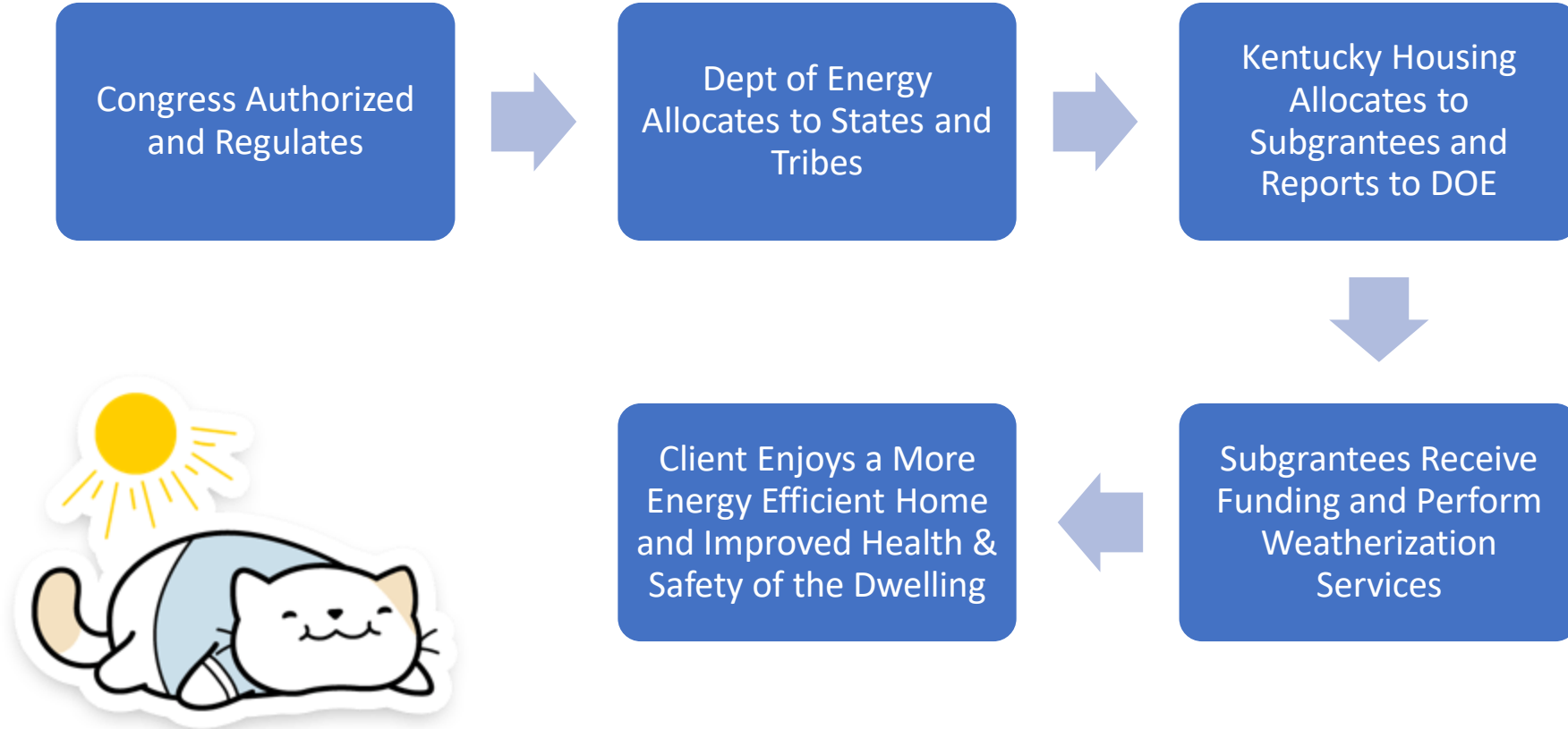




Weatherization Training

September 2024

Weatherization Basics



Weatherization - What It Is and Why Do We Do It

- Weatherization is the process of making a home more energy efficient, reducing energy costs, and improving the health and safety of the dwelling.
- Weatherization plays an essential role in the introduction and deployment of innovative energy efficiency technologies.
- Weatherization supports the government-wide approach to mitigating the climate crisis by driving innovation.
- For every \$1 invested in weatherization, \$1.72 is generated in energy benefits and \$2.78 is generated in non-energy benefits for the community (2014) through use of the local contractor and trade workforce.
- Studies indicate fewer missed work days and lower out-of-pocket medical expenses (2020).



Weatherization Basics – Timeline

- DOE, LIHEAP, and BIL grants begin on July 1 and extend through the following June 30. (Formula and BIL grants represent total allocation, LIHEAP is only 25% of total contract to cover the first quarter)
- Subgrantees should receive new grant agreements as close to the starting date of the grant as possible. Some delays are inevitable.
- Grant modifications for any rollover funding are sent, if applicable, once it is identified as available.
- LIHEAP provides as second infusion of funding near the end of the year.
- Do you know what is in your grant agreement?

Review of Grant Agreement

Duties of Subgrantees

- Quarterly Success Stories (Item 2)
- Subgrantee shall not make any financial adjustments once a project reaches completed status and is submitted to DOE in a quarterly report unless directed by KHC. (Item 4)
- Subgrantee shall not use Program Funds and resources provided under this Agreement to pay for any service, equipment, or employment which does not expressly and directly provide WX Services for dwelling units. (Item 15d)
- Subgrantee shall ensure the amount of Administrative funds requested does not exceed the percentage of WAP operation funds drawn to date, compared to the total Program Funds allocated to the Subgrantee. (Item 17)
- Subgrantee shall maintain a minimum annual average of 30% or greater of all expenditures for installed materials. (Item 18)

Review of Grant Agreement Duties of Subgrantees

- Subgrantees shall submit one invoice per month to KHC via the Program Funding Draw Management system... At no time should more than 60 days elapse between submission of invoices. (Item 29)
- Subgrantee shall conduct outreach activities to ensure households...are made aware of WAP and potential WX services. Subgrantee shall submit all new outreach material to KHC for approval prior to dissemination. (Item 32)
- Subgrantee shall maintain a valid email address and subscription to the KHC eGrams and be responsible for all information which may be disseminated via KHC eGram. (Item 39)

Review of Grant Agreement Legal Duties and Obligations

- Conflict of Interest (pg 10-11)
 - ...during their tenure or for one year thereafter
- Historic Preservation – We will review updated SHPO guidance and procedures later in the day
- Data Breach
 - KRS 61.931 to KRS 61.934
 - Notify KHC within 72 hours of determination of breach
 - Provide KHC with a copy of any and all reports and investigations
 - Subgrantee shall be responsible for all costs related to a failure to comply

Review of Grant Agreement

Mandatory DOE Requirements

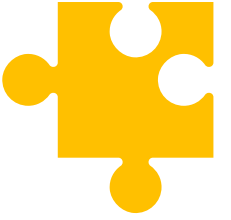
- Publications (pg 13)
 - The parties are encouraged to publish or otherwise make publicly available the results of work conducted under this Agreement. An acknowledgment of Federal support and a disclaimer must appear in the publication of any material based on any project performed under this Agreement. The Acknowledgment must state: *“This material is based upon work supported by the Department of Energy under Award Number DE-EE0009904.”*
 - *“This report was prepared as an account of work sponsored by any agency of the United States Government. Neither the United States Government nor any agency thereof, nor any of their employees, makes any warranty, express or implied, or assumed any legal liability or responsibility for the accuracy, completeness, or usefulness of any information, apparatus, product, or process disclosed, or represents that its use would not infringe privately owned rights. Reference herein to any specific commercial product, process, or service by trade name, trademark, manufacturer, or otherwise does not necessarily constitute or imply its endorsement, recommendation, or favoring by the United State Government or any agency thereof. The views and opinions of the authors expressed herein do not necessarily state or reflect those of the United State Government or any agency thereof.”*

Client Files

- WXPM pg 30-32 for listing of required documents
- How do you organize your client files for ease of review?
 - Checklists to ensure completion
 - Divided folders
 - Color Coding
 - Other ideas?



Changes to Tenant/Landlord Agreement



- Form required for rental dwelling units receiving WX service
- Adding signature line for client to ensure they know the rule that must be followed following WX service and how to report the landlord for failure to adhere to restrictions on raising the rent, selling property, etc.
- Adding statement to landlord signature section to ensure they are agreeing to terms of weatherization, not just aware of them.

Most Common Client File Oversights

- Documents must be signed and dated appropriately
- Applications requiring recertification prior to beginning work
- Priority points on paper application do not match Hancock application
 - Waiting list developed from paper applications
 - DOE reporting is completed with Hancock data
 - Income, fuel source, consumption, poverty level, and family demographics should all be verified
- Client Education form is not initialed and signed at both pre-inspection and post inspection
- Income not calculated correctly and/or proof of income does not match what is listed on the application
- Zero income statements not included in the client file for all household members over the age of 18.
- Notarized statements required if the entire household is claiming zero income.

Audits and Reports from WAWeb

- Work Order Required
 - Is the work order total within 15% of Client Completion Report?
- Client Completion Report
 - Clearly show SIR of each measure
 - Clearly show allocation source for each measure
 - Total on Client Completion Report should match WX710 totals
- Bid Sheets





Conflicts of Interest

What is a Conflict of Interest?

- A situation in which a person is in a position to derive personal benefit from actions or decisions made in their official capacity
- 2 CFR 200 requires policies governing Conflict of Interest in the procurement process
- KRS 273.219 covers Non-Profit Conflict of Interest transactions
- “Appearance is fact” If someone on the outside could look at a transaction and say that one of the parties got preferential treatment or unjust gain, the situation is a Conflict of Interest and must be handled according to COI policies BEFORE any work begins or purchases are made.

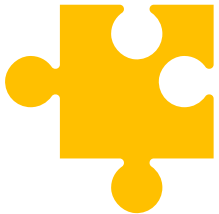


Potential Parties to Conflict of Interest

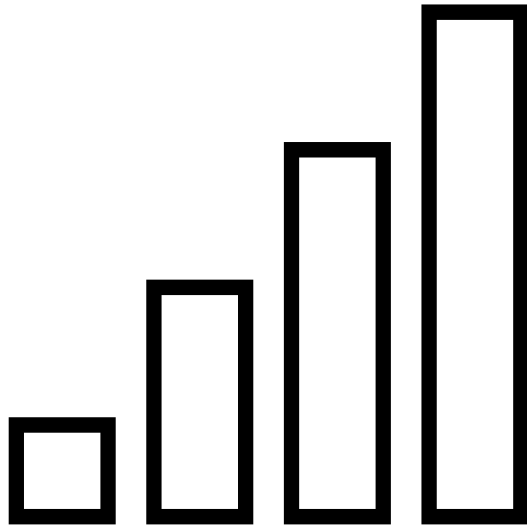
- Executive Directors
- Finance and accounting staff
- Program Directors
- Weatherization staff
- Contractors
- Materials vendors
- Immediate family members of listed parties (spouse, parent, child, brother, sister, grandparent, grandchild, including steps and in-laws and any person cohabitating with the client) – cousins, aunts, uncles do not apply.
- YOU!

HCA Conflict of Interest Procedures

- Follow internal procurement policies when dealing with potential conflicts of interest with contractors and materials vendors
- Make sure your weatherization policies address Conflicts of Interest with applicants
 - Identify the Conflict of Interest
 - Notify KHC by submitting a waiver request including
 - Narrative containing specific information about the transaction
 - Letter from legal counsel stating the COI would not violate and laws or statutes
 - Evidence of Public Disclosure



https://kyhmis.zendesk.com/hc/en-us/article_attachments/10054533567003



Two Tiers of Conflict of Interest

- Tier 1 Conflict of Interest

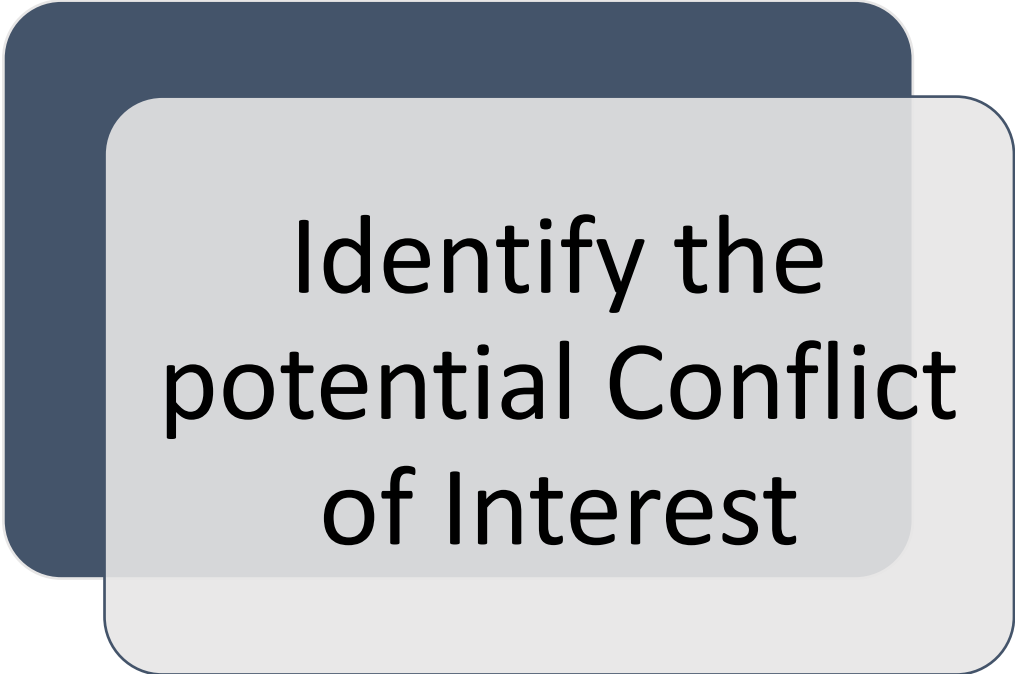
Subgrantee employees not described in Tier 2.

- Tier 2 Conflict of Interest


Weatherization staff, including contractors, board members, leadership, and immediate family members of listed parties.



Process for Tier 1 Conflict of Interest



Identify the
potential Conflict
of Interest



Follow internal
Conflict of
Interest policies



Process for Tier 2 Conflict of Interest

- Subgrantee should advertise the Conflict-of-Interest waiver discussion listed by position/title of employee
 - Document in the minutes
 - Signed by Board Chair
- Attorney to submit a letter stating position is not a Conflict of Interest to the weatherization program
- Subgrantee will submit waiver request through KHC's PDMS attaching the attorney letter, board minutes, job description, and board meeting advertisement
- Develop and provide plan for how to ensure the Weatherization employee will be kept separate from the work being performed
- KHC will review and notify Subgrantee of decision
- Work should not begin prior to KHC notification

Eligibility

Clients and Dwellings



Determining Client Eligibility

- Total household income at or below 200% Federal Poverty
 - Proof of income for past 30 days for all family members
 - Irregular income such as a one-time bonus should be pro-rated before adding to computation
- Categorical Eligibility
- Income Calculation for employment with regular hours
$$(\text{Hourly Wage}) \times (\text{\# hours worked per week}) \times 52 / 12 = \text{gross monthly income}$$
- Income Calculation for employment with irregular hours
$$(\text{Sum of all stubs}) / (\text{\# of weeks covered by the stubs}) = \text{Average weekly gross income received in the month}$$
$$(\text{Average weekly gross income received in the month} \times 52) / 12 = \text{gross monthly income}$$

HUD Income Eligibility

- Explanation of HUD Income Eligibility
- Hancock Application Income Section
- Types of HUD programs
 - Housing Choice Voucher (HCV)
 - HOME (TBRA & other)
 - PHAs (Multi-Family)
 - Section 8 Project-Based (Multi-Family)
- DOE eligibility only, to use LH funds you will have to prove income eligibility

The screenshot shows a digital form for the 'HUD Income Eligibility' section. The title 'HUD Income Eligible' is highlighted in yellow. Below it, there is a dropdown menu with 'none' selected. Another dropdown menu below that also has 'none' selected. A list of program types follows: 'HOME TBRA' (highlighted in yellow), 'Section 8 Housing Choice Voucher' (highlighted in yellow), and 'Section 8 Project-Based' (highlighted in yellow). At the bottom of the form, there is a grey button labeled 'Consumption' with a right-pointing arrow.

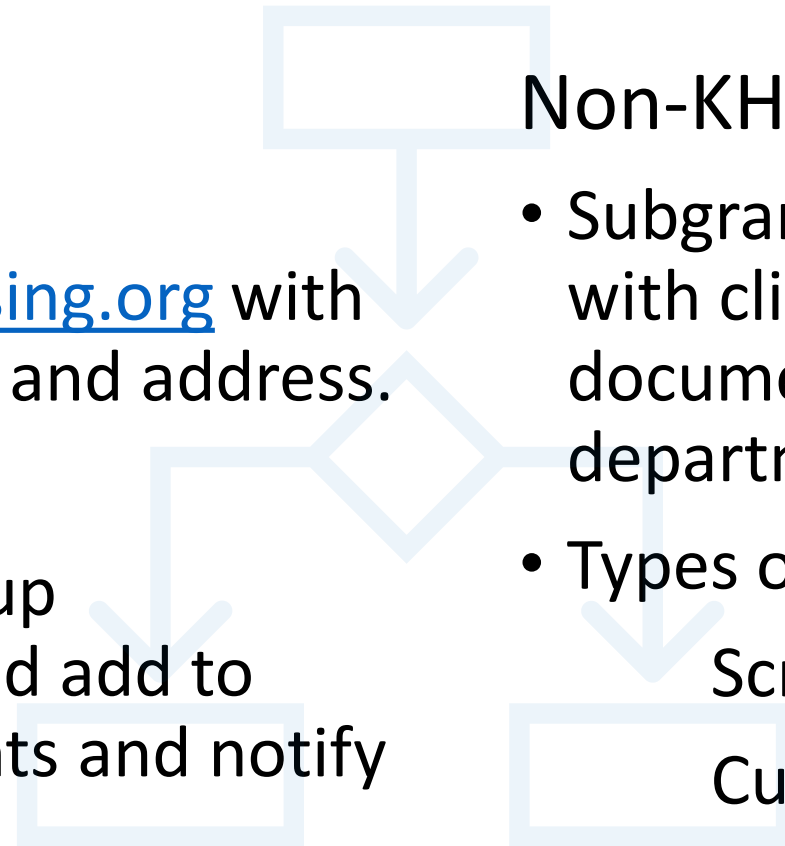
Process for HCV

KHC Counties

- Contact wxadmin@kyhousing.org with name of applicant and address.
- KHC will pull backup documentation and add to Hancock documents and notify agency.

Non-KHC Counties

- Subgrantee will have to work with client to obtain backup documentation from the HCV department.
- Types of backup documentation:
 - Screen shot from system
 - Current HAP contract
 - Other



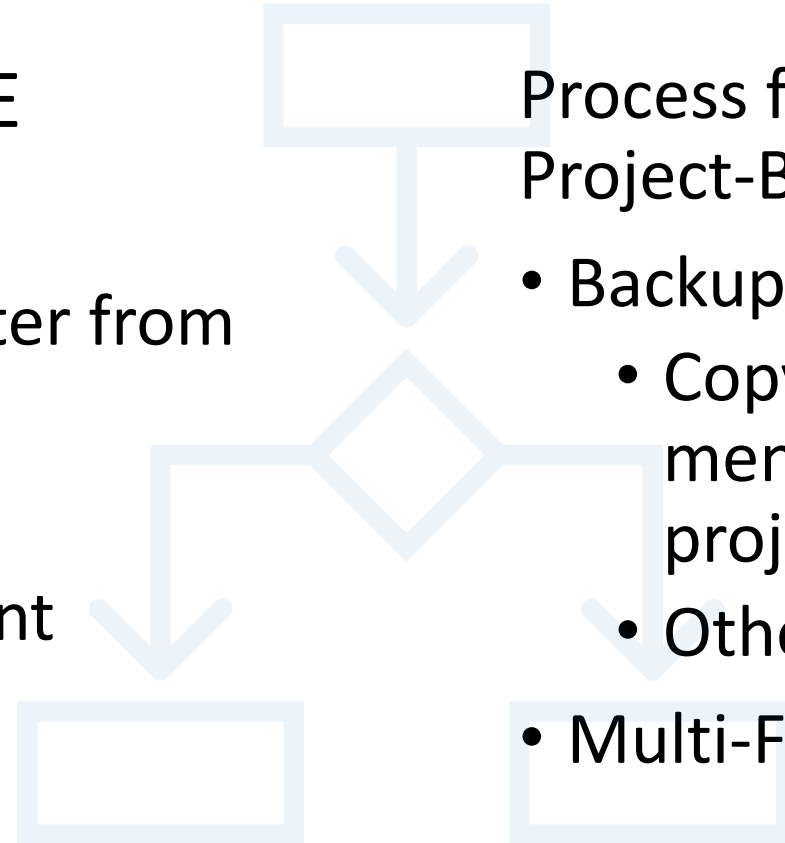
HUD Income Eligibility

Process for HOME

- HOME TBRA – Letter from housing provider
- Home Development

Process for PHAs & Section 8 Project-Based

- Backup documentation
 - Copy of current lease (if it mentions public housing or project-based)
- Other
- Multi-Family – Contact KHC



Income

(Not an exhaustive list)

Included



- Wages, vacation and sick pay, bonuses
- Pensions and retirement
- Rental income
- Self-employment income
- KTAP, TANF
- Disability income
- Unemployment
- Workers' Comp

Excluded



- Child Support
- Kinship Care
- Michelle P Weaver waiver
- Foster care and adoption subsidies
- LIHEAP, food stamp
- **Supplemental Medical Insurance payments**
- Tax refunds
- Non-cash and fringe benefits
- Combat zone pay

The background of the slide is a light blue gradient. On the left side, there is a dense pattern of colorful speech bubbles in shades of red, yellow, pink, and white. Each bubble contains a large, dark blue question mark. The bubbles are of various sizes and are scattered across the left half of the slide, creating a sense of inquiry and discussion.

