

**North Carolina Weatherization Assistance Program
Sub grantee Assessment Report**

Subgrantee: YVEDDI **Coordinator:** Tommy Eads

Production time covered: FY 17-18 **Visit Dates:** April 24to27 2017

Number of dwellings inspected in field:

Site built: 2 **Mobile home:** 2 **Multifamily:** _____ **Other:** 3HARRP

I, Jo McAninch, conducted an onsite assessment visit to Yadkin Valley Economic Development District Inc from April 24 to April 27. During the visit, I assessed the agency's Weatherization Assistance and Heating and Air Repair and Replacement Programs operation for the fiscal year FY 2017/2018. Staff members interviewed during the visit included Kathy Payne E.D, Tommy Eads Program Director. Also had a chance to speak with crew members. During the exit conference, in which all aspects of the onsite assessment will be discussed, Rick Seibert and his/her staff will receive a copy of the Sub Grantee Assessment Report containing Findings and Trends for Concern. If any additional issues arise, I will notify the agency within 30 days.

Note: this is a revised report. After appeal by agency, some findings have been reduced to Trends for Concern. Please sign and return electrical as soon as possible but within 30 days.

The Findings and Trends for Concern made because of my onsite assessment are listed below. All Findings require corrective action. Attached to this report is a corrective action worksheet for each Finding. The planned corrective action for this finding should be placed in the appropriate section of the worksheet and returned for my review and acceptance as soon as possible, but not later than 30 days from the date of this correspondence. Please note that only the corrective action plan is due within 30 days; the work to correct the finding may take longer. If work has not yet been completed, please indicate a target date of completion on the Corrective Action Worksheet. Additional Department of Energy funds may **not** be used to complete the onsite corrective work. The action plan must correct the root cause of the finding to ensure no future re-occurrence. Also, immediate action must be taken to appropriately address all Trends for Concern. However, it is not required that these corrective actions taken be reported to the Energy Section. The follow-up action taken by the agency on the Trends for Concern will be reviewed during the next onsite assessment visit.

Finally, a copy of this report will be delivered to Eddie Harris, Board Chair for Yadkin Valley Economic Development District Inc. within 30 days.

Thank you for the courtesies extended to me during the onsite visit. I look forward to the receipt of the completed Corrective Action Plan(s). Feel free to contact me if you have questions regarding the visit, this letter, or if I may assist you in any way.

Signature: _____ Date: _____
Program Analyst

Signature: _____ Date: _____
Sub grantee Authorized Representative

Assessment Findings:

Finding 01: Dryer needs to be hard piped/unconditioned space.

Required Action: replace semi-rigid pipe with insulated, rigid pipe at following location:
• W021-16 624 S. South Street Mt. Airy 27030

Finding 02: Junction boxes left uncovered in basement.

Required Action After review, this finding has been downgraded to a Trend for Concern but will still be corrected by agency. This occurred at the following location:
• W021-16 624 S. South Street Mt. Airy 27030

Finding 03: Incomplete air sealing in basement

Required Action After review, this finding has been downgraded to a Trend for Concern but will still be corrected by agency. This occurred at the following location:
• W021-16 624 S. South Street Mt. Airy 27030

Finding 04: Failure to have electrical upgraded inspected and passed by County Inspector.

Required Action: Review procedure with electrician to ensure no re-occurrence. This occurred at following location:
• W021-16 624 S. South Street Mt. Airy 27030

Finding 05: Failure to apply primer to newly constructed attic hatch.

Required Action: After review, this finding has been downgraded to a Trend for Concern. This occurred at following location:
• W001-17 126 Gordon St. Mt. Airy, NC

Finding 06: Crossover duct laying on ground and needs replacing.

Required Action: Replace crossover duct under Mobile Home. This occurred at following location:

- W050-16 179 Pilot Power Dam Rd. Pilot Mountain

Finding 07: Belly patches failing on mobile homes.

