



STATE OF MICHIGAN  
**Department  
of Human  
Services**

MICHIGAN WEATHERIZATION  
ASSISTANCE PROGRAM

## Memorandum

**Bureau of Community Action and  
Economic Opportunity (BCAEO)**  
235 S. Grand Ave., Suite 1314  
P.O. Box 30037  
Lansing, MI 48909  
[www.michigan.gov/dhs](http://www.michigan.gov/dhs)

**Program Guidance (PG): 09-01**

To: **Executive Directors and Local Weatherization  
Operators  
Community Action Agencies  
Limited Purpose Agencies**

Date: **8/27/09**

From: **Diane Holley, Weatherization Division Manager**

Subject: **Weatherization Assistant 8.4.1.4 – Statewide Application Start Date**

The State of Michigan Weatherization Assistance Program (WAP) recently received approval of the site-build priorities based upon Weatherization Assistant 8.4.1.4 Technical staff completed 84 audits with the NEAT 7.4.3.3 program. These were submitted in May to the U.S. Department of Energy for review. All audits were rejected due to the use of an obsolete audit tool (NEAT 7.4.3.3).

Technical staff subsequently conducted 84 new audits using NEAT 8.4.1.4 The site-build priorities were approved based upon a requirement that the Michigan WAP will conduct future audits using Weatherization Assistant 8.4.1.4 (WA 8.4.1.4) version or newer. Therefore the Michigan Weatherization Assistance Program will require the use of the National Energy Audit Tool (NEAT/MHEA) 8.4.1.4 version **effective October 1, 2009**. Agencies should start the transition to the newer version in September, 2009 to ensure compliance with the October 1 start date.

A WA 8.4.1.4 training will be offered on September 8 & 9 at the Lansing training center. This is not the WA 8 class which is taught in the 4-day Level II Inspector curriculum. This class will be geared to program managers responsible for maintaining WA 8.4.1.4 with the appropriate information including pricing, fuel cost etc. Instructions regarding registration for this training will be sent in a separate training notice.

Level II Inspector training includes WA 8.4.1.4 classes. These are scheduled to be conducted at the Lansing training center on September 28, 29, 30 and October 1. Registration information for this training will be included in separate training notices.

Bureau staff is also working with the Michigan Community Action Agency Association (MCAAA) to contract for a trainer(s) to provide onsite training and technical assistance during this transition.

Agencies requiring assistance to transition into the WA 8.4.1.4 should contact the Bureau Technical Specialist staff.

**Number and Status of Previous PG Memos Issued on the Same Subject:** None

**Contact Office:** Bureau of Community Action and Economic Opportunity

**Telephone Number and E-mail address of Contact:** Diane Holley - 517-335-6070

[Holleyd@michigan.gov](mailto:Holleyd@michigan.gov)

**Distribution:** Executive Directors and Local Weatherization Operators

**Obsolete Date:** N/A

cc: All BCAEO Staff

*Working Together To Make Michigan Weatherization Work*



STATE OF MICHIGAN  
**Department  
of Human  
Services**

MICHIGAN WEATHERIZATION  
ASSISTANCE PROGRAM

## Memorandum

**Bureau of Community Action and  
Economic Development (BCAEO)**  
235 S. Grand Ave., Suite 1314  
P.O. Box 30037  
Lansing, MI 48909  
[www.michigan.gov/dhs](http://www.michigan.gov/dhs)

**Program Guidance (PG): 09-02**

To: **Executive Directors and Local Weatherization  
Operators  
Community Action Agencies  
Limited Purpose Agencies**

Date: **9/11/09**

From: **Diane Holley, Weatherization Division Manager**

Subject: **Michigan Technical Weatherization Procedures Manual**

**Response Due:** None

During the MCAAA Summer Conference, Bureau staff indicated that the second draft of the Weatherization Program Procedures Manual (WPPM) would be distributed to the weatherization network for comment within two weeks. Unfortunately, with the many priorities that staff has been focusing on, this task has not been completed. However, in lieu of drafting and updating another manual, and based on suggestions from the network, we are proposing that Michigan adopt the Midwest Best Practices Field Guide with an addendum that addresses Michigan-specific restrictions and clarifications, instead of proceeding with the WPPM.

