

Kentucky Housing Corporation

Weatherization Public Guidance

November 7, 2025

KHC Program Notice 04-2025

1. Subject: Subgrantee Eligibility Criteria to Start Multi-Family Projects (5 units or more)

Guidance: In an effort to streamline the Multi-Family Weatherization Approval process, Kentucky Housing Corporation (KHC) developed criteria that subgrantees must meet to request approval to proceed with Multi-Family Weatherization. Multi-Family (5 units or more) will be defined as the entire project and not units per building. For example, if a building has 4 units in it, but there are 5 buildings to the project, this is considered a 20-unit project.

Criteria

- Possess an in-house Energy Auditor (EA) and/or QCI (may substitute subgrantee experience with multi-family weatherization in lieu of an in-house EA and/or QCI)
- Score Low-Risk to Low/Medium-Risk on KHC Risk Assessments
- Display a history of submitting invoices every 60 days for the past three years
- Not exceed three regular weatherization findings and no health and safety findings on the most recent technical monitoring
- Not exceed one finding on most recent LIJA admin/financial monitoring
- Possess an In-house WX Director or dedicated staff

To receive Approval for multi-family projects, subgrantees, who are serving more households than multi-family projects, must submit a detailed plan with a timeline including the following:

- Technical work should be completed in a reasonable time - defined at KHC's discretion, depending on the size of the project.
- Procedures for the QCI to address other projects in the portfolio, including single-family.

In addition to the plan, subgrantees agree to the following tasks.

- Participate in monthly check-in meetings with KHC for the duration of the project.
- Partner with KHC's designated Multi-Family Subgrantee for the first 1-3 projects or number otherwise determined by KHC.

Subgrantees, who do not meet the above-stated criteria but are contacted by multi-family owners/managers for weatherization, should contact KHC. KHC will contact the properties and assign the multi-family subgrantee to administer weatherization for the project.

2. Subject: Purchase of Equipment/Vehicles with LIHEAP Funding

Guidance: The Kentucky Cabinet for Health and Family Services (CHFS) is now requiring Weatherization subgrantees, who are using LIHEAP funding to purchase equipment, to request permission for any purchases over \$500, which includes but is not limited to computers, printers, telephones, software, and desks. Subgrantees will need to send an email to wxadmin@kyhousing.org for the purchase request to include the following information:

- Contact person making the request and address, phone number, and email
- Justification for the request
- Detailed description and complete specifications of the equipment
- Location where the equipment will be used
- Complete estimate including unit cost and total cost of the equipment
- Vendor contact, address and phone number (include state contract number if vendor is an approved state contractor)

Subgrantees may not use LIHEAP funding to purchase equipment over \$500 if KHC has not received the approval from CHFS. Upon approval from CHFS, KHC will contact subgrantees with an approval to purchase.

Furthermore, any disposal of CHFS equipment under the above provisions, must have CHFS approval, and CHFS will coordinate the disposal.

3. Subject: KHC raises the LIHEAP SIR from .6 to 1.0.

Guidance: Due to the challenge of controlling DOE formula and IIJA average costs per unit (ACPUs), KHC is raising the SIR for LIHEAP funding from .6 to 1.0 for each measure and the package. Air sealing will be the only measure that can be installed below a 1.0 SIR. The Kentucky Weatherization network will be following the DOE rules for SIRs effective immediately. Increasing the SIR will allow more LIHEAP funding to be braided into each job. All new energy audits will need to adhere to this new guidance.

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