Required Action: Install stitch staples to reinforce patches at the following locations:

- W050-16 179 Pilot Power Dam Rd. Pilot Mountain
- W048-16 263 legend Ln. Mt. Airy

Trends for Concern:

- 1- HVAC replacement software should be include post weatherization R-values.
- 2- Square foot of home needs to be accurate along with correct client names and date when report was run.
- 3- Include printouts of ASHRAE 62.2 calculation in all files Not just a picture
- 4- Residential Energy Audit Tool{REAT} should be filled out as much as possible.
- 5- Insure all inspection needed for HVAC/Electrical have passed inspection in files.
- 6- Ensure **all** exposed junction boxes are covered regardless of location. See finding 2.
- 7- Ensure blower directed air sealing on all dwellings, see finding 3.
- 8- Ensure that attic hatches visible from living space are treated with like colored primer. See finding 5.

SUMMARY OF FIELD MONITORING ASSESSMENT

Evaluation Criteria		E	G	N	U	NA
1.	Client File & AR4CA Documentation	✓				
2.	Initial Audit			✓		
3.	Health and Safety	✓				
4.	Blower Door Diagnostic Testing /Air Sealing	✓				
5.	Duct/Distribution System: Inspections, Testing, Sealing and Insulation	✓				
6.	Heating and Cooling System Protocols/HARRP Process Management	✓				
7.	Combustion Appliance Safety: Mandatory Testing Protocols					✓
8.	Attic Insulation Protocols, Materials and Workmanship	✓				
9.	Wall Insulation Protocols, Materials and Workmanship					✓
10.	Floor insulation protocols, Materials and Workmanship	✓				
11.	Incidental Repairs & General Heat Waste	✓				
12.	Final Inspections	✓				
13.	Subcontractor Administration					✓
Total Rankings per Description:		9		1		3

Ranking Descriptions

(E) Excellent – Sub grantee is doing top quality, state-of-the-art work in this category. Sub grantee field staff has thorough working knowledge of the installation standards and best practices. Work is very neat and effective. Keep up the good work.

(G) Good – Sub grantee is generally doing good quality work in this category. Work is typically effective. There is some room for improvement and the Sub grantee should seek additional fine-tuning of their knowledge and procedures in the category.

(N) Needs Improvement – Sub grantee is performing the work, but there are persistent flaws with the execution of the work and/or the underlying concepts the measure. A literature review of weatherization guidelines with some additional training may be needed for improvement.

(U) Unacceptable – Sub grantee work in the category is unacceptable. Measure is typically not done or is ineffective. Many unacceptable rankings, continued unacceptable rankings in successive monitoring visits, or little to no improvement in follow-up monitoring visits could result in further action being taken by the Energy Section.

(NA) Not Applicable—Sub grantee work in this category was not monitored or observed during the visit.

1. Client File & AR4CA Documentation

✓		✓	
	Excellent	✓	All required file documents were properly and completely prepared.
		✓	All dwelling/customer information is entered accurately into AR4CA with appropriate case notes.
		✓	Cost of measures and materials are accurately entered in AR4CA.
		✓	All required photo documentation present in files.
			State Historic Preservation Office approval is obtained for all applicable dwellings.
		✓	Appropriate forms, with correct organizational names & and pamphlet titles are being used.
	Good		Required file documents were properly and completely prepared, with one exception.
			Dwelling/customer information is entered accurately into AR4CA with appropriate case notes, with one exception noted.
			Cost of measures and materials are entered AR4CA accurately with one exception.
			Required photo documentation is present in files with one exception.
			State Historic Preservation Office approval is obtained for all applicable dwellings with one exception.
			Appropriate forms, with correct organizational names & and pamphlet titles are being used, with one exception.
	Needs Improvement		Some file documents were not accurately prepared and/or one or more required documents were missing.
			Some information is routinely entered AR4CA with mistakes (specify deficiencies).
			Cost of measures and materials are sometimes entered in AR4CA accurately.
			Some required photo documentation is present in files
			Some State Historic Preservation Office approval is obtained for applicable dwellings
			Appropriate forms, with correct organizational names & and pamphlet titles are being used, with more than one exception.
	Unacceptable		Most file documents were either missing or contain inaccuracies and omissions.
			Major information is missing from AR4CA and there seems to be little effort to ensure the information is up to date or accurate.
			Cost of measures and materials are rarely entered properly in AR4CA.
			Required photo documentation is rarely present in files.
			State Historic Preservation Office approval is rarely obtained for applicable dwellings
			Appropriate forms, with correct organizational names & and pamphlet titles are being used, with one exception.

