

WOM 2019—April 1, 2019 Update List

WOM 2019 includes WOM 2018 versions of many forms and Section 4, which are still current.

Throughout the WOM, references to the *AHFC HERP Withdrawal Letter* and the *Energy Outwest Weatherization Field Guide* were removed, and further clarification of required client signatures has been added.

Some formatting changes were made to improve consistency. Some lists that were in random order are alphabetized now to help find information. These types of improvements will be ongoing in future updates of the WOM.

Only sections and forms that have been revised for 2019 are noted in the list below. The list **excludes** minor revisions to reformat or alphabetize content, to update terminology, to alphabetize lists, and to correct grammatical and numeric sequencing errors.

- Section page numbers/form numbers appear in the first column.
- The second column indicates revised and/or new content.

Title Page	PY updated
1-10	1st bullet revised
1-11	<i>Definition of Household Unit</i> , 3rd paragraph revised
1-13	<i>Definition of Household Unit Income</i> , #14 revised
1-14	#18 added
1-25	<i>AHFC Home Energy Rebate Program (HERP) Verification</i> , revised
1-26	<i>Landlord-Tenant Agreement</i> , last sentence added
1-34	<i>State-Licensed Assisted Living Home (ALHs)</i> , 1st paragraph, URL updated
1- 39 NEW	<i>Grantee Authority to Implement More Restrictive Policy</i> , added
1- 39 NEW	<i>Fraud</i> , added
2	<i>Table of Contents</i>
	<i>AHFC HERP Withdrawal Letter</i> deleted
#3	<i>AHFC WX Admin Monitoring Form, Section V, Lead Compliance</i> , revised
#7	<i>Current DOE Income Guidelines published by AHFC</i> revised for PY19
#17	<i>Required Admin Client File Documents Checklist</i> , revised
3-6	1st paragraph, last sentence, revised
3-7	<i>Success Stories</i> , last bullet added
3-27 to 3-28	lists revised
#5	<i>Table of Contents</i>
5-10	<i>General Policies</i> , 3rd paragraph, last sentence deleted
5-13	1.7, <i>Exception(s)</i> deleted
5-14	b. 3. and c. 6., revised
5-15	2.0, second to last sentence revised
5-16	2.3, last sentence added
5-17	3.2.1 <i>Carbon Monoxide/Indoor Air Quality</i> , PPM level revised
5-18	3.2.2, b., last sentence added
5-19	3.6, <i>Exception(s)</i> , deleted 3.6.2, 2., revised
5-20	4.0, 6th bullet revised 4.1, c. and d., deleted
5-21	4.2.1 and 4.2.2, 1st sentence revised

5-22	4.2.3, example deleted
5-23	4.3.4, revised 4.4, 1st sentence revised
5-24	4.5, last sentence deleted 4.6, 1st sentence revised 5.0, last sentence added
5-25	5.0.1, 2nd paragraph deleted 5.1, revised
5-27	5.4.1, 1st sentence added
5-28	5.4.2, PPM level revised 5.4.3, 1st sentence revised
5-30	6.0.4, deleted 6.2.1, revised
5-31	7.0.2, revised
5-32	7.3, <i>a. and b.</i> , last sentence deleted 7.4.1, <i>a.</i> , revised
5-33	7.7.1 and 7.7.2 revised
5-35	first paragraph revised
5-40	9.4.4, 9.5 and 9.7, revised
5-44	10.1, 2nd paragraph, 2nd sentence revised
5-45	11.4, revised
5-49	12.1.2, <i>Exception(s), c.</i> , revised
5-50	12.3.1, <i>Exception(s)</i> , revised
5-52	12.6, 1st sentence revised
5-54	14.1, 2nd paragraph, 1st sentence revised
5-60	17.0, 1st paragraph, quantity revised
5-68	25.0, revised
5-70	28.0, revised
6-1	<i>Table of Contents</i>
#3	<i>Agency WX Post Measures Checklist</i> , sections 2-4 revised
#13	<i>Combustion Safety Test Form</i> , revised
#14	<i>Combustion Safety Test Form-Daily</i> , added
#27 NEW	<i>Promotional Release</i> , added
#28	<i>Required WX Site Client File Documents</i> , revised
7-1	<i>Table of Contents</i>
	<i>A Citizens Guide to Radon</i> deleted
	<i>A Citizens Guide to Radon Sign-Off</i> deleted
#2	<i>Allowable Health and Safety Measures</i> , 7th bullet revised
#5	<i>Basic Radon Facts</i> replaces <i>A Citizen's Guide to Radon</i>
#6	<i>Basic Radon Facts Sign-Off</i> replaces <i>A Citizen's Guide to Radon Sign-Off</i>
	<i>Current AHFC Health and Safety Plan—DOE</i> , moved to Section 9
8-1	<i>Table of Contents</i>
#1	<i>10 CFR 440 Appendix A—Standards for Weatherization Materials</i> , official version provided
#2	<i>Weatherization Materials Not Listed in 10 CFR 440, Appendix A</i> [There is no change to the content. It is a separate file now.]
9-1	<i>Table of Contents</i>
9-10	<i>Radon and Allowable Health and Safety Items</i> , revised
Attachment	<i>2019 Alaska Field Guide</i> replaces 2018 version

Attachment	<i>2019 DOE Health and Safety Plan, moved from Section 7 to Section 9</i>
Attachment	<i>2019 Weatherization Assistance Program State Plan, added</i>
Attachment	<i>SOA WAP Technical Support Document, Combustion Safety, revised</i>

There are two ways to download the current WOM from AHFC's website.

<https://www.ahfc.us/efficiency/research-information-center/manuals-forms-and-workbooks/weatherization-operations-manual/>

1. To obtain one file (pdf format) that includes all pages of the WOM, copy and paste the URL above into a browser. Then, click on the *Weatherization Operations Manual 2019 (Complete)* link.

Note: To print from this all-inclusive pdf file, select page ranges for each section/form and print one- or two-sided accordingly, or print a complete one-sided original and make one- and two-sided copies from the hard copy.

2. To print or save sections and forms individually, click on the individual file links on the same web page. Some forms are in file formats for editing or making calculations.