



***IOWA WEATHERIZATION PROGRAM NOTICE 11-02***

TO: Weatherization Coordinators

FROM: Gwen Howe, Bureau of Weatherization

DATE: December 7, 2011

RE: Revised Policies and Procedures Manual

It is strongly recommended that each agency review the entire revised Iowa Weatherization Program Policies and Procedures because not all changes are listed below.

All previous Program Notices affecting policies and procedures have been incorporated in the updated manual. Minor grammatical corrections and clarifications have been made throughout the document.

Other major changes include:

- Section 4.31 Rental Dwelling Units
  - Revised to reflect DOE's Weatherization Program Notice WPN 10-15
- Section 4.34 Landlord Contribution Requirement
  - "When Landlord is Eligible for the Program" – Has been removed
- Section 5.00 Field Policies and Procedures
  - Added "SHPO Compliance" section
  - "Diagnostic Tests and Documentation Requirements" table – Has been removed
  - "Health and Safety Assessment Form" table – Has been removed
  - Lead Paint – Has been expanded to include new rules and regulations
  - Sections referring to the Audit and a completed home reflect recent changes in energy efficiency requirements.
  - Subsection "Iowa Institute for Low-Income Housing Revolving Loan Program" – Has been removed
- Section 5.38 Other Health and Safety Measures and Issues
  - Subsection titled "Smoke Alarms" – Has been revised
  - Subsection titled "Asbestos/Slate Siding" – Has been revised
- Section 5.43 Energy Efficiency Assessment for Multi-Unit Dwellings
  - Revised to reflect DOE's Weatherization Program Notice WPN 10-15
- Section 5.71 Evaluator/Crew/Contractor Health and Safety
  - Section has been reorganized

- Section 6.11 Client (or house) File
  - Clarified the documentation that must be in each client file.
  - “Required Diagnostic Test Documentation” table – Has been removed
- Section 6.12 Contractor Files
  - Clarified the documentation that must be in each contractor file.
- Section 6.15 Procurement Files
  - Clarified the documentation that must be in procurement files.
- Section 7.00 Reporting Requirements
  - This section has been revised
- Section 8.52 Costs on Homes In-Process
  - This section has been revised
- Section 9.00 Procurement and Contracting Requirements
  - The procurement process has been expanded upon and clarified
  - Subsection titled “Furnace Flat Rate Procedures” – Has been removed
- Section 9.23 Special Requirements for Purchasing Materials
  - Subsection titled “Purchasing Utility Funded Materials” – Has been removed
- Section 9.32 Contract Content Requirements
  - Subsection titled “Contract Period” – Has been revised
    - **\*\*\*NEW\*\*\*** When a contractor is performing a tune/clean and finds that a repair needs to be made; the contractor must contact the agency for approval to make the repair. The agency may allow the tune/clean contractor to perform a repair costing up to \$500 without soliciting bids.
  - Added the following subsections:
    - “Licensure Requirements”
    - “Lead Safe Work Practices”
    - “Slate Safe Work Practices”
    - “Material Safety Data Sheets”
    - “Change Orders”
    - “Contract Modifications”
    - “Contractor Payment Process”
- Section 9.33 Recommended Contract Provisions
  - Removed the following subsections:
    - “Change Orders”
    - “Contract Modifications”
    - “Contractor Payment Process”
    - “Competent Person”

- Added the following subsections:
  - “Pollution Occurrence Insurance”
  - “State Housing Inspections”
- Section 9.34 Other Contracting Issues
  - Subsection titled “Qualified Furnace Contractors” – Has been revised
  - Subsection titled “Furnace Contractors” – Has been removed
- Section 9.70 Special Requirements Regarding the Use of Equipment and Vehicles
  - This section has been reorganized