Comments:

2. Initial Audit

	Excellent		Residential Energy Audit Tools are prepared for each dwelling with appropriate sections accurately completed.
			Auditor evaluates every applicable refrigerator using an approved method and completely documents the replacement of inefficient refrigerators.
			Detailed work orders are prepared, complete with material and labor estimates, for proposed work.
	Good		Residential Energy Audit Tools are prepared for each dwelling with appropriate sections accurately completed with one exception noted.
			Auditor evaluates every applicable refrigerator using an approved method and completely documents the replacement of inefficient refrigerators with one exception.
			Detailed work orders are prepared, complete with material and labor estimates, for proposed work with one exception.
✓	Needs Improvement	✓	Some Residential Energy Audit Tools are prepared for dwellings with some sections accurately completed.
		✓	Auditor evaluates some applicable refrigerator using an approved method and documents part of the procedures for the replacement of inefficient refrigerators.
		✓	Work orders are prepared but some material and labor estimates are missing for proposed work.
	Unacceptable		Significant and obvious conditions were not documented on the Residential Energy Audit Tool.
			Auditor rarely evaluates refrigerators to measure potential energy savings.
			Evidence of poorly prepared work orders, not addressing all measures and lacking both material and labor estimates.

Comments: REAT needs to be filled out as much as possible. SIR should be printed and in files.

3. Health and Safety

✓		✓	
	Excellent	✓	CO detectors and smoke alarms were installed where required.
		✓	Opaque vapor barriers are installed whenever possible with proper overlapping and the required sealing at the perimeter.
			ASHRAE 62.2 is fully implemented in compliant fans installed and ventilation rates are fully documented in the client file. { see note }
		N/A	The EPA Renovate Right Lead Protocols are followed and documented by clearly indicating the renovator of record and taking clear photographs of the setup of lead safe work practices.
		N/A	Potential asbestos containing materials are properly identified and either removed or encapsulated as permissible by the Installation Standards.
			Crew effectively address dryer venting problems.
	Good		CO detectors and smoke alarms were installed where required with one exception
			Opaque vapor barriers are installed with proper overlapping and the required sealing at the perimeter with one exception
		✓	ASHRAE 62.2 is implemented in compliant fans installed and ventilation rates are fully documented in the client file with one exception.
			The EPA Renovate Right Lead Protocols are followed and documented by clearly indicating the renovator of record and taking clear photographs of the setup of lead safe work practices with one exception.
			Potential asbestos containing materials are properly identified and either removed or encapsulated as permissible by the Installation Standards with one minor exception.
		✓	Crew addresses dryer venting problems with one exception.
	Needs Improvement		Some CO detectors and smoke alarms were installed where required.
			Vapor barriers are installed; however, the installation is not always consistent with the Installation Standards.
			ASHRAE 62.2 is partial implemented but further work is needed.
			The EPA Renovate Right Lead Protocols are sometimes followed and documented but more work needed.
			Potential asbestos containing materials are properly identified, but the hazard is simply avoided and not dealt with.
			Crew address dryer venting problems with more than one exception.

Unacceptable	CO detectors and smoke alarms are rarely installed.
	Vapor barriers are rarely installed/or the installation is ineffective.
	Little work has been done to comply with ASHRAE 62.2
	No reliable evidence that the EPA Renovate Right Lead Protocols are being followed.
	Potential asbestos containing materials are not properly dealt with.
	Crew does not properly address dryer venting problems.

Comments: ASHRAE 62.2 needs to be printed and put in each client file.

