



Utah Weatherization Program Notice

Published Date 5 March 2018
~~Proposed Effective Date 30 June 2018~~
Revised Effective Date 7-15-2018
UWPN # 2018-001A

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 PY2018.

This program notice documents the changes that are currently being proposed for PY 2018.

Changes ~~do not~~ reflect amendments made during the DOE Grant approval process. Dollar amounts are tentative based on DOE guidance in WPN 18-1.

Scope: The changes noted in this UWPN are ~~proposed to be effective 6-30-2018~~ 7-15-2018.

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. (Changes 2017-025 to 0049 and 2018-001 – 006, 007 – 013, 015, 017 – 019, 022 , 023, 025 – 029, 032, 035 - 041)

Brad Carpenter
Weatherization Program Manager
State of Utah DWS/HCD

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:
2018-001	1/17/2018 9:	B8.4. Ceiling, Wall, Floor, Perimeter and Duct Insulation.	Worker and Client H&S	B8.4.c. Individual situations may prohibit the full implementation of these measures in some cases. Ex. attic insulation (may or shall)? be deferred if there is Vermiculite/Zonellite existing; iii. In units that are heated solely with solid fuel or have Vermiculite/Zonellite as insulation anywhere in the home, agencies will implement ASHRAE standards to the fullest extent possible without endangering the clients. This shall require a supply or balanced system installation.	B8.4.c. Individual situations may prohibit the full implementation of these measures in some cases. iii. 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.	BRAG	Jesse Waite	Disapproved	Comment rolled in to new H&S Plan
2018-002	1/17/2018 9:	E3.4. Building Ventilation	Client H&S			BRAG	Jesse Waite	Disapproved	Comment rolled in to new H&S Plan
2018-003	2/27/2018 8:	C5.1.c, C5.1.e, & C5.1.f	DOE feels that not requiring a landlord to cost sharing did not create undue enhancement, and they don't want us denying a client weatherization because a landlord will not cost share. Need to remove any language requiring a cost share or limiting weatherization activities to align with DOE's intent	C5.1.c Landlords are not required to participate in cost sharing. Cost sharing was a practice where landlords would pay for a portion of the weatherization costs to avoid undue enrichment. DOE feels that weatherization does not unduly enrich a dwelling owner, and a client should not be denied weatherization because a landlord is unwilling or unable to participate in cost sharing. C5.1.e Delete entire section. C5.1.f Delete entire section C5.1.g change reference to C5.1.e	C5.1.c. Renters cannot be denied Weatherization services if the landlord declines to participate in providing matching funds or labor. C5.1.e If the building owner signs Attachment #3 – Income Property Owner Weatherization Agreement but declines the required cost sharing the local agency is permitted to: i. Conduct an approved energy audit on the unit(s). ii. Complete non-cost share audited weatherization measures, with an SIR of 1 or greater in order from higher to lower SIR. iii. When the first cost sharing item is reached the local agency will not proceed with anymore measures. iv. A cost share cannot be required on a rental single family dwelling or manufactured home. C5.1.f If the building owner or non-profit housing provider is not in a financial position to participate in the cost sharing the local agency is encouraged to refer them to a program such as Olene Walker Housing Fund or similar program.	State	Matt Turner	Published	
2018-004	2/27/2018 8:	C5.3 Owner Participation	Do away with language requiring a owner cost share	C5.3.a Owner Cost Share Owner Cost Share is the practice of requiring the owner of an income property to contribute a portion of the cost of weatherization to avoid undue enrichment of the owner. DOE does not feel that weatherization results in undue enrichment, and does not want a client denied weatherization if a landlord is unwilling or unable to participate in cost sharing. Owner cost sharing is not allowed. C5.3.b Delete entire section	C5.3.a. Owner Cost Share The owner will be required to contribute fifty percent (50%) of all material and labor costs for each unit weatherized for the following measures: i. Furnace (see HVAC systems.) ii. Windows (see Replacement prime windows.) iii. Replacement doors iv. Replacement Refrigerators (see also C5.7 Refrigerator replacements in rentals.) C5.3.b. Contributions: When contributions or required match monies are received from landlords or building owners, 10% of those funds may be used by the agency receiving those funds for administrative purposes. i. Owner Declines Cost Share: If the property owner declines cost sharing refer to C5.1.e. ii. Collection of Funds: All contribution funds are to be collected from the rental property owner before agency starts the work. iii. Program Income: Any contribution by the owner or non-profit housing provider will not be considered program income. B5. Coordination of Funds Agencies are directed to coordinate with HUD or other federal, state, or local agencies where opportunities exist to leverage funds and coordinate eligible activities. Some things to keep in mind are: • To aid in coordination of service local agencies may move the client up the priority list. • Local agencies should consider trying to provide Weatherization inspections, audits, safety tests and conservation measures on non-Weatherization low-income and affordable housing projects as a fee-for-service where those services are not available commercially.	State	Matt Turner	Published	
