



Utah Weatherization Program Notice

Effective Date 11-7-2012

UWPN # 12-6a

Subject: Program Guideline Update

Basis: Program Amendment

Purpose: The major reason for this update is changes that were necessary because of comments from Department of Energy on our Grant Application. This is also the reason for no comment period since approval of the Grant Application was conditional on these changes being made.

Scope: This notice will affect all future clients from the effective date.

This notice will affect all work that begins production after the effective date.

It is recommended that if a change can be implemented to work that has not been reported as a completion the Agency should do so.

Responsibilities:

Local Agencies – Review and implement changes as applicable.

Pay Particular Attention To:

- ASHRAE 62.2 requirement in home with solid fuel (2012-030)
- MHEA Settings (2012-031)
- Questar Rebates (2012-033)
- Health & Safety materials and labor (2012-045)
- Thermostats with new furnace installs. (2012-051)

State WAP Staff – Amend the State Guidelines and applicable Attachments

- Changes 2012-017 to 033, 2012-035 to 2012-052

Brad Carpenter
Program Specialist
Utah Weatherization

| Change Tracking Number | Timestamp | What section do you want changed? | Reason for suggested change? | Proposed text of change. | Current text. | Name of agency or organization | Name of submitter | Status (Pending, Approved, Disapprove Edited, Published) |
|------------------------|--------------------|-----------------------------------|--|---|---|--------------------------------|-------------------|--|
| 2012-017 | 8/30/2012 6:54:09 | B8.H.v | Does not correlate with the IRC and the IBC The IRC indicates that an egress window must be a Min of 20" wide & 24" high, 5.7 sq ft clear opening area. (IRC 310.1. 2&3) (IBC 1029.2) Minimum size. Emergency escape and rescue openings shall have a minimum net clear opening of 5.7 sq ft I'm not sure if there is some exception somewhere allowing for a Min. sq ft opening of 3.5 sq ft as we have it listed in our guideline. If so I cannot find it. Please advise. | At least one window considered for replacement in each bedroom must meet current egress standards. The net free area must be a minimum of 20" wide X 24" high and have a net clear opening of 5.7square feet (5.0 square feet for a ground level window) with a sill height of no more than 44". This applies to all rooms used as sleeping facilities. Mobile homes are exempt from this policy. | At least one window considered for replacement in each bedroom must meet current egress standards. The net free area must be a minimum of 20" wide X 24" high and have a net clear opening of 3.5square feet (5.0 square feet for a ground level window) with a sill height of no more than 44". This applies to all rooms used as sleeping facilities. Mobile homes are exempt from this policy. | State WX | Wade Thompson | Published |
| 2012-018 | 9/12/2012 12:35:37 | A2. 4. a. v | DOE grant application comment. | v. Any interest earned, not to exceed \$100, from DOE funds will be retained by the agency and expended as in accordance with the DOE Weatherization Assistance Program Regulations, 10 CFR 600.221(h) (2) (i), and only be used for Administrative purposes. | v. Any interest earned from DOE funds will be retained by the agency and expended in accordance with the DOE Weatherization Assistance Program Regulations, 10 CFR 440, and the Utah Weatherization Guidelines. | State WAP | Brad Carpenter | Published |
| 2012-019 | 9/12/2012 12:39:26 | A2. 5. c. | DOE grant application comment. | c.Liability insurance is a included in DOE budget category Program Operations. Agencies utilizing funds other than DOE for this insurance must use administration funds only. | c.Liability insurance is a separate DOE budget category under Program Operations. Agencies utilizing funds other than DOE for this insurance must use administration funds only. | State WAP | Brad Carpenter | Published |

