications will be ordered according to the priority above and customers will be contacted based on earliest application date when the number of points is equal. OCEAN will provide reports to service providers showing priority of customers entered into the system. One additional point will be added for each six months the applicant is on the wait list after the application is created. A maximum of 10 points will be allowed. Once the application reaches 10 points, priority will go to the earliest application.

Ohio has adopted the re-weatherization date of September 30, 1994. Units completed prior to this date may be re-weatherized using an approved audit. Priority will remain to serve dwelling units that have not received prior weatherization services.

**V.4 Climatic Conditions**

The climate of Ohio is a humid continental climate (Köppen climate classification Dfa) throughout most of the state except in the extreme southern counties of Ohio's Bluegrass region section which are located on the northern periphery of the humid subtropical climate and Upland South region of the United States. Summers are typically hot and humid throughout the state, while winters generally range from cool to cold. Precipitation in Ohio is moderate year-round. Severe weather is not uncommon in the state, although there are typically fewer tornado reports in Ohio than in states located in what is known as "Tornado Alley."

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**STATE PLAN/MASTER FILE WORKSHEET**

**(Grant Number: EE0006177, State: OH, Program Year: 2013)**

Severe lake-effect snowstorms are also not uncommon on the southeast shore of Lake Erie, which is located in an area designated as “the Snowbelt.” (Source: Ohio Department of Natural Resources)

The highest recorded temperature was 113 °F (45 °C), near Gallipolis on July 21, 1934.[31] The lowest recorded temperature was -39 °F (-39 °C), at Milligan on February 10, 1899.[32] (Source: The National Climate Data Center).

Ohio Providers use the following weather stations when completing energy audits:

Akron, Ohio  
Cincinnati, Ohio  
Cleveland, Ohio  
Columbus, Ohio  
Dayton, Ohio  
Toledo, Ohio  
Youngstown, Ohio  
Fort Wayne, Indiana

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

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

The Ohio Weatherization Program Standards (WPS) guide the installation of appropriate materials and methods. Ohio’s Priority Lists of Measures were approved for 1-4 unit structures and large multi-family structures. The approved list by housing type is required to be placed in the client file, and are designed as pull-out sheets. Individual lists are below:

#### **Priority List for:**

#### **Type A Wood Frame Home with Full Basement and Open Joist Attic**

Uniform Measures (includes measures presumed cost effective as identified in Ohio’s waiver audit approval request):

- Air leakage (as determined by required blower door testing)
- Water heater insulation (always installed unless a technical/safety problem existed beyond the scope of WAP or if manufacturer specifications do not allow additional insulation, and water heater pipe insulation (first 6 feet adjacent to heater, hot and cold lines)
- Furnace tune-up (as determined by diagnostic equipment and inspection procedures)
- Duct Insulation in non-conditioned spaces
- Duct Sealing
- Low-flow Showerhead (as determined by inspector and client)

Uninsulated attics with less than an existing effective R-19

- Insulate attic floor to R-49 (R-value may vary due to attic configurations and results of site-specific NEAT calculations)

Uninsulated Walls

- Insulate to R-15 or fill wall cavities with dense-pack cellulose

Uninsulated Floors

- Where the floor serves as the thermal/pressure boundary (above an unconditioned basement), insulate floor to R-19. R-value to be installed may vary due to floor configuration and results of site-specific NEAT calculations. Where the basement walls serve as the pressure/thermal boundary (basement is conditioned or unintentionally conditioned) this measure is not applicable. Go to Priority 5.

Uninsulated Basement

- Where the basement walls serve as the pressure/thermal boundary (basement is conditioned or unintentionally conditioned), insulate basement walls to R-11 (if the resident suggests the insulation will remain in place undamaged and moisture can be controlled), and insulate sill plate/sill box area to R-15 to

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19. If basement is unconditioned, this measure is not applicable.

Electrical Baseload

- Install compact fluorescent light bulbs and replacement refrigerators when determined to be cost-effective based upon the results of a computerized audit or by using section 1506-6 of the Ohio Weatherization Program Standards.

Incidental Energy

- Related repairs that do not exceed \$600.00 for labor and materials

Other Measures

- Health and Safety measures as described within Section V.7 of Ohio's State Plan

**Optional Measures List for Building Types A- I (1 to 4 Units). Optional measures are measures selected by NEAT audit on a dwelling-by-dwelling basis, and cannot be installed unless they achieve an SIR greater than one (1) as verified by the NEAT audit.**

- Partially insulated attics with existing insulation equal to or greater than an effective R-19
- Storm windows over single pane windows
- Thermal Vent Damper
- Electric Vent Damper
- Flame Retention Burner
- Replacement heating system (for efficiency improvements)
- High efficiency furnace (for efficiency improvements)
- Baseboard heaters
- Low E windows

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**Priority List for:**

**Type B Wood Frame Home with Crawl Space and Open Joist Attic**

Uniform Measures (includes measures presumed cost effective as identified in Ohio's waiver audit approval request):

- Air leakage (as determined by required blower door testing)
- Water heater insulation (always installed unless a technical/safety problem existed beyond the scope of WAP or if manufacturer specifications do not allow additional insulation, and water heater pipe insulation (first 6 feet adjacent to heater, hot and cold lines)
- Furnace tune-up (as determined by diagnostic equipment and inspection procedures)
- Duct Insulation in non-conditioned spaces
- Duct Sealing
- Low-flow Showerhead (as determined by inspector and client)

Uninsulated attics with less than an existing effective R-19

- Insulate attic floor to R-49 (R-value may vary due to attic configurations and results of site-specific NEAT calculations)

Uninsulated Walls

- Insulate to R-15 or fill wall cavities with dense-pack cellulose.

Uninsulated Floors

- Where the floor serves as the thermal/pressure boundary (above unconditioned crawl space) insulate floor to R-19. R-value to be installed may vary due to floor configuration and results of site-specific NEAT calculations. Where the crawl space walls serve as the pressure/thermal boundary (crawl space is conditioned or unintentionally conditioned) this measure is not applicable. Go to priority 5.

Uninsulated Basement

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- Where the basement walls serve as the pressure/thermal boundary (basement is conditioned or unintentionally conditioned), insulate basement walls to R-11 (if resident suggests the insulation will remain in place undamaged and moisture can be controlled), and insulate sill plate/sill box area to R-15 to 19. If basement is unconditioned, this measure is not applicable.

Electrical Baseload

- Install compact fluorescent light bulbs and replacement refrigerators when determined to be cost-effective based upon the results of a computerized audit or by using section 1506-6 of the Ohio Weatherization Program Standards.

Incidental Energy

- Related repairs that do not exceed \$600.00 for labor and materials

Other Measures

- Health and Safety measures as described within Section V.7 of Ohio's State Plan

**Optional Measures List for Building Types A- I (1 to 4 Units). Optional measures are measures selected by NEAT audit on a dwelling-by-dwelling basis, and cannot be installed unless they achieve an SIR greater than one (1) as verified by the NEAT audit.**

- Partially insulated attics with existing insulation equal to or greater than an effective R-19
- Storm windows over single pane windows
- Thermal Vent Damper
- Electric Vent Damper
- Flame Retention Burner
- Replacement heating system (for efficiency improvements)
- High efficiency furnace (for efficiency improvements)
- Baseboard heaters
- Low E windows

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**Priority List for:**

**Type C Wood Frame Home with Combination Crawl Space/Basement and Open Joist Attic**

Uniform Measures (includes measures presumed cost effective as identified in Ohio's waiver audit approval request):

- Air leakage (as determined by required blower door testing)
- Water heater insulation (always installed unless a technical/safety problem existed beyond the scope of WAP or if manufacturer specifications do not allow additional insulation, and water heater pipe insulation (first 6 feet adjacent to heater, hot and cold lines)
- Furnace tune-up (as determined by diagnostic equipment and inspection procedures)
- Duct Insulation in non-conditioned spaces
- Duct Sealing
- Low-flow Showerhead (as determined by inspector and client)

Uninsulated attics with less than an existing effective R-19

- Insulate attic floor to R-49 (R-value may vary due to attic configurations and results of site-specific NEAT calculations)

Uninsulated Walls

- Insulate to R-15 or fill wall cavities with dense-pack cellulose

Uninsulated Floors

- Wherever the floor serves as the pressure/thermal boundary (above an unconditioned basement or crawl space) insulate to R-19 (R-value to be installed may vary due to floor configuration and results of site-specific NEAT calculations. Wherever basement or crawl space walls serve as the pressure/thermal boundary (space is conditioned or unintentionally conditioned), this measure is not applicable. Go to priority 5.

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Uninsulated Crawl Space or Basement

- Wherever basement or crawlspace walls serve as the pressure/thermal boundary (basement or crawl space is conditioned or unintentionally conditioned), insulate those walls to R-11 (if resident suggests the insulation will remain in place undamaged and moisture can be controlled), and insulate related sill plate/sill box area to R-15 to 19. If basement or crawl space is unconditioned, this measure is not applicable.

Electrical Baseload

- Install compact fluorescent light bulbs and replacement refrigerators when determined to be cost-effective based upon the results of a computerized audit or by using section 1506-6 of the Ohio Weatherization Program Standards.

Incidental Energy

- Related repairs that do not exceed \$600.00 for labor and materials

Other Measures

- Health and Safety measures as described within Section V.7 of Ohio's State Plan

**Optional Measures List for Building Types A- I (1 to 4 Units). Optional measures are measures selected by NEAT audit on a dwelling-by-dwelling basis, and cannot be installed unless they achieve an SIR greater than one (1) as verified by the NEAT audit.**

- Partially insulated attics with existing insulation equal to or greater than an effective R-19
- Storm windows over single pane windows
- Thermal Vent Damper
- Electric Vent Damper
- Flame Retention Burner
- Replacement heating system (for efficiency improvements)
- High efficiency furnace (for efficiency improvements)
- Baseboard heaters
- Low E windows

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**Priority List for:**

**Type D Wood Frame Home with Slab Foundation an Open Joint Attic**

Uniform Measures (includes measures presumed cost effective as identified in Ohio's waiver audit approval request):

- Air leakage (as determined by required blower door testing)
- Water heater insulation (always installed unless a technical/safety problem existed beyond the scope of WAP or if manufacturer specifications do not allow additional insulation, and water heater pipe insulation (first 6 feet adjacent to heater, hot and cold lines)
- Furnace tune-up (as determined by diagnostic equipment and inspection procedures)
- Duct Insulation in non-conditioned spaces
- Duct Sealing
- Low-flow Showerhead (as determined by inspector and client)

Uninsulated attics with less than an existing effective R-19

- Insulate attic floor to R-49 (R-value may vary due to attic configurations and results of site-specific NEAT calculations).

