DOE F 540.2
(08/05)

OMB Control No: 1910-5127
Expiration Date: 02/28/2025

U.S. Department of Energy

Weatherization Assistance Program (WAP)

STATE PLAN / MASTER FILE WORKSHEET

Grant Number: SE0001825, **State:** KY, **Program Year:** 2026

Recipient: Kentucky Housing Corporation

This worksheet should be completed as specified in Section III of the Weatherization Assistance Program Application Package.

V.1 Eligibility

V.1.1 Approach to Determining Client Eligibility

Provide a description of the definition of income used to determine eligibility

For a dwelling unit to be eligible for weatherization assistance, it must be occupied by a client/family who must meet one of the following criteria:

1. Total annualized income of the client/family residing in the dwelling to be weatherized is at or below 200% of the poverty level determined in accordance with the most current criteria established by the Director of the United States Office of Management and Budget; or

2. The family unit has a member who has received cash assistance payments under Temporary Assistance for Needy Families (TANF) or Kentucky Transitional Assistance Program (K-TAP) sometime during the 12-month period prior to eligibility determination; or*:*
3. The applicant's household contains a member who has received cash payments under Title XVI of the Social Security Act during the twelve (12) months preceding the determination of eligibility, the applicant will be categorically eligible; or

4. The applicant household has been verified as eligible for LIHEAP bill payment assistance within the preceding 12 months.

To be eligible for weatherization assistance, an applicant must fill out an Application and Prioritization for Weatherization Services, provide required documentation of income and home ownership, if applicable, reside in the home to be weatherized, and meet the WAP income eligibility criteria in #1-4 above. Program Notices from DOE will indicate an effective date of any revised poverty guidelines. The application and supporting documentation will be reviewed and verified by the program coordinator.

An applicant will remain eligible for weatherization services for 12 months from the date of verified eligibility. If 12 months have passed from the date of verified eligibility; and no weatherization work has begun, the household must show continued eligibility. Weatherization work begins on the date a complete audit is performed.

When considering earned income from salaries and wages, all pay periods must be accounted for in the period used to establish eligibility.

Examples:

- Fifty-two pay periods per year, if paid weekly, 26 pay periods per year if paid every 2 weeks, and 24 pay periods if paid twice per month. Average income reported by current members of the household will be considered. If using an annualized calculation at least 6 weeks of income must be considered.
- For social security income, application intake workers must carefully determine under which Title the social security is awarded under before determining eligibility.
- For households that contain a member who received cash assistance payments under Title IV or XVI of the Social Security Act, which is more commonly known in Kentucky as Kentucky Transitional Assistance Program (K-TAP), funded through the federal Transitional Assistance for Needy Families (TANF) and Supplemental Security Income (SSI), they automatically qualify for weatherization assistance. Subgrantee will not need to do any further income verifications once K-TAP and / or SSI are confirmed as a source of income in the household.

(Note: SSI is different than Social Security Disability Insurance (SSDI), defined by Title II of the Social Security Act. Receiving SSDI will not automatically qualify a household.)

If the applicant household contains a member who has received cash payments under Title XVI (SSI) of the Social Security Act or KTAP at any time during the twelve (12) month period preceding the determination of eligibility, the applicant is categorically eligible. This does not mean that if the client is earning disability social security income that they are to receive assistance automatically. These individuals may have disability income plus other income that exceeds income limits, thereby removing their eligibility. The ruling means that if the client has received Title IV or Title XVI assistance (welfare assistance), they are already disabled but very low-income.

In households consisting of eligible and ineligible household members, the income of all household members (eligible and ineligible) will be counted when determining eligibility.

INCOME - Income means Cash Receipts earned and/or received by the applicant before taxes during applicable tax year(s) but not the Income Exclusions listed below in Section B.

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A. CASH RECEIPTS:

Cash Receipts include the following: 1. money, wages and salaries before any deductions; 2. net receipts from non-farm or farm self-employment (receipts from a person's own business or from an owned or rented farm after deductions for business or farm expenses); 3. regular payments from social security, railroad retirement, unemployment compensation, strike benefits from union funds, worker's compensation, veteran's payments, training stipends, alimony, and military family allotments; 4. private pensions, government employee pensions (including military retirement pay), and regular insurance or annuity payments; 5. dividends and/or interest; 6. net rental income and net royalties; 7. periodic receipts from estates or trusts; and 8. net gambling or lottery winnings

B. INCOME EXCLUSIONS: The following Cash Receipts are not considered sources of Income for the purposes of determining applicant eligibility: 1. capital gains; 2. any assets drawn down as withdrawals from a bank; 3. money received from the sale of a property, house, or car; 4. one-time payments from a welfare agency to a family or person who is in temporary financial difficulty; 5. tax refunds; 6. gifts, loans, or lump-sum inheritances; 7. college scholarships; 8. one-time insurance payments, or compensation for injury; 9. non-cash benefits, such as the employer-paid or union-paid portion of health insurance; 10. employee fringe benefits, food or housing received in lieu of wages; 11. the value of food and fuel produced and consumed on farms; 12. the imputed value of rent from owner-occupied non-farm or farm housing; 13. Depreciation for farm or business assets; 14. Federal non-cash benefit programs such as Medicare, Medicaid, Food Stamps, school lunches, and housing assistance; 15. combat zone pay to the military; and 16. Child Support, as defined in the most recently issued DOE guidance on POVERTY INCOME GUIDELINES AND DEFINITION OF INCOME. 17. Reverse mortgages; 18. Payments for care of Foster Children;

Describe what household eligibility basis will be used in the Program

The 200% of the poverty level basis is determined in accordance with criteria established by the Director of the United States Office of Management and Budget.

No dwelling will be weatherized until it is determined that the dwelling occupants are income eligible. Applicant income levels will be verified and documented through the use of the most recent check stubs or Social Security checks or statements, LIHEAP application, Department for Community Based Services' Kentucky Transitional Assistance Program (K-TAP), food stamp program, documented HUD-eligible programs (based on WPN22-5), or other similar programs. Categorical eligibility will be verified and documented through the use of SSI award letters and copies of SSI checks. These records will be obtained by the intake worker during the application process.

After an applicant has been determined eligible for assistance, the Weatherization Coordinator/Director or the Executive Director must sign the application (electronic signatures are acceptable) certifying the eligibility prior to any work being done to the dwelling.

Subgrantees must re-certify applicants when eligibility lapses due to the length of time the applicant was waiting to receive weatherization services. Re-certification of eligibility must occur at least every 12 months if work on the unit has not begun.

Describe the process for ensuring qualified aliens are eligible for weatherization benefits

When an applicant declares themselves an alien, and qualified to apply for WAP, subgrantees must submit the documentation provided by the applicant to KHC to verify their "Qualified Alien" status. KHC will utilize the SAVE database for verification and provide written approval back to the agency. Subgrantees must have a copy of this approval in the client file. Reimbursement for any service, evaluation, or work is not allowed without written confirmation that verification has been successfully completed by KHC.

QUALIFIED ALIEN- For purposes of the WAP, the term `qualified alien' means an alien who, at the time the alien applies for, receives, or attempts to receive a Federal public benefit, is--

- (1) an alien who is lawfully admitted for permanent residence under the Immigration and Nationality Act,

  (2) an alien who is granted asylum under section 208 of such Act,
- - (3) a refugee who is admitted to the United States under section 207 of such Act,
- - (4) an alien who is paroled into the United States under section 212(d)(5) of such Act for a period of at least 1 year,

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- (5) an alien whose deportation is being withheld under section 243(h) of such Act, or

- (6) an alien who is granted conditional entry pursuant to section 203(a)(7) of such Act as in effect prior to April 1, 1980.

(7) battered alien spouses, battered alien children, the alien parents of battered children, and alien children of battered parents who fit certain criteria.