2018-005	2/27/2018 8:	B5. Coordination of Funds	To eliminate the requirement of cost sharing	B5. Coordination of Funds Agencies are directed to coordinate with HUD or other federal, state, or local agencies where opportunities exist to leverage funds and coordinate eligible activities. Some things to keep in mind are: • To aid in coordination of service local agencies may move the client up the priority list. • Local agencies should consider trying to provide Weatherization inspections, audits, safety tests and conservation measures on non-Weatherization low-income and affordable housing projects as a fee-for-service where those services are not available commercially.	B5. Coordination of Funds Agencies are directed to coordinate with HUD or other federal, state, or local agencies where opportunities exist to leverage funds and coordinate eligible activities. Some things to keep in mind are: • Cost sharing is required. • To aid in coordination of service local agencies may move the client up the priority list. • Local agencies should consider trying to provide Weatherization inspections, audits, safety tests and conservation measures on non-Weatherization low-income and affordable housing projects as a fee-for-service where those services are not available commercially.	State	Matt Turner	Published	
2018-006	3/5/2018 17:	C5	Guidance is very thin on multi family. Does not clearly state that multi-family should focus on the building as a whole. And that weatherizing an individual unit in a multi-family dwelling requires DOE approval. Also need clarification on whether you can spend more than the per-unit average x the number of income qualified units. And need to know how to audit 2, 3, and 4 plexes. Do they require a neat audit for each? And how are they reported? Does the agency get a completion for each unit?	Need to align with guidance in WPN16-5	Only addresses 66% and 50% rule iv. Evaluations of the area monitored will be recorded on appropriate forms in Attachment #11. HVAC monitoring will be done using existing HVAC forms in the guidelines	State	Matt Turner	Pending	
2018-007	3/12/2018 12:	D2.5.c. iv.	Dropping the specific form to be used.	iv. Evaluations of the area monitored will be recorded on appropriate forms.	D2.6.b. Monitoring Survey The purpose of this evaluation is to obtain information from local agencies regarding the various strengths and weaknesses they observed during the time their agency was monitored. i. This form will be sent as an online survey to the agencies at the conclusion of the monitoring visit.	Utah WAP	Brad Carpenter	Published	
2018-008	3/12/2018 12:	D2.6.b.	State has not had a post monitoring survey for years.	D2.6.b. Reserved	D6.2. 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.	Utah WAP	Brad Carpenter	Published	
2018-009	3/12/2018 12:	D6.2.	Update date	D6.2. Transcript The public hearing for the program will be published in accordance with Utah state law for public meetings. The transcript from the meeting will be posted to the state Public Notice website as required.	D6.2. 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.	Utah WAP	Brad Carpenter	Published	

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2018-010	3/12/2018 12	A2.7.a.	Update lanugage to get rid of OMB circular	A2.7.a. An single audit is required for each local Weatherization agency on a yearly basis.	A2.7.a. An OMB circular A-133 financial audit is required for each local Weatherization agency on a yearly basis.	Utah WAP	Brad Carpenter	Published	
2018-011	3/12/2018 12	A2.7.b.	Update to current state law.	A2.7.b. A copy of the audit must be submitted to the State of Utah Auditor's Office (website) within six months after the close of the agency fiscal year.	A2.7.b. One copy of the audit must be submitted to the Division of Housing within thirteen months after the close of the agency fiscal year.	Utah WAP	Brad Carpenter	Published	
2018-012	3/12/2018 12	a2.7.d.	Dropping OMB language and updating to current rules.	A2.7.d. Agencies may utilize the "financial audit" line item for these costs.	A2.7.d. Agencies expending less than \$500,000 in total federal funds will not be able to utilize the "financial audit" line item and will need to use Administration for these costs. OMB 133 dated 6/26/2007 changes prior thresholds.	Utah WAP	Brad Carpenter	Published	
2018-013	3/12/2018 14	A6.	New section to cover Requesting of Funds	See new section	None	Utah WAP	Brad Carpenter	Published	
2018-014	3/20/2018 11	B9.4.d.i.1, and B9.8.k.ii.1	To include the use of TEC Auto Test app as an approved way to capture blower door testing results	B9.4.d.i.1.Data shall be captured using TecTite®, TEC Auto Test, or approved equivalent software. B9.8.k.ii.1.Measure and document the total leakage of the home using a blower door and the TecTite, or TEC Auto Test software. B11.2.a.i.Data shall be captured using TecTite®, TEC Auto Test, or approved equivalent software.	B9.4.d.i.1.Data shall be captured using TecTite® or approved equivalent software. B9.8.k.ii.1.Measure and document the total leakage of the home using a blower door and the TecTite software. B11.2.a.i.Data shall be captured using TecTite® or approved equivalent software.	State	Matt Turner	Disapproved	Current language already allows for an approved alternate. The constant listing of each one in the guidelines defeats the purpose of the current language and bloats the sections requiring upkeep.
