

Overview

Due to the COVID-19 State of Emergency declared by Kentucky Governor Andy Beshear on March 6, 2020 and the National Emergency declared by President Donald Trump on March 13, 2020, KHC has issued interim policies and procedures in numerous program areas, including our Weatherization Program.

KHC's Interim Policies & Procedures

Weatherization Program Work: Effective Monday, March 23, 2020, we expect for you to be working under the following plan. Local subgrantees may be more restrictive but may not be less restrictive than this plan.

1. Homes must have an energy audit before any weatherization measures can be installed.
You cannot enter a home at this time to conduct an energy audit.
2. If the energy audit is completed, you can do external work on the home but not internal work.
We are waiving the requirement to perform interior health & safety measures during the pandemic.
3. You can enter in KY-Green "in-progress" jobs, and you may draw on those "in-progress" jobs.
4. During the COVID-19 pandemic, we ask that you notify KHC of any changes in your organization such as:
 - An agency shut down
 - Other agency decisions that impact the weatherization service delivery in your area
 - Any other changes you believe will impact your weatherization program.
5. Please stay in contact with your local health agencies so that you are up-to-date about what is happening in your service delivery area.
6. All work should cease on any home with a confirmed case of COVID-19 or is self-isolating due to contact with a verified case. KHC does not expect you to complete work on these homes until after pandemic restrictions have been lifted.

This guidance will NOT supersede any agency decisions regarding the discontinuance of program operations, reduction of services, or agency closures.

Wages and Benefits for Weatherization Staff: Federal regulations state that in "shutdown or disaster, employees can be paid out of federal funds if there are written leave policies approved by the governing board." IF your board-approved leave policy states that you can allow staff to use leave time to cover agency shutdowns, you can use federal funds to cover this. Before charging leave time to DOE or LIHEAP, be sure your board-approved, corporate policies allow you to cover those in case of shutdown or disaster.

We are concerned that the use of federal funds will affect per unit averages, which, as a state are already at an all-time high. We are working with CHFS, DOE & NASCSP to determine any leeway in that average calculation. Be sure to use administrative costs when appropriate and only charge costs to program support that relate to a client address. You may draw down all administrative funds so that may be a good place to shift costs.

In the next few weeks, we will provide virtual trainings so that your staff/crews can telework and train. Any time spent on training activities can be charged to T&TA. We will be releasing additional T&TA funding soon.

Please regularly check KHC's HCA Help Desk, eGrams, and emails for updates as directives and guidelines change.

Approval

This unique approach during a singular time of national emergency was approved on March 20, 2020 by:



Wendy K. Smith, KHC Deputy Executive Director of Housing Programs