



PUERTO RICO  
ENERGY AFFAIRS ADMINISTRATION

2010 Weatherization Assistance Program

***STATE PLAN***

JULY 2010

**U.S. Department of Energy  
STATE PLAN/FILE WORKSHEET**

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# **U.S. Department of Energy STATE PLAN/FILE WORKSHEET**

## **II.1 Executive Summary**

The Puerto Rico Weatherization Assistance Program (WAP) State Plan for Program Year (PY) 2010 describes the framework to be established for the application of Weatherization Funds allocated through the year 2010. The allocation for Puerto Rico for PY 2010 WAP is \$647,129. Guidelines set in 10 CFR Part 440 and US Department of Energy resources provided the framework for the development of the Program for Puerto Rico.

The Weatherization Assistance Program helps low-income families to attain a reduction of household energy expenditures, while securing and enhancing the health and safety of the home. Of particular concern to the program is to provide assistance to the elderly, families with children, persons with disabilities, and those with a high energy burden in their household. It is expected that for PY 2010 the WAP can benefit approximately 82 households (owned or rented) in Puerto Rico.

Due to the warm climate of the island, weatherization efforts will be directed at improving the efficiency of cooling systems, reduction in electrical energy demand of light fixtures and selected household appliances, installation of solar water heaters, hot water use reduction through shower heads and faucet aerators, and mitigate energy-related health and safety concerns. To maximize the benefits of the program, work will be performed by trained personnel, and the process will be monitored from initial client application to certification of completed weatherization work.

This State Plan is not a procedure manual; it is intended as a general guide about the funding and operation of the Program for PY 2010. Specific information regarding the operation of the Program will be contained in the Program Operations Manual, which is currently being developed.

Section Two of the State Plan covers the initial allocation of funds for the program and the organizational structure for their management. It also discusses the time frame in which weatherization work will take place, the distribution between owned and rented households, training and monitoring activities, and the process followed to start-up the program.

Section Three is dedicated to discussing the work within the program. This includes the assessment of client eligibility, geographical location of dwellings to receive assistance, and establishing priorities for the program. The procedures used to determine the type of work to be performed are also covered, along with a description of weatherization measures, procedures followed to preserve the health and safety of occupants and work crews during the work, inspection of the dwelling after weatherization measures have been applied that assess improvements attained in energy usage and the health and safety of the occupants.

## **II.2 Program Overview**

The Weatherization Assistance Program (WAP) was created in 1976 to assist low-income families who lacked resources to invest in energy efficiency. Puerto Rico was included for the first time in the WAP for Program Year (PY) 2009. The Program mission is to reduce energy costs, while ensuring the health and safety, for eligible low-income families with priority for households with children, the elderly, and persons with disabilities. The program also permits the allocation of funds to homeowners and renters with high energy costs in relation to their household income.

The Program will be administered in Puerto Rico by the Energy Affairs Administration (EAA), acting as the Grantee. EAA will administer the WAP in compliance with applicable laws; including regulations contained in 10 CFR Part 440, 10 CFR Part 600, DOE WAP notices and other procedures applicable to these regulations as the United States Department of Energy (DOE) may prescribe for the administration of financial assistance.

Program services will be delivered by a Sub-Grantee. The Sub-Grantee will perform a number of services including, but not limited to, identifying eligible customers, evaluating the dwelling units to be weatherized, training of personnel, installation of energy-saving measures, supervision of weatherization work, maintenance of customer files, and report drafting.

### II.3 Sub-grantees

As previously stated, the sub grantee for the Program will be selected by the procurement process of Request for Proposal and will cover all of Puerto Rico. The Sub-grantee must have extensive experience in low income housing renovation activities throughout the island. The sub-grantee must meet the requirements established in the 10 CFR 440.15.