Dryer should have hard pipe used in unconditioned areas /with hard pipe be insulated. {SWS page 41 section 5720 {C}}

4. Blower Door Diagnostic Testing / Air Sealing

✓		✓	
	Excellent	✓	Technicians consistently use blower door to air seal within the target range and then continues to seek and seal additional leaks that are cost-effective to seal.
			Zonal tests are consistently performed and documented to assess air sealing and are consistent with by monitor's tests.
		✓	Technicians have a thorough and in depth working knowledge of blower door testing and diagnostics.
			Tests during monitoring visit are consistent with Sub grantee final tests or easily determined reasons for any differences.
	Good		Technicians consistently use blower door to air seal within the target range and then continues to seek and seal additional leaks that are cost-effective to seal with one notable exception.
		✓	Zonal tests are consistently performed and documented to assess air sealing and are consistent with by monitor's tests with one exception.
			Technicians have a thorough and in depth working knowledge of blower door testing and diagnostics, with a one minor issue noted.
		✓	Tests during monitoring visit are consistent with Sub grantee final tests with one exception.
	Needs Improvement		Some dwellings blower door to air sealed within target range, but instances when additional air sealing should have been done.
			Zonal tests are inconsistently documented and tests may only be done because they are mandated and not used as a tool for air sealing.
			Although blower door tests are routinely performed, there is evidence it is not consistently used for diagnosing air leakage.
			Some tests during monitoring visit are consistent with Sub grantee final tests, but there are exceptions.
	Unacceptable		Technicians do not consistently use blower door to air seal within the target range.
			Zonal tests not understood or not consistently performed and/or documented readings often not consistent with monitor's tests.
			Evidence that the blower door is not used to guide air sealing measures.
			Several instances where tests during monitoring visit differ significantly from Sub grantee final test readings.

Comments:

5. Duct/Distribution System: Inspections, Testing, Sealing and Insulation

✓		✓	
	Excellent	✓	Duct work consistently sealed according to pressure pan standards with proper documentation.
		✓	Registers, returns, boots, and plenums are sealed with mastic and fiber mesh tape.
		✓	In mobile homes, the ends of plenums are consistently sealed near the last duct to allow for better efficiency.
		✓	Duct work effectively insulated when appropriate.
	Good	✓	Duct work sealed according to pressure pan standards with proper documentation, with one exception.
			Register and boot areas sealed with mastic and fiber mesh tape with one exception.
			In mobile homes, the end of plenum sealed too close to register.
			Duct work effectively insulated when appropriate with one exception.
	Needs Improvement		Duct work sometimes sealed according to pressure pan standards with proper documentation, with notable exceptions.
			Registers, returns, boots, and plenums sometimes sealed with mastic and fiber mesh tape, some instances missed or not effective.
			In mobile homes, ends of plenums sometimes sealed near the last duct to allow for better efficiency.
			Duct work sometimes effectively insulated when appropriate but several exceptions.
	Unacceptable		Duct work not consistently sealed according to pressure pan standards, often ducts are left too leaky, consistently poor documentation.
			Registers, returns, boots, and plenums not well sealed with significant areas missed or skipped.
			In mobile homes, ends of plenums rarely sealed near the last duct to allow for better efficiency.
			Duct work not neatly and effectively insulated when appropriate, consistently excessive or poorly applied foam, consistently missed places.

Comments: Crossover duct in one home has holes in it and in return affected duct readings along with blower door reading.

6. Heating and Cooling System Protocols/HARRP Process Management

Excellent	✓	There is always full documentation for system replacements.
	N/A	Efficiency measures are consistently performed and documented on all combustion appliances.
	✓	All replacement central units are sized either with Manual J or using NEAT/MHEA. Please see comments
	✓	Competitive bids are documented for replacement units.
Good		There is always full documentation for system replacements with one exception.
		Efficiency measures are usually performed and documented on all combustion appliances with one exception.
		Replacement central units are sized either with Manual J or using NEAT/MHEA with one exception.
		Competitive bids are documented for replacement units with one exception.
Needs Improvement		Some but limited cases where units should have been replaced but were not or units were replaced that could have been repaired.
		Efficiency measures are usually performed and documented on all combustion appliances, with some exceptions.
		Some replacement central units are sized either with Manual J or using NEAT/MHEA.
		Competitive bids are documented for replacement units for some units.
Unacceptable		Two replacements were made that do not conform with Standards.
		Efficiency measures are not consistently performed and/or documented on all combustion appliances.
		No replacement unit is sized with Manual J or NEAT/MHEA.
		No evidence of competitive bids being documented.
		Unvented space heaters used as primary heating are rarely addressed before houses are weatherized.

