

## Wisconsin Weatherization Program Manual PY2021 Summary of Changes

The table below shows significant program and policy changes for Fiscal Year 2020-2021. The effective date for all revisions is October 1, 2020.

Section	Topic	Revision
2.2.3	Furnace Useful Calculator	Use is Optional
2.2.3 & 8.1.5	Field Data Collection Form	Required use of FDCF. Strongly encouraged starting with energy audits September 1, 2020. Required October 1, 2020. Located on the HE+ TTA website.
4.3	QA – Baseload Inspections	Phone call is allowable on baseload jobs unless there are complaints.
5.1.4	SSAG	Questions or comments on the State Single Audit Guidelines shall be directed to the DOAS Single Audit Coordinator. In addition, audit reports shall be emailed as a text searchable, unsecured PDF file to <a href="mailto:DOADOASSingleAuditCoordinator@wisconsin.gov">DOADOASSingleAuditCoordinator@wisconsin.gov</a>
5.1.6	Material Purchasing	Blanket Purchase Orders are allowed. Agencies shall have a process in place for tracking purchases through the process to the job if using blanket purchase orders.
5.3 (9)	Incentive Compensation, section deleted	No longer allowed.
5.3.1	Administrative Expenses	Informational Transmittal 2020:41
5.3.7.1	Training Funds (Labor)	Greater flexibility to use T&TA funds to cover labor costs while in training for all weatherization.
5.3.7.3	Out of State Travel	Language deleted to not have to submit separate request for approval to the Help Desk if included in the approved T&TA Workbook. If not included, revise T&TA Workbook and send to the Help Desk for approval.
6.1	Procurement documents/templates	Now located on T&TA website.
6.9	Price Increases	Price increases to a contract, including contract renewals, are limited to fully documented cost increases to the contractor which are demonstrated to be industry-wide, as verified by official announcement on the manufacturer's or wholesaler's letterhead. Price increases are valid only when accepted by the Agency 30 days before application, in writing, and documented in the original procurement file. This applies to contracts resulting from both simplified and sealed bid procurements. Does not apply to labor. Greater flexibility due to COVID.

Section	Topic	Revision
8	Field Data Collection Form	Required use of FDCF. Strongly encouraged starting with energy audits September 1, 2020. Required October 1, 2020. Located on the HE+ T&TA website
8	Final Inspection Form DOE QCI	Fillable form on HE+ website required for all final job inspections. QCI also required when DOE Funds used,
8	"Test out" procedures in Wx for crews for WCD.	Reference Field Guide in manual for how to document. No change – just referencing Field Guide 5.8 Worst-Case Draft Protocol: Follow these steps to perform a worst-case draft test at the conclusion of each workday during which envelope or duct sealing measures were performed, and again at the final inspection.
8.3.2	Weatherization Assistance Audits	SIR of 0.8 allowable for Public Benefits and LIHEAP funded jobs.
8.3.2	Measure Skipping	Added WPN 19.4 Attachment 8, text added to clarify. Measure Skipping of cost-justified major measures is not permitted at any time.
8.3.2.1 (4)	Repair Measures (RM)	RM photos and documentation are required. Listed as incidental Repairs by DOE. WPN 19.5
8.9 Section on Deferrals and Repairs and added codes to Appendix	Additional code for LIHEAP Repair Policy (Deferral) ZZ codes	Repairs that push the SIR below 1.0 will be modeled with LIHEAP funding and not included in the SIR. \$6,000 limit unless approved by DEHCR. Not new dollars in contract. Limited to single-family, owner-occupied (not mobile homes).
9.1.2	Health and Safety Hazards  Clarification: Also applies to Baseload jobs.	2) Serious conditions shall either be addressed by the building owner prior to the weatherization work or by the Agency as a part of the weatherization work. Elimination of Health and Safety hazards using Weatherization Program funds shall be done in conjunction with the installation of energy conservation measures. Some “serious conditions” may be hazards that can be tied to weatherization measures, such as heating system, chimney, or water heater failure, carbon monoxide leaks, or other treatable indoor air quality problems.
Appendix D	Repair Codes	ZZ Repair codes added that can be used to address repairs and reasons of potential deferral so that the weatherization job may proceed. See Section 8.9 for policy.
New Appendix E	Photo Upload	Preferred photo type is JPG or PNG. Quality photos/Pre (Audit) and Post, Tablet test.
New Appendix E	Document Upload	Informational Transmittal 2020:44 Requirements