(8) Cuban/Haitian entrants.

Some common verifiable forms
I-327 (Reentry Permit)
I-551 (Permanent Resident Card)
I-571 (Refugee Travel Document)
I-766 (Employment Authorization Card)
Certificate of Citizenship
Naturalization Certificate
Machine Readable Immigrant Visa (with Temporary I-551 Language)
Temporary I-551 Stamp (on passport or I-94)
I-94 (Arrival/Departure Record)
I-94 (Arrival/Departure Record) in Unexpired Foreign Passport
Unexpired Foreign Passport
I-20 (Certificate of Eligibility for Nonimmigrant (F-1) Student Status)
DS2019 (Certificate of Eligibility for Exchange Visitor (J-1) Status)

V.1.2 Approach to Determining Building Eligibility

Procedures to determine that units weatherized have eligibility documentation

To be eligible for weatherization services, a dwelling must be occupied by an eligible household, which meets the criteria in Section 2.1, and approved by the Subgrantee. (No dwelling will be weatherized until it is determined that the dwelling occupants are income eligible. Applicant income levels will be verified and documented through the use of the most recent check stubs or Social Security checks or statements, LIHEAP application, Department for Community Based Services' Kentucky Transitional Assistance Program (K-TAP), food stamp program, documented HUD-eligible programs (based on WPN22-5), or other similar programs. Categorical eligibility will be verified and documented through the use of SSI award letters and copies of SSI checks. These records will be obtained by the intake worker during the application process.) Shelters and multifamily units are also eligible households for assistance. Multifamily buildings are eligible if at least 66 percent of the dwelling units in the building, at least 50 percent of dwelling units, if fewer than five units (50% on duplexes and quadraplexes; 66% for triplexes) meet WAP's income eligibility requirement for a family unit whose income is at or below 200 percent of the poverty level determined in accordance with criteria established by the Director of the Office of Management and Budget. Assistance is applied to the dwelling, not the family. Therefore, if a previously assisted family moves to a new dwelling, the family may apply for assistance again.

Single-Family Dwelling
Owner Occupied

1. If the applicant can be verified as the sole owner by a deed, certificate of title, (for manufactured housing), or a will, the dwelling shall be considered owner occupied.
2. If the applicant is occupying a dwelling for which he/she is making mortgage payments or for which he/she has signed a land contract or entered into a lease with the option to purchase, the property shall be considered owner occupied.
3. KHC recommends (however does not mandate) that the land contract or the lease with option be legally recorded. This action would help protect the client as well as help ensure the funds are being used correctly on the property served.
4. If the applicant applying for assistance has a legal fractional or limited interest in the property and pays no rent, such property shall be considered owner occupied.

Renter Occupied
For any rental unit to receive weatherization service the occupants must meet the current income eligibility guidelines. Furthermore, the Subgrantee shall establish clear ownership of the property including all parties with fractional and limited interest. A Weatherization Application Form shall be completed for each dwelling unit to be served as well as the following:

1. The Subgrantee shall educate the occupant(s) about the weatherization work that will likely be performed on their dwelling.
2. The Subgrantee shall oversee the project. As such, the Subgrantee will assist as needed in every aspect of the job: scheduling, inspecting, special arrangements if any, resolving disputes, and obtaining all needed signatures and documentation.
3. The Subgrantee shall ensure that all households in weatherized units have a direct means of communicating with its representatives during both the weatherization work and the ensuing 18-month rental control phase.
4. The Subgrantee shall inspect, document, and develop work specifications for each living unit using accepted inspection processes and appropriate energy audit software. The Subgrantee shall perform and document a final inspection which all parties involved must sign to verify completeness of and satisfaction with, all work performed.

Additionally, the Subgrantee shall:

5. Educate the occupant(s) about the weatherization work that will be performed on their dwelling.
6. Oversee every aspect of the job including: scheduling, inspecting, resolving any disputes, obtaining all required signatures and documentation and handling any special arrangements, if needed.
7. Ensure that all households which have been weatherized have a direct means of communicating with its representatives during both the weatherization work and the ensuing eighteen (18) month rental control phase.
8. Inspect, document, and develop work specifications for each dwelling unit using accepted inspection processes and appropriate energy audit software.
9. Perform and document a final inspection using post inspection procedures where all parties involved must sign WX 710 to verify the completeness of and satisfaction with all work performed.

Owners (Landlord)
Once eligibility is confirmed, the owner(s) of the housing unit(s) must agree to the following:

1. To not increase the rent on any dwelling unit weatherized for a period of 18 months from the date of the final inspection as documented by the WX-710. Furthermore, the owner shall not alter any other rental agreement that is in place for an 18-month period beginning with the date of the final inspection. For example, rent that includes utilities shall not be altered during the 18-month period unless it can be demonstrated in writing that such an alteration shall be in the best interests of the tenant occupying the rental unit. The Subgrantee, as well as Kentucky Housing Corporation (KHC), shall reserve the right to accept or deny such alterations on a case-by-case basis.

2. To enter into an Subgrantee/Landlord Weatherization Agreement for Rental Property (WX Rental). This document shall be signed by the subgrantee, owner, and tenant and kept on file with the subgrantee overseeing the project.

3. To not sell the rental unit(s) for a period of 18 months.

4. To reimburse the Kentucky Housing Corporation (KHC) Weatherization Assistance Program (WAP) the full cost of all weatherization funds in the event that unforeseen circumstances shall necessitate the sale of any and all rental units served within the 18-month period beginning with the date of the final inspection.

5. To inform all tenants about the scope and type of work that will likely be performed on their dwelling(s). This shall take place in conjunction with the program's routine client education component.

Tenant(s)
Once eligibility is confirmed the tenant(s) of the housing unit(s) must agree to the following:

1. To abide by all conditions set forth on the Weatherization Application, including providing access to their dwelling for the contractor or work crew, representatives of the Subgrantee, and KHC staff, as the dwelling is being weatherized.

2. To report to the Subgrantee representative and KHC any increase in rent or other alteration in their rental agreement with the owner for an 18-month period beginning with date of the final inspection.

Describe Reweatherization compliance

The term "Re-weatherization" applies only to those units which fall into the categories below and described under 10 CFR 440.18(e)(2)(iii)

Re-weatherization Eligibility Criteria: Service providers will not be allowed to use contract funds to install Weatherization materials or provide other

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Weatherization services to a dwelling previously served with contract funds unless one of the following conditions exist:

1. The dwelling unit has been damaged by fire, flood, or other Act of God and repair of the damage to Weatherization material is not covered by insurance.

2. Dwelling units weatherized (including dwelling units partially weatherized) under this part, or under other Federal programs (in this paragraph referred to as 'previous weatherization'), may not receive further financial assistance for weatherization under this part until the date that is 15 years after the date such previous weatherization was completed. This paragraph does not preclude dwelling units that have received previous weatherization from receiving assistance and services (including the provision of information and education to assist with energy management and evaluation of the effectiveness of installed weatherization materials) other than weatherization under this part or under other Federal programs, or from receiving non-Federal assistance for weatherization.

Written permission from KHC must be received prior to any re-weatherization of units meeting conditions above.

Sub-grantees will check previous client lists (i.e. agency lists, Castinet, or other databases) to determine if units have been previously weatherized. In some instances, re-weatherization cannot be determined due to lists being held per subgrantee. In these instances, energy auditors can identify if units have been previously weatherized. At that point, the weatherization director conducts further research to determine the length of time since weatherization was performed.

In order to determine if a unit has been weatherized by another federal source, excluding DOE and LIHEAP (which can be verified through existing weatherization systems), the weatherization application will include a question for re-weatherization.

I acknowledge that my household received assistance for rehablitation or repairs from the HOME Reinvestment Program, Community Development Block Grant (CDBG), or the United States Department of Agriculture (USDA) Loan Programs in the last 15 years. Yes or No.

