



# Field Monitoring Process

# Today's Webinar

- Goals of field compliance monitoring visit
  - Pre-monitoring visit
  - On-site monitoring visit
  - Follow up report
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# Goals of Compliance Monitoring

- The goals of compliance monitoring are:
    - To ensure compliance with Federal and State rules.
    - Policies and efficiency.
    - Quality and effectiveness of sub-grantee operations.
    - 5% inspected
    - Identify and correct issues
    - Quality of materials and the finished product
    - Avoid waste, fraud and abuse.
  - Commerce's role is to ensure compliance
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# Prior to your monitoring visit

- Office preparation & desk monitoring
  - Reports
  - Preparations from Service Provider
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# State Office Preparation

- Visit scheduled with Service Provider (SP)
- List of Household (HH)
- Reminder email

# Fall Field Monitoring Visits

SP	Date	SP	Date
ACCAP	02/04/2014	MVAC	11/20/2014
AEOA	12/02/2014	Northwest	12/17/2014
Bi-CAP	11/04/2014	Prairie Five	10/06/2014
CAM	09/24/2014	Red Lake	11/18/2014
CAPRW	10/15/2014	Semcac	11/19/2014
Dakota	10/29/2014	SMOC	12/17/2014
Fond Du Lac	12/02/2014	SRC	10/03/2014
Heartland	10/07/2014	TCC	10/09/2014
Intercounty	12/16/2014	Three Rivers	11/18/2014
Kootasca	11/06/2014	Tri-CAP	10/02/2014
Lakes and Pines	09/30/2014	West Central	10/30/2014
Leech Lakes	11/25/2014	Western	12/16/2014
Mahube-Otwa	10/21/2014	White Earth	11/19/2014
Mille Lacs	10/01/2014	Wright County	10/21/2014

# Desk Monitoring

- Issues from last Monitoring Letter
  - Recurring issues from previous monitoring letters
  - WA Reports' issues
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**WEATHERIZATION ASSISTANCE PROGRAM  
DESK MONITORING REVIEW  
(FIELD)**

<b>SERVICE PROVIDER</b>		<b>REVIEW DATE</b>	
		<b>VISIT DATE</b>	

<b>PREVIOUS MONITORING LETTERS</b>	<b>DATE</b>	<b>ISSUE</b>

<b>RECURRING ISSUES</b>	<b>DATE</b>	<b>ISSUE</b>

WA REPORT	MISSING DATA	COST CENTER ERROR	CONTENT ERROR	ISSUE
FROM/TO				
AUDIT STATUS				
OPEN WORK ORDERS				
BLOWER DOOR				
FURNACE TESTING				
DHW TESTING				
REPAIR				
HEALTH/SAFETY				

DRAFT

# WA Reports

- Reports run and sent to the SP via email:
    - The Audit Status Summary Report All Jobs
    - CO and Draft tests for the Water Heater
    - CO and Draft Tests for the Heating System
    - Blower Door Reduction Report
    - General Repairs
    - Health and Safety
    - Open Work Orders
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# Production Review

- Commerce will review your actual production as a part of
  - On-going desk monitoring
  - Pre-monitoring desk monitoring.