Income Verification

- How are you doing it?
- Is there any due diligence for the zero income household?
- What are your funniest / weirdest / most off the wall income scenarios?

Determining Dwelling Eligibility

- Owner-occupied and rent-occupied, single family and mobile home
- Multi-family 2-4 units, 5+ units
- Shelters (1 dwelling unit per each 800 sq ft or each floor)
- Re-weatherized dwellings
 - DOE prohibits weatherizing any dwelling that has received weatherization services within the past 15 years
 - LIHEAP prohibits weatherizing any dwelling that has received weatherization services since September 30, 2012.
 - Exceptions are rare and should be approved by KHC prior to work beginning

SHPO Revised Requirements

- KHC PN 08-2023 for full policy change
- Mobile homes now exempt
- List of specific work order measures exempt from triggering SHPO submittal for site-built homes
- Section 106 form still required for each project

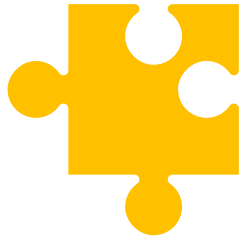


Flood Permitting (KHC PN 04-2023)

Weatherization subgrantees can meet the state flood permitting requirements for properties in the 1% Flood Plain that have non-substantial repairs by using a general flood permit. Please follow the procedures below.

1. Look up all properties to determine if they are in the 1-percent flood plain.
2. Determine the value of the structure through the local PVA offices and document the file.
3. If the measures (energy conservation measures and health and safety measures) are non-substantial (less than 50% of the property value), download the Floodplain General Permit for Non-Substantial Repairs, which can be found on the Energy & Environment Cabinet website or the HCA Agency Partner Portal.
4. All local flood permitting processes will need to be followed as well. Subgrantees can find local flood permitting contacts at <https://eec.ky.gov/EnvironmentalProtection/Water/FloodDrought/Documents/FloodplainCoordinatorsList.pdf>.
5. Keep all permitting documentation in the file.
6. If the measures are substantial repairs (over 50% of the property value), the unit must be deferred in Hancock with the floodplain as the reason.

Note: Non-Substantial repairs is the repairs or enhancements are less than 50% of the value of the home in a 12-month period. If subgrantees braid weatherization funding with other repair funding, such as AHTF Home Repair, the entirety of the repairs must be below 50% of the value of the home according to state policy. Local permitting offices could have a different policy, so subgrantees should check with them.



Most Common Reasons for Deferral

- Asbestos
- Bats
- Building Conditions
- Client Behavior
- Client Health Conditions
- Extensive Lead Based Paint
- Flood Plain
- Mold and Moisture
- Pest Infestation
- Safety Concerns for Crew
- Sanitary Conditions
- Cancelled Project
- Application Expired
- Application Over Income
- Hoarding
- What are your most common reasons for deferral?



Billing for Deferrals in Hancock

- KHC must track and report on deferred dwelling units
- Enter all applications to Hancock
- Select the appropriate Deferral Reason from the drop-down menu on the Application Qualification tab
- Inspection costs associated with deferral units will be invoiced as Program Support
- If you invoice a deferral inspection to DOE or BIL, you must use that funding source for the project if the deferral later becomes a project!

Deferrals and Weatherization Ready



- This grant period is the final period that DOE is guaranteed to provide Weatherization Ready funding
 - KHC to set date in the spring to sunset Weatherization Ready program
- Kentucky spent 44% of our allocation last year
- Current allocation plus rollover = A LOT OF FUNDS TO SPEND
- How many of your deferrals are you actively pursuing Weatherization Ready funding to solve?
- What are your biggest hurdles spending Weatherization Ready funds?

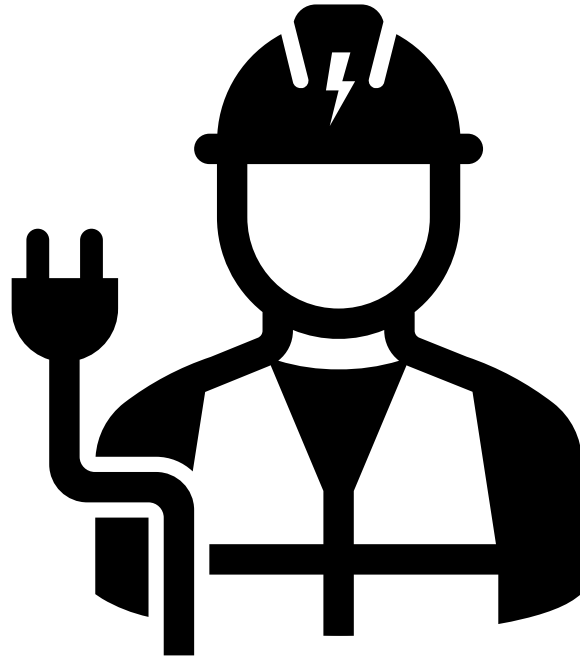
Weatherization Ready

- Weatherization Ready contractors to be procured following subgrantees procurement policy, Weatherization Program Manual, and 2CFR200.
- Weatherization Ready cannot include measures that can fit in H&S or as an ECM.
- KHC is evaluating the process and looking into repairs that would not need KHC approval. (asbestos, pest infestation, mold remediation)
 - To be cont'd....

Health & Safety Reminders

- H&S measures to be completed before ECM measures
- H&S Plan Update:
 - Building Structure and Roofing: Minor repairs will be less than 40% of total H&S measures.

Contractors



Creating an Approved Contractor List

- WXPM pg 49-50
- Advertise for contractors
- WX-10 Application
- WX-11 Contractor References (or agency-specific equivalent)
- Non-Financial Agreement after contractor applicant has provided proof of adequate insurance coverage and necessary training certificates.
- Best practice to update Non-Financial Agreements *at least* once every two years.



- Hold meetings with approved contractors to explain weatherization policies and procedures and communicate any changes to the program.
- **MAKE SURE TO FOLLOW YOUR PROCUREMENT AND WX POLICIES!**

Contractor Bids

- WXPM pg 48-50
- Any bids awarded to contractors must fall within a range of 15%, plus or minus, of the in-house bid for each project
- How do you get a bid document from WA Web?
- All bid documents should be included in client file
- Change orders (WX-15)
- WX-16 (optional) and WX-17
- Sign and date appropriately
- Procuring materials per job versus by price list?

Contractor Training Stipends

- Training and Technical Assistance (T&TA) funds may be used to train contractors at the Subgrantee level participating in the program. In making the determination to pay for contractors' training, Subgrantees should secure a retention agreement in exchange for the training. The retention agreement should require that contractors will work in the program for a specific amount of time and must align with the cost of the T&TA provided. Examples of contractor/subgrantee retention agreements can be found on EERE's website under **WPN 10-1** (<https://www.energy.gov/scep/wap/articles/archived-weatherization-program-notice-10-1-program-year-2010-weatherization>).
- A contractor who incurs training session fees directly related to required weatherization training sessions mandated by KHC will be reimbursed only for the training session fees incurred for each required training session. Costs associated with training contractors (such as travel, hotel, and/or meals) who work with the weatherization program may also be charged to T&TA. Stipends can be paid out of DOE Formula funds for contractors who attend training of \$100 per day per person per contractor.
- WXPM, Section 5.7, pg 52-53

Contractor &
Crew
Members
Training
Requirements



Contractor Training Requirements

Any contractor crew performing general weatherization installation work (and their employees) must attend comprehensive training for their job duties, i.e. installer staff must attend Retrofit Installer Technician (RIT) training, crew leaders must attend Crew Leader training, etc. Contractors do not need to pass the RIT certification, but they must attend training or use the badge system. Crew leaders must be certified in RIT.

- Intro to WX online course (Mold & Moisture, Asbestos Awareness, KY WX Field Guide)

- Lead Safe Work Practices (required for crew members)

- Certified Lead Renovator (RRP) (required for one crew member per job)

- Lead Safe Firm certification

- CPR certification

- General First Aid certification

All technicians are required to be licensed in their respective discipline (HVAC, Electrical, etc.) Technicians shall maintain their professional licenses and meet all requirements regarding fees and continuing education. If contractors are only performing duties within their license requirements (respective discipline), they do not need to attend general weatherization installation trainings.

If technicians are installing ASHRAE fans, they must attend ASHRAE 62.2 – 2016 online training.

RIT and crew leader certifications is not required for technicians/contractors if they are operating under their licenses and/or installing ASHRAE fans.