Uninsulated Walls

- Insulate to R-15 or fill wall cavities with dense-pack cellulose.

Electrical Baseload

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- Install compact fluorescent light bulbs and replacement refrigerators when determined to be cost-effective based upon the results of a computerized audit or by using section 1506-6 of the Ohio Weatherization Program Standards.

Incidental Energy

- Related repairs that do not exceed \$600.00 for labor and materials

Other Measures

- Health and Safety measures as described within Section V.7 of Ohio's State Plan

**Optional Measures List for Building Types A- I (1 to 4 Units). Optional measures are measures selected by NEAT audit on a dwelling-by-dwelling basis, and cannot be installed unless they achieve an SIR greater than one (1) as verified by the NEAT audit.**

- Partially insulated attics with existing insulation equal to or greater than an effective R-19
- Storm windows over single pane windows
- Thermal Vent Damper
- Electric Vent Damper
- Flame Retention Burner
- Replacement heating system (for efficiency improvements)
- High efficiency furnace (for efficiency improvements)
- Baseboard heaters
- Low E windows

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**Priority List for:**

**Type E Wood Frame Home with Full Basement and Kneewall Attic**

Uniform Measures (includes measures presumed cost effective as identified in Ohio's waiver audit approval request):

- Air leakage (as determined by required blower door testing)
- Water heater insulation (always installed unless a technical/safety problem existed beyond the scope of WAP or if manufacturer specifications do not allow additional insulation, and water heater pipe insulation (first 6 feet adjacent to heater, hot and cold lines)
- Furnace tune-up (as determined by diagnostic equipment and inspection procedures)
- Duct Insulation in non-conditioned spaces
- Duct Sealing
- Low-flow Showerhead (as determined by inspector and client)

Uninsulated attics with less than an existing effective R-19

- Wherever the attic floor serves as the pressure/thermal boundary, insulate floor to R-49 (R-value may vary due to attic configurations and results of site-specific NEAT calculations. Do not insulate attic floors residing within the pressure/thermal boundary.
- Insulate uninsulated kneewalls, and attic ceiling spaces forming the pressure/thermal boundary with batt insulation to at least R-13.

Uninsulated Walls

- Insulate to R-15 or fill wall cavities with dense-pack cellulose.

Uninsulated Floors

- Where the floor is established as the pressure/thermal boundary (above an unconditioned basement), insulate to R-19. R-value to be installed may vary due to floor configuration and results of site-specific NEAT calculations. Where the basement walls serve as the pressure/thermal boundary (basement is conditioned or unintentionally conditioned), this measure is not applicable. Go to priority 5.

Uninsulated Basement

- Where the basement walls serve as the pressure/thermal boundary (basement is conditioned or unintentionally conditioned), insulate basement walls to R-

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11 (If Inhabitant suggests the insulation will remain in place undamaged and moisture can be controlled.), and insulate sill plate/sill box area to R-15 to 19. If basement is unconditioned, this measure is not applicable.

Electrical Baseload

- Install compact fluorescent light bulbs and replacement refrigerators when determined to be cost-effective based upon the results of a computerized audit or by using section 1506-6 of the Ohio Weatherization Program Standards.

Incidental Energy

- Related repairs that do not exceed \$600.00 for labor and materials

Other Measures

- Health and Safety measures as described within Section V.7 of Ohio's State Plan

**Optional Measures List for Building Types A- I (1 to 4 Units). Optional measures are measures selected by NEAT audit on a dwelling-by-dwelling basis, and cannot be installed unless they achieve an SIR greater than one (1) as verified by the NEAT audit.**

- Partially insulated attics with existing insulation equal to or greater than an effective R-19
- Storm windows over single pane windows
- Thermal Vent Damper
- Electric Vent Damper
- Flame Retention Burner
- Replacement heating system (for efficiency improvements)
- High efficiency furnace (for efficiency improvements)
- Baseboard heaters
- Low E windows

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**Priority List for:**

**Type F Wood Frame Home with Post Foundation and Open Joist Attic**

Uniform Measures (includes measures presumed cost effective as identified in Ohio's waiver audit approval request):

- Air leakage (as determined by required blower door testing)
- Water heater insulation (always installed unless a technical/safety problem existed beyond the scope of WAP or if manufacturer specifications do not allow additional insulation, and water heater pipe insulation (first 6 feet adjacent to heater, hot and cold lines)
- Furnace tune-up (as determined by diagnostic equipment and inspection procedures)
- Duct Insulation in non-conditioned spaces
- Duct Sealing
- Low-flow Showerhead (as determined by inspector and client)

Uninsulated attics with less than an existing effective R-19

- Insulate attic floor to R-49. R-value may vary due to attic configurations and results of site-specific NEAT calculations.

Uninsulated Walls

- Insulate to R-15 or fill cavities with dense-pack cellulose.

Uninsulated Floors

- Insulate to R-19. R-value to be installed may vary due to floor configuration and results of site-specific NEAT calculations.
- Cover ground area beneath floor with moisture barrier material.

Electrical Baseload

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- Install compact fluorescent light bulbs and replacement refrigerators when determined to be cost-effective based upon the results of a computerized audit or by using section 1506-6 of the Ohio Weatherization Program Standards.

Incidental Energy

- Related repairs that do not exceed \$600.00 for labor and materials

Other Measures

- Health and Safety measures as described within Section V.7 of Ohio's State Plan

**Optional Measures List for Building Types A- I (1 to 4 Units). Optional measures are measures selected by NEAT audit on a dwelling-by-dwelling basis, and cannot be installed unless they achieve an SIR greater than one (1) as verified by the NEAT audit.**

- Partially insulated attics with existing insulation equal to or greater than an effective R-19
- Storm windows over single pane windows
- Thermal Vent Damper
- Electric Vent Damper
- Flame Retention Burner
- Replacement heating system (for efficiency improvements)
- High efficiency furnace (for efficiency improvements)
- Baseboard heaters
- Low E windows

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**Priority List for:**

**Type G Block, Concrete, or Log Home (Solid Wall) with Slab Foundation and Open Joist Attic**

Uniform Measures (includes measures presumed cost effective as identified in Ohio's waiver audit approval request):

- Air leakage (as determined by required blower door testing)
- Water heater insulation (always installed unless a technical/safety problem existed beyond the scope of WAP or if manufacturer specifications do not allow additional insulation, and water heater pipe insulation (first 6 feet adjacent to heater, hot and cold lines)
- Furnace tune-up (as determined by diagnostic equipment and inspection procedures)
- Duct Insulation in non-conditioned spaces
- Duct Sealing
- Low-flow Showerhead (as determined by inspector and client)

Uninsulated attics with less than an existing effective R-19

- Insulate to R-49 (R-value may vary due to attic configurations and results of site-specific NEAT calculations.

Electrical Baseload

- Install compact fluorescent light bulbs and replacement refrigerators when determined to be cost-effective based upon the results of a computerized audit or by using section 1506-6 of the Ohio Weatherization Program Standards.

Incidental Energy

- Related repairs that do not exceed \$600.00 for labor and materials

Other Measures

- Health and Safety measures as described within Section V.7 of Ohio's State Plan

**Optional Measures List for Building Types A- I (1 to 4 Units). Optional measures are measures selected by NEAT audit on a dwelling-by-dwelling basis, and cannot be installed unless they achieve an SIR greater than one (1) as verified by the NEAT audit.**

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- Partially insulated attics with existing insulation equal to or greater than an effective R-19
- Storm windows over single pane windows
- Thermal Vent Damper
- Electric Vent Damper
- Flame Retention Burner
- Replacement heating system (for efficiency improvements)
- High efficiency furnace (for efficiency improvements)
- Baseboard heaters
- Low E windows

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**Priority List for:**

**Type H Mobile Home (Manufactured Home)**

Shell Measures

Type-Bowstring Roof with Longitudinal Floor Joists

Natural Gas Heating Fuel -- add more insulation if

- The existing ceiling insulation R-9 or less,
- The existing wall insulation R-5 or less,
- The existing floor insulation R-5 or less.

All Other Heating Fuel Types -- add more insulation if

- The existing ceiling insulation R-11 or less,
- The existing wall insulation R-5 or less,
- The existing floor insulation R-7 or less.

Type-Factory-Built Pitched Roof with Transverse Floor Joists and 2"x6" walls -- add more insulation if

- The existing ceiling insulation R-19 or less,
- The existing wall insulation R-11 or less.

All Other Heating Fuel Types -- add more insulation if

- The existing ceiling insulation R-19 or less,
- The existing wall insulation R-16 or less,
- The existing floor insulation R-16 or less.

A MHEA audit must be run for structures outside these construction details. The following are mandatory on all units:

- Air leakage (as determined by blower door testing)
- Water heater and hot water pipe insulation (installed unless a technical/safety problem exists which is beyond the scope of HWAP to correct)
- Furnace tune-up (as determined by visual inspection and duct testing procedures as outlined in the Weatherization Program Standards)
- Duct sealing (as determined by visual inspection and duct testing procedures as outlined in the Weatherization Program Standards)
- Low flow showerhead (as determined by inspector and client)
- Electrical baseload (as determined by metering of appliances or audit-gathered data on usage using section 1506-6 of the Weatherization Program Standards)

Incidental Energy

- Related repairs that do not exceed \$600.00 for labor and materials

Other Measures

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- Health and Safety measures as described within Section V.7 of Ohio's State Plan

**Optional Measures List for Building Types A- I (1 to 4 Units). Optional measures are measures selected by NEAT audit on a dwelling-by-dwelling basis, and cannot be installed unless they achieve an SIR greater than one (1) as verified by the NEAT audit.**

- Partially insulated attics with existing insulation equal to or greater than an effective R-19
- Storm windows over single pane windows
- Thermal Vent Damper
- Electric Vent Damper
- Flame Retention Burner
- Replacement heating system (for efficiency improvements)
- High efficiency furnace (for efficiency improvements)
- Baseboard heaters
- Low E windows

Optional measures are measures that are to be selected by NEAT, but cannot be installed unless achieving a SIR of 1 or greater, as described in Ohio's waiver audit approval request.

