



# Utah Weatherization Program Notice

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Published Date 15 March 2016

Effective Date ~~1 June 2016~~

**Amended Effective Date 2 September 2016**

UWPN # 2016-001

**Subject:** Annual Notice of Program Changes

**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 PY2016.

This program notice documents the changes that are currently being proposed for PY 2016.

**Changes reflect amendments made during the DOE Grant approval process.**

**Scope:** The changes noted in this UWPN will be effective ~~6-1-2016~~ 9-1-2016.

**Responsibilities:**

Local Agencies –

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

State WAP Staff –

- Amend Program Guidelines and affected program forms with the necessary changes for submittal of the annual DOE grant application. (Change 2016-001 to 0056)
- Amend applicable forms affected by the change once process is final.

A handwritten signature in black ink, appearing to read 'Brad Carpenter'.

Brad Carpenter  
Weatherization Program Manager  
State of Utah DWS/HCD



# Utah Weatherization Program Notice

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## Highlights

There are 56 individual changes. Below are some particular items I would strongly encourage you to read.

Section A2.7 added guidance for Zero and Reduced draws.

Section A4 added the requirement for the A&B report to be submitted with the RFF's and BWR's.

Section B9 Energy Auditing has been completely re-written to reflect the changes from the audit tool re-certification. These are the standards Matt Turner has been training the Energy Auditor to for the last year.

B9. 1. a. removed requirement for Coordinator to be an Energy Auditor

Section C1. 4. b. Aligned guidance with DOE on self-certification

Section C1. 10. f. clarified Income Verification Date

C1. 10. Changed the Priority Points System due to DOE comment. Dropped 6 month aging points and solid fuel points.

C5. 1. e. removed the requirement for cost share due to DOE grant comment

Section D2 updated to the new monitoring process

Section E5 Worker Safety has some items added for mandatory OSHA training the agency must conduct. Also guidance on confined space and fall protection.

E1. 2. Established a H&S ACPU that will be set annually

E1. 2. d. & E3. 1. Established definition of Major & Minor repair under H&S. These are connected to the H&S ACPU. State WAP permission is required for a Major repair.

