



Utah Weatherization Program Notice

Published Date 4 March 2015
Effective Date ~~18 April~~ 1 June 2015
Amended Date 21 May 2015
UWPN # 2015-001a

Subject: Annual Notice of Program Changes (amended)

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 PY2015.

This program notice documents the changes that are currently being proposed for PY 2015 and reiterate the changes made during the course of the PY 2014 using the Program Notice format in D1. 1. B. i.

Amendments reflect changes made during the DOE Grant approval process.

Scope: The changes noted in this UWPN will be effective ~~4-18-2015~~ 6-1-2015.

Included with this notice are the year's previous UWPN's.

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 2014-046, 047 & 2015-001 to ~~039~~ 088)
- Amend H&S Form 1, Attachment #10 O&M Checklist, Attachment #23 H&S Table, Attachment # 7 Library Measures, Attachment #11 QCI Form

Brad Carpenter
Program Specialist
Utah Weatherization Assistance Program

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:
2015-001	2/4/2015 10:14:49	B8. 4.	Moving to make this an entire new section that covers Work Orders, QCI, and other items associated with the Quality Work Plan from DOE	Section B8. 4 will be deleted and moved to B11. and then renumbered accordingly. 1. General a. In an effort to achieve the definition of Weatherized Unit in Section A5 certain procedures, testing, and documentation is required to be completed. This section will further detail how specific portions of the weatherization process will be conducted d. Where the initial CFM 50 exceeds 4,000 on a dwelling unit the opportunity exists to make a significant impact to the home. • The anticipated reduction under Air Infiltration in the audit tool should be calculated at 50%. • The "Infiltration Credit" field on the ASHRAE calculator should also reflect a 50% reduction when running this for planning purposes. • The agency should make every reasonable effort to achieve a reduction at least 50% on the post-blower door CFM50 e. Where the initial CFM 50 is less than 4,000 on a dwelling unit : • The anticipated reduction under Air Infiltration in the audit tool should be calculated at 30%. • The "Infiltration Credit" field on the ASHRAE calculator should also reflect a 30% reduction when running this for planning purposes. • The agency should make every reasonable effort to achieve a reduction at least 30% on the post-blower door CFM50 4. Work Orders	Refer to previous editions. All changes to section will be documented after the move.	State of Utah	Bradley Carpenter	Edited	
2015-002	2/4/2015 11:49:53	B11. 1.	Create new Section B11. 1. General and renumber existing sections accordingly.		None	State of Utah	Bradley Carpenter	Edited	
2015-003	2/4/2015 12:00:49	B11. 2. d.	This is old Section B8. 4. v. that covered minimum reductions based on blower doors numbers. Updating to include guidance for ASHRAE		d. Where the initial CFM 50 exceeds 4,000 on a dwelling unit, the CFM 50 should be reduced by fifty percent at least.	State of Utah	Bradley Carpenter	Edited	
2015-004	2/4/2015 12:03:58	B11. 2. e.	This is old Section B8. 4. vi. that covered minimum reductions based on blower doors numbers. Updating to include guidance for ASHRAE		vi. The typical reduction for infiltration should be at least 30%.	State of Utah	Bradley Carpenter	Edited	
2015-005	2/5/2015 6:06:52	B11. 4	New section that covers the requirements of a work order.	a. All weatherization work shall be directed by a written work order. This may be a hard copy or electronic format and at a minimum contain the following basic information: • Be measure based and clearly align with the NEAT/MEHA audit associated with the job. • Reference, by measure, the Utah Field Guide which is cross walked to the Standard Work Specification as established by DOE. • Provide a work description of how the measure will be accomplished. This shall include the incidental repairs associated with measure. a. The Final Inspection of a home shall be conducted by an individual holding a current Building Performance Institute (BPI) certification of Quality Control Inspector (QCI) that has been validated and accepted by the State of Utah WAP. i. It is the responsibility of the individual to maintain a current QCI certification with BPI. The training required to obtain the CEU's for recertification are an allowable expense under A2. 3. Training and Technical Assistance Costs. ii. The IWTC will be responsible for an annual validation of the agency's QCIs and will maintain a list of all current QCIs for the State of Utah WAP. • At a minimum validation will consist of a review of the certification, assessment of CEUs, & evaluation of previous work. Additional criteria may be established by the IWTC at their discretion. • IWTC Staff will document any occurrences of non-compliance and maintain records of their validation process. • Written notification must be provided to the individual QCI, the sub-grantee employing the QCI, and the Utah WAP Program Manager when non-compliance issues are identified. • When it has been determined that non-compliance issues are systemic or of such magnitude as to justify cause the IWTC shall revoke the validation of the QCI's certification • Written notification must provide cause for the revocation and outline a corrective action plan that would allow for retraining and revalidation of the QCI. Once the validation is revoked no completions may be reported that the QCI has inspected and signed off on. iii. QCIs will be required to provide the IWTC with a copy of all CEU's they obtain to maintain the validation their certification with the IWTC. iv. 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 b. The QCI will conduct and document their Final Inspection on the Utah QCI Form found under Attachment 9. i. This inspection will cover: • Client File Review • Energy Audit assessment and review • Work Order assessment and review • Post Weatherization Blower Door test • Worst Case Draft/Spillage of atmospheric draft combustion appliances • Combustion analysis of all non-solid fuel combustion furnaces and water heaters in the unit. • Accounting for materials charged to the job. • Verification of invoices credited to the job. • Assessment and verification of audited measures installed in compliance with program guidelines, Utah Field Guide and SWS's • Assessment and verification of Health & Safety measures installed in compliance with program guidelines, Utah Field Guide and SWS's • Assessment and verification of general heat waste measures installed in compliance with program guidelines, Utah Field Guide and SWS's • Assessment and verification of compliance with ASHRAE 62.2-2013 installed in compliance with program guidelines, Utah Field Guide and SWS's • Review Client Education items and materials with the client, complete & obtain the client's signature on the Weatherization Final Inspection & Partnership Agreement form found under Attachment 9	None	State of Utah	Bradley Carpenter	Edited	
2015-006	2/5/2015 9:03:56	B11. 5. a.	This is old section B8. 4. c. re-written to cover the requirements of QCI and WPN 15-4 Quality Work Plan.		a. The Final Inspection is the last step in the weatherization of the client home. This is the last opportunity to ensure the unit is properly weatherized, accounting for installed materials and that the materials are installed properly. This is also the last opportunity to conduct safety and diagnostic testing.	State of Utah	Bradley Carpenter	Edited	
2015-007	2/5/2015 9:50:44	B11. 5. b.	This is old section B8. 4. c. re-written to cover the requirements of QCI and WPN 15-4 Quality Work Plan.		b. At a minimum the following will be conducted before or during the Final Inspection on each dwelling to be reported as a completion: • Blower Door • Worst Case Draft/Spillage of atmospheric draft combustion appliances • Combustion analysis of all non-solid fuel combustion furnaces and water heaters in the unit. • Accounting for materials charged to the unit. • Verification of material/WX measures properly installed • Verification of compliance with ASHRAE 62.2-2013	State of Utah	Bradley Carpenter	Edited	

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2015-008	2/5/2015 10:07:55	B11. 5. c. & d.	"This is old section B8. 4. c. ii. & iv. re-written to cover the requirements of QCI and WPN 15-4 Quality Work Plan.	Deleted and remaining sections renumbered	c. Each agency shall establish internal quality control systems to ensure that no dwelling unit be reported to the Housing and Community Development as completed until the local Weatherization agency, or its authorized representative, has performed a final inspection and certified that all applicable work has been completed in a professional manner and in accordance with 10 CFR 440.16(g) and 440.21. d. Final inspection sheets must be signed by an adult member of the qualifying household only.	State of Utah	Bradley Carpenter	Edited	
2015-009	2/5/2015 10:48:16	B11. 5. c.	This is old section B8. 4. c.v.. re-written to cover the requirements of QCI and WPN 15-4 Quality Work Plan.	c. If a QCI Final Inspection cannot be completed the job cannot be reported as a Weatherized Unit as defined in AS. The job shall be reported as a Partial Weatherized Unit in the WebGrants system and closed out.	c. If a signed Final cannot be obtained it should be documented in the client file this completion has no signed final and the attempts made to obtain the signed final. g. The same individual(s) completing the actual Weatherization work shall not complete a final inspection. An individual, who is familiar with Weatherization work but does not necessarily have to be a certified energy auditor, must do the final inspection.	State of Utah	Bradley Carpenter	Edited	
2015-010	2/5/2015 10:50:36	B11. 5. g. & h.	B4. c. ix. & x	Delete sections and renumber remaining accordingly	h. It is considered a "Best Practice" to have a person who did not conduct the energy audit to conduct the Final Inspection as well v. Has received a QCI final inspection that: a. Accounts for all materials credited to the job. b. Verifies that those materials have been installed according to the program's work specifications. c. Verifies that all work invoiced by contractors was done and meets the program's work specifications. d. Includes a final Worst Case Draft Test. e. Includes a Post Blower Door test. f. Has a signed Attachment #9 Final Inspection Partnership Agreement g. Has a signed QCI Inspection Form	State of Utah	Bradley Carpenter	Edited	
2015-011	2/5/2015 11:12:09	A5. 1. v.	Changing wording for QCI	v. Has received a QCI final inspection that: a. Accounts for all materials credited to the job. b. Verifies that those materials have been installed according to the program's work specifications. c. Verifies that all work invoiced by contractors was done and meets the program's work specifications. d. Includes a final Worst Case Draft Test. e. Includes a Post Blower Door test. f. Has a signed Attachment #9 Final Inspection Partnership Agreement g. Has a signed QCI Inspection Form	iv. Has had all approved measures installed in a professional and workman like manner. This includes: a. Audited measures with an SIR of 1 or higher b. Health & Safety Measures covered in Section E. c. General Heat Waste Measures. (formerly O&M's) d. A work Order that references the Utah Field Guide and SWS's	State of Utah	Bradley Carpenter	Edited	
2015-012	2/5/2015 11:14:34	A5. 1. iv.	Adding requirement for Work Orders	iv. Has had all approved measures installed in a professional and workman like manner. This includes: a. Audited measures with an SIR of 1 or higher b. Health & Safety Measures covered in Section E. c. General Heat Waste Measures. (formerly O&M's) d. A work Order that references the Utah Field Guide and SWS's	3. Energy Audit Documents a. NEAT/MHEA Input Report b. NEAT/MHEA Recommend Measures Report c. Approval document & Work Scope (EA-QUIP audits) d. Applicant Health & Safety Evaluation completed prior to Weatherization e. XRF testing results if home was built prior to 1978 (if applicable) f. Knob-and-tube wiring inspection/certification documents g. Documentation that refrigerator was tested h. Notification of client receiving Renovate Right pamphlet (pre-1978 homes) i. Health & Safety Form 1 j. Work Order	State of Utah	Bradley Carpenter	Edited	
2015-013	2/5/2015 11:19:09	C4. 3.	Adding Work Order requirement	3. Energy Audit Documents a. NEAT/MHEA Input Report b. NEAT/MHEA Recommend Measures Report c. Approval document & Work Scope (EA-QUIP audits) d. Applicant Health & Safety Evaluation completed prior to Weatherization e. XRF testing results if home was built prior to 1978 (if applicable) f. Knob-and-tube wiring inspection/certification documents g. Documentation that refrigerator was tested h. Notification of client receiving Renovate Right pamphlet (pre-1978 homes) i. Health & Safety Form 1 j. Work Order	5. Job Completion Documents a. Weatherization partnership agreement b. Material invoices c. Material inventory sheets d. Contractor invoices e. Completed & signed final inspection sheets f. Building Weatherization Report (BWR) g. Rocky Mountain Power Addendum (RMP customer homes only) h. Worst Case Draft forms or TecLog printout or electronic file i. QCI Inspection Form	State of Utah	Bradley Carpenter	Edited	
2015-014	2/5/2015 11:21:30	C4. 5.	Adding QCI Inspection Form requirements	5. Job Completion Documents a. Weatherization partnership agreement b. Material invoices c. Material inventory sheets d. Contractor invoices e. Completed & signed final inspection sheets f. Building Weatherization Report (BWR) g. Rocky Mountain Power Addendum (RMP customer homes only) h. Worst Case Draft forms or TecLog printout or electronic file i. QCI Inspection Form	a. NEAT/MHEA Input Report b. NEAT/MHEA Recommend Measures Report c. Approval document & Work Scope (EA-QUIP audits) d. Applicant Health & Safety Evaluation completed prior to Weatherization e. XRF testing results if home was built prior to 1978 (if applicable) f. Knob-and-tube wiring inspection/certification documents g. Documentation that refrigerator was tested h. Notification of client receiving Renovate Right pamphlet (pre-1978 homes) i. Health & Safety Form 1 j. Work Order	State of Utah	Bradley Carpenter	Edited	
2015-015	2/5/2015 11:27:38	E2. 3. i. Bullet 3	Adding the requirement for leak testing of XRF	* This testing will be conducted with X-Ray Fluorescence (XRF) devices with a current calibration certification and leak test.	* This testing will be conducted with X-Ray Fluorescence (XRF) devices with a current calibration certification.	State of Utah	Bradley Carpenter	Edited	
2015-016	2/5/2015 13:45:54	Entire Document	Change for new per unit average. There are 7 references to the dollar amount for the per unit	\$7,105	\$6,987	State of Utah	Bradley Carpenter	Edited	
2015-017	2/9/2015 7:10:21	D2. 7.	New section to cover the validation of 3rd party certifications.	7. Utah WAP Validation of 3rd Party Certifications a. This form of monitoring is conducted on an annual basis to validate the 3rd party certifications that are required by these guidelines	None	State of Utah	Bradley Carpenter	Edited	

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2015-018	2/9/2015 7:11:23	D2. 7. b.	Add new section that covers validation of 3rd party certifications required by the program When I am monitoring I am regularly looking back to see what the effective date of changes are. Currently the log records the date they were submitted, but not the date the change became effective.	b. The IWTC will be the primary responsible party for an annual validation of the agency's QCI's and will maintain a list of all current QCI's for the State of Utah WAP. i. At a minimum validation will consist of a review of the certification, assessment of CEU's, & evaluation of previous work. Additional criteria may be established by the IWTC at their discretion. ii. IWTC Staff will document any occurrences of non-compliance and maintain records of their validation process. iii. Written notification must be provided to the individual QCI, the sub-grantee employing the QCI, and the Utah WAP Program Manager when non-compliance issues are identified. iv. When it has been determined that non-compliance issues are systemic or of such magnitude as to justify cause the IWTC shall revoke the validation of the QCI's certification. At that time it will be determined what work signed off by the QCI will or will not be accepted by the State. v. Written notification must provide cause for the revocation and outline a corrective action plan that would allow for retraining and revalidation of the QCI. Once the validation is revoked no completions may be reported that the QCI has inspected and signed off on.	None	State of Utah	Bradley Carpenter	Edited	
2015-019	2/10/2015 11:38:11 2/26/2015 11:29:11	The Change Log BB. 1. e.	Getting rid of O&M list	Could we add a column for Effective Date.	na i. This is an O&M item that does not require an SIR	State	Matt Turner	Pending	
2015-020	2/26/2015 11:32:23	BB 1. f. i.	Getting rid of O&M list add new i. and renumber	This is an audited item that requires an SIR	This measure is done in conjunction with other insulation measures.	State of Utah	Bradley Carpenter	Edited	
2015-021	2/26/2015 11:33:53	BB. 1. s. i.	Getting rid of O&M list	i. This is an audited item that requires an SIR	i. This is an O&M item that does not require an SIR	State of Utah	Bradley Carpenter	Edited	
2015-022	2/26/2015 11:40:33	BB. 1. t. i.	Getting rid of O&M List	i. This is a Health & Safety item. a. O&M's have been deleted for more guidance on where they are now covered see Attachment 10 O&M List Remapped	i. This is an O&M item that does not require an SIR	State of Utah	Bradley Carpenter	Edited	
2015-023	2/26/2015 11:42:51	BB. 2. a	Getting rid of O&M List	Deleted	a. General	State of Utah	Bradley Carpenter	Edited	
2015-024	2/26/2015 11:43:40	BB. 2. a. 1-21	Getting rid of O&M list	Deleted	O&M List iv. The priority listing of activities (after O&M's and infiltration has been stopped) will be based upon NEAT/MHEA calculations and is limited to those listed in the NEAT/MHEA Recommended Measures.	State of Utah	Bradley Carpenter	Edited	
2015-025	2/28/2015 11:47:51	B9. 3. a. iv.	Getting rid of O&M List	iv. The priority listing of activities will be based upon NEAT/MHEA calculations and is limited to those listed in the NEAT/MHEA Recommended Measures.	• Evaporative cooler vents and window mount refrigeration units are sealed	State of Utah	Bradley Carpenter	Edited	
2015-026	2/26/2015 12:22:56	B11. 2. c. Bullet 3	Getting rid of O&M List	• Evaporative cooler vents and window mount refrigeration units are sealed	a. O&M Checklist and omitted priorities documentation	State of Utah	Bradley Carpenter	Edited	
2015-027	2/26/2015 12:26:11	C4. 4. a.	Getting rid of O&M List	a. Reserved	ii. During the energy audit the Auditor shall collect the following baseline data and record it in the client file. • Pre-Weatherization Blower Door CFM50 • Measuring of CO in the appliances and ambient air • X-Ray Florescence (XRF) testing of painted surfaces that may potentially be disturbed during the WX process (pre-1978 homes) • XRF testing of painted surfaces that may potentially be disturbed during the WX process in pre-1978 factory built homes. • Combustion Analysis of Appliances • Worst Case Draft/Spillage Testing (Attachment #9) • Combustible gas leak testing	State of Utah	Bradley Carpenter	Edited	
2015-028	2/26/2015 12:36:59	B9. 4. ii.	Adding requirement to WCDT, gas leak testing& combustion analysis @ audit	ii. During the energy audit the Auditor shall collect the following baseline data and record it in the client file. • Pre-Weatherization Blower Door CFM50 • Measuring of CO in the appliances and ambient air • X-Ray Florescence (XRF) testing of painted surfaces that may potentially be disturbed during the WX process (pre-1978 homes) • XRF testing of painted surfaces that may potentially be disturbed during the WX process in pre-1978 factory built homes. • Combustion Analysis of Appliances • Worst Case Draft/Spillage Testing (Attachment #9) • Combustible gas leak testing	ii. During the energy audit the Auditor shall collect the following baseline data and record it in the client file. • Pre-Weatherization Blower Door CFM50 • Measuring of CO in the appliances and ambient air • X-Ray Florescence (XRF) testing of painted surfaces that may potentially be disturbed during the WX process (pre-1978 homes) • XRF testing of painted surfaces that may potentially be disturbed during the WX process in pre-1978 factory built homes. iii. There are many additional diagnostic tests and other data that can be collected during the WX process which can be very helpful in preparing the work order for the unit and ensuring the health and safety of the client. Auditors should not just rely on their experience but also the building science and technology available. Some of these items are: • Testing of duct work (Pressure Pan or Duct Blaster)	State of Utah	Bradley Carpenter	Edited	
2015-029	2/26/2015 12:38:12	B9. 4. iii.	Moved requirement to WCDT, gas leak testing& combustion analysis @ audit	i. There are many additional diagnostic tests and other data that can be collected during the WX process which can be very helpful in preparing the work order for the unit and ensuring the health and safety of the client. Auditors should not just rely on their experience but also the building science and technology available. Some of these items are:	• Testing of duct work (Pressure Pan or Duct Blaster)	State of Utah	Bradley Carpenter	Edited	
2015-030	2/26/2015 12:59:21	B7. 8. e. v.	Providing guidance on the material inventory documents and invoices for materials installed on a job.	v. Material inventory sheets & invoices are required to show all materials installed on a job. These documents need to indicate what funding source they were paid from and allow for relationship of the material to the measure.	None	State of Utah	Bradley Carpenter	Edited	
2015-031	2/26/2015 13:07:24	B7. 10. b.	Update to new rate	Non-Weatherization vehicle use will be charged at the rate of \$0.575 per mile (2015 IRS rate).	b. Non-Weatherization vehicle use will be charged at the rate of \$0.555 per mile (2012 IRS rate).	State of Utah	Bradley Carpenter	Edited	
2015-032	2/26/2015 14:55:52	H&S Table	Add new item	Add exhaust existing exhaust fan to outside.	None	State of Utah	Bradley Carpenter	Edited	
2015-033	3/3/2015 7:01:54	A2. 8. c.	Change to new H&S percentage	c. The Health & Safety average per unit expenditure limit using DOE funds is set at 9% of the per unit average.	c. The Health & Safety average per unit expenditure limit using DOE funds is set at 12% of the per unit average.	State of Utah	Bradley Carpenter	Edited	
2015-034	3/3/2015 7:16:00	Attachment 7 Library Measures	Turning off basement wall insulation that does not meet new field guides	Foundation Wall Insulation Ridged Foam - Off Foundation Wall Insulation Vinyl Backed r-11 - Off Foundation Wall Insulation Vinyl Backed r-19 - Off The Weatherization Assistance Program conducts limited lead testing using X-ray florescence (XRF) technology on homes that were built on or before 1978. This testing is limited to the areas that might be disturbed during normal weatherization activities to determine if additional precautions should be taken while weatherizing the home. This testing does not constitute a Lead Inspection (R307-842-3(2)), Hazard Screen (R307-842-3(3)), Risk Assessment R307-842-3(4) as defined by Utah Administrative Code. If any of these tests have been done on the home by this agency they will provide you separate documentation regarding such test.	None Foundation Wall Insulation Ridged Foam - Active Foundation Wall Insulation Vinyl Backed r-11 - Active Foundation Wall Insulation Vinyl Backed r-19 - Active	State of Utah	Bradley Carpenter	Edited	
2015-035	3/3/2015 7:20:28	H&S Form 1	Add lead Testing Declaration page		None	State of Utah	Bradley Carpenter	Edited	
2015-036	3/3/2015 7:35:21	B8. 1. aa. iv.	Getting rid of O&M list	iv. Replacement of existing filter and leaving additional filters is part of this measure.	None	State of Utah	Bradley Carpenter	Edited	

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2015-037	3/3/2015 8:02:38	B11. 1. b.	Getting rid of O&M List	b. Any wood installed as part of weatherization will be protected with a primer or sealant.	None	State of Utah	Bradley Carpenter	Edited	
2015-038	3/3/2015 8:07:02	B11. 1. c.	Getting rid of O&M List	c. Work site shall be cleaned daily prior to workers leaving. bb. CFL Lighting i. The measure requires an SIR of 1 or greater using DOE or LIHEAP funds. ii. The measure can be installed with no SIR when the Client has a RMP account and the agency uses CFL's purchased by RMP. iii. CFL bulbs should only be installed in lights that are on for 2 hours or more. iv. LED's are not an approved bulb	None	State of Utah	Bradley Carpenter	Edited	
2015-039	3/3/2015 8:22:38	B11. 1. bb.	Getting rid of O&M List	i. The measure requires an SIR of 1 or greater using DOE or LIHEAP funds.	None	State of Utah	Bradley Carpenter	Edited	
2015-040	3/16/2015 15:53:29	B8. 1. v.	Allow use of LIHEAP weatherization funds for doors.	i. The measure requires an SIR of 1 or greater using DOE or LIHEAP funds.	i. The measure requires an SIR of 1 or greater using DOE funds.	State of Utah	Bradley Carpenter	Edited	
2015-041	3/31/2015 9:27:24	Attachment 7 Library Measures	Update library measures	Activate measures that used to be on O&M List • Training shall cover WCDT procedures and tools necessary to conduct this test. A guide on how to conduct this test can be found in Attachment #22 Water Heater Safety Checklist. On 28 January 2015 Davis County Health Department notified Housing & Community Development that they would not continue as a weatherization service provider.	N/A	State of Utah	Brad Carpenter	Edited	
2015-042	3/31/2015 10:23:00	E2. 2. d. iii. Bullet #3	Adding reference to Attachment #22 WH Safety Checklist as a guide on how to do the inspection.	• Training shall cover WCDT procedures and tools necessary to conduct this test. A guide on how to conduct this test can be found in Attachment #22 Water Heater Safety Checklist. On 28 January 2015 Davis County Health Department notified Housing & Community Development that they would not continue as a weatherization service provider.	• Training shall cover WCDT procedures and tools necessary to conduct this test.	State of Utah	Bradley Carpenter	Edited	
2015-043	4/1/2015 15:54:57	B2.	The loss of service provider to the Davis, Weber, Morgan county area of Utah.	For Program Year 2015 Utah will not be serving the Davis, Weber, Morgan counties for weatherization services until a new Request For Proposal for that area allows the State to develop a new sub-grantee for that service area.	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.	State of Utah	Bradley Carpenter	Edited	
2015-044	4/2/2015 7:34:44	Attachment 22 Warm air furnace check sheet and summary form	Form is missing reference to and place to record system static pressure. Also, existing language in line item 16 is too vague and needs to be adjusted.	16. If existing blower motor is a PSC motor consider replacing it with an ECM retrofit motor. Static pressure must be measured, recorded and be within an acceptable range of .1"WC to .8" WC (Add place on summary sheet to record static pressure) DOE Program Notice 15-4 has defined 2 tiers of training:	16. If existing blower motor is a PSC motor replace it with an ECM retrofit motor.	State	Wade Thompson	Edited	
2015-045	4/6/2015 7:05:34	A2. 3. i.	Adding new section to address the new tiers of training as defined by DOE Program Notice 15-4.	i. Tier 1 Training: Comprehensive, occupation-specific training which follows a curriculum aligned with the JTA for that occupation. Tier 1 training must be administered by, or in cooperation with, a training program that is accredited by a DOE-approved accreditation organization for the JTA being taught. ii. Tier 2 Training: Single-issue, short-term, training to address acute deficiencies in the field such as dense packing, crawlspace, ASHRAE, etc. Conference trainings are included in this category.	None	State of Utah	Bradley Carpenter	Edited	
2015-046	4/6/2015 7:35:50	A2. 3. j.	Create connection of the use T&TA funds to the State Training Plan and guidance given in Production Monitoring documents.	j. The State WAP will prepare annually a State WAP Training Plan which will contain guidance on the areas that will be the focus of State training for the ensuing program year. Additional sub-grantee specific guidance will be included in documents provided as part of the Production Monitoring. It is expected that the majority of sub-grantee T&TA funds be expended on achieving those training goals outlined in those documents.	None	State of Utah	Bradley Carpenter	Edited	
2015-047	4/6/2015 8:05:40	C4. 2. b.	Defining what income documentation is.	b. 3rd party Income documentation or Client Qualification worksheet with income documents. (such as) • HEAT Certificate • Pay stubs with Client Qualification worksheet • SSI or SSA letter with Client Qualification worksheet	b. Income documentation and worksheet	State of Utah	Bradley Carpenter	Edited	
2015-048	4/6/2015 8:08:38	B8. 1. j. ii.	Provide guidance that client will not be left with a refrigerator smaller than what they had if they do not approve.	ii. Replacement standards are: • 18 CF for three to five persons • 21 Cubic Feet for five to seven • 25 Cubic Feet for over 7 persons At no point will the client be left a refrigerator smaller than what they currently have unless they consent to it.	ii. Replacement standards are: • 18 CF for three to five persons • 21 Cubic Feet for five to seven • 25 Cubic Feet for over 7 persons iv. Refrigerators can be tested for a minimum of 72 hours with the Digital Power Meter and the results run on the NEAT/MHEA audit. Or when the existing client refrigerator can be found in the NEAT/MHEA audit database that information may be used.	State of Utah	Bradley Carpenter	Edited	
2015-049	4/6/2015 8:17:34	B8. 1. j. iv.	Adjusting the minimum testing time	iv. Refrigerators can be tested for a minimum of 3 hours with the Digital Power Meter and the results run on the NEAT/MHEA audit. Or when the existing client refrigerator can be found in the NEAT/MHEA audit database that information may be used. To claim the RMP reimbursement for refrigerator testing the test must be conducted a minimum of 72 hours.	iv. Refrigerators can be tested for a minimum of 72 hours with the Digital Power Meter and the results run on the NEAT/MHEA audit. Or when the existing client refrigerator can be found in the NEAT/MHEA audit database that information may be used.	State of Utah	Bradley Carpenter	Edited	
2015-050	4/6/2015 8:27:15	B11. 5. a. iv.	New section to cover the allowance of the QCI to supervise work during the inspection process.	iv. The QCI may directly supervise personnel conducting required testing as part of the inspection process. This does not alleviate the responsibility of the QCI for the accuracy of the results. The intent is not prevent the QCI from having help during the inspection process and to allow for on the job training.	None	State of Utah	Bradley Carpenter	Edited	
2015-051	4/6/2015 10:17:20	B11. 4. a.	Better define the Work Order requirements.	a. All weatherization work shall be directed by a written work order. This may be a hard copy or electronic format.	a. All weatherization work shall be directed by a written work order. This may be a hard copy or electronic format and at a minimum contain the following basic information: • Be measure based and clearly align with the NEAT/MHEA audit associated with the job. • Reference, by measure, the Utah Field Guide which is cross walked to the Standard Work Specification as established by DOE. • Provide a work description of how the measure will be accomplished. This shall include the incidental repairs associated with measure.	State of Utah	Bradley Carpenter	Edited	

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				<p>b. The intent of the Work Order is: To get the right person in the right place with the right tools or equipment and materials with enough details to do the job they were hired to do.</p> <ul style="list-style-type: none"> Right Person: When appropriate, the Work Order should be broken down into the functional areas of the crews organizations the agency uses. (e.g. HVAC, Weatherization, Insulation, Electrical, etc...) Right Place: The Work Order should contain enough information that a person who has never been to the job site can reasonably locate where the work needs to be done. Suggestions would be -- <ul style="list-style-type: none"> Numbering system or method to indicate which windows are being replaced. Use of pictures and/or diagrams to locate and indicate air sealing locations. Specific locations for smoke or CO detectors to be installed. Right tools or equipment: Information should be given to the crew doing the work that would ensure they have any specially tools or equipment necessary to complete the job. (e.g. core drill, that a particular task involves LSW) Right materials: A component of the Energy Audit is to estimate materials necessary for the job. Providing information on the Work Order that ensures the crews have the right materials for the task they are expected to accomplish. <p>Examples -</p> <ul style="list-style-type: none"> Size and direction of flow of the furnace Model of ASHRAE fan and ducting size Specific type of hard wired smoke detector Approximate bag count of insulation <p>To do the job they were hired to do: The work in this program is expected to meet many standards. (Utah Weatherization Field Guides, Weatherization Program Guidelines, State Building Standards, Questar & RMP Rebate rules) Adding additional information that, when appropriate, references these standards is considered a "Best Practice" to ensuring the work meets the standards of the program and reduces Call Backs.</p>					
2015-052	4/6/2015 10:18:27	B11. 4. b.	New section giving more detail on work order content		None	State of Utah	Bradley Carpenter	Edited	
2015-053	4/6/2015 10:36:06	B7. 1. g.	Prohibit the sub-grantee from awarding a contract for labor that guarantees a base charge for services.	<p>g. When a sub-grantee uses contract labor for services the contract shall not allow for a base charge. Labor costs shall be detailed by approved weatherization measure or health & safety measure allowing the determination of measures meeting the necessary cost tests.</p> <p>c. Additional things to consider that help make an effective Work Order</p> <ul style="list-style-type: none"> Be measure based and clearly align with the NEAT/MEHA audit associated with the job. Being ordered in such a way that the work flow does not require a crew to damage or redo work already done. <ul style="list-style-type: none"> Attic air sealing prior to insulation HVAC work typically prior to weatherization work Installing a measure, such as wall insulation prior to windows, so a client refusal of a measure will not create a "cherry picking" situation <p>D1. 2. Utah Weatherization Field Guides</p> <p>a. The field guide will serve as the technical standard to which weatherization work will be done. This document is maintained and published by the State WAP. It shall be cross referenced to the Standard Work Specifications established by DOE and NREL.</p> <p>b. Distribution of this document will be either hard copy or electronic and shall be made available to all employees of the program. Changes will be administered by the State WAP staff and issued using the UWPN format in section D1. B. I.</p> <p>c. Agencies that employ contractors are required to make a copy of the field guides available to the contractor and obtain documentation that they acknowledge receipt and compliance with the document.</p> <p>It is not the desire of Utah WAP to disallow jobs that were signed off by a QCI that has lost their validation, although that is an option. The preferred option is to allow a different QCI re-inspection the job is expected. If that requires the agency to contract with a neighboring agency that is acceptable.</p>	None	State of Utah	Bradley Carpenter	Edited	
2015-054	4/6/2015 10:55:06	B11. 4. c.	Additional section for detail on work orders		None	State of Utah	Bradley Carpenter	Edited	
2015-055	4/7/2015 7:57:07	D1. 2. a.	New section for the Utah Field Guide		None	State of Utah	Bradley Carpenter	Edited	
2015-056	4/7/2015 7:58:14	D1. 2. b.	New section for the Utah Field Guide		None	State of Utah	Bradley Carpenter	Edited	
2015-057	4/7/2015 7:58:48	D1. 2. c.	New section for Utah field guides		None	State of Utah	Bradley Carpenter	Edited	
2015-058	4/7/2015 9:19:33	D2. 7. b. vi.	Add new section to meet WPN 15-4		None	State of Utah	Bradley Carpenter	Edited	
2015-059	4/21/2015 15:30:36	E1. 2.	DOE Grant review comment	<p>Utah WAP has traditionally used LIHEAP Crisis funds to cover the cost of Health & Safety issues. By using the separate budget item it will allow the program to more accurately compile this information and further refine the allowable percentage over time. This percentage will be adjusted annually based off the previous year's expenditures.</p>	None	State of Utah	Bradley Carpenter	Edited	
2015-060	4/21/2015 15:32:16	E1. 2. a.	DOE Grant review comment	<p>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.</p>	None	State of Utah	Bradley Carpenter	Edited	
2015-061	4/21/2015 15:34:12	E1. 2. d.	DOE Grant review comment	<p>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.</p>	None	State of Utah	Bradley Carpenter	Edited	
2015-062	4/21/2015 15:37:03	E1. 2. f.	DOE Grant review comment	<p>f. The material and labor cost to install approved H&S measure shall be charged to this budget category unless it is an allowable expense under non-leverage funds used in this program, such as utility funds.</p>	None	State of Utah	Bradley Carpenter	Edited	
2015-063	4/21/2015 15:42:35	E2. 2. b. i. Bullet 4	DOE Grant review comment	<ul style="list-style-type: none"> This inspection will check the fuel supply lines for leaks visually or with a combustible gas detector as appropriate for the type of fuel the appliance uses. 	None	State of Utah	Bradley Carpenter	Edited	
2015-064	4/21/2015 15:44:08	E2. 2. d. i. Bullet 4	DOE Grant review comment	<ul style="list-style-type: none"> This inspection will check the fuel supply lines for leaks visually or with a combustible gas detector as appropriate for the type of fuel the appliance uses. 	None	State of Utah	Bradley Carpenter	Edited	
2015-065	4/21/2015 15:45:33	E2. 2. e. i. Bullet 4	DOE Grant review comment	<ul style="list-style-type: none"> This inspection will check the fuel supply lines for leaks visually or with a combustible gas detector as appropriate for the type of fuel the appliance uses. 	None	State of Utah	Bradley Carpenter	Edited	

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2015-066	4/21/2015 15:54:00	E2. 3. ii. Bullet 2	DOE Grant review comment	<ul style="list-style-type: none"> Documentation will clearly show: Client Information Where each test was taken The positive or negative results of the building component tested. This will be the record that makes it clear weatherization work at this location needs LSW or not. Agencies will develop an internal process to ensure once a positive result is found that every person working on that job is aware of the presence of lead and what location it was found. This process will ensure that it triggers the requirements in Section E3. 2 RRP & E3. 3. LSW making sure both the client and the worker are protected. This measure is allowed under general weatherization B8. 1. x. and the Crisis Service Call Program in Section C3. 	<ul style="list-style-type: none"> Documentation will clearly show: Client Information Where each test was taken The positive or negative results. Agencies will develop an internal process to ensure once a positive result is found that every person working on that job is aware of the presence of lead and what location it was found. This measure is allowed under general weatherization B8. 1. x. and the Crisis Policy. 	State of Utah	Bradley Carpenter	Edited	
2015-067	4/21/2015 16:00:36	E2. 3. ii. Bullet 3	DOE Grant review comment			State of Utah	Bradley Carpenter	Edited	
2015-068	4/21/2015 16:04:01	E3. 1. a. ii.	DOE Grant review comment			State of Utah	Bradley Carpenter	Edited	
2015-069	4/22/2015 7:26:59	E3. 3. f. i.	DOE Grant review comment	i. It is just as important to protect the Weatherization workers as it is the client. PPE is a requirement for all workers when Level 2 Containment is required.		State of Utah	Bradley Carpenter	Edited	
2015-070	4/22/2015 7:28:31	E3. 3. g. i.	DOE Grant review comment	i. One of the best ways to ensure both client and worker safety while conducting LSW is to use Safe Work Practices.		State of Utah	Bradley Carpenter	Edited	
2015-071	4/22/2015 8:06:39	E3. 5. b.	DOE Grant review comment	b. Additional attention needs to be paid during the audit process to identify possible dangers in the home where the client's sleeping arrangements might create a code conflict with the location of combustion appliances. Local agencies need the flexibility to choose the best possible course of action after assessing the situation in the field while maintaining compliance with both the State Weatherization Guidelines and the applicable codes for the work being done, which are State law. The need for guidance from the State WAP Staff can be beneficial in the decision process but cannot supersede the first hand knowledge of the local agency. It is crucial that these situations are identified early in the weatherization process, during the audit, prior to any work being done on the home. Viable options for solution to these problems should address factors in the WX process the agencies can control. Possible solutions that comply with both the code and these guidelines are:		State of Utah	Bradley Carpenter	Edited	
2015-072	4/22/2015 11:59:36	H&S Table	DOE Grant review comment	Added note to: Exterior Visual Inspection Venting Terminations When testing indicates a venting problem	None	State of Utah	Bradley Carpenter	Edited	
2015-073	4/22/2015 12:04:56	H&S Table	DOE Grant review comment Exterior Visual Inspection Foundation Condition	Outside crawl space access missing cover. Allowable Action = Inform client Funding = H&S	Outside crawl space access missing cover. Allowable Action =Install access cover Funding = H&S on Include in floor insulation	State of Utah	Brad Carpenter	Edited	
2015-074	4/22/2015 12:10:16	H&S Table	"DOE Grant review comment Exterior Visual Inspection Other Safety Issues	Electrical hazards Allowable action = Minor repairs to facilitate WX	Electrical hazards Allowable action = Repairs to facilitate WX	State of Utah	Brad Carpenter	Edited	
2015-075	4/22/2015 12:21:39	H&S Table	DOE Grant review comment Cooling System Inspection	Delete second line regarding evaporative cooler	Allowing repairs on cooler	State of Utah	Brad Carpenter	Edited	
2015-076	4/28/2015 14:26:14	B9. 2. a. vi.	Change that was not made when UWPN 2013-016 was issued.	vi. The NEAT Audit will be utilized for multi-family buildings with 4 units or less. 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.	vi. The NEAT Audit will be utilized for multi-family buildings with 5 units or less and buildings with 5 to 24 units that are individually heated and cooled and less than four stories in height.	State of Utah	Brad Carpenter	Edited	
2015-077	4/28/2015 14:46:13	E2. 3. i. Bullet #4	DOE Review comment	Moving this to a new section. B11. 2. f.		State of Utah	Brad Carpenter	Edited	
2015-078	4/28/2015 14:54:32	E3. 4. a. et. all	Number conflict	Changed numbering from E3. 4. a. a. to E3. 4. a. i.	E3. 4. a. a i. ASHRAE 62.2-2013 compliance is required on home units weatherized by this program. Utah is taking the option provided by DOE WAP Memo 007 to use Addendum B to this standard. This option allows for mechanical ventilation to not be installed in homes where the required rate is @ or below 15 cfm.	State of Utah	Brad Carpenter	Edited	
2015-079	4/28/2015 15:05:20	E3. 4. a. i.	DOE Grant review comment	i. ASHRAE 62.2-2013 compliance is required on home units weatherized by this program. Utah is taking the option provided by DOE WAP Memo 007 to use Addendum B to this standard.		State of Utah	Brad Carpenter	Edited	

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2015-080	4/28/2015 15:13:54	E4. 4. d.	DOE Grant review comment This would be H&S work	4. Reserved	Replacement of an atmospheric vent water heater as an Incidental Repair is permitted under any of the following conditions. <ul style="list-style-type: none"> • Orphaned water heater not drafting after installation of direct vent furnace and flue cannot be relined. • Water heater no longer drafts after weatherization measures tighten the unit and other attempts to correct this problem fail. • Water heater is in a location that is not permitted by code and weatherization measures have increased the risks to the occupants. 	State of Utah	Brad Carpenter	Edited	
2015-081	4/30/2015 6:23:56	E4. 4. e.	DOE Grant Review comment Section deleted. Covered in Crisis cooling policy anyway.	e. Reserved	e. Replacement of air conditioning or evaporative cooling units may be permitted as an Incidental Repair. See Attachment # 32 for permissible conditions.	State of Utah	Brad Carpenter	Edited	
	5/13/2015 14:17:29	Attachment 7 - Lireary Measures	Updated today. Effective 5/15/15	I updated the doc and put the new file in the State Guidelines 2015-2016 folder	ns	HCDD	Matt Turner		Covered under 2015-041
2015-082	5/18/2015 15:05:56	A1. 4. e.	Adjusting to allow for Crisis funding to be used for other allowable situations.	e. LIHEAP Energy Crisis funds should be used primarily for the repair/replacement of heating/cooling systems.	e. LIHEAP Energy Crisis funds shall be used only for the repair/replacement of heating/cooling systems. 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 not be serving the Davis, Weber, Morgan counties for weatherization services until a new Request For Proposal for that area allows the State to develop a new sub-grantee for that service area.	Utah WX	Brad Carpenter		
2015-083	5/18/2015 15:42:22	B2.	DOE grant comments	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		
2015-084	5/19/2015 7:14:47	B11. 6.	New section that outlines the High Energy Users Program (HEP)	New Section text to long to post.	None	Utah WX	Brad Carpenter		
2015-085	5/19/2015 7:55:27	A1. 4. i.	New section that allows for fuel conversion.	i. Crisis funds may be used for fuel switching with a calculated SIR. Fuel switching to a non-metered fuel is not permitted without written permission from HCD.	None	Utah WX	Brad Carpenter		
2015-086	5/19/2015 7:59:46	A1. 4. j.	New section that allows the use of Crisis funds on High Energy Users	j. Crisis funds may be used on the High Energy Users Program (HEP) covered in Section B11. 6.	None	Utah WX	Brad Carpenter		
2015-087	5/19/2015 9:10:54	B7. 1. f.	Change the OMB circulars to the new CFR's	2 CFR 225 2 CFR 220	OMB A-87 OMB A-122 DOE Weatherization regulations include leasing of vehicles as an allowable expenditure, OMB Circulars A-87 and A-122 require that the expenditures be justified, allowable, and reasonable.	Utah WX	Brad Carpenter		
2015-088	5/19/2015 9:14:56	B7. 9.	Change the OMB circulars to the new CFR's	DOE Weatherization regulations include leasing of vehicles as an allowable expenditure, 2 CFR 225 and 2 CFR 220 require that the expenditures be justified, allowable, and reasonable.		Utah WX	Brad Carpenter		