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**Priority List for:**

**Type I Block, Concrete, or Log Home (Solid Wall) with Basement and/or Crawl Space and Open Joist Attic**

Uniform Measures (includes measures presumed cost effective as identified in Ohio's waiver audit approval request):

- Air leakage (as determined by required blower door testing)
- Water heater insulation (always installed unless a technical/safety problem existed beyond the scope of WAP or if manufacturer specifications do not allow additional insulation, and water heater pipe insulation (first 6 feet adjacent to heater, hot and cold lines)
- Furnace tune-up (as determined by diagnostic equipment and inspection procedures)
- Duct Insulation in non-conditioned spaces
- Duct Sealing
- Low-flow Showerhead (as determined by inspector and client)

Uninsulated attics with less than an existing effective R-19

- Insulate attic floor to R-49. R-value may vary due to attic configurations and results of site-specific NEAT calculations.

Uninsulated Floors

- Wherever the floor serves as the pressure/thermal boundary (above an unconditioned basement or crawl space) insulate floor to R-19 (R-value to be installed may vary due to floor configuration and results of site-specific NEAT calculations. Wherever the basement or crawl space walls serve as the pressure/thermal boundary (basement or crawl space is conditioned or unintentionally conditioned), this measure is not applicable. Go to priority 4.

Uninsulated Crawl Space or Basement

- Wherever the basement or crawl space walls serve as the pressure/thermal boundary (basement or crawl space is conditioned or unintentionally conditioned) insulate basement or crawl space walls to R-11 (if resident suggests the insulation will remain in place undamaged and moisture can be controlled.)

Electrical Baseload

- Install compact fluorescent light bulbs and replacement refrigerators when determined to be cost-effective based upon the results of a computerized audit or by using section 1506-6 of the Ohio Weatherization Program Standards.

Incidental Energy

- Related repairs that do not exceed \$600.00 for labor and materials

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Other Measures

- Health and Safety measures as described within Section V.7 of Ohio's State Plan

**Optional Measures List for Building Types A- I (1 to 4 Units). Optional measures are measures selected by NEAT audit on a dwelling-by-dwelling basis, and cannot be installed unless they achieve an SIR greater than one (1) as verified by the NEAT audit.**

- Partially insulated attics with existing insulation equal to or greater than an effective R-19
- Storm windows over single pane windows
- Thermal Vent Damper
- Electric Vent Damper
- Flame Retention Burner
- Replacement heating system (for efficiency improvements)
- High efficiency furnace (for efficiency improvements)
- Baseboard heaters
- Low E windows

**Priority List for:**

**Centrally Heated Multi-family**

Centrally heated multi-family buildings with 5 or more units or buildings with 4 stories or more (High Rise), will be treated based on EA-QUIP audit results and will still require the ODSA's prior written authorization.

Typical Measures

- Tune-up and repair of the central heating system, distribution system
- Tune-up and repair of the central domestic hot water system
- Attic insulation
- Wall insulation
- Basement/Crawlspace insulation
- Air Sealing
- Electric Baseload

Incidental Energy

- Related repairs that do not exceed \$600.00 for labor and materials (for the structure)

**V.5.2 Energy Audit Procedures**

Audit Procedures and Dates Most Recently Approved by DOE

<b>Single-Family :</b>	Priority List of Required Measures. WA-NEAT or other DOE approved audit  Date of DOE priority list approval: 02/15/2013
<b>Manufactured Housing :</b>	Priority List of Required Measures. Exceptions to the standard mobile home types also will require the use of MHEA.  This approval expires March 2014 and is in the process of being revised for resubmission to DOE.
<b>Multi-Family :</b>	Priority list of Required Measures. EA-QUIP or other DOE-approved audit.  Date of priority list approval for large multi-family structures: 2/15/2013.

Comments

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**ADVANCED ENERGY AUDIT PROCEDURES**

Ohio uses the Weatherization Assistant software, which includes the National Energy Audit Tool (NEAT) and Mobile Home Energy Audit (MHEA), to assess buildings that fall outside of the typical housing types defined above in Ohio's priority lists of measures, when repair costs needed to install a measure will add to the installation cost of that measure, when optional measures are to be installed, or when mechanical systems must be replaced. This audit may also be employed when electrical baseload measures (i.e. lighting or refrigerator appliance replacements) are being considered. All refrigerator replacements must show documentation in the administrative file that the appliance was metered for at least two hours and the Savings-o-investment ratio (SIR) is greater than one.

For single family and manufactured home units (mobile homes), work shall be done according to the priority list of measures. The Weatherization Assistant software (NEAT/MHEA) must be used when completing work outside the parameters of the Priority List.

All buildings with five or more units must be individually audited using EA-QUIP or another approved audit. Providers may hire an outside engineering firm to perform an audit on this type of building. Any audit performed by an outside engineering firm must evaluate the interactive effects of the various energy efficiency measures, as per the Ohio Weatherization Program Standard (WPS). All work on buildings of five or more units, three stories or less must receive prior approval by ODSA. In all cases, the ODSA reserves the right to limit expenditures per unit or to limit specific retrofits if ODSA determines that a local provider is not appropriately approaching the work being performed on units.

**BASIC ENERGY AUDIT PROCEDURES**

**CONDUCTION**

In 1980, Ohio identified a set of nine standard dwelling types categorized on details of attic, wall, and foundation construction. Ohio's Basic Housing Types are as follows:

Type A – Wood frame home with full basement and open joist attic

Type B – Wood frame home with crawl space and open joist attic

Type C – Wood frame home with combination crawl space/basement and open joist attic

Type D – Wood frame home with slab foundation and open joist attic

Type E – Wood frame home with full basement and kneewall attic

Type F – Wood frame home with post foundation and open joist attic

Type G – Block, concrete, or log home with slab foundation and open joist attic

Type H – Manufactured housing with post foundation

Type I – Block (solid wall), concrete, or log home with basement and/or crawl space and open joist attic

Type R – Retrofit, housing type does not meet any of the above categories, energy audit performed

Type S – Shelter

Conduction retrofits are based on a Savings-to-Investment Ratio (SIR) of one or greater as determined by Ohio's Priority Lists of Measures. The list of required measures includes uniform measures based on a list of DOE approved presumptively cost-effective measures, and the use of diagnostic equipment; and attic, wall, and floor or perimeter insulation. See section "V.5.1 Technical Guides and Materials" for the list of required measures for 1-4 unit buildings. Other measures may be installed if NEAT calculations indicate a SIR of one or greater. When an audit is used to cost-justify the structure, the recommendations generated by the audit with SIR greater than one take precedence over the priority lists of required measures.

The net result of the required measures list is that units receive all possible conductive envelope measures. Past research to gain a waiver has shown that for Ohio's climate, average job costs, and average fuel costs; it would be highly unlikely that an audit would prove any part of the envelope insulation not to be highly cost-effective. This approach of doing all envelope measures is also strongly supported by previous evaluations. Results of fuel savings studies performed by Quantec LLC for units completed in PY 2003, by Proctor Engineering Group on units completed in PY 1994, and a study by Cleveland State University (CSU) on PY 1988 units shows continued energy savings in completed homes where weatherization activities occurred and continues to support the development of this approach.

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It is unlikely that an individual audit of a unit would alter this approach to envelope retrofits except in rare instances. The time and resource savings achieved by the required measures approach, as well as the opportunity it provides to concentrate training on these known measures, are considered important elements of Ohio's overall program design. It also should be noted that an individual audit - which is, after all, only an estimate of potential savings - may not in the long run prove better at predicting savings for "marginal" retrofits (i.e. those close to an SIR of one) than using a required measures list and continuing to incorporate consumption study results into program design.

#### CONVECTION

The NEAT can only predict the savings based on stemming losses due to direct or indirect air movement in a structure based on estimated costs and CFM50 reductions. This weakness is generally shared by most residential audits. Those that attempt to assign a value to this area based on visual inspection are, at best, suspect. With the advent of blower door technology, however, Ohio's approach in this area finally solidified. Since PY 1988 we have encouraged blower door use in various ways, but in PY 1996 the revised Ohio Weatherization Program Standards (WPS) fully incorporated the use of blower doors as the primary tool for diagnosing air leakage problems and prescribing effective types and levels of air leakage work. Ohio's inspection procedures and blower door protocol are as rigorous as any we have examined, and are designed to quickly and effectively arrive at unit-specific solutions to problems involving leakage, bypass, air quality, moisture, and pressure balancing. The WPS also deals extensively with the prioritization of individual air leakage measures in order of cost-effectiveness. A set of guidelines were developed to aid in determining cost effective air sealing. The guidelines are based on degree days, fuel type and cost, seasonal efficiency and the Lawrence Berkeley Labs climate correction factors. The guidelines are based on a five year payback, with a 10-year life of measure used by NEAT. This conservative approach will assure that jobs completed using the guidelines will always pass the NEAT audit, which can only predict savings post-retrofit.

Also, Ohio's program has been tracking and actively assesses the quality of work being done in addressing air leakage reductions. The Ohio Variables End Results Air Leakage Level Scale (OVERALLS) was developed in the late 1980s. In conjunction with the Building Tightness Limits (BTLs) and the Series Leakage (zone test), these diagnostic tests have been used to assist local providers' staffs with addressing and targeting air leakage within individual dwelling units.

#### HEATING APPLIANCES

Our general approach in this area is to ensure that all heating units are safe, operate at a combustion efficiency reasonably close to design specifications, and properly deliver heat as required. Combustion appliances receive an electronic combustion efficiency test to determine that oxygen, carbon monoxide, stack temperature, and smoke are within acceptable tolerances. Correction is required where this is not the case. The distribution system - often the part of a heating unit with the greatest savings potential - is addressed by sealing ducts, insulating ducts (in unheated areas) and adjusting anticipator and limit settings, among other procedures. The WPS inspection standards for heating system safety and efficiency are more comprehensive and may be used to further reference Ohio's policies: [http://www.development.ohio.gov/is/is\\_weath\\_standards.htm](http://www.development.ohio.gov/is/is_weath_standards.htm). All heating systems replaced using WAP funds will first have NEAT justification to determine if the replacement can be considered an Energy Conservation Measure. Heating systems also may be replaced using Health and Safety funds with adequate documentation (inspector approved, photographs, etc.) of the reason for replacement.