<i>Sub Grantee</i>	<i>City</i>	<i>Tentative</i>	
		<i>Funding</i>	<i>Units</i>
Sub-Grantee	San Juan	\$549,500	82
Totals		\$549,500	82

### II.4 WAP Production Schedule

<b>Total Units (excluding reweatherized)</b> .....	<b>82</b>
Units by Type (excluding reweatherized):	
Owner-occupied single-family site built	
Single-family rental site-built	
Multi-family	
Shelter	
Units by occupancy:	
Elderly	
Persons with disabilities	
Children	
High residential energy user	
Household with a high energy burden	
Other unit types:	
<b>Rewatherized Units</b> .....	<b>0</b>

<b>Average Unit Costs, including Reweathering, Subject to DOE Program Rules</b>	
VEHICLES & EQUIPMENT AVERAGE COST PER DWELLING UNIT (DOE RULES)	
A Total Vehicles & Equipment (\$5,000 or more) Budget	0
B Total Units Weatherized	82
C Total Units Reweatherized	0
D Total Dwelling Units to be Weatherized and Reweatherized (B+C)	82
E Average Vehicle & Equipment Acquisition Cost per Unit (A divided by D)	0
AVERAGE COST PER DWELLING UNIT (DOE RULES*)	
F Total Funds for Program Operations	\$549,500
G Total Dwelling Units to be Weatherized and Reweatherized (from line D)	82
H Average Program Operations Cost per Unit (F divided by G)	\$4,500
I Average Vehicle & Equipment Acquisition Cost per Unit (from line E)	0
J Total Average Cost per Dwelling (H plus I)	\$4,500

## II.5 Energy Savings

Method used to calculate energy savings:

WAP algorithm:

Other (describe below):

Energy savings will be calculated by energy auditors using the WAP Algorithm. This is the second year the Weatherization Assistance Program will apply to Puerto Rico, but not enough units have been completed and utility data gathered for 12 months post-weatherization to make a determination of energy savings. According to WAP data and studies performed for other states, the average energy savings per unit is 30 MBTU and typically hot climates regions save much less energy than cold climate regions. Being that Puerto Rico is in a hot climate territory and, assuming an average of 15MBTU/year per unit, therefore it is expected to have an energy savings of 2,500 MBTU/year.

Estimated energy savings (MBTU): 2,500/year

Estimated prior year savings: Not applicable

Actual: Not applicable

If variance is large, explain:

## II.6 Training, Technical Assistance, and Monitoring Activities

### Monitoring

Because it is the first year of the WAP, EAA will combine rigorous field monitoring by the grantee with an extensive training and a technical assistance program to identify areas for maintaining and improving work quality, efficiency, delivery of program services, and to correct su-bgrantee administrative and management problems. Field monitoring also provides an opportunity for on-site training and technical assistance and the identification of areas where more extensive training and

additional monitoring is needed. The grantee will monitor 10% minimum of the weatherized units and the sub-grantee will inspect 100% of the units.

EAA will use \$32,915 from DOE funding for the purpose of monitoring, training and technical assistance. The sub-grantee will use \$116,700 for the same purposes.

### **Training and technical assistance (T&TA)**

EAA will hire and bring to Puerto Rico experienced professionals with vast experience in WAP training. Training sessions will be held to service grantee staff, sub-grantee staff, auditors, contractors, inspectors and administrative staff. Training sessions will be held with different approaches and scopes. Some of the seminars could take place on site and others in centralized locations. The allocated fund for T&TA for Puerto Rico is \$149,616 is being used.

A portion of the training sessions will cover all aspects of the Program. Areas such as rules, regulations, policies, procedures, reports, data entry and forms will be covered. This training will be aimed in fulfillment of state and federal, program, fiscal, and technical standards.

Other training sessions will be aimed at technical aspects. These will cover areas such as using WAP algorithms, energy savings analysis, creating cost effective job work scopes, managing crews and contractors, materials installation, HVAC courses for WAP policies, moisture and mold, lead safe practices, inspection, and client education.

Trainings, in general, could cover the following areas:

- Outreach and application procedures
- Income documentation
- Energy audit procedures
- Record and file maintenance
- Reflective films techniques
- Health and safety
- OSHA requirements
- Post inspection techniques
- Reporting procedures
- Coordination with other programs
- New employee training
- Quality control
- Fiscal record keeping and reporting
- Special non-traditional approaches to specific dwelling units
- Hot climate initiatives
- Appliances efficiency
- Solar thermal training
- Electric base load measures

Grantee field staff visits will be performed on a regular basis to monitor the Program's progress. During the performance of these monitoring visits, staff may observe areas where sub-grantee and contractors need assistance. A Program officer may determine that additional training is needed for a particular sub-recipient or the sub-recipient may request it.