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| 2012-020 | 9/12/2012 12:41:57 | A2. 6. | DOE grant application review comment. | c. Yearly CPA audit expenses, including those required under the Single Audit Act, are assigned to DOE budget category Program Operations. Agencies utilizing funds other than DOE for this insurance must use administration funds only. | c. Yearly CPA audit expenses, including those required under the Single Audit Act, are now assigned to a separate DOE budget category under Program Operations. Agencies utilizing funds other than DOE for this insurance must use administration funds only. | State WAP | Brad Carpenter | Published |
| 2012-021 | 9/12/2012 14:13:51 | Document | DOE grant application comment. Several places the Per Unit Average was not changed. | \$6769 | \$6572 | State WAP | Brad Carpenter | Published |
| 2012-022 | 9/12/2012 14:28:29 | A3. 1. | DOE grant application comment | 1. DOE Allocation The State of Utah has been allocated \$730,450 in new DOE formula funding in the Utah Weatherization Assistance Program during the 2011-2012 twelve month program year beginning July 1, 2012 and ending June 30, 2013. | 1. DOE Allocation The State of Utah has been allocated \$730,000.00 in new DOE formula funding in the Utah Weatherization Assistance Program during the 2011-2012 twelve month program year beginning July 1, 2012 and ending June 30, 2013. | State WAP | Brad Carpenter | Published |
| 2012-023 | 9/12/2012 14:32:39 | A3. 1. a. | DOE grant application comment. | a. \$25,000 of this new funding will be set aside for leveraging. | a. None of this new funding will be set aside for leveraging. | State WAP | Brad Carpenter | Published |
| 2012-024 | 9/12/2012 15:38:05 | B8. 1. r. | DOE grant application comment | r. Insulated Trailer Skirting | r. Trailer Skirting | State WAP | Brad Carpenter | Published |
| 2012-025 | 9/12/2012 15:42:29 | B8. 4. b. i. | DOE grant application comment | i. The mandates of WPN 11-6 to use ASHRAE 62.2 have, in effect, removed the Building Tightness Limit. | i. The mandates of WPN 11-6 to use ASHRAE 62.2 have, in effect, removed the Building Tightness Limit. Given the historical knowledge and experience of this program we are continuing to encourage the use of a benchmark 1,125CFM50 as the lowest an agency should consider tightening a dwelling unit. | State WAP | Brad Carpenter | Published |
| 2012-026 | 9/13/2012 8:07:50 | E1. 2. a. | DOE grant application comment. Renumbered to align with change, created i. ii. iii. | i. Health and Safety expenditures are a separate budget category under Program Operations and are for materials only. ii. Labor to install Health & Safety Measures shall be charged to Program Operation. iii. Health and Safety is a separate category and will not be calculated into the \$6769 per unit average. | Health and Safety expenditures are a separate budget category and are for materials only. Health and Safety is a separate category and will not be calculated into the \$6769 per unit average. | State WAP | Brad Carpenter | Published |

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| 2012-027 | 9/13/2012 8:15:42 | E1. 1. | DOE grant application comment | The maximum Health and Safety expenditures using DOE funds will be averaged to 15% of the per unit average established in A1 Use of Funds for materials. Health and Safety measures that can be audited to show a SIR of 1 or better should be funded as a weatherization measure using traditional funding sources. Use of additional funds for Health and Safety measures will be handled according to the funding source requirements. | Health and Safety expenditures using DOE funds will be averaged to 15% of the per unit average established in A1 Use of Funds for materials. Health and Safety measures that can be audited to show a SIR of 1 or better should be funded as a weatherization measure using traditional funding sources. Use of additional funds for Health and Safety measures will be handled according to the funding source requirements. | State WAP | Brad Carpenter | Published |
| 2012-028 | 9/13/2012 8:19:12 | E3. 1. b. | DOE grant application comment | b. It is required that each work crew have an operable HEPA rated vacuum (Not a vacuum with a HEPA filter) for clean up, especially if lead paint dust or chips may be present. | b. It is required that each work crew have an operable HEPA rated vacuum (Not a vacuum with a HEPA filter) for clean up, especially if asbestos or lead paint dust or chips may be present. | State WAP | Brad Carpenter | Published |
| 2012-029 | 9/13/2012 8:31:54 | E4. 3. a. | DOE grant application comment | a. ASHRAE 62.2 standard will not be applied to units that are not supplied with commercial power with written approval of State WAP. | a. ASHRAE 62.2 standard will not be applied to units that are solely heated by solid fuel. | State WAP | Brad Carpenter | Published |
| 2012-030 | 9/13/2012 8:40:45 | E4. 3. b. | DOE grant application comment. Added a new b. and renumbered accordingly. | b. In units that are heated solely with solid fuel agencies will implement ASHRAE standards to the fullest extent possible without endangering the clients. This may require a supply or balanced system installation. | None | State WAP | Brad Carpenter | Published |
| 2012-031 | 9/13/2012 9:08:15 | Attachment 7 Library Measures | DOE grant application comment | Updated Appendix turn MHEA insulation measures from Optional to Active | Updated Appendix turn MHEA insulation measures from Optional to Active | State WAP | Brad Carpenter | Published |
| 2012-032 | 9/13/2012 9:18:25 | C1. 2. d. | DOE grant application comment. Added new section | d.DHCD shall forward to the DOE Project Officer any weatherization application received from an agency that involves, in any way: •A State WAP employee •A State WAP staff extended family member | None | State WAP | Brad Carpenter | Published |
| 2012-033 | 10/23/2012 6:56:17 | A1. 7. c. | Procedural change to submission process. Also added a A1. 7. c. i. for point of contact information. | c. Eligible rebates shall be submitted to the designated representative of Questar Gas. i. Brian Camp, Thermwise Marketing Representative, 801-324-5118 brian.camp@questar.com ii. Requests for Questar Rebates will be submitted on Attachment 5 Questar Rebate Form. iii. When submitting for these rebates the agency should implement measures to track their submissions and receipts because they will be a monitored item. | c. Eligible rebates shall only be submitted through Division of Housing in a manner prescribed by Questar and Division of Housing. | State WAP | Brad Carpenter | Published |

