



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

**IOWA WEATHERIZATION PROGRAM NOTICE 20-05**

TO: Executive Directors and Weatherization Coordinators  
FROM: Gwen Howe, Bureau of Weatherization  
DATE: June 12, 2020  
RE: Reporting expenses

Weatherization related support and labor costs incurred during the recent program shut-down will need to be reported as additional costs on completed homes following these guidelines:

- Expenses incurred during the program suspension will be divided over the first ten homes completed once production resumes. (For example if an agency had \$20,000 in salary and fringe for staff to complete weatherization related duties during the shut-down, the each of the first ten homes completed would be charged an additional \$2,000.)
- The time frame for the shut-down period is March 18 to July 3, 2020. Any expenses outside that time must be earned as regular support or, in the case of crews, reported as labor costs on measures installed.
- If expenses have been charged to T&TA during this time period but an agency wants to conserve that budget line, those expenses may be moved to support and included in the costs reported as COVID.
- These additional expenses will be charged to either DOE or HEAP depending on what program the house is being charged to.
- The Support field in WAMS sequence number 1080 will be used to report these expenses. WAMS users need to open the MatTempTemplate and fill in the WorkItem as COVID on that sequence number.
- This will not affect the support normally earned on each house – it will be in addition to it.
- Since the additional charges are reported as support, they will not be considered as part of costs for the waiver requirement for homes with an estimated cost of \$12,000 or more.

Division of Community Action Agencies