In addition to training sessions held in Puerto Rico, State weatherization staff (grantee and sub-grantee staff) will attend appropriate out of state meetings, conferences and training sessions. Staff

will be required to attend appropriate training sessions to maintain the skills and knowledge needed to ensure quality program operation.

## II.7 DOE-Funded Leveraging Activities

EAA does not expect to perform DOE-funded leveraging activities.

## II.8 Policy Advisory Committee Members

The Policy Advisory Council has special qualifications and sensitivity with respect to solving the problems of low-income persons, and is broadly representative of organizations and agencies including consumer groups that represent low-income persons. The Council has the responsibility of advising the agency managing the allocation of financial assistance. Following is a list of the Policy Advisory Council Members with their names and contact information:

<p>Prof. Rossana López León          Director          Office of the Advocate for Persons of Advanced Age          P.O. Box 191179          San Juan, Puerto Rico 00919-1179</p>
<p>Lcdo. José Raúl Ocasio García          Director          Office of the Advocate for Persons with Disabilities          P.O. Box 41309          San Juan, Puerto Rico 00940-1309</p>
<p>Hon. Janitsia Irrizary          Secretary of the Department of the Family          Department of the Family          P.O. Box 11398          San Juan, Puerto Rico 00910-1398</p>
<p>Eng. Miguel Torres Diaz          President          Puerto Rico College of Engineers and Surveyors          P.O. Box 363845          San Juan, Puerto Rico 00936-3845</p>
<p>Architect José A. Moreno          President          Puerto Rico College of Architects and Landscape Architects          P.O. Box 41176          San Juan, Puerto Rico 00940-1176</p>
<p>Dr. Jose R. De la Torre          President          University of Puerto Rico          Jardín Botánico Sur          1187 Calle Flamboyán          San Juan, Puerto Rico 00926-1117</p>
<p>Eng. Humberto Marrero Recio          Executive Director          The Infrastructure Financing Authority          Capital Center Building</p>

North Tower, Office 1601  
Arterial Avenue Hostos 235  
Hato Rey, Puerto Rico 00918-1433

### **II.9 State Plan Hearings**

Pursuant to 10 CFR Part 440.14 (a), Puerto Rico is required to hold one or more public hearings to receive comments on the proposed State Plan. A public hearing for the WAP Annual funding in Puerto Rico was held on July 15, 2010 at 9:30 AM. The hearing took place at Training Hall, 4<sup>th</sup> floor of the Cruz A. Matos Building, Highway 8838 Km 6.3, Sector El Cinco, Río Piedras, Puerto Rico (Environmental Agencies Building next to Botanical Garden). For information call (787) 999-2200 x-2886.

A copy of the hearing notice is available on the internet page [www.aae.gobierno.pr](http://www.aae.gobierno.pr). A copy of the proposed State Plan was provided for revision also on [www.aae.gobierno.pr](http://www.aae.gobierno.pr) starting on July 5, 2010, and during work days, from 8:00 A.M. to 4:00 P.M., in the EAA, located in the 8<sup>th</sup> floor of the Cruz A. Matos Building, Highway 8838 km 6.3, Sector El Cinco, Río Piedras. The hearing announcement was published in El Nuevo Día newspaper on July 05, 2010.

Newspapers that publicized the hearings and the dates that the notice ran  
El Nuevo Día-July 05, 2010

Hearing Date:
July 15, 2010

### **II.10 Adjustments to On-File Information**

The adjustments in the second year of the WAP in Puerto Rico is the number of the units to weatherized of 45 to 82 units because the budget increase in 25%. The measures work in WAP Annual 2010 are the same that 2009. At this moment not enough units have been completed and gathered for 12 months post-weatherization to make a determination of energy savings.

### **II.11 Miscellaneous**

In the event that a disaster results in a Presidential or Gubernatorial order declaring a Federal or State Emergency, grantee and sub-grantee may be asked to provide help in assisting damaged low-income homes, emergency clean-up activities or in public areas that benefit low-income clients. Typically the reimbursement for these services is through the Federal Emergency Management Agency (FEMA).