If the applicants answers "no," subgrantees can move forward with weatherization. If the applicants choose "yes", the weatherization directors will send the applications to KHC for approval of re-weatherization. KHC will research the funding, using access to current internal databases for the HOME Reinvestment Program, contacts with CDBG or USDA funding. Current Kentucky programs for HOME Reinvestment Program, CDBG or USDA do not include "weatherization activities" as outlined in policies for rehabilitation/repair scopes so most of these requests should be approved for re-weatherization.

Describe what structures are eligible for weatherization

Eligible Structures include single family dwellings, manufactured housing, mobile homes, shelters and multifamily rental buildings. Any non-traditional structures such as tiny homes, apartments over businesses and shelters must have approval from KHC prior to any weatherization process beginning.

The weatherization of non-stationary campers and trailers that do not have a mailing address associated with the eligible applicant is not allowed. The use of a post office box for a non-stationary camper or trailer does not meet this requirement.

Income Verification for Shelters

A statement from the shelter management or owner that identifies the target population served and entrance criteria will serve as income verification for shelters. The entrance criteria must serve a population at or below 200 percent of the poverty level determined in accordance with criteria established by the Director of the Office of Management and Budget. Each 800 square feet or each floor of the shelter will count as one dwelling unit.

Kentucky's SHPO agreement was executed on June 30, 2020, which extended the previous agreement until December 31, 2030.

Describe how Rental Units/Multifamily Buildings will be addressed

Rental units include the following: single family homes and multi-family structures (including duplexes, tri-plexes, and four-plexes).

Before any weatherization services are provided, including inspection of rental units, ownership must be clearly established. Legal ownership, including all parties that have fractional or limited interest, shall be verified by a copy of the legal title (deed) which shall be kept on file with the agency overseeing the project.

Rental paperwork must be signed by both parties documenting and certifying they agree to comply with the terms of the agreement before weatherization work is initiated.

Determining property as "owner-occupied" or "rental":

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Owner-Occupied

- If the applicant can be verified as the sole owner by a deed or a will, the dwelling shall be considered **owner-occupied.**
- If the applicants occupy a dwelling for which they are paying mortgage payments, have signed a land contract, or entered into a lease with the option to purchase, the property shall be considered **owner-occupied**.
- If the applicant applying for assistance has a legal fractional or limited interest in the property and pays no rent, such property shall be considered **owner-occupied**.

Rental

- If the applicant applying for assistance has no legal fractional or limited interest in the property being occupied, such property is **rental** regardless if rent is paid or not.
- If the applicant applying for assistance has a legal fractional or limited interest in the property but pays some sort of rent to one or more of the other fractional or limited interest owners, such shall be considered **rental.**
- If the applicant applying for assistance does not legally own the property but pays no rent and no other entity pays rent on his behalf, such property shall be considered **rental**.

Owner(s) Requirements

For any rental unit to receive weatherization service the occupants must meet the current income eligibility guidelines. Once eligibility (per WAP federal guidance for single and multifamily) is confirmed, the owner(s) of the housing unit(s) must agree to the following:

1. To not increase the rent on any living unit weatherized for a period of 18 months from the date of the final inspection as documented by the WX-710, Completed Dwelling Report. Furthermore, the owner shall not alter any other rental agreement that is in place for an 18-month period beginning with the date of the final inspection. For example, rent that includes utilities shall not be altered during the 18-month period unless it can be demonstrated in writing that such an alteration shall be in the best interests of the tenant occupying the rental unit. The service provider, as well as Kentucky Housing Corporation (KHC), shall reserve the right to accept or deny such alterations on an individual basis.

2. To enter into an Agency/Landlord Weatherization Agreement for Rental Property (WX Rental). This document shall be signed by the agency and owner; and kept on file with the agency overseeing the project.

3. To not sell the rental unit(s) for a period of 18 months, and;

4. To reimburse the KHC Weatherization Assistance Program (WAP) the full cost of all weatherization funds in the event that unforeseen circumstances shall necessitate the sale of any and all rental units served within the 18-month period beginning with the date of the final inspection.

5. To inform all tenants about the scope and type of work that will likely be performed on their dwelling(s). This shall take place in conjunction with the program's routine client education component.

Tenant(s) Requirements

For any rental unit to be considered an eligible unit the occupants must meet the current income eligibility guidelines. Once eligibility is confirmed the tenant(s) of the housing unit(s) must agree to the following:

1. To abide by all conditions set forth on the Weatherization Application Form, including providing access to their dwelling for the contractor or work crew, representatives of the service provider, and KHC staff, as the dwelling is being weatherized.

2. To report to the subgrantee representative and KHC any increase in rent or other alteration in their rental agreement with the owner for an 18-month period beginning with date of the final inspection.

Subgrantee Requirements
For any rental unit to receive weatherization service the occupants must meet the current income eligibility guidelines. Furthermore, the subgrantee shall establish clear ownership of the property including all parties with fractional and limited interest. A WX-800 Weatherization Application Form (or landlord application form) shall be completed for each living unit to be served as well as the following:

1. The subgrantee shall educate the occupant(s) about the weatherization work that will likely be performed on their dwelling.

2. The subgrantee shall oversee the project. As such, the service provider will assist as needed in every aspect of the job: scheduling, inspecting, special arrangements if any, resolving disputes, and obtaining all needed signatures and documentation.

3. The subgrantee shall ensure that all households in weatherized units have a direct means of communicating with its representatives during both the weatherization work and the ensuing 18-month rental control phase.

4. The subgrantee shall inspect, document, and develop work specifications for each living unit using accepted inspection processes and appropriate energy audit software. The service provider shall perform and document a final inspection which all parties involved must sign to verify completeness of and satisfaction with, all work performed.

In an effort to ensure subgrantees possess staffing capacity and experience to undertake multi-family projects while continuing their single-family projects, KHC developed criteria for subgrantees to meet to start a multi-family project. 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 IIJA 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. If Sub-grantees do not meet the criteria but want to pursue a multi-family project, they can also submit waivers to KHC, and the decision will be made on a case-by-case basis.

Limitations and Scope of Work

n accordance with WPN 22-12, multifamily buildings are eligible if at least 66 percent of the dwelling units in the building, at least 50 percent of dwelling units, if fewer than five units (50% on duplexes and quadraplexes; 66% for triplexes) meet WAP's income eligibility requirement for a family unit whose income is at or below 200 percent of the poverty level determined in accordance with criteria established by the Director of the Office of Management and Budget. Each property will be placed on a waiting list and reviewed for eligibility and possibility of service determined by building construction being conducive to weatherization measures and the value of weatherization installation on energy savings. Because KHC targets multi-family projects that are either HUD/USDA or Low-Income Housing Tax Credit (LIHTC) projects and have an income-based requirement for housing, administering the priority points system for these projects will not work in Kentucky. (For example, a resident in a project-based rental unit which serves elderly would score high on the priority point listing, which could cause the entire project to be served over single-family applicants.) Furthermore, priority points is not viable for multi-family buildings due to the level of reviews, application timeframes, engineering reports, audit reviews, etc. KHC will maintain a waiting list for multi-family projects and will run several projects at the same time, which will be in various stages of the multi-family weatherization process. For the purposes of certifying a complex as eligible for Weatherization, all information will be current as of the date of initial application by the Landlord and verified by the service provider. Subsequent move-outs by tenants after this time will not affect the eligibility of the complex. However, after a period of one

year has elapsed, the multifamily complex will need to be recertified. Multifamily properties on the list published by DOE are presumed to meet WAP income eligibility requirements but are not given any preference over properties not on the list with respect to eligibility or place in queue. Income data needs to be collected on these properties in order to give them an accurate priority point number (WPN 16-6, WPN 22-5.) (KHC follows guidance in WPN 17-4 and WPN 22-5 for choosing multifamily properties for eligibility.)

