



Weatherization Guidance No. 39

Effective Date: January 16, 2018

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Heating System Cost Reimbursement Procedures

The purpose of this guidance is to instruct agencies of a change in policy regarding the procedure to report and request reimbursement for program costs related to heating system replacements. This guidance pertains to all CT WAP Weatherization Programs. If there are further questions, please contact your field representative.

Reporting Requirements for Heating System Cost Reimbursements

Due to recommendations by the Department of Energy and Quality Work Plan requirements, CT WAP is requiring all agencies to provide documentation to support requests for the approval of the \$200.00 One Time Heating System Charge as defined in Sections 702.3 and 702.4 of the CT WAP Operations and Training Manual. The documentation must be reported under the following budget categories as applicable to the funding of the work performed:

- Materials: Materials for DOE Heating Systems (SIR ECM)
- Program Support: Program Support for DOE Heating Systems (SIR ECM)
- Health and Safety: Health and Safety for DOE Heating Systems (No SIR)

Note: This same policy and procedure applies to any heating appliance replacement, including Domestic Hot Water (DHW) Heating Equipment, or major repairs requiring a waiver submittal to CT WAP.