Puerto Rico will implement the Hot Climate Whole House Weatherization practices.

### III.1 Eligible Population

A dwelling unit shall be eligible for weatherization assistance if it is occupied by a family whose income is at or below 200% of the poverty level determined in accordance with criteria established by the Director of the Office of Management and Budget (OMB) or contains a member who 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. Eligibility for other energy programs is not covered in this document.

The PY 2010 income eligibility thresholds are the following:

<u>Size of Family Unit</u>	<u>OMB Threshold</u>	<u>200%</u>
1	\$ 10,830	\$ 21,660
2	\$ 14,570	\$ 29,140
3	\$ 18,310	\$ 36,620
4	\$ 22,050	\$ 44,100
5	\$ 25,790	\$ 51,580
6	\$ 29,530	\$ 59,060
7	\$ 33,270	\$ 66,540
8	\$ 37,010	\$ 74,020
Each additional member add	\$ 3,740	\$ 7,480

#### III.1.1 General Description

**Definition of income used to determine eligibility:** Income refers to total cash receipts, before taxes, from all sources for all people living in the dwelling unit. This includes money, wages and salaries before any deductions but do not include food or rent in lieu of wages. Other receipts would be public assistance, social security, unemployment and workers compensation, strike benefits from union funds, veteran's payments, training stipends, regular foster parent grants or payments, alimony, child support, and military family allocations or other regular support from an absent family member or someone not living in the household, private pensions, government employee pensions, regular insurance or annuity payments, grants, scholarships and work study, income from dividends, interest, rents, royalties, or periodic receipts from estates or trust and lottery earnings if paid monthly or annually.

Not considered income are capital gains, any assets drawn down as withdrawals from a bank, sale of property, house, or car, tax refunds, gifts, lump-sum inheritances, one-time insurance payments, or compensation for injury. Also excluded are non-cash benefits, food or rent received in lieu of wages, energy grants, student loans, and bank loans. Rebate checks provided by the Economic Stimulus Act of 2008.

The period of time for income eligibility will be the 12 month period preceding the determination of eligibility for weatherization assistance.

Definition of children: Below the age of 6

Eligible applicants are served without regard of race, color, national origin, sex or religion.

### **III.1.2 Selection of Areas to be Served**

The location of the houses to be weatherized is not considered as a factor in determining the distribution of units since Puerto Rico climate does not exhibit significant variations between low elevations and mountain areas. The application process will be opened to residents of all eligible residents of Puerto Rico. Contrary to the 2009 plan where the number of units to be weatherized was determined by municipality this year the units are going to be determined by regions. There will be five (5) regions.

### **III.1.3 Priorities**

- As stated in 10 CFR Part 440.1, Purpose and Scope, providers shall use an application prioritization system which, to the maximum extent practical, prioritizes weatherization assistance to program eligible persons who are elderly, persons with disabilities, families with children, high residential energy users, and households with high energy burden. Persons with a fixed rate in their electric bill will not qualify to the Program

### **III.2 Climatic Conditions**

The climate of Puerto Rico falls into the tropical climatic zone. Temperatures are moderate year round, with a range from 70 °F (21 °C) to 90 °F (32 °C) in the lower elevations, and between 60 °F (16 °C) and 80 °F (27 °C) in the mountains. Puerto Rico averages close to 4,500 cooling degree-days. The humidity runs continuously at around 80%. The island is vulnerable to hurricanes, between the months of August through November.

### **III.3 Weatherization Work**

#### **III.3.1 Type of Work to be Performed**

The work done in each unit will be determined by a DOE approved energy audit. Due to the warm climate in Puerto Rico, all weatherization measures that are performed in other U.S states regarding heating systems are not applicable. Basically, the weatherization work in Puerto Rico will consist of, but not limited to, air leakage in air conditioned areas, solar water heaters, replacement of refrigerators, replacement of electric tank water heater and mini-split air conditioners with Energy Star rated units, replacement of incandescent lamps with compact fluorescent lamps, replacement of shower heads, faucet aerators, and work items that mitigate energy-related health and safety concerns.