Included with this email communication is a pdf copy of the Midwest Best Practices Field Guide. We are requesting agency weatherization staff to review the guide, and provide comments and/or questions on any areas you anticipate conflicts with Michigan-specific code requirements, Michigan Board of Mechanical Rules, etc. Please compile this list and submit via email to: [Weatherization@michigan.gov](mailto:Weatherization@michigan.gov) by Friday, October 2, 2009.

We appreciate your assistance with this project, and look forward to having a final resource document available to the network soon.

**Number and Status of Previous PG Memos Issued on the Same Subject:** None

**Contact Office:** Bureau of Community Action and Economic Opportunity

**Telephone Number and E-mail address of Contact:** Diane Holley- 517-335-6070

**Distribution:** Executive Directors and Local Weatherization Operators

**Obsolete Date:** N/A

cc: All BCAEO Staff



STATE OF MICHIGAN  
**Department  
of Human  
Services**

MICHIGAN WEATHERIZATION  
ASSISTANCE PROGRAM

## Memorandum

**Bureau of Community Action and  
Economic Development (BCAEO)**  
235 S. Grand Ave., Suite 1314  
P.O. Box 30037  
Lansing, MI 48909  
[www.michigan.gov/dhs](http://www.michigan.gov/dhs)

**Program Guidance (PG): 09-03**

To: **Executive Directors and Local Weatherization  
Operators  
Community Action Agencies  
Limited Purpose Agencies**

Date: **9/11/09**

From: **Diane Holley, Weatherization Division Manager**

Subject: **DOE RFQs and Davis Bacon Compliance**

**Response Due:** None

Many of you have submitted your DOE ARRA RFQ packages for review and to date 13 are posted to the MCAAA website. Please be reminded that all agencies must submit an RFQ package for review and approval, and complete the contractor selection process, prior to beginning DOE ARRA production. The Michigan Recovery Office is requiring that a listing of all selected contractors be posted. I do not have the details about how this process will work, but will update you as soon as I do.

Once your RFQ has been approved, and as you move forward with your contractor selection process, understand that you and each contractor will be responsible for local Davis Bacon Act compliance. DOE recently published a Q & A regarding Davis Bacon and you can access this information at:

[http://apps1.eere.energy.gov/weatherization/davis\\_bacon\\_faqs.cfm](http://apps1.eere.energy.gov/weatherization/davis_bacon_faqs.cfm)

Bureau staff will be participating in a WIPFLI webinar Tuesday, September 15<sup>th</sup>. The webinar is going to include a Davis Bacon toolkit. The Bureau will disseminate information from the webinar to the network as additional guidance. Each agency is responsible for training contractors in Davis Bacon compliance. The Bureau will provide any resource information we become aware of.

Each agency will be required to collect all weekly certified payroll records and submit to the Bureau weekly. All entities involved in this process must use the WH-347 Payroll form provided by the Department of Labor to ensure consistent reporting elements and to ensure uniform, applicable reporting instructions. This signed completed form satisfies the payroll and certification requirements. The form is available at:

<http://www.dol.gov/esa/whd/forms/wh347.pdf>

Submit your signed weekly payroll certification forms to:

BCAEO  
Suite 1314  
Michigan Department of Human Services  
PO Box 30037  
Lansing, MI 48909-7537  
Attention: Diane Holley/Davis Bacon

Bureau staff will not forward for payment any production related expenditures until the appropriate payroll records are received.

NOTE: You may still include production costs in the estimated billings you are submitting for the year end closing process.

**Number and Status of Previous PG Memos Issued on the Same Subject:** None

**Contact Office:** Bureau of Community Action and Economic Opportunity

**Telephone Number and E-mail address of Contact:** Diane Holley- 517-335-6070

**Distribution:** Executive Directors and Local Weatherization Operators

**Obsolete Date:** N/A

cc: All BCAEO Staff

*Working Together To Make Michigan Weatherization Work*



STATE OF MICHIGAN  
**Department  
of Human  
Services**

MICHIGAN WEATHERIZATION  
ASSISTANCE PROGRAM

## Memorandum

**Bureau of Community Action and  
Economic Development (BCAEO)**  
235 S. Grand Ave., Suite 1314  
P.O. Box 30037  
Lansing, MI 48909  
www.michigan.gov/dhs

**Program Guidance (PG): 09-04**

To: **Executive Directors and Local Weatherization  
Operators  
Community Action Agencies  
Limited Purpose Agencies**

