

Kentucky Housing Corporation

Weatherization Public Guidance

February 20, 2025

KHC Program Notice 01-2025

1. **Subject:** WA Web Updates

Guidance: Due to the recent implementation of the WA Web software, Kentucky Housing Corporation, in conjunction with the US Department of Energy, incorporated updates to the WA Web software for energy auditing in the Weatherization Program Manual, the Kentucky State Plan, and the Kentucky WA Web User's Guide. The following are the most common areas for incorrect entries or uses in WA Web.

- Walls- Enter the type of insulation added even if walls are already insulated.
- Windows- Replace window, and add storm window, which must be evaluated for retrofit on all jobs.
 - Site built U-value .32 SHGC .4 (These are minimum numbers.)
 - Mobile Home U-value .5 SHGC .4 (These are minimum numbers.)
 - -You must choose either double pane Low-e or Standard double pane. Make sure pricing is accurate in all libraries.
 - Only fixed windows can be labeled as **very tight**.
- Attics- Enter type of insulation added even if attics are already insulated.
- Foundations/Floors- Enter type of insulation added even if floors are already insulated.
Be sure that additional cost is accurate for all added insulation measures.
- HVAC - When HVAC equipment is being replaced as a H&S measure, the "required" box must be checked within the HVAC tab.
- ECMs - All possible ECM measures must be evaluated for retrofit. This includes all areas of insulation, domestic water heaters, lights, HVAC equipment, refrigerators, and shower heads.
- IRMs - All IRMs must be labeled as such for both materials and labor.
- SWS, the Weatherization Program Manual, or code book must be specifically referenced on each measure in the work order (Example: Smoke alarms - SWS 2.0101). KHC recommends each subgrantee build a common list of references to make this task easier.
- Groundcover/vapor barrier is no longer all or none. Ground cover/vapor barrier must be installed where possible.

- Single story homes with a conditioned basement must be entered as 1-story with a conditioned foundation with 8-foot walls. This allows for sill plate insulation.
- All jobs must have the DOE-approved Data Collection Form (DCF) properly completed and in the client file for review.
- Red Calc is the mandatory tool for ASHRAE calculations and must be in the client file for review.

This list is not all-inclusive. Please review the Kentucky Weatherization Program Manual, the Kentucky state plan, and Kentucky WA Web User's Guide as references on new procedures.

To find the above referenced documents, please follow the links below:

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

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

Kentucky WA Web User's Guide -

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