#### CONSUMER EDUCATION

Consumer education is a valuable adjunct to the weatherization work described above, both by creating additional initial savings and by extending the persistence of savings achieved by other measures.

Ohio's consumer education program has proven to be an effective way of maximizing the impact of the energy efficiency measures installed by the WAP by providing information concerning energy efficiency practices to WAP recipients.

WAP providers are required to provide comprehensive consumer education to the eligible tenant or homeowner in each weatherized unit. Ohio's approach to consumer education regarding weatherization can be described as follows:

- Providers are required to provide energy education counseling to all WAP recipients/partners and complete a home energy checklist. The purpose of the checklist is to obtain information about the WAP recipient's energy use practices in order to focus the energy education on the recipient's needs and situation.
- Providers are also required to complete an Energy Savers Partnership Plan for all WAP recipients. The purpose of the Energy Savers Partnership Plan is to identify the specific energy efficiency actions that WAP is responsible for completing and those actions that the WAP recipient is responsible for implementing. The recipient's actions will be formulated with input from the consumer and individualized to his/her needs and situation. This partnership plan must be completed at the consumer's home.
- Providers are recommended to install a Plate Pal into all single family homes that receive an initial inspection. The Plate Pal is a device that shows the temperature and the humidity levels within the room. This allows the consumer to identify situations where there may be high or low humidity levels. As part of the education process, the inspectors instruct and leave information with the consumer on ways to adjust the humidity levels and what the optimum range of

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temperature and humidity should be to feel comfortable.

- Providers are required to provide appropriate energy efficiency written materials. The "Do-Your-Part" brochure was developed to visually represent WAP work with energy savings actions that the consumer can implement.

- Providers are required to complete follow-up contact on a minimum of 25% of completed units, three to twelve months after the final home visit, to reinforce the actions agreed upon in the partnership plan. Follow-up will be targeted to households with a high potential for consumption reductions based on the initial consumer education visit.

ODSA will focus its consumer education efforts on ways to improve the impact of the partnership plan on non-heating utility costs and ways to improve the follow-up contact process.

Ohio's approach allows for continued improvement and modification based on evaluation study results and changes in the state of the art. As described above, the protocol approach to conduction, convection, heating appliances and consumer education has all the advantages of an audit in terms of output for the vast majority of units weatherized in Ohio. We intend to continue to strengthen this approach by continuing to collaborate with partner programs providing services in the homes being weatherized when available, including utility-sponsored weatherization programs and Healthy Homes programs among others; and the incorporation of recommended results from future and previous evaluation studies.

### V.5.3 Final Inspection

As specified in 10 CFR 440.16(g), no dwelling unit will be reported to ODSA as completed until a qualified inspector has performed a final inspection and certified that applicable work has been completed in compliance with the Ohio Weatherization Program Standards (WPS) and in accordance with the priorities as determined by the Building Classification Housing type priority list or as determined by a DOE approved energy audit. In addition, to ensure a separation of duties, the initial and final inspectors must be different individuals. Under no circumstances are final inspectors permitted to inspect their own work (e.g. install or help install the furnace and then complete the final inspection on the work performed).

### V.6 Weatherization Analysis of Effectiveness

Ohio has a history of large-scale evaluations of the effectiveness of the WAP. The most recent evaluation examined the PY 2003 program indicated the net savings achieved by the weatherization program is on average, 21% of the pre-consumption. This is a little lower than the PY 1994 evaluation indicated, but it is believed that this is attributable to actions made by non-participants of the program due to increasing fuel costs (in other words, non-participants were taking actions to reduce usage on their own). The participants of the weatherization program showed savings of 25.3% compared to their pre-consumption for gas used in space heating. This is a dramatic increase over the results of the PY 1988 program evaluation when an average savings of 19% for gas used in space heating was attained. Since the households that heat with gas are the greatest majority (85%) of units in Ohio, this average savings has widespread economic benefits. The full evaluation of the PY 2003 program assessed the impact of the program, the process of administering the program, and the training activities that are obtainable by WAP providers through the state training center and at national and regional training conferences (DOE National, Midwest Regional, Affordable Comfort). Many recommendations were made by Quantec LLC (for the Office of Community Assistance, for the OWTC, and for Local Providers) as a result of this full evaluation, some of which are listed below. The Ohio program has already begun taking steps to address these recommendations and will continue to take steps to improve the delivery of the weatherization program.

#### IMPACT Evaluation

- >Obtain applicant's energy usage histories and base the installation of measures on this pre-consumption information
- >Implement tools to track jobs completed with funding from leveraged sources (i.e., utility weatherization)
- >Improve tracking of labor costs with regard to specific retrofits on completed units

#### PROCESS Evaluation

- >Improve communications between the Office of Community Assistance, local providers, utilities, the training center and enhance the communication role of the Policy Advisory Committee
- >Streamline the Ohio Weatherization Program Standards (WPS) and utilize the standards in the field
- >Update and revise the Policy and Procedures Manual and move towards a searchable, electronic version
- >Explore opportunities for joint funding of weatherization training
- >Review customer education "best practices" for the Ohio program and emphasize client follow-up

#### TRAINING Evaluation

- >Conduct a comprehensive needs assessment of the knowledge and skills needed for specific weatherization duties

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- >Develop a standard metric to measure and track training efficiency
- >Improvement in tracking and analysis of student records, evaluations, and other information
- >Update the training curricula more frequently
- >Give training and continuing education the importance it deserves
- >Development of individual learning plans should assist students in tracking and achieving continuing education goals
- >Determination of the education needed by contractors working within the program

Ohio's technically innovative approach to weatherization has not only reduced the energy consumption (along with the corresponding utility bills) of our customers, but has had an effect on improving consumer payment behavior (frequency, payment amounts) and improved the health and safety of their homes. There also have been positive impacts on the environment and the state's overall economy as a result of weatherization.

**BEST PRACTICE PROGRAM**

In PY 2013, Ohio will implement a competitive best practice program open to all providers. The program will solicit project entries in three housing categories: Single, Multi-Family, and Manufactured Housing.

Projects submitted will be asked to demonstrate innovative partnerships, including those with utility weatherization funds, Healthy Homes collaborations and partnerships that leverage funds. Projects also must demonstrate significant energy savings. A narrative and statement from the customer also will be taken into consideration.

Ohio will choose 12 semi-finalists in the competition, four in each of the three categories. Each of these projects will be visited and evaluated by state staff. One project in each category will be named a Best Practice Home and the others in the category will be runners-up. Each will be honored for their accomplishments during Weatherization Month. Media attention regarding these awardees will be shared with federal funding sources.

Ohio is reaching out to partners in weatherization to make this program a success and call attention to the energy savings and positive impact of this program on Ohio residents.

**V.7 Health and Safety**

In accordance with the Final Rule and Weatherization Program Notice (WPN) 11-6, ODSA shall adopt the following approach to implementing health & safety measures. Local providers shall comply with all applicable state and local building codes and regulations.

ODSA provides its sub-grantees with an allocation of funds, identified as a budget line item, to be used for required Health and Safety activities on dwelling units being weatherized. Specific health and safety related measures are reported in the OCEAN data system. The purchase and maintenance of personal protective equipment and other safety equipment is allowed. Each grantee has a local Training and Technical Assistance budget and those funds may be used to provide training and certifications to address health and safety issues.

As in past years, Ohio will budget 15% of DOE funds for Health and Safety measures. Ohio tracks Health and Safety labor and materials costs on its Building Weatherization Reports (BWRs) which populate a statewide database making it possible to track and manage all health and safety costs.

ODSA encourages providers to maintain coverage for Pollution Occurrence Insurance (POI), but no longer makes it mandatory.

**CLIENT HEALTH AND SAFETY**

ODSA is continuing to develop, update and implement the Weatherization Program Standards (WPS) to outline the uniform technical weatherization procedures and policies that follow. In PY 2013, the WPS will be updated and revised in collaboration with the Technical Subcommittee of the Policy Advisory Council. That process will take into account the standard work specifications developed for WAP by DOE and incorporate these with Ohio's delivery model. The WPS contains sections which detail inspection and diagnostic protocols, along with corrective actions and policies regarding areas of concern for client health and safety.

Clients must be informed of any Health and Safety risk discovered during the inspection process. In the case of a rental property, the property owner and/or authorized agent also must be notified. As potential hazards are identified, they are to be analyzed in terms of their severity and how they will be addressed, up to and including deferral. If a potential hazard cannot be properly addressed using WAP funds, the agency must notify the customer in writing (see "Deferral Policy").

Allowable WAP measures fall into three broad categories: Energy Conservation Measures (ECMs), Incidental Repairs, and Health and Safety Measures.

**ENERGY CONSERVATION MEASURES**

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ECMs are incorporated into Ohio's Priority List of Measures and/or can be cost-justified with a savings-to-investment (SIR) ratio of 1.0 or greater.

**INCIDENTAL REPAIRS**

Incidental Repairs are defined as repair materials and installation performed because they are deemed necessary for the effectiveness of one or more ECMs, and are recorded on Ohio's Building Weatherization Reports (BWRs). Incidental Repairs may not exceed \$600.00 for materials and labor. References to these categories in this plan carry this limitation. Incidental Repairs must be justified in the client file with an explanation for their need and relationship to a specific ECM or group of ECMs as required in WPN 12-09.

**HEALTH AND SAFETY MEASURES**

Health and Safety measures are measures necessary to maintain the physical well-being of both the occupants and/or weatherization workers where the actions are necessary as a result of weatherization work. The reason for all health and safety work must be documented in the client file, including photographs and written documentation of the reason for replacement (when possible) and inspector approval of all Health and Safety work completed in the home. Signature on the work order may constitute this approval.

Measures not included on the Ohio Priority List of Measures must be evaluated to determine if they can be cost-justified with a SIR of 1.0 or greater, and therefore be considered an ECM. Additionally, any Incidental Repair must follow guidance outlined in WPN 12-09.

Historically, Ohio has been technically strong in understanding and implementing codes administered by the National Fire Protection Association (NFPA) and has implemented these procedures as part of the standard package of ECMs installed on homes. Previous evaluations of the Ohio WAP program have shown that the cost effectiveness of the program falls below the 1.0 SIR threshold when Health and Safety measures such as a heating appliance, a domestic hot water heater, or a electric service panel upgrade were included. However, evaluating the program without those specific appliances included showed the WAP program to be cost-effective with an approximate SIR of 1.8.

