



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

TO: All Weatherization Coordinators & Data People
FROM: Gwen Howe
DATE: September 28, 2012
RE: New MatTempTemplate for WAMS

Unzip the attached file into a temp folder.

1. Open your current WAMS program. Open the database to tables
2. Flat rate users, be sure to have a copy of your current MatTempTemplate table so you can reenter the costs associated with your flat rate.
3. Highlight and delete the MatTempTemplate Table
4. Using your import procedures, import the new MatTempTemplate table from the file you unzipped.
5. Flat rate users need to put in your approved hourly rate in the HRS column and the correct materials costs in the RMAT column.

The new table has the changes described in Program Notice 12-01. You can tell if you have the correct table by looking for sequence number 8376 which is for water heater replacement – electric - utility funds. If that sequence number is there, then you have the latest table.

Please do this as soon as possible. The changes in the table will not affect the houses you have already activated, but will show in any house you activate after importing the new table.

If you have any questions, please give me a call or email.