Kentucky has a rigorous flood permitting process, thus, any multi-family project in the 1-percent flood plain will be ineligible for weatherization services due to the state permitting process and criteria.

Any occupant of a rental unit of any kind is eligible for weatherization service provided the occupant's household meets the income guidelines set by the Department of Energy (DOE). Additionally, the owner(s) of the dwelling must agree to the conditions previously stated and enter into a Landlord/Tenant Agreement with the tenant(s). Apart from these conditions the following restrictions apply to weatherizing rental housing units:

1. No subgrantee shall weatherize more rental units than one-third (33%) of its planned completions for a contract year without written approval from KHC. In seeking such approval, the subgrantee must explain how exceeding this cap will benefit the clients that it serves and that in doing so equitable service shall be maintained throughout its entire service area.

2. No owner, developer, or landlord shall receive weatherization service for more than 25 rental units under its ownership (full or in partnership) with any individual service provider in a contract year, without written approval from KHC.

3. KHC reserves the right to consider large multifamily projects that exceed the limitations described above and allow such projects to go forward provided the service provider can show that such projects are a best use of its resources for the area that it serves and equitable service will be maintained in its service area.

4. Subgrantees must contact KHC to request approval to pursue a multi-family building or complex prior to any review of the complex/building begins.

5. All rental weatherization projects shall be prepared and completed in accordance with the appropriate DOE approved energy audit software, local ordinances, state weatherization assistance program policy and prevailing building codes.

6. Multi-family buildings or complexes may be chosen through a variety of strategies, including but not limited to KHC/USDA lists, advertising, or cold calls.

7. Subgrantees that wish to serve multifamily buildings or complexes (under one owner), with over 24 units per year (in more than one multi-family property) must advertise in local media, i.e., newspapers, community cable channels, websites, etc. the opportunity for all area owners/landlords/developers to have their properties weatherized by the WAP. For such projects, KHC reserves the right to allow or deny service based on the written justification provided by the service provider, all other conditions described in this section, and assurance that all Equal Opportunity requirements with respect to contracting (if applicable) are met. Preference shall be given to owners/landlords/developers that make financial contributions towards the weatherization of their properties through buydowns or matching contributions.

8. If subgrantees want to pursue weatherization services for buildings they own (in full or in part), they must advertise in local media (e.g. newspapers, community cable channels, websites, etc.) to inform the community and provide a public comment period.

9. Subgrantees may do an initial "walk through" of the building prior to any applications or energy audits to determine that weatherization measures can be installed (if and when they are identified).

10. No undue or excessive enhancement to the value of the dwelling units is allowed. Only weatherization measures generated from the approved audit software, that is appropriate to the type of structure, may be installed. All Health and Safety measures must be in conformance with the Health and Safety section of this plan. KHC will allow (once approved) the low-rise multi-family priority list for individually-heated units in place of energy audits (as defined by WPN 22-8). Subgrantees will need to define in their policies and procedures before starting a specific project as to whether they will use energy modeling or the priority lists in these projects.

Describe the deferral Process

Deferrals:

Deferrals, or "walkaways or cancelled units" as they are commonly known in Kentucky, are processed with the following procedures:

1. Local agencies may defer weatherization work if they encounter problems that are beyond the scope of the Weatherization Assistance Program.

2. A "deferral" is a dwelling that has been inspected by a qualified person who has determined that conditions are present which prohibit rendering service.

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OMB Control No: 1910-5127
Expiration Date: 02/28/2025

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Recipient: Kentucky Housing Corporation

3. It is the role of the energy auditor/dwelling needs evaluator to weigh all factors and decide whether to proceed or not. However, there may be some instances that a unit is deferred by decision of the weatherization director. These are very rare occurances but may include dangers to crews and possible pandemic infections.

4. Deferring weatherization work does not mean assistance will never be available, but that any work must be postponed until problems can be resolved and alternative sources of help are found as necessary.

5. In the event the evaluator determines the dwelling is a deferral, the following procedures shall apply:
a. The client shall be informed in writing (via certified mail or the agency must obtain a signed document acknowledging receipt of deferral notice) as to why the dwelling cannot be weatherized. The conditions that must be corrected before service is provided must also be stated in writing.
b. The subgrantee is required to refer the client to any alternate program available in the area such as home rehab or USDA's 504 Program. While waiting on the Weatherization Ready program to be approved, the client/unit will remain in deferral status.
c. The subgrantee shall clearly indicate in the client file why the dwelling was given "deferral" status. A copy of the client deferral letter and all referrals to other programs or services must be in the client file.
d. The client will receive all appropriate information prescribed in the Health and Safety section of the WXPM.

6. A deferral is not a completion. Reimbursement for a "deferral" shall be obtained through the normal monthly billing process and must be entered in the data collection software.

7. Deferral guidelines may include (but are not limited to) the following:

a. The client has known health conditions that prohibit the installation of insulation and other weatherization materials, such as COVID-19. Deferrals due to COVID-19, clients may call the subgrantee when they are finished with quaratining or ready for subgrantees to enter the home.

b. The building structure or its mechanical systems, including electrical and plumbing, are in such a state of disrepair that failure is imminent and the conditions cannot be resolved in a cost-effective manner.

c. The house has sewage, animal feces or other sanitary problems that would further endanger the client and the weatherization installers if weatherization work were performed.

d. The house has been condemned or electrical, heating, plumbing, or other equipment has been "red tagged" by a local or state building official or utilities.

e. Mold and Moisture problems are so severe they cannot be resolved under existing health and safety measures and minor repairs.

f. Dangerous conditions exist due to high carbon monoxide levels in combustion appliances, and cannot be resolved under existing health and safety measures.

g. The client is uncooperative, abusive, or threatening to crew, auditors, inspectors, contractors, or others who must work on or visit the house.

h. Lead-based paint is determined to be in the home and the extent and condition of lead-based paint in the house would potentially create further health and safety hazards.

i. Asbestos anywhere on the interior or the exterior of the dwelling would require deferral of weatherization services if any weatherization work measure would disturb the asbestos. Asbestos cannot be handled, altered, disturbed, cut, drilled, sanded or be subjected to any other action that would create a danger to the homeowner or any weatherization staff/contractor.

j. Flea/pest infestation within the dwelling, or in any area outside of the dwelling where weatherization staff/contractors would have to work (pests include but are not limited to: fleas, roaches, bed bugs, rodents).

k. If in the judgment of the energy auditor/dwelling needs evaluator, conditions exist which may pose a risk from fire, falling, poor sanitation, endanger the health and/or safety of the work crew or limit access for evaluation or measure installation. Work should not proceed until the condition(s) is/are corrected.

l. Dwelling unit is located in a 1-percent flood plain. Subgrantees are allowed to move all clients who need a permit from the Kentucky's Division of Water to deferral status until the permit is approved. Likewise, if the dwelling units' weatherization measures total more than 50% of unit's value, the unit must be deferred because Kentucky law requires that the unit be raised above the flood plain before measures are installed, which current federal weatherization funding does not support.

8. Local agencies must actively pursue all alternative options on behalf of the client, including referrals, and use good judgment in dealing with difficult situations.

Corrected Deferral Conditions

1. If a client has subsequently corrected issues/problems identified that constituted a deferral at the time of the dwelling needs evaluation or the initial application/screening process, the following process will apply:

a.) The items identified that caused the initial deferral determination must be verified as having been corrected. Verification may take the form of a document specifically listing all items that caused the deferral, and a description of the actions taken that corrected the problems/issues. This document must be signed and dated by the client and once verified, signed and dated by the Weatherization Director and/or a certified Dwelling Needs Evaluator/Energy Auditor. The method of verification must also be recorded on this document, i.e. on-site verification at the client's home, etc.

b.) An applicant will remain eligible for weatherization services for 12 months from the date of verified eligibility. In addition to step a., if 12 months have passed from the date of verified eligibility, the household must show continued eligibility. If weatherization work has not begun after 12 months from the date of eligibility, the household must reapply in full.