**Components of Health and Safety in regards to Weatherization**

**Air Conditioning and Heating Safety**

"Red tagged", inoperable, or nonexistent heating system replacement or installation is allowed where climate conditions warrant unless prevented by other guidance herein. As described in section V.4 Climatic Conditions, Ohio's climate requires weatherization and is considered a "heating climate," therefore, Ohio will be addressing heating system replacement under the WAP program.

Heating appliances (i.e. furnaces, boilers, vented space heaters) are to be repaired or replaced when the existing unit is not operational, unsafe, or non-existent. This is to ensure that steps are taken to eliminate unsafe levels of carbon monoxide in the living area or to risk the safety of the inspector while attempting to obtain diagnostic readings of an unsafe appliance. Justification documentation and photos demonstrating the specific issue(s) with the existing system must be in the customer file. Trained staff must first attempt to cost justify heating system replacement and install as an ECM. If not cost-justified, the system and all components must be charged to Health and Safety. Repairs may be charged to the Incidental Repair category not to exceed the limits stated above.

Customer education must be performed to explain the importance of appropriate use and maintenance of the replacement unit. In addition, the sub-grantee must discuss the proper disposal of bulk fuel tanks, when applicable.

**Appliances and Water Heaters**

Replacement of water heaters using Health and Safety funds is allowed on an individual basis under the conditions outlined and described in the WPS, section 301.4 MECHANICAL SYSTEMS INSTALLATION – Domestic Hot Water. Sub-grantee must ensure that the replacement unit drafts properly in worst case, depressurization scenario and that the combustion analysis readings of unit are within the appropriate guidelines.

Replacement and installation of appliances other than water heaters; such as cook stoves, washing machines, or clothes dryers, are not allowable.

The cost to clean and adjust the gas pressure to eliminate the production of carbon monoxide in a cook stove (stove top burners or oven) may be charged to Health and Safety. However, the installation of any parts to the cookstove (ie. pressure regulator, orifices, proper, flexible range connectors) may be charged to the Tuneup/Repair category.

Customer education must be performed to explain the importance of appropriate use and maintenance of the replacement unit. In addition, the sub-grantee must remove and properly dispose of the old heater.

**Asbestos – in siding, walls, ceiling; in vermiculite; on pipes, furnaces, other small covered surfaces**

The cost of generally removing and/or abating asbestos is prohibited. Where providers work on large heating and distribution systems, including related piping, the cost of asbestos removal or other less costly approaches such as encapsulation is allowed to the extent that documented energy savings resulting from the measure (to include the cost of the work plus the cost for the removal or encapsulation) will demonstrate a 1.0 or greater SIR. However, in all cases, compliance with all codes and EPA regulations is required. The cost of permanently removing asbestos-containing, cementitious siding materials remains prohibited; however, it is allowable to remove and re-install such type of siding material to insulate the sidewalls of eligible units. This shall be performed by a

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person trained in safe work practices. However, cutting or drilling the cementitious siding material remains prohibited.

Based upon the concerns over the possible presence of asbestos in vermiculite insulation that may be found in homes, the Office of Community Assistance distributed a memo in April 2006 outlining protocols if this type of insulation is found in homes. The protocols include, but are not limited to the following:

- Limit exposure
- Document the location
- "Work wet" to ensure that dust cannot be blown into the living area
- Do not install sidewall insulation, due to pressurizing the wall cavities
- Seal off the attic hatch and enter the attic from the outside
- Perform a blower door pressurization test, do not de-pressurize the interior of the home
- Follow all health and safety instruction from the inspector
- Wear adequate Personal Protective Equipment (PPE)

If it is determined that weatherization work cannot be performed without creating a hazard, the work must be deferred. The client is to be informed in writing of the potential hazard and the sub-grantee must not return to perform measures until an Asbestos Hazard Emergency Response Act (AHERA) certified professional has issued a clearance statement. A copy of this statement/report must be kept in the customer file.

Biologicals and Unsanitary Conditions – odors, mustiness, bacteria, viruses, raw sewage, rotting wood, etc.

The cost of removal or mitigation of conditions that may lead to or promote biological concerns and unsanitary conditions is allowable to the extent that removal or mitigation is necessary to allow effective weatherization work and/or to assure the immediate or future health of workers and customers. This refers to the repairs of broken sewer/drain pipes or unplugging sewer back-ups.

ODSA understands that there are unsanitary conditions that put crews and staff at risk and are the responsibility of the customer. Sub-grantees would not be expected to address these conditions. These items may include but are not limited to pet or human feces in living areas, evidence of hoarding or "path houses" where access to measures is obstructed, rotting wood, etc.

Addressing bacteria or viruses is not an allowable cost. Deferral may be necessary in cases where a known agent is present in the home that may create a serious risk to occupants or weatherization workers. (See "Mold and Moisture.")

Building Structure and Roofing

Inspectors must be aware of the structural condition of the dwellings to be weatherized. Roof repairs that exceed the Incidental Repair limit are beyond the scope of the program. Rehabilitation of dwellings is beyond the scope of the Weatherization Assistance Program. If it is determined that the dwelling unit is unsafe or requires repairs greater than allowed by the scope of the program, then planned weatherization activities must be deferred and a referral should be made to a local rehabilitation program. Sub-grantees must notify the customer of structurally compromised areas and document with pictures that are to be included in the customer file (see "Deferral Policy").

Code Compliance

Correction of pre-existing code compliance issues is not an allowable cost other than where weatherization measures are being conducted. State and local codes (or jurisdiction having authority) must be followed while installing weatherization measures. Condemned properties and properties where "red tagged" health and safety conditions exist that cannot be corrected under the program should be deferred. Notify the customer of observed compliance issues. Health and Safety funds should not be used when the repair of a code issue is a component of an ECM, such as fixing a light fixture to install a CFL bulb. In this case, the cost to repair the fixture should be analyzed to determine cost effectiveness or be charged as Incidental Repairs not to exceed the limit stated above.

Combustion Gases

Proper venting to the outside for combustion appliances, including gas dryers, is required. Repair of all combustion appliance fuel line leaks from the meter to tank to the combustion appliance is required. This is an allowable Health and Safety charge. Correction of venting is allowed when combustion testing indicates a problem and also may be charged as a Health and Safety measure. Combustion testing must include (1) the visual inspections of appliances and venting to ensure adequate clearances to combustibles, and (2) testing natural draft and fan induced draft appliances for proper draft and spillage under worst case depressurization conditions before and after air sealing work on the home. Customer education must be performed to explain the importance of combustion safety and possible hazards.

Drainage

Major drainage issues (for example, earth sloping toward dwelling) are beyond the scope of the Weatherization Assistance Program. Homes with conditions that may create a serious health concern that may require more than incidental repairs should be deferred.

Customer education must be provided to explain the importance of cleaning and maintaining drainage systems, as well as the benefits of landscape design (where applicable).

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Electrical, other than Knob-and-Tube Wiring

The cost to correct the presence of electrical system hazards, such as inadequately sized service, improperly grounded service, hazardously located service, inadequately sized or insufficient number of circuits, circuits in poor condition (i.e. live bare wires, etc.) and wiring inappropriate to its location are allowable costs to the Health and Safety category. A licensed electrical contractor (if required) shall be used to perform any electrical work needed to correct the hazard.

Customer education must be performed to explain the importance of basic electrical safety/risks and the hazards of overloading circuits.

Electrical, Knob-and-Tube Wiring

As part of the initial inspection process, inspectors make note of the presence of knob-and-tube wiring and its condition. In some cases, electric utility program funds are used to abate electrical system hazards and install properly sized fuses and breakers to ensure circuits are not overloaded. In attics and sidewalls where knob-and-tube wiring may be in use, the crew/contractor is instructed to install S-type fuses before any insulation is installed. Ohio will abide by the National Electrical Code in all matters related to weatherization and knob-and-tube wiring.

The removal of knob-and-tube wiring and upgrading the wiring system in attics is allowable to be charged to regular funds as a component of an ECM if the cost for removal and upgrading (labor and material) is included in the cost to insulate the attic area and all charges result in the measures being cost-effective with a 1.0 or greater SIR. In this case, the Priority List of Measures would be replaced by the NEAT-generated work order. If the charges are less than a 1.0 SIR, the cost to remove and upgrade the wiring must be charged to Health and Safety. When cost-justifying measures like upgrade of wiring systems that require an estimate to be used to complete an energy audit, sub-grantees will be required to re-run the audit using actual expenditures to ensure the measure still meets an SIR of one or greater.

Customer education must be performed to explain the importance of basic electrical safety/risks and the hazards of overloading circuits.

Fire Hazard

Inspectors also identify potential fire hazards within the dwellings. Section 301-1 of WPS includes guidance that governs combustion appliances and their associated venting systems. The guidance outlines how to identify and eliminate potential fire hazards including inadequate clearances between combustion appliance cabinets, venting systems and combustible materials. The WPS also states how to handle potentially dangerous creosote build-up in chimneys and wood stove flues. Potential fire hazards are addressed with Health and Safety funding or other leveraged funding sources. Required adherence to appropriate NFPA codes when repairing or replacing appliances minimizes the potential for fire hazards.

Customer education must be performed to explain the importance of addressing any fire hazards within the home. If possible, the inspector should address any potential fire hazards within the scope of the weatherization program; however, the customer must be notified when a fire hazard is identified if it cannot be treated during the weatherization process. In some cases, this may result in deferral or referral of the home until the fire hazard can be corrected.

Formaldehyde, Volatile Organic Compounds (VOCs) and other Air Pollutants

Formaldehyde, tobacco smoke, thinners, solvents, cleaners and other pollutants that are capable of negatively impacting indoor air quality are identified during the initial inspection (and in many cases are discussed by sub-grantee's intake staff during scheduling). Basic strategies such as proper storage and ventilation are used to eliminate problems. However, this is primarily an occupant responsibility.

If pollutants pose a risk to workers and removal cannot be performed or is not allowed by the customer, the unit must be deferred. Removal of pollutants that is not necessary to perform weatherization (i.e. cleaning old paint cans and oil out of garages) is not allowed. Customer education must be performed to explain the importance of safe and proper disposal of household pollutants.