Date: **10/14/09**

From: **Diane Holley, Weatherization Division Manager**

Subject: **Weatherizing Homes with Multiple Fund Sources**

**Response Due:** None

The Bureau has received several questions regarding the use of multiple fund sources on units being weatherized. Please note that it is acceptable to use multiple fund sources, such as LIHEAP, MPSC, or Energy Optimization to weatherize units that are also being funded with either DOE PY09 or DOE-S funds. However, regular DOE PY09 funds and DOE-S funds should never be used on the same job for labor and materials. To maintain separate accounting as required by the American Recovery and Reinvestment Act (ARRA), units weatherized with any DOE-S funds cannot be weatherized in conjunction with regular DOE PY09 funds. It continues to be acceptable, however, to supplement regular DOE PY09 or DOE-S funds with other fund sources. As always, when multiple funds sources are used, each source must be distinguishable and traceable to source documentation. And finally, if you do use multiple funding sources on a job and any dollar of that weatherization work (i.e. labor and materials) is funded by DOE-ARRA, you must be in compliance with Davis Bacon requirements for all work completed on that job.

**Number and Status of Previous PG Memos Issued on the Same Subject:** None

**Contact Office:** Bureau of Community Action and Economic Opportunity

**Telephone Number and E-mail address of Contact:** Diane Holley- 517-335-6070,  
holleyd@michigan.gov

**Distribution:** Executive Directors and Local Weatherization Operators

**Obsolete Date:** N/A

cc: All BCAEO Staff

*Working Together To Make Michigan Weatherization Work*



STATE OF MICHIGAN  
**Department  
of Human  
Services**

MICHIGAN WEATHERIZATION  
ASSISTANCE PROGRAM

## Memorandum

**Bureau of Community Action and  
Economic Development (BCAEO)**  
235 S. Grand Ave., Suite 1314  
P.O. Box 30037  
Lansing, MI 48909  
www.michigan.gov/dhs

**Program Guidance (PG): 09-05**

To: **Executive Directors and Local Weatherization  
Operators  
Community Action Agencies  
Limited Purpose Agencies**

Date: **October 22, 2009**

From: **Diane Holley, Weatherization Division Manager**

Subject: **Michigan Inspector Certification Process**

**Response Due:** None

Per Section 4502 of the Technical Weatherization Policy Manual (TWP):

*"Weatherization inspector training/testing will be offered by the State of Michigan. New inspectors shall attend and pass these training sessions prior to performing any weatherization inspections."*

This program guidance will serve as a summary of the inspector certification process.

Currently, due to the demand for new inspectors to be certified, the Bureau has increased the frequency of the Inspector Certification training available to the network. Level I and II training is offered each month. All inspector candidates must first be sponsored by one of the Local Weatherization Operator agencies in the network. The sponsoring agency will be responsible for the field training necessary to prepare candidates sufficiently enough to be as fully equipped for classroom training as possible. This training should include the agency specific paperwork and protocol used during the inspection process.

The U.S. Department of Energy recommends that a sponsoring agency secure a retention agreement with each sponsored candidate. An example of this agreement is included as **Attachment A**. Please note that this is a sample agreement and each agency may want to add or refine language. For example, an agency may insert items in section 1.b. to further list the types of costs associated with training. The time frame of 12 months shown in section 3 is also just a guideline and can be adjusted to more accurately align the funds spent on training with the retention period.

Experience indicates a minimum of 4-6 weeks of actual field practice will help prepare candidates for the Level I class. It is an allowable DOE expense to pay said candidate a stipend for shadowing experienced, certified inspectors during this time.

Inspector training consists of three components:

- Level I Training - Required
- Level II Training - Optional
- Inspector Field Observation Test - Required

### **Level I Training**

Inspector candidates must attend two weeks of the Level I Inspector Certification training. The Level I training curriculum is included as **Attachment B**. Each week of the Level I training is a four-day week.

Inspector candidates are required to take an exam the last day of each week and must pass with a minimum score of 70%.

Candidates who have successfully completed both weeks of Level I training are encouraged to return to the sponsoring agency and work with certified inspectors observing and conducting inspections. Based on the observation of numerous inspector candidates to date, agencies are encouraged to train inspector candidates on the paperwork portion of the inspection process, the completion of the audit tool, the set up of the blower door test, and preparation of all appropriate client notices. Candidates should be prepared to conduct DOE required health and safety tests in the DOE prescribed order. Agencies may use their DOE funding to pay for a certified inspector to work with an inspector candidate during this period.