# 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, Disapproved, Edited, Published)	Comments:
2016-001	9/8/2015 15:03:26	B8.1.f.	To allow agencies to insulate water lines in a crawl space when the floor is already insulated. As currently written, this would not be allowed.	i. Water Heater pipe insulation should be entered on the audit on the Baseloads/Water Heating tab. It requires an SIR of 1 or greater, and can be paid for using all funding sources except Questar. ii. Pipe insulation outside the building envelope should be done in conjunction with or ancillary to other insulation measures such as floor insulation. It requires an SIR of 1 or greater and can be paid for from all funding sources except Questar. iii. Pipe insulation outside the building envelope which cannot be done in conjunction with other insulation measures is allowed as a NAM using Crisis Funds.	i. This is an audited item that requires an SIR ii. This measure is done in conjunction with other insulation measures. iii. This measure can be paid from all funding sources except Questar.	State	Matt Turner	Edited	
2016-002	10/26/2015 8:29:13	E5. 3. d.	Add new section listing mandatory OSHA training areas.	d. At a minimum the quarterly safety training shall cover the OSHA "Focus Four Hazards" safety topics: i. Fall Protection ii. Caught In or Between iii. Struck By iv. Electrocutation	None	Utah WX	Brad Carpenter	Edited	
2016-003	10/26/2015 12:15:52	E5. 5. a-f	Add new section to address the DOE & OSHA required confined space requirements.	See new text	None	Utah WX	Brad Carpenter	Edited	
2016-004	10/26/2015 14:13:28	E5. 4. e.	New section for the agencies to provide access to fall protection equipment.	e. The agency shall also provide fall protection equipment	None	Utah WX	Brad Carpenter	Edited	
2016-005	10/26/2015 14:18:49	B2.	Delete the comments about Davis County Health Department dropping services.	None	On 28 January 2015 Davis County Health Department notified Housing & Community Development that they would not continue as a weatherization service provider.  For Program Year 2015 Utah will be serving the Davis, Weber, Morgan counties at a reduced level of weatherization services until a Request For Proposal for that area allows the State to develop a new sub-grantee for that service area.	Utah WX	Brad Carpenter	Edited	
2016-006	10/26/2015 14:22:24	B9. 2. a. iii.	Reflect new audit certification from DOE	iii. The Housing and Community Development Division applied for the NEAT/MHEA re-certification process with DOE during the 2015-2016 program year and will not be required until 2020.	iii. The Housing and Community Development applied for the NEAT/MHEA re-certification process with DOE during the 2010-2011 program year and will not be required until 2015.	Utah WX	Brad Carpenter	Edited	
2016-007	10/26/2015 14:27:04	B9. 2. a. vi.	Separate the NEAT from Multi-family and renumber rest of section B9. a. accordingly.	vi. The NEAT Audit will be utilized for multi-family buildings with 4 units or less.	vi. The NEAT Audit will be utilized for multi-family buildings with 4 units or less.  vii. Utah does not have an approved multi-family audit tool for anything larger. Contact the State for guidance prior to accepting any application of a project larger than 4 units.	Utah WX	Brad Carpenter	Edited	
2016-008	10/26/2015 14:29:36	B9. a. vii.	Alter language regarding multi-family units	vii. Utah does not have an approved multi-family audit tool. Contact the State for guidance prior to accepting any application of a project larger than 4 units. A audit strategy will be developed and submitted to DOE for review.	vii. Utah does not have an approved multi-family audit tool for anything larger. Contact the State for guidance prior to accepting any application of a project larger than 4 units.	Utah WX	Brad Carpenter	Edited	
2016-009	10/26/2015 14:30:30	B9. a. viii.	Deleted redundant comment. Renumber B9. a. accordingly.	None	viii. All other multi-family buildings with be audited with EA-QUIP.	Utah WX	Brad Carpenter	Edited	
2016-010	3/9/2016 8:11:36	A1. 3. iii.	Updated to match current practices	iii. Housing and Community Development will retain a percentage of LIHEAP T&TA funds necessary to allow it to operate the program effectively. Additional LIHEAP T&TA funds will be allocated.	iii. Housing and Community Development can retain no more than 50% of LIHEAP T&TA funds and not less than 50% of LIHEAP T&TA funds shall be allocated.	Utah WX	Brad Carpenter	Edited	
