



Utah Weatherization Program Notice

UWPN #: 2024-004

Effective Date: September 1, 2024

Subject: Notice of Program Guideline Changes based on DOE Monitoring Response

Basis: Per recommendations from DOE

Purpose: To inform the program that the attached changes have been made to the guidelines to implement recommendations from DOE's 2024 program monitoring and to align the guidelines with guidance given during June 2024 WAP Training Conference. These changes are effective on the date listed above. They will be added to our guidelines no later than July 1, 2025

Scope: this program notice will affect all jobs with a work start date on or after the effective date of this notice.

Responsibilities:

Local Agencies to review and implement proposed changes.

State WAP to provide training on changes during August 6, 2024 Program Coordinator's meeting.

A handwritten signature in black ink, appearing to read "Matt Turner".

Matt Turner
Weatherization Program Manager
DWS/HCD

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)
24-28	4/16/2024 15:55:40	A6.1.b	To clarify that agencies who qualify for RFF Lite are still required to submit full backup once a year so that we the grantee can review and verify the agencies documentation is sufficient.	iii. Agencies qualified for use of RFF Lite are required to submit 100% full backup documentation as detailed in A6.1.a. at least one time each year to allow HCD to verify that agency backup documentation meets program requirements. The RFF period where 100% backup will be determined annually by HCD.	None. This is a new section	STATE WAP	Matt Turner	Added to guidelines and published in UWPW 24-04
24-29	5/29/2024 9:02:28	C4.1.c	We are not requiring agencies to keep separate client files on Crisis if part of Wx	Agency is required to maintain separate LIHEAP Crisis files for each client who solely receives Crisis services. If the Weatherization program also addresses LIHEAP Crisis, one client file is adequate; however, all Crisis measures must be appropriately labeled and any associated costs clearly separated.	Agency shall maintain separate LIHEAP Crisis Service Call files for each client served.	STATE WAP	Nikole Snyder	Added to guidelines and published in UWPW 24-04
24-30	5/29/2024 11:33:04	C4.1.a	To clarify that agencies must have a client file for every job they do and that the file must be completed prior to reporting it as a completion.	C4.1.a. A Client File shall be completed for each dwelling weatherized and/or served under the Crisis Program. The Client file shall be completed prior to reporting the job as a completion to the Utah WAP. Files shall be stored in way in which they can quickly and easily be given to Utah WAP, or another party when required, for review without any additional file preparation or manipulation.	Added in front of C4.1.a.	STATE WAP	Nikole Snyder	Added to guidelines and published in UWPW 24-04
24-31	6/3/2024 10:36:47	C4.2, C4.3	SFF uniformity & to add needed deferral document category	C4.3.m A13 Deferral Documents C4.3.n A14 Agency Specific Documents	None, sections added	STATE WAP	Nikole Snyder	Added to guidelines and published in UWPW 24-04
24-32	6/3/2024 10:59:52	C3.10.b.	Clarification on needed documents in Crisis file (NOTE: My current Crisis File Checklist leaves the documents the same as a Wx file, this would eliminate a need to create a separate SFF list for Crisis files in Guidelines.)	C3.10.b.iii. Ownership documentation C3.10.b.iv. Other required forms for the work done on the dwelling (e.g. Required HVAC forms for the work done on the dwelling).	iii. Additional ownership documentation as needed. iv. Required HVAC forms for the work done on the dwelling.	STATE WAP	Nikole Snyder	Added to guidelines and published in UWPW 24-04
24-33	7/17/2024 17:10:48	B4.2. Subcontractors	Per DOE 2024 Monitoring OFI added requirement for agency's to require subcontractors to list the Agency as additional insured on its liability insurance policy; to require Agencies to include a "Hold Harmless" clause in its contracts, and that all of these requirements be included in the contract between an agency and its subcontractors; and to standardize the language of Agency and Subcontractor.	B4.2. Subcontractors Local agencies may use private Subcontractors to install Weatherization measures. The use of Subcontractors is necessary in some areas where local agencies do not want to assume direct risk for Weatherization activities, the numbers of agency crews are limited, or agency crews may lack the necessary expertise. In order to use Subcontractors, Agencies must follow their organizations procurement policies and 2CFR200 to solicit and establish a contract between the Agency and each of its Subcontractors. Agencies must have an executed contract in place between the Agency and its Subcontractor's before to that Subcontractor provides any work or services for the Agency. The contract between the Agency and its Subcontractor's must include clauses that address the following list of Subcontractor requirements. Agencies are responsible to ensure that all Subcontractors meet the following requirements. Subcontractor Requirements—Subcontractors must: B4.2.a. Hold an active appropriate Utah Contractor's License (if the service they provide requires a license). B4.2.b. Must carry comprehensive general liability insurance throughout the contract period and a minimum single limit of at least \$3,000,000. Vehicle insurance must have a minimum single limit of at least \$1,000,000 for bodily injury and property damage. The Subcontractor must notify the Agency of any policy cancellations or changes. The Subcontractor must list the Agency as additionally insured on the Subcontractor's Liability Insurance policy to ensure the Agency is notified of any changes to the Insurance policy during the contract period. B4.2.c. Workers employed by a Subcontractor must be covered by a state approved Workers Compensation insurance policy during the entire time they are working on Weatherization projects. B4.2.d. Subcontractors who are sole proprietors must either provide evidence of Workers Compensation Insurance or provide a waiver issued by an insurance agent. B4.2.e. All Subcontractors and their employees who work on Weatherization projects must attend approved Weatherization training. This training will be made available by the State WAP staff or local Weatherization agency. B4.2.f. Subcontractors are prohibited from scoping their own work. All work, Wx or Crisis must be scoped by the Agency. B4.2.g. Agencies are required to include a "Hold Harmless" clause in their contracts with their Subcontractors. This clause should indemnify and Hold Harmless the Agency from any loss, liability, damage or costs, including any court costs and attorney's fees, that may incur in the execution of the contract. B4.2.h. Agencies are required to include Hazardous Material documentation and disposal language and requirements in their contracts with their Subcontractors. Per E7.9.a.i Hazardous Materials	B4.2. Subcontractors Local agencies may use private contractors to install Weatherization materials. The use of contract labor is necessary in some areas where local agencies do not want to assume direct risk for Weatherization activities, the numbers of agency crews are limited, or agency crews may lack the necessary expertise. Contractors must: B4.2.a. Hold an active appropriate Utah Contractor's License (if the service they provide requires a license). B4.2.b. They must carry comprehensive general liability insurance throughout the contract period and a minimum single limit of at least \$3,000,000. Vehicle insurance must have a minimum single limit of at least \$1,000,000 for bodily injury and property damage. B4.2.c. Workers employed by a contractor must be covered by a state approved Workers Compensation insurance policy during the entire time they are working on Weatherization projects. B4.2.d. Subcontractors who are sole proprietors must either provide evidence of Workers Compensation Insurance or provide a waiver issued by an insurance agent. B4.2.e. All contractors and their employees who work on Weatherization projects must attend approved Weatherization training. This training will be made available by the State WAP staff or local Weatherization agency. B4.2.f. Contractors are prohibited from scoping their own work. All work, Wx or Crisis must be scoped by the sub-grantee. B4.2.g. Agencies are required to include Hazardous Material documentation and disposal language and requirements in their contracts with their sub-contractors. Per E7.9.a.i Hazardous Materials	STATE WAP	Matt Turner	Added to guidelines and published in UWPW 24-04