Comments: Manual J and Wright soft should have right information inputted into them.

Examples: R-value after WX should be entered, correct square foot of homes,

7. Combustion Appliance Safety: Mandatory Testing Protocols

✓			
	Excellent	N/A	All combustion appliances are consistently addressed with an ECT and inspector conformation that the work has been done.
			Safety and efficiency tests are well documented for all combustion appliances.
			Systems are always fully addressed, cleaned and tuned.
			Appropriately sized filters are always left with the clients.
	Good		Combustion appliances mostly addressed with one exception.
			Safety and efficiency tests are documented for all combustion appliances with one exception.
			Systems are fully addressed, with one exception.
			Appropriately sized filters are always left with the clients with one exception.
	Needs Improvement		Combustion appliances sometimes addressed with several notable exceptions.
			Safety and efficiency tests are sometimes documented for all combustion appliances.
			Some systems are fully addressed, however notable individual instances needing additional work.
			Appropriately sized filters are sometimes left with the client.
	Unacceptable		Combustion appliances are not addressed.
			Inadequate documentation retained for safety and efficiency tests.
			Systems are not consistently cleaned and tuned, and/or brought to maximum efficiency.
			Appropriately sized filters are never left with the client; clients do not replace filters.
			Significantly unsafe condition(s) left on combustion appliances (explain).

Comments: NO Combustion Appliance checked this monitoring visit

8. Attic Insulation Protocols, Materials and Workmanship

✓		✓	
	Excellent	✓	Attic insulation consistently performed to proper depths and even installation.
		✓	Consistent evidence that all appropriate attic sealing was done prior to insulation (attic zonal tests performed and documented).
		✓	Consistent high-quality attic preparation with marking of electric junctures, insulated attic hatches, MSDS, proper clearances to combustibles, and proper damming; adequate access to attics consistently provided.
		✓	Consistently thorough documentation that bag estimates based on coverage charts are performed and actual usage is consistent with predictions.
		N/A	Knee walls are properly air sealed, insulated and encapsulated with a rigid material.
	Good		Attic insulation usually performed at proper depths and even installation with one exception.
			Evidence that most appropriate attic sealing was usually done prior to insulation, with one exception.
			Attic preparation with marking of electric junctures, insulated attic hatches, MSDS, proper clearances to combustibles, and proper damming; adequate access to attics consistently provided with one exception.
			Consistently thorough documentation that bag estimates based on coverage charts are performed and actual usage is consistent with predictions.
			Knee walls are properly air sealed, insulated and encapsulated with a rigid material with one exception.
	Needs Improvement		Attic insulation sometimes performed at proper depths and even installation, with some exceptions
			Evidence that some appropriate attic sealing was usually done prior to insulation, with notable exceptions
			Attic preparation with marking of electric junctures, insulated attic hatches, MSDS, proper clearances to combustibles, and proper damming; adequate access to attics is sometimes provided.
			Some evidence of documentation that bag estimates based on coverage charts are performed and actual usage is consistent with predictions
			Knee walls are sometimes properly air sealed, insulated and encapsulated with a rigid material.
	Unacceptable		Attic insulation not consistently performed at proper depths and even installation, several instances of less than R-38/R-30.
			Evidence that all appropriate attic sealing is not typically done prior to insulation
			Attic preparation with marking of electric junctures, insulated attic hatches, MSDS, proper clearances to combustibles, and proper damming; adequate access to attics is rarely provided.
			Little evidence or documentation that bag estimates based on coverage charts are performed and actual usage is consistent with predictions.
			Knee walls not effectively addressed.