#### **III.3.2 Energy Audit Procedures**

Puerto Rico will use DOE approved spreadsheets in combination with the National Energy Audit Tool (NEAT) for single family audits. NEAT has been developed by DOE and is part of the Weatherization Assistant and is maintained by Oak Ridge National Laboratory (ORNL). The Weatherization Assistant is posted to the WAPTAC and ORNL websites (<http://www.waptac.org/sp.asp?id=8452> and <http://weatherization.ornl.gov>, respectively).

In cases for multifamily audits (five dwelling units or more), energy audits will be performed using DOE approved spreadsheets in combination with TREAT. TREAT was developed by TAITEM Engineering and Performance Systems Development (PSD), Inc., and there is a fee associated with the use of it.

There is no expectation on weatherize mobile homes in Puerto Rico. If it would be necessary, a DOE approved tool for mobile homes would be used. Auditors shall not be affiliated with contractors that perform weatherization work.

### **III.3.3 Final Inspection**

As stated in 10 CFR 440.16(g), a dwelling unit may be reported completed as long as the sub-grantee, or its authorized representative, has performed a final inspection and certifies that the work has been completed in a workmanlike manner. The final inspection must be performed by a State certified inspector. The inspector shall not be affiliated with the contractor that performs the work. The signed inspection form certifies that measures installed should, under reasonable conditions, save energy and make the dwelling more comfortable for the inhabitants. If a designated measure is not installed, then a written explanation must be included in the file and noted on the inspection form.

During the monitoring process to sub-grantees, approximately 10% of completed jobs will be inspected by the grantee to evaluate a sampling of work quality, work orders, and post work inspections. In addition, all summary sheets and sub-grantee reports outlining measures on each completed job will be reviewed and entered into a statewide database.

### **III.3.4 Assessment of Effectiveness**

In order to document the effectiveness of the Program, the Sub-grantee is encouraged to obtain energy usage information from occupants of the dwellings to be weatherized. The Sub-grantee shall obtain from the occupants or the Utility Company, energy usage bills that cover the period for six months prior to weatherization and twelve months after weatherization. Usage information can be used to compare actual savings with projected savings. The results can be used to improve the program, improve the prioritization of the measures, and the training needs.

Other measures to assure effectiveness of the Program are to implement tools that track the weatherization costs in comparison to weatherization priorities, and compare the program with other states.

### **III.4 Health and Safety**

The primary goal of the Weatherization Assistance Program (WAP) is energy conservation. However, installing energy conservation measures sometimes requires addressing certain health and safety problems that may exist in client's homes. If not done properly, those same measures can also create or worsen other health and safety conditions. Many of the buildings that are weatherized have serious deficiencies that can affect the health and safety of both residents and staff performing weatherization work. EAA weatherization protocols will incorporate steps to

review areas that affect health and safety as well as to take appropriate action during the course of weatherization where it is allowable and practical to do so.

### **Sub-grantee health and safety**

EAA will ensure that sub-grantee employees work under safe conditions.

### **Crew and contractor health and safety**

Providers shall comply with all Occupational Safety and Health Administration (OSHA) requirements at all times. This includes the requirement that staff personnel working on the homes will utilize the appropriate personal safety equipment when necessary and receive training on the use of material safety data sheets, first aid equipment, fire extinguishers, and other safety equipment. Also, the sub-grantee is required to ensure that crew and contractors follow safe work practices with regard to lead paint hazards. Starting at 22 April 2010, federal law requires that contractors and company who are hired to carry out projects of remodeling, repair and paint in homes, child care and schools built before 1978, which alter the painting lead, facilities are accredited and continue specific work practices to prevent lead contamination. This rule requires that for maintenance professionals, contractors, and then they are accredited, that employees receive training and to comply with standards of safe labor standards for protection against the lead.

### **Client health and safety**

EAA will take all reasonable precautions against performing work on homes that will subject workers or clients to health and safety risks. The sub-grantee is required to consider the health concerns of each occupant prior to initiating work on a dwelling unit.

