

Innovative Outstanding Weatherization Assistance News

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From all of us in the
Weatherization Bureau
in Des Moines

Jim, Gwen, Mark, Marcia,
Chris, Mike and Rosemary

Welcome

We hope your program year-end went well and look forward to working with you in Program Year 2006. Should you have any questions throughout the year, feel free to give us a call. "Who do I call first" you ask? For your answer, please see below.

- **Jim Newton, Bureau Chief:** Program Issues and Purchase requests
- **Mark Bergmeier, Technical Specialist:** NEAT Audit issues, Technical issues
- **Mike Speed, Housing Specialist:** Expenditure limit waivers, Technical issues
- **Gwen Howe, Data Specialist:** WAMS issues, Flat rate issues, Utility contracts
- **Christine Taylor, Program Specialist:** Website issues, Questions about contractor and house files, Questions about contractor contracts, HEAP and DOE contracts
- **Rosemary Hoover, Accountant:** Travel reimbursements
- **Marcia Thompson, Administrative Assistant:** To sign up for trainings

Statistics

<u>ITEM</u>	<u>*QTRLY</u>	<u>**YTD</u>
Houses Worked On	650	2023
Completions	606	1860
Closed Incomplete	44	163
Owner Occupied	553	1761
Rentals	97	262
Elderly Occupied	206	696
Disabled Occupied	270	970
Occupied by Young Children	92	376
Furnace Replacements	313	980
Refrigerator Replacements	343	917
Freezer Replacements	116	363
Average Costs Per House	\$6,680	\$6,173

Totals for all agencies combined
* QTRLY (December 2005—February 2006)
** YTD (Program year through February)

Iowa WAP Eligibility Rules

IOWA WAP ELIGIBILITY RULES

Every day many of us in weatherization are asked, "Do I qualify for weatherization?" Do you know the answer? You may think so, but there may be something you are forgetting. Take a look at the excerpt below from our *Policy and Procedures* manual Section 3.10 to see if you could give the right answer (we addressed this in the previous **IOWAN**).

A household is eligible for assistance under the Iowa Weatherization Assistance Program if:

- The household is receiving Supplemental Security Income (SSI) or Family Investment Program (FIP) Assistance, regardless of income or,
- The household's annual income is at, or below, 150 percent of the poverty level, as established by the Office of Management and Budget.
- The household is eligible for the Low-Income Home Energy Assistance Program (LIHEAP).

Because Iowa uses the same income level for determining eligibility for the Weatherization Program and Iowa's Low-Income Home Energy Assistance Program (LIHEAP), clients who are determined to be eligible for LIHEAP are automatically eligible for Weatherization. However, clients who receive SSI or FIP (not SSDI or Title II) assistance are automatically eligible for Weatherization even if their income exceeds 150 percent of the poverty level. Therefore, clients could be eligible for Weatherization and not eligible for LIHEAP.

Another question we are often asked is "I applied last year, why do I have to apply again?" Well, Section 3.11 of the *Policy and Procedures* manual tells us why.

In order to be eligible to receive weatherization services a client must have been determined eligible within 12 months of the date the client's dwelling will be evaluated. In other words, the client must have an application that is not more than 12 months old from the date eligibility was determined. This applies whether the client's eligibility was determined through the LIHEAP process or through Weatherization.

This is important to keep in mind because of the timing problem resulting from the different Weatherization and LIHEAP program years. The LIHEAP application process occurs during the period, October through April 15. The list of clients who are eligible for LIHEAP/Weatherization is provided to Weatherization at the end of that period. It's possible a client could be determined eligible for LIHEAP/Weatherization in November (in 2005) and come up on the schedule for weatherization in December of the following year (2006). If that person has not applied again for LIHEAP/Weatherization by November 2006, the person would no longer be eligible for Weatherization because his/her application would be more than 12 months old (November 2005 – December 2006). In this case, a redetermination of eligibility must be done.