2016-011	3/9/2016 8:16:14	Entire Document	Update to the current year.	Repalce 2015-2016	2016-2017	Utah WX	Brad Carpenter	Edited	
2016-012	3/9/2016 8:21:10	A2. 8. c.	Change in H&S Percentage	c. The Health & Safety average per unit expenditure limit using DOE funds is set at 11% of the per unit average.	c. The Health & Safety average per unit expenditure limit using DOE funds is set at 9% of the per unit average.	Utah WX	Brad Carpenter	Edited	
2016-013	3/9/2016 9:06:59	A2. 11. a	Update to the new CFR's	a. For the purposes of this program, the state and its local Weatherization agencies shall observe applicable federal regulations including cost principles for State and Local governments and non-profit organizations as covered in 2 CFR Subparts A & B.	a. For the purposes of this program, the state and its local Weatherization agencies shall observe applicable federal regulations including OMB document A-87 (Cost Principles for State and Local Governments) or A-122 (Cost Principles for Non-profit Organizations).	Utah WX	Brad Carpenter	Edited	
2016-014	3/9/2016 9:09:02	A3. 1. a.	Amend to optional not mandatory language.	a. \$25,000 of this funding may be set aside each year for leveraging.	a. \$25,000 of this funding will be set aside each year for leveraging.	Utah WX	Brad Carpenter	Edited	
2016-015	3/9/2016 9:10:55	A3. 2. g.	Raise dollar amount	g. Up to \$150,000.00 of Crisis funds can be set aside each year of the contract for use in WAP's annual tribal land home rehabilitation project(s).	g. Up to \$100,000.00 of Crisis funds can be set aside each year for use in WAP's annual tribal land home rehabilitation project(s).	Utah WX	Brad Carpenter	Edited	
2016-016	3/9/2016 9:11:50	A3. 4. d.	Changed Admin %	d. Up to 10% of funds can be allocated to subgrantees as Admin	d. Up to 5% of funds can be allocated to subgrantees as Admin	Utah WX	Brad Carpenter	Edited	
2016-017	3/9/2016 9:13:29	A3. 5. d.	Change over to LED's and the per bulb reimbursement.	d. RMP will cover 100% of the material cost only of all LED's that are used an average of two or more hours daily. This cost will be entered in to the BWR for each job and be reimbursed as part of the monthly process.	d. RMP will cover 100% of the material cost only of all CFL's that are used an average of two or more hours daily.	Utah WX	Brad Carpenter	Edited	
2016-018	3/9/2016 9:37:08	A4. a.	Drop the additional reports that are no longer required or used.	a. Sub-grantees will report using WebGrants for all DOE, LIHEAP, Questar Gas and Rocky Mountain Power funds requested.	a. Sub-grantees will report using WebGrants, a separate monthly report in electronic format (Attachment 8) must be attached for all DOE, LIHEAP, Questar Gas and Rocky Mountain Power funds requested.	Utah WX	Brad Carpenter	Edited	
2016-019	3/9/2016 9:40:56	A4. e.	Drop the A& B report requirements.	e. When there has been Crisis Service Call work a Crisis BWR shall be completed in WebGrants. All information should be completed just as a regular BWR. When there was no materials you must enter at least \$.01 to save the form in the system.	e. When there has been Weatherization and/or furnace crisis completions during the month, LIHEAP reports must also include the Attachment A & B supplementary report as listed in the LIHEAP contract.	Utah WX	Brad Carpenter	Edited	
2016-020	3/9/2016 9:45:42	A4. h.	Removed the separate reporting of LIHEAP completions.	h. Homes completed with funds contract by HCD will be reported using WebGrants. A completed unit is defined in A5. The month the unit is reported is the period which it is credited to.	h. Homes completed with LIHEAP funds will be reported separately even if other non-LIHEAP funds were used on the project. LIHEAP completions will not be subject to the \$7105 maximum average and other selected rules.	Utah WX	Brad Carpenter	Edited	
2016-021	3/9/2016 9:55:31	A4. 1. vi.	Taking out language that required duplicate reporting	vi. If a unit is single completion regardless of what funding sources are used to complete the work. It is strongly encouraged to braid all funding sources on each job when possible.	vi. If a unit is claimed on a monthly report, as either a DOE or LIHEAP completion, the BWR must list DOE /LIHEAP materials and or labor to be counted.	Utah WX	Brad Carpenter	Edited	

