



Utah Weatherization Program Notice

Effective Date 5-2-2013

UWPN # 2013-001b

Subject: Annual Notice of Program Changes (Final Version)

Basis: Annual Public Hearing

Purpose: As required by 10 CFR 440.14(a) the State will be holding a Public Hearing to receive comment on the State Plan that will be submitted to the Department of Energy for PY2013-2014.

This program notice documents the changes that are currently being proposed for PY 2013 and reiterate the changes made during the course of the PY 2012 using the Program Notice format in D1. 1. B. i.

Scope: The changes noted in this UWPN will be effective ~~4-11-2013~~ 5-2-2013.

Included with this notice are the year's previous UWPN's.

Responsibilities:

Local Agencies –

- Review proposed changes and provide any comments using
- Implement applicable changes on effective date.

State WAP Staff –

- Amend Program Guidelines with necessary changes for submittal of the annual DOE grant application. (Change 2013-007 to 2013-013, 2013-017 to 2013-~~026~~ 049)
- Rewrite Section A3. Program Allocations
- Amend Attachment 3 Declaration of Ownership
- Create Attachment 7 Multi-Family Review Protocol
- Amend Attachment 11 Monitoring Schedule
- Amend Attachment 15 Expenditure Priorities
- Amend Attachment 16 Allocation Formula
- Amend Attachment 17 Approved Cellulose Manufacturers
- Amend Attachment 22 Water Heater Safety Checklist
- Update Attachment 33 Travel Policy
- Compile Previous changes and issue with UWPN 2013-001

Brad Carpenter
Program Specialist
Utah Weatherization

Utah WAP Guideline Change Form

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)
2013-007	3/6/2013 15:09:51	Entire Document	Updated the new Per Unit Average		\$6904	\$6769	State WAP	Brad Carpenter Edited
2013-008	3/6/2013 16:05:18	Entire Document	Update to current Program Year	2013-2014			Brad Carpenter	Edited
2013-009	3/6/2013 16:08:34	A1. 5.	Update to current State funding level.	No State of Utah funds for the general Weatherization of homes were allocated for the 2013-2014 program year. \$14,700 in state funds has been allocated to the Division of Housing & Community Development for the administration of Questar Gas and Rocky Mountain Power contributions.	No State of Utah funds for the general Weatherization of homes were allocated for the 2013-2014 program year. \$15,400 in state funds has been allocated to the Division of Housing & Community Development for the administration of Questar Gas and Rocky Mountain Power contributions.	State WAP	Brad Carpenter	Edited
2013-010	3/7/2013 8:35:20	B8. 1. aa.	Create new section to allow for HVAC Clean & Tunes	<p>aa.HVAC Clean & Tune</p> <p>i. The measure requires an SIR of 1 or greater using DOE funds.</p> <p>ii.This measure can be installed with LIHEAP, LIHEAP Crisis & Questar funds without an SIR.</p> <p>iii.The work conducted under this measure will need to be documented using:</p> <ul style="list-style-type: none"> • Attachment #22 Warm Air Furnace Long Form • Attachment #22 Air Conditioner Start Up & Performance Check 	None	State WAP	Brad Carpenter	Edited
2013-011	3/7/2013 8:40:42	A3. 2.	Change reflects the new LIHEAP allocation.	The Utah WAP has been allocated \$2,815,100 in LIHEAP funding. This funding will be available for the Weatherization of homes beginning October 1, 2012 through September 30, 2015.	The Utah WAP has been allocated \$2, 453,000 in LIHEAP funding. This funding will be available for the Weatherization of homes beginning October 1, 2011 through September 30, 2014.	State WAP	Brad Carpenter	Edited
2013-012	3/7/2013 8:42:28	A3. 3.	Change is to reflect the current LIHEAP Crisis allocation.	The Utah WAP has been allocated \$800,000 in Crisis funding. This funding will be available for the Weatherization of homes beginning October 1, 2012 through September 30, 2015.	The Utah WAP has been allocated \$800,000 in Crisis funding. This funding will be available for the Weatherization of homes beginning October 1, 2011 through September 30, 2014.	State WAP	Brad Carpenter	Edited
2013-013	3/7/2013 8:49:00	A3. 1.	Change is to reflect the unknown funding for the DOE contract year.	The State of Utah has been allocated \$(To Be Determined) in new DOE formula funding in the Utah Weatherization Assistance Program during the 2012-2013 twelve month program year beginning July 1, 2013 and ending June 30, 2014.	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.	State WAP	Brad Carpenter	Edited
2013-014	3/20/2013 7:11:34	C1. 3. d.	Updated to the new Program Income Guidelines	d. Attachment #3 WPN 13-3 contains further clarification on this subject and a table of income levels.	d. Attachment #3 WPN 12-8 contains further clarification on this subject and a table of income levels.	State WAP	Brad Carpenter	Published

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2013-015	3/20/2013 7:14:23	C1. 4. b. i.	Change 2nd bullet to new Program Income Guidelines	i.Proof of gross income earned for the applicable tax year. • Annualization may be required. See Section C1 5 • Income is defined in Attachment #3 WPN 13-3	i. Proof of gross income earned for the applicable tax year. • Annualization may be required. See Section C1 5 • Income is defined in Attachment #3 WPN 12-8	State WAP	Brad Carpenter	Published
2013-016	3/20/2013 7:17:50	C1. 5. a.	Delete a reference to WPN 12-8 that is out dated and unnecessary.	a.Income qualification for the Weatherization program is based on gross household income during the previous 12 calendar months, or during the applicable tax year. If a client is unable to provide a complete 12 month record of gross household income, the local agency must annualize the client's income information for adaptation to the Annual Poverty Income Guidelines chart.	a.Income qualification for the Weatherization program is based on gross household income during the previous 12 calendar months, or during the applicable tax year. If a client is unable to provide a complete 12 month record of gross household income, the local agency must annualize the client's income information for adaptation to the Annual Poverty Income Guidelines chart (see Attachment #3 WPN 12-8 page6).	State WAP	Brad Carpenter	Published
2013-017	3/20/2013 13:03:59	Attachment 11 Monitoring Schedule	Change dates for PY 2013	Changed dates	N/A	State WAP	Brad Carpenter	edited
2013-018	3/20/2013 13:06:35	Attachment 15 Expenditure Priorities	Updated dates. Removed ARRA funds. Reduced minimum DOE expenditure to 95%	Updated dates. Removed ARRA funds. Reduced minimum DOE expenditure to 95%	N/A	State WAP	Brad Carpenter	edited
2013-019	3/20/2013 13:44:28	Attachment 33 Travel Policy	Updated to current version Dated 7-1-2012	Updated to current version Dated 7-1-2012	N/A	State WAP	Brad Carpenter	edited
2013-020	3/25/2013 13:23:12	C5. 3. c.	Corrected wrong reference	c.Owner Declines Cost Share If the property owner declines cost sharing refer to C5. 1. e.	c.Owner Declines Cost Share If the property owner declines cost sharing refer to C5. 1. d.	State WAP	Brad Carpenter	edited
2013-021	3/26/2013 7:33:51	E4. 1. a.	Adding new section to comply with DOE Grant Application review comments	a. Agencies will also provide the client with EPA pamphlet 402-K-02-003, A Brief Guide to Mold, Moisture, and Your Home.	None	State WAP	Brad Carpenter	edited
2013-022	3/26/2013 11:18:31	Attachment 16 Allocation Formula	Applying the Allocation formula per the status quo would cause an uneven allocation of LIHEAP funds which would be detrimental to the program.	I propose we run the 12-15 LIHEAP award through the proposed 2013-2014 allocation formula. This would include an operating base of \$30,000 per agency, and have a density factor of 2.25.	The guidelines have never made clear how the LIHEAP is allocated. The status quo uses the total percentage of the DOE allocation to calculate the LIHEAP allocation.	State WAP	Matt Turner	Pending

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2013-023	3/26/2013 15:00:35	B9. 2. viii.	Added a new B9. 2. viii. and renumbered remaining. This add a reference to a new Attachment 07 Multi-Family Review Procedure	viii. Multi-Family audits done using the EA-QUIP will be reviewed using the procedure outlined in Attachment - 07 Multi-Family Review Protocol.	None	State WAP	Brad Carpenter	edited
2013-024	3/26/2013 15:18:32	Attachment 7 Multi-Family Review Protocol	Created a new Attachment using the document given to us by DOE outlining the Multi-Family review procedure.	Attachment 07	None	State WAP	Brad Carpenter	edited
2013-025	3/26/2013 16:07:21	Attachment 17 Approved Cellulose Manufacturer	Annual re-certification of Approved Cellulose Manufacturers. Only dates were changed.	Attachment 17 Approved Cellulose Manufacturers	N/A	State WAP	Gary Spangenberg	edited
2013-026	3/27/2013 8:20:04	A3.	Rewrite of Section A3. to reflect the changes to the allocation formula and clean up the formatting and language in the section.	See Draft Section A3 document	See Original Section A3 document.	State WAP	Brad Carpenter	edited
2013-027	4/2/2013 14:44:32	B1. 3.	Create new section to require contractor license	3. Agency Contractor License All local agencies are required to be a Utah Licensed contractor effective 1 July 2013. a. Agency using subcontracted labor shall comply with the provision of B4. 2. a	None	State WAP	Brad Carpenter	edited
2013-028	4/2/2013 14:46:41	B1. 2. h.	Create new item in list for WX Op Plan	h. Copy of current Utah Contractor's License	none	State WAP	Brad Carpenter	edited
2013-029	4/2/2013 14:56:19	B8. 4. a. i.	Including requirements for TecTite software or approved equivalent.	i. A pre and post-blower door test is required on all dwelling units. • Data shall be captured using TecTite® or approved equivalent software. • Data shall be part of the client file in hard copy or electronic format.	i. A pre and post-blower door test is required on all dwelling units. Data from those tests need to be included in the client file.	State WAP	Brad Carpenter	Edited
2013-030	3/27/2013 12:53:33	Declaration of Ownership and Occupancy Form	Printed copy is difficult to read with dark grey "highlight"	Lighten or change "highlight" color	Weatherization Assistance Program Declaration of Ownership and Occupancy "Proof of ownership must be provided"	FCAOG	Danna	Edited

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2013-031	4/8/2013 16:07:35	Attachment 22	No need for page 2 of 3.	Delete page 2. Renumber page 3 (page3 of 3) to page 2 (2 of 2)	ATTACHMENT #22 (blank page Warm Air Furnaces & Water Heater Page 2 of 3 wat 05/10/10	FCAOG	Danna L. Alvey	Edited
2013-032	5/1/2013 7:44:41	A2. 1. b.	PY 2013 Public Comment #2	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 or LIHEAP funding is used to pay for Financial Audits or Liability insurance, these expenses should be accounted for in their respective budget categories.	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.	State WAP	Brad Carpenter	Edited
2013-033	5/1/2013 7:46:22	A2. 1. g.	PY2013 Public Comment #2	g. Reserved	g. Fiscal audit and liability insurance costs are administrative costs under LIHEAP.	State WAP	Brad Carpenter	Edited
2013-034	5/1/2013 7:50:55	A2. 5. c.	PY2013 Public Comment #2	c.Liability insurance is a DOE & LIHEAP budget category.	c.Liability insurance is included in DOE budget category Program Operations. Agencies utilizing funds other than DOE for this insurance must use administration funds only.	State WAP	Brad Carpenter	Edited
2013-035	5/1/2013 7:53:24	A2. 6. c.	PY2013 Public Comment #2	c.Yearly CPA audit expenses, including those required under the Single Audit Act, are either a DOE or LIHEAP budget category.	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.	State WAP	Brad Carpenter	Edited

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2013-036	5/1/2013 8:12:07	A2. 12. a. iv.	Py2013 Public Comment #4	iv. The cost of eliminating health and safety hazards is not calculated in the Per Unit Average. Total annual Health and Safety expenditures, statewide, shall be limited to an average not to exceed 15 percent of the maximum per unit average, as set in A1. 2. A. i.	iv. The cost of eliminating health and safety hazards, elimination of which is necessary before, or because of, the installation of Weatherization materials. Health and Safety expenditures shall be limited to 15 percent of the per unit average as set in A1. 2. A. i.	State WAP	Brad Carpenter	Edited
2013-037	5/1/2013 8:23:19	A4. j.	PY2013 Public Comment #5	j. Requests for advances or reimbursements are part of the monthly report form. The monthly report/advance/reimbursement form is to be submitted through WebGrants by an agency person who is authorized to request funds.	j. Requests for advances or reimbursements are part of the monthly report form. The monthly report/advance/reimbursement form is to be signed by an agency person who is authorized to request funds as well as the Weatherization coordinator or executive director.	State WAP	Brad Carpenter	Edited
2013-038	5/1/2013 8:27:32	B7. 8. c. iii.	PY2013 Public Comment #8	iii. Equipment or vehicles purchased with DOE funds will require approval prior to any action by DOE. The request to DOE will be made by HCD.	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.	State WAP	Brad Carpenter	Edited
2013-039	5/1/2013 8:34:58	B7. 8. f. v.	PY2013 Public Comment #10	v. Weatherization workers shall not handle any hazardous materials, such as asbestos. Exception: If an Agency is properly trained, holds any applicable nationally recognized certifications, maintains the necessary State of Utah License, and carries the Pollution Occurrence Insurance within acceptable limits.	v. Weatherization workers shall not handle any hazardous materials, such as asbestos.	State WAP	Brad Carpenter	Edited
2013-040	5/1/2013 8:47:16	B8. 1. y. ii.	PY2013 Public Comment #12	ii. This measure can be funded with LIHEAP Crisis when installed in owner occupied homes.	ii. This measure can be funded with LIHEAP Crisis when be installed in owner occupied homes.	State WAP	Brad Carpenter	Edited
2013-041	5/1/2013 8:51:44	B8. 1. y. iv.	PY2013 Public Comment #12	iv. This measure can be installed using Questar funds when the appliance is operating in an unsafe condition. Such as: •High CO level (100ppm or higher) •Unsafe location (bathroom, directly communicating with sleeping area, etc) •Improper venting or combustion air	None	State WAP	Brad Carpenter	Edited
2013-042	5/1/2013 8:58:31	B8. 1. y. v.	PY2013 Public Comment #12	v. This measure can be installed using DOE H&S when following all the requirements of DOE H&S covered in E1.	None	State WAP	Brad Carpenter	Edited
2013-043	5/1/2013 9:09:29	B9. 3. a. ii.	PY2013 Public Comment #13	ii. Reserved	ii. In carrying out weatherization projects, first priority is given to stopping infiltration by repairing broken windows, patching roofs and walls, caulking cracks and joints and weather-stripping doors and windows.	State WAP	Brad Carpenter	Edited

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2013-044	5/1/2013 9:11:07	B9. 3. a. iii.	PY2013 Public Comment #13	iii. Reserved	iii. Second priority is given to installing a balanced combination of cost effective energy-conserving home improvements including insulation of attics, floors, walls, foundations, and exposed heating ducts, furnace efficiency modifications, etc.	State WAP	Brad Carpenter	Edited
2013-045	5/1/2013 9:15:07	B10. 3. e	PY2013 Public Comment #14	deleted	<p>a. Training Workshops</p> <p>Proposed statewide training workshops will be held:</p> <ul style="list-style-type: none"> • Implement OSHA 10 and 30 hour training and ASHRAE 62.2 training • Energy Auditor Re-Certification Program • Spring Weatherization Training Conference (Tentative March 2013) 	State WAP	Brad Carpenter	Edited
2013-046	5/1/2013 10:00:41	C1. 5. c. Example	PY2013 Public Comment #15	<p>Example: Client is paid twice a month by their employer. Client is required to present consecutive paycheck stubs showing their gross pay for the previous calendar month. The agency would then add the gross pay for the month and multiply the monthly income by 12 to determine the gross annual income.</p>	<p>Example: Client is paid bi-weekly by their employer. Client is required to present two consecutive paycheck stubs showing their gross pay for both pay periods in the previous calendar month. The agency would then add the 2 pay periods and multiply the monthly income by 12 to determine the gross annual income.</p>	State WAP	Brad Carpenter	Edited
2013-047	5/1/2013 10:02:32	E4. 3.	PY2013 Public Comment #17	ANSI/ASHRAE Standard 62.2-2010 has been adopted by The State of Utah Weatherization Assistance Program beginning Program Year 2012. HCD will act as the authority having jurisdiction of said standard. This standard will be followed for determination of building ventilation of units to be weatherized by this program.	ANSI/ASHRAE Standard 62.2-2010 has been adopted by The State of Utah Weatherization Assistance Program beginning Program Year 2012. The Division will act as the authority having jurisdiction of said standard. This standard will be followed for determination of building ventilation of units to be weatherized by this program.	State WAP	Brad Carpenter	Edited
2013-048	5/1/2013 10:32:29	A1. 3. d. i.	PY2013 Public Comment #18	i. General weatherization activities covered in Section B8 under DOE rules unless specified otherwise.	i. General weatherization activities covered in Section B	State WAP	Brad Carpenter	Edited

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2013-049	5/1/2013 10:36:12	A1. 3. d. v. vi. vii.	PY2013 Public Comment #18 Delete current v. and renumber remaining. Change Note.	v.Knob & Tube mitigation vi.Side by Side refrigerator replacement with an audited SIR of 1 or greater. * Note: Items ii. iv. Shall be funded from LIHEAP Crisis if those funds are available prior to the use of LIHEAP Weatherization funds	v.Water Heater Replacements * vi.Knob & Tube mitigation vii.Side by Side refrigerator replacement with an audited SIR of 1 or greater. * Note: Items ii. iv. & v. Shall be funded from LIHEAP Crisis if those funds are available prior to the use of LIHEAP Weatherization funds	State WAP	Brad Carpenter	Edited