2018-015	3/20/2018 11	B9.8.k.i	Formatting Issue: Need to delete the reference ii, and make it part of section i. As it looks like it is separate from the infiltration reduction strategy requirements.	i.Infiltration Reduction Strategy: Each audit must contain a written strategy for reducing air infiltration at the thermal boundary by 30% to 50%. The Air sealing strategy should align with the thermal boundary strategy. On most homes this can be documented in the comments section of the "Ducts/Infiltration" tab of the NEAT/MHEA audit. More complex single-family and multi-family homes may require diagrams to document the strategy. A diagram is recommended on all homes as a best practice. Auditors are required to: 1.Measure and document the total leakage of the home using a blower door and the TecTite, or TEC Auto Test software. 2.Use blower door and other methods listed in Utah Field Guide Chapter 12 to identify air-sealing opportunities 3.Air-sealing opportunities should be prioritized in the following order: v.Duct Leakage in a crawl-space should be considered leakage to the outside, regardless of whether the crawl is inside or outside the envelope post-Wx. vi.If there is NO ductwork outside the envelope. Auditors should document this in the comments section of the ducts/infiltration tab. vii.Duct Leakage in a CAZ can be addressed as a Health & Safety measure when the CAZ exceeds BPI's CAZ depressurization limits during WCD Testing...	i.Infiltration Reduction Strategy: Each audit must contain a written strategy for reducing air infiltration at the thermal boundary by 30% to 50%. The Air sealing strategy should align with the thermal boundary strategy. On most homes this can be documented in the comments section of the "Ducts/Infiltration" tab of the NEAT/MHEA audit. More complex single-family and multi-family homes may require diagrams to document the strategy. A diagram is recommended on all homes as a best practice. ii.Auditors are required to: 1.Measure and document the total leakage of the home using a blower door and the TecTite, or TEC Auto Test software. 2.Use blower door and other methods listed in Utah Field Guide Chapter 12 to identify air-sealing opportunities 3.Air-sealing opportunities should be prioritized in the following order...	State	Matt Turner	Published	
2018-016	3/20/2018 11	B9.8.l.vi	make documenting when there is no ductwork outside the envelope a requirement.	Move Requirement for SHPO documentation from Application Documents to Energy Audit Documents, since the energy auditors are the ones who typically determine whether a 106 Review is needed. Also, to make a written SHPO strategy required.	v. Duct Leakage in a crawl-space should be considered leakage to the outside, regardless of whether the crawl is inside or outside the envelope post-Wx. vi. Duct Leakage in a CAZ can be addressed as a Health & Safety measure when the CAZ exceeds BPI's CAZ depressurization limits during WCD Testing...	State	Matt Turner	Pending	
2018-017	3/20/2018 13	C4.2.g to C4.3.k.	Need to add parameters for when auditors do not need to evaluate to add insulation to a wall when the wall cavity is less than 2" deep.	C4.3.k. SHPO documentation on all homes over 50 years old. (Form A11 SHPO Strategy, Approval Letter & Pictures) vii. Since we do not have an effective method for insulating shallow cavities, if a wall cavity is uninsulated and less than 2" deep, Auditors can select, "None" for the Added Insulation Type and note that, there was no opportunity for improvement because the cavity was less than 2" deep.	C4.2.g.SHPO documentation on all homes over 50 years old. (Approval Letter & Pictures)	State	Matt Turner	Published	
2018-018	3/20/2018 13	B9.8.c.vii	Need to add parameters for when auditors do not need to evaluate to add insulation to a wall when the wall cavity is less than 2" deep.	vii. Duct Leakage on unused HVAC systems: If a dwelling has a ducted HVAC system not being used, duct outside the envelope still needs to be addressed. Auditors either need to air seal and insulate the duct or remove the duct from the thermal boundary of the dwelling. Auditors should discuss the options with the homeowner and commit to one strategy or the other. Example: A manufactured home on the Navajo Reservation is primarily heated with a wood stove. The home also has a ducted heating system which has never been used. Instead of sealing and insulating all the duct outside the envelope, the auditor could disable the furnace, and insulate and seal off the duct at the thermal boundary of the home (adjacent to the floor at each supply and return register). The latter option should be addressed as an ECM--Infiltration Reduction, or a NAM when there is not enough money in the Infiltration Reduction budget.	None. This is an addition	State	Matt Turner	Published	