Injury Prevention of Occupants and Weatherization Workers

Workers must take all reasonable precautions against performing work on homes that will subject workers or occupants to health and safety risks. Repairs of stairs and installation of handrails may be conducted only when necessary to effectively weatherize the home and may be charged to regular funds and reported within the Incidental Repair category. For example, if the stairs to the basement are broken and not safe to use, but the heating appliances are located in the basement, then it would be necessary to repair the stairs to effectively weatherize the home.

If the measures are not necessary to perform effective weatherization, then they are not allowed. For example, if the stairway to the second floor was missing a handrail and the occupants needed a railing for stability when going up or down the stairs, this would not be allowed because it is not affecting the weatherization of the home. This would include the installation of a handicap ramp for entrance into the home. When possible, providers may make referrals to other programs or use leveraged funds to address these concerns.

Workers are to observe if dangers are present that would prevent weatherization. Clients must be informed by Inspectors and/or workers of observed hazards and associated risks, when applicable. Some sub-grantees are able to collaborate with local programs to leverage funding to address trip and fall hazards within households.

Lead-Based Paint

The cost of lead paint abatement is prohibited. However, the cost to test building materials for the presence of lead paint and the cost of precautions to prevent

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causing a lead paint contamination problem while installing weatherization materials is allowable. Lead-based paint (LBP) was used on the majority of houses built before 1978. It is probable that LBP is present on houses weatherized by the WAP that were built before 1978. If LBP must be disturbed (cut, scraped, sawn, drilled, etc.) during the weatherization work, that work shall be done in a "lead-safe" manner. Ohio has transitioned to the approach defined by the Environmental Protection Agency (EPA) under the Lead Renovation, Repair, and Painting Rule (LRRP).

Ohio has developed a training that uses the Montana State University Lead Safe Weatherization (LSW) curriculum as the minimum requirement. All field staff are required to complete this training, which includes a hands-on component. New staff will be required to attend the training within 180 days of their start of employment in the weatherization program. As part of this training, field staff are instructed on the proper disposal of all construction waste.

In addition, all field staff working on pre-1978 homes must be accompanied by an EPA Certified Renovator while at the job site. The EPA LRRP training is provided by the Ohio Weatherization Training Center (OWTC) along with other entities throughout the state (for example, the University of Cincinnati). A sub-grantee and/or weatherization contractors must have at least one individual who has certified as an EPA Certified Renovator certificate and who will be present at the job sites. In many cases, multiple individuals at an agency may have this certification.

Documentation for training credentials must be on-site (i.e. copies of the training certificate or the certification as a Renovator must be available). Cleaning verification and documentation that lead-safe weatherization occurred must be within the customer file.

If less than six square feet of wall surface is disturbed per room on the interior of the home, or less than 20 square feet of wall per side on the exterior of the home, the certified renovator in charge of the job will certify this information on the work order, with either an attachment to the work order or similar language written and signed on the work order. Even though the work has disturbed less than the de minimis amounts of paint as specified by the U.S. Environmental Protection Agency (EPA), all work should be performed in a lead safe manner.

If more than six square feet of wall surface is disturbed per room on the interior, or more than 20 square feet of wall per side on the exterior, the following will occur:

- A certified renovator must be present on the job to make sure that the procedures are followed as stated in 40CFR Part 745.
- Proper containment, signage and testing of the area must be completed according to the code.
- Proper record keeping using the Post – Renovation Lead Recordkeeping Checklist must be completed and submitted.
- Other required paperwork to include:
- Copies of the Certified Renovator and other installers certificates;
- Pictures of the containment area with a posting of the job number attached to the containment materials;
- Picture(s) of the Approved Wipes alongside the Cleaning Verification Card showing that the cleaning process has passed, with the job number in the picture.

All ODSA Technical Field Representatives will receive training in LSW and will complete the LRRP course.

All providers are required to provide a copy of "The Lead-Safe Certified Guide to Renovate Right", if applicable, prior to the start of work. This brochure will be given to an adult resident of each pre-1978 residential building to be weatherized. Written acknowledgment is required, proving the adult resident received the brochure, or a certification in writing that the brochure was delivered to an adult resident and the sub-grantee was unsuccessful in obtaining a written acknowledgement, as directed in the publication. Confirmation of receipt of this brochure by the customer will be maintained in the customer file. Expendable materials and safety equipment associated with working lead safe (including but not limited to safety suits, trash bags, face masks, plastic covers) must be charged to Equipment/Tools.

Ohio's Deferral Policy will be used in instances where the homeowner or landlord has notified the sub-grantee of lead paint issues existing or where lead poisoning has occurred to a member of the household. Referral is recommended to other programs designed to address the concerns.

#### Mold and Moisture

Limited water damage repairs that can be addressed by weatherization workers and correction of conditions that may create moisture and mold are allowed when necessary in order to weatherize the home and to ensure the long term stability and durability of the measures. This may be charged to regular funds and reported with the Incidental/Additional Repair category.

However, existing mold and moisture issues greater than 10 square feet cannot be addressed and must be deferred. Testing for mold to determine the type or severity is not an allowable cost. All providers are required to complete a Home Weatherization Assistance Program Mold Assessment and Release Form after the energy audit and prior to the work being started. It is expected that sub-grantee staff will document with digital photos any existing mold and mildew problem. The sub-grantee should refer the home to another program designed to address the concern. (See Information Update 2010-059 & WPS section 114). Ohio's Deferral Policy will be used in instances where the remediation of the problem is beyond the scope of the weatherization program. Moisture problems that cannot be corrected within the scope of the program include, but are not limited to the following:

- Installation of a new roof;

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- An enclosed crawlspace or basement that has standing water for significant periods of time due to inadequate ground or surface water drainage;
- Any building with no overhangs and no gutters, exhibiting signs of major moisture problems such as blistering paint and extensive mold/mildew on the inside of the house;
- Occupant Pre-existing or Potential Health Conditions.

When a person's health may be at risk and/or the work activities could constitute a health or safety hazard, the occupant at risk will be asked to take appropriate action based on severity of risk. Failure or the inability to take appropriate actions must result in deferral. Intake staff should begin the discussion with the customer as part of describing the program and what measures may be performed. The sub-grantee must be cognizant of collecting this personal information and the protections that customers have with HIPAA guidelines. Yet care should be taken to assist if such health problems exist and, consequently, to avoid weatherization work/materials that will exacerbate the problem. Such health problems may include but are not limited to allergies to insulation materials, and/or asthma.

A discussion between the sub-grantee's staff and the customer should take place during the initial visit to explain the process for installation of all materials and determine if any activity will exacerbate the condition(s) of the occupants. Alternative work protocols should be implemented if necessary to avoid aggravating any existing health condition. It may be necessary for the customer to leave the home during the work process. Refusal or inability to leave the home may result in deferral and/or referral to another local program, if available.

Occupational Safety and Health Administration (OSHA) and Crew Safety

Providers shall comply with Occupational Safety & Health Administration (OSHA) requirements for all weatherization activities which involve staff personnel. This includes the requirement that staff personnel working on the homes (crews and inspectors) will utilize the appropriate personal safety equipment when necessary and receive training on the use / location of material safety data sheets (MSDS), first aid equipment, fire extinguishers, and other safety equipment. Related costs to train personnel in order to comply with OSHA requirements shall be charged to the Administration or the Training and Technical Assistance budget category. Related costs to purchase equipment in order to comply with OSHA requirements shall be charged to the Administration or the Support budget category.

When contractors are employed by providers, those contractors shall comply with OSHA requirements as well. Providers that identify that a contractor may not be complying with OSHA requirements shall take all necessary steps to have the contractor rectify the situation, including notifying the contractor of the issue, identifying training opportunities, or terminating the contract with the contractor. Costs related to OSHA compliance for HVAC, weatherization, or other contractors hired to address health and safety issues shall be part of the bid price or job cost.

The sub-grantee is responsible for ensuring workers and subcontractors are properly trained and certified, when certification is required. The State of Ohio will review the training certificates for OSHA and LSW compliance in conjunction with the local sub-grantee and the Ohio Weatherization Training Center. Ohio allocates local Training and Technical Assistance funding that provides direct trainings statewide or the local provider may use Training and Technical Assistance funding that has been directly allocated to the provider to obtain training, with approval by ODSA. Statewide health and safety trainings include:

Weatherization Workers/Crew Members

- OSHA Construction Safety – 10 hour training (required)

Weatherization Energy Coordinators and Crew Leaders (required) and Inspectors (recommended)

- OSHA Construction Safety – 30 hour training and certification

Lead Safety for Renovation, Repair and Painting (LRRP)

- At least one individual from the organization that will be on site with crews working on pre-1978 homes is required.

Pests

Pest infestation, within the dwelling or in any area outside of the dwelling, where sub-grantee staff (inspectors, crews) or contractors would have to work, is cause for deferral. (Pests include but are not limited to fleas, roaches, rodents, and/or bed bugs). However, it is allowable as a tool/equipment item for the crews to purchase bug spray (wasp/hornet spray) when they are working outside the dwelling as a remedy for a situation. It also is allowable for the sub-grantee to address points of access to prevent intrusion. Examples include screening of attic gable vents to keep out flying insects and installing steel wool accesses to prevent rodents from penetrating. Whole house extermination is not allowed. Customer education must include any observed conditions of pests and associated risks.

Radon

The cost of generally abating radon is prohibited. However, the cost to test a building for the presence of radon gas is allowable if the potential for its presence is believed high. Many counties in Ohio are considered to have High Potential (See [www.epa.gov/radon/whereyoulive.html](http://www.epa.gov/radon/whereyoulive.html) for a radon map of Ohio). Some weatherization measures that help mitigate the presence of radon (such as installing ground/vapor barrier on exposed dirt) are allowable and may be charged to

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regular funds if cost-justified and reported in the Floor Procedures category. Other measures (such as the installation of exhaust fans to depressurize a crawl space area with reference to the living area) to mitigate an existing radon problem is not allowable. Customer education must include providing a copy of the Environmental Protection Agency (EPA) handout entitled A Citizen's Guide To Radon (EPA 402/K-09/001).

Refrigerant

When replacement refrigeration appliances are installed, the old inefficient appliances must be removed and be properly destroyed. Contractors will properly dispose of these existing appliances and provide documentation of disposal. Appliances shall be recycled in accordance with the environmental standards in the Clean Air Act (1990), Section 608, as amended by the Final Rule. 40 CFR 82, May 14, 1993. Sub-grantee staff, appliance vendor, de-manufacturing facility, or other entity that is used to recover the refrigerant from the old appliances must possess an EPA-approved section 608 Type I license or an approved universal certification.

