



Utah Weatherization Program Notice

Effective Date 8-15-2012

UWPN # 12-6

Subject: Program Guideline Update

Basis: Program Amendment

Purpose: As part of the rework of the Program Guidelines there have been clerical and correlative changes that needed to be made. Where the changes have no effect in changing the program but are merely administrative to align the Guidelines with what the program is actually doing no public comments are being solicited. To keep these changes timely yet not overly burdensome they are being issued in batches with the attached Change Log

Scope: This notice will affect all future clients from the effective date. Work that is already in production should not be impacted by these changes but is still excluded from this scope.

Responsibilities:

Local Agencies – Implement usage of new versions of forms.

- Attachment 3 – Income Property Owner Weatherization Agreement
- Attachment 3 – Declaration of Ownership & Occupancy
- Attachment 15 – Weatherization Operations Plan Checklist

State WAP Staff – Amend the State Guidelines and update applicable forms.

- Changes 2012-001 to 007, 2012-009 to 016

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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)	Comments:
2012-001	7/25/2012 14:51:09	D1. 1. d. Guideline Change Form	Create a new section that provides the form for submittal of changes to the guidelines.	d. Anyone wishing to propose a change to the WAP Guidelines will be required to complete Attachment 01 - Utah WAP Guideline Change Form either using the online or paper form.	None	State WAP	Brad Carpenter	Published	
2012-002	7/25/2012 16:08:59	A2. 5. b.	Change the wording to more clearly explain what these numbers mean.	b. The policy limits must be at least \$2,000,000 commercial general liability /\$1,000,000 commercial automobile liability.	b. The policy limits must be at least \$2,000,000 /\$1,000,000.	State WAP	Brad Carpenter	Edited	
2012-003	7/25/2012 16:58:16	A4. g.	Clear up a poorly worded section.	g. The \$6,572 per unit average applies only to DOE funds. If funds are combined, a completion can be credited to both funding sources.	g. The \$6,572 maximum average applies only to DOE funds, separately or combined with another funding source. If they are combined, a completion can be credited to both funding sources.	State WAP	Brad Carpenter	Edited	
2012-004	7/25/2012 17:09:38	B9. 3. a. viii.	Change wording for proper intent	viii. No DOE Weatherization funds shall be used to make energy improvements where the "stand alone" SIR of the measure is less than 1.0. Client buy downs are not allowed.	viii. No DOE Weatherization funds shall be used to make energy improvements where the "stand alone" SIR of the measure is less than 1.0. Client co-payments are not allowed.	State WAP	Brad Carpenter	Edited	
2012-005	7/25/2012 17:35:45	C1. 7. c. ii.	Based off feedback from recent Admin Training. There is a need to quantify that the deed needs to be relatively current. Just because the deed has been recorded does not make it the current deed. Even with the time limits there is no 100% guarantee it is the active deed recorded with the county but want to put some limits on deeds being accepted.	ii. Legal copy of a recorded deed. (Typically recorded within 12 months or less of application.)	ii. Legal copy of a recorded deed	State WAP	Brad Carpenter	Edited	