2018-019	3/20/2018 15	B9.8.l.vii	To clarify the expectation to establish the thermal and air boundary regardless of whether duct outside the envelope is being used or not.	vii. Duct Leakage on unused HVAC systems: If a dwelling has a ducted HVAC system not being used, duct outside the envelope still needs to be addressed. Auditors either need to air seal and insulate the duct or remove the duct from the thermal boundary of the dwelling. Auditors should discuss the options with the homeowner and commit to one strategy or the other. Example: A manufactured home on the Navajo Reservation is primarily heated with a wood stove. The home also has a ducted heating system which has never been used. Instead of sealing and insulating all the duct outside the envelope, the auditor could disable the furnace, and insulate and seal off the duct at the thermal boundary of the home (adjacent to the floor at each supply and return register). The latter option should be addressed as an ECM--Infiltration Reduction, or a NAM when there is not enough money in the Infiltration Reduction budget.	None. New clause	State	Matt Turner	Published	
2018-020	3/20/2018 16	B9.9.b.iv	To make it a requirement that auditors must evaluate to replace the primary refrigerator in each dwelling, and the replacement refrigerator must have similar energy consumption to a similar Energy Star rated fridge.	iv.Auditors shall evaluate to replace the existing primary refrigerator, regardless of age or style, with a similarly sized refrigerator, and let the audit determine if replacement is cost effective. Replacement refrigerators do not have to be Energy Star rated, but the Annual Energy Use (kWh/yr) must be comparable to Energy Star refrigerators that are similar in size and layout (see www.energystar.gov).	None. Added clause	State	Matt Turner	Disapproved	Our agreement with RMP requires them to be Energy Star. Likewise when the home has a higher end appliance and forcing the auditor to include it when the client will reject it is unreasonable.

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2018-021	3/20/2018 16	B9.3.a.viii	To make an equipment conversion allowable and to align the process of an equipment conversion with a fuel conversion.	viii. Equipment and Fuel Conversions—a general practice of equipment or fuel switching when replacing furnaces and appliances is not permitted. However, equipment or fuel switching is allowed when an agency can show that the client's utility savings will be greater than the cost of the equipment or fuel conversion over the expected life of the new equipment (SIR of 1 or greater). 1. Use of DOE funds is not permitted. 2. Use of LIHEAP and LIHEAP Crisis funds is permitted when there is a demonstrated SIR of 1 or greater using Attachment 7 Fuel Conversion Calculator or other similar methodology. 3. The SIR for conversion from electrical, fuel oil, propane, & coal to natural gas shall be calculated using Attachment 7 Fuel Conversion Calculator. All other fuel conversions and all Equipment Conversions shall be reviewed and approved by the State WAP office. 5. The energy savings of all ECM's being installed shall be calculated based on the equipment that will be in place post-weatherization. When doing an equipment or fuel conversion on a dwelling the Heating and Cooling tabs of the NEAT/MHEA audit should list the new heating and cooling systems as the replacement systems in order to allow the audit to accurately calculate the SIR of all ECM's affected by the heating and cooling loads. Since the NEAT/MHEA audit is not designed to evaluate for some equipment and fuel conversions, auditors may have to select the new equipment or fuel source on the Heating tab, and make up the inputs for the existing equipment as a work around. See B9.8.i Heating for additional instructions.	viii. Fuel Switching or Fuel Conversions—the general practice of non-renewable fuel switching when replacing furnaces/appliances is not permitted; however, Fuel Switching is allowed when changing or converting a furnace/appliance using one fuel source to another on a limited, case-by-case basis. 1. Use of DOE funds is not permitted. 2. Use of LIHEAP and LIHEAP Crisis are permitted when there is a demonstrated SIR of 1 or greater using Attachment 7 Fuel Conversion Calculator. 3. The SIR for conversion from electrical, fuel oil, propane, & coal to natural gas shall be calculated using Attachment 7 Fuel Conversion Calculator. All other fuel conversions shall be reviewed and approved by the State WAP office. 5. The energy savings of all ECM's shall be calculated based on the post-weatherization, post-fuel conversion, heating and cooling source. When doing an equipment or fuel conversion on a dwelling the Heating and Cooling tabs of the NEAT/MHEA audit should list the new heating and cooling systems as the replacement systems in order to allow the audit to accurately calculate the SIR of all ECM's affected by the heating and cooling loads. Since the NEAT/MHEA audit is not designed to evaluate for some equipment and fuel conversions, auditors may have to select the new equipment or fuel source on the Heating tab, and make up the inputs for the existing equipment as a work around. See B9.8.i Heating for additional instructions.	State	Matt Turner	Pending	