In the course of performing an energy audit, the energy auditor is required to meet with a member of the household and complete a client questionnaire. This questionnaire provides the auditor with information about the dwelling unit, the lifestyle of its occupants, and it can direct the auditor to areas where energy can be conserved. In addition, there are pertinent questions about previous health problems and occupancy practices that can lead the auditor to identify health and safety concerns. Once identified, these areas can be dealt with through various means ranging from client education, to corrective action through the weatherization work scope. During the interview with the customer, the local provider shall explain the activities that will be occurring within and to the home, when the weatherization work begins, and how that work may impact the living space.

The auditor is also required to complete a visual health and safety inspection. Where serious concerns are found that cannot be addressed through weatherization, clients are advised of these possible hazards in writing in order that they may make informed decisions regarding their safety. Weatherization measures that could potentially affect the health and safety of clients or crew members shall be undertaken only after steps are taken to minimize or eliminate risks associated with the measure. The potential risks to be considered prior to providing weatherization assistance to a client are the following:

1. BIOLOGICALS - Information on biological hazards is obtained through the client questionnaire and by means of the visual inspection of the unit. Certain hazards, like mold and mildew are sometimes identified, and clients are notified by means of a form developed for this purpose. EAA will ensure that proper training and technical assistance on biological hazards is provided to employees.

EAA will conduct regular training to educate employees on moisture and mold issues. These training seminars are intended to help the sub-grantee to identify the conditions that may cause problems or exacerbate mold problems as a result of weatherization, and to evaluate potential work scopes from the perspective of analyzing the house as a system. Instruction is focused on improving diagnostic knowledge before weatherization, to identify and mitigate moisture problems, assess mold related problems, and to assure that the safest and most responsible work scopes are performed to protect client's health and safety within the Department of Energy (DOE) Regulations. Additional information on the procedures to follow regarding the suspected or actual presence of mold in households will be outlined in the Program Operations Manual.

2. COMBUSTION APPLIANCES AND COMBUSTION GASES- The following test are required in the course of performing the energy audit, weatherization work, and post inspection of each building and are designed to identify health and safety problems and to ensure that weatherization work does not exacerbate any of these concerns. The sub-grantee is also required to conduct periodic inspections of all analytical equipment to assure accuracy and appropriate calibrations as specified by the manufacturer.

The auditor is required to test the ambient air in the area where a combustion appliance is located. These tests are conducted pre and post weatherization work in order to detect and correct significant levels of toxic or combustible gases in the ambient air. Auditors are required to complete an air quality checklist for every building weatherized.

3. FIRE HAZARDS - Potential fire hazards are identified during the visual inspection. Obvious hazards must be corrected before work can proceed.

4. EXISTING OCCUPANT HEALTH PROBLEMS - Information on existing occupant health problems is collected on the client questionnaire. Strategies for dealing with client health issues will be covered in EAA-sponsored technical assistance seminars, and in the course of providing routine technical assistance to employees.

5. INDOOR AIR QUALITY - The presumed presence of asbestos is determined during the visual inspection of the unit. The sub-grantee is generally advised to avoid disturbing asbestos that is not friable, and to not install measures where asbestos is present, or suspend work until it is safe to proceed.

Radon is known to exist only in limited parts of Puerto Rico. When a unit has been identified as having a radon problem, precautions are taken by the sub-grantee to ensure the safety of the crews and clients while the weatherization work is completed. In general, weatherization measures have been found to prevent radon from infiltrating into assisted units.

6. LEAD PAINT - Lead based paint hazard control is an important service provided to maintain the health and safety of weatherization clients. Since the vast majority of dwelling units that the sub-grantee will encounter were built prior to 1978, lead-based paint is an area of major concern from the standpoint of client and worker safety.

The sub-grantee is required to have an EPA Certified Lead Abatement Supervisor on staff. Puerto Rico will provide training for lead abatement supervisors for weatherization sub-grantee. The sub-grantee is required to send representative staff to each of these training sessions. Procedures to follow regarding the suspected or actual presence of lead in the home will be outlined in the Program Operations Manual.

The sub-grantee is required to provide building occupants with a copy of the US Environmental Protection Agency (EPA) publication "Protect Your Family From Lead in Your Home" (EPA 747-K-99-001) when the home was constructed prior to 1978.

7. BUILDING STRUCTURE - Incidental repairs will be performed as needed. In cases where extensive repairs are needed before weatherization assistance can be provided, work will be delayed until repairs are made.