Once items a. and b. have been satisfied, the client application will be allowed to be moved to the top, the next to be served, on the prioritization list.

Weatherization Ready

WX WR At-a-Glance

Description: Kentucky Housing Corporation has been administering a weatherization ready program since 2021, which was initially funded through LIHEAP. Examples of repairs included in the current program are limited structural repairs, 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 $10,000 average cost per unit (ACPU) for weatherization ready jobs. Weatherization Ready jobs 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 23-4. Single-family rental properties (including multi-family units under 5 units) will be approved on a case-by-case basis.

Average Cost Per Unit: The Weatherization Ready Average Cost Per Unit for DOE funding is $10,000 for the following repairs that cannot otherwise be addressed by normal/regular weatherization activities. All deferrals must be evaluated for weatherization readiness assistance.

Measures Covered:

- Mold Remediation
- Pest Infestation
- Roof Repair/Replacement
- Asbestos Remediation
- Structure Repair (not affecting the integrity of the structure)
- Wall Repair (interior and exterior)
- Ceiling Repair
- 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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- Other (as needed to correct deferrals – must be approved by KHC)

Process:

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. Completed weatherization jobs should be within 120 days of the weatherization ready completion unless extenuating circumstances exist. Weatherization ready work must be finished and result in a weatherization completion. Total completion date will be defined by DOE guidance, which will either be at the end of a 3-year grant cycle or other administrative guidance.
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 subgrantees for weatherization ready. Repairs will be submitted to KHC for review (see process section).

Reporting: 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:

- 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 AHTF Home Repair.

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

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:

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. Weatherization Ready is a paradigm shift, and we discuss in each of our quarterly TA meetings.

V.1.3 Definition of Children

Definition of children (below age): **18**

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V.1.4 Approach to Tribal Organizations

☐ Recommend tribal organization(s) be treated as local applicant?
If YES, Recommendation. If NO, Statement that assistance to low-income tribe members and other low-income persons is equal.

Native Americans identified as eligible shall receive benefits equivalent to the benefits provided to other low-income persons.

V.2 Selection of Areas to Be Served

Each subgrantee selected to operate the weatherization program will be a Community Action Agency (CAA) or other public or non-profit organization so that the entire state has access to weatherization services. The subgrantees are selected based on the agency's ability to operate programs for low-income families, experience in operating a weatherization or housing rehabilitation/renovation program, and staff capacity to carry-out the responsibilities outlined in the subgrantee agreements..

Kentucky currently has eighteen (18) defined Community Action Agency areas in Kentucky. Funds will be allocated to those areas based on a defined formula and an allocation plan. All subgrantees are expected to operate a program that meets the minimum standards as measured by the grantee according to agreements and on-site performance and compliance monitoring reviews.

In the event one of the identified agencies elects to stop providing WAP services or is unable to provide services under this plan due to subgrantee choice, failure to meet the contract terms, or severe compliance findings or other administrative issues, another entity or entities will be identified to serve that area. KHC will either locate subgrantees in contiguous territories to take additional counties or issue an open application, which will be scored by a committee. When determining to which subgrantees' funds will be reallocated, KHC may consider such factors as work qualifications, remaining funds available to expend, proximity and ability (capacity) to serve the additional area, as well as federal grant compliance history. Re-allocation of funds may be awarded through an open application. In situations where no CAA is available or eligible, other non-profits or local governments in the state will be eligible to receive the re-allocations.

V.3 Priorities

Once program eligibility has been established, applicant households will be prioritized based on its occupancy with preference given to those households containing an individual who is elderly, a young child (children at/or below the age of 6), or a disabled individual. Also, patterns of high energy burden are factored into the priority ranking. High energy burden points are assigned to households whose energy burden (expenditures divided by the annual income of that household) exceeds the median level of energy burden for all low-income households in the state. The state does not currently give a priority to high energy use.

Each eligible household is prioritized for selection to receive assistance. This is accomplished by using the information gathered on the application through a point system. The point system awards 10 points for elderly and 10 points for disabled family members. Additional points are awarded to households with the lowest annual income which use the highest percentage of their income for residential energy costs (energy burden), and households which use the highest cost fuels per BTU of energy provided. The point spread for the energy burden category ranges from two points for 0-6% of income used for energy costs to 15 points for 34% and above of income. Households with children under the age of six will receive an additional 5 points.

Households that are eligible and have children identified by the Department for Community Based Services' local office as being at risk of being removed from the home, if the home conditions are substandard and are in need of weatherization, will be red flagged as priority and will receive service immediately. Examples of this include but are not limited to the following: breaches in the thermal envelope that could be repaired or replaced within the scope of program ECM or H&S policy, unsafe or inoperable heat system that could be repaired or replaced within the scope of program ECM or H&S policy, or other measures that could be repaired or replaced within the scope of program H&S policy,

Applications are taken throughout the contract period and maintained until services are provided. The service providers are required to re-prioritize applications on a regular basis. If the application is on file longer than twelve (12) months, the agency must contact the client to re-verify the information given at the time of application before service is provided. If the family size or amount of income has changed, a new application must be processed.

The subgrantee will be required to review and prioritize applications on a regular basis, at least every six (6) months, but no more than once a month, in order that those applicants with the highest priority ranking are served first. Applicants not receiving sufficient priority ratings for the period reviewed will be annotated and will remain eligible for the following period. Service providers have the option of prioritizing applications by county or for the entire service area, whichever helps the service provider utilize the work crews in the most cost-efficient manner.

It will be the responsibility of each subgrantee to ensure that major political subdivisions of its service area receive the same outreach and intake opportunities relative to their share of eligible household population. Each subgrantee must have the capacity to find and identify eligible households throughout its service area. KHC will monitor each subgrantee's files during program monitoring visits to ensure that sufficient applications are being accepted throughout its service area.

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Documentation of Eligible Units.
To be eligible for Weatherization services, a dwelling unit must be occupied by an eligible family unit as described above, a completed application must be on file and all client information verified and approved.

A dwelling unit or units whose principle purpose is to house on a temporary basis individuals who may or may not be related to one another are shelters and are eligible to receive services. Nursing homes, prisons, or similar institutional care facilities are not eligible. For determining the number of eligible dwelling units within a shelter, count each 800 square feet or each floor of the shelter, whichever creates the greater unit count as a dwelling unit.

Applicant income levels will be verified and documented through the use of the most recent check stub, Social Security checks, LIHEAP applications, Department for Community Based Services' TANF or K-TAP programs or food stamps verification printouts or other similar records. The intake worker will obtain these records during the application process. The application and supporting documentation will be reviewed and verified by the Weatherization Program Coordinator. The Weatherization Program Coordinator must sign the WX-800 certifying eligibility before any work can be done to the dwelling.

Supplementation of Funds:

The subgrantees will use funds provided under this grant to supplement, and not supplant, state or local funds.

In subcontracts, the wording is such as to restrict using Weatherization funds to supplant state or local funds. Where local funds provide related dwelling repair services, weatherization funds will be strictly used for approved conservation measures.

V.4 Climatic Conditions

The WA Web or TREAT (appropriately) audit will be used for every evaluation performed. Audit results will ensure that the installed measures reflect the housing stock and climate through the application of local weather parameters and current dwelling characteristics and energy use data. Blower door use on every dwelling will assure minimum ventilation requirements are maintained. There are not enough differences in the climatic conditions in the state to have any major effect on the WA Web audits.

