

**Kentucky Housing Corporation**

**Weatherization Public Guidance**

**June 9, 2023**

**BIL Program Notice 05-2023**

**1. Subject:** Contractor Incentives

**Guidance:** KHC Weatherization Contractor Incentive program should be paid out of BIL Weatherization funding in the program support category.

<b>Contractor Years of Service</b>	<b>Incentive</b>
1 year	\$500
3 years	\$1,000
5 years	\$1,500
TOTAL	\$3,000

Existing Contractors

The incentive program will trigger for existing contractors once they complete the first BIL-funded job. For example, if they have been contractors with the subgrantee for five years, after the first BIL completion, the subgrantee will pay the contractor a total of \$3,000. If contractors work with multiple subgrantees, the incentives should be paid by each subgrantee of which they perform services.

*Subgrantees can choose the starting time of these incentives.*

- *First year may trigger on 4/3/2023 when the BIL State Plan was approved.*
- *First year may trigger on 7/1/2023 when the BIL funding was available for use.*
- *First year may trigger upon the first BIL completion for the subgrantee.*

New Contractors

New contractors will trigger the clock on the incentive when they sign their contract with subgrantees. Upon the one-year anniversary of the contract and at least one BIL job has been completed, they are eligible for the first incentive bonus.

**2. Subject:** Career Path Program

**Guidance:** KHC Weatherization Career Path Program should be paid out of BIL Weatherization funding. Wages should be charged to labor at the job level unless type of work dictates otherwise. Incentives should be taken out of program support.

### Minimum Wages

Wages should follow the chart below, and fringe benefits are in addition to these hourly rates. These are minimum wage requirements. We encourage subgrantees to pay living wages based on their service areas.

Minimum Pay (Hourly rate – does not include fringe)

Position	Minimum Pay
Retrofit Installer	\$13.50
Crew Lead	\$16.50
Energy Auditor (DNE)	\$18.50
QCI	\$21.00

Chart Data based on NASCSP KY specific data from March 2021 Wage Study

### New Employee Bonuses

All bonuses will be paid from BIL program support.

New employees receive a \$250 sign-on bonus when they begin in one of the following positions:

- RIT
- Crew Lead
- EA (DNE)
- QCI

Retention bonuses follow the chart below and one BIL job must have been completed by employees.

Anniversary	Bonus
1-year	\$500
2-year	\$750
5-year	\$1,250

### Existing Employee Bonuses

Subgrantee employees who were employed prior to July 1, 2023, can receive a sign-on bonus after the first BIL completion and the retention bonuses, based on years of service. For example, employees in RIT, Crew Lead, EA (DNE) or QCI, who have been employed for over five years, can receive \$2,500.

*Subgrantees can choose the starting time of the career path incentives, but they will need to document the start date in their policies and procedures.*

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<b>TECHNICAL:</b> Mark Adams Manager – REE 800-633-8896 or 502-564-7630, Ext. 487 <a href="mailto:madams@kyhousing.org">madams@kyhousing.org</a>	<b>ADMINISTRATIVE:</b> Keli Reynolds Assistant Director, HCA Single Family Development 800-633-8896 or 502-564-7630, Ext. 414 <a href="mailto:kreynolds@kyhousing.org">kreynolds@kyhousing.org</a>