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2016-022	3/9/2016 9:57:05	A4. j.	Dropping reference to the paper reports.		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.	Utah WX	Brad Carpenter	Edited	
2016-023	3/9/2016 10:04:07	A4. k.	Dropping reference to paper reporting forms.	Reserved	k. Monthly reports are required for all contracts with or without current monthly activity. The monthly report form must be used unless an identical alternate form is submitted to, and approved in writing by the Housing and Community Development. On the monthly reports, "Homes in Progress" equals the total units, which includes single family dwellings plus the number of each individual rental unit.	Utah WX	Brad Carpenter	Edited	
2016-024	3/9/2016 10:07:32	A4. i. i. - iv.	Adjust the dates to match the current contract dates and define what the final report is.	I. Final reports will be due on the following dates. Final reports may be the current financials indicating that all funds for the contract were expended: i. DOE July 25th following the end of the contract ii. LIHEAP July 25th following the end of the contract iii. Questar January 25th following the end of the contract iv. Rocky Mountain Power N/A	I. Final reports will be due on the following dates: i. DOE July 25th following the end of the contract (this is earlier due to DOE grant closeout) ii. LIHEAP December 26th following the end of the contract iii. Questar March 25th following the end of the contract iv. Rocky Mountain Power TBD	Utah WX	Brad Carpenter	Edited	
2016-025	3/9/2016 10:11:33	B1. 2.	Adding new requirements to the Wx Ops plan.	2. Weatherization Operations Plan All local agencies will also be required to submit an annual Weatherization Operations Plan within 30 day of the Public Hearing for the coming program year. Contracts will not be issued until the document is received. Major components will include:	2. Weatherization Operations Plan All local agencies will also be required to submit an annual Weatherization Operations Plan. Reimbursements on the new-year contracts will not be honored until the updated document is received. Major components will include:	Utah WX	Brad Carpenter	Edited	
2016-026	3/9/2016 10:16:29	B1. 2. d.	Change to reflect new requirements.	d. The agency's Weatherization Policies & Procedures manual.	d. Notification of Significant changes to the agency's Weatherization Policies & Procedures manual.	Utah WX	Brad Carpenter	Edited	
2016-027	3/9/2016 10:19:33	B1. 2. i	Add requirement for 3rd party certification proof.	i. Verification of 3rd party required certifications	None	Utah WX	Brad Carpenter	Edited	
2016-028	3/9/2016 10:20:49	B1. 2. j.	Adding requirement to submit checklist.	j. Attachment 15 Wx Ops Plan Checklist	Noce	Utah WX	Brad Carpenter	Edited	
2016-029	3/9/2016 10:21:47	B2.	Change to reflect on 7 sub-grantees.	The state of Utah delivers the Weatherization Assistance Program to the entire state through seven Local Government Agencies and Community Action Programs. See Attachment 12.	The state of Utah delivers the Weatherization Assistance Program to the entire state through eight Local Government Agencies and Community Action Programs. See Attachment 12.	Utah WX	Brad Carpenter	Edited	
2016-030	3/9/2016 10:42:05	A2. 7.	Adding in guidance for Zero and reduced draws.	7. Zero & Reduced Draws a. When necessary an agency may need to submit a Zero and Reduced draw. This Request For Funds (RFF) is submitted through Webgrants like a regular request. When this type of RFF is submit because of disallowed costs or jobs sporting documentation for the disallowed expenses needs to be provided showing where those expenses were paid for by the agency. Reduced draws need to provide explanation of why the request is less than the submitted expenses.	7. (Reserved)	Utah WX	Brad Carpenter	Edited	
