

Kentucky Housing Corporation

Weatherization Public Guidance

May 22, 2025

KHC Program Notice 03-2025

1. Subject: Manual J Data Collection Form Requirement

Guidance: The Manual J is not required to be produced from WaWeb and can be created from qualified staff or contractor outside of NEAT/MHEA. Subgrantees should use qualified contractors for heat pump installation in mobile homes/manufactured housing since it comes with specific challenges with that housing stock.

If a contractor is providing the Manual J, the cost can be added to the job so you will know what that job cost looks like. If a contractor charges \$100-\$150 per hour and it takes 1-1.5 hours depending on the house to perform, in most cases, the additional cost should not affect the outcome of the unit replacement. **The contractor Manual J must be included in the client file.**

All Dwelling Needs Evaluators shall complete a manual J data collection form, WX-25, on all dwellings that receive HVAC replacement. A copy of the form is required to be given to the HVAC contractor. Using the information from the form, the contractor must complete a manual J calculation to accurately size the HVAC replacement. A copy of the manual J data collection form. WX-25, and the calculation shall be kept in the client file.

To summarize:

1. A contractor Manual J is allowable to be retained in the client file.
2. The contractor must be qualified to install units in mobile homes/manufactured housing if providing a Manual J calculation for those building types.
3. The cost of the contractor Manual J can be included in the bid.

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