

IOWA WEATHERIZATION PROGRAM NOTICE 25-02

TO: Weatherization Coordinators and Staff

FROM: Christine Taylor, Weatherization Program Manager

DATE: June 9, 2025

RE: Weatherization Change Order Form

Effective: June 16, 2025

As indicated in Program Notice 25-01, there is a new change order form to be used for changes made to any work order.

While essentially the same, there are three change order templates: one for flat rate work (general insulation work), one for crew-based work and one for non-flat rate work (plumbing, mechanical, electrical, specialty) attached to this program notice. All three are designed to standardize the change order process and make it more efficient.

The Flat Rate Change Order is in the Flat Rate Work Order Workbook. The Crew-Based Change Order is in the Crew-Based Work Order Workbook. Both include a worksheet with instructions, a work order template, calculation sheets for infiltration, access doors and ancillary measures, as well as the change order template, a checklist of items needed when requesting approval for a 15% overage, and all flat rate/ crew-based sequence numbers and costs.

The Non-Flat Rate Change Order is in the Non-Flat Rate Workbook which includes, a worksheet with instructions, as well as the change order template, a checklist of items needed when requesting approval for a 15% overage, and all non-flat rate/ non-crew-based sequence numbers. Costs will be determined by the agency based on historical averages or current bid prices.

Use of these change orders is effective June 16, 2025.