2016-031	3/9/2016 10:49:46	B7. 5.	Update link to correct website.	5. Contractor Disbarment Agencies are required to verify that all contractors, suppliers, vendors, etc. are not on the federal debarment list. Prior to engaging in any transaction with these groups the agency must verify their current status by doing a search on the System For Awards Management (SAM) at <a href="https://www.sam.gov">https://www.sam.gov</a> .	5. Contractor Disbarment Agencies are required to verify that all contractors, suppliers, vendors, etc. are not on the federal debarment list. Prior to engaging in any transaction with these groups the agency must verify their current status by doing a search on the federal Excluded Parties List System at <a href="https://www.epls.gov">https://www.epls.gov</a> .	Utah WX	Brad Carpenter	Edited	
2016-032	3/9/2016 10:53:27	A2. c.	New section on drawing of funds from new contracts	c. When requesting funds from a new contract the existing budget line must be exhausted on the current contract. This request is still subject to State WAP Manger approval to prevent scalping of the new contract.	None	Utah WX	Brad Carpenter	Edited	
2016-033	3/9/2016 10:56:31	A2. d.	Add language for contract extensions.	d. Extensions may be requested, in writing, on LIHEAP and Questar contracts only. It is the discretion of the WAP Manager to grant this extension within limits of the federal rules. It is further the discretion of the WAP Manager to reduce the future allocation of that funding source when that extension is granted.	None	Utah WX	Brad Carpenter	Edited	
2016-034	3/9/2016 11:09:47	C1. 1.	Update LIHEAP Chart	Image	Image	Utah WX	Brad Carpenter	Edited	
2016-035	3/9/2016 13:35:01	D2. 1.	Redefining the Annual Program Monitoring to reflect current practices.	1. Annual Program Monitoring: This is broken down in to 3 components, Programmatic, Production and Energy Auditing. These visits are scheduled separately so both State and local agency staff can focus on the specific area during the visit. Combined these 3 components represent a comprehensive monitoring of each local agency and will be conducted once a program year. There will be a Monitoring Instrument specific to each area. During the visit State staff may expand the scope of the monitoring at their discretion.	1. Annual Program Monitoring: This is the scheduled comprehensive monitoring conducted of each local agency once a contract year. The primary tool for this will be Attachment # 11 Monitoring Instrument. This does not preclude any aspect of the program from examination during the monitoring visit.	Utah WX	Brad Carpenter	Edited	
2016-036	3/9/2016 13:38:01	D2. 5. b. ii.	Change to accommodate the new process.	ii. These visits will follow the appropriate monitoring instrument for the type of monitoring taking place.	ii. The visit will follow the Monitoring Instrument in Attachment #11.	Utah WX	Brad Carpenter	Edited	
2016-037	3/9/2016 13:41:31	D2. 5. b. iii.	Changed to reflect current practices.	iii. Each visit will conclude with an Exit Interview. For Energy Auditing and Production this will be held with just the Weatherization Coordinator, since these are more technical monitoring's. The Programmatic Monitoring visit will close with an Exit Interview with the Executive Director or equivalent of the administering agency.	iii. Monitoring visit will close with an Exit Interview with the Executive Director or equivalent of the administering agency.	Utah WX	Brad Carpenter	Edited	
2016-038	3/9/2016 13:45:58	D2. 5. b. v.	Change to reflect current practices.	v. For Energy Auditing and Production Monitoring the letter will be sent to the Weatherization Coordinator. The Programmatic Monitoring letter will summarize the results of the other monitorings in addition to the programmatic monitoring. Copies of this letter will be sent to the program coordinator, executive director and the board chair or equivalent.	v. Copies of this letter will be sent to the program coordinator, executive director and the board chair or equivalent.	Utah WX	Brad Carpenter	Edited	