### **Inspector Certification Field Test**

Once the inspector candidate successfully completes Level I training and feels prepared to be observed in a field test, she/he can request a field test be scheduled. This request should be submitted via email to me at [holleyd@michigan.gov](mailto:holleyd@michigan.gov). Requests will be logged as received and assigned to a proctor. The test proctor will observe the inspector candidate throughout the field test process and in cases where an actual program client is not in attendance, will act as the client to provide as closely as possible a real life inspection experience. Once the candidate successfully completes the Level I classroom training and passes the field test, she/he will become a Michigan certified inspector and will be qualified to conduct independent inspections. A candidate may choose to take advantage of Level II training prior to requesting an inspector certification field test.

### **Level II Training**

Inspector candidates are not required to complete Level II training to request a field test. Level II Inspector training is a 4-day training on the National Energy Audit Tool (NEAT) and Manufactured Home Energy Audit Tool (MHEA). Level II training will prepare inspector candidates to perform the NEAT/MHEA set-up and subsequent updates for the agency and conduct a combustion appliance flue gas analysis. The Level II training curriculum is included as part of **Attachment B**.

### **Test-Out Option**

Inspector candidates may exercise the option to test out of both Level I and Level II training. To ensure that test-out candidates have the same amount of time to take the tests as the class attendees, the test out option is offered the last day of the classroom training. If the candidate passes the written exam, she/he may either go on to the next level of training, or request the field observation. DHS Bureau staff is working on an online test-out process and information about this will be shared with the network once available.

### **Test House Criteria**

Field test requests are logged and scheduled as closely as possible in the order received. Currently the Bureau has rented two training houses that will be used for the inspector field observation testing as well as hands-on technical training. These houses are located in Marquette and Auburn. Keys are available to the Marquette house currently and we anticipate getting the final rental agreement signed and keys to the Auburn house soon. Staff continues to work on getting training houses established in the greater Lansing and the southwest areas of the state. In the meantime, if these locations are not convenient for an agency/inspector candidate, the agency can secure a client house for the process. The test house criteria is included in **Attachment C**. Please note: If possible, agency staff should inspect the house prior to the test day to ensure there are no gas leaks. Bureau staff has had numerous field observations delayed and/or ended due to gas leak problems.

### **Release of Test Results to Sponsoring Agency**

The sponsoring agency can obtain scoring information from the BCAEO only if the inspector candidate has signed a release form. An example of a release statement is included as **Attachment D**.

## Test Protocol

Candidates will receive a notice with the date and time of the scheduled field observation. It is critical that candidates arrive at the test house at the time indicated to ensure enough time to complete the entire process. Candidates will have three (3) hours on site to complete the inspection and twenty-four (24) hours from the conclusion of the on-site inspection to submit, via email, the complete inspection documentation. Candidates will be provided a Candidate Field Test Observation Process form that will record the date and time all documentation must be submitted. If the inspector candidate must travel a significant distance to reach the test house, a request to adjust the 24-hour period should be made to the DHS BCAEO proctor prior to the test date. Candidates not submitting all required documentations within the prescribed timeframes will not achieve certification.

The test areas on which candidates will be evaluated are included in **Attachment E**. The required documentation is listed on the Michigan Weatherization Assistance Program Inspector Candidate Field Test form provided to each candidate and included as **Attachment F**.

## Scoring

The following criteria will constitute a passing field observation and result in certification:

The inspector candidate achieves an overall score of 70% or above AND satisfactorily completes the five critical skill items listed below.

### Critical Skill Items

- A. Performs all required health and safety tests in the DOE prescribed order
- B. Completes the Blower Door test- including set-up and testing
- C. Satisfactorily completes the CAZ testing
- D. Conducts all required Lead Safe Weatherization practices during the inspection
- E. Prepares the work order and it is reflected correctly in the NEAT output report

**Note:** Failure to satisfactorily perform any or all of Items A-E will result in a failed certification. The proctor shall identify the test as failed immediately upon assessing that the candidate failed to perform one of the critical skill items. An inspector candidate may at that time request training and technical assistance on the inspector protocol.

The scoring criteria is included as part of the Field Test and Score Form document. See **Attachment F**.

