



Governor Kim Reynolds  
Lt. Governor Adam Gregg  
San Wong, Director

***IOWA WEATHERIZATION PROGRAM NOTICE 20-01***

TO: Executive Directors and Weatherization Coordinators  
FROM: Bill Brand, DCAA Administrator and Gwen Howe, Bureau of Weatherization  
DATE: March 18, 2020  
RE: Response to Covid-19 Virus

Effective immediately and until further notice, agencies must suspend all Weatherization Assistance Program related activities that require personnel to enter a client's home. An exception should be made for any work in process that involves the health and safety of the client or leaves the home in a vulnerable condition (siding has been pulled for insulation, water heater has been removed but not replaced, etc.). All other interior work must be suspended.

Agencies may use federal funds to continue to pay weatherization staff following established agency written leave policies which have been approved by the governing board. The direct costs to support and labor will accrue to the average cost per unit and must be reported on subsequent completions. HEAP T&TA funds may be used to pay staff taking on-line weatherization training or other types of weatherization related training.

Agencies may also use other non-weatherization funds to pay staff performing duties for those programs (for example – crews working on Head Start Centers paid by Head Start).

DCAA can provide monthly funding advances to provide cash flow to the agencies during this time. In order to request advances, complete the monthly reporting process. During this time, contractors may be paid for completed work before the final inspection. That expense will be reported as work in process on the monthly reports.

When DOE provides further guidance, the information will be shared with the network.

DCAA will continue to explore other strategies to support and maintain a strong Weatherization program in our state.

**Division of Community Action Agencies**