Smoke, Carbon Monoxide Alarms and Fire Extinguishers

The installation of smoke alarms and/or carbon monoxide alarms is allowable and must be installed as per WPS section 1505. The installation of smoke and carbon monoxide detectors must be charged to the Health and Safety category per WPN 11-6. Information Updates 09-09 and 09-26 also offer guidance to sub-grantees on this matter. Ohio will not require a landlord contribution for the cost of labor and materials to install smoke and carbon monoxide detectors.

Fire Extinguishers are allowable for households when a solid fuel heating system is present (i.e. coal, wood). Only one unit may be installed into a home and must be charged to the Health and Safety category. Fire extinguishers must be installed, according to the manufactures recommendations, be type ABC, UL listed, = 10 lb. and with a permanently affixed wall bracket to receive the extinguisher. The client must sign a written agreement to allow a fire extinguisher to be installed in the home within sight of the solid fuel burning heat system when standing at the unit. The agency must discuss and provide information on the use and upkeep of the extinguisher to the client.

Solid Fuel Heating (Wood Stoves, etc.)

The weatherization agency must inspect the stove, chimney and flue. Combustion zone depressurization (CAZ) is required per the WPS and NFPA 211.

Maintenance, repair, and replacement of primary indoor heating units is allowed where occupant health and safety is a concern. Maintenance and repair of secondary heating units is allowed. Replacement of secondary heating units is not allowed. This system must be operational and inspected using all WPS test protocols before any other weatherization begins.

Space Heaters, Stand-Alone Electric

Heating appliances if this category may be defined as heaters that do not have a permanent connection to electric power. Repair, replacement, or installation is not allowed. Removal is recommended. Circuitry must be checked to ensure adequate power supply for existing space heaters. These heaters are not considered a primary heat source.

Customer education must include information about the hazards associated with these types of heaters. Inspectors may defer if the customer refuses to remove heaters of this type.

Space Heaters, Unvented Combustion

All unvented, fuel-fired primary heating units or unvented fuel-fired water heaters that cannot be vented must be removed and replaced with properly vented units before proceeding with any weatherization work. Where an unvented, secondary heating unit is present, the sub-grantee must notify the client/owner/authorized agent verbally and in writing of the potential health hazards of operating an unvented appliance in the post-weatherized dwelling and provide information on safe alternatives. The sub-grantee also must test the ambient air in the location of the unvented appliance. A carbon monoxide detector must be installed in this situation.

Space Heaters, Vented Combustion

These units will be treated as furnaces. The WPS details the diagnostic testing required during an inspection. The replacement system must be operational and inspected using all WPS diagnostic test protocols before any other weatherization begins.

Spray Polyurethane Foam (SPF)

Use EPA recommendations (available online at [http://www.epa.gov/dfe/pubs/projects/spf/spray\\_polyurethane\\_foam.html](http://www.epa.gov/dfe/pubs/projects/spf/spray_polyurethane_foam.html)) when working within the conditioned space of a unit when SPF fumes become evident within the conditioned space. When working outside the building envelope, isolate the area where foam will be applied, take precautions so that fumes will not transfer to inside conditioned space, and exhaust fumes outside the home. Testing will include checking for penetrations in the building envelope. Sensory inspection inside the home for fumes during foam application must also occur. Safety equipment associated with installation of this product may be charged to Equipment/Tools.

The client must be informed of plans to use two-part foam and the precautions that may be necessary. Workers using foam products must receive training on the proper use of these various products and understand the specification for each application type. Documentation of installers viewing an installation video or online training and verification of reading and understanding product use information must be kept at the service provider agency. MSDS sheets are mandatory for any foam product used and a thorough understanding of the temperature sensitivity of the product in use is required.

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Ventilation

The installation of new exhaust fans and related ducting, controls and passive air intakes that are designed to remove moisture and/or introduce fresh air to assure a safe and healthy level of air exchange is allowable as a Health and Safety measure. The Ohio Weatherization Training Center has developed an ASHRAE 62.2-2010 training course based on the WAP National Curriculum and sub-grantees are also allowed to use local Training and Technical Assistance funding to hire trainers to provide this training, with approval from ODSA. All sub-grantees will be expected in PY 2013 to implement ASHRAE 62.2-2010 standards for a healthy level of air exchange.

Window and Door Replacement, Window Guards

Replacement, repair, or installation is not an allowable Health and Safety cost but may be allowed as an incidental repair when meeting that definition, or as an ECM if cost-justified with a 1.0 or greater SIR. If disturbing lead paint, follow LSW and LRRP practices and the client must be informed on lead risks as indicated in the WPS and this Health and Safety plan when applicable.

## **V.8 Program Management**

### **V.8.1 Overview and Organization**

The Weatherization Program will be administered by the Ohio Development Services Agency (ODSA), Community Services Division, Office of Community Assistance, which will be considered the Grantee. The weatherization program is directly administered by the Section Supervisor, Weatherization, and monitoring staff.

ODSA will have 28 direct contracts with Community Action Agencies (CAAs) (20); local government agencies (3); and non-profit, non-CAA agencies (5) to implement the WAP. These sub-grantees will ensure that WAP services are available in all 88 of Ohio's counties. In connection to the competitive process implemented in PY 2012 to select providers for PY 2013, Ohio eliminated the use of delegate providers (a subgrantee of the awarded provider). Some providers may utilize non-profit partners to carry out the work of the weatherization program, but the state will recognize and communicate mainly with direct sub-grantees. Sub-grantees are solely responsible for the quality of work and reporting requirements of the WAP. Sub-grantees are expected to monitor the performance of contractors, crews, and non-profit partners carrying out work for the WAP. Additionally, ODSA monitors will visit all Ohio grantees and review no less than 5% of completed units (see V.8.3 Monitoring Activities for additional details).

### **V.8.2 Administrative Expenditure Limits**

This section will be completed upon a funding allocation from DOE. ODSA will follow the rules for administrative expenditure limits outlined in 10 CFR 440.18 (e), which states that not more than 10 percent of any grant made to a State may be used by the grantee and subgrantees for administrative purposes in carrying out duties under this part, except that not more than five percent may be used by the state for such purposes, and not less than five percent must be made available to subgrantees by states. No additional administrative funds will be made available for grants less than \$350,000 of DOE.

### **V.8.3 Monitoring Activities**

ODSA, as the Grantee of the DOE Weatherization Program, has an established monitoring system for evaluating sub-grantee performance regardless of funding source. Monitoring functions will be the state's principal method for determining sub-grantee compliance, evaluating actual accomplishments against planned activities and determining the effectiveness of WAP policy. Monitoring provides objective reporting to and from sub-grantees and makes recommendations to address program and administrative deficiencies and needs. The administrative field staff will review fiscal procedures, staffing and organization, procurement, and client services. The technical field staff will review property management, inventory, materials quality, and field work. Each sub-grantee will be visited by a technical field representative at least once per monitoring year to review no less than 5% of completed units. Each sub-grantee will be visited by an administrative field representative at least once every monitoring year to review no less than 5% of the completed units' files. Program year is defined as July 1 through June 30.

Reports of monitoring visits are to be completed within 30 days of the visit to the provider whenever possible. These reports will summarize the findings and, when necessary, direct the providers to take specific actions to correct issues of noncompliance and/or to develop a plan of action to improve performance. Reports are sent to provider Board Chairpersons and Executive Directors who must respond within 30 days and provide evidence or assurance, as appropriate, of all actions taken. One 15-day extension is allowable with permission from ODSA. The steps outlined in the Office of Community Assistance Progressive Corrective Action Plan will be followed regarding the reports and any possible follow-up actions. Monitoring reports include a reminder that suspension of funding is possible if a sub-grantee fails to respond within the allowable timeframe.

ODSA has developed and implemented procedures to ensure state monitoring is increased if a sub-grantee's pass rate for monitored units falls below the

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established acceptable pass rate of 60%. Based on the Site Visit Inspection Summary reports, any sub-grantee falling below the pass rate of 60% any time during the program year will receive additional technical monitoring of its completed units for the next two consecutive quarters. A minimum of three completed units will be monitored during each of these follow-up visits. During the period in which the sub-grantee pass rate is below 60%, ODSA will work with that sub-grantee or delegate with Training and Technical Assistance (T/TA) and/or the Ohio Weatherization Training Center to address the problematic areas causing the low passage rate.

Ohio's monitoring approach will include the following components:

- Administrative review by field staff of documents and reports related to the organization, operation and performance of local WAP Provider programs. This includes review of annual Grantee/Provider Management Plans (GPMP), reports based on monthly financial and production information, analysis of tools/equipment inventories and required written procedures. Problems noted through this review are communicated to the providers for their subsequent explanation and/or resolution.
- Technical review by field staff that focuses on review of evidence of effective weatherization work and compliance with Ohio's Weatherization Program Standards; determination of compliance and accountability in the areas of client files, procurement, finance, and materials tracking; and follow-up on the status of previously identified issues. Visits to provide technical assistance designed to help local WAP agencies improve operational efficiency will occur as needed (or as requested).

When applicable, WAP monitoring staff reviews will be coordinated with the ODSA audit office (located in the ODSA Operations Division) and the CSD's Office of Community Assistance (which administers the Community Services Block Grant and the Low-Income Home Energy Assistance Program).

Onsite full compliance audits are completed on sub-grantee that exhibit significant problems. ODSA auditors perform their examination in accordance with generally accepted auditing standards; the "Standards for Audit of Governmental Organizations, Programs, Activities and Functions" issued by the Comptroller General which pertain to financial and compliance elements; and OMB Circular A-133/A-122, as applicable.

Reports of financial audit visits also require a 30-day response from the sub-grantee. Failure to respond may result in the disallowing of all questioned costs and/or suspension of funding. Other programs administered also will be notified of the agency's non-compliance in these situations for possible investigation into performance issues that may cross program boundaries.

The Progressive Corrective Action policy will be used to effectively align agency's expected performance, training plans, and other requirements when agencies' performance falls below the expected standard. This policy is attached to the SB-424 portion of this plan.