**Number and Status of Previous PG Memos Issued on the Same Subject:** None  
**Contact Office:** Bureau of Community Action and Economic Opportunity  
**Telephone Number and E-mail address of Contact:** Diane Holley, 517-335-6070; holleyd@michigan.gov

**Distribution:** CAAs and LPAs  
**Obsolete Date:** N/A

cc: All BCAEO Staff

*Working Together to Make Michigan Weatherization Work*

**TRAINING AND TECHNICAL ASSISTANCE RETENTION AGREEMENT**  
**ATTACHMENT A**

THIS TRAINING AND TECHNICAL ASSISTANCE RETENTION AGREEMENT made this \_\_\_\_ day of \_\_\_\_\_, 200\_, is by and between AGENCY NAME (hereinafter "ABC"), and \_\_\_\_\_ (hereinafter "Contractor"), for training and technical assistance (hereinafter "T&TA") towards the cost of the Weatherization Inspector Certification Course (hereinafter "Training Course") under the Michigan Weatherization Assistance Program (hereinafter "M-WAP").

**WITNESS:**

WHEREAS, Section 3.0 of DOE's Weatherization Program Notice 09-1B requires that contractors receiving DOE T&TA funds sign a retention agreement that they will provide weatherization services for a specific amount of time that aligns with the funds provided;

WHEREAS, Contractor desires to receive T&TA funds assistance for the Course;

NOW THEREFORE, in consideration of the premises and agreements of "ABC" and Contractor as hereinafter provided, the parties hereby mutually agree as follows:

1. "ABC" will provide DOE T&TA funds to cover the cost of Contractor's participation in the Training Course, limited to the following:
  - a. Reasonable travel costs in accordance with DOE standards;
  - b. **[INSERT OTHER COSTS, IF APPLICABLE]**
2. Contractor shall satisfactorily complete the Training Course and any examinations required thereto;
3. Contractor shall remain actively employed or actively participate in M-WAP weatherization inspections for a period of no less **than twelve (12) months** following completion of the Training Course.
4. If Contractor does not fulfill his or her obligations under this Agreement, Contractor will reimburse "ABC" the total T&TA funds drawn within thirty (30) calendar days of notice from "ABC". Said reimbursement amount shall become immediately due and payable as a debt and obligation of Contractor to "ABC". Repayment will be made in the full amount due as a lump sum. **If payment is not received by "ABC" within thirty (30) days, "ABC" may assess reasonable costs of collection, including but not limited to interest, court costs, and attorney's fees.**
5. **Contractor has read and understands the terms of this Agreement.**

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the date and year first indicated.

CONTRACTOR:

---

Signature  
Printed Name:

---

Date

AGENCY NAME

---

Signature  
Printed Name:  
Title:

---

Date

## PG 09-05 ATTACHMENT B

### Michigan Weatherization Inspector Level I Training Criteria

#### **Week I**

7109 W Saginaw Training Center, Lansing, MI 48917  
**Classes begin at 8:00 a.m. and conclude at 4:30 p.m.**

#### Day – 1(week 1):

1. Introduction (set-up computers)
2. FADD/MFAD, & IWC/IWCM (Compact Audit)
3. Technical Weatherization Policies (TWP) & Midwest Weatherization Best Practices Field Guide
4. Use of Adobe Search Function
5. Tools/Equipment
6. Inspector & Worker Safety
7. Equipment Safety (PPE)
8. Site Build Inspection (FADD/IWC)
9. Manufactured Home Inspection (MFAD/IWCM)
10. Measure Accurately
11. Heated Envelope/Pressure Planes
12. Introduction to Blower Door Testing

#### Day - 2 (week 1):

1. Heated Envelope/Pressure Planes
2. Zone Pressure Diagnostics (ZPD)
3. Health and Safety
  - a. Asbestos
  - b. Knob & Tube
  - c. Lead Safe Work Practices
  - d. Gas Testing
  - e. Mold & Moisture
  - f. Other Hazardous Conditions
4. Combustion Appliance Science
5. Worst Case Draft, CAZ testing
6. Unvented Space Heater Rule