NCDC / Get/View Data / Comparative Climatic Data / Search

Normal Monthly Heating Degree Days (Base 65)

YRS Annual Total

JACKSON, KY 30 0 4 44 263 522 830 966 761 557 273 128 10 4358
LEXINGTON, KY 30 1 2 53 284 574 877 1026 819 616 332 119 13 4716
LOUISVILLE, KY 30 0 1 36 240 527 838 992 779 569 280 84 6 4352
PADUCAH, KY 30 0 0 38 229 516 833 978 750 529 250 67 2 4192
GREATER CINCINNATI AP 30 1 3 68 326 626 953 1110 899 684 373 138 19 5200

Normal Monthly Cooling Degree Days (Base 65)

GREATER CINCINNATI AP 30 0 0 3 13 71 209 334 280 126 16 1 0 1053
JACKSON, KY 30 0 0 0 11 100 201 310 277 130 29 1 0 1059
LEXINGTON, KY 30 0 0 3 16 80 228 350 307 147 21 2 0 1154
LOUISVILLE, KY 30 0 0 6 24 109 287 421 374 189 29 3 1 1443
PADUCAH, KY 30 0 0 6 33 122 320 444 377 191 37 3 0 1533

V.5 Type of Weatherization Work to Be Done

V.5.1 Technical Guides and Materials

Weatherization measures will be selected from those available through the WA Web and specific additional itemized measures that are allowed by 10 CFR Part 440, Appendix A. Installed measures will be limited by the audit and allowable federal and state cost limits. All work must comply with

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the Kentucky Weatherization Program Manual (WXPM) Revision date of 10/07/2025 (and will be updated annually when the state plan is approved) and the Kentucky Weatherization Program Field Guide, DOE approval date, 09/08/2025. Electronic copies were distributed to all agencies and Community Action Kentucky (CAK). As these guides come up for revision, they will be accessible on the resource tab of the KHC website's Weatherization page at this link: https://www.kyhousing.org/programs/wap-resources. ~~https://www.kyhousing.org/programs/wap-resources~~. These versions are downloadable for immediate use. All units utilizing this funding award will be inspected to ensure compliance with the Standard Work Specifications (SWS) incorporated in the Kentucky Weatherization Program Field Guide as approved by DOE.

KHC has incorporated the following verbiage into all WAP contracts and/or agreements with subgrantees:

By signing this contract this entity acknowledges they understand the expectations for the quality of work to be delivered is to be equal to, and align with, the Kentucky Weatherization Program Field Guide and the National Renewable Energy Lab (NREL) Standard Work Specifications (SWS). Furthermore this entity acknowledges this verbiage and understanding is to be passed to any subcontractor in practicality and in all written agreements.

Type of Work Measures could include but are not limited to the services listed below:

Health and Safety

The correction of existing or potential conditions causing a safety hazard before, or because of, the installation of weatherization materials.

Health and Safety Justification
The average H&S amount per dwelling for the Kentucky WAP is $4,000. However, our current state LIHEAP plan allows exceeding the DOE H&S cap with LIHEAP funds. Agencies must utilize LIHEAP or other non-DOE funds for any H&S amount exceeding their individual 20% DOE H&S allotment. These other funds must be segregated clearly in the client file and audit.

The heightened awareness of indoor air quality, due to ASHRAE 62.2 standards, brought an increase to the frequency rate at which mechanical ventilation is used in our state. Also, KHC monitors witnessed an increase in pre-evaluations and final test out times occurred since the H&S plan was updated in PY2023. This additional time is necessary to spend with the client to carefully explain new elements such as the need for ventilation along with gathering written documentation that demonstrates the weatherizing agency performed due diligence with respect to informing and educating the client of any known or perceived hazards.

As a state, we will begin this program year with a shortage of QCI inspectors and an increase in H&S labor costs for the H&S portion of the process is anticipated.

Infiltration Reduction

Repairs to all areas of significant air infiltration, including attic bypasses and repairs to tighten heating ducts.

Baseload

Replacement of the following items is dependent upon NEAT/MHEA or EA-QUIP Audit*:*
Low Flow Showerheads - Minimum of 1 as plumbing conditions permit
Fluorescent Light Bulbs - Minimum of 1
Refrigerator Replacement per unit - Any refrigerator considered for replacement must be metered a minimum of 120 minutes and metering results must be documented in the energy audit. Units will not be replaced based on audit database library of models. Units replaced shall be taken to a facility licensed to reclaim refrigerant. No refrigerator taken out of service shall be sold or returned to service. Replacement refrigerators are basic units that do not include ice makers or water dispensers. Old refrigerator must be removed from the unit being served and disposed of per EPA standards.

Water heater jacket, pipe wrap or any energy using item that are not heat and cooling systems.

Attics

Attic insulation and incidental repairs.

Walls

Wall insulation and incidental repairs.

Floors

Floor insulation, water pipe wrap, and other incidental repairs.

Incidental Repairs

Incidental Repair Measures (IRMs) are those repairs necessary for the effective performance or preservation of weatherization materials. When a repair activity is a component of an energy efficiency measure that is being installed then the installation and materials are part of the efficiency measure and are classified as an IRM. Such repairs include, but are not limited to, repairing (or replacement if repair costs exceeds 75% of new installation) windows and doors which could not otherwise be caulked or weather-stripped and providing protective materials, such as paint, used to seal materials installed under this program. The cost of incidental repairs must be follow the process below:

1. The IRM must be included in the appropriate energy conservation measure (ECM), which must maintain at least a 1.0 SIR.

2. If IRMs push the ECM SIR below a 1.0, the IRM should be pulled from the ECM and entered into a categorical IRM for the overall energy audit, and the total package must maintain at least a 1.0.

3. For units that do not meet one of the two outcomes above, they must be deferred and referred to the weatherization ready component.

Dwelling Needs Evaluation

Prior to any work being done on a dwelling, the dwelling must receive a Dwelling Needs Evaluation (DNE) as described below. Only those weatherization measures that are identified by the DNE and recommended by the WA v10 software can be performed. In addition, these measures cannot exceed cost limitations.

A. Site Eligibility and Dwelling Needs Evaluation Standards. Each dwelling will have, at a minimum, an onsite walk-through inspection of its interior, exterior and immediate surroundings by a qualified Dwelling Needs Evaluator.

B. Site Ineligibility. Should any dwelling be determined to be ineligible (See Section V.1.2 Deferral) due to site conditions, the client will be advised of the problem and, if possible, of other service organizations that may be able to assist in solving the problem. The client shall be informed in writing as to why the dwelling cannot be weatherized. If there are conditions that the client must correct before service is provided those conditions must also be stated in writing. The service provider shall clearly indicate in the client file why the dwelling was given “deferral” status. A “walk-away/deferral” is not a completion. Reimbursement for “walk-away/deferral” shall be obtained through the normal monthly billing process. In the comments section of the WX710, Completed Dwelling Report, indicate that the dwelling is a “walk-away/deferral” and the client was advised of the conditions determining this status.

Each service provider must have available a system for a timely and fair administrative hearing of complaints received from clients denied services. An unreasonable delay in acting on an application for assistance will constitute grounds for a hearing.

At the time of application, the applicant is given a written notice outlining the applicant's rights and the method to file a complaint. All subgrantees are required to adhere to their agency's grievance polices. If the grievance cannot be resolved through the subgrantee's process, the applicant may file a complaint with KHC in writing.

Dwelling Needs Evaluation. Each dwelling that passes the walk-thru inspection shall receive a Dwelling Needs Evaluation (DNE) including a NEAT/MHEA (WA v10) audit and be determined as eligible in accordance with the following procedures and standards:

1. Identification of Living Area and Thermal Boundaries. The dwelling's living area and the thermal boundaries encompassing its living area shall be identified based on a client interview and on-site verification using the following definitions:

a. Conditioned Space. Any area within the dwelling where the air is intentionally thermally altered by the use of space heating or cooling equipment.

b. Unconditioned Space. Outside of the dwelling and any area within the dwelling that is not conditioned.

c. Thermal Boundaries. Building components of a dwelling that separate conditioned and unconditioned spaces.

d. Living Area. All of the conditioned space within a dwelling enclosed by the thermal boundaries.