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2016-039	3/9/2016 13:48:07	D5. 1. a.	Change PAC to correct name.	a. The Policy Advisory Council for the LIHEAP and Weatherization Assistance Programs in the state of Utah is the Energy Advisory Council. It will consist of members from a variety of backgrounds that have interests in energy conservation of the Target Groups associated with these programs. These representatives should come from groups representing low-income, elderly, disabled, Native Americans, & weatherization throughout the State. The members are listed in Attachment 2.	a. The Policy Advisory Council for the LIHEAP and Weatherization Assistance Programs in the state of Utah is the Weatherization/HEAT Advisory Council. It will consist of members from a variety of backgrounds that have interests in energy conservation of the Target Groups associated with these programs. These representatives should come from groups representing low-income, elderly, disabled, Native Americans, & weatherization throughout the State. The members are listed in Attachment 2.	Utah WX	Brad Carpenter	Edited	
2016-040	3/9/2016 13:50:04	D6 2.	Update for current year	2. Transcript The public hearing for the program was held at 2:00 p.m. on Tuesday, March 29, 2016 and a transcription of the hearing is included as Attachment 1.	2. Transcript The public hearing for the program was held at 2:00 p.m. on Wednesday, April 1, 2015 and a transcription of the hearing is included as Attachment 1.	Utah WX	Brad Carpenter	Edited	
2016-041	3/9/2016 14:53:33	C1. 4. b. vii.	Adding language that aligns with DOE guidance.	vii. After all other avenues of documenting income eligibility are exhausted, self-certification is allowable. However, evidence of the various attempts at proving eligibility must be contained in the client file. When the applicant or any adult in the household does not have a source of income, Attachment #3 Zero Income Statement must be completed and notarized.	vii. If an applicant or adult household member does not have a source of income, Attachment #3 Zero Income Statement must be completed.	Utah WX	Brad Carpenter	Edited	
2016-042	3/9/2016 15:31:20	C1. 10. f. i. -v.	Clarify the actual date of income verification.	i. The 12-month waiting period starts on the date of the income verification. ii. Income Verification for applicants qualified under DOE rules is the date the agency representative signs the application as approved. iii. Income Verification Date for an applicant with a HEAT Certificate is the Date Awarded on the HEAT certificate. That is the date a person verified that person's income. It is NOT the agency verifying the HEAT certificate. iv. Time ends when the first work starts on the home (crisis work, audit, etc.). v. A copy of the re-certification documentation must be placed in the client file.	i. The 12-month waiting period starts on the date of the income verification provided at the time of weatherization application and ends when the first work starts on the home (crisis work, audit, etc.). A copy of the re-certification documentation must be placed in the client file.	Utah WX	Brad Carpenter	Edited	
2016-043	3/15/2016 7:06:22	B9	Complete re-write to align the guidelines with the approved auditing procedures.	Section is completely re-written. The QCI may not conduct inspections of work that they have done. This includes either the audit or work performed as part of a weatherization crew. Below is a table indicating where the Auditor may QCI their own energy audit and the increased monitoring percentage by the State.	See previous version of guidelines.	Utah WX	Brad Carpenter	Edited	
2016-044	3/16/2016 10:58:59	B10. 5. a. iii.	Allows for the Auditor to be the QCI at certain agencies.	Sub-Grantee QCI Approach Monitoring Percentage Bear River AOG Auditor/QCI 10% Salt Lake CAP Independent QCI 5% Housing Authority of Utah County Independent QCI 5% Uintah Basin AOG Auditor/QCI 10% Southeastern Utah ALG Auditor/QCI 10% 6 County AOG Auditor/QCI 10% 5 County AOG Auditor/QCI 10%	iii. The QCI may not conduct inspections of work that they have done. This includes either the audit or work performed as part of a weatherization crew.	Utah WX	Brad Carpenter	Edited	
2016-045	3/23/2016 9:53:53	E section 3 i, ii Lead testing	The change would align the state plan with the current DOE LSW and EPA RRP requirements and testing procedures.	section E lead testing only includes the use of an XRF to test for lead. We need to allow employees that are RRP certified to test for lead using the EPA recognized test kits (lead Check or D-lead) and allow the results of the test to be included as part of the documentation in the client file. This will allow field staff to perform a lead test on an area that may not have tested at the original audit before beginning any renovation. An EPA recognized test kit such as Lead check & D-lead can also be used when the testing is conducted by a EPA certified Renovator (RRP) **DOCUMENTATION** documentation would remain the same except negative test result obtained using the EPA recognized test kits must include the lead confirmation card supplied with the test. All areas tested will be documented in the same manner as XRF testing.	see E3.2	SLCAP	Ian	Disapproved	
