**INSTRUCTIONS for submittal process:**

1. Request a Program Manager from your agency help complete the form on page 2. The Program Manager is responsible for ensuring that the appropriate rationale(s) are included with the suggested change. Statistical and quantitative data are desired in the rationale.
2. The submitting Program Manager sends the form below to the WOW Secretary via email.
3. The WOW Secretary compiles a list of Weatherization Manual suggested updates from all of the submittal forms, and submits the list to the WOW Weatherization Manual Change Suggestions Subcommittee for review.

**DIRECTIONS for completing page 2:**

**Agency and Point of Contact Person**: For WOW Subcommittee use

**Problem Summary**: Document the problem

**Desired Outcome:** Document the desired result

**Proposed Change**: Draft the proposed change or new policy language and describe the options to address the issue where appropriate.

**Rationale for Proposal**: Document data or information to substantiate the problem. Provide information to answer the following questions relevant to the problem:

* How much will the program benefit from the change (e.g., improved SIR, efficiency gained in the process, dollars saved, etc.)?
* What is the overall cost to employ the change (e.g., training cost, software cost, material cost, etc.)?
* How simple will the change be to implement (simple language change or a difficult policy change)?
* How many units will this change affect in a contract year for all grantees: Very High (<6,000); High (5,999-4,500); Moderate (4,499-3,000); Low (2,999-1,500); Very Low (>1,500)?
* How critical is this proposal for the program across the entire Weatherization network (requires implementation ASAP or can wait until next year)?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Agency and Submitting Program Manager | Problem Summary  (What is the issue?) | Desired Outcome  (Final result) | Proposed Change  (Action to take) | Rationale – *Include number of grantees impacted* |
|  |  |  |  |  |