2. Identification of Energy Systems. The dwelling's energy systems, as defined in the KY WX Program Manual, will be identified based on a client interview and on-site verification.

3. Whole-House Approach to DNE. After the living area, its thermal boundaries, and the energy system have been identified, a DNE is performed following a step-by-step process described in the KY WX Program Manual. The DNE will be developed using a whole-house approach. The evaluator will consider the existing relationships and the potential relationships based on measures to be performed, between the dwelling energy systems, its air infiltration rate and locations of air leakage sites, the insulation within and on its thermal boundaries, its internal moisture producing and retention capacities and its overall ventilation needs.

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4. Maximum Cost Limitation Standards. The regular Weatherization average cost per dwelling will not exceed $8,813 for this contract year, excluding health and safety measures. Health and safety costs for materials and labor will have an average limited to 20% of the final average cost per unit, not exceeding a maximum of $4,000 per unit, without written approval from KHC.

The DNE will assess, at a minimum, the following:

a. The living area be heated in a safe and healthful manner, that non-heating system combustion appliances within the living area operate in a safe and healthful manner, and that no leaks exist in any fuel lines from the meter or tank to an appliance in the dwelling.

b. Air infiltration through the pressure boundaries.

c. The water heater and heating system ducts.

d. Ceilings that are thermal boundaries be insulated to a minimum R-49 where possible.

e. All attic areas be properly ventilated.

f. Walls that are thermal boundaries be insulated.

g. Thermal boundaries be insulated to a minimum: R-19 for floors, R-49 for attics, R-13 for 4" wall, and R-19 for 6" wall, where possible.

h. Solid foundations, including skirting, that enclose unconditioned spaces below a thermal boundary, be properly ventilated.

i. Baseload consumption be checked.

DNE Ineligibility Procedures. Should any dwelling be determined to be ineligible for health and safety measures or regular weatherization measures due to exceeding the maximum cost limitations, the evaluator will attempt to reduce the dwelling's living area through consultation with the client. If it is not possible to reduce the dwelling's living area, the evaluator will attempt to secure other resources to supplement weatherization funds.

All WA Web libraries should be updated at least once every six months.

Field guide types approval dates

Single-Family:	
Manufactured Housing:	
Multi-Family:	

V.5.2 Energy Audit Procedures

Audit Procedures and Dates Most Recently Approved by DOE

Audit Procedure: Single-Family
Audit Name: Other (specify)
DOE approved Kentucky for WA Web in January 2025 to expire on December 17, 2029.
Approval Date:

Audit Procedure: Manufactured Housing
Audit Name: Other (specify)
DOE approved Kentucky for WA Web in January 2025 to expire on December 17, 2029.
Approval Date:

Audit Procedure: Multi-Family
Audit Name: Priority List

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Approval Date:

Comments

Kentucky WAP received approval to use the WA Web (NEAT/MHEA) for determining the most ~~cost~~ cost-effective measures on all site-built dwellings December 17, 2024. All dwellings to be weatherized must have either a WA Web (NEAT/MHEA) audit or any other DOE approved audit software performed. KHC implemented WA Web on May 1, 2024.

In addition to using the WA Web (NEAT/MHEA) audit or any other DOE approved audit software, each dwelling's energy system is inspected for health and safety and receives repairs as necessary. The evaluators have been equipped and trained to measure heating unit operation and efficiency in the dwelling evaluation process. These inspections and subsequent repairs include all fuel lines, the primary heating unit, other combustible fuel appliances and all exhaust gas venting.

DOE has also approved KHC to use LED light bulbs with the restrictions that LEDs will be Energy Star qualified or of equal or better quality and efficiency.

KHC reserves the right to require approval on any or all audits, prior to work being performed.

Multi-family units of 4 units or less will use the Single Family Audit Tool (NEAT). Multi-family units (5 or more units with 3 stories or less) will use the DOE-approved priority list (effective 3/17/2026) or submit a TREAT audit (if the project does not qualify as low-rise), which will be submitted to the Grantee who will submit it to DOE for review and approval before any work may be done. KHC will target multi-family units (5 or more) with IIJA funding. NEAT can be used for individually heated and cooled units under 25 units with DOE approval.

V.5.3 Final Inspection

Each dwelling unit will be reported as completed only after a service provider's Building Performance Institute (BPI) certified Quality Control Inspector (QCI) has performed a final inspection and certified that all work has been completed in a skillful manner in accordance with the measure priorities determined by the audit procedures and in compliance with federal and state material specifications and installation guidelines. All tasks performed on client homes must meet the specifications, objectives and desired outcomes outlined in the Kentucky Weatherization Field Guide, Revised 11/01/2024, which references the Standard Work Specifications for Home Energy Upgrades (SWS) where applicable.

The service provider's certified QCI will perform a thorough and complete post inspection in accordance with all standards in KY's weatherization program. The QCI final inspection will not be performed by the same person who performed or installed weatherization measures or health and safety measures listed on the Work Order. In many instances, the QCI may perform the energy audit and do the final inspection; however, KHC is controlling for this issue by monitoring 10 percent of jobs at all subgrantees.

Each dwelling will receive energy systems safety tests and a blower door test. A back-drafting, worst case scenario test will be performed on all vented combustion appliances.

This final inspection is documented using the "Completed Dwelling Report" (WX-710) and the QCI Inspection Form. The WX-710 is designed for service providers that use either staff work crews or private sector contractors. An appropriate service provider representative must fill out and sign the WX-710 before a dwelling can be reported as complete. The WX-710 requires the inspector to sign a statement certifying that all material installations complied with minimum standards and include job costs, blower door and client demographic information. Service providers are required to submit a copy of the Completed Dwelling Report (WX-710) for every unit reported as completed on the WX702. The QCI Inspection Form must be filled out and signed by the agency's certified QCI person and kept in the client file. (Note: See section V.8.3 for actions taken when QCI fails to perform properly.)

Building Performance Institute (BPI) Quality Control Inspectors (QCIs) Who Fail To Properly Perform

Anyone holding a BPI QCI certification and performing pre-inspection or final inspection services where a QCI certified staff is required must uphold BPI and KY WAP standards of ethics. When any QCI staff becomes aware of activities in violation of the Weatherization Assistance Program requirements, they are obligated to report those activities to KHC. This section applies to KHC, agency, and contract staff. Agreements with contracted staff must include the duty to report violations of BPI and KY WAP standards of ethics.

KHC will take a three-step approach to QCI inspectors who are not inspecting units using the standards adopted in the Kentucky Weatherization Field Guide and the NREL SWS. KHC reserves the right to issue (or not issue) one verbal warning before beginning the process below if the deficiency found is not systemic throughout the inspector's performance.

In the case of BPI-certified QCIs, the first offense will begin with a written reprimand and notification to BPI of the circumstances involving the issuance of the reprimand.

Second offense will result in a written reprimand and notification to BPI of the circumstances involving the issuance of the reprimand and a six month suspension from inspecting (pre- or post-inspection) for the WAP in Kentucky.

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Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001825, **State:** KY, **Program Year:** 2026
Recipient: Kentucky Housing Corporation

Third offense will result in debarment from inspecting (pre- or post-inspection) for the WAP in Kentucky and notification to BPI of the circumstances involving the debarment.

KY WAP monitoring QCI staff will use the same QCI Inspection Form and it will be saved in the agency's electronic file. These forms can be found on the KHC website's Weatherization page by following the instructions regarding the field guide and program manuals (below) and clicking on the Weatherization Forms line.