# Service Providers Preparation - pre-monitoring

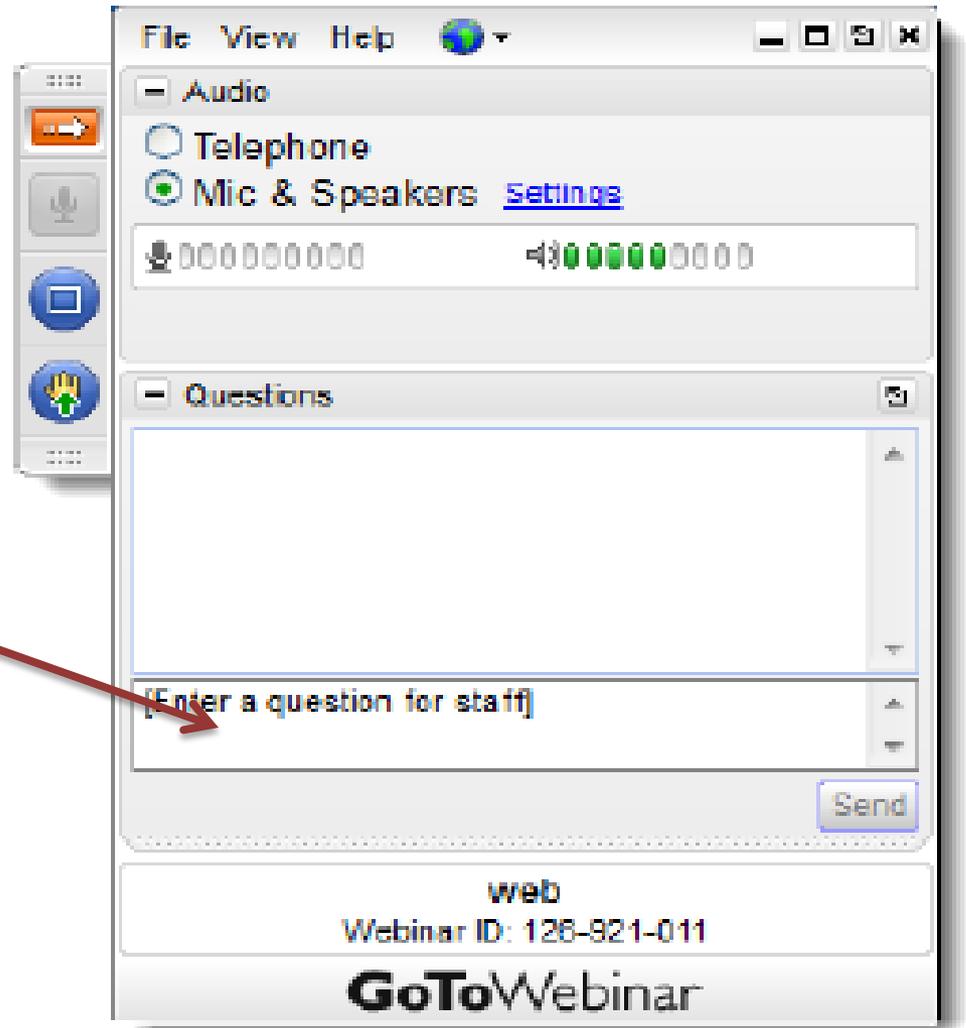
- Review WA reports
  - Correct and clarifications
  - Adding notes or comments in WA
  - Confirm households time
  - Gather equipment
  - Questions
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# Required Equipment to be provide by SP

- Furnace analyzer (working order with extra battery)
  - Gas leak tester, electric voltage tester
  - Exhaust fan flow meter and kitchen exhaust hood adapter (testing adapters) and manometer (DG-700)
  - Foil face tape, high temp sealant and screw drivers
  - Blower door and pressure pan
  - IR camera
  - Ladders, Flashlight, and Tape measures
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# Reminder

- Questions
- Click on
- Submit



# On-Site Monitoring Visit

- Entrance interview and HH file reviews
  - Onsite Completed HH Dwelling Visits
  - Exit interview
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# Entrance Review

- Review the household Files for the houses to be monitored.
  - Go over any questions regarding the file review before leaving the office.
  - Review any issues or questions from the previous visit.
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<b>Forms</b>		<input type="checkbox"/> Fuel Switch Request Form
<input type="checkbox"/> Weatherization Service Agreement	<input type="checkbox"/> Client Refusal of Work Form needed	<input type="checkbox"/> Life Cycle Calculations Form
<input type="checkbox"/> Signed at the audit	<input type="checkbox"/> Client Refusal of Work Form (signed)	<input type="checkbox"/> Fuel Switch Approval
<input type="checkbox"/> Final Inspection Form signed at the final inspection	<input type="checkbox"/> Client Preparation Form needed	<input type="checkbox"/> Lead Booklet required
<input type="checkbox"/> Client Education Form Used	<input type="checkbox"/> Client Preparation Form (signed)	<input type="checkbox"/> Lead Booklet received
<input type="checkbox"/> Notice of safety problem	<input type="checkbox"/> Deferral Form needed	<input type="checkbox"/> Lead Test Kit Documentation Form needed
<input type="checkbox"/> Notice of a Safety Problem (signed)	<input type="checkbox"/> Deferral Form (signed)	<input type="checkbox"/> Lead Test Kit Documentation Form used
<input type="checkbox"/> Rental Property	<input type="checkbox"/> Wx Complaint Form needed	<input type="checkbox"/> LSWP Documentation needed?
<input type="checkbox"/> Rental Agreement (signed)	<input type="checkbox"/> Complaint Form filled out	<input type="checkbox"/> LSWP Pictures
<input type="checkbox"/> Mold and Moisture Assessment	<input type="checkbox"/> Complaint resolved	<input type="checkbox"/> LSWP Record Keeping Form
<input type="checkbox"/> SHPO Review Form	<input type="checkbox"/> Scope of Work Change Order Form Needed	<input type="checkbox"/> Blower Door and House Pressure Form
<input type="checkbox"/> Client Survey Form	<input type="checkbox"/> Scope of Work Change Order Form (signed)	<input type="checkbox"/> Mechanical Testing Form

<b><u>Approvals</u></b>	<input type="checkbox"/> Doors replaced	<input type="checkbox"/> HRV or ERV work completed
<input type="checkbox"/> Two part foam used in the living space	<input type="checkbox"/> Commerce approval for door replacement	<input type="checkbox"/> Commerce approval for HRV or ERV work
<input type="checkbox"/> Commerce Approval for two part foam	<input type="checkbox"/> Pictures from the Audit	<input type="checkbox"/> Pictures from the Final Inspection

