



## IOWA WEATHERIZATION PROGRAM NOTICE 23-01

TO: Executive Directors and Weatherization Coordinators

FROM: Christine Taylor, Weatherization Bureau Chief

DATE: May 26, 2023

RE: Updated Manuals and Forms for Program Year 2023

Effective: June 1, 2023

The Policy and Procedures Manual, Work Standards, and the Appendix (including forms) have been updated for PY23 as outlined below. Iowa's Weatherization Program now has a Retrofitting Guide that includes photos to show how to install various measures.

Please note that the Full Audit and File Review Checklist has been updated since it's release in April.

Use of the updated manuals and Retrofitting Guide is required effective June 1, 2023.

The updates will be made to the Weatherization Members Only page of the [humanrights.iowa.gov](https://humanrights.iowa.gov) website.

### **Policy and Procedures Manual** (major updates)

- Section 1.40 Eligibility and Customer Characteristics
  - Added reference to Readiness funds.
- Section 2.10 Program Information and Documents
  - Added reference to the Iowa Weatherization Retrofitting Guide.
- Section 3.25 Previously Weatherized Dwellings (Re-Weatherization)
  - Updated the re-weatherization date to a rolling 15 years.
- Section 3.32 Deferral Appeals Procedure
  - This section is new.
- Section 4.15 Crisis Situations
  - Explained that HEAP can be used for emergency furnace work only and that it is only allowed during the LIHEAP heating season (October 1<sup>st</sup> through April 1<sup>st</sup>).
  - Updated the closed incomplete maximum support that can be earned to \$500.
- Section 5.33 Space Heaters and Other Combustion Appliances
  - Added reference to cook stoves.
- Section 5.35 Moisture/Mold/Mildew Problems (allowable to HEAP only)
  - Added explanation that cleanup by the subgrantee can only be charged to HEAP and is included in the General Health & Safety Expenditure limit.
- Section 5.36 Lead Paint
  - Added clarification that lead work photo documentation is to be included in files, as applicable.
- Section 5.38 Other Health and Safety Measures and Issues

- Radon – Added the requirement to provide every weatherization household with “A Citizen’s Guide to Radon” and the customer must sign the H&S Notification form.
  - Building Structure – Added requirement that each repair measure must be tied to an energy conservation measure and documented in the file.
- Section 5.40 Energy Efficiency Assessment and Measures
  - Part of performing an audit on a home entails fully completing the Weatherization Audit/Inspection Form.
- Section 5.41 Energy Efficiency Assessment for Single-Family and Multi-Unit Dwellings – NEAT/MHEA Energy Audit
  - Explained that the agency must include costs for water heaters in the NEAT/MHEA Audit so it can model replacements.
- Section 5.51 Incidental Repairs
  - Added an explanation that all incidental repair measures must be associated with an energy conservation measure (ECM) and documented as to which ECM they are tied to.
- Section 5.52 General Health and Safety Repairs
  - Add a statement indicating that the repair/replacement of cookstoves and mold/mildew clean-up is part of the General Health and Safety Repair expenditure limit, but can only be charged to the HEAP Contract.
  - Added a statement indicating that all other necessary General Health and Safety Repair work costs take priority over the repair/replacement of cookstoves within the expenditure limit.
- Section 5.62 Incomplete Homes
  - Clarified that if a subgrantee determines that a home cannot be weatherized without actually traveling to the home, the home cannot be considered an incomplete home and Support cannot be claimed.
- Section 5.76 Other Issues
  - Added a “Change Orders” subsection which explains that any time the work being done differs from the work order, a change order must be completed.
- Section 5.81 Final Inspection by Subgrantees
  - Clarified that corrective work must be re-inspected by a certified QCI before the home can be reported as a completion.
- Section 6.30
  - Replaced reference from 10 CFR 600.236 to 2 CFR 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards).
- Section 6.40 Confidentiality of Program Records and Information
  - Added a statement explaining that sharing of or including information in a file about a customer who does not reside in the home is a breach of confidentiality.
- Section 7.12 Weatherization Expenditure Detail Report (102 Report)
  - Changed the sub-headings for clarity.
- Section 7.13 Weatherization Expenditure Summary Report (101 Report)
  - Changed the sub-headings for clarity.
- Section 8.12 Allocation of Funds
  - Added an explanation about utility funds being allocated to subgrantees according to a formula based on the number of utility applicants in each subgrantee’s service area.
- Section 8.13 Contracts
  - Clarified the sections of each contract the subgrantees have with the grantee.
- Section 8.21 Issuance of the Contract
  - Clarified the sections of each contract the subgrantees have with the grantee.
- Section 8.31 Budget Line Items
  - Administration, DOE/HEAP Contracts – Explained that the maximum administrative expenses allowed cannot exceed the budget line item total for administration.
  - Utility Contracts, Support – Updated the amount of a support a subgrantee is allowed per incomplete home to \$500.

