



Weatherization-Ready Pilot Program



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In an effort to address the number of “walk-away” deferral units, KHC obtained permission from CHFS to pilot a program for performing small repairs on homes that may otherwise be deferred, using up to 15% of the LIHEAP WX allocation.



WR Pilot Project Repair Cost

If the total project cost comes in at the maximum for the two funding sources, this is how to calculate the WR Max amount. For purposes of this program we will say LIHEAP ACPU has the same maximum amount as DOE (\$7669)

DOE	\$7669	
LIHEAP	<u>\$7669</u>	+
Total	\$15,338	x
	<u>20%</u>	=
WR Max	\$3,067.60	

WR Request Form

Kentucky Housing Corporation
Weatherization Assistance Program

WX-WR

WEATHERIZATION READY REPAIR PROGRAM REQUEST:

Applicants Name: _____ Job No. _____
 Applicants Address: _____ Phone No: _____
 Service Provider: Audubon Area Community Services Corporation Phone No: _____

INSTRUCTIONS: SELECT THE REPAIR TYPE, INPUT LABOR AND MATERIALS AMOUNTS FOR REPAIR TYPE. COMPLETE THE REQUEST JUSTIFICATION SECTION WITH SHORT NARRATIVE DESCRIBING THE NEED FOR THIS REQUEST AND ATTACH SUPPORTING DOCUMENTATION. EMAIL TO WXADMIN@KYHOUSING.ORG FOR APPROVAL.

(To Be Completed by Service Provider)

REPAIR TYPE	LABOR	MATERIALS	TOTAL
-			\$0.00
-			\$0.00
-			\$0.00
	\$0.00	\$0.00	\$0.00

Request Justification (attach supporting documents): _____


Service Provider Signature: _____ Date: _____

KHC WX Approval
(To Be Completed by KHC WX Staff)

This certifies justification for request was rec'd on _____ and is expected to be performed in accordance with the contract specifications.

Approved
 Not Approved
 Justification attached

KHC WX Representative: _____ Date: _____

 Kentucky Housing Corporation



WR Pilot Process

The process for funding projects in the Weatherization-Ready Pilot Program is different than normal WX. Agencies are not given a set amount for the year. Instead, the requests are submitted for each home and then approved or denied based on a review of the scope of work, pictures, and estimates.



WR Pilot Process

- Sub-grantee conducts home evaluation and determines that house is not ready for weatherization install.
- Sub-grantee estimates the repair costs to determine if repairs and costs fall within the guidelines of the repair program.
- Sub-grantee prepares approval form with supporting documentation (i.e. pictures, estimates, scope of work) via wxadmin@kyhousing.org. Example: If a roof needs to be patched to install insulation, along with repair approval form, sub-grantee should submit photos, estimate with detailed work summary with measurements and materials needed.
- KHC will review, request more info if needed, and approve/deny request.
- Sub-grantee will ensure work is completed prior to weatherization.
- Sub-grantees will make a separate draw on the repair activity and submit with the rest of the job completion draws or submit the repair activity as an “in progress” job.
- KHC will track numbers, types of repair, and expenditure rates.



WR Pilot Process

After going through the review process, KHC will notify the sub-grantee, by email, with the completed WX-WR attached, either approving or not approving the request.



WR Pilot Process

If approved, the email will contain the funding documentation, a contract between KHC and sub-grantee.



WR Pilot Process

After the document is executed the sub-grantee will be sent a notice to proceed with the WR repairs.

WR Pilot Process

These repairs will need to be completed before the Regular Weatherization or Health & Safety repairs can be completed.



WR Pilot Process

If not approved, simply submit the job in KY Green as a “walk-away” deferral. A copy of the WX-WR will need to be retained in the client file, along with the normal deferral documentation.



WR Pilot Process

After completing the WR repairs, the sub-grantee will submit a separate draw on the repair activity. These draws can be submitted with the other activities in the draw system or be submitted as “in progress” job for the repair activity.



WR Pilot Process

A sample of these jobs will be pulled in the financial/admin monitoring, which may include requests for pictures of completed work.