The KY Weatherization Program Field Guide was fully approved on August 28, 2025 and the *WA Web (*NEAT/MHEA) audit was fully approved on December 17, 2024. The KY Field Guide and Program Guide are posted on KHC's website Weatherization page for access by the Weatherization Network (https://www.kyhousing.org/programs/wap-resources). Egrams are sent to egram members, notifying members of updated materials. Subgrantees are held accountable for reading the egrams per their grant agreements. All units utilizing this funding award will be inspected to ensure compliance with the SWS incorporated in the KY Weatherization Program Field Guide as approved by DOE. All final inspections and monitoring inspections will be conducted and signed by a certified QCI.

KY WAP is willing to work with contract inspectors seeking QCI certification by reimbursing the cost of training provided they are willing to sign a 24-month retention agreement to work in the program.

Currently, KHC has four QCI certified monitoring staff. We realize the potential for turnover and the need for ad hoc training. Our current training facility has been upgraded and supports a variety of WAP training needs. The ability to deliver accredited training in the ANSI certified Home Energy Professional curricula enhances our ability to maintain QCI persons serving the program.

For information on corrective action plans and corrective actions taken against poorly performing QCIs, EAs, and or Dwelling Needs Evaluators (DNEs), please see section v8.3.

V.6 Weatherization Analysis of Effectiveness

An electronic invoice is generated by each Weatherization Assistance Program service provider in our KY software data system based on monthly production and expenditures. The invoice includes information related to household demographics; material, labor and support expenditures; and number of completed dwellings on a monthly and cumulative basis. This information is then used to calculate average costs per dwelling for materials, labor, and support for an overall total cost average for each category. Invoices are reviewed monthly and the averages compared with similar service providers and to each service provider's planned production and expenditure goals.

When a subgrantee is identified during on-site monitoring or on monthly reports as exhibiting a pattern of poor work orders, poor work quality, or low production, a training and technical assistance visit is scheduled or a webinar is held, whichever is appropriate. The visit will focus on the specific problem and involve both desk review and field training. Follow up monitoring is performed by review of documented corrections, photo documentation or a repeat visit if necessary.

Implementing electronic audit reviews at monitoring has proven beneficial in various ways by helping bring consistency to audits statewide, increased understanding, and identification of training opportunities when audit users cannot perform.

Training efforts are not only focused on problematic areas but are also focused on keeping existing staff and new hires current with program updates. Turnover creates the need for an ongoing training presence facilitates the need for both continuing education and entry level training. The training center has successfully presented training in the following categories: QCI, EA, Crew Leader, Retrofit Installer, Dwelling Needs Evaluator, Infiltration and Duct Leakage, Combustion Appliance Zone Safety, Zonal Pressure Diagnostics, NEAT/MHEA and ASHRAE. Multiple, fully-functional training labs has enabled real life, hands-on training under realistic field conditions.

A consistent focus and commitment to increasing our training quality will lead the way to an overall improvement and consistency in the quality of work delivered in KY. Two of our trainers have achieved proctor status in both field and written exams for all four Home Energy Professional designations. We also have one other KHC staff who has achieved written proctor status.

A new strategy for agency oversight is to take a minimum 10% sampling of units from each agency, compute the blower door reduction (expressed as a percentage), and identify the median blower door reduction percentage, per agency. Using median figures will minimize the skewing of data due to single unit outliers with extraordinary percentages. These agency medians can provide a comparison of agencies to identify quality work and agencies that may need additional training.

V.7 Health and Safety

See SF-424 attached 2026 Kentucky Health & Safety Plan.

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Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001825, **State:** KY, **Program Year:** 2026
Recipient: Kentucky Housing Corporation

V.8 Program Management

V.8.1 Overview and Organization

The Weatherization Assistance Program (WAP) will be administered by Kentucky Housing Corporation (KHC). KHC is a quasi-state agency acting as the state housing finance agency. KHC is administratively attached to state government under the finance cabinet but receives no operations funding from the state budget.

While KHC has been administering federal housing programs since its creation in 1972, the administration of DOE and LIHEAP funded weatherization programs was brought to KHC in 2009. KHC does not administer any LIHEAP heating assistance funding. Our state energy programs are conducted from Kentucky's Energy and Environment Cabinet, which work closely with KHC when designing new programs.

In 2021, the weatherization program was restructured and moved to the Housing Contract Administration (HCA), which houses the admin/finances as well as the technical aspects of the weatherization program. HCA administers 14 different funding streams (most of them federal) with support from an Internal Audit department and Legal staff.

KHC will enter into a funding agreement with identified subgrantees. Funding agreements will define the responsibilities of all parties related to the administration of the WAP. Program manuals defining administrative policies, technical specifications, and financial management procedures will also be provided to the sub-recipients to assist them with proper implementation of their program.

Weatherization policy manuals can be found at the following addresses.

Policy Manual - https://www.kyhousing.org//sites/default/files/2026-04/PY2026-WXPM%20_Final.pdf

Field Guide - https://www.kyhousing.org//sites/default/files/2026-03/KY%20Weatherization%20Program%20Field%20Guide%2009-08-2025.pdf

V.8.2 Administrative Expenditure Limits

The Grantee will retain no more than 7.5% of available funds for administrative purposes, of which a portion will be made available to Community Action Kentucky (CAK) for their administrative assistance. The subgrantees will receive 7.5% administrative funds.

At the decision of KHC, an additional 5% may be allocated to subgrantees if the following conditions are met:

1. The subgrantee is not administering the program under any sanctions or a corrective action plan, and;

2. The subgrantee has no excessive administrative charges against the program, and;

3. Any outstanding audit has been finalized, and;

4. The subgrantee received less than $350,000 of new DOE funds to operate the program.

KHC will not allow subgrantees to draw a disproportionate administrative cost as compared to the program expenditure rates. For example, if administrative costs are 10% of the subgrantees program operations allocations, subgrantees can only draw up to 10% of administrative funds based on a combined total of program operations, health and safety, energy audit, QCI, and funding expended.

V.8.3 Monitoring Activities

In compliance with WPN 24-4: Weatherization Assistance Program Monitoring Procedures - Revised, KHC has established the following monitoring plan to ensure subgrantees adhere to contractual and federal regulatory constraints, have adequate programmatic and financial management control, and achieve acceptable quality standards in the field work performed.

A monthly desk review of each subgrantee's Invoice and completed dwelling reports and other required documents will be performed. The purpose of the review is to tie invoices to reported completions by comparing expenditures in draws to the database system. Unless there is a justification as to why the two reports are not in agreement, invoice requests will be denied.

A monthly desk review of each subgrantee will be conducted to:

- Ensure Service Costs are within their allotted caps,
- Installed measures are valid and eligible,
- Check program completion averages for H&S, Program Support, Weatherization Costs and Materials,
- Compare expenditure rates,
- Review allocation budgets.

All subgrantees will receive on-site technical monitoring and desk reviews during the contract year for program oversight using the QCI Final Inspection form, Technical Monitoring Tool, monitoring reports from previous visits, and the Client File Checklist. Due to the varying size of the state's participating service providers, there are two different avenues of final inspection. The preferred option is an independent inspection performed by a QCI who has not performed the audit. The alternate option is a final inspection of a unit by the same person who performed the audit. KHC Technical monitors will review 10% of homes completed from the start of the new Program Year until the date of the scheduled technical monitoring. For subgrantees with minimal completions, an additional completed unit, or, 15% of completed units (the greater of the two) will be monitored.

- Annual monitorings will include a visit to an in-progress job if possible, and all completed jobs visited will have documented results. The monitors will issue letters of finding(s), concerns, observations, recommendations, and commendations within 30 days of the exit conference. Corrective action plans will be mandatory for all findings. All callbacks/reworks must be confirmed with photo documentation.
- All subgrantee corrective