8. ELECTRICAL ISSUES - EAA will require the sub-grantee to ensure that work is performed in accordance with state and local codes, and monitors compliance with this requirement during on-site inspections. The visual inspection of the unit includes an analysis of electrical hazards, and sub-grantee must ensure that all electrical hazards that exist in areas where weatherization work is being done are corrected prior to commencement of work.

### **III.5 Rental Procedures**

As specified in 10 CFR 440.22 (b), the sub-grantee may weatherize rental dwelling units. The following conditions shall be followed when weatherizing rental units:

- 1) No rental unit dwelling shall be weatherized without first obtaining a written permission of the owner or the owner's authorized representative.
- 2) Rents shall not be raised because of the increased value of dwelling unit due solely to weatherization assistance provided.
- 3) No undue or excessive enhancement shall occur to the value of the dwelling unit.
- 4) The benefits of weatherization assistance shall accrue primarily to the low income tenants.

### **III.6 Program Management**

#### **III.6.1 Overview**

The Puerto Rico Weatherization Assistance Program will be administered by the Energy Affairs Administration (EAA). The EAA belongs to the Commonwealth of Puerto Rico and among the services it provides are energy inspections, technical assessment, and education on energy efficiency and renewable energy.

### **III6.2 Administrative Expenditure Limits**

The EAA will retain approximately 5.0% of the grant for their administrative costs and 5.0% will be made available to program sub grantee.

### **III6.3 Monitoring Approach**

Monitoring will consist of visits to sub grantee offices and assisted units, in addition to desk audits, where the sub grantee performance reports and other information will be reviewed. On-site monitoring of sub grantee will be done to identify methods, deficiencies, and success in program operations and to assess technical assistance needs to develop appropriate training courses. The grantee field staff will perform periodic monitoring, including prioritization of weatherization measures, job costs, material standards, and verification that the completed work is reflected in the job files.

The monitoring process also consists of monthly reporting by the sub grantee, on-site visits by the grantee program and fiscal staff, and an annual evaluation of the sub grantee that reviews compliance with all program rules, energy audit procedures, crew operations, client interaction, and data collection and reporting. EAA will review monthly reports from sub grantee for early identification of sub grantee problems and determine the program and operational effectiveness of the sub grantee. On-site monitoring could include, but will not be limited to, financial records, inventory, client files and work completed.

When problems are discovered, a corrective action plan will be developed for areas needing improvement and the sub grantee will be formally notified in writing of actions to be taken. The sub grantee will have the option of either accepting the decision or requesting an administrative review.

Each weatherized unit shall be inspected by the sub grantee to ensure that the work is in compliance with required specifications before the unit is reported to EAA as completed. A complete inspection, signed by the sub grantee's inspector shall be placed in each job file.

### **III6.4 Training and Technical Assistance Approach**

The Training and Technical Assistance (T&TA) Plan activities are intended to maintain or increase the efficiency, quality, and effectiveness of WAP at all levels. Such activities should be designed to maximize energy savings, minimize production cost, improve program management and crew/contractor quality work, and/or reduce the potential for waste, fraud, abuse, and mismanagement. Training is tied into an overall certification program, designed to bring the skill and competence level of all weatherization sub grantee staff and contractors to uniform standard.

### **III6.5 Energy Crisis Plan**

In the event of a natural or man-made disaster, Puerto Rico will allow providers to assist their customers with weatherization funds in combination with other funds, typically from FEMA. The President or the Governor of Puerto Rico must declare a Federal or State Emergency before

providers will be allowed to use existing resources to address the needs of the people in the area. Activities will be limited to households eligible under the current income eligibility criteria.

Weatherization agencies can provide technical assistance, recovery and clean-up efforts and crisis management. Agencies will be required to submit a plan of activities, timeframe and any special considerations to go beyond the typical recovery efforts. Agencies will be required to report activities performed.

Agencies shall coordinate their efforts with other disaster assistance programs, like FEMA, in order to assure that activities funded through the Weatherization Program would not otherwise be covered by other Programs or agencies. All work completed during disaster periods shall conform to the Puerto Rico Weatherization Program standards.

### **III6.6 Budget**

The following table shows the budget distribution for the Program: