**Kentucky Housing Corporation**

**Weatherization Assistance Program (WAP) Guidance**

**June 17, 2016**

**KHC Program Notice 02-2016**

1. **Subject:** Equipment and Inventory

**Guidance:** Effective, July 1, 2016, all purchases of equipment with values exceeding $5,000.00 will require Kentucky Housing Corporation (KHC) written approval. All nonexpendable personal property that has a useful life of one (1) year or more, and with an Acquisition cost of $5,000.00 or more shall be tagged by KHC. Service Providers are to contact Housing Contract Administration, [Contract Administration team](file:///%5C%5Ckyhousing.org%5Cfiles%5Cpublic%5CDATA%5CDesign%20%26%20Construction%5CWX%5CWX%20Program%20Guidence%5CDrafts%5CContractMgt) for approval and tags. All inventories under $5,000.00 can be removed from inventory reconciliation logs.

1. **Subject:**  Program Support/Indirect Costs Cap

**Guidance:** Effective July 1, 2016;KHC will be removing the forty percent program support/indirect costs cap, as stated in the PY2015 State Plan. KY Green will be updated, on the Breakdown, Report Overview – Yearly Average Costs and Limits.

1. **Subject:** Fleet Vehicle Policy

**Guidance:** If a community action agency would like to move its weatherization fleet of vehicles to other programs within its agency, the steps and guidance identified below must be adhered to and taken.

The community action agency must comply with at least three (3) documents (the first two are regulations and [WPN 13-4](http://www.waptac.org/data/files/website_docs/government/guidance/2013/wpn-13-04.pdf) is weatherization guidance). Please review these documents to determine the community action agency’s applicable portions of each.

[10 CFR 600](http://www.ecfr.gov/cgi-bin/text-idx?SID=16c9ae4ec2936f64d672ff1aa8ab2b18&mc=true&node=sp10.4.600.c&rgn=div6#se10.4.600_1232)

[2 CFR 200](http://www.ecfr.gov/cgi-bin/text-idx?SID=b60a6444492688575a6351f7729d1579&mc=true&node=se2.1.200_133&rgn=div8)

[WPN 13-4](http://www.waptac.org/data/files/website_docs/government/guidance/2013/wpn-13-04.pdf)

**Step 1:**

Poll other weatherization agencies in the network to seek their interest and need of equipment. If there is an interest and need, proceed to Step 4.

**Step 2:**

Can the community action agency identify another federally-funded program within their agency that can use vehicle? If yes, proceed to Step 4.

**Step 3:**

The community action agency can elect to dispose (sale) the vehicle.

Please review and complete the processes described in [WPN 13-4](http://www.waptac.org/data/files/website_docs/government/guidance/2013/wpn-13-04.pdf) that best meet the community action agency’s situation identified above, remembering:

* The community action agency must work in coordination with its staff accountant to ensure that [10 CFR 600](http://www.ecfr.gov/cgi-bin/text-idx?SID=16c9ae4ec2936f64d672ff1aa8ab2b18&mc=true&node=sp10.4.600.c&rgn=div6#se10.4.600_1232); [2 CFR 200](http://www.ecfr.gov/cgi-bin/text-idx?SID=b60a6444492688575a6351f7729d1579&mc=true&node=se2.1.200_133&rgn=div8); and [WPN 13-4](http://www.waptac.org/data/files/website_docs/government/guidance/2013/wpn-13-04.pdf); are met.
* The community action agency must create an [itemized inventory worksheet](http://www.kyhousing.org/Development/Single-Family/Pages/Weatherization-Assistance-Program-Resources.aspx) that minimally includes the regulatory information identified in the [WPN 13-4](http://www.waptac.org/data/files/website_docs/government/guidance/2013/wpn-13-04.pdf).
* Community action agencies must determine and document the current fair market value of each vehicle requested to move, and provide the process that was used to determine the fair market value.

**Step 4:**

Once the community action agency has identified the Step it is pursuing and completed all applicable processes, it must submit the required paperwork, including a request for action to the KHC [HCA Help Desk](https://kyhmis.zendesk.com/home).

Once KHC has received the request, staff will submit the completed [SF-428s](http://www.reginfo.gov/public/do/PRAViewIC?ref_nbr=201002-3090-001&icID=192059) forms to the Department of Energy contracting officer for approval. At the time KHC receives communication from the contracting officer, it will be shared with the community action agency.

1. **Subject: Shelters**

**Guidance:** To clarify the requirements for weatherizing a shelter (reference the program manual page 27); For the purpose of determining the number of eligible dwelling units within a shelter, count each 800 square feet or each floor of the shelter as whichever creates the greater unit as a dwelling unit. CAA’s will advertise in the largest local newspaper and/or on their website if they plan on weatherizing their own property.

Advertisement Guidelines:

* Charge AD costs to program support
* Public notice
* Newspaper and/or website
* Minimum of two weeks prior to dwelling needs assessment completion
* Shelter narrative, including:
	+ Target population
	+ Entrance criteria
	+ How they will serve clients
	+ Shelter/client income
	+ Why they seek Weatherization Assistance
	+ Shelter square footage
	+ Shelter name
	+ Shelter address
	+ Maximum capacity per night

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