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

##### **A. ASSESSMENT OF TRAINING AND TECHNICAL ASSISTANCE NEEDS**

1. ODSA staff will analyze data on a variety of financial, production, and weatherization retrofit information. Trends indicating extremes in production and/or completed weatherization measures will be noted and tracked for appropriate follow-up. The technical field representative's monitoring reports are shared with the Ohio Weatherization Training Center (OWTC), so that trainings can be modified or "customized" for staff of a specific Sub grantee.
2. On-site visits provide firsthand, observable evidence for T&TA.
3. Sub grantees and delegates will have the opportunity to identify and address their own T&TA needs through local initiatives.
4. State-funded weatherization skills training and technical assistance will be matched closely to techniques and program policies to ensure consistent and effective implementation. A Training Needs Database with a master list of all WAP staff and their associated training records has been developed to highlight the needs of the individuals working within the program and to send notices when continuing education training is required.

About 47% of grantee T/TA funds are allocated to monitoring and oversight of sub grantees.

##### **B. PROVISION OF TRAINING AND TECHNICAL ASSISTANCE**

1. On-Site Visits - Technical assistance visits will be conducted by Office of Community Assistance field staff, as requested or required, to providers experiencing management, production, operational, or compliance problems. Maximum effort will be directed towards a timely response to identified problem areas to facilitate effective technical assistance and corrective action. Sub grantees with delegates will do the same. Verbal recommendations will be given to the Executive Director prior to the end of the visit. A letter reiterating those recommendations will be sent within 30 days of the visit, and a follow-up visit will be

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made to evaluate progress.

2. Weatherization Skills Training - Office of Community Assistance provides funds to the Corporation for Ohio Appalachian Development (COAD) to operate the Ohio Weatherization Training Center (OWTC), which provides hands-on weatherization skills training to workers employed in the WAP (including Office of Community Assistance staff) and to support and participate in the technical development of WAP-related projects. Instruction from the OWTC is provided at no cost to the worker and at a minimal cost to the WAP employing agency (travel and per diem costs are necessary costs). Funding for training activities provided through the OWTC is part of the Training and Technical Assistance allocation to the State of Ohio. The OWTC has established remote training facilities at locations around Ohio to better serve the agencies and their contractors. On-site presentation of topics and individualized demonstration of weatherization techniques are available.

The actual courses and curriculums will be posted at <<http://www.coadinc.org/Main.php?page=programs-cdds>>

a) A Weatherization Skills Series for inspectors, crews and contractors that will cover the following competencies:

- Lead Safety for Renovation, Repair, and Painting
- Mobile Home Weatherization
- Basic Weatherization Tactics
- Blower Door Usage
- Duct Testing/ Indoor Air Quality (IAQ)
- OSHA 10/30hr

b) A Weatherization Support Series developed for inspectors will cover the following competencies:

- Inspection
- Codes & Standards
- Consumer Energy Education
- Duct Testing
- NEAT Audit
- MHEA Audit
- Intro to IR Thermography
- Heating Unit Inspection
- ASHRAE/IAQ
- Quality Control

c) A Heating System Series developed for inspectors or individuals repairing or replacing heating systems will cover the following competencies:

- Heating Unit Inspection
- Introduction to Air Conditioners and Heat Pumps
- Combustion for Contractors

d) A continuing education series will be in place to keep current skills sharp and to update individuals on new techniques and requirements. It includes:

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- Inspector Refresher

- Heating Technician Refresher

3. Local T&TA Programs - T&TA funds are available to support locally-initiated training and to make effective use of the training center. To assure coordination of training activities, all T&TA funds shall be itemized and budgeted into the following categories:

- a) Costs for travel and per diem for attendance at the OWTC for T&TA workshops, seminars, meetings, or classes.
- b) Supplemental training not offered by the OWTC for WAP staff. Training must relate directly to the attendee's WAP job duties.
- c) Purchase of training materials, including training and testing costs, necessary to meet OSHA safety standards.
- d) Percentage of salary for a staff person responsible for ensuring that training, safety requirements and needs are met and to oversee in-house weatherization training.
- e) Travel for HWAP staff to attend conferences, meetings, and seminars.

4. Other T&TA Initiatives - In conjunction with the Training and Technical Assistance provided by ODSA staff, the OWTC, and local T&TA programs, ODSA shall continue to assure an effective exchange of program information through:

- a) Active involvement with the WAP Policy Advisory Committee.
- b) Promotion of regional meetings initiated by Regional Representatives of the PAC at which management, technical and general informational topics will be discussed according to current need.
- c) Scheduling statewide weatherization meetings.
- d) Updates to program management guidance, including Operations Memos, Information Updates and revisions in the Policy and Procedures Manual, when necessary.
- e) Development of a working group consisting of ODSA and OWTC staff to develop new training approaches and refine the existing courses to best meet the needs of the network.
- f) Updates to the delivery of program service guidance, including revisions to Ohio's Weatherization Program Standards and Policy and Procedures Manuals, when necessary.
- g) Encouragement of information exchange and skills transfer among sub-grantees on an informal basis.

Additionally, Ohio will send appropriate representation to national conferences and U.S. DOE-sponsored events such as ACI, the National Weatherization Conference, National Association for Community Service Programs conferences, and other regional meetings.

#### C. ATTENDANCE/TRAINING REQUIREMENTS

Attendance at state-sponsored training may be required based on the importance of the topic and information to help correct program deficiencies or to ensure competence in specific areas. In such cases, sub-grantee and delegate attendance will be required as a matter of program compliance.

To help ensure an adequate level of understanding among individuals who perform certain duties, the following minimum training requirements will be required:

##### Agency Crews or Weatherization Contractor Staff

- Basic Weatherization Tactics
- Blower Door
- Mobile Home Weatherization
- Lead Safety for Renovation, Repair, and Painting

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- Duct Testing/ In-door Air Quality (IAQ)
- OSHA 10hr
- Lead Safety for Renovation, Repair, and Painting Refresher (required every 5 years)

Agency Crew Leaders or Contractor Crew Leaders

All of the above, plus:

- OSHA 30hr

Inspectors or auditors providing building assessments and quality assurance

All of the above, plus:

- Intro to Inspection (two day screening which will have to pass before continuing inspection series)
- Codes & Standards
- Inspection
- Heating Unit Inspection
- Intro to AC and Heat Pumps
- Consumer Energy Education
- Duct Testing
- Intro to IR Thermography
- ASHRAE/IAQ
- NEAT/MHEA
- Quality Control
- Inspector Refresher (required every three years)
- OSHA 10/30hr (optional but recommended)

Non (Ohio) State Licensed Agency or Contractor staff repairing or replacing heating systems

- Heating Unit Inspection
- Heating Technician Training
- Oil Furnace Technician (required for anyone working on oil units)
- Codes & Standards
- Lead Safety for Renovation, Repair, and Painting
- OSHA 10hr
- Heating Technician Refresher (required every three years)
- Lead Safety for Renovation, Repair, and Painting Refresher (required every 5 years)

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(Ohio) State Licensed Agency or Contractor staff repairing or replacing heating systems

- Combustion for Contractors
- Lead Safety for Renovation, Repair, and Painting
- OSHA 10hr
- Lead Safety for Renovation, Repair, and Painting Refresher (required every 5 years)

Energy Coordinators

- Energy Coordinator/ Manager Orientation
- OSHA 30hr

In Ohio there are three paths to becoming a energy auditor/certified final inspector:

1. There is a series of courses that an individual is required to attend and pass at the OWTC to become a certified inspector. Once certified, the inspector must attend a refresher class every three years to maintain the certification.
2. The inspector must be BPI certified. BPI Building Analyst Certification plus the following courses offered at the OWTC are required for an Ohio HWAP inspector: Codes and Standards, Heating Unit Inspection, NEAT/MHEA, Lead RRP, Consumer Education, Infrared Thermography and a one day competency test (written and lab), prior to conducting inspections.
3. A RESNET certified Home Energy Rater could also be certified to conduct initial and final inspections and must complete these courses offered at the OWTC: Codes and Standards, Heating Unit Inspection, NEAT/MHEA, Lead RRP, Consumer Education, Infrared Thermography and a one day competency test (written and lab), prior to conducting inspections.

The OWTC currently offers the Lead Renovator training for housing rehab programs and to all sub grantees and delegates in the State of Ohio.

Assessment of activities will be accomplished by review of:

**D. ASSESSMENT OF STATE T&TA ACTIVITIES**

- 1) Local training activities and local T&TA expenditure reports,
- 2) OWTC monthly attendance and activity reports,
- 3) Quarterly review of the OWTC to measure and track training efficiency,
- 4) On-site monitoring of local programs,
- 5) Review of local T&TA curriculum and activities.

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

Ohio's ability to leverage additional funds has allowed most providers to meet the emergency demands of their clients without significant changes to the yearly plans. In the event of a declared natural or man-made disaster, Ohio will allow sub grantees to assist their eligible customers with weatherization funds, to the extent that the services are in support of eligible weatherization work. The allowable expenditures under the WAP are limited to include the following:

- The cost of incidental/additional repairs to an eligible dwelling unit, if such repairs are necessary to make the installation of weatherization materials effective, per 10 CFR 440.18(d)(9);
- The cost of eliminating health and safety hazards, which is necessary before the installation of weatherization materials, per 10 CFR 440.18(d)(15).

In the event of a declared Federal or State disaster (those in which the President or the Governor of the State of Ohio has declared the event an Emergency),

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sub-grantees may return to a unit previously reported as a completion to the Department of Energy that has been “damaged by fire, flood or act of God to be re-weatherized, without regard to date of previous weatherization”, per 10 CFR 440.18(f)(2)(ii). Local authorities must deem the dwelling unit salvageable as well as habitable and the damage to the materials must not be covered by insurance or other form of compensation. In these cases, the work can be addressed without prior approval or any special reporting.

The sub-grantee may use WAP funds to perform functions to protect the federal funding investment. Such activities may include: securing weatherization materials, tools, equipment, weatherization vehicles, or protection of local sub grantee weatherization files and records during the initial phase of the disaster response.

The use of WAP funds to pay weatherization personnel to perform relief work in the community as a result of a disaster is not allowable. The use of weatherization vehicles and/or equipment may be used to assist disaster relief activities, however, the WAP must be reimbursed according to 10 CFR 600 (Financial Assistance Regulations).

Re-prioritization of households located in a disaster area is permissible as long as the households are determined eligible for the HWAP; meet one of the priorities described in 10 CFR 440.16(b); and are free and clear of any insurance claim or other form of compensation resulting from the damage incurred from the disaster.