**Comments: Make sure all homes have insulation certificates installed {SWS page112.}
Make sure depth markers are installed correctly {SWS page 111}**

9. Wall Insulation Protocols, Materials and Workmanship:

	Excellent		Technicians insulate side walls whenever possible.
			Full dense pack is achieved and there is thorough documentation of wall area and bag estimates.
			Wall insulation is always consistent with appropriate air and thermal barriers.
			There are no voids including above windows, doors, etc.
			Drill holes consistently neatly patched or neatly recovered with primary siding.
	Good		Technicians typically insulate side walls, but in one case where measure could have been done but was not.
			Full dense pack is achieved and there is thorough documentation of wall area and bag estimates with one exception.
			Wall insulation is usually consistent with appropriate air and thermal barriers, but at least one questioned case.
			There are no voids including above windows, doors, etc. with one exception.
			Drill holes consistently neatly patched or neatly recovered with primary siding with one exception.
	Needs Improvement		Technicians sometimes insulate side walls, but several cases where measure could have been done but was not.
			Evidence that full dense pack is not achieved in some several instances, either by inspection or bag estimates based on wall area.
			Wall insulation is usually consistent with appropriate air and thermal barriers, but at least one questioned case.
			All areas are usually addressed (above windows, doors, etc.), but at least one questioned case.
			Drill holes usually neatly patched or recovered with primary siding, but at least one case with smeared caulk or other neatness problem.
	Unacceptable		Several instances where walls could/should have been insulated but were not.
			Evidence that full dense pack is often not achieved either by inspection or bag estimates based on wall area.
			Wall insulation is not consistent with appropriate air and thermal barriers with some regularity
			Areas are missed (above windows, doors, etc.) with some degree of regularity
			Patching of drill holes often sloppy and smeared creating unprofessional appearance and/or replacement of primary siding poorly performed

Comments: No sidewall checked this monitoring visit

10. Floor Insulation Protocols, Material and Workmanship

✓		✓	
	Excellent	✓	Technicians insulates under floors of single family homes or in belly of mobile homes whenever possible.
		✓	Appropriate crawlspace/floor air sealing was done prior to insulation (crawlspace zonal test performed and documented).
		✓	Floor insulation is always complete (where possible) and consistent with appropriate air and thermal barriers.
			The bellies of mobile homes were properly supported to preserve the blown fiberglass insulation placed.
		✓	Ground vapor barriers consistently and effectively installed when appropriate.
	Good		Technicians typically insulate under floors and in belly of mobile home, but one case where measure could have been done but was not.
			Appropriate crawlspace/floor air sealing was done prior to insulation (crawlspace zonal test performed and documented) with one exception.
			Floor insulation is complete (where possible) and consistent with appropriate air and thermal barriers, with one exception.
			The bellies of mobile homes were properly supported to preserve the blown fiberglass insulation placed with one exception.
			Ground vapor barriers consistently and effectively installed when appropriate, with at least one exception.
	Needs Improvement		Sometimes insulates under floors and in belly of mobile home, but several cases where measure could have been done, but was not.
			Appropriate crawlspace/ floor air sealing was sometimes performed, but notable cases where floor penetrations or holes where not properly sealed.
			Floor insulation is complete (where possible) and consistent with appropriate air and thermal barriers, with some exceptions noted.
		✓	The bellies of mobile homes were sometimes supported to preserve the blown fiberglass insulation placed, but several were missed.
			Ground vapor barriers sometimes effectively installed when appropriate, with some exceptions.
	Unacceptable		Insulation not being installed under the floor of single family homes or in belly of mobile homes when it should have been
			Little evidence that proper floor air sealing being done.
			Areas are missed with some degree of regularity.
			Bellies are improperly supported.
			Ground vapor barriers not consistently and effectively installed when appropriate