If weatherization work has not begun on the dwelling within 12 months from the date determination of client eligibility was made; the client must complete a new application. If the client is determined ineligible after redetermination, the application is denied. For purposes of this provision, the beginning of the weatherization work is when the evaluation of the dwelling is done.

If, when contacted by the agency's weatherization program to schedule an evaluation, a client is residing in a dwelling other than the one the client was residing in when the client application was taken, the client will be required to reapply for assistance. This is required because the change in residence may be as a result of a change of status that could affect eligibility (e.g. income over guidelines).

Tentative 2006 Fiscal Monitoring Schedule

April	MATURA Community Action Program Community Action of Southeast Iowa
May	Upper Des Moines Opportunity, Inc. Community Opportunities, Inc.
June	Mid-Sioux Opportunity, Inc. Community Action Agency of Siouxland
July	North Iowa Community Action Organization West Central Development Corporation

Determining Client Priority

Determining Client Priority

Each year, there are more clients who are eligible for the Weatherization Program than can be served during the year. Therefore, it's necessary to provide services to clients based on a priority system. Clients with the highest priority points (numbers) are served first. Agencies must serve clients according to the priority system that has been developed and which is described in Section 4.11 and 4.12 of the *Policy and Procedures* manual and outlined below.

Client priority is based on an estimate of annual client bill savings for heating, water heating, and air conditioning measures. Additional priority is given if any household members are elderly, disabled, or young children. The agency must use this client priority method to select the clients it serves.

The WAMS computer program calculates client priority points. Following are the basic steps in the calculation.

1. Annual heating fuel savings, water heater fuel savings, and air conditioning savings are calculated. (Client fuel consumption data is a key parameter in this calculation.)
2. The annual fuel savings for each fuel type is added together and multiplied by the average statewide fuel costs.
3. The estimated annual bill savings is then adjusted using a 5% multiplier for those households with occupants who are elderly, and/or disabled, and/or young children. The 5% adjustments applies to each of the household characteristics, so a household containing elderly and disabled persons would have the estimated annual fuel savings adjusted by 10 percent.

The DCAA will obtain both primary and secondary consumption data for clients who are customers of investor-owned utilities from those utilities and send it to each agency. The agency must import the data into WAMS. Once the data is imported into WAMS, a client priority routine in WAMS can calculate priority numbers (points) for the clients whose consumption data is available.

Agencies must obtain primary consumption data for clients who are customers of municipal utilities, rural electric cooperatives (RECs), and deliverable fuel vendors. Secondary consumption data is optional but may result in higher priority points. To assist agencies with this, the WAMS program can produce a list of clients, by fuel vendor, that agencies can send to fuel vendors requesting the fuel consumption for the clients for the past year. It is preferable to have 12 months of both heating and electric consumption data.

Fuel data may be entered into WAMS as a lump sum for the entire year for all fuel types, except electricity. Electricity must be entered for each month. If less than 12 months of a client's consumption data is available, the client priority routine in WAMS will be able to convert the data to an annual amount as long as the data collected accounts for a minimum of 30 days between December 15 and March 15.

If consumption data for a client cannot be obtained or is not available for a sufficient number of months, a square foot calculation can be used to determine priority numbers for those clients. The square foot calculation is also contained in the client priority routine in WAMS. For those clients where there is no consumption data or an insufficient number of months of consumption data available, the agency must obtain the square foot information for the clients' dwellings from the client and enter it into WAMS. WAMS will calculate a priority number based on the square foot information. It is the client's responsibility to provide the square feet of living space area information. The fuel usage per square foot factors is based on historic program data.

WAMS can then produce a list of the agency's clients and the calculated priority numbers for each client. This is called a client priority list.

Agencies can produce the client priority list from WAMS. The Client Priority List contains the names of clients who are eligible for weatherization, the clients' addresses, telephone numbers, client priority point numbers, and other pertinent information regarding the clients. A separate Client Priority List is produced for each county in the agency's service area. WAMS also allows agencies the option of printing a client priority report for clients who are customers of each utility company.

The names on the Client Priority List are listed in priority order using the client priority points as the basis for prioritization. Clients with the highest client priority points are listed first. This is the information agencies must use in selecting clients to serve. The clients who have the highest priority points (those listed at the top of the list) are to be served first. The clients' priority points appear in the column with the heading, CPN. The priority points listed on the report include the bonus points for elderly, disabled, and children, if applicable.

Client Priority Lists are produced by WAMS. Refer to the *Weatherization Automated Management System (WAMS) Instruction Manual* for instructions on printing Client Priority Lists.

New client priority lists are developed once a year, after the most recent LIHEAP program year has ended.

Determining Priority Numbers for Clients with Deliverable Vendors

Determining Priority Numbers for Clients with Deliverable Vendors

Determining a priority number for clients with deliverable vendors is important as many clients who may otherwise be at the top of the priority list might not ever be weatherized unless their fuel data is collected and a priority point established. This is a requirement as outlined in Section 4.11 of the *Policy and Procedures* manual and should be done yearly. Below, is a step-by-step guide for obtaining fuel data. Feel free to call Gwen Howe, Data Specialist, at 515-281-3988, with any questions.

1. Open WAMS Main Switchboard
2. Click on Reports/Letters
3. Click on Client Reports
4. Click on Client by Vendor
5. Choose vendor code and set of dates (the last LiHEAP program year)
6. A report will be developed
7. Send a letter to each vendor regarding each client
 - Explain why you are requesting fuel data

- Ask for one-years' worth of fuel usage data (amount of fuel used, not how much the client was charged)

Once fuel data is received, the agency is to calculate a priority point for the fuel vendor clients by following the steps below.

1. Open WAMS Main Switchboard
2. Click on House Data
3. Locate the client
4. Click on the Heating Fuel Data tab
5. Enter the Beginning Date, Ending Date, and Usage
6. Close House Data (will need to perform steps 3-5 for each client with fuel usage data from vendors)
7. Click on Reports/Letters
8. Click on Client Reports
9. Click on Client Priority Lists
10. Complete the appropriate fields
11. Click on Sort by Priority Number
12. Print Priority List by county

Agency Spotlight—Northeast Iowa Community Action Corporation

Joint Project Between NEICAC Housing Program and Habitat for Humanity

On Friday and Saturday, March 17 & 18, Northeast Iowa Community Action Corporation (NEICAC) crews and the coordinator assistant blew the side walls of their latest housing project between NEICAC and Habitat for Humanity; a duplex to be utilized by citizens with disabilities.

Crewmembers (Don Ellis, Duane Foltz, Don Forney, and Josh VanSkyhawk) and the Coordinator Assistant (Jim Perry), donated 76 hours to blow the side walls of the home. Two methods were used; the tube method and a 2" swivel method backed with 1" at the top. The walls were checked using the infrared camera and no noticeable difference in results from either method was found.

A total of 3,180 lbs. of cellulose was blown into the walls. A total of 7,230 lbs. had been blown into the attic on March 3rd.



Extreme Photos



Creative venting...



How can this exhaust fan work with so much dust on it?



This corn burner is producing a whopping amount of carbon...



This is a picture of a furnace and air conditioning combination that is an outside unit. The day before, MEC had been to the home and didn't test for CO. They told the client the furnace was simply not running well. When Threshold arrived and tested the stack CO, they found it was over 1800 ppm.

The ambient air in the house was 15 ppm without the furnace running. The home had open soffits and the air was being drawn up into the soffit and the attic and into the home through the can lights. In testing the heat registers, there was 20 ppm coming through the heat runs. Not safe at all!



Ummm.....Might work.....



Wow! This tree stump is actually supporting the floor of the kitchen!



How do you make a furnace draft?
Add a turbine to the chimney!

Program Year 2006 Changes

Program Year 2006 Changes

A memo regarding Program Year 2006 (April 1, 2006—March 31, 2007) changes was recently mailed to all of the agencies. In case you haven't seen the memo, review the changes below and feel free to contact the DCAA office with any questions.

1. Expenditure limits for the following items have been increased (or added). The new limits are listed with the item.

• Furnace Replacement	\$3,000
• Boiler Replacement	\$4,000
• Heat Pump Replacement	\$4,000
• Boiler Repair	\$2,000
• Heat Pump Repair	\$2,000

2. Prior approval has to be obtained before exceeding the expenditure limit for boiler or heat pump replacements (in addition to furnace and water heater replacements). The Furnace/Water Heater Expenditure Limit Waiver Request Form should be used for this. Boilers and heat pumps have been added to the form. The revised form can be obtained from the Members Only section of the Weatherization website www.weatherization.iowa.gov.

3. You no longer need to obtain prior approval before installing dehumidifiers. Prior approval is still required before installing air-to-air exchangers. The form that had been used for requesting approval for these installations has been revised to include only the air-to-air exchangers. The revised form can be obtained from the Members Only section of the Weatherization website www.weatherization.iowa.gov.

4. If a client is not available to sign the Release of Liability Form when the evaluator arrives to do the evaluation of the house, the evaluator may proceed with the evaluation. However, the evaluator must leave a copy of the Release of Liability Form, a return envelope, and instructions to the client that no work will be done on the house until the client signs the form and returns it to the agency. Agencies must comply with this.

5. We will develop Spanish versions of the Release of Liability Form and the Health and Safety Assessment Forms Part 1 and 2 and make them available to you.

6. The DOE average expenditure per home limit is \$2,826 and the DOE average health and safety expenditure per home limit is \$706. These new limits will be reflected in the WAMS changes Gwen will be sending you to be implemented by April 1, 2006.

7. The new fuel prices for the NEAT Audit are:

• Propane	1.53/gal
• Fuel Oil	2.10/gal
• Natural Gas	14.00/mcf
• Electricity	.095/kWh

The NEAT Audit needs to be updated with these new fuel prices. This is done in the Set-up section of the audit. The updates must be done by April 1, 2006 but may be done anytime before that date.

"My family and I wanted to thank you and your staff for the weatherization services we received. We are eternally grateful for the expense of kindness that was put into our home. Thank you, thank you for everything that was done to our home! You have no idea what this incredible gift means to our family. Not only are you helping us save on energy, you're helping our children's health. Thank you again!"

- MATURA Client

Questions and Answers

Question: I have a house with Alliant as the primary vendor and MEC as the secondary vendor. I am out of MEC funds. Can I charge 100% insulation costs to Alliant?

Question: If a client is contributing toward the cost of a specific item (e.g. furnace, water heater, etc.), how and where do I enter that into MAT-Temp?

Question: An elderly woman lives in the home she recently put in her adult son's name. She will live there until she can no longer live alone. Is the dwelling considered a rental?

Question: What is the state's policy regarding extended warranties on refrigerators and freezers? I have a vendor who has a warranty program of either 3 or 5 years at an additional charge.

Question: Is the tune and clean charge included in the \$300 furnace repair limit?

Answer: Yes. If there is not a secondary vendor to pay 20% or there is not an air conditioner, the primary utility can pay 100%.

Answer: When entering the item into MAT-Temp, lower the cost of the item reported by the amount the client is contributing and proceed as normal.

Answer: Treat the client as a homeowner with a lifetime lease.

Answer: Weatherization does not pay for extended warranties. If the client would like a warranty, the client may pay the appliance vendor for the warranty.

Answer: The cost of the tune and clean is in addition to the \$300 repair limit.

Tips

WAMS—Okay, so you need to pick up where you left off yesterday in WAMS. What would be the quickest way to find the house you need to work on? **Try this**—Start at the Main Switchboard, click on House Data and search for the weatherization file number you need. When you go to the next house, simply find the next file number and so on. Quite a few agencies start at the Main Switchboard and click on Client Data. They then find the client's name, open House Form and enter data. This works, but to go to the next file you need to work on, you must close out of House Form and locate the next file. You save yourself a step by working in House Data instead.

How many renters do we have in our database?—Has your Director ever wanted information from you such as this? **Try this**—Start at the Main Switchboard and click on House Data. In the House Data tab, click on Housing Status, search

for "R" for rentals and then filter. In the lower left-hand corner, you will see how many renters you have in your database. You can do the same thing with any field. Filtering will provide you with all sorts of data you may need.

Service Recognition

1 Year Anniversary

Chad Jensen, Executive Director with Community Opportunities, Inc. in Carroll, Iowa, recently celebrated his first anniversary.

25 Year Anniversary

Rosemary Hoover, Accountant with the State of Iowa Division of Community Action Agencies in Des Moines, Iowa, recently celebrated 25 years with the state.

Reminders

Fiscal—Remember, you no longer need to send in 4 copies of your audit reports to Jim Mezera and Mike Adams, Fiscal Monitors; you only need to send in 2 copies.

Appliances—Only appliances meeting utility guidelines are allowed to be charged to the utilities. Make sure refrigerators are Energy Star rated. Freezers must be manual defrost.

WAMS Updates—When updates are sent to you, be sure to implement them right away otherwise, future updates may not work or could delete clients from the system.

State Provided Forms/Waivers—If you have trouble clicking on checkboxes in the state provided forms/waivers, it may be because of your security level setting. To alleviate this problem, simply follow these steps: Open Excel. In the top toolbar, click on Tools, Macro, Security and then choose a lower security level. You will probably have to enable Macros. If you still have trouble clicking on checkboxes after you have implemented these steps, give Chris a call at 515-281-4565.

New Evaluation Form—The new evaluation form developed by the Training Development Committee, consisting of seasoned as well as new evaluators, inspectors, coordinators, and office staff is now on the Members Only website. This form is not a required form. Agencies may use the form if they wish.

Lead Paint Notification Requirements—A memo was recently sent to the agencies regarding Lead Paint Notification

Resources

<http://www.energy.iastate.edu/>

Iowa Energy Center

http://www.idph.state.ia.us/eh/lead_poisoning_prevention.asp

Bureau of Lead Poisoning Prevention

Requirements. Please remember that the contractor must be the person who provides the lead paint notification. Agencies providing the notification to clients does not absolve the contractor of the responsibility for providing the notification.

If your agency is crew-based, then the agency must distribute the notification.

Lead paint notification must not be more than 60 days prior to starting work. The 7-day advance notification requirement only applies to situations where the contractor or agency opts to mail the notification to the client rather than delivering it in person. If the contractor or agency will deliver the notification, it may be the same day the work starts on the home.

2006 Annual Training Schedule—Be sure to visit www.weatherization.iowa.gov and click on Upcoming Events/Trainings to view the 2006 training schedule.

News

Iowa Energy Center—The Iowa Energy Center has currently published the Home Series Book One: Home Tightening, Insulation and Ventilation and Book Two: Home Heating and Cooling, and can be viewed on their website www.energy.iastate.edu. They will soon be printing Book One in Spanish. To request copies, contact Amy Swenson at 515-294-4391.

Project—The DCAA is working on a project: to obtain any weatherization materials you may have in a foreign language. Please send us any materials you may have. Agencies are beginning to ask for foreign language materials more and more, so anything you have would be appreciated. Please either send it electronically to Christine.Taylor@iowa.gov or send it via US mail to the DCAA office.