2018-022	3/20/2018 17	B9.8	To establish the Weatherization Assistant User's Manual as official guidance on how to use the audit	The most current version of the Weatherization Assistant User's Manual shall be used along with the guidance in this section to guide the use of the NEAT/MHEA audit. Whenever the guidance in this section is specific or more restrictive than the User's Manual, the guidance in this section shall be followed.	None. This adds a general clause under the Heading B9.8 Standard Audit Settings and Methods	State	Matt Turner	Published	
2018-023	3/20/2018 17	B9.8.d.v Basement Windows	Per request from UCA. Agencies would like the option to enter basement windows on the framed wall above instead of on a foundation wall only. UCA would also like to not have to create an extra wall and create multiple windows in instances where they cannot evaluate to weatherize or replace the basement windows, just so they can have a way to document why they cannot weatherize or replace the windows.	v. Basement Windows: All basement windows on the thermal boundary should be evaluated on the audit. To evaluate basement windows either of the following methods can be used. Auditors should be consistent in the method used: 1. Create a Wall just for BSMT windows: To evaluate auditor should create an additional wall with a surface area 2 to 5 feet larger than the total surface area of all of the basement windows. Label the wall "BSMT Windows". Orient the wall to the direction with the majority of the basement windows. And assign all the basement windows to that wall. 2. Assign Basement Windows to the Wall directly above: To evaluate auditor should increase the total area of the Wall directly above the basement window by the area of the window and assign the basement window to that wall. The auditor must note in the comments section of each basement window that the wall area was increased to account for the basement window. vi. Basement Windows that Can't be Weatherized or Replaced: If there are a group of basement windows on the thermal boundary that cannot be weatherized or replaced due to code compliance, the auditor can either: 1. evaluate each window individually using one of the methods above, select evaluate none, and document the reason the window cannot be weatherized or replaced, OR 2. Make one note in the comments section of any of the other windows on the house, documenting the number of basement windows that are not included on the audit, and the reason they cannot be evaluated to be weatherized or replaced.	v. Basement Windows: on the thermal boundary should be evaluated on the audit. To evaluate auditor should create an additional wall with a surface area 2 to 5 feet larger than the total surface area of all of the basement windows. Label the wall "BSMT Windows". Orient the wall to the direction with the majority of the basement windows. And assign all the basement windows to that wall.	State	Matt Turner	Published	
2018-024	3/21/2018 8:	B9.4.e.ii ASHRAE Estimate	To list the RED calc as an approved alternate for calculating ASHRAE	b9.4.e.ii.1. The RED ASHRAE 62.2-2016 calculator is an approved alternate. Must select the current standard, and list the client's name on each calculation. i. A Worst Case Draft/Spillage Test shall be conducted on every client home as part of the energy audit. Auditor's shall follow the BPI 1200 standards (see Attachment 22 BPI 1200 Quick Reference Card) when conducting the test. The purpose of this test is to document the current venting conditions of any combustion appliances and to determine if any corrective actions or a deferral are necessary. The Pre-Wx Worst Case Draft Test shall be documented using the Worst Case Draft Test form (Attachment #9) or Tech Log. When Tech Log is used all information that is on the Worst Case Draft Test form (Attachment #9) should be added to the print out. See also E7.8 Combustion Gases	None. Added clause i.A Worst Case Draft/Spillage Test shall be conducted on every client home as part of the energy audit. The purpose of this test is to document the current venting conditions of any combustion appliances and to determine if any corrective actions or a deferral are necessary. The Pre-Wx Worst Case Draft Test shall be documented using the Worst Case Draft Test form (Attachment #9) or Tech Log. When Tech Log is used all information that is on the Worst Case Draft Test form (Attachment #9) should be added to the print out. See also E7.8 Combustion Gases	State	Matt Turner	Disapproved	The current language allows for approved alternate. It is not the intent that the guidelines list every approved alternate. When it is determined that something, such as RED calc is meeting the program standard a simple email from State WAP indicating it is approved is sufficient. If they are approved, who is approving them? What is the approval process? Do we need to document a list of approved alternates somewhere? Or could we change the wording to, "or alternate that includes all information required by state calculator" or something like that.
