MEMO

WX-2017-3

TO:        Agency Directors, Fiscal Officers and Weatherization Coordinators
FROM:      Steve Divan, Weatherization Program Manager
RE:        Fuel Switching Protocol
DATE:      7/6/2017

Greetings,

OHCS does not permit the general practice of fuel switching when replacing heating systems and hot water tanks. However, OHCS will allow these fuel switching activities on a limited case by case basis with advance approval.

In an effort to provide improved guidance and streamline this process, OHCS has finalized the fuel switch protocol. Attached you will find both the fuel switching protocol and the fuel switch request form. The protocol and related request form describes the policy, procedure, and required documentation that will be utilized moving forward.

Effective immediately for all OHCS weatherization grants, a fuel switch request form and all associated documentation must be submitted to OHCS for advance approval.

If you have any questions, please contact me at (503) 986-0979.

Best Regards,

Steve Divan
Weatherization Program Manager