Upcoming Events

April 2006

- 4—5 **Lead and Slate Safe Work Practices Training.** To be held at Polk County Planning & Development, 5885 NE 14th Street, Des Moines, Iowa. For more information or to sign up, contact Marcia Thompson at 515-281-3861 or via email at Marcia.Thompson@iowa.gov .
- 4—6 **Basic Evaluator Training.** To be held at Hawkeye Area Community Action Program, 1515 Hawkeye Drive, Hiawatha, Iowa. For more information or to sign up, contact Marcia Thompson at 515-281-3861 or via email at Marcia.Thompson@iowa.gov .
- 10—14 **2006 Energy Outwest Conference “Sustainability: One House at a Time”.** To be held in Portland, Oregon. For more information, visit <http://capps.wsu.edu/conferences/EOW/> or <http://www.energyoutwest.org/index.html> .
- 18—19 **NEAT Audit Training.** To be held at Hawkeye Area Community Action Program, 1515 Hawkeye Drive, Hiawatha, Iowa. For more information or to sign up, contact Marcia Thompson at 515-281-3861 or via email at Marcia.Thompson@iowa.gov .

May 2006

- 9—10 **Basic Furnace/Duct Leakage Training.** To be held in Ireton, Iowa. For more information or to sign up, contact Marcia Thompson at 515-281-3861 or via email at Marcia.Thompson@iowa.gov .

June 2006

- 6—7 **Mold/Moisture/Ventilation/BTL Training.** To be held in Ames, Iowa. For more information or to sign up, contact Marcia Thompson at 515-281-3861 or via email at Marcia.Thompson@iowa.gov .
- 27—28 **Advanced Blower Door/Zonal Pressure Diagnostics Training.** To be held in Ames, Iowa. For more information or to sign up, contact Marcia Thompson at 515-281-3861 or via email at Marcia.Thompson@iowa.gov .

**** SAVE THE DATE ****

August 2006

- 15—17 **Midwest Regional Conference.** To be held in Columbus, Ohio. For more information, visit <http://www.affordablecomfort.org> .

October 2006

- 31—3 **NASCSP Conference.** To be held in Providence, Rhode Island. For more information, visit <http://www.nascsp.org> .

*Be sure to view the complete
2006 Training Schedule on
www.weatherization.iowa.gov !*

Tentative 2006 Program Monitoring Schedule

April	South Central Iowa Community Action Program, Inc.
May	Upper Des Moines Opportunity, Inc.
June	North Iowa Community Action Organization
July	Community Opportunities, Inc.
	Community Action of Southeast Iowa

Speed Bumps

- Floored attics need to be dense packed. By-passes under the floor are to be sealed prior to insulating the floored attic. (Section 5013.01)
- By-passes are to be sealed or dense packed with cellulose. A lot of by-passes have paper, plastic, or even fiberglass stuffed in the cavities to keep the insulation from falling down into the cavity. These materials are not sufficient for air sealing the cavities. The cavities must be hard sealed or dense packed.
- Wall insulation needs to be done over and under windows.
- When the double-faced (usually black paper) mineral fiber batts are existing in the walls and kneewalls (usually ½" thick) it should be listed as having none in the NEAT audit. The R-value of this material is practically nothing.
- There needs to be a fused switch within 24" of the furnace.
- The ducts that run off of dryers and exhaust vents need to be at least the same size as the opening for the duct on the exhaust vent or dryer.
- I've been getting quite a few incomplete phone numbers which is usually being caused by adding more characters in the database than are available. There are enough spaces if a – is added between area codes, prefixes, and the last four digits but the problem arises when parenthesis are added to the area code.
- The metallic coated cardboard (thermal pan) that is sometimes used for cold air returns needs to be caulked to seal the joints.
- It is strongly recommended that when installing a condensing furnace that a two pipe system be used (inlet for combustion air and outlet for exhaust gases).

Please feel free to copy and distribute.

Iowa Bureau of Weatherization

Department of Human Rights
Community Action Agency
Lucas State Office Building, 2nd Floor
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We're on the Web!!!
www.weatherization.iowa.gov

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