

# Fuel Switching Guidance

## Fuel Switch Request Procedure:

1. Model a replacement heating system in the Weatherization Assistant (WA) software for the existing fuel type and for the proposed fuel type. Modeling must be based on bids that include replacement efficiencies and costs for each fuel type.
  - In cases of an Electric to Fossil Fuel Switch the *Electric to Fossil Fuel Switch* form is required prior to modeling.
2. Notify Commerce of the proposed fuel switch and upload the following items to the Commerce FTP site's 'clientdocs' folder:
  - Fuel Switch Request Form – Client Authorization form
  - Fuel Switch Request Summary form
  - Fuel Switch Request – Electric to Fossil Fuel form (when applicable)
  - A copy of the WA audit
  - A copy of the WA Recommended Measures Report utilizing the pre-SCC fuel cost library
  - A copy of the WA Recommended Measures Report utilizing the SCC fuel price indices
  - Copies of all relevant WA Recommended Measures Reports
  - Bids for the heating plant replacement options
  - Pictures of the existing heating plant and any related items
3. For health and safety fuel switch requests, identify which of the three health and safety criteria are met by the fuel switch request and provide rationale as to why a fuel switch is the best solution to resolve the health and safety issue.

*Commerce will evaluate and respond to requests within 15 business days of receipt of all required documentation.*

## Fuel Switch Evaluation Criteria:

At a minimum, fuel switch requests will be based on the following criteria. Additional documentation for evaluation may be requested by Commerce.

- Energy and cost saving fuel switch requests will be considered in the following manner:
  - Fossil fuel to fossil fuel switches will be considered based on the cost-effectiveness of the new heating system as determined by the WA software.
  - Electric to fossil fuel switches will be considered based on the cost-effectiveness of the new heating system as determined by the *Electric to Fossil Fuel Switch Worksheet* and the Weatherization Assistant software.
- Health and safety fuel switches will be considered when meeting one or more of the following criteria:
  - The existing heating system is dependent on elements within the home where replacements are cost prohibitive, unfeasible, or not allowed under program rules.
  - A client's physical or mental abilities prohibit them from safely operating a heating system that uses the existing fuel source.
  - A heating system that uses the existing fuel source is harmful to a client's health for a reason documented by a medical doctor.