



Utah Weatherization Program Notice

Effective Date 11 August 2014

UWPN # 2014-013

Subject: HEAT Monitoring Changes

Basis: Guideline Change

Purpose: The majority of these changes are from findings & concerns of the HEAT Program monitoring recently completed. There are a few “housekeeping” changes to clean up a few issues that have been found.

Scope: These changes will affect all future applicants to the program.

Change 2014-036 & -042 will affect work currently in production

Change 2014-045 will affect all clients that have not received an energy audited.

Responsibilities:

Local Agencies –

- Implement new policies and conduct in house training to inform staff.

State WAP Staff –

- Amend Program Guidelines and publish. (Changes 2014-031 to 2014-045)
- Update Attachment 3 – Income Property Owner Weatherization Agreement
- Update Attachment 15 – Contract Signature Certification Page

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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)
2014-031	7/16/2014 7:25:56	Attachment 15 contract signature page	the date needs to be changed to the current year.	make the date field a fillable box so that it can be changed before printing for the current year. a. Program Operations is the major budget category that is the sum of several different budget line items: Program Support Health & Safety Liability Insurance Financial Audit	July 1, 2012-June 30,2013	Tri County	Ian Spangenberg	Published
	7/29/2014 7:58:25	A2. 2. a.	Comment from HEAT monitoring and to align the budget items with the WebGrants system.	Program Operation costs are defined in 10 CFR Part 440.18-19. Program Support allowable expenditures include the costs that are the "cost of doing business" and those things directly related to physically installing the materials on homes. These costs can be divided into six areas:	a. Program Operations costs are more clearly defined in 10 CFR Part 440.18-19. Allowable expenditures under Program Operations include the costs that are directly related to physically installing the materials on homes and can be divided into five areas:	State of Utah	Brad Carpenter	Published
2014-033	7/29/2014 8:30:21	C1. 6. iv.	HEAT Monitoring finding.	iv. A copy of the Social Security Cards or residency documentation is required for every member of the household. This shall be placed in the client file.	iv. Social Security numbers will be requested for all residents 18 or older. This is needed to identify employment using E-Share or E-Rep. Refusals to provide this information will be dealt with by the local agency on a case-by-case basis. A copy of the Social Security Cards should not to be requested unless there are discrepancies in the information being supplied	State of Utah	Brad Carpenter	Published
2014-034	7/29/2014 8:32:04	C1. 6.	HEAT Monitoring finding	6.Residency Status To be considered for eligibility all applicants must be an adult (18 years old) and US Residents, or a "Qualified Alien". Proof the this status must be in the Client File.	6.Residency Status To be considered for eligibility all applicants must be an adult (18 years old) and US Residents, or a "Qualified Alien".	State of Utah	Brad Carpenter	Published

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2014-035	7/29/2014 8:40:56	C4. 1. b.	HEAT Monitoring finding.	b.Client files should not contain documents/information that is not required to qualify the client and could be used for identity theft.	b.Client files should not generally contain documents/information that could be used for identity theft. Items to be excluded from client files after completion of the qualification process are listed below but are not necessarily limited to these items. If the document must be retained, identifying information should be cut from or blacked out on the document. •Death Certificates •Birth Certificates •IRS statements or W-2's, 1040 Tax returns except in the cases where there is self- employment or only as a last resort when someone applies in January. •Copy of utility bills except for verifying who pays the utilities in rental situations. •Bank and /or retirement account numbers •Driver's License information •Complete divorce decrees •Mother's maiden name •Note: Name on owner occupied unit utility bills will have no bearing on eligibility •Child custody documents	State of Utah	Brad Carpenter	Published
2014-036	7/29/2014 8:43:37	C4. 3. i.	Added new H&S Form	i.Health & Safety Form 1	None	State of Utah	Brad Carpenter	Published
2014-037	7/29/2014 8:52:59	C5. 4. i. - iv.	Remove conflict that was created when the new Crisis Program section was added.	Reserved	4.Crisis or "no heat" in rentals: i.Under no circumstances will a "no heat" furnace be replaced. ii.\$200 maximum in materials may be spent to repair crisis or "no heat" situations in rental units. iii.The replacement is sole responsibility of the landlord. iv.This rule includes all funding sources.	State of Utah	Brad Carpenter	Published
2014-038	7/29/2014 9:19:16	A5. 2.	The section was worded poorly.	2.A "Partial Weatherized Unit" is a dwelling that has NOT meet all of the above requirements. This might be caused by Deferral or that the client refuses services or access after the weatherization process has begun. These units have had funds expended on them but cannot be reported or counted as a completion.	2.A "Partial Weatherized Unit" is a dwelling that has NOT meet of the above requirements. This might be caused by Deferral or that the client refuses services or access after the weatherization process has begun. These units have had funds expended on them but cannot be reported or counted as a completion.	State of Utah	Brad Carpenter	Published
2014-039	7/29/2014 9:23:57	C4. 2. k.	HEAT Monitoring finding	k.Proof of Citizenship or Social Security Card (copy)	None	State of Utah	Brad Carpenter	Published

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2014-040	7/29/2014 9:38:26	D5. 1. a.	HEAT Monitoring comment	a. The Policy Advisory Council for the LIHEAP and Weatherization Assistance Programs in the state of Utah is the Weatherization/HEAT Advisory Council. It will consist of members from a variety of backgrounds that have interests in energy conservation of the Target Groups associated with these programs. These representatives should come from groups representing low-income, elderly, disabled, Native Americans, & weatherization throughout the State. The members are listed in Attachment 2.	a.The Policy Advisory Council for the LIHEAP and Weatherization Assistance Programs in the state of Utah is the Utah Energy Assistance Advisory Council. It consists of 21 current members from a variety of backgrounds including energy conservation, utilities, low-income advocacy groups, government, etc. The members are listed in Attachment 2.	State of Utah	Brad Carpenter	Published
2014-041	7/29/2014 10:22:59	D5. 1. b.	HEAT Monitoring comment	b.This Council will meet as a minimum twice a year prior to the Public Hearings of both programs. The meeting will provide an opportunity to review and provide comment on the proposed changes to the programs.	b.This Council is reconstituted from time to time and meets the second Tuesday of every month except during the months of June, July, and August. The Housing and Community Development has been designated as the grantee for the Department of Energy's Weatherization Assistance Program funds in the state of Utah. The Housing and Community Development shall administer the program with the assistance and guidance of the Utah Energy Advisory Council and local participating agencies.	State of Utah	Brad Carpenter	Published
2014-042	7/29/2014 10:42:05	B8. d. vii.	Never added language to support UWP 12-2	vii.Drill & Fill holes maybe painted to match the original finish when the local agency has established a written policy on this matter. (Note see UWP 12-2)	None	State of Utah	Brad Carpenter	Published
2014-043	7/29/2014 10:48:15	A2. 3. h.	Replacing previous requirement	h.Out of State Travel must be approved by the State WAP prior to travel taking place.	None	State of Utah	Brad Carpenter	Published
2014-044	8/4/2014 13:56:15	Attachment #3 Income Property Owner Weatherization Agreement	Typo- Weatherization in document heading is spelled "Weatherizaion"	Weatherization	INCOME PROPERTY OWNER WEATHERIZAION AGREEMENT To be completed by Property Owner (For rental units only) The , (hereinafter	5 County	Danna	Published
2014-045	8/6/2014 13:21:24	B8. 1. j. iv.	Change to RMP tariff	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.	iv.All refrigerators are to be tested for a minimum of 72 hours with the Digital Power Meter and the results run on the NEAT/MHEA audit.	State of Utah	Brad Carpenter	Published