RIT / Crew Member Training Requirements

- Basics in Weatherization (Required for New Hires)
- Lead Safe Work Practices training (online)
- First Aid/CPR
- Intro to Weatherization online course <http://www.learnree.com/> – mold and moisture, asbestos awareness, KY WX Field Guide
- Retrofit Installer Technician training course (recommended after 60 – 90 days of employment)

*Crew members of subgrantees or contractors, who are performing retrofit installer tasks, do not have to pass the Retrofit Installer Training exam; however, they must attend and complete the training and be supervised on the job by a crew leader

Crew Leader Training Requirements

Pre-requisite RIT training (must be certified)

Crew Leader training (must be certified)

ASHRAE 62.2 – 2016 (online)

Zonal Pressure Diagnostics (online)

Leakage, Envelope and Ducts training (LED)

Combustion Appliance Zone Safety training (CAZ)

Certified Lead Renovator training (RRP)

Dwelling Needs Evaluator (DNE) Training Requirements

- DNE Course (3-weeks)
- NEAT/MHEA (WA Web) audits
- ASHRAE 62.2 – 2016 (online)
- Zonal Pressure Diagnostics (online)
- Leakage, Envelope and Ducts training (LED)
- Combustion Appliance Zone Safety training (CAZ)
- Infrared camera use (optional)
- Intro to Weatherization online course <http://www.learnree.com> – mold and moisture, asbestos awareness, KY WX Field Guide
- First Aid/CPR
- Certified Lead Renovator training (RRP)
- Field Shadowing (must pass)

**DNE Refresher Course is now required at least every three years. Failure to pass the DNE Refresher test could result in certification being pulled

Energy Auditor (EA) Training Requirements

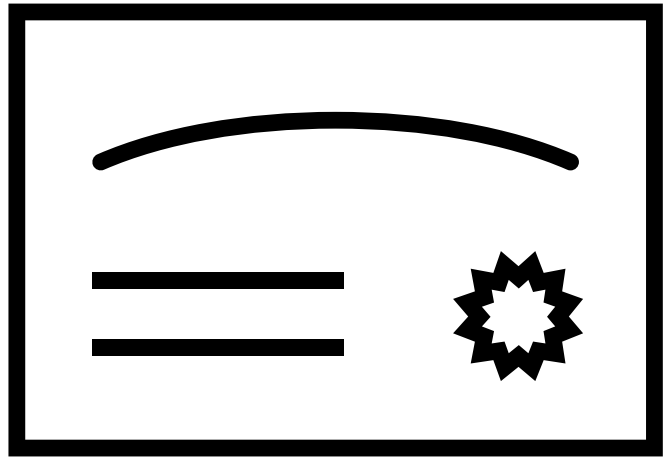
- BPI Energy Auditor certification
- Prior DNE certification
- NEAT/MHEA (WA Web) audits
- ASHRAE 62.2 – 2016 (online)
- Zonal Pressure Diagnostics (online)
- Leakage, Envelope and Ducts training (LED)
- Combustion Appliance Safety training (CAZ)
- Infrared camera use (optional)
- Intro to Weatherization online course <http://www.learnree.com/> – mold and moisture, asbestos awareness, KY WX Field Guide
- First Aid/CPR
- Certified Lead Renovator training (RRP)
- Required Field Shadowing (must pass) if not obtained with DNE

*Note: Energy Auditors, who received their EA certification from another state, will need to attend training to learn Kentucky specific guidelines.



Quality Control Inspector (QCI) Training Requirements

- Pre-requisite is BPI Energy Auditor certification
 - BPI Quality Control Inspector certification
 - NEAT/MHEA (WA Web) audits
 - ASHRAE 62.2 – 2016 (online)
 - Zonal Pressure Diagnostics (online)
 - Leakage, Envelope and Ducts training (LED)
 - Combustion Appliance Zone Safety training (CAZ)
 - Infrared camera use (optional)
 - Intro to Weatherization online course <http://www.learnree.com/> – mold and moisture, asbestos awareness, KY WX Field Guide
 - First Aid/CPR
 - Certified Lead Renovator training (RRP)
-



License Renewals

EA and QCI licenses may not have the same expiration dates!

MAKE SURE YOU ARE RENEWING YOUR QCI CERTIFICATIONS WHEN YOU RENEW YOUR EA! THESE ARE NOT THE SAME CERTIFICATIONS AND HAVE SEPARATE FEES!



Allowable Costs

Direct Costs

- Energy conservation measures (ECM) should have a savings-to-investment ratio (SIR) of at least 1.0 to be paid for with DOE or BIL funds.
- ECM should have SIR of at least .6 (subject to change) to be paid for the LIHEAP funds.
- Labor and materials needed for performing and installing ECM, Health & Safety measures, and Weatherization Ready expenditures
- Allowable as defined in 2 CFR 200 and Appendix A of 10 CFR 440

Indirect Costs

Admin

Financial Audit

Liability Insurance (includes pollution insurance)

Program Support

Training & Technical Assistance

Vehicles & Equipment

Admin

General board/committee meetings • Executive Director • General staff meetings • Office management • Accounting, auditing, and budgeting • Corporate legal services • Personnel management • Purchasing and distribution of supplies • Insurance and bonding • Receptionist, switchboard, mail distribution, filing, and other central clerical services • Word processing and computer services • Computer equipment used for administrative functions • Organizational and procedure studies • General record keeping • Office space/facilities lease or rental – including outstations • Utilities in the office space/facilities • Postage • Duplicating/copying • Telephone equipment and services • Administrative staff training • Applicable state and local taxes



Financial Audit

Please submit completed
audit reports to
wxadmin@kyhousing.org
no later than December 31
for most current period

Attachment to
weatherization application

Liability Insurance

- General Liability Insurance and Pollution Insurance are the only items to be billed to this activity
- Only for *Weatherization Program Staff*
- Errors and Omissions coverage should be billed as **Admin**
- Property Insurance coverage for office space should be billed as **Admin**
- Workers' Compensation and Vehicle coverage should be billed as **Program Support**

Liability Insurance – State Plan Language

“Pollution Occurrence Insurance (POI) as a part of, or an addendum to, general liability insurance and the costs may be included in the liability insurance category. The policy cannot exclude lead if DOE funds are used to purchase the policy. If Grantees or Subgrantees do not obtain POI coverage and damage occurs or there is disturbance to any other environmental pollutants, the cost of remediation, clean up, relocation, medical expenses, or any other resulting costs may not be charged to DOE Weatherization and must be covered by another funding source.”

- DOE Application Guidelines, pg 22, November 2023

****Kentucky requires Pollution Insurance coverage****

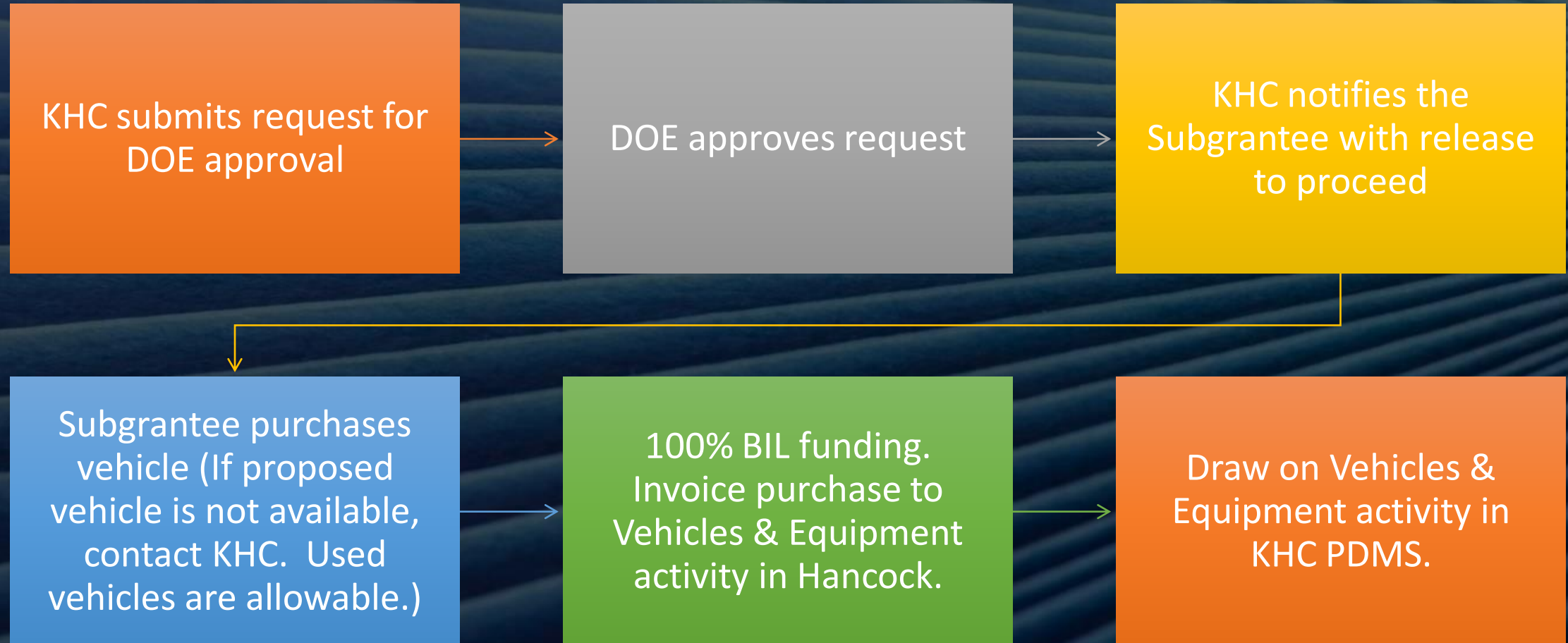
Program Support

- Staff Wages: Wages for personnel such as weatherization program directors, field supervisors, evaluators, inspectors/energy auditors/quality control inspectors, intake staff, inventory control personnel and other similar positions with duties related to the direct provision of regular weatherization services.
- Fringe benefits such as FICA, retirement, health, life, unemployment insurance, and Workmen's Compensation for program support staff. Wages paid for duties in support of the program such as down time due to weather, leave, and any other costs not attributable to actual work on a dwelling are also considered program support
- Storage: Rent, utilities, and insurance for storage facilities.
- Transportation: Any travel using privately owned vehicles for the purpose of pickup and delivery of materials, transporting of work crews to work sites, or for other service delivery activities.
- Vehicle Costs: Gasoline, oil, filters, tires, batteries, plugs, belts, all repair parts and labor, insurance and license tags for vehicles used for weatherization service delivery activities.
- Purchase of Tools and Equipment.
- Maintenance of Equipment: Parts and labor related to repairing tools and equipment.
- Miscellaneous: Program support costs not covered by any other line item. Budgeting funds in this line item must have prior approval of KHC.

Vehicle and Equipment Purchases

- Must obtain permission from KHC to purchase Vehicles or Equipment over \$5,000
- KHC will require a packet of information
- Procurement policies
 - Review Subgrantee procurement policies
 - Submit procurement policies for review (must align with 2 CFR 200)
 - Follow agency procurement policies (cannot specify brands or types for quotes, must show least purchase analysis if required in policies)
- Submit memo with quotes; include recommendations in memo

Vehicle Procurement



Vehicle Disposal

- Advertise it to the network
- Transfer to other Subgrantee federal program (with KHC approval)
- Auction
- If the vehicle is valued at more than \$5,000
 - Notify KHC
 - Complete and submit paperwork
 - KHC seeks DOE approval
 - DOE approves
 - Proceeds become program income and may need to be sent back to Treasury
- If the vehicle is valued at less than \$5,000
 - Notify KHC
 - KHC will document equipment inventory
 - Subgrantee updates inventory tracking

Average Cost Per Unit

- DOE and BIL funding sources both have Average Cost Per Unit (ACPU) requirements that must be met as a network
 - Current DOE ACPU = \$8,497
 - Current BIL ACPU = \$8,252
 - Will average the allowable ACPU for 2025 and 2026 to determine final target ACPU
- ACPU calculation includes Program Support and Vehicles & Equip

(Regular Materials & Labor + Program Support + Vehicles & Equipment)

Completed Units

- Make sure you are communicating with your Finance Professional!



Requests to Exceed (WX-910)



You should complete a WX-910 Request to Exceed form if your audit indicates the project is going to exceed ACPU (use current DOE ACPU for BIL projects) for any single funding source OR if the audit indicates that H&S measures are going to exceed \$4,000 for any single funding source.



Send your WX-910 to your technical monitor for approval along with property information so they can review in WA Web.



The most common reason a WX-910 will be returned to you for revision is for a better justification. You have to let us know WHY you need to exceed the threshold limits. Be detailed!

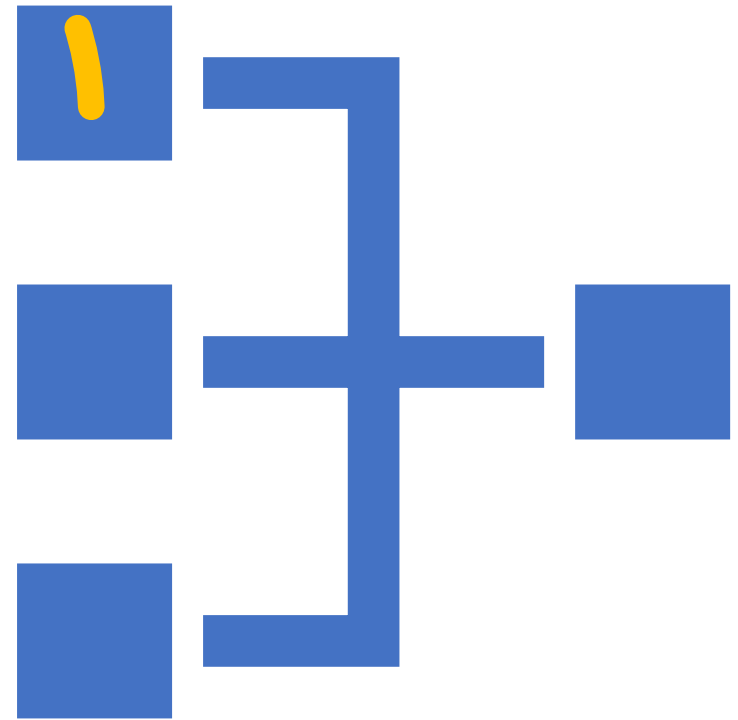
Other Weatherization Forms

<https://www.kyhousing.org/Partners/Developers/Single-Family/Weatherization-Assistance/Pages/WAP-Resources.aspx>

Here you will find a repository of the Weatherization forms used by the network.

When completing a form, create it from the form on the website to ensure you are using the most up-to-date version of the form.

Did you know that you are required to complete and submit the WX-DWHR Request Form for approval when replacing a water heater??



TOP 10 MOST FREQUENT WX MONITORING FINDINGS



MISTAKES HAPPEN

TRUTH IS....NOBODY IS PERFECT,
OUR TEAM HAS COMPILED THIS
LIST OF THE MOST COMMON
MONITORING FINDINGS TO HELP
GUIDE AGENCY PERSONNEL IN
WATCHING OUT FOR THE MOST
FREQUENT DEFICIENCIES.



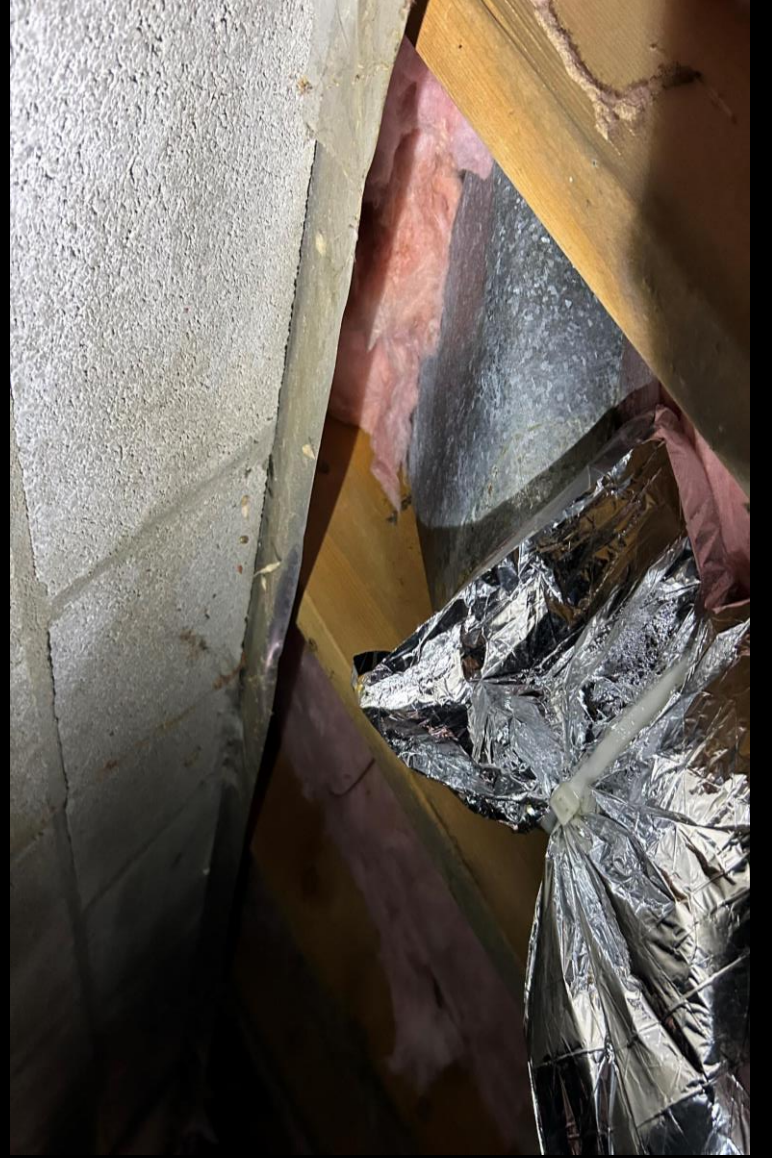
MISTAKES
WERE
MADE



10th PLACE!!!


- Duct Insulation (SWS 5.0107.1)
- R-8 insulation must be used in unconditioned spaces
- Wrap the boots with insulation where the flex or blanket ends on the branch duct
- The complete duct system must be wrapped to reduce heat loss and gains, and to resist condensation







9th PLACE!!!

- Dryer Vents (SWS 6.0202.1 and IMC Section 504)
 - Dryer vent piping must be insulated to R-8 in unconditioned spaces
 - Vertical vent piping must have a cleanout
 - No booster fans shall be used
 - Any dryer vent length over 35 feet shall be properly labeled
 - Dryer vent hood should not have any pest screen (metal or plastic)
- 







8th PLACE!!!


- Spray Foam in Living Spaces (SWS 3.0101.1)
- Cannot be used in conditioned living spaces because of fire safety.

