

IOWA WEATHERIZATION PROGRAM NOTICE 24-03

TO: Directors, Weatherization Coordinators, Data Specialists, Energy Auditors/Inspectors

FROM: Christine Taylor, Weatherization Program Manager

DATE: June 10, 2024

RE: DOE-24 Programmatic Changes

Effective: June 10, 2024

The Policy and Procedures Manual, Work Standards, and the Appendix (specifically, the Cost Limits and Allowances and Health and Safety sections, and the Weatherization Readiness Request Form) have been updated for PY24. Outlined below are major changes.

It is recommended that the entire manuals are reviewed to ensure understanding of all changes that were made.

In all manuals, replaced references to the Weatherization Members Only page with <https://hhs.iowa.gov/weatherization-members>.

Policy and Procedures Manual (major updates)

- Section 2.40 Training
 - Added: Newly hired energy auditors may do audits without certification, provided they are working toward their Energy Auditor certification and are being supervised by an experienced person who holds, at a minimum, the Energy Auditor certification. This supervision may be through a mentorship within the agency or through an agreement with another agency.
- Section 2.50 Mentorship
 - An agency may request to contract with another agency or utilize their own agency staff as a mentor. The reason for the mentorship and duration are to be sent to the CAA Unit for approval.
- Section 5.30 Health and Safety Problems/Issues
 - Clarified that health and safety funds may be used to correct health and safety issues that must be taken to complete weatherization work or are necessary as a result of weatherization work.
- Section 5.41 Energy Efficiency Assessment for Single-Family and Multi-Unit Dwellings – Refrigeration Appliance Policies and Standards
 - Explained that appliance replacement in rental units is allowed only when the renter owns the existing appliance.

- Section 5.81 Final Inspections by Subgrantees
 - Added “photos” to required documentation.
 - Added “comprehensive” final inspection to the items that must be completed by the subgrantee.
 - Added explanation that the comprehensive Final Inspection must include an assessment of the energy audit that confirms the accuracy of the field site data collection, energy audit software inputs, and that measures called for on the work order were appropriate and in accordance with the Grantee energy audit procedures and protocols approved by DOE.
- Section 6.30 Retention of Program Records and Documentation
 - Added explanation that all program records and documentation must be retained for a minimum of seven years.
- Section 9.31 General Requirements – Contractor Registration
 - The Iowa Contractor Registration is waived if it is not required due to the nature of the contractor’s line of work.
- Section 9.50 Procedures for Disposing of Materials, Equipment, and Vehicles
 - Clarification: Because DOE has released ARRA-purchased equipment from any further obligation to them, funds received from the sale of equipment or vehicles purchased must be reported as credit to Equipment line item of the current HEAP Contract.
- Section 12.10 House Inspections
 - Added an explanation about the percentage of house inspections the Grantee must complete each year, including work in progress.
 - Added factors to the list of compliance issues to be reviewed during Grantee field inspections.
 - Added explanation about addressing significant deficiencies found during the field inspection process.
- Section 12.30 Fiscal Monitoring
 - Clarified that fiscal monitoring may be done remotely and/or on-site.

Work Standards (major updates)

- Section 1017 Required Tests and Documentation
 - Added that calculated loads are based on post-retrofit dwelling characteristics.
- Section 1018 Completed Home – Site Built Home
 - Clarified that other allowable health and safety measures include ground vapor barrier within the conditioned envelope.
- Section 1020.01 Deferral Notification
 - Added more information about secondary units and when they are considered to be unsafe.
 - Clarified that a deferral may occur when there is a presence of disconnected water waste pipes or hazardous electrical wiring that prevents weatherization measures from being installed.
- Section 2010 Health and Safety Assessment
 - Carbon monoxide testing must be done for all combustion appliances in the home, including dryers.
- Section 2022 Combustion Air Requirements – Supplemental Combustion Air from Outside Dwelling
 - Added modeling instruction for when passive air is brought into the CAZ area.
- Section 2023.01 Heating Unit Efficiency Testing – Combustion Analysis
 - NEW: Double wall vent pipes are to be drilled to test for CO.