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| 2012-035 | 11/1/2012 7:59:08 | C1. 10. a. b. | UWPN 12-7 DOE Grant Application Comment Delete and renumber | Delete and renumber | b.* If the annual energy burden reaches: 15% of qualifying income add 20 points 20% of qualifying income add 30 points 25% or more of the qualifying income add 40 points | State WAP | Brad Carpenter | Published |
| 2012-036 | 11/1/2012 8:29:26 | A2. 1. a. iii. | DOE Grant Application Comment | Delete section. | iii. An additional 5% may be used for Administrative Costs for sub-grantees receiving more than \$350,000 in DOE funds, when deemed necessary by Division of Housing, because of the limited administrative funds available from LIHEAP and other non-DOE program allocations. | State WAP | Brad Carpenter | Published |
| 2012-037 | 11/1/2012 8:38:01 | A2. 1. a. ii. | DOE Grant Application Comment | ii. Sub-grantees receiving less than \$350,000 in DOE funds may be allowed to use up to 10% of their grant funds for administrative purposes. | ii. Sub-grantees receiving less than \$350,000 in DOE funds will be allowed to use up to 10% of their grant funds for administrative purposes. | State WAP | Brad Carpenter | Published |
| 2012-038 | 11/1/2012 8:49:29 | A2. | DOE Grant Application Comment Add number paragraph under this heading a. and add b. | b. b.HCD has elected to utilize separate budget categories for Financial Audits and Liability Insurance. DOE allows grantees to make this election so that costs for Financial Audits and Liability insurance are not accounted for under the budget category Program Operations, and subsequently are not included when calculating the per-unit average. If DOE funding is used to pay for Financial Audits or Liability insurance, these expenses should be accounted for in their respective budget categories. | None | State WAP | Brad Carpenter | Published |
| 2012-039 | 11/1/2012 8:51:45 | A2. 1. b. | DOE Grant Application Comments | b. Deleted and reserved | b.For the 2012-2013 DOE grant year, all eight local Weatherization agencies are eligible for, and will receive, the additional 5% administration allowance. Again, this is justified due to insufficient administrative funds available with other non-DOE funding sources. | State WAP | Brad Carpenter | Published |
| 2012-040 | 11/1/2012 8:54:23 | A2. 1. g. & h | DOE Grant Application Comments | Deleted & Renumbered | g. Fiscal audit and liability insurance costs are not considered administrative costs by DOE and shall be charged to DOE Program Operations. | State WAP | Brad Carpenter | Published |

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| 2012-041 | 11/1/2012 9:03:01 | A2. 2. a. vi. | DOE Grant Application Comments Rearrange because of budget category changes. Moving Section A2. 7. here. | vi.Materials •Materials is a sub-set of the Program Operations category •Material expenditures are only applied to materials left on the job. Expendable items such as brushes, rubber gloves, dust masks etc are Program: Tools & Equipment Costs •Materials ordered and not installed on the completed unit will be carried as inventory •The costs associated with the handling, storage, transportation and delivery of materials, procurement, inventory control and tracking. may also be allocated to material costs for purposes of calculating the average percentage of additional costs | None | State WAP | Brad Carpenter | Published |
| 2012-042 | 11/1/2012 9:05:16 | A2. 7. | DOE Grant Application Comments | Moved to A2. 2. a. vi. | vi.Materials •Materials is a sub-set of the Program Operations category •Material expenditures are only applied to materials left on the job. Expendable items such as brushes, rubber gloves, dust masks etc are Program: Tools & Equipment Costs •Materials ordered and not installed on the completed unit will be carried as inventory •The costs associated with the handling, storage, transportation and delivery of materials, procurement, inventory control and tracking. may also be allocated to material costs for purposes of calculating the average percentage of additional costs | State WAP | Brad Carpenter | Published |
| 2012-043 | 11/1/2012 14:23:12 | B7. 7. a. | DOE Grant Application Comments Creating section | a. Agency's may not use DOE funds for the purchase of vehicles/equipment from other agencies that used DOE funds for the original acquisition. | None | State WAP | Brad Carpenter | Published |
| 2012-044 | 11/1/2012 14:33:57 | B7 7. c. iii. | DOE Grant Application Comments Added new section iii. and renumbered. | iii. Equipment of vehicles purchased with DOE funds will require approval prior to any action by DOE. The request to DOE will be made by HCD. | Added new section iii. and renumbered. | State WAP | Brad Carpenter | Published |
| 2012-045 | 11/5/2012 10:02:00 | E1. 2. b. i. | DOE Grant Application Comment | i. Health and Safety is a separate budget category. All materials and the labor to install these materials shall be charged to this category. | i.Health and Safety expenditures are a separate budget category under Program Operations and are for materials only. | State WAP | Brad Carpenter | Published |

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| 2012-046 | 11/5/2012 10:04:47 | E1. 2. b. ii. | DOE Grant Application Comments | Deleted & Renumbered | ii.Labor to install Health & Safety Measures shall be charged to Program Operation. | State WAP | Brad Carpenter | Published |
| 2012-047 | 11/5/2012 10:10:17 | E1. 1. | DOE Grant Application Comments | The maximum Health and Safety expenditures using DOE funds will be averaged to no more than 14.9% of the per unit average established in AI Use of Funds for materials. Health and Safety measures that can be audited to show a SIR of 1 or better should be funded as a weatherization measure using traditional funding sources. Use of additional funds for Health and Safety measures will be handled according to the funding source requirements. | The maximum Health and Safety expenditures using DOE funds will be averaged to 15% of the per unit average established in AI Use of Funds for materials. Health and Safety measures that can be audited to show a SIR of 1 or better should be funded as a weatherization measure using traditional funding sources. Use of additional funds for Health and Safety measures will be handled according to the funding source requirements. | State WAP | Brad Carpenter | Published |
| 2012-048 | 11/5/2012 10:21:03 | A2. 10. b. | DOE Grant Application Comments | b.Agencies are not authorized to request an advance or have cash-on-hand that will exceed the agency's needs for the Weatherization program. | b.Agencies are not authorized to request an advance or have cash-on-hand that will exceed thirty days cash needs for the agency's Weatherization program. | State WAP | Brad Carpenter | Published |
| 2012-049 | 11/5/2012 10:24:31 | A2. 10. b. i. & ii. | DOE Grant Application Comments | i. For DOE Contracts agencies are not to have cash-on-hand that will exceed (3) three days cash needs. ii. For LIHEAP Contracts agencies are not to have cash-on-hand that will exceed (30) thirty days cash needs | None | State WAP | Brad Carpenter | Published |
| 2012-050 | 11/5/2012 10:33:37 | B7. 8. c. v. | DOE Grant Application Comments | v. Any proceeds that result from the disposal of vehicles or equipment acquired with DOE funds shall be returned to the U.S. Treasury or as otherwise instructed by DOE. | None | State WAP | Brad Carpenter | Published |
| 2012-051 | 11/5/2012 11:06:30 | B8. 1. c. iii. | DOE Grant Application Comment | iii.This measure cannot be included in the cost of a new furnace installation. | iii.This measure can be included in the cost of a new furnace installation. | State WAP | Brad Carpenter | Published |
| 2012-052 | 11/5/2012 11:28:29 | Attachment 11 Monitoring Instrument | Updated to include new areas to be monitored old areas being dropped. | See Attachment | See Attachment | State WAP | Brad Carpenter | Published |