

IOWA WEATHERIZATION PROGRAM NOTICE 25-04

TO: Weatherization Coordinators and Staff

FROM: Christine Taylor, Weatherization Program Manager

DATE: July 28, 2025

RE: Weatherization Policy and Procedures Manual and General Appendix Updates

Effective: July 28, 2025

The Policy and Procedures Manual and General Appendix have been updated for PY25. Outlined below are major changes. Both a final and redline version are attached for your convenience.

It is recommended to review the manuals in their entirety to ensure a clear understanding of all changes that were made.

Policy and Procedures Manual – Major Changes

- All references to the NEAT/MHEA Audit now refer to WAweb (NEAT/MHEA Audit)
- All references to the Audit/Inspection form now refer to the Data Collection/Inspection Form
- Section 4.15 Crisis Situations
 - Added: Weatherization funds may not be used to reimburse LIHEAP for heating systems replaced using ECIP funds, before the home was selected to be weatherized.
- Section 5.62 Incomplete Homes
 - Added: If a reason for deferral is identified at the time of audit, carbon monoxide and smoke alarms may be installed as described in Section 2060 of the *Weatherization Work Standards* if needed. Gas leaks may be addressed as described in Section 2021 of the *Weatherization Work Standards*. No other measures may be installed.
- Section 5.72 Field Worker Dress Code (new section)
 - Added this new section which outlines proper attire for field workers.

- Field workers, including auditors, inspectors, crew members, and contractors, are expected to dress in a manner that is professional and appropriate for the worksite. At a minimum, clothing should be clean, well-kept, and free from offensive language and imagery. Loose fitting clothing is not recommended. Swimwear and open toe/heal footwear are prohibited. Workers must wear all required safety gear in accordance with OSHA safe work practices. Subgrantees may have a more restrictive policy.
- Section 5.77 Other Issues
 - Each subtopic under “other issues” is now its own subsection to make it easier to find the information.
- Section 5.77.2 Change Orders
 - Added policy from Program Notice 25-01
- Section 5.77.3 Production
 - Clarified that if work cannot begin on a home within six months of the energy audit, the home must be re-audited before proceeding. If a home does not require a re-audit, but is open longer than six months, the subgrantee must document the reason(s) why.
- Section 5.81 Final Inspections by Subgrantees
 - Added: Ensure that blower door targets are met by referring to the Estimated Post-Wx Blower Door Readings chart, found in the WAweb Manual. If the post blower door reading is more than 30% higher than the target, the QCI must investigate and address potential issues. If the target range still cannot be achieved, justification must be documented in the file. See Section 2051 of the *Iowa Weatherization Work Standards* for additional guidance.
 - Added: Subgrantees may use their own inspection form, provided that the Weatherization Audit/Inspection Form is also completed.
- Section 6.13 Bidding Documentation
 - Deleted: Subgrantees must take all necessary affirmative steps to assure minority businesses, women’s business enterprises, and labor surplus area firms are used when possible.
- Section 7.14 General Accounting Expenditure (GAX) Form
 - This section has been renamed to: Iowa WAP Invoice/Payment Request Form.
 - This section has been revised to reflect current practice.
- Section 8.30 Allowable Expenditures
 - Equipment (DOE Contracts): Equipment and vehicles with a unit cost of \$5,000 or greater has been changed to \$10,000 or greater (per 2 CFR 200.439 which was effective 10/01/2024).
 - Weatherization Readiness Funds (DOE Contract): The entire home, including Readiness funds, must be completed within a 6-month timeframe. If a home is open longer than six months, the subgrantee must document the reason(s) why. A full audit and the WAweb (NEAT/MHEA Audit) must be run on the home before applying for Readiness funds.
- Section 9.11 Procurement Process

- Subtopics - Procurement Methods, CAA Unit Prior Approval, and Procedures for Requesting CAA Unit Prior Approval: References to a unit acquisition cost of \$5,000 has been changed to \$10,000 (per 2 CFR 200.439 which was effective 10/01/2024).
- Section 9.22 Special Requirements for Purchasing Equipment
 - Equipment Inventory: References to a unit acquisition cost of \$5,000 has been changed to \$10,000 (per 2 CFR 200.439 which was effective 10/01/2024).
- Section 9.31 General Requirements
 - Contractor Licensures: Clarified that both Individual and Contractors Electrical Licenses and Plumbing & Mechanical Licenses are required to be in the file.
 - Contractor Selection: Subgrantees must have a documented policy in place to address situations in which there is a tie for the winning bid.
- Section 9.32 Contract Content Requirements
 - Lead Safe Work Practices: Clarified requirements regarding the renovator of record.
 - Site Visits: Iowa Weatherization Assistance Program authorized representatives may also make site visits.
 - Debarment and Suspension Requirements: Revised Code of Federal Regulations reference to 2 CFR 200.214.
 - Contractor Liability: As per Section 2.7.1.2 of the contract General Terms, the State of Iowa and the Agency (see contract for definition) are to be named as additional insureds or loss payees on the policies for all coverages required by this Contract, with the exception of Workers' Compensation, or the Contractor shall obtain an endorsement to the same effect.
- Section 9.40 Flat Rate
 - This section has been revised to reflect current practice.
- Section 9.51 CAA Unit Prior Approval
 - References to a unit acquisition cost of \$5,000 has been changed to \$10,000 (per 2 CFR 200.439 which was effective 10/01/2024).
- Section 9.61 CAA Unit Prior Approval
 - References to a unit acquisition cost of \$5,000 has been changed to \$10,000 (per 2 CFR 200.439 which was effective 10/01/2024).