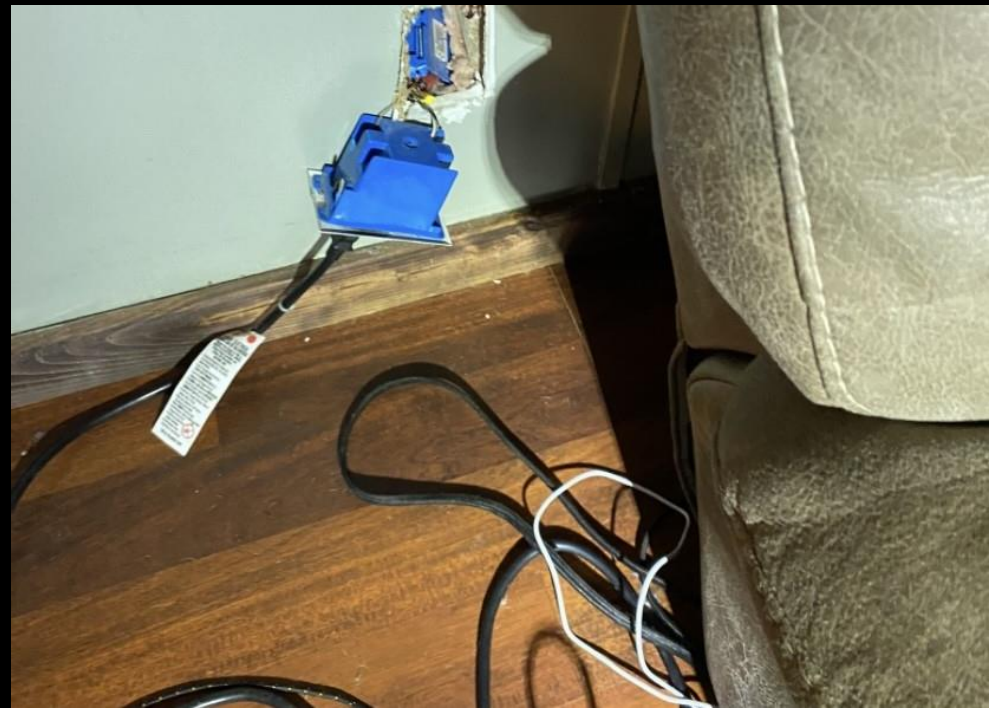


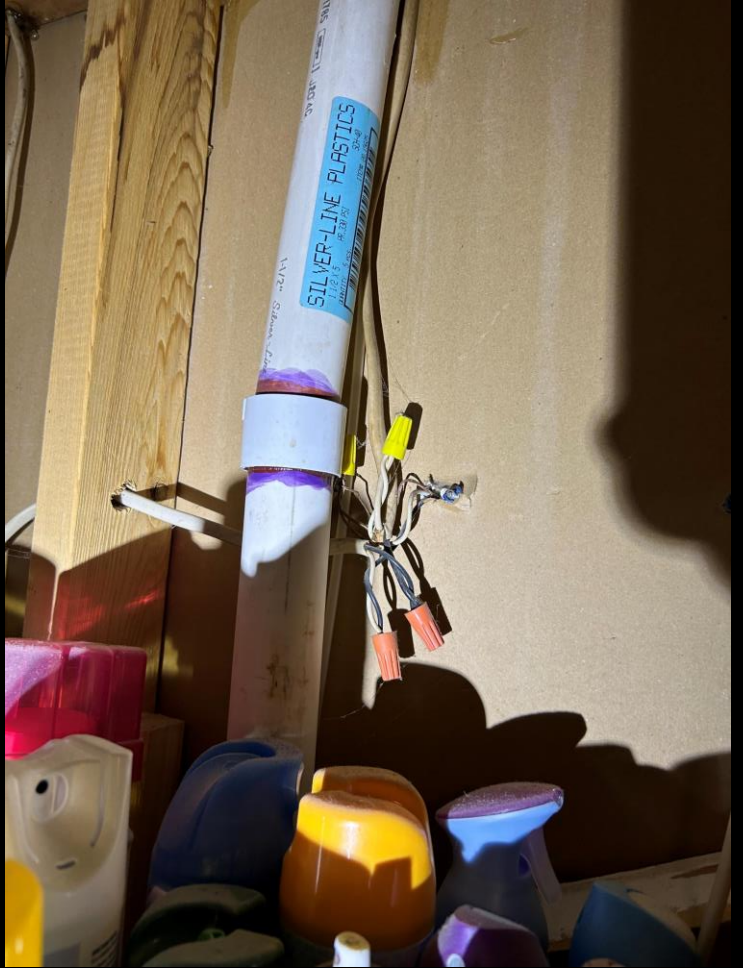




7th PLACE!!!

- **Electrical Issues (SWS 2.0301.1)**
 - All high voltage junction boxes (50 volts or more) need to be covered
 - This includes junction boxes in attics, crawlspaces, and indoors.
 - Includes wiring splices, switches, and receptacles
 - Loose and damaged boxes need to be repaired
- 





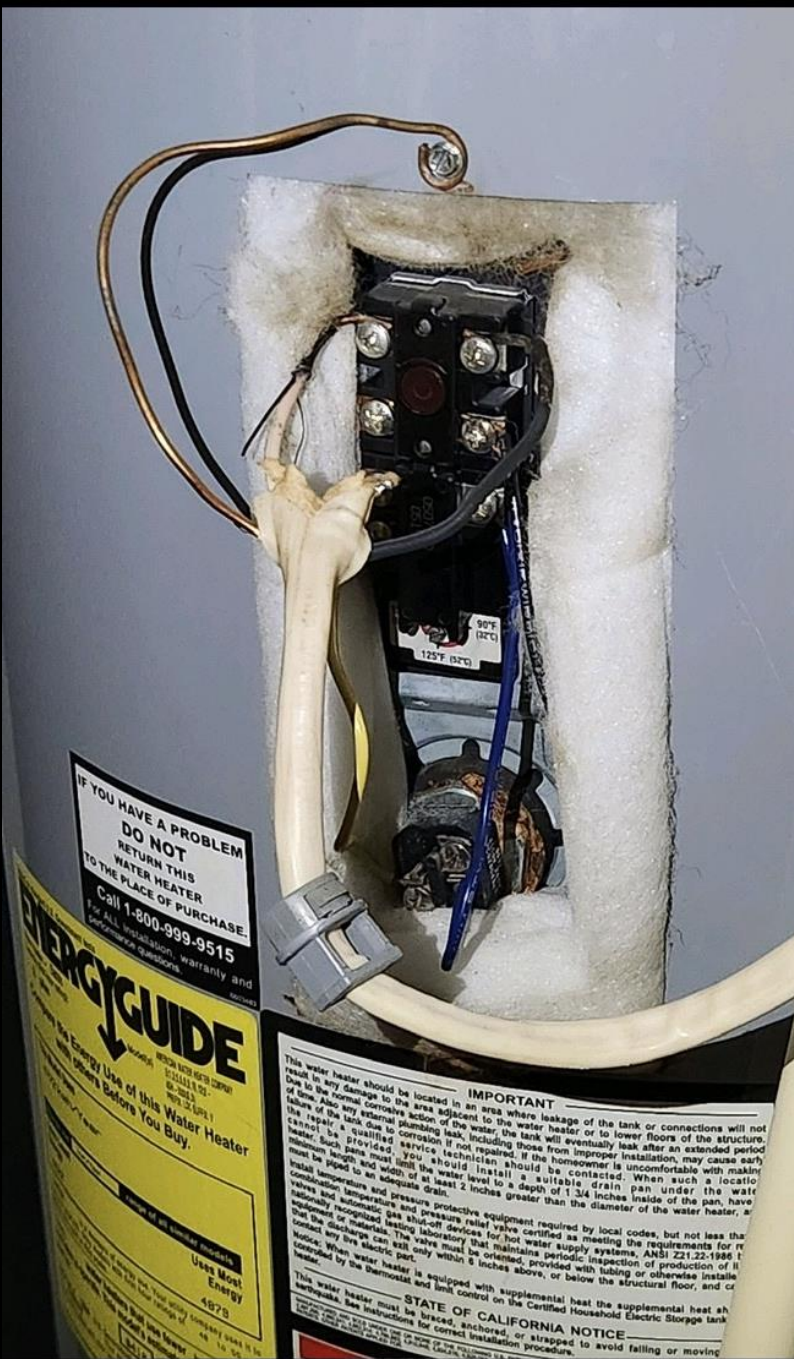




6th PLACE!!!

- Appliance Connections (NEC 70 312.5)
- Cables shall be protected from damage where entering an enclosure
- Water heater electrical connections and HVAC unit electrical connections must be secured with appropriate Romex connector







5th PLACE!!!

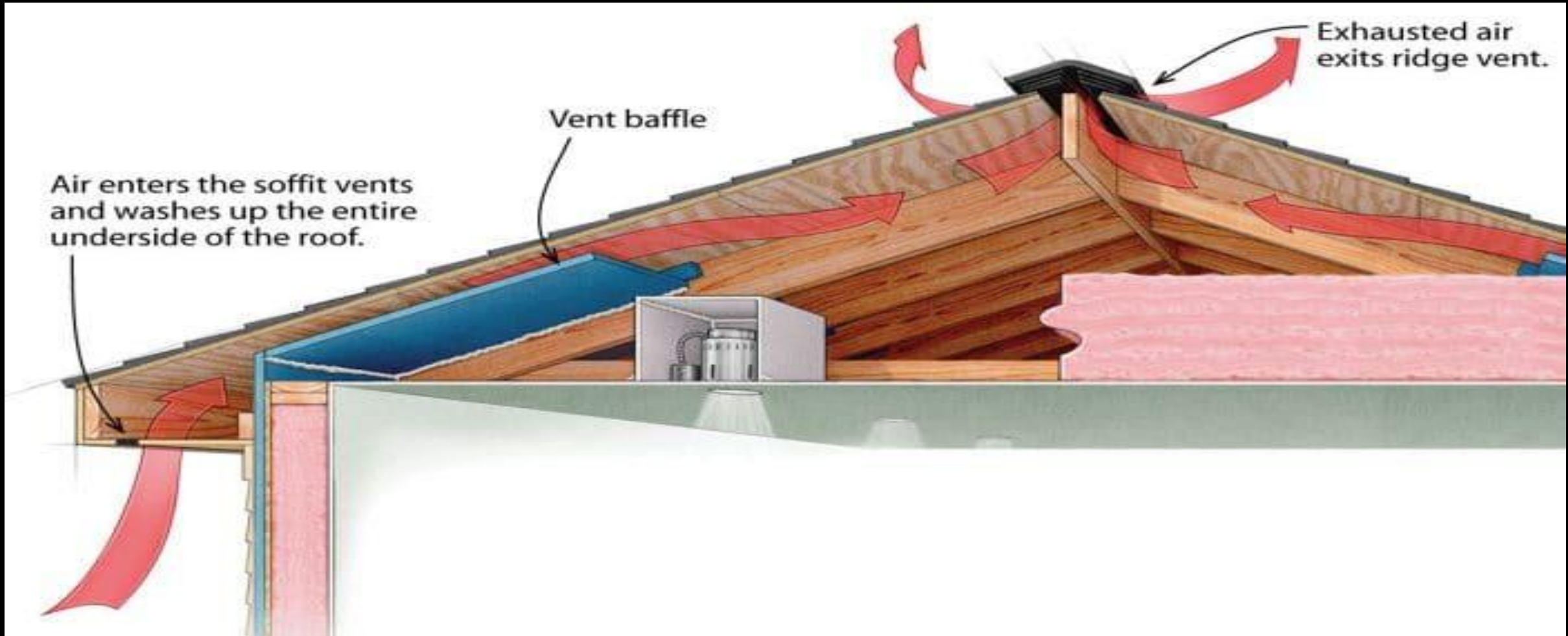
Ventilation

- ASHRAE (SWS 6.0302.1 & 6.0101.1)
 - Whole house ventilation (ASHRAE fan) must be 1.0 sone or less
 - Vent piping must be insulated to R-8 in unconditioned spaces
 - Termination must comply with SWS 6.0101.2c and other ventilation termination codes
- Attic ventilation (IRC Section 806)
 - A balance between air intake (at or near your soffits) and air exhaust (at or near your roof ridge).
 - A minimum of 1 square foot Net Free Area of attic ventilation (evenly split between intake and exhaust) for every 300 square feet of attic floor space.





Proper roof ventilation will have a balance between air intake (at or near your soffits) and air exhaust (at or near your roof ridge). A minimum of 1 square foot Net Free Area of attic ventilation (evenly split between intake and exhaust) for every 300 square feet of attic floor space.