Comments: See{SWS} page 159 section 30210 {A through C}

11. Incidental Repairs and General Heat Waste

✓		✓	
	Excellent	✓	Incidental repairs and carpentry work have a professional appearance.
		✓	Water heater wraps are consistently installed within program guidelines.
		✓	All incidental repairs were appropriate within guidelines, documented in the files (with pictures) and when applicable they were cost justified with NEAT or MHEA.
	Good		Incidental repairs and carpentry work mostly have a neat appearance, with one exceptions.
			Water heater wraps are consistently installed within program guidelines, with one exception noted.
			Incidental repairs were mostly appropriate within guidelines, documented in the files and cost justified, with minor exceptions.
	Needs Improvement		Incidental repairs and carpentry work have a neat appearance, with some notable exceptions.
			Water heater wraps are installed within program guidelines with some exceptions.
			Incidental repairs were normally appropriate within guidelines, documented in the files and cost justified, with some notable exceptions.
	Unacceptable		Incidental repairs and carpentry work typically have a sloppy appearance.
			Water heater wraps are not installed within program guidelines.
			Most incidental repairs with not within guidelines.

Comments:

12. Final Inspections

✓		✓	
	Excellent	✓	Full evidence that thorough inspections, using the Final Inspection Form, are performed and that any problems are noted and promptly corrected
		✓	Very rarely are relatively simple/obvious problems found on jobs that should have been found and corrected during Sub grantee inspection
		✓	Full evidence that inspector routinely performs diagnostic tests and verifies technician's results
	Good		Evidence that inspections are routinely performed, but at least one instance where problems are not noted and/or corrected
			Occasional simple/obvious problems found on jobs that should have been found and corrected during Sub grantee inspections
			Full evidence that inspector routinely performs diagnostic tests and verifies technicians results with one exception.
	Needs Improvement		Evidence that inspections are routinely performed, but some notable cases where problems are not noted and/or corrected
			Some simple/obvious problems found on jobs that should have been found and corrected during Sub grantee inspections
			Some evidence that inspector performs diagnostic tests to verify technicians results often enough to feel confident that technicians normally does diagnostic procedures correctly
	Unacceptable		Little or no evidence of quality inspections other than signature on Work Plan
			Significant number of simple/obvious problems found on jobs that should have been found and corrected during Sub grantee inspections
			Evidence that inspector rarely or never performs diagnostic tests to verify technician's results

Comments:

13. Subcontractor Administration

	Excellent		The work orders specify location of work for each measure, material, labor, and associated costs are issued for each dwelling proposed for weatherization.
			Changes and additions are documented via a written change order.
			Invoices from the subcontractor reflect the rates and conditions specified in the contract.
			Final inspections are being performed within ten days after the work has been completed with appropriate records (pictures, invoices, and interim diagnostics).
	Good		Work orders specify work location for each measure, materials labor, and associated costs are issued for each dwelling proposed for weatherization with one exception.
			Changes and additions are documented by means of a written change order document with one exception.
			Invoices from the subcontractor reflect the rates and conditions specified in the contract with one exception.
			Final inspections are being performed within ten days after the work has been completed with appropriate records (pictures, invoices, and interim diagnostics) with one exception.
	Needs Improvement		Work orders specify work location for each measure, materials labor, and associated costs are issued for each dwelling proposed for weatherization with several exceptions.
			Changes and additions are documented by means of a written change order document with several exceptions.
			Invoices from the subcontractor reflect the rates and conditions specified in the contract with several exceptions.
			Final inspections are being performed within ten days after the work has been completed with appropriate records (pictures, invoices, and interim diagnostics) with several exceptions.
	Unacceptable		Work orders are poorly prepared or, for all practical purposes, non-existent.
			No written change orders being issued for exchanges and additions.
			Invoices from the subcontractor rarely have accurate rates and the subgrantee still pays them.
			Final inspections are being performed within ten days after the work has been completed with appropriate records (pictures, invoices, and interim diagnostics).

Comments:

Sub grantee Additional Requirements:

Sub grantee Equipment List submitted and updated within last twelve months?	Yes	No – explain below
Explanation:		
Sub grantee Training Schedule reviewed?	Yes	No – explain below
Explanation:		
<i>Recommended Training:</i>		