



Governor Kim Reynolds
Lt. Governor Adam Gregg
San Wong, Director

Iowa LIHEAP Program Notice 19-01

To: Executive Directors and LIHEAP Coordinators
From: Christine Taylor, Energy Assistance Bureau
Date: September 21, 2018
Re: Waiver Requests, ECIP Heating System Repair/Replacement Inspection Sheet, Changes to Iowa LIHEAP Policy and Procedures Manual

Effective Date: October 1, 2018

Waiver Request Forms

Waiver Request forms have been created to streamline processes in the LIHEAP program. The forms listed below are maintained on the Members Only page of <https://humanrights.iowa.gov>.

- Social Security Number (SSN) Waiver Request
- Payment to Secondary Vendor Waiver Request
- \$3,000 Heating Unit Expenditure Limit Waiver Request (for boilers)
- 14 Days Cash on Hand Waiver Request

ECIP Heating System Repair/Replacement Inspection Sheet

An ECIP Heating System Repair/Replacement Inspection Sheet (maintained on the Members Only page of <https://humanrights.iowa.gov>) has been created for use when inspecting ECIP-only (work not done in conjunction with weatherization) repair work with a cost of \$500 or more and for heating unit replacements.

Iowa LIHEAP Policy and Procedures Manual

Listed below are changes to the *Iowa LIHEAP Policy and Procedures Manual*.

- Section: Social Security Number (SSN) Documentation
 - Add the following language to the end of the 1st paragraph: To request an exception, the Social Security Number (SSN) Waiver Request form is to be completed. The form is maintained on the Members Only page of <https://humanrights.iowa.gov>.
- Section: Documentation and Recordkeeping – ECIP Files
 - Revise the last bullet to: ECIP Heating System Repair/Replacement Inspection Sheet, if applicable
 - Add bullet: Picture of new heating unit, if applicable

- Section: Payments – Secondary Energy Supplier/Vendor
 - Revise the last sentence of the 2nd paragraph to: A request may be submitted once per year, per household, using the Payment to Secondary Vendor Waiver Request form, which is maintained on the Members Only page of <https://humanrights.iowa.gov>
- Section: Crisis Program – ECIP (Energy Crisis Intervention Payments) - 1(A)
 - Revise the 3rd paragraph to: Units supplying in-floor radiant heat (boilers or water heaters with a pump) can be repaired/replaced.
- Section: Crisis Program – ECIP (Energy Crisis Intervention Payments) - 1(B)
 - Revise the 3rd paragraph to: An additional maximum amount of \$100 (**\$150 if multiple trips for re-inspections are required**) in ECIP funds may be paid for an audit of the work to be done and the Weatherization inspection (by an agency Auditor, HVAC Technician, or QCI), only in those cases where the work is not done in conjunction with the Weatherization Assistance Program.
 - Add the following language to the end of the 4th paragraph: To request an exception, complete the \$3,000 Heating Unit Expenditure Limit Waiver Request form, which is maintained on the Members Only page of <https://humanrights.iowa.gov>.
 - Revise the 5th paragraph to: All work paid from LIHEAP ECIP funds must comply with Appendix G - Heating System Installation Standards. Those cases involving major repairs (\$500 or more) and replacements must be inspected by an agency Weatherization Auditor, HVAC Technician, or QCI inspector. An ECIP Heating System Repair/Replacement Inspection Sheet is to be completed by the person inspecting the work and maintained in the client file (including a picture of the new unit, when a replacement is made). The inspection sheet is maintained on the Members Only page of <https://humanrights.iowa.gov>.
 - Revise the 8th paragraph to: If a household chooses to use their own contractor, or is seeking reimbursement for heating system repair or replacement already completed, all such work must have been done by a contractor who meets Weatherization Program guidelines (e.g., has all required licenses, required insurance coverage, etc.) and must pass inspection by an agency Weatherization Auditor, HVAC Technician, or QCI. An ECIP Heating System Repair/Replacement Inspection Sheet is to be completed by the person inspecting the work and maintained in the client file (including a picture of the new unit, when a replacement is made). Appendix G - Heating System Installation Standards must be met before a repair or replacement is deemed to have passed inspection.
 - Revise the 13th paragraph to: Safely functioning heating systems are not allowed to be replaced unless the contractor indicates that the existing unit is too small for the home and can show the need for a larger unit, by running a Manual J. State approval via email is required **before** a replacement can be made.
- Section: Monthly Funding Request and Expenditure Report
 - Revise the 3rd paragraph to: Unpaid approved line items must be paid within 14 calendar days of receipt of funds at the agency (day one is the day after the funds are deposited into the agency account). To request a waiver to exceed the 14 calendar day period, complete the 14 Days Cash on Hand Waiver Request, which is maintained on the Members Only page of <https://humanrights.iowa.gov>.
- Appendix
 - Add: Appendix G – Heating System Installation Standards