## PG 09-05 ATTACHMENT B

### Day - 3 (week 1):

1. Major Bypass/Infiltration/Exfiltration
2. Duct Sealing/Duct Insulation
3. Sidewall Insulation
4. Attic Insulation/Attic Ventilation
5. Foundation Insulation/Ventilation
6. Optional, Incidental & Miscellaneous Measures
7. Baseload Measures
  - a. D & R Refrigerator Analysis
  - b. Water Heater Analysis Model (WHAM)
  - c. Incandescent Light Bulb Replacement w/ CFL

### Day - 4 (week 1):

1. Week 1 (Level I) Review
2. **Week 1 (Level I) Final Exam**

### Michigan Weatherization Inspector

#### Level I

#### Training Criteria

#### **Week 2**

**Classes begin at 8:00 a.m. and conclude at 4:30 p.m.**

### Day -1 (week 2):

1. Weatherization Assistant 8
2. NEAT Parameter/Setup Overview
3. NEAT – House Review
4. MHEA Parameter/Setup Overview
5. MHEA – Mid-Michigan MH Review
6. Weatherization Assistant 8 Inputting Data
7. Audit Input/Output Reports

### Day – 2 (week 2):

1. Tools/Equipment
2. Inspector & Worker Safety
3. Equipment Safety
4. Measure Accurately
5. Photo/Drawing Use
6. Writing Comprehensive Work Orders
7. Construction Management vs. Post Inspection

### Day - 3 (week 2):

1. Zone Pressure Diagnostics – Secondary Zones
2. Interviewing Client/Customer

## PG 09-05 ATTACHMENT B

- a. Client Plan of Action
- b. Lead Notice
- c. IAQ Information
- d. Energy Education
3. Post Inspection - Quality Control/Assurance
  - a. Incomplete work - writing a corrective action work order
  - b. Incorrect work – writing a finding
4. Recordkeeping
5. Week 2 (Level I) Review
6. Week 1 & 2 (Level I) Review

### Day - 4 (week 2):

- 1. Week 1 & 2 (Level I) Final Exam**
2. Mold/IAQ (1:00 pm)

### Michigan Weatherization Inspector Level II Training Criteria

7109 W Saginaw Training Center, Lansing, MI 48917  
Classes begin at 8:00 a.m. and conclude at 4:30 p.m.

### Day - 1

1. Create NEAT/MHEA File Set-Up in WA8. WA8 MANUAL
2. Create Cost Libraries

### Day – 2

1. Cost Libraries (cont'd)
2. Create Work Orders

### Day – 3

1. Completing WA8 Audit and Output Analysis
2. Create mdb File (Level II)
3. Transferring Files

### Day - 4

1. CAZ Looking for system optimization opportunities via: sizing, controls, setback thermostats, operating strategies, and proper application. Testing flue gas with analyzer equipment – assumptions
2. Level II Review
3. **Level II Test**

## **INSPECTOR FIELD OBSERVATION TEST HOUSE CRITERIA**

### **PG 09-05 ATTACHMENT C**

If a local agency needs to locate a home to accommodate an inspector candidate performing the field test, the following is the field test house criteria:

The stick-build residential home (pre-1978 construction) should include the following:

- Natural or Propane Gas appliances
  - Furnace 80% or less - NO CLOSED COMBUSTION or pvc vent
  - DHW tank (atmospheric) – NO POWER VENT
- Accessible attic - prefer unfinished and finished attics (Both)
- A working refrigerator
- Basement and/or crawlspace (Both preferred)
- Attached garage OR enclosed front or rear porch (Must have one of these)

# RELEASE OF TEST INFORMATION

---

I understand \_\_\_\_\_(Sponsoring Agency) is sponsoring me to attend a Michigan Department of Human Services, Bureau of Community Action and Economic Opportunity (DHS BCAEO) training.

I agree by signing below that the DHS BCAEO staff is hereby authorized to release information regarding my attendance and test scores to the agency listed above.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

DHS BCAEO Witness: \_\_\_\_\_ Date: \_\_\_\_\_

Sponsoring Agency Contact Person: \_\_\_\_\_

Contact Person's Email Address: \_\_\_\_\_

**Michigan Department of Human Services (DHS)  
Bureau of Community Action & Economic Opportunity (BCAEO)  
Weatherization Assistance Program (WAP) Inspector Certification  
Process  
PG 09-05 - ATTACHMENT E**

The Inspection candidate is tested on the criteria listed below. The tests are based upon the DOE recommended minimum standards for Field Audits with compliance to all State of Michigan and local code requirements. An inspector candidate that has successfully completed the Basic and Intermediate Inspector class tests (prior to May 2009) and Level I Inspector Training (May 2009 and after) can request an inspector certification field test. The candidate will be evaluated as a Level I or Level II inspector after successfully completing the inspection and submitting all required paperwork to the DHS BCAEO proctor.