<b><u>Contractor</u></b>		
<input type="checkbox"/> Contractor's Manual J needed	<input type="checkbox"/> Electrical Permit needed	<input type="checkbox"/> Plumbing Permit needed
<input type="checkbox"/> Contractors Manual J report in the file	<input type="checkbox"/> Electrical Permit	<input type="checkbox"/> Plumbing Permit
<input type="checkbox"/> Wrightsoft Load Report needed	<input type="checkbox"/> Mechanical Permit needed	<input type="checkbox"/> Remodeling Permit needed
<input type="checkbox"/> Wrightsoft Load Report in the file	<input type="checkbox"/> Mechanical Permit	<input type="checkbox"/> Remodeling Permit

<b><u>Miscellaneous</u></b>		<input type="checkbox"/> WA Client Checklist Report
<input type="checkbox"/> eHEAT Application Summary	<input type="checkbox"/> Auditors Data Collection Forms	<input type="checkbox"/> ASHRAE 62.2 Calculation
<input type="checkbox"/> Dwelling Eligibility	<input type="checkbox"/> WA Recommended Measures Report	<input type="checkbox"/> SP Warranty provided to client

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<b>Financial</b>	<input type="checkbox"/> Lien Waiver Required	<input type="checkbox"/> Work That was Bid
<input type="checkbox"/> Invoices	<input type="checkbox"/> Lien Waiver Provided	<input type="checkbox"/> Written Notification to all bidders
<input type="checkbox"/> Material and Labor Split	<input type="checkbox"/> Work orders	<input type="checkbox"/> Bid Forms / Specifications
<input type="checkbox"/> Payment authorization and date of authorization	<input type="checkbox"/> Installer's handwritten notes	<input type="checkbox"/> Material and Labor Split
<input type="checkbox"/> Payment Date	<input type="checkbox"/> Procurement Process Followed	<input type="checkbox"/> List of Contractors invited to bid
		<input type="checkbox"/> Copy of all bids received
		<input type="checkbox"/> Did the bid include the heating plant sizing

# Change Orders

Cost Center Name	Measure Name	Measure Cost	Measure Type	EstimMeas Cost	CostDiff
DOE Program	DWH Pipe Insulation	90	Baseloads	30	60
DOE Program	Lighting Retrofits	246.5	Baseloads	173	73.5

# Dwelling Visits

mobile home, site built or multi-family

- Pictures of the exterior of the dwelling
  - Introduction/client communication
  - Run tests
  - Review all the measures
  - Look for missed opportunities
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# Photographs

- Exterior of the home
  - Doors and windows
  - Attics and scuttle doors
  - Base load measures
  - Health and safety items
  - HVAC equipment in the home
  - Thermostats in the home/Zone valves
  - Appliances Chimneys and exhaust venting
-

# Client Education

- We will be verifying that Client Education took place such as:
    - set back thermostat
    - change furnace filter
    - health and safety issues
    - site specific issue
    - all warranties on mechanical and WX works
-

# Required Tests

- Gas leak testing
  - Combustion analyzing
  - Water heater analyzing
  - Stove and Oven CO testing
  - Exhaust fan testing
  - Blower door testing and zonal testing
  - Draft testing
-

## WEATHERIZATION Monitoring CHECKLIST

Site Built Home   
  Mobile Home   
  Multi Family

Agency:		DER Inspection Date:
Client:		DER Inspected by:
HH Number:		Agency Audit Date:
Year Built <span style="float: right;">DOE</span>		Agency Inspection Date:
Propane / CIP / EAPWX / Other		

**Jobsite Testing**

<b>Test</b>	<b>Agency Audit</b>	<b>Match WA</b>	<b>Agency Pre-</b>	<b>Match WA</b>	<b>Agency Post-</b>	<b>Match WA</b>	<b>Agency Final</b>	<b>Match WA</b>
Blower Door CFM@50		Yes/No		Yes/No		Yes/No		Yes/No
Attic Zonal Pressures		Yes/No		Yes/No		Yes/No		Yes/No
Attached Garage ZP		Yes/No		Yes/No		Yes/No		Yes/No
Pressure Pan		Yes/No		Yes/No		Yes/No		Yes/No
Heating Plant (final)		Yes/No		Yes/No		Yes/No		Yes/No
Water Heater (final)		Yes/No		Yes/No		Yes/No		Yes/No
Exhaust Fan		Yes/No		Yes/No		Yes/No		Yes/No
Fuel Leaks	<input type="checkbox"/> Yes <input type="checkbox"/> No		ASHRAE 62.2 Continuous Ventilation					