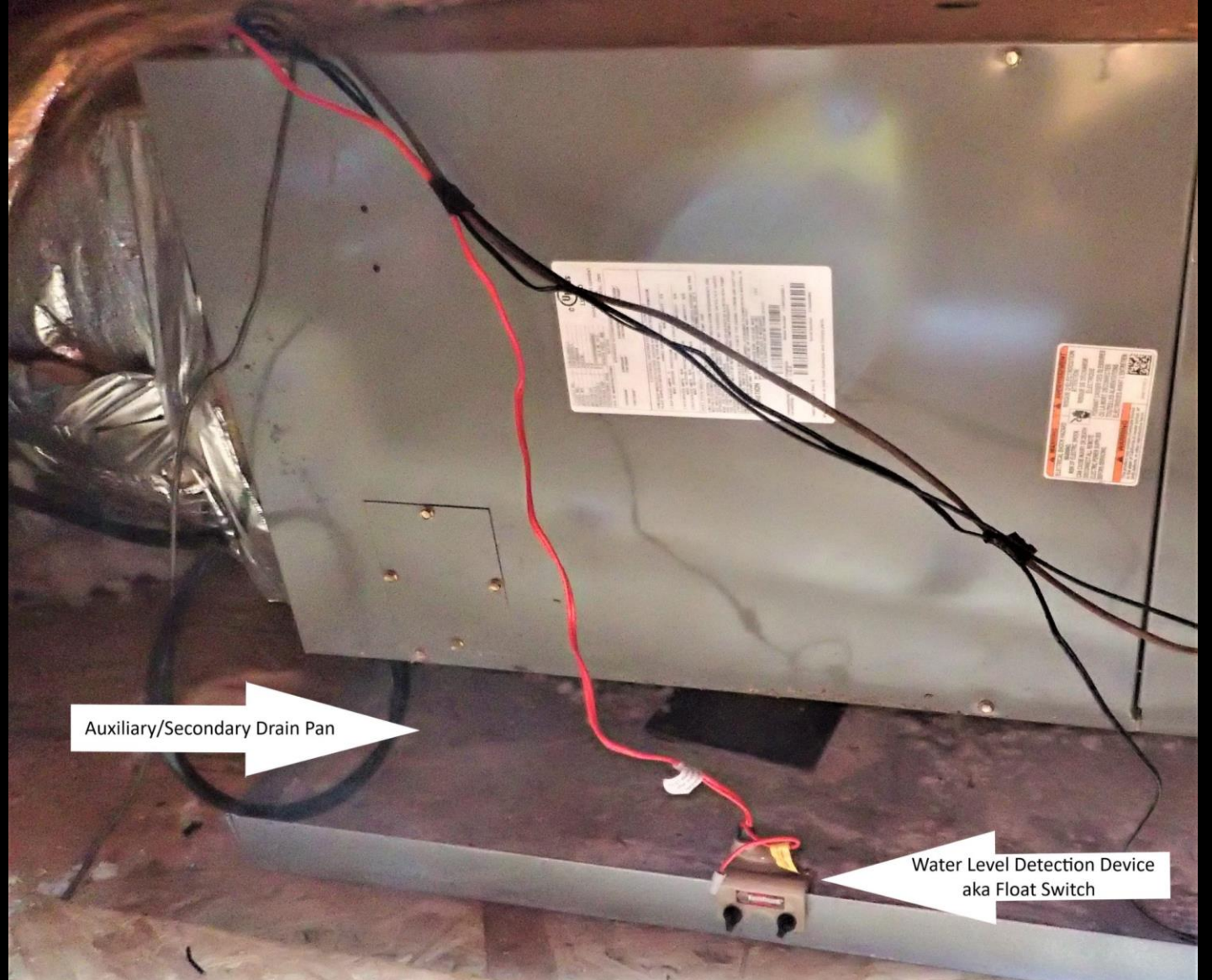


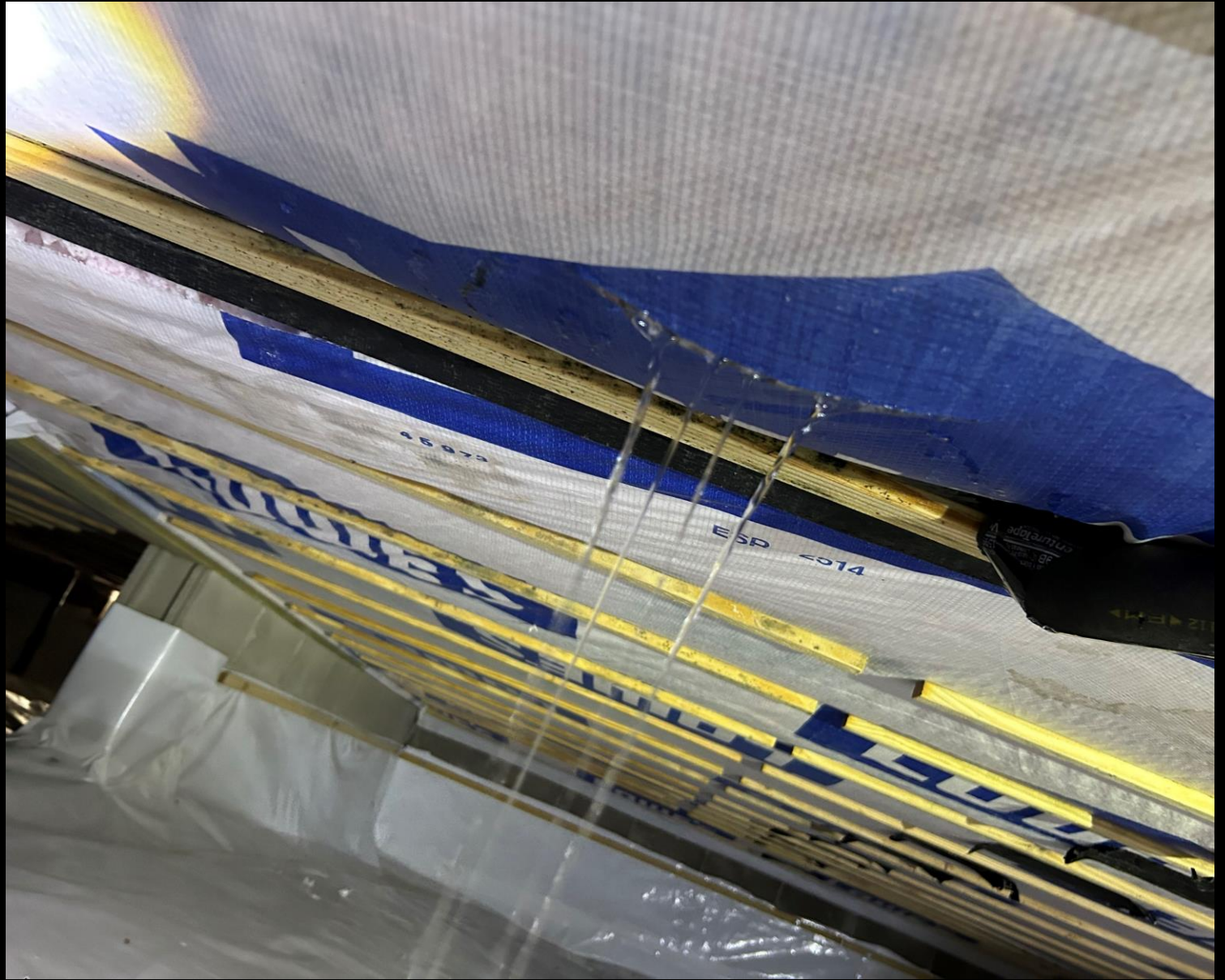


4th PLACE!!!

- HVAC Float Switches (SWS 5.0102.1f)
- Install a float switch in the primary and secondary drain pan that is interlocked with the system power circuit and will break the circuit when drainage fails to remove condensate










3rd PLACE!!!

- Improper Duct Sealing (SWS 5.0106.1)
 - All ducts need to hit prescribed targets based on IECC 2009
 - Seal all accessible seams, cracks, joints, holes, and penetrations of duct system
 - Seal leaks less than 1/4" using fiberglass mesh and mastic
 - Larger leaks should be sealed using methods outlined in the SWS
 - Seal gaps between boot and surface connections using fiberglass mesh tape and mastic or appropriate flexible caulking
- 










2nd PLACE!!!

- Overcurrent Protection (NEC 70 and Manufacturer's Data Plate)
 - Overcurrent protection should be sized according to requirements from the NEC 70 and the manufacturer's data plate
- 



9 LBS 11 OZS		ELECTRICAL RATING		NOMINAL VOLTS: 208/230	
1 PH	60 HZ	MIN 197		MAX 253	
COMPRESSOR		FAN MOTOR			
PH	1	PH	1		
RLA	21.8	FLA	1.7		
LRA	99.0	HP	1/4		
MIN. CKT. AMPACITY AMPERAGE MINIMUM		28.8	MAX FUSE OR CKT. BKR. FUSIBLE/COUPE CIRCUIT (HACR PER NEC) 50		

1913H18804


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Intertek
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TIED FOR FIRST PLACE!!!

MOBILE HOME BELLY PATCHING
& ATTICS



MOBILE HOME BELLY PATCHING AND REPLACEMENT

- Mobile Home Belly Patches (SWS 3.0102 [Multiple Sections])
 - Patches must have CHEMICAL and MECHANICAL means of attachment
 - Must lap over holes a minimum of 3" on all sides
 - Clinch staples must be attached with spacing no more than 2" apart
 - For belly replacement:
 - Attach belly material at opposite ends of spanned section using rigid support material
 - Attach belly material to rigid support material by wrapping it around the rigid support material a minimum of 2 times and mechanically fastening every 6"
 - Attach rigid support material to belly at every joist or at a maximum of every 2' with mechanical fasteners that penetrate the substrate a minimum of 1-1/2"
 - Apply a continuous seal at all seams, cracks, joints, edges, penetrations, and connections of the belly material
- 












ATTICS

- Attics (SWS 4.0103 [Multiple Sections])
 - Verify:
 - No water leaks, fuel leaks, or pests
 - Verify that knob and tube wiring is not energized or removed
 - Verify all devices and plumbing are properly terminated outside of the attic
 - Attic Preparation should be done:
 - Air sealing
 - Install baffles
 - Junction box covers and flags
 - Insulation depth markers
 - Install Insulation
 - Install loose fill insulation to prescribed R-value in every joist bay in full contact with the air barrier without gaps, voids, compressions, or misalignments
- 



All penetrations, including top plates, should be air sealed before insulation is added.

Baffles should be installed in every rafter bay and extended at least 6" above the final insulation level



Install flags at all
junction boxes.
Flags must be
visible above the
final insulation
level.





Depth markers:
1 depth marker
should be installed
for every 300 square
feet of attic space.

$$1,200 \text{ ft}^2 / 300 \text{ ft}^2 = 4 \text{ depth markers}$$



**HOW
ARE WE
DOING?**

THE TECHNICAL TEAM IS HERE TO HELP YOU



WHEN? HOW? WHERE? WHO? WHAT? WHEN? WHERE? WHAT? When? WHERE? HOW? WHEN? What? Where? When? What? When? WHEN? WHAT? WHEN? WHERE? WHEN? HOW? WHEN? What? When? WHEN? WHAT? WHEN? WHERE? WHEN? HOW? WHEN? What? When? WHEN? WHAT? WHEN? WHERE? WHEN? HOW? WHEN? What? When?

