

U.S. Department of Energy
Weatherization Assistance Program (WAP)
WEATHERIZATION ANNUAL FILE WORKSHEET
Grant Number: EE0009904, State: KY, Program Year: 2024
Recipient: Kentucky Housing Corporation

IV.1 Subgrantees

Subgrantee (City)	Planned Funds/Units
Audubon Area Community Services, Inc (Owensboro)	\$251,061.00 17
Bell-Whitley Community Action Agency, Inc. (Pineville)	\$264,617.00 18
Big Sandy Area Community Action Program, Inc. (Paintsville)	\$278,173.00 19
Blue Grass Community Action Agency, Inc. (Frankfort)	\$441,560.00 31
Central Kentucky Community Action Council, Inc. (Lebanon)	\$455,116.00 32
Community Action Lexington-Fayette/Bourbon/Harrison/Nicholas (Lexington)	\$400,891.00 28
Daniel Boone Development Council, Inc. (Manchester)	\$332,398.00 23
Frontier Housing, Inc. (Morehead)	\$182,567.00 12
Gateway Community Services Organization, Inc. (West Liberty)	\$291,729.00 21
KCEOC Barren River Area (Barbourville)	\$465,104.00 34
KCEOC Harlan (Barbourville)	\$196,123.00 13
Kentucky Communities Economic Opportunity Council, Inc. (Barbourville)	\$209,679.00 14
Kentucky River Foothills Development Council, Inc. (Richmond)	\$373,066.00 26
Lake Cumberland Community Services Organization (Jamestown)	\$345,954.00 24
Leslie, Knott, Letcher, Perry Community Action Council (Hazard)	\$359,510.00 25
Licking Valley Community Action Program, Inc. (Flemingsburg)	\$236,791.00 16
Louisville - Multi-Purpose Community Action Agency (Shelbyville)	\$305,285.00 21
Multi-Purpose Community Action Agency, Inc. (Shelbyville)	\$223,235.00 15
Northeast Kentucky Community Action Agency, Inc. (Olive Hill)	\$386,622.00 27
Northern Kentucky Community Action Commission, Inc. (Covington)	\$318,842.00 22
Pennyrile Allied Community Services, Inc. (Hopkinsville)	\$414,448.00 29
Tri-County Community Action Agency, Inc. (LaGrange)	\$169,011.00 11
West Kentucky Allied Services, Inc. (Mayfield)	\$428,004.00 30
Total:	\$7,329,786.00 508

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IV.2 WAP Production Schedule

Weatherization Plans		Units
Total Units (excluding reweatherized)		506
Reweatherized Units		2
Average Unit Costs, Units subject to DOE Project Rules		
VEHICLE & EQUIPMENT AVERAGE COST PER DWELLING UNIT (DOE RULES)		
A	Total Vehicles & Equipment (\$5,000 or more) Budget	\$0.00
B	Total Units Weatherized	506
C	Total Units Reweatherized	2
D	Total Dwelling Units to be Weatherized and Reweatherized (B + C)	508
E	Average Vehicles & Equipment Acquisition Cost per Unit (A divided by D)	\$0.00
AVERAGE COST PER DWELLING UNIT (DOE RULES)		
F	Total Funds for Program Operations	\$4,316,280.00
G	Total Dwelling Units to be Weatherized and Reweatherized (from line D)	508
H	Average Program Operations Costs per Unit (F divided by G)	\$8,496.61
I	Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J	Total Average Cost per Dwelling (H plus I)	\$8,496.61

IV.3 Energy Savings

Method used to calculate savings: <input checked="" type="checkbox"/> WAP algorithm <input type="checkbox"/> Other (describe below)				
		Units	Savings Calculator (MBtus)	Energy Savings
	This Year Estimate	508	29.3	14884
	Prior Year Estimate	382	29.3	11193
	Prior Year Actual	93	29.3	2725
Method used to calculate savings description:				

IV.4 DOE-Funded Leveraging Activities

No DOE funds will be diverted to leveraging activities.

IV.5 Policy Advisory Council Members

Check if an existing state council or commission serves in this category and add name below

Advocate for Economically Diverse Rural Neighborhood	Type of organization: Contact Name: Wilma Kelley Phone: 6064645031 Email: beattyvillewk@att.net
Advocate for Persons with Mental Disabilities	Type of organization: Contact Name: Phyllis A. Parker Phone: 5555555555 Email: phyllisparker007@gmail.com
Advocate for Persons with Physical Disabilities	Type of organization: Contact Name: David Allgood Phone: 5025896620

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American Electric Power	Email: dallgood@calky.org Type of organization: Utility Contact Name: Barrett Nolen Phone: 6069291696 Email: bnolen@aep.com
Atmos Energy	Type of organization: Utility Contact Name: Mark Martin Phone: 8882866700 Email: mark.martin@atmosenergy.com
Audubon Area Community Services, Inc.	Type of organization: Non-profit (not a financial institution) Contact Name: Rob Jones Phone: 2706861600 Email: rjones@audubon-area.com
Bluegrass Area Development District	Type of organization: Unit of Local Government Contact Name: Mary Crowley-Schmidt Phone: 8592698021226 Email: maryc@bgadd.org
Cabinet for Health and Family Services	Type of organization: Unit of State Government Contact Name: Vickie Bowling Phone: 50256434403683 Email: vickie.bowling@ky.gov
Cabinet for Health and Family Services	Type of organization: Unit of State Government Contact Name: Jason Dunn Phone: 8003722973 Email: jason.dunn@ky.gov
Center for Accessible Living	Type of organization: Non-profit (not a financial institution) Contact Name: David Allgood Phone: 5025896620 Email: dallgood@calky.org
Division of Efficiency and Conservation	Type of organization: Unit of State Government Contact Name: Lee Colten Phone: 5025647192 Email: lee.colten@ky.gov
Education and Workforce Development Cabinet	Type of organization: Unit of State Government Contact Name: Josh Benton Phone: 5025642900 Email: Josh.Benton@ky.gov
Energy and Environment Cabinet	Type of organization: Unit of State Government Contact Name: Lona Brewer Phone: 5025643350 Email: lona.brewer@ky.gov
Housing Authority of Bowling Green	Type of organization: Unit of Local Government Contact Name: Abrahams Williams Phone: 2708436071 Email:
Housing Development Alliance	Type of organization: Non-profit (not a financial institution) Contact Name: Scott McReynolds Phone: 6064360497 Email: scott@housingdevelopmentalliance.org
Kentucky Association of Counties	Type of organization: Contact Name: Lonnie Campbell Phone: 8002645226 Email: lonnie.campbell@kaco.org
Kentucky Commission on Human Rights	Type of organization: Contact Name: Erin Spalding Phone: 5025954024 Email: erin.spalding@ky.gov
	Type of organization: Unit of State Government

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Kentucky Department for Local Government	Contact Name: Cathy Figlestahler Phone: 5025732382 Email: Cathy.figlestahler@ky.gov
Kentucky Heritage Council	Type of organization: Unit of State Government Contact Name: Craig Potts Phone: 5025647005 Email: craig.potts@ky.gov
Kentucky Housing Corporation	Type of organization: Contact Name: Winston Miller Phone: 5025647630 Email: wmiller@kyhousing.org
Kentucky League of Cities	Type of organization: Contact Name: Michael Coleman Phone: 8595522142 Email: Mikecitycouncil@gmail.com
Kentucky Transportation Cabinet	Type of organization: Unit of State Government Contact Name: Dean Loy Phone: 5025644890 Email: deanm.loy@ky.gov
Manufactured Housing Industry	Type of organization: Non-profit (not a financial institution) Contact Name: Betty Whittaker Phone: 5022230490 Email: bwhittaker@kmhi.org
Mortgage Banking Industry	Type of organization: Contact Name: Darrell Overstreet Phone: 2703841735 Email: doverstreet@kmcky.com
Office of Housing, Buildings and Construction	Type of organization: Unit of State Government Contact Name: Benjamin Siegel Phone: 5025730365 Email: benjamin.siegel@ky.gov
Partnership Housing, Inc.	Type of organization: Non-profit (not a financial institution) Contact Name: Cassie Hudson Phone: 6065937296 Email: cassie.hudson@ymail.com
Public Housing Authorities	Type of organization: Contact Name: Abraham Williams Phone: 2708436071 Email: awilliams@habg.org
Realtors	Type of organization: Contact Name: Becky Murphy Phone: 8599712222 Email: becky@charliemurphyrealtors.com
Rental Property Providers	Type of organization: Contact Name: Zack Worsham Phone: 8592126699 Email: zworsham@witerwoodonline.com
Resident of Economically Diverse Urban Neighborhood	Type of organization: Contact Name: Ann Anderson Phone: 5024596241 Email: rhal5306@bluegrass.net
Rural Advocate for the Homeless	Type of organization: Contact Name: Craig Brock Phone: 6063373044 Email: cbrock@bellwhitley.com
Rural Nonprofit Housing Organization	Type of organization: Non-profit (not a financial institution) Contact Name: Dave Kreher Phone: 6067966333 Email: davepshh@windstream.net

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The Kentucky State Building Trades Council	Type of organization: Contact Name: Waylon Isaacs Phone: 3178071112 Email: wisaacs@ikorcc.com
University of Kentucky	Type of organization: Other Contact Name: Christina Espinosa Bard Phone: 8592577225 Email: ctespinosa@uky.edu
Urban Advocate for the Homeless	Type of organization: Contact Name: Bev Merrill Phone: 8594318717 Email: bmerrill@welcomehouseky.org
Urban Nonprofit Housing Organizations	Type of organization: Contact Name: Becky Roehrig Phone: 5025876763 Email: BeckyR@rivercityhousing.org

IV.6 State Plan Hearings (Note: attach notes and transcripts to the SF-424)

Date Held	Newspapers that publicized the hearings and the dates the notice ran
04/25/2023	To Be Held

IV.7 Miscellaneous

Recipient Business Officer
Winston Miller
wmiller@kyhousing.org
502-564-7630, ext. 299

Recipient Principal Investigator
Keli Reynolds
kreynolds@kyhousing.org
502 564 7630 ext: 414

Personnel Expenses

Personnel expenses increased for a couple of reasons. First, KHC was underpaying staff, which made replacing them nearly impossible. Plus, KHC withdrew from the state retirement plan, which decreased the fringe benefits but also made us a less appealing employer to staff trained in the network when job openings occurred, which further increased the need for higher wages (to be competitive and to retain current staff). Second, KHC reorganized our training and technical assistance division so that there are dedicated trainers and dedicated technical monitors. With the re-organization, KHC added a new position for a technical monitor so that we can fulfill a request from our subgrantee network to offer more TA in the field.

Any KHC Personnel charging less than 100% to WAP grant will be paid by other funding sources such as but not limited to: LIHEAP or any of the 14 different funding streams managed by HCA (most of them federal).

Financial Audits

In accordance with 2 CFR 200.425(a)(2), only those Subgrantees expending more than \$750,000 in total federal funding annually will receive Financial Audits funding identified in the Grantee's SF-424a Budget.

Vehicles and Equipment

During Program Year 2022 Period of Performance, KHC worked to improve the condition of Subgrantee vehicles and equipment. We will continue that effort on a small scale in PY2023 but with vehicle replacement/additions being funded through BIL. We will continue enhancing the weatherization fleet with BIL funding.

Sub-grantee Selection

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Middle Kentucky Community Action Agency, serving Owsley, Lee, Wolf, and Breathitt counties, was replaced with a new sub-grantee, Frontier Housing by following 10 CFR 440.15 and 2 CFR 200.1 "Subrecipient". KHC opened an application for funding to the CAA network to serve and received no responses. We followed with an open application to any non-profit or local government. Frontier Housing responded with an application and was chosen for the open territory:

Policy Advisory Committee

Policy Advisory Committee (PAC) To the extent possible, Kentucky's PAC members advocate for and provide a broad representation of 'At-Risk' and 'Low-income' populations such as but not limited to the following: children, elderly, persons with disabilities, and Native Americans. The PAC consists of KHC's Housing Policy Advisory Committee (HPAC) membership. In 2021, KHC combined the two committees. HPAC absorbed the WX PAC; however, the membership of HPAC is designed by its by-laws and not all members of PAC are eligible for membership in HPAC; however, all meetings are opened and all in attendance are free to comment and share opinions. The list in the Annual File is the current list of HPAC/PAC membership.

Weatherization Ready

WX WR At-a-Glance

<p>Description</p>	<p>Kentucky Housing Corporation has been administering a weatherization ready program funded through LIHEAP for a couple of years. Examples of repairs included in the current program are structural, plumbing, electrical, and roofing issues, pest infestation, or other issues KHC deems appropriate. Structural/roofing issues may be repairs in roof leaks to protect weatherization measures; minor mold remediation, repair of holes in walls; and other minor repairs to protect installed weatherization measures. The Weatherization Ready program will implement a cap of \$10,000 average cost per unit (ACPU) as a cap for the weatherization ready job. Weatherization Ready job must result in weatherization job completions, with the exception of natural disasters and homeowner/renter issues that deem it necessary to "walk-away" from a job. KHC and all sub-grantees will follow WPN 22-6.</p>
<p>Average Cost Per Unit Cap</p>	<p>Cap per Unit for DOE funding is \$10,000 for the following repairs that cannot otherwise be addressed by normal/regular weatherization activities:</p> <ul style="list-style-type: none"> • Mold Remediation • Pest Infestation • Roof Repair/Replacement • Asbestos Remediation • Structure Repair • Wall Repair (interior and exterior) • Ceiling Repair
<p>Measures Covered</p>	<ul style="list-style-type: none"> • Floor repair • Plumbing repair (including sewer/septic repair) • Exterior drainage repairs (e.g. landscaping or gutters) • Bulk Moisture Control • Electrical Upgrade or Repair • Leak Repair • IRMs that fail to meet the cap for ECMs

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Process

- Other (as needed to correct deferrals— must be approved by KHC)
1. Sub-grantee conducts home evaluation and determines that house is not ready for weatherization install.
 2. Sub-grantee estimates the repair costs to determine if repairs and costs fall within the guidelines of the repair program.
 3. Sub-grantee prepares approval form (WX-WR) 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.)
 4. KHC reviews, requests more info if needed, and approves/denies requests.
 5. Sub-grantees ensure work is completed prior to weatherization. Completed weatherization-ready work will be defined as repairs completed and primer/paint ready.
 6. Sub-grantees make a separate draw on the repair activity and submit with the rest of the job completion draws or submits the repair activity as an “in progress” job in Hancock software.
 7. KHC will tracks numbers of weatherization ready jobs, types of repair, and expenditure rates.