2018-025	3/21/2018 9:	B9.4.h. Worst Case Draft Testing	To make following BPI 1200 standard a requirement when conducting WCDDT	i. A Worst Case Draft/Spillage Test shall be conducted on every client home as part of the energy audit. Auditor's shall follow the BPI 1200 standards (see Attachment 22 BPI 1200 Quick Reference Card) when conducting the test. The purpose of this test is to document the current venting conditions of any combustion appliances and to determine if any corrective actions or a deferral are necessary. The Pre-Wx Worst Case Draft Test shall be documented using the Worst Case Draft Test form (Attachment #9) or Tech Log. When Tech Log is used all information that is on the Worst Case Draft Test form (Attachment #9) should be added to the print out. See also E7.8 Combustion Gases	i.A Worst Case Draft/Spillage Test shall be conducted on every client home as part of the energy audit. The purpose of this test is to document the current venting conditions of any combustion appliances and to determine if any corrective actions or a deferral are necessary. The Pre-Wx Worst Case Draft Test shall be documented using the Worst Case Draft Test form (Attachment #9) or Tech Log. When Tech Log is used all information that is on the Worst Case Draft Test form (Attachment #9) should be added to the print out. See also E7.8 Combustion Gases	State	Matt Turner	Published	

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2018-026	3/21/2018 9:	B9.4.i. Combustion Analysis	To make BPI 1200 standard required	i. A Combustion Analysis—shall be performed on ALL combustion appliances at the dwelling regardless of whether they are inside or outside the building envelope, and regardless of the appliances venting type. Auditors shall use the BPI 1200 Standard (see Attachment 22 BPI 1200 Quick Reference Card) to determine whether appliances are operating within safe ranges or if corrections are required. Results shall be documented on the Health and Safety Assessment, and a copy of the Combustion Analysis tapes shall be included in the audit file.	i. A Combustion Analysis—shall be performed on ALL combustion appliances at the dwelling regardless of whether they are inside or outside the building envelope, and regardless of the appliances venting type. Auditors shall use the results to determine whether appliances are operating within safe ranges or if corrections are required. Results shall be documented on the Health and Safety Assessment, and a copy of the Combustion Analysis tapes shall be included in the audit file.	State	Matt Turner	Published	
2018-027	3/21/2018 9:	B9.4.i.ii. Combustible gas leak testing	To make BPI 1200 standard required	ii. Gas Leak Testing—all accessible gas supply lines shall be inspected for gas leaks using BPI 1200 standard testing procedures as part of the Health and Safety Assessment. The results shall be documented on the Health and Safety Assessment form, and appropriate measures shall be taken to address any leaks found.	ii. Gas Leak Testing—all accessible gas supply lines shall be inspected for gas leaks as part of the Health and Safety Assessment. The results shall be documented on the Health and Safety Assessment form, and appropriate measures shall be taken to address any leaks found.	State	Matt Turner	Published	
2018-028	3/21/2018 9:	B9.4.a.i On-Site Visit	To make BPI 1200 the Energy Audit Inspection standard	i. Agencies shall conduct a thorough energy audit of each approved client home prior to beginning the weatherization process. During the on-site visit the Auditor shall conduct all applicable inspections and tests listed in the BPI 1200 standard. They shall collect the following baseline data and record it in the client file. B8.2.e. HVAC: All HVAC equipment installed under this program shall be installed in accordance with manufacturer's specs, and with BPI 1200 standard B8.15.c. Replacement Boilers: Must be installed in accordance with manufacturer's specs, and with BPI 1200 standard. B8.16.c. Heat Pumps Must be installed in accordance with manufacturer's specs, and with BPI 1200 standard. B8.25.d Water Heaters: Must be installed in accordance with manufacturer's specs, and with BPI 1200 standard.	i. Agencies shall conduct a thorough energy audit of each approved client home prior to beginning the weatherization process. During the on-site visit the Auditor shall collect the following baseline data and record it in the client file.	State	Matt Turner	Published	
2018-029	3/21/2018 10	B8.2.e, B8.15.c, B8.16.c, B8.25.d, B8.27.e	To include the BPI 1200 standard as a requirement where applicable in our guidelines	B8.27.e.HVAC Clean & Tune: Equipment must be commissioned in accordance with manufacturer's specs, and with BPI 1200 standard.	B8.2.e, B8.15.c, B8.16.c None. Inserted proposed text.	State	Matt Turner	Published	
2018-030	3/21/2018 12	B9.8.i.i. Duct Sealing	To make Duct Leakage testing required when there is duct outside the envelope. Also to allow John Tooley's Pressure Pan Testing Method to be used to determine when duct is tight and duct blaster testing is not necessary.	B9.8.i.i. Duct Leakage to the outside shall be measured and evaluated for reduction on all homes with duct work outside the Conditioned Space B9.8.i.ii. When duct is not "Tight" per the Tooley method B9.8.m.ii then the goal is to achieve a 50% reduction in leakage to the outside. If the goal cannot be achieved, an explanation should be documented on the audit or in the production notes. B9.8.m.i. Duct Leakage Testing shall be conducted on all dwellings with ducts outside the conditioned space. The Tooley Method can be used on site-built homes to determine whether duct-blaster testing is necessary. Testing is not necessary on duct systems that only serve an Evaporative Cooler. B9.8.m.ii. Tooley Method: For homes with ductwork outside the conditioned space, follow these criteria while the blower door runs at 50Pa: Use a pressure pan to measure duct pressure at all supply and return registers on the duct system. If all readings are less than 1.5 Pa (3%), and not more than two readings are over 1.0 Pa (2%), then the duct system is considered Tight, and no further testing or duct sealing is required. B9.8.m.iii. When ducts are NOT "Tight" per the Tooley method, Auditors shall measure duct leakage and use the audit to evaluate the energy savings of sealing the ducts separate from other Air Infiltration Reduction costs. There are two approved methods for measuring Duct Leakage: Duct Blower Measurements Method for NEAT and MHEA, or Pressure Pan Measurements Method for MHEA only.	B9.8.i.i. As a best practice Duct Leakage to the outside should be measured and evaluated for reduction on all homes with duct work outside the Conditioned Space B9.8.i.ii. The goal is to achieve a 50% reduction in leakage to the outside. If the goal cannot be achieved, an explanation should be documented on the audit or in the production notes. B9.8.m.i. Duct Leakage Testing should be conducted on all dwellings with ducts outside the conditioned space. Testing is not necessary on duct systems that only serve an Evaporative Cooler. B9.8.m.ii. As a Best Practice, auditors should measure duct leakage and use the audit to evaluate the energy savings of sealing the ducts separate from other Air Infiltration Reduction costs. There are two approved methods for measuring Duct Leakage: Duct Blower Measurements Method for NEAT and MHEA, or Pressure Pan Measurements Method for MHEA only.	State	Matt Turner	Pending	Until we have trained this in the program I do not want to make it a requirement. If a program goal it to be established for things like this adequate initial training needs to take place first.
2018-031	3/21/2018 13	B8.4 Insulation	To clarify that the intent of Weatherization is to complete the thermal boundary as much as possible when energy audit finds improvements to be cost effective. Currently guidance seems to require that the thermal boundary is completed regardless of whether it is cost effective.	B8.4.Ceiling, Wall, Floor, Perimeter and Duct Insulation. It is the intent of the program to bring all portions of the building's thermal boundary up to the current State of Utah energy code R-value standards. Improvements shall be installed whenever it is feasible to install them and when improvements are shown by the energy audit to be cost effective. B8.4.a.The measure requires an SIR of 1 or greater using DOE or LIHEAP funds. This measure can be installed without an SIR using LIHEAP & LIHEAP Crisis funds with state approval.	B8.4. Ceiling, Wall, Floor, Perimeter and Duct Insulation. It is the intent of the program to fully insulate all portions of the building shell, where possible, up to the current State of Utah energy code R-value standards. B8.4.a. The measure requires an SIR of 1 or greater using DOE funds. This measure can be installed without an SIR using LIHEAP & LIHEAP Crisis funds.	State	Matt Turner	Pending	
2018-032	3/21/2018 13	B8.4.e Attic Hatch	To make it a requirement to insulate and air seal every attic hatch on the thermal boundary	B8.4.e. Attic Access/Attic Hatch: Every Attic Hatch on the thermal boundary of a dwelling shall be air sealed and insulated to an R-value similar to the rest of the attic. It should also have an insulation dam installed when necessary. Whenever possible this should be addressed as part of an ECM, or as an IRM. If there are no associated ECM's this measure shall be installed as a NAM.	None. Inserted in guidance on insulation weatherization measures.	State	Matt Turner	Published	

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:
2018-033	4/12/2018 11	B7.11.b	Update to the mileage rate for non weatherization use of weatherization vehicles. The Internal Revenue Service (IRS) released Notice 2018-03 providing the 2018 standard mileage rates. Beginning January 1, 2018, the standard mileage rates for the use of a car (vans, pickups or panel trucks) will be: •54.5 cents per mile for business miles driven, up from 53.5 cents for 2017 •18 cents per mile driven for medical or moving purposes, up from 17 cents for 2017 •14 cents per mile driven in service of charitable organizations Notice 2018-03 contains the standard mileage rates, the amount a taxpayer must use in calculating reductions to basis for depreciation taken under the business standard mileage rate, and the maximum standard automobile cost that a taxpayer may use in computing the allowance under a fixed and variable rate plan	ii. Non-Weatherization vehicle use will be charged at the rate of \$0.545 per mile (2018 IRS rate). Replacement of existing furnaces will be based on the age and on the cost of repairing the existing equipment. -If an existing unit is more than ten years old and the cost to repair the furnace will be greater than \$300 it should be considered for replacement. -If the furnace is 15 years or older it should be considered for replacement. The new equipment should be at least 5% more energy efficient. iii. The Audit shall determine how much attic insulation shall be added to a dwelling. Auditors should select an added insulation Type, but should NEVER enter anything in the "Added R Value" field. If an Added R Value is entered, the audit treats it as a mandatory measure and includes it on the recommended measures report even when it does not have an SIR. The "Max Depth" field should only be used when there is a height limitation in the attic, and should be left blank whenever possible so the audit will determine how much insulation to add.	ii. Non-Weatherization vehicle use will be charged at the rate of \$0.575 per mile (2015 IRS rate). Replacement of existing 80% efficient furnaces will be based on the age and on the cost of repairing the existing equipment. • If an existing unit is more than ten years old and the cost to repair the furnace will be greater than \$300 it should be considered for replacement. • If the furnace is 15 years or older it should be considered for replacement. iii. Wherever possible the Audit shall determine how much attic insulation shall be added. Auditors should select the added insulation Measure and Type, but should not enter anything in the Added R Value or Max Depth fields. These fields should be left blank whenever possible so the audit will determine how much insulation to add. ii. Cooling Crisis – A home with "Target" clients that the primary source of cooling is not operational:	UCA	Ian Spangenberg	Disapproved	There will be a change to make it simply require the use of the current calendar year IRS rate. We are trying to stop the need for annual edits for things like this since they do get over looked for years.