Test	O <sub>2</sub>	CO <sub>2</sub>	CO	TEMP	SSE
Heating Plant Comb Analysis					
DWH Comb Analysis					

**Oven**

Does the data below from the data collection sheet match the data in WA?  Yes /  No

Test	#1	#2	#3	#4	Oven
Oven/Range @Audit					
Oven/Range @Final Inspection					

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# Air Sealing

- Compliance monitor:
  - Verifies how much air sealing should have been done
  - Verifies maximum air sealing was completed
  - Checks for missed opportunities

# Insulation

- Attic insulation level (SIR at maximum achievable within of 1.0 or greater)
    - Depth marker every 300 square feet
    - Electrical flags
    - Bag tag
  - Hatch insulation level compared to the rest of the attic
  - Verify wall insulation was completed to standard
  - Evidence of lead safe work practices
  - Review IR camera pictures
  - If an inaccessible attic is insulated pictures must be taken by the installers to confirm the work that is completed.
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# Insulation continued

- Foundation insulation (approval from Commerce)
  - Crawlspace
  - Rim joist insulation
  - Bay windows and cantilever insulation
  - WH Pipe insulation
  - Check for any missed opportunities
-

# HVAC

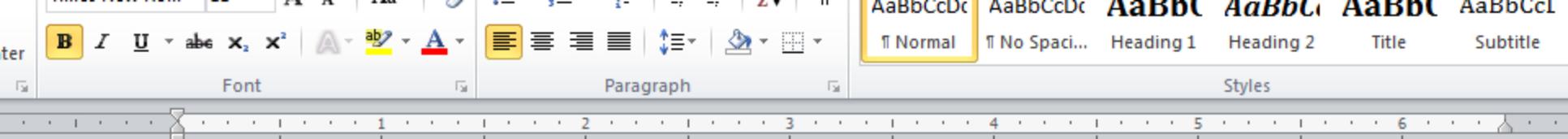
- Duct sealing
  - Manual J
  - Filter rack cover
  - Filter
  - New installations, Clean and Tune
  - Furnace repairs
  - Chimney and venting
-

# Baseloads

- Water Heater
  - Lighting
  - Refrigerator
  - ECM motor
  - Low flow Shower heads
  - Pipe wrap and WH tank blanket
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# Health and Safety

- CO monitors
  - Smoke detectors
  - Mold and Moisture
  - Ventilation
  - Exhaust fan
  - Crawlspace
  - Sump pump cover
  - Drainage
  - Others
-



# NOTICE OF A SAFETY PROBLEM

Client name: \_\_\_\_\_

Client ID#: \_\_\_\_\_

The following items are areas that [REDACTED] has noted as a safety hazard in your home and should be corrected by the client or landlord.

- 1. No safety hazards identified at this time.
- 2. Open junction boxes located in: \_\_\_\_\_
- 3. Unsafe wiring located in: \_\_\_\_\_
- 4. Potentially loose asbestos on venting or hot water lines
- 5. Vermiculite insulation was found in your attic.
- 6. The gas range/oven is producing high CO.
- 7. Water in the basement or crawl space
- 8. Mold located in the following areas: see the Mold and Moisture Assessment Form
- 9. Excess moisture or high humidity
- 10. Major roof leaks
- 11. Lack of a clear fire escape
- 12. Loose or missing handrails located at: \_\_\_\_\_
- 13. Other \_\_\_\_\_
- 14. Other \_\_\_\_\_
- 15. Other \_\_\_\_\_

# Electrical

- Knob and tube
  - Electrical work
    - Furnace system
    - Water heater
    - Exhaust fan
    - Open junction boxes
    - Spliced wiring
    - GFCI
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# Windows and Doors

- Check for air sealing or caulking around the windows
  - Weather-stripping
  - Window and door counts in WA
  - Check for any prior approval needed for doors from Commerce
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# Work Orders

- Verify the Work Orders against the completed measures
    - Verify labor and material split
    - Check the WA audit measures against the work order measures.
  - Verify if the materials meet the Appendix A  
<http://www.law.cornell.edu/cfr/text/10/part-440/appendix-A>
  - A General Repair measure must protect a WX installed material.
  - Go over any missed opportunities
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# Exit Review

- Include Coordinator and Executive Director
  - Go over any problems found at the site
  - Resolutions
  - Go over any issues from last visits that have not resolved
  - Review the production schedule
  - Ask if there are any training needs
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# Compliance Letters

- Cover Letter
    - Recurring issues
    - Essential issues
    - Recommended and required actions
    - Questioned costs
  - The issue log report
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# Summary of Goals

- Maximize energy savings
  - Ensure the health/safety of the low income households.
  - Minimize production costs.
  - Improve the quality of weatherization work on dwellings.
  - Improve program management/administrative procedures.
  - Avoid waste, fraud and abuse of public dollars.
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Questions ?

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