Prioritization

Households that reach the top of the waiting list due to priority points but are deferred due to needed repairs will be reviewed by subgrantee for weatherization ready. Repairs will be submitted to KHC for review (see process section):

KHC currently uses Hancock for data tracking. All weatherization ready jobs will be kept in deferral status with weatherization ready measures tracked separately from regular weatherization measures. All jobs that go from weatherization ready to weatherization job completions with readiness funding will be tracked for reporting. Normal DOE reporting demographics will be tracked:

Demographics Collected:

Reporting

- Year Built
- Housing Type
- Type of Repair
- Expenditure per unit

Braiding

Braiding with other funding is allowed. Most likely will be either LIHEAP Weatherization or AHFF Home Repair. Braiding funds with DOE BIL funding is not allowable.

Subgrantee Allocation

Weatherization Ready (DOE) funding will be allocated to subgrantees based on the Kentucky Weatherization funding:

Monitoring

A sample of these jobs will be pulled for desk monitoring, which may include requests for pictures of completed work. Ten percent of weatherization ready jobs will be subject to technical monitoring.

Explanation of WRF carryover:

Many subgrantees were able to spend WRFs, while other were hesitant in spending. The hesitation to spend was mainly due to the WRF being a new program. We will also provide more in-depth technical assistance on deferrals where needed. There may be some confusion on deferrals and using Weatherization Ready in the network.

AVERAGE COST PER UNIT (WEATHERIZATION JOBS):

Our average cost per unit is based on the DOE average per unit cost.

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Performance Pool

- The objective of the Performance Pool is to reward subgrantees for meeting benchmarks each year so that they may increase their production and KHC staff do not have to reallocate the funds until later in the grant period to make funding available to subgrantees who are running low.
- Took \$50,000 of rollover admin and disbursed into admin, program operations, and health & safety for the pool.
- Awarded to subs who project to run out of DOE formula funding and have an average cost per unit below the required ACPU.

Career Path

- Require subgrantees to pay minimum wage for retrofit installer, crew lead, EA, and QCI
- Provide incentive ladder for obtaining EA and QCI (with minimum pay standards)

Minimum Pay (Hourly rate – does not include fringe)

Position	Minimum Pay
Retrofit Installer	\$13.50
Crew Lead	\$16.50
Energy Auditor	\$18.50
QCI	\$21.00

Chart Data based on NASCSP KY specific data from March 2021 Wage Study

Conflicts of Interest

Tier 1

Subgrantee Employees (Non-Weatherization) – KHC will issue blanket conflict-of-interest waivers by position type that are not associated with the weatherization program, such as Head Start teachers, Head Start aids, Transportation drivers, etc.

1. Subgrantee should advertise that conflicts of waiver will be discussed by position at a board meeting (can be documented by social media advertisement).
2. Subgrantee should document in minutes the positions to be reviewed for conflict-of-interest by job description. (Board chair should sign the minutes.)
3. Subgrantee’s attorney drafts a letter that the positions (documented by job descriptions) are not a conflict of interest to the weatherization program.
4. Subgrantees submit a waiver of conflict-of-interest through the KHC’s PDMS, attaching the attorney letter, board minutes, and job descriptions.
5. KHC will review the conflicts-of-interest, provide approval as needed, and document the files.
6. Subgrantees will be free to provide weatherization services to any approved staff (or immediate family members) holding the positions approved as long as they meet all eligibility criteria and reach the top of the list by priority points.

Tier 2

Subgrantee Weatherization Staff (including contractors), Board Members, Leadership, and Immediate Family Members of the either of these groups – Subgrantees will need to follow the KHC Conflict-of-Interest policy, which is based on the specific employee/board member (or immediate family member). See steps above. Subgrantees should include in the waiver request a plan of how the weatherization employee that is in conflict will not be working on the house.

MAJOR CHANGES TO THIS PLAN:

- Added priority list for low-rise multi-family language.
- Added Conflicts-of-Interest policy.
- Added WA Web use for the audit.
- Added language regarding an increased number of TA visits.

PUBLIC HEARING RECORDING

The recording for the KHC public hearing can be found here:

