



# Utah Weatherization Program Notice

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Published Date 29 August 2019  
Effective Date 1 September 2019  
UWPN # 2019-010

**Subject:** General Policy Changes

**Basis:** D1.1.b

**Purpose:** These changes are a result of discussion at the Coordinator's Meeting 1 August 2019

**Scope:** The changes noted in this UWPN will apply to all current and future application. These changes will impact work audited after the Effective Date or work that begins Production after the Effective Date as applicable.

**Responsibilities:**

Local Agencies –

- Review proposed changes with agency staff and contractors as applicable
- Implement applicable changes on effective date.

State WAP Staff –

- Amend Program Guidelines and affected program form with the necessary changes. (Changes 2019-063 & 073 and Attachment #3 Income Property Weatherization Agreement)

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,
2019-063	8/6/2019 16:	B9.5.b.d.iii	To add the language to identify a Crisis Measure using the acronym CRM to the guidelines.	B9.5.b.d. iii.Crisis funding cannot be used to pay for a NAM. If a Crisis Measure (CRM) is included in the documentation of a weatherization job, the measure must be identified on the energy audit and any work orders as a CRM. For example: if a furnace or AC is being replaced under the Crisis program as outlined in B9.8.i.i and B9.8.j.i the measure shall be identified as a CRM. Also see C3 Crisis Service Call Program.	added section	State	Matt Turner	Published
2019-064	8/6/2019 17:	B9.8.i.i Heating	To require that a Heating Crisis Measures CRM identified during a weatherization energy audit must be included on the heating tab of the energy audit.	i.Information about each heating system on a dwelling should be gathered and input into the audit. The Heating tab of the audit must represent the type of heating system which will be in operation post-weatherization regardless of whether the heating system will be replaced as an ECM, an NAM, under another program such as the Crisis program as a CRM, or not at all. This will ensure the SIR of all measures tied to the heat load is properly calculated since the heat load is determined by the post-weatherization furnace.	i.Information about each heating system on a dwelling should be gathered and input into the audit. The Heating tab of the audit must represent the type of heating system which will be in operation post-weatherization regardless of whether the heating system will be replaced as an ECM, an NAM, or not at all. This will ensure the SIR of all measures tied to the heat load is properly calculated since the heat load is determined by the post-weatherization furnace.	State	Matt Turner	Published
2019-065	8/6/2019 17:	B9.8.j.i Cooling	To require that a Cooling Crisis Measures CRM identified during a weatherization energy audit must be included on the Cooling tab of the energy audit.	i.Information about each cooling system on a dwelling should be gathered and input into the audit. The Cooling tab of the audit must represent the type of cooling system which will be in operation post-weatherization regardless of whether the cooling system will be replaced as an ECM, an NAM, under another program such as the Crisis Program as a CRM, or not at all. This will ensure the SIR of all measures tied to the cooling load is properly calculated since the cooling load is determined by the post-weatherization equipment.	i.Information about each cooling system on a dwelling should be gathered and input into the audit. The Cooling tab of the audit must represent the type of cooling system which will be in operation post-weatherization regardless of whether the cooling system will be replaced as an ECM, an NAM, or not at all. This will ensure the SIR of all measures tied to the cooling load is properly calculated since the cooling load is determined by the post-weatherization equipment.	State	Matt Turner	Published
2019-066	8/6/2019 17:	B9.8.L & M Duct Leakage Testing & Evaluating Duct Leakage in the Energy Audit	To make it required to test duct leakage on duct outside the conditioned space; to allow pressure pan testing or duct blaster testing methods and to define the requirements of each testing method; and to get rid of CAZ depressurization limits.	multiple changes throughout both sections L and M.	See guideline changes doc for current and proposed changes. Link: <a href="https://drive.google.com/file/d/1-Pt42DrlWxWwq7FjrHQtcpsAHf97yJ64/view?usp=sharing">https://drive.google.com/file/d/1-Pt42DrlWxWwq7FjrHQtcpsAHf97yJ64/view?usp=sharing</a>	State	Matt Turner	Published
2019-067	8/19/2019 7:	B8.10, B9.9.b & C5.7.	To implement the refrigerator policy voting results Per August 2019 coordinator meeting. To clarify expectations that agencies only evaluate to replace the primary refrigerator inside the building envelope, requirement that replacement should be similar in size and style, and to allow agencies to leave a coil brush as past of their client ed. Also to clarify energy auditor refrigerator evaluation expectations and to clean up the overall policy	See current text and changes in Refrigerator Guideline Changes August 2019 doc <a href="https://drive.google.com/open?id=1pcBwWvVvKTPde2j_izpqW6lpN6YvIkDz">https://drive.google.com/open?id=1pcBwWvVvKTPde2j_izpqW6lpN6YvIkDz</a>	See current text and changes in Refrigerator Guideline Changes August 2019 doc <a href="https://drive.google.com/open?id=1pcBwWvVvKTPde2j_izpqW6lpN6YvIkDz">https://drive.google.com/open?id=1pcBwWvVvKTPde2j_izpqW6lpN6YvIkDz</a>	State	Matt Turner	Published

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2019-068	8/28/2019 9:	C.4.3 & B9.7.a	To clarify which documents are required in the audit section of the file, to align B9.7.a. with C4.3, and to cross reference B9.4, B9.7a, and C4.3	<p>B9.7.a...Audit files shall be organized into the following sub-sections and shall include all required documentation for each sub-section...</p> <p>C4.3Energy Audit Documents Audit files must include the following documents (See also B9.4 Energy Auditing On-Site Procedures &amp; B9.7 Standard File Formatting): C4.3.a.A01 NEAT/MHEA Input Report C4.3.b.A02 NEAT/MHEA Recommend Measures Report (or approval document &amp; Work Scope for EA-QUIP audits) C4.3.c.A03 Field Collection Forms &amp; Notes i.Sketch of thermal boundary of home including walls, windows, doors, attics and foundations ii.Documentation that refrigerator was tested C4.3.d.A04 PreWx Photos C4.3.e.A05 PreWx Blower Door report C4.3.f.A06 PreWx ASHRAE Estimate C4.3.g.A07 Health &amp; Safety Assessment i.Applicant Health &amp; Safety Evaluation completed prior to Weatherization ii.Knob-and-tube wiring inspection/certification documents C4.3.h.A08 Lead Inspection Report i.XRF testing results if home was built prior to 1978 (if applicable) C4.3.i.A09 PreWx Worst Case Draft test C4.3.j.A10 CO Analysis i.PreWx combustion tapes for all combustion appliances ii.Combustion Air Calculations for all Category I, II, III appliances C4.3.k.A11 SHPO Strategy form i.For all homes requiring a 106 review the SHPO Review request &amp; Pictures and the SHPO Approval Letter shall be included C4.3.l.A12 Client Ed Documentation i.Notification of client receiving Renovate Right pamphlet (pre-1978 homes)</p>	<p>B9.7.a...Audit files shall be organized into the following sub-sections...</p> <p>C4.3.Energy Audit Documents C4.3.a.NEAT/MHEA Input Report C4.3.b.NEAT/MHEA Recommend Measures Report C4.3.c.Approval document &amp; Work Scope (EA-QUIP audits) C4.3.d.Applicant Health &amp; Safety Evaluation completed prior to Weatherization C4.3.e.XRF testing results if home was built prior to 1978 (if applicable) C4.3.f.Knob-and-tube wiring inspection/certification documents C4.3.g.Documentation that refrigerator was tested C4.3.h.Notification of client receiving Renovate Right pamphlet (pre-1978 homes) C4.3.i.Health &amp; Safety Form 1 C4.3.j.Work Order C4.3.k.SHPO documentation on all homes over 50 years old. (Form C4.3.l. A11 SHPO Strategy, Approval Letter &amp; Pictures)</p>	State	Matt Turner	Published
2019-069	8/29/2019 12	C1.4.b.i. bullet 2	Outdated reference to WPN	<p>*Income is defined in the most current version of Department of Energy Weatherization Program Notice (WPN) xx-3 Program Income Guidelines</p>	<p>*Income is defined in Attachment #3 WPN 13-3</p>	State WAP	Brad Carpenter	Published
2019-070	8/29/2019 12	B.8.30.a.	Addressing use of funds for knob & tube	<p>i.The agency should always consider abatement of the wiring. The Local Agency should attempt to audit the abatement costs of the wiring as an IRM to the insulation measure being considered and fund the measure using DOE or LIHEAP Wx.</p>	<p>i.The agency should always consider abatement of the wiring first. The Local Agency should attempt to audit the abatement costs of the wiring in the insulation measure being considered and fund the measure using DOE.</p>	State WAP	Brad Carpenter	Published
2019-071	8/29/2019 12	B8.30.a.ii.	Removing language using Crisis funds as part of weatherization.	<p>For non-weatherization situation see Section C3.1.b.iv.</p> <p>iv.Agency Identified Work – During the course of authorized program activities agency staff may identify work that is allowable under the Crisis Service Call Program and take the necessary steps to mitigate the issue. These measures could include: 1.Programmable, smart or setback thermostats 2.Ceiling, wall, floor, perimeter and duct insulation 3.Window and door replacement 4.Air infiltration reduction 5.Solid fuel burning stoves 6.EC Motors 7.Knob &amp; tube wiring abatement</p>	<p>ii.If the abatement costs do not audit the Local Agency may consider using LIHEAP or LIHEAP Crisis to abate the wiring.</p>	State WAP	Brad Carpenter	Published
2019-072	8/29/2019 12	C3.1.b.iv.	Expand language for other potential uses of funds	<p>iv.Agency Identified Work – During the course of authorized program activities agency staff may identify work that is allowable under the Crisis Service Call Program and take the necessary steps to mitigate the issue. These measures would include: 1.Programmable, smart or setback thermostats 2.Ceiling, wall, floor, perimeter and duct insulation 3.Window and door replacement 4.Air infiltration reduction 5.Solid fuel burning stoves 6.EC Motors</p>	<p>iv.Agency Identified Work – During the course of authorized program activities agency staff may identify work that is allowable under the Crisis Service Call Program and take the necessary steps to mitigate the issue. These measures would include: 1.Programmable, smart or setback thermostats 2.Ceiling, wall, floor, perimeter and duct insulation 3.Window and door replacement 4.Air infiltration reduction 5.Solid fuel burning stoves 6.EC Motors</p>	State WAP	Brad Carpenter	Published
2019-073	8/29/2019 13	C3.1.b.vii.	New definition to help clarify policy	<p>vii.New System – A new system means installation of HVAC equipment that is not similar in function to the existing HVAC system or there was no existing source of heating or cooling in the home. (e.g. Home has existing boiler system and agency is considering ducted forced air or mini-split. Or Home has evaporative cooling and agency is considering refrigerated forced air.)</p>	None	State WAP	Brad Carpenter	Published