- Section 2023.02 Heating Unit Safety
 - Revised the subsection about secondary heating Systems.
- Section 2023.04 Heating Unit Installation
 - Added that calculated loads are based on post-retrofit dwelling characteristics.
 - New forced air furnaces must be a minimum of 95% or higher AFUE, including in attic and garage installations.
 - New boilers must be a minimum of 90% AFUE.
- Section 2023.05 Thermostats
 - Clarified that programmable/smart thermostats may be installed if the NEAT/MHEA Audit calls for it (previously set-back thermostats).
- Section 2023.06 Heating System Distribution
 - Added Foundation Types subsection.
 - Moved several lines of Table 4 – Classification & Retrofit of Zones to other sections of the manual.
- Section 2024.02 Water Heater Installation
 - Explained that pressure relief valves must drain to a pan or directly to the outdoors and must terminate in an observable location, considering the potential for personal injury and structural damage that water discharge might cause.
- Section 2024.02 Water Heater Installation – Manufactured Homes
 - Explained that pressure relief valves must drain to a pan or directly to the outdoors and must terminate in an observable location, considering the potential for personal injury and structural damage that water discharge might cause.
- Section 2042 Spillage Testing
 - NEW: Pre and post-weatherization spillage must be done on houses with double wall vent pipe.
 - Added Table 6 – Action Levels for Spillage in Combustion Appliances
- Section 2043 Carbon Monoxide Testing
 - Carbon monoxide testing must be done for all combustion appliances in the home, including gas dryers.
 - In Table 8 – Combustion Safety Test Action Levels, clarified that a CO test result greater than 100 ppm or the test fails under natural conditions, stop work until the system is serviced and the problem corrected.
 - Added subsection for gas dryers.
- Section 2046 Pressure Pan Testing
 - Clarified when pressure pan testing is required.
 - Clarified under the House Configuration subsection that the supply and return is to be covered for testing.
- Section 2048.1 Room-to-Room Pressure Test (required)
 - Clarified when the test is required.
- Section 2051 Blower Door Test
 - Deleted the bullet about receiving credit for infiltration.
- Section 2052 Zone Pressure Test
 - Clarified that attic by-pass sealing must be done on all homes, regardless of bat or animal feces that may be present.

- Section 2060 Carbon Monoxide, Smoke & Propane Alarms – CO Alarms
 - Clarified that the presence of existing combo alarms cannot be counted towards the CO and smoke requirements due to the height requirement for CO alarms.
 - One CO alarm is required on each occupiable level of the home, per NFPA 72.
 - If there are combustion appliances, CO alarms must be installed in the combustion zone at the time of the audit.
 - Kitchens and utility rooms with gas dryers are not considered a combustion zone.
 - Clarified that an unexpired working alarm must be present in every home.
- Section 2060 Carbon Monoxide, Smoke & Propane Alarms – Smoke Alarms
 - Clarified that every house must have an unexpired, working alarm on each level.
 - Clarified that smoke alarms must be installed as required by NFPA 72/local codes, whichever is more stringent.
 - Clarified where smoke alarms are to be installed.
 - Added the “Wx Worker” section which was previously in the manual and had been accidentally deleted.
- Section 2060 Carbon Monoxide, Smoke & Propane Alarms – Propane Gas Alarms
 - Clarified that working, unexpired propane alarms are required by weatherization in all houses using propane.
- Section 2073.05 Sump Pumps and Drains
 - Provided more guidance on installing new sump pumps.
 - Existing sump pumps in small pits must be covered with an airtight cover.
- Section 2073.08 Crawlspace Ground Moisture Barrier
 - Added reference to Section 5031.01 for details on installing moisture barriers.
- Section 2073.09 Incidental Repairs
 - Clarified that incidental repairs are defined as a repair necessary for the effective performance or preservation of newly installed weatherization materials, but not part of a standard installation.
- Section 2076 Exiting Mold
 - Pictures must be in color and labeled.
 - Clarified that only non-DOE funds can be used for clean-up of mold/mildew.
- Section 2090.01 Spot Ventilation (health and safety for moisture)
 - Added this section.
- Section 2091 Ventilation Systems for Acceptable Indoor Air Quality
 - ASHRAE 62.2 applies to all residential buildings regardless of the number of stories.
- Section 2091.01 Bathroom Ventilation (ducted and through the wall installation when required by ASHRAE)
 - Clarified when bathroom ventilation is needed.
 - Added references for some level, venting, and installation requirements.
- Section 2091.02 Kitchen Ventilation (ducted and through the wall installation)
 - Revised this section.
- Section 2019.04 Whole-Building Ventilation
 - Explained that ventilation may operate intermittently (in some cases) and is to be controlled automatically with a timer switch and the fan control must be appropriately labeled whole building ventilation control.

