



Governor Terry E. Branstad
Lt. Governor Kim Reynolds
San Wong, Director

IOWA WEATHERIZATION PROGRAM NOTICE 13-01

TO: Executive Directors and Weatherization Coordinators
FROM: Gwen Howe, Bureau of Weatherization
DATE: March 28, 2013
RE: Program Year 2013 Changes

Purpose

Changes in the NEAT/MHEA Audit, Policies and Procedures, General Appendix, and Iowa Weatherization Standards for Program Year 2013 will be effective on houses evaluated beginning April 1, 2013.

MHEA Audit

In the past, mobile home door replacements were considered as a Health and Safety measure in the MHEA Audit. Effective April 1, 2013, mobile home door replacement or repair must be entered as a repair cost. The "Include in SIR" box should be checked when calling for doors.

Policies & Procedures

Section 5.51 Incidental Repairs (3rd paragraph) – is changed to read:

For mobile homes, the amount that can be spent on incidental repairs is limited to what is allowed by the MHEA Audit's Savings to Investment Ratio (SIR) calculation. The cost of these repairs must be entered in the MHEA Audit and may be completed only if the MHEA Audit's cumulative SIR is 1.0 or greater. Incidental repairs now include repair/replacement of doors. Minor incidental repair work must be done in accordance with the *Work Standards*, where described.

Section 5.74 Disaster Relief Activities – replace whole section

DCAA will notify the DOE Project Officer in instances when an area of the State of Iowa has been declared a disaster by either the Governor of the State or the President. In those cases the following disaster relief plan will be implemented.

In order for a dwelling to be eligible for assistance under this disaster relief plan, it:

- Must be occupied by an eligible household.
- Must be located in a county that has been designated by the Governor or by the President as being a disaster area.
- Must be a habitable structure.
- Was an in-progress unit at the time of the disaster where already installed materials were damaged or destroyed by the disaster or was a unit that was previously weatherized by the program. For purposes of this plan, previously weatherized homes may be re-weatherized without regard to the date of the original weatherization. The date for re-weatherization will be suspended for a period of one year.
- FEMA funds and/or insurance payments, if available, have been applied to the repair of the dwelling, including the repair or replacement of any materials or mechanical equipment that weatherization funds normally cover.

Walk Away

Some disaster-affected dwellings may be beyond the scope of the program due to structural integrity issues, extent of damage, health and safety risks or other reasons described in the Iowa Weatherization Program's Policy and Procedures Manual. Local agencies may have to walk away from such dwellings or defer assistance until the problems/issues have been addressed.

Priority Service

Disaster-damaged homes meeting the criteria listed above may be given priority over other eligible dwellings at the discretion of the local agency.

Eligible Activities

All dwellings must have an energy audit performed (NEAT Audit for single family dwellings) to determine which of the following activities are needed.

- Limited clean-up in those areas of the dwelling where weatherization and/or health and safety materials will be installed. Costs for this activity must be entered in the NEAT Audit and included in the NEAT Audit's savings to investment calculation. Clean-up activity will only be allowed if the audit's cumulative savings to investment ratio is 1.0 or greater. Allowable clean-up costs will be charged as Incidental Repairs.
- Removal of previously installed weatherization and/or health and safety materials that are damaged beyond repair, and will be replaced as part of the current activity.
- Installation of weatherization materials called for by the energy audit or allowed by the Iowa Weatherization Program.
- Repair or replacement of mechanical systems and appliances, including but not limited to, heating plants, water heaters, and refrigerators.

Work Quality

All work must be completed according to the Iowa Weatherization Program's Work Standards, as well as building, mechanical or other relevant codes. No unit will be counted as complete until all materials are installed in a quality manner and have passed a final inspection by local agency staff.

Coordination with Other Funds

It is expected that weatherization activities will be coordinated with other funded activities to the maximum extent practicable. This will not only help make the most prudent and non-duplicative use of all funds, but will also help to ensure that service to eligible households will be maximized. However, weatherization funds will not be used to supplant other funds such as FEMA and insurance dollars, which must be applied first in renovating disaster-damaged dwellings.

Costs

While exact costs for work in disaster-damaged dwellings may run higher than the state average cost per unit, Iowa will still be in compliance with the DOE statewide average cost per unit expenditure limit.

Tracking/Reporting

Flood-damaged dwellings that are re-weatherized will be reported as completions. Disaster-related completions and expenses will be tracked and reported as disaster-related completions in the Iowa Weatherization Program's reporting system.

Section 9.32 Contract Content Requirements

Lead Safe Work Practices

Contracts must indicate that the contractor agrees to have a Certified Lead Renovator on staff, within 60 days of contracting with the agency, provide proof of Lead Renovator Certification, provide proof of the Firm Certification, follow Lead Safe Work (LSW) Practices, and provide written and photo

documentation to the agency for each home on which LSW occurs. New hires are to complete training within 60 days of hire.

~~**Slate Safe Work Practices** – delete section~~

~~Contracts must indicate that the general weatherization contractor agrees to provide proof of having taken the required Slate Safe Work Practices training within one year of contracting with the agency and follow Slate Safe Work (SSW) Practices.~~

OSHA Construction

Contracts must indicate that prior to contracting with the agency, all contractor staff who will be working on weatherization jobsites must have taken required OSHA Construction training (someone must be on-site who has taken the 30-hour course; all others are to attend a minimum of the 10-hour course). New hires are to complete training within 90 days of hire. Proof of training must be provided to the agency.

Section 10.0 Client Communication and Energy Education change to Client Communication and Client Education

Add Section 10.30 Radon Education

Iowa has been determined to have the possibility of high radon levels in every county in the state. In order to educate clients on the possible hazards of radon, each client will be provided with the EPA brochure titled "A Citizen's Guide to Radon". Copies of this brochure are available on the State of Iowa Weatherization Members Only web page: www.weatherization.iowa.gov

General Appendix – Cost Limits

- **Refrigerator Replacement** – may now be charged to DOE, secondary utility or HEAP
- **Compact Fluorescent Lights** - may now be charged to DOE, secondary utility or HEAP
- **Incidental Repairs:** (second bullet changed to read)
Minor incidental repairs for mobile homes are limited to what is allowed by the MHEA Audit's Savings to Investment Ratio (SIR) calculation. The cost of these repairs must be entered in the MHEA Audit and may be completed only if the MHEA Audit's cumulative SIR is 1.0 or greater. Minor incidental repair work must be done in accordance with the *Work Standards*, where described.

Work Standards

The following changes have been made to the Work Standards. The changes are struck through.

2060 CARBON MONOXIDE, SMOKE, & PROPANE ALARMS Smoke Alarms

. Areas that alarms should be installed:

- Install at the base of the basement stairs.
- Install within 15 feet of rooms used for sleeping purposes.
- Install on hall ceiling as centered as possible between bedrooms.
- Install in rooms having a space heater, ~~if agency replaced heater.~~
- Avoid placement near kitchen stoves or bathroom showers.
- Exclude unoccupied attics.