ANY

QUESTIONS?



Large Multi-Family Policies & Procedures

- 5+units per building
- In development in conjunction with CEDA
- Build American Buy American (BABA)
- Davis Bacon Act (DBA)
 - LCPTTracker access pending setup of first project
 - Once we have access, we will develop procedures for using
- KHC should be notified in advance of any potential Multi-Family projects

Multi-Family Update

Low-rise priority lists

CEDA training with KHC technical staff

CEDA is officially KHC subgrantee

Shalom Towers audit approved by DOE!!

More to come...

Why are Strong
Internal
Policies &
Procedures
Important?





Climate Change and Worker Safety

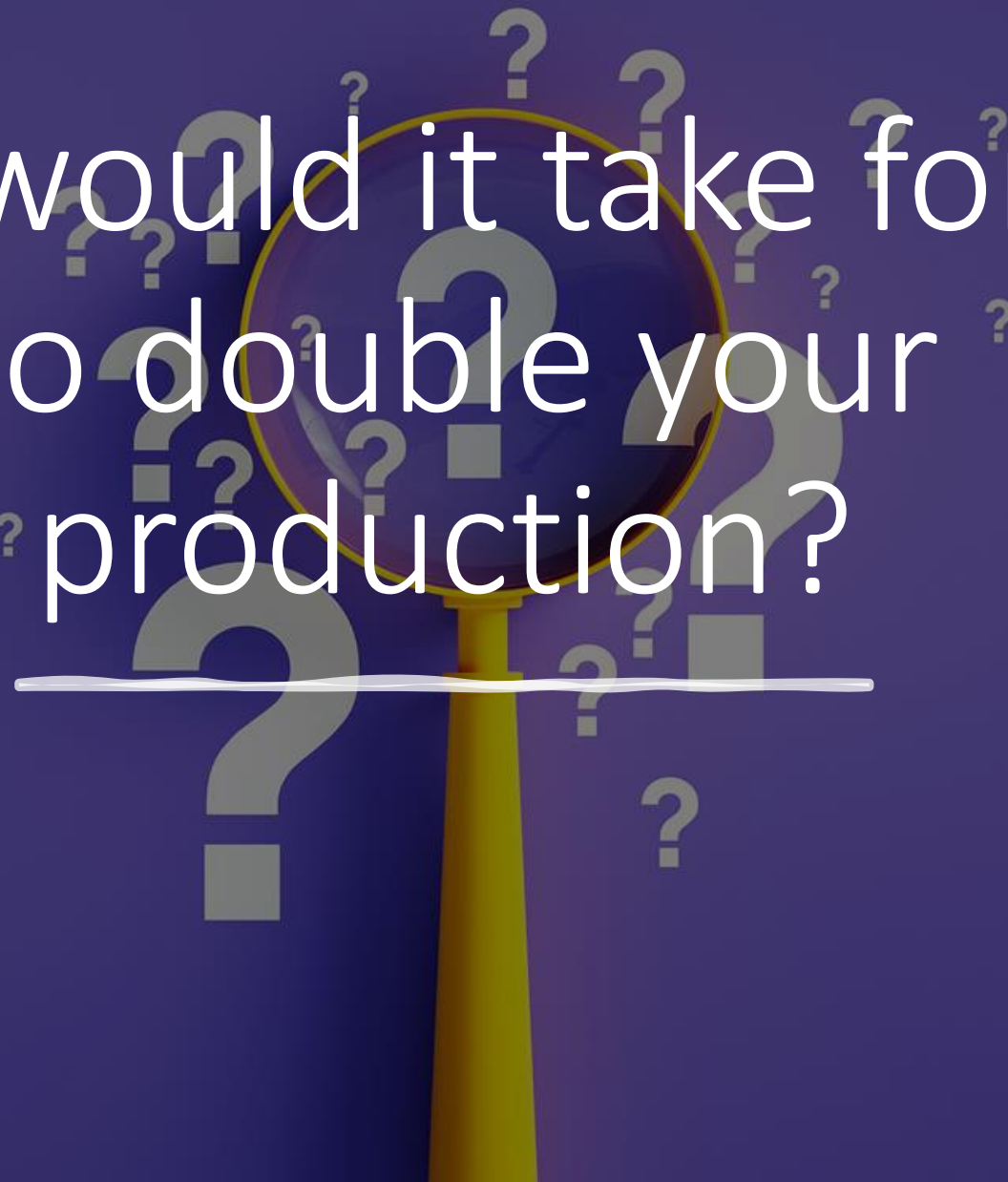
How are you keeping your workers safe?

Workforce Development

- Introduce Eleri Gesler
 - [Green Workforce Connect](#)
 - If you haven't heard from us, stay tuned!
 - Partner with training programs
 - Explore hiring and diversity strategies
 - Start or join apprenticeship program
 - Access workforce development tools and templates
- **Your contractors can also use this to find employees!**



What would it take for you
to double your
production?



SERC Grant Awarded

- Weatherization Memorandum 135 (8/21/24)
- \$3,222,300
- Kentucky Housing Corporation (KHC) is responding to recent natural disasters by enhancing housing resilience through its SERC project. KHC plans to implement two key technologies:
 - Rooftop solar installations, including necessary electrical-upgrades and staff training, and
 - ~~Double~~ Triple-pane windows with a u-value of 0.25.
- These measures aim to build energy resilience in homes already weatherized and reduce energy costs, addressing the financial burden on low-income households and improving climate resilience.

Solar For All
IRA Rebates

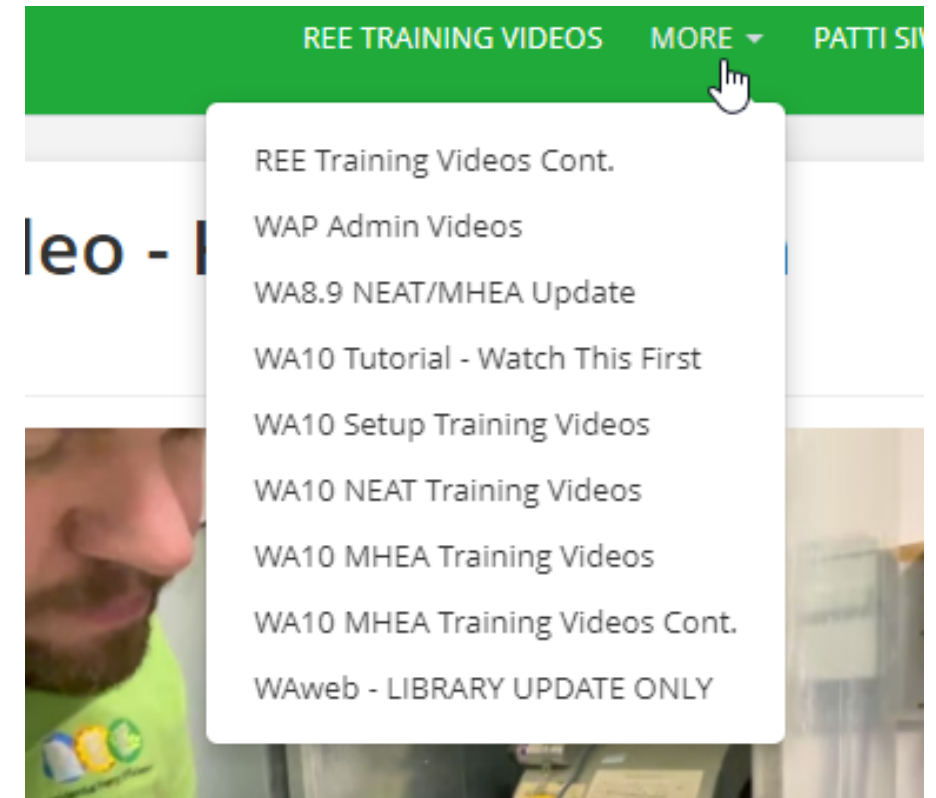
Stay Tuned!

Resources

- REE Center for all your technical training needs

<https://reecourses.com/index>

- WX LMS – must be logged in
 - Technical Training Videos
 - Admin videos
 - WA Web/WA10 training
 - To Access, click More



<https://www.kyhousing.org/Partners/Developers/Single-Family/Weatherization-Assistance/Pages/default.aspx>

BEWARE: Only use [protectmykyhome.org](https://www.kyhousing.org) and [teamkyhaf.ky.gov](https://www.kyhousing.org) when applying for mortgage assistance. Other websites, including [teamkyhaf.com](https://www.kyhousing.org), are not affiliated with the Homeowner Assistance Fund or the Kentucky Homeownership Protection Center.



Kentucky Housing Corporation

Investing in quality housing solutions.

Quick Links ▾



Español



Single-Family Development

Partners > Developers > Weatherization Assistance Program > About

Happy Weatherization Day, October 30!

For more information about Weatherization Day, read our press release. To see our Single-Family Development team's work throughout the state, watch the video below.





Weatherization Day 2023

Copy link





Visit the Housing Contract Administration Partner Agency Portal

Weatherization Assistance Program

WAP Eligibility

Weatherization State Plan

Subgrantee Resources

Community Housing Development Organizations (CHDOs)

Housing Developers

Application Resources

Affordable Housing Trust Fund (AHTF)

HOME Tenant-Based Rental Assistance (TBRA)

Inspectors, Compliance, and Asset Management

State Plans and Health & Safety Plans

- <https://www.kyhousing.org/Partners/Developers/Single-Family/Weatherization-Assistance/Pages/Weatherization-State-Plan.aspx>

DOE Weatherization State Plan

A list of major changes to this state plan can be found on the 2024 Annual File and Agency Allocation Summary in the miscellaneous section.

- 2024 DOE Master Plan
- 2024 DOE Budget
- 2024 DOE Annual File and Agency Allocation Plan
- 2024 Kentucky Health and Safety Plan

DOE BIL Weatherization State Plan

- BIL Subgrantee Allocations - Revision
- BIL Master Plan
- BIL Budget
- 2023 Kentucky Health and Safety Plan

DOE WX Program Notices and Memos

- <https://www.energy.gov/scep/wap/weatherization-program-notices-and-memorandums>
- Searchable Program Guidance
- Sign up to receive notification of new WPNs and Memorandums

HCA Partner Agency Portal

- <https://kyhmis.zendesk.com/hc/en-us>

Weatherization section is at the bottom of the page

Sections for Hancock software, Presentations, Quarter TA meeting recordings, Vehicle requests, Program Notices, Tools and Documents, FAQ

- Program Notices are currently being integrated into revised Weatherization Program Manual