- Section 2130 Electrical Safety
 - Clarified that if S-type fuses will not work, a new service panel must be installed and the house brought up to code, or the house will be deferred until a new service panel is installed and brought up to code.
- Section 2170 Radon
 - Clarified that all areas of exposed dirt will be covered with vapor retarder.
- Section 3010 Overall Building Shell
 - Clarified what pictures are to be in the file and that the pictures must be digital, in color, in focus, and labeled appropriately.
- Section 3011 Recommended Energy Audit Procedures
 - Clarified that DTL is not required, but recommended as a reference tool.
- Section 4023 Low-Flow Showerheads and Faucet Aerators
 - Faucet aerators are paid for by utilities.
- Section 4030 Windows and Doors
 - Some measures may be considered by NEAT/MHEA for ECM but not entered as infiltration.
- Section 5020 Sidewall Insulation
 - If client refuses to give permission to interior drill in order to install sidewall insulation, all work must be deferred.
- Section 5031 Crawlspace/Slab
 - Added the Identify Retrofit and Air Leakage Zones Table.
 - Added reference to Section 2047 for more information regarding duct sealing.
- Section 5031.01 Vapor Barrier
 - Added instruction on installing a sign at each access to the space.
- Section 5031.02 Crawlspace Venting
 - Previously, unconditioned crawlspaces were to be treated as a mini-basement, which has been revised to conditioned crawlspaces.
 - Clarified that foundation vents are not to be added to the foundation.
 - Clarified that all existing crawlspace vents in areas inside the thermal boundary should be permanently sealed shut.
- Section 5031.03 Crawlspace Wall Insulation – Method 1 – R-19 Fiberglass
 - Added instruction that a 3” termite inspection gap is required between the top of the insulation and the bottom of any wood, wherever termite pressure exists.
- Section 5031.03 Crawlspace Wall Insulation – Method 2 – Rigid Foam
 - Added instruction that a 3” termite inspection gap is required between the top of the insulation and the bottom of any wood, wherever termite pressure exists.
- Section 5031.03 Crawlspace Wall Insulation – Method 3 – Two-Part Closed-Cell Polyurethane Foam
 - Added instruction that a 3” termite inspection gap is required between the top of the insulation and the bottom of any wood, wherever termite pressure exists.
- Section 5031.04 Floor Over Crawlspace Insulation – Method 1 – Fiberglass Batt
 - Clarified that the floor must be the air barrier when unfaced fiberglass batts are used.
 - Added instruction that all fiberglass batts must be covered with a house wrap product stapled to the floor joist.
- Section 5033 Basement
 - Added instruction for basements that are considered to be a conditioned area.

- Section 5034 Attached of Tuck-Under Garage
 - Clarified that air sealing must be done on all homes.
- Section 5040 Duct Insulation
 - Clarified how to proceed with new and existing flex duct.
- Section 7010 Incidental Repairs
 - Clarified that incidental repairs are defined as a repair necessary for the effective performance or preservation of newly installed weatherization materials, but not part of a standard installation.
 - Clarified that all repair measures must be justified with photo and written documentation in the file.
- Section 7010 Incidental Repairs – Interior Door
 - Replaced “hollow core” doors with “solid core or insulated” doors, which may be used to close off unheated portions of the house such as walk-up attics or attached garages. These costs are charged to non-DOE funds.
- Section 7010 Incidental Repairs – Drywall
 - Clarified that if walls are already insulated and are just being repaired, the drywall is considered infiltration.
 - Clarified that if the drywall is part of the installation of the ECM, the drywall is considered an ancillary measure and must be added to the cost of the ECM.
 - Explained that if drywall is used to repair walls to be insulated, the drywall is considered an IRM.
- Section 7010 Incidental Repairs – Plaster
 - Clarified that if walls are already insulated and are just being repaired, the plaster is considered infiltration.
 - Clarified that if the plaster is part of the installation of the ECM, the plaster is considered an ancillary measure and must be added to the cost of the ECM.
 - Explained that if plaster is used to repair walls to be insulated, the plaster is considered an IRM.
- Section 7020 General Health & Safety Repairs – Standard
 - Revised the definition of General Health and Safety Repairs to the actions taken to eliminate a health and safety hazard, the elimination of which is (1) necessary to effectively perform weatherization work, or (2) the actions are necessary as a result of weatherization work.
 - Clarified that not all General Health and Safety Repairs are funded by DOE.
- Section 7020 General Health & Safety Repairs – Sump Pumps
 - Revised this section and reference Section 2073.05 for more information regarding sump pumps.

Appendix (major updates)

- Cost Limits and Allowances
 - Completely revised this section, including the Weatherization Measures Limits chart.
- Health & Safety Plan
 - Revised entire Health & Safety Plan.
- NEAT/MHEA Audit Manual
 - Revision coming soon.
- Weatherization Readiness Funds Request (form)
 - The has been revised and includes instructions.