2018-034	5/7/2018 17:	B8.2.h.	To clarify that when replacing equipment due to age, the intent is not to just replace old equipment, but to improve the energy efficiency of the equipment. Also to remove the 80% efficiency cap, to allow agencies to replace old 90% eff equipment with 95%.	-If an existing unit is more than ten years old and the cost to repair the furnace will be greater than \$300 it should be considered for replacement. -If the furnace is 15 years or older it should be considered for replacement. The new equipment should be at least 5% more energy efficient.	Replacement of existing 80% efficient furnaces will be based on the age and on the cost of repairing the existing equipment. • If an existing unit is more than ten years old and the cost to repair the furnace will be greater than \$300 it should be considered for replacement. • If the furnace is 15 years or older it should be considered for replacement.	State	Matt Turner	Pending	
2018-035	5/8/2018 15:	B9.8.f.iii	To clarify that auditors should NEVER use the "Added R Vaule" field in the attic section of the audit. If auditors use this field it forces the audit to include the insulation measure even when it does not payback. This can cause agencies to install a measure as an ECM without an SIR.	iii. The Audit shall determine how much attic insulation shall be added to a dwelling. Auditors should select an added insulation Type, but should NEVER enter anything in the "Added R Value" field. If an Added R Value is entered, the audit treats it as a mandatory measure and includes it on the recommended measures report even when it does not have an SIR. The "Max Depth" field should only be used when there is a height limitation in the attic, and should be left blank whenever possible so the audit will determine how much insulation to add.	iii. Wherever possible the Audit shall determine how much attic insulation shall be added. Auditors should select the added insulation Measure and Type, but should not enter anything in the Added R Value or Max Depth fields. These fields should be left blank whenever possible so the audit will determine how much insulation to add.	State	Matt Turner	Published	
2018-036	6/18/2018 20	C3. 1. b. ii.	Removing target requirements for cooling crisis.	ii. Cooling Crisis – A home that the primary source of cooling is not operational:	ii. Cooling Crisis – A home with "Target" clients that the primary source of cooling is not operational:	State WAP	Brad Carpenter	Published	
2018-037	6/18/2018 20	C3.7.c.	Removing target requirement. Leaving existing language in the guidelines under a SUSPENDED heading. If the need to go back arises I want the section left in tact.	C3.7.c. Replacement System (Section SUSPENDED)	C3.7.c. Replacement System	State WAP	Brad Carpenter	Published	
2018-038	6/18/2018 20	B7.14. Rental Expenses	To ensure agencies are entering in to needed and allowable rental agreements prior to signing the agreement.	Rental Expenses	None	State WAP	Brad Carpenter	Published	
2018-039	6/18/2018 20	B7.14.a.	To ensure agencies are entering in to needed and allowable rental agreements prior to signing the agreement.	B7.14.a. General: Prior to a local agency entering in to a rental agreement where the expense will be charged to funds administered under this program there will be a review by the State WAP office. B7.14.b. Supporting Documentation: The local agency will submit supporting documentation that shows the following: 1. Specification detailing the needed requirements for the agency's proposed rental. These specifications should scope items like necessary square footage, security requirements, accessibility, and location. All specifications shall be supported by reasonable and tangible program or agency requirements. 2. Evaluation Criteria and a scoring system that will assess submitted proposals against the specifications. There shall be a scoring system associated with the evaluation criteria to determine the most acceptable proposal. 3. iii. Solicitation of needs in an open and competitive process. This documented process needs to meet the requirements of 2 CFR 200.319 Competition. The agency shall make every reasonable effort to obtain as many proposals as possible. Sole source might not be approved without very extenuating circumstances.	None	State WAP	Brad Carpenter	Published	
2018-040	6/18/2018 20	B7.14.b.	To ensure agencies are entering in to needed and allowable rental agreements prior to signing the agreement.	None	None	State WAP	Brad Carpenter	Published	
2018-041	6/18/2018 21	B7.11.b.ii.	Change language to refer to the most current IRS rate for the calendar year.	ii. Non-Weatherization vehicle use will be charged and reimbursed to the program at the current calendar year IRS rate.	ii. Non-Weatherization vehicle use will be charged at the rate of \$0.575 per mile (2015 IRS rate).	State WAP	Brad Carpenter	Published	