



Nathan Deal  
Governor

## GEORGIA ENVIRONMENTAL FINANCE AUTHORITY

Kevin Clark  
Executive Director

### GEORGIA WEATHERIZATION PROGRAM NOTICE 14-02A

EFFECTIVE DATE: APRIL 1, 2015

ISSUED: March 25, 2015

#### **SUBJECT:** QUALITY WORK PLAN REQUIREMENT

**PURPOSE:** To provide the Georgia Weatherization Assistance Program (WAP) network with clarification on the requirements to support and verify quality work in the Department of Energy's (DOE) Weatherization Assistance Program. The guidance will detail Georgia's directive for implementation during the April 1, 2015 – March 31, 2016 Program Year.

**SCOPE:** The provisions of this guidance apply to all Georgia Sub-grantees awarded a weatherization assistance grant by GEFA under the Department of Energy Weatherization Assistance Program.

**BACKGROUND:** The Department of Energy Weatherization Program Notice 14-4 (WPN 14-4) was issued on December 16, 2013, and superseded by WPN 15-4 on October 21, 2014. Sections one and two address mandatory requirements from DOE. First, all tasks performed on client homes must meet the specifications, objectives, and desired outcomes outlined in the Standard Work Specifications (SWS) for Home Energy Upgrades where applicable. Second, Grantees must provide Sub-grantees and/or Contractors with technical requirements for field work including, but not limited to: audits/testing, installation of energy conservation measures, health and safety, incidental repair measures and final inspections. This is to ensure:

- The Grantee is implementing work quality standards that align with the Standard Work Specifications for Home Energy Upgrades.
- All Sub-grantee staff, Contractors, and anyone doing the actual work are aware of these standards; and
- Every home is inspected and complies with the SWS.

To ensure compliance with WPN 15-4, the Georgia WAP network will adopt the following procedures:

#### **PROCEDURES:**

- **Effective April 1, 2015**, the Georgia WAP network will adopt the SWS as compiled into the "Georgia Weatherization Single Family Field Guide," and is being distributed as part of this guidance document.
  - **PLEASE NOTE:** The Manufactured Home Field Guide is still under development and will be distributed to the network later in the program year.
- Every WAP unit reported as a "completed unit" must receive a final inspection by a certified Quality Control Inspector (QCI), ensuring that all work meets the minimum specifications outlined by the SWS in accordance with 10 CFR 440.

- Quality control inspections must be recorded on the “**Quality Control Inspection Form**” (Exhibit “B”), and include an assessment of the original audit and confirm that the measures called for on the work order where appropriate and in accordance with the state audit procedures and protocols approved by DOE.
- Every client file must have a Quality Control Inspection Form that certifies the unit had a final inspection and all work met the required standards. The certification must be performed by a certified QCI, and attested with the QCI’s signature and certification number on the “Quality Control Inspection Form” (Exhibit “B”).
- If a unit has received both QC inspection and has also been monitored by GEFA, two certification forms must be available in the client file – one for each inspection.
- The Quality Control Inspection Form requires the QCI signature and certification number.
- All Georgia WAP Sub-grantees must employ or contract with a Certified Home Energy Professional Quality Control Inspector (HEP QCI).
- All Georgia WAP Sub-grantees must, at a minimum, use an Independent Auditor/QCI option for administering quality control inspections.
  - The Auditor performs the audit, creates the work order, and performs the quality control inspections.
  - The Auditor should not be involved in any of the actual work on the home.
  - Each Sub-grantee must have a certified QCI on staff or must have a third party certified QCI perform final inspections on each unit prior to submitting the unit as a “completed unit” to GEFA.
- The GEFA Quality Control Inspector will perform quality assurance reviews on at least 10 percent of all completed units.
- When the GEFA quality assurance review indicates that a QCI continues to make the same or similar mistakes, omissions, etc. GEFA shall follow the “Levels of Agency Performance and Monitoring Frequency” as outlined in the Georgia WAP Monitoring Protocol.
- Upon receipt of GEFA’s Quality Control Report, the Sub-grantee shall address the findings of the report and take steps to correct the problems to ensure they will not be repeated in the future.
- Sub-grantees are subject to required corrective action as outlined in the Georgia WAP Monitoring Protocol.
- GEFA may exercise the option to report poor performing QCI’s to the Building Performance Institute, Inc. (BPI) by filing a complaint of non-compliance with BPI certification scheme requirements. Open complaints may result in withdrawal or revocation of the QCI’s certification.
- All Georgia WAP Sub-grantees must nominate the individual selected to be their QCI and register them with GEFA by March 31, 2015.

- All Georgia WAP Sub-grantees must provide to GEFA the nominated individual names on the “**QCI Registration Form**” (Attachment ‘A’).
- Should a nominated QCI candidate fail the first round QCI exam, WAP T&TA funds will cover the cost of remediation training and one make-up exam only.
- The Sub-grantee may opt to continue with the original nominee; however remediation training and exam fees will be at the Sub-grantee’s expense until the QCI exam is passed.
- All Quality Control Inspector training must be completed at an IREC accredited WAP Training Center.
- The above stated requirements apply to all individuals who perform an evaluation and approve work performed in homes including final inspectors and state monitoring staff.
- Failure to consistently follow state protocols surrounding the Quality Work Plan may result in the reduction of funding allocations and/or use of recaptured funds to hire a third party QCI and/or having funds reallocated to another Sub-grantee.
- All current program protocols surrounding the use of the Georgia WAP field guide and final inspection rules will remain in effect until March 31, 2015.

***The remainder of this page intentionally left blank***

**Sign for acknowledgement of receipt & understanding of  
Georgia Weatherization Program Notice 14-02A**

\_\_\_\_\_ (*Weatherization Agency Name*), certify that we have read and understand the Guidance contained in this notice. Signature(s) indicate receipt of this guidance and certify our agency will immediately begin adhering to the attached guidance. Please check (√) to confirm your review.

- Exhibit A – QCI Registration Form
- Exhibit B – “Quality Control Inspection Form”
- Exhibit C – Georgia’s “Quality Work Plan”
- Georgia Weatherization Single Family Homes Field Guide (Electronic Version)

\_\_\_\_\_  
*Executive Director*

\_\_\_\_\_  
*Date*

*Return to Debbie Smiley by **April 1, 2015***