Once certified at either level, the inspector can conduct independent pre- and post-inspections.

**Limitation:** If only certified as a Level I Inspector and a combustion appliance flue gas analysis is required, a Level II Inspector or Licensed Mechanical Contractor/Inspector must complete this portion of the inspection/audit process.

**The Level I Inspector is an inspector evaluated on the following 25 areas. The first four tests are Health and Safety tests. These are listed in the order outlined by DOE and must be performed in this order during this process.**

1. Gas Leak Test
2. Ambient Air Test (Carbon Monoxide)
3. Worst Case Draft Combustion Appliance Zone (CAZ) Test
4. Zone Pressure Diagnostic (ZPD) Test (Required when a garage is attached to the dwelling)

**The following tests can be conducted in any sequence.**

5. Indoor Air Quality (IAQ) Assessment
6. Blower Door Test
7. Identify Major Bypass's vs. Infiltration/Exfiltration (what method was used to determine)
8. Measuring the Dwelling
9. Finished and/or Unfinished Attic
10. Attic Ventilation
11. Foundation Measure
12. Refrigerator Assessment
13. CFL (compact fluorescent light bulb) Assessment for Replacement
14. Health and Safety Measures
  - a. Smoke Detector - identify quantity and area for placement
  - b. Dryer venting

**Michigan Department of Human Services (DHS)  
Bureau of Community Action & Economic Opportunity (BCAEO)  
Weatherization Assistance Program (WAP) Inspector Certification  
Process  
PG 09-05 - ATTACHMENT E**

- c. Other Health and Safety item(s)
- 15. Notices (IAQ, POTENTIAL HAZARD...)
- 16. Incidental Repairs
- 17. Optional Measures
- 18. Customer/Client Interaction
- 19. Completeness of Inspection Document
- 20. Photos and Drawings
- 21. Completeness of Work Order
- 22. Completeness of Client Notices
- 23. Correct LSW (lead safe weatherization) Inspection Practices
- 24. Appropriate Audit Document (FADD/IWC/WA8)
- 25. Timeliness of Audit Competition (DHS BCAEO receipt of all documents within 24 hours of inspection conclusion)

\* \* \* \* \*  
\* \*

**The Level II Weatherization Inspector is evaluated on the following areas:**

- 26. All Level I Inspector Competencies
- 27. NEAT/MHEA File Setup (Computer Lab Test)
- 28. NEAT/MHEA WA8 Audit.
- 29. Combustion Appliance Flue Gas Analysis
- 30. Timeliness of Audit Competition (DHS BCAEO receipt of all documents within 24 hours of inspection conclusion)

**Timelines:**

Upon arrival at the test site, each candidate will receive the "Michigan WAP Inspector Candidate Field Test Observation Process" form. The form will include the date and time of the candidate field test, the address, and the date/time that all required documentation must be submitted to the DHS BCAEO proctor.

The candidate will have three (3) hours on site to complete his/her inspection and twenty four (24) hours from the conclusion of the on-site inspection to submit all required inspection documentation.

Note: Requests for consideration of travel time to and from test site will be considered on a case by case situation. Please advise BCAEO staff of this request at the time of the observation process reservation.

**Michigan Department of Human Services (DHS)  
Bureau of Community Action & Economic Opportunity (BCAEO)  
Weatherization Assistance Program (WAP) Inspector Certification  
Process  
PG 09-05 - ATTACHMENT E**

Candidates must email all required inspection documents to the DCH BCAEO proctor at: [ferrism2@michigan.gov](mailto:ferrism2@michigan.gov) or [Glasgowr@michigan.gov](mailto:Glasgowr@michigan.gov) (Email).

**Required Documentation:**

The required documentation MUST include all of the following:

- Complete field audit document (Either IWC or FADD)
- Copy of all site produced notices
- Completed NEAT input of this inspection
- Completed NEAT output report of this inspection
- Complete work orders that identify all NEAT required measures.
- To be considered complete, a work order must include all
  - SIR justified measures;
  - Incidental measures;
  - Health & safety measures
  - Miscellaneous measures
  - Optional measures

**Evaluation/Recommendation:**

**Satisfactory Inspection – Grant Certification Level I**

**Satisfactory Inspection – Grant Certification Level II**

Additional Site Inspection Needed (equipment failed or test aborted)

Unsatisfactory Inspection – Failed (scored less than 70%)

An Inspector Candidate will pass the inspector field test with a score of 70% or greater AND satisfactory completion of the five following Critical Skill Items.

**Critical Skill Items**

1. Perform all required health and safety tests in the DOE prescribed order.
2. Perform satisfactory Blower Door Test: set-up and testing.
3. Perform satisfactory CAZ test: set-up and testing.
4. Conduct Lead Safe Weatherization practices during the inspection.
5. Prepares the work order and it is reflected correctly in the NEAT output report.

NOTE: The failure of satisfactorily completing any of the above five procedures will result in a failed test. The proctor shall identify the test as failed immediately upon assessing that the candidate failed to perform one of

**Michigan Department of Human Services (DHS)  
Bureau of Community Action & Economic Opportunity (BCAEO)  
Weatherization Assistance Program (WAP) Inspector Certification  
Process  
PG 09-05 - ATTACHMENT E**

the critical skill items. This will allow BCAEO staff to provide onsite training and technical assistance to the inspector candidate at that time.

**Sponsoring Agency Notification**

Sponsoring agencies will only be notified of the test results if the inspector candidate or the agency has forwarded a signed release by the candidate. The release form should include the name and email of the agency contact person as well as that of the inspector candidate to ensure both receive notification.

Michigan WAP Inspector Candidate Field Test Score Form									
PG 09-05 - ATTACHMENT F									
		Address							
Working Knowledge	Demonstrates Ability	Name	Date	Proctor					
		1		Gas Leak testing <i>comment</i>					
2		CO <sup>2</sup> testing (ambient air) <i>comment</i>							
3		Worst Case Draft (CAZ) <i>comment</i>							
4		Attached garage ZPD <i>comment</i>							
5		IAQ Evaluation (552 form) <i>comment</i>							
6		LSW (sidewall test) <i>comment</i>							
7		Blower door testing/calculations <i>comment</i>							
8		Major bypass (Correctly identified) <i>comment</i>							
9		Infiltration (Correctly identified) <i>comment</i>							
10		Accurate Measurements <i>comment</i>							
11		Walls <i>comment</i>							
12		Windows & Doors <i>comment</i>							
13		Attic <i>comment</i>							
14		Foundation <i>comment</i>							
<b>Baseloads</b>									
15		Refrigerator assessment <i>comment</i>							
16		CFL and baseload <i>comment</i>							
<b>Health &amp; Safety</b>									
17		Smoke detectors <i>comment</i>							
18		Dryer venting <i>comment</i>							
19		Notice of Hazards (Asbestos, IAQ, Unsafe Condition) <i>comment</i>							
<b>File/Audit Maintenance</b>									
20		Photo and Drawings <i>comment</i>							
21		Client Interaction <i>comment</i>							
22		Completeness of Inspection <i>comment</i>							
23		Completeness of NEAT input/output <i>comment</i>							
24		Completeness of Work Order <i>comment</i>							
	0	0	<b>Total Score</b>	100	Maximum Score	0%	Candidate's Score		
<b>Satisfactory Evaluation = score of 70% or greater AND satisfactory completion of the following five critical skill items:</b>									
<b>Critical Skill Items</b>									
1. Perform all required health and safety tests in the DOE prescribed order									
2. Perform satisfactory Blower Door Test: set-up and testing									
3. Perform satisfactory CAZ test: set-up and testing									
4. Conducts Lead Safe Weatherization practices during the inspection									
5. Prepares the work order and it is reflected correctly in the NEAT output report									
NOTE: The failure of satisfactorily completing any of the above five procedures will result in a failed test.									
<b>Scoring Chart</b>									
NA	Does not apply. Not eligible								
0	Fail, does not meet standards								
1	Needs improvement & Additional Site Inspection Required								
2	Basic understanding/skill & Needs additional field training & testing								
3	Good understanding/skill, Pass								
4	Excellent understanding/skill								
Needs Improvement - individual item scored 2 or 1									
Additional Site Inspection needed - equipment failed or test aborted									
Working Knowledge is only a Yes/No assessed when measure is not available on site.									