2016-046	3/28/2016 14:03:59	Attachment #7 Audit Library Measures	To align audit procedures with Cooling Equipment Policy, Audit Guidelines and Fuel Conversion guidance.	Make NEAT #37 Central A/C for 2, 3 and 4 Ton Active. Make MHEA #41 Cooling system tune up Active. Make MHEA #42 Replace dx cooling equipment Active	Currently all three are not active.	State	Matt Turner	Edited	
2016-047	3/29/2016 14:15:30	B9.1.a.ii	Remove requirement for coordinator to be auditor	Remove section B9.1.a.ii	Energy Coordinators at each agency shall be certified as completing a course in residential energy auditing.	State	Matt Turner	Edited	
2016-048	6/28/2016 12:25:31	C5. 1. e. iv.	Change due to grant application comment.	iv. A cost share cannot be required on a rental single family dwelling or manufactured home.	None	Utah WAP	Brad Carpenter	Edited	
2016-049	6/28/2016 13:54:38	E1. 2. a.	Adjusted annually for funding and needs	a. The maximum Health and Safety expenditure per program year, using DOE or LIHEAP funds, will be averaged to no more than 10.8% of the per unit average established in A1 Use of Funds for materials. Definitions: Major Repair – A repair exceeding the projected H&S Average Cost Per Unit during the given program year established in E1. 2. a. Minor Repair – A repair that DOES NOT exceed the projected H&S Average Cost Per Unit during the given program year established in E1. 2. a.	a. The maximum Health and Safety expenditure per program year, using DOE or LIHEAP funds, will be averaged to no more than 9.3% of the per unit average established in A1 Use of Funds for materials.	UTAH WAP	Brad Carpenter	Edited	
2016-050	6/29/2016 7:37:20	E3. 1.	Add new paragraph defining Major and Minor Repair. Part of DOE comments	None	None	Utah WAP	Brad Carpenter	Edited	
2016-051	6/29/2016 7:43:36	E1. 2. a	Response to DOE Grant comment	a. The Health and Safety Average Cost Per Unit for PY 16 should not exceed 12.6% (\$995) of the per unit average established in A1 Use of Funds for materials for PY 16. This applies to all active contracts that have a Health & Safety line item in the budget.	a. The maximum Health and Safety expenditure per program year, using DOE or LIHEAP funds, will be averaged to no more than 10.8% of the per unit average established in A1 Use of Funds for materials.	Utah Wap	Brad Carpenter	Edited	
2016-052	6/29/2016 11:25:09	E1. 2. d.	Response to DOE Grant comment	d. Measures that are covered under the H&S Table are eligible for use of these funds. If the repair constitutes a Major Repair as defined E3. 1. It must be approved by State WAP and documented in the client file.	d. Measures that are covered under the H&S Table are eligible for use of these funds. Items that meet the Scope & Intent in Section E3.	Utah WAP	Brad Carpenter	Edited	
2016-053	6/30/2016 13:29:57	C1. 10. b. Item C	Removing because of DOE comment. Can not award points for this.	Delete line C.	c. For every 6 months the application has been on file add 10 points.	Utah WAP	Brad Carpenter	Edited	
2016-054	6/30/2016 13:31:54	C1. 10. b. Item G	Removing this item because of DOE comment. Can not award points for this.	Delete item g.	g. When the household is Non-Metered Fuel add 20 points	Utah WAP	Brad Carpenter	Edited	
2016-055	7/5/2016 6:49:48	D2. 3. para 2	Adding more detail for DOE and covering the new HCD Financial Monitoring Team	HCD Financial Monitoring Team will conduct this monitoring. They will examine financial management/accounting systems and operations. This will also include the review of the A-133 independent audit.	None	Utah WAP	Brad Carpenter	Edited	
2016-056	8/17/2016 14:57:28	Attachment 3 Client Workbook	Remove fields that have been deleted in guidelines	Deleted the boxes that added point for solid fuel and time on list.	N/A	Utah WAP	Brad Carpenter	Edited	

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2016-057	9/1/2016 6:43:12	A4, i. iv.	Including the requirement to submit the A&B with the RFF's and BWR's	iv. Monthly reimbursement requests will not be honored without the accompanying BWR's and LIHEAP A&B report. RFF's will be held a maximum of 2 working days to allow for submission of required reports. If the required reports are not submitted in that grace period the RFF's will be returned.	iv. Monthly reimbursement requests will not be honored without the accompanying BWR's.	State WAP	Brad Carpenter	Edited	