- Equipment (DOE Contracts) – Added this section
- Training (DOE Contracts) – Added this section
- Weatherization Readiness Funds (DOE Contract) – Added this section
- Section 8.34 Average Expenditure per Home Limit
  - Clarified that the grantee notifies the subgrantees of the average per home expenditure limit at the beginning of each DOE program year.
- Section 8.35 Health and Safety Expenditure Limit
  - Clarified that the grantee notifies the subgrantees of the average health and safety expenditure limit at the beginning of each DOE program year.
- Section 8.55 Weatherization Equipment Rental
  - Clarified that subgrantees must submit the User Fee Approval Form to the grantees for approval before allowing other programs to use equipment.
- Section 8.62
  - Added an explanation that subgrantees will be reimbursed through a “Commercial General Liability” insurance line item added to a current weatherization contract.
- Section 9.31
  - Contractor Staff Expectations – Added this section.
- Section 9.32
  - Contractor Staff Expectations – Added this section.
  - Compliance with Laws and Other Requirements: Added an explanation that contracts must state who to contact with questions regarding change orders.
  - Indemnification – Deleted “regardless of whether or not such loss or damage is caused in part by one of the indemnified parties”.
  - Warranty – Removed this section about HVAC contractors offering additional services.
- Section 9.33
  - State Housing Inspections – Clarified that warranty work will not entail additional payment to the contractor.
- Section 9.51
  - Revised the first paragraph.
- Section 12.30
  - Further explained what is included in fiscal monitoring.

**Work Standards** (major updates)

- Section 1015 Work Order
  - This is a new section.
- Section 2021 Worker Safety
  - WX Worker – Added “all gas piping must be installed according to the NFPA54/ANSI/AGA Z223.1”.
- Section 2023.03 Heating Unit Clean & Tune
  - WX Worker – Added an explanation that if the heating system is a two-pipe high efficiency system and is over two years old, the blower must be removed to clean the secondary heat exchanger.
- Section 2032 Dryer Venting
  - Revised the fifth bullet to “Existing vinyl or foil duct on gas dryers must be replaced with 28-gauge metal duct.”
  - Manufactured Homes – Revised to “Dryer duct that passes through unheated areas must be insulated with a minimum of R-8 insulation (this includes dryer duct on manufactured homes that passes under the underbelly to the skirting, which must be insulated to a minimum of R-12)”.
- 2043 Carbon Monoxide Testing
  - Updated the “Cook Stove” section to reflect our new policy of repairing/replacing cookstoves.

- 3011 Recommended Energy Audit Procedures
  - Updated the fourth bullet under number seven to explain checking for sidewall insulation by drilling a hole on the inside wall in an area that is out of the line of sight of the homeowner.
  - Added a bullet under number seven “Manufactured Homes” to check for depths of insulation in sidewalls, attics and underbelly
- 3030 Infrared Camera Procedures
  - Under “Using a Blower Door with the Infrared Camera”, added a helpful tip to start using the blower door at a lower depressurization number and work your way up to 50pa.
- 5012 Attic/Roof
  - Under “Manufactured Homes” described how to proceed if unable to physically gain access to sidewalls and attics.
- 5014 Sloped Attics/Flat Roof
  - Under “Manufactured Homes” described how to proceed if unable to physically gain access to sidewalls and attics.
- 5020 Sidewall Insulation
  - Under “Manufactured Homes” described how to proceed if unable to physically gain access to sidewalls and attics and added Figure 1-10.

### **General Appendix**

The following sections have been updated: Cost Limits and Allowances, Forms, Health & Safety Plan, and the NEAT/MHEA Audit Manual.

- Cost Limits and Allowances
  - Entire section has been updated.
- Forms
  - Updated/added the following – Table of Contents; Audit/Inspection Form for stick-built and manufactured homes; State Final Inspection Forms for stick-built and manufactured homes; State QCI Inspection Report
  - Added the following Forms – Health & Safety Notifications Form; Full Audit and File Review Checklist form; State Administrative Monitoring Questionnaire, House Files and Contract Files spreadsheets
- Health & Safety Plan
  - Replaced the entire section based on the approved DOE-23 State Plan.
- NEAT/MHEA Audit Manual
  - Updated several sections to reflect current practices.

### **Retrofitting Guide**

- We have a new “Retrofitting Guide” for PY23, which includes pictures that show how to install various measures in homes.