



Section 5 – Standalone Event

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Policy Manual

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Section 5. Standalone Event

5.1 Definition

- Funding is the same: EAPWX and/or Propane
- Events focus exclusively on heating system and water heater repair and replacement measures.
- NEW: Allowable Measures Chart for Standalones in Appendix C

Section 5. Standalone Event

5.1 Definition

- NEW: For all heating plant replacements follow Section 4.4.2.2 of this document.
- All standalone work will be done to the SWS.

Section 5. Standalone Event

5.1 Definition

- Eligible Dwellings – **No Changes**
- Types of Standalone Events: **Emergency** and **Non-emergency**, not new, but added more structure and detail.

Section 5. Standalone Event

5.1 Definition

- **Emergency Standalone:** a situation where a dwelling has a no-heat event during the winter season or a heating system or water heater is causing a life-threatening situation such as high carbon monoxide levels in the flue gas.

Section 5. Standalone Event

5.1 Definition

- **Non-emergency Standalone:** a situation where full weatherization services cannot be provided and the dwelling does not have a no-heat or life-threatening situation.

Section 5. Standalone Event

5.1 Definition -Emergency Standalone

- If there is a life-threatening situation, EAPWX funds are available and LIHEAP's ERR funds are not available; EAPWX funds must be used
- A Service Provider must take immediate action to restore households in no-heat/life-threatening conditions to safe situations
- Service Providers must have in place a mechanical procurement process that ensures fair contractor competition while allowing for prompt services (section 7.9)
- HVAC contractors are responsible for a Manual J calculation when completing heating plant replacements

Section 5. Standalone Event

- **5.1 Standalone Event Creation**
- **PROCEDURE:**
 - All Standalone Events must be created in eHEAT and downloaded into Weatherization Assistant (Appendix C - eHEAT to WA File Transfer)
 - Do not change an Audit Event work order name and/or measure type to create a Standalone Event work order
 - Use the default work order name: “Standalone”
 - For **Emergency Standalones**, set the “work order type” field in the work order as “**Emergency Repair or Replacement**”
 - For **Non-emergency Standalones**, set the “work order type” field in the work order as “**Other**”

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5.3 Household File Contents

- Eligibility
- Forms
- Quality Control Inspection
- Photos

Section 5. Standalone Event

5.3 Household File Contents

- **5.3.1 Eligibility**
 - Income Eligibility - eHEAT Application Summary
 - Landlord Agreement (when applicable)
- **5.3.2 Forms**
 - Standalone Service Agreement & Completion Form
 - Mechanical Testing Form
 - Lead Safe Renovate Right Sign Off Form (when applicable)
- 5.3.3 Quality Control Inspection
- 5.3.4 Photos

Section 5. Standalone Event

**STANDALONE SERVICE AGREEMENT
& COMPLETION CERTIFICATE**

This is an agreement between _____ (Service Provider) and _____ (Client)

Client Address _____ Client ID# _____

The Service Provider shall provide services included below to address a health & safety-related repair or replacement **AT NO COST TO THE CLIENT.**

<p>.....1. Heating plant repair</p> <p>.....2. Heating plant replacement</p> <p>.....3. Water heater repair</p> <p>.....4. Water heater replacement</p>	<p>.....5. Other: _____</p> <p>.....6. Other: _____</p>
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I understand the mechanical work to be completed on my home. Any changes to the list above will be communicated to me by the Service Provider.

I understand the weatherization program may require multiple visits to my home and I agree to provide access to all auditors, contractors and/or crews and inspectors as necessary. I understand that by signing this agreement that I must provide representatives of the Service Provider and representatives of its funding sources, including the Minnesota Department of Commerce, access to the dwelling unit(s) to inspect the work performed under this agreement for a period of one year from completion of the work.

<p>_____ Client Consent (required) - Signature or documentation of call (for client and caller names)</p>	<p>_____ Date</p>
<p>_____ Service Provider Representative Signature (required)</p>	<p>_____ Date and Time</p>

Contractor: I certify that the work described above is complete. All work conforms to all standards and codes that apply. All work meets the agreements between this firm and the Weatherization Assistance Program provider. All the work performed by this firm is subject to and follows manufacturer and contractor warranties. Warranty information for any materials installed has been provided to the client.

<p>_____ Contractor Name</p>	<p>_____ Signature (required)</p>	<p>_____ Date</p>
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Client: I certify that the contractor has completed the repair, replacement or other work listed above and/or on the work order.

<p>_____ Client Signature (required)</p>	<p>_____ Date</p>
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Service Provider, when required: I have verified that all of the standalone work listed above and/or on the work order has been completed in a professional manner. Unless otherwise noted, the labor and material warranty is for one year from the date of final inspection

<p>_____ Service Provider Representative Signature (required) (for use only if required)</p>	<p>_____ Date</p>
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Section 5. Standalone Event

5.3 Household File Contents

- 5.3.1 Eligibility
- 5.3.2 Forms
- 5.3.3 Quality Control Inspection – **similar to audit**
- 5.3.4 Photos
 - Relevant pre-existing conditions (such as a leaking water heater)
 - Properly completed work
 - Work that does not pass inspection
 - Health and safety concerns
 - Lead Safe Work practices

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- **5.4 Standalone Event - Site Visit**
 - Each Non-emergency Standalone Event must have a site visit.
 - The site visit must take place after household eligibility is established and prior to the start of any mechanical system work.

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- **5.4 Standalone Event - Site Visit**
 - A site visit includes:
 - photo and written documentation of health and safety issues related to the mechanical systems
 - diagnostic testing (Appendix D).
 - client education:
 - mechanical systems operation
 - standalone process
 - appeals process

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- **5.5 Standalone Event – Work Order**
 - Use the Allowable Measures Chart (Appendix C)
 - All work must be done in accordance with the Standard Work Specification (Appendix B).
 - When working in manufactured housing, follow Section 4.4.4.
 - updating statuses in WA.

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5.6 Contractor Requirements – same as audit

All weatherization materials must meet or exceed the specifications in 10 CFR 440, Appendix A, or be listed in the current DOE approved Minnesota State Plan. All work must be done in accordance with the Standard Work Specification (as stated in WPN 15-4), applicable state building codes, and manufacturer's specification.

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5.6 Contractor Requirements – Required Tests

Contractors will conduct and document the tests listed below when applicable for each home. The result will be included with the invoice.

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5.6 Contractor Requirements – Required Tests

- Gas Pressure Test - on replacements, clean and tune, or repair
- Combustion Analysis/CO in Flue - on replacements, clean and tune, or repair
- CAZ Depressurization Test - at the end of each day on replacements, exhaust fan work, and any changes to building tightness
- Combustion Spillage Test – at the end of each day on replacements, clean and tune, or repair
- Duct Static Pressure Tests on replacements, clean and tune, or repair
 - total external static pressure
 - pressure drop across cooling coil
 - pressure drop across filter

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5.6 Contractor Requirements – same as audit

– 5.6.1 Warranty

- **POLICY:** Unless otherwise noted, labor and materials are warrantied for one year from the date of final inspection. Service Providers and clients should refer to **MN Statute 327A** for more information.

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