

## WOM 2016—April 1, 2016 Update List

The WOM did not undergo many policy changes for Program Year 2016. **The majority of revisions are the result of streamlining the grant agreement attachments and incorporating language removed from them into the WOM, primarily into Sections 1, 3, and 9.**

Therefore, WOM 2016 still includes many older versions of sections and forms, which are still current. **Only sections and forms that have been revised for 2016 are noted in the list below.**

A list of content changes follows. The majority were reviewed at the 2015/2016 WX meetings. The list excludes minor revisions to improve consistency in terminology within the WOM (and between the WOM and the grant agreement) 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.
- A few changes were made after the trainings and are highlighted below.
- **Throughout Sections 1 and 3, references to the *WX Program Manager* and *ARIS* software have been updated to *WX Online*. References to *Pre- and Post-AkWarm* have been updated to *WX As-Is* and *WX Post AkWarm*. The next time the entire WOM is updated, these changes will be made as needed in the other Sections and forms.**

	Revised	WOM Title Page
1-1	Revised	<i>Table of Contents</i>
1-5	Revised	In box on page: grant language inserted into 1st paragraph; grant language added as 2nd paragraph under <i>Annual Training</i> heading (heading also added)
1-6	Revised	<i>Service Districts</i> , grant language inserted into 2nd paragraph and added as 3rd paragraph
1-7 to 1-8	Revised	<i>Outreach</i> , grant language inserted throughout and section reformatted for clarity
1-8	Revised	<i>Application Requirements</i> , grant language inserted as 1st paragraph
1-20	Revised	<i>Dwelling Unit Documentation</i> , grant language inserted as 1st paragraph
1-22	Revised	<i>Prior Weatherization Verification, C.</i> , last sentence deleted
1-27	Revised	2nd paragraph, numeric typo corrected
1-39	Revised	<i>Other Allowable Uses of Funds</i> , 1st paragraph revised, 2nd paragraph deleted
1-42	Revised	1st paragraph after bulleted list revised
1-42	Revised	<i>Compliance</i> , 2nd paragraph revised
1-48	Revised	<i>Emergencies</i> , revised
1-44	Revised	<i>Inspections</i> , 1st and last bullets revised
1-50	Revised	<i>Quality Control</i> , grant language added as this section
2		
#8	Revised	<b><i>Current DOE Income Guidelines Published by AHFC</i></b>
3-1	Revised	<i>Table of Contents</i>
3-4	Revised	<i>Introduction</i> , grant language inserted into 1st and last paragraphs
3-4 to 3-5	Revised	<i>Financial Management</i> , grant language added as 2nd-4th paragraphs
3-5	Revised	<i>Monthly Reporting</i> , grant language inserted into 1st paragraph after first list
3-6	Revised	2nd and 3rd paragraphs at top of page deleted
3-6	Revised	<i>Third Quarter Certification</i> , grant language inserted as this section
3-6	Revised	<i>Year-End Reporting</i> , grant language inserted into 1st paragraph, 2nd bullet revised,

		3rd bullet deleted, last bullet revised; grant language (regarding LIHEAP reporting) added as paragraph after first list of bullets; both bullets in second list at bottom of page revised to <b>incorporate LIHEAP reporting due dates</b> , paragraph below these bullets revised for clarity
3-7	Revised	grant language inserted at top of page [before <i>Success Stories</i> ]
3-8	Revised	<i>Budget Revisions</i> , 2nd paragraph deleted
3-9	Revised	<i>Required Notifications</i> , grant language inserted as this section
3-10	Revised	grant language added as 2nd paragraph after list
3-11	Revised	<i>Program Support</i> , 6th bullet revised
3-12	Revised	<i>Training and Technical Assistance (T&amp;TA)</i> , #2 added, other policies renumbered, policies formerly #4 and #5 in WOM 2015 deleted from WOM 2016
3-15	Revised	<i>Payments</i> , 1st paragraph revised, 2nd to last bullet added to first list on page
3-16	Revised	<i>Procurement Standards and Procedures</i> , 1st paragraph revised
3-17	<b>New</b>	<i>Micro-Purchases</i>
3-19	<b>New</b>	1st paragraph after list pertaining to micro-purchases
3-21 to 3-22	Revised	<i>Disposition of Property</i> , revised
3-24	Revised	<i>E.</i> , added and <i>F.</i> , revised
3-25	Revised	13th, 17th, and 21st bullets revised
3-29	Revised	<i>Monitoring</i> , grant language inserted into 1st paragraph
3-30	Revised	<i>Required Reporting and Data Transfer</i> , #2. a. deleted and section renumbered, #3. revised
4-1	Revised	<i>Table of Contents</i>
4-3	Revised	1st paragraph revised
#2	<b>New</b>	<i>AHFC-DOE-SHPO Programmatic Agreement Extension</i> , added
6-1	Revised	<i>Table of Contents</i>
#21	<b>New</b>	<i>LTAA Calculation</i>
7-1		
#4	Revised	<i>Current AHFC Health and Safety Plan—DOE</i>
9-1	Revised	<i>Table of Contents</i>
9-2	Revised	<i>DOE Variations from State Guidelines</i> , 2nd paragraph
9-2	Revised	<i>Outreach</i> , deleted
9-5	Revised	<i>Financial Reporting</i> , added
9-6	Revised	<i>Program Support</i> , 3rd paragraph revised, 4th paragraph deleted
Attachment	<b>New</b>	<i>2016 Alaska Field Guide</i>

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

1. To obtain one file (pdf format) that includes all pages of the WOM, copy and paste the URL below into a browser. Then, click on the *Weatherization Operations Manual 2016 (Complete)* link.

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

**Note:** To print from this 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 obtain individual forms in file formats to edit, copy and paste the same URL into a browser and click on the links for the individual files.