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2012-006	7/25/2012 17:51:41	B8. 1. z.	Adding new section for the approved measure of ECM Motors.	z.ECM Motors i. The measure requires an SIR of 1 or greater using DOE funds. ii.This measure can be installed with LIHEAP, LIHEAP Crisis without an SIR.	None	State WAP	Brad Carpenter	Edited	
2012-007	7/26/2012 8:27:48	C4. 2. d. (pg 84)	To coincide with change made from "Landlord Agreement" to "Income Property Owner Weatherization Agreement" form.	Income Property Owner Weatherization Agreement APPEAL RIGHTS	d. Signed copy of "Landlord Agreement" (rental units)	FCAOG	Danna L. Alvey	Edited	
2012-008	7/31/2012 16:27:54	Attachment #24 Deferral of Service Notification	1)Need to be able to fill in the blanks in the PDF document 2)Second page referring to appeal procedures is missing	Please be advised that if you do not agree with the reason you were deferred, you may appeal within ten (10) working days. Appeal by contacting the program administrator who will respond to you. Local Agency If your appeal is not resolved to your satisfaction by the FCAOG executive director, you may then appeal to the State of Utah by writing to: State Agency If you have questions about an appeal to the State, you may contact the State office by calling State WAP Director IF I APPEAL MY HOME ENERGY CONSERVATION PROGRAM DETERMINATION, I UNDERSTAND THAT I MAY BE REQUIRED TO PROVIDE ADDITIONAL INFORMATION FOR MY APPEAL	blank	FCAOG	Danna	Pending	
2012-009	8/2/2012 12:08:36	Attachment 15 - WX Operation Plan checklist	Administrative change to align document with the guidelines.	Delete Item #6	6. NEAT/MHEA data required in Section B9. b. iv.	State WAP	Brad Carpenter	Published	
2012-010	8/2/2012 12:11:36	B1. 2. f.	Administrative change to align the guidelines with other sections.	Delete f. and renumber remaining.	f. NEAT/MHEA data required in Section B9. b. iv. g. A complete client application packet. h. Local Agency Contract Signature Certification Page	State WAP	Brad Carpenter	Edited	

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2012-011	8/2/2012 14:05:49	C2. 2. iii.	Adding new section that links to the HEAT program income rules as reference. The words HEAT Policy Manual will be a hyperlink to http://housing.utah.gov/seal/document	iii. The HEAT Policy Manual also contains information on their method of determining income.	None	State WAP	Brad Carpenter	Edited	
2012-012	8/2/2012 14:11:19	B8. 1. o. ii.	Administrative change to allow Questar funds to be used to replace a boiler.	ii.This measure can be installed with LIHEAP, LIHEAP Crisis, & Questar without an SIR under documented circumstances.	ii.This measure can be installed with LIHEAP, LIHEAP Crisis without an SIR under documented circumstances.	State WAP	Brad Carpenter	Edited	
2012-013	8/9/2012 16:01:35	B8.3.a.iii	I believe "without" should be changed to "with" or am I just being crazy?	The presence of knob and tube wiring does not eliminate the possibility of insulating but may limit what can be done. With special testing and inspection procedures, an attic with knob and tube wiring can and should still be insulated.	The presence of knob and tube wiring does not eliminate the possibility of insulating but may limit what can be done. Without special testing and inspection procedures, an attic with knob and tube wiring can and should still be insulated.	State WAP	Wade Thompson	Edited	
2012-014	8/13/2012 11:18:14	Attachment 3 Income Property Owner Agreement	Changing the form to match the guidelines.	11. A 50% match is required for all refrigerator replacements where the property owner owns the appliance. Only specific EPA Energy Star units will be provided and the refrigerator being replaced must be surrendered without exception. All replacement refrigerators must remain in the rental unit occupied by the Weatherization applicant. The savings to investment ratio (SIR) for this measure must be no less than 1.0 to be eligible	A \$200 co-payment is required for all refrigerator replacements where the property owner owns the appliance. Only specific EPA Energy Star units will be provided and the refrigerator being replaced must be surrendered without exception. All replacement refrigerators must remain in the rental unit occupied by the Weatherization applicant. The savings to investment ratio (SIR) for this measure must be no less than 1.0 to be eligible.	State WAP	Brad Carpenter	Published	
2012-015	8/13/2012 11:34:48	Attachment 3 Declaration of Ownership & Occupancy	Redesigned form to allow it to be used for more scenarios.	Form redesigned	Old form deleted	State WAP	Brad Carpenter	Published	

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2012-016	8/13/2012 14:39:37	A1. 7. a.	Changing the wording from Program Income to Recaptured Costs. After a conversation with our financial auditor this is the proper term for these funds.	a.Rebates are recaptured costs and shall be treated as such.	a.Rebates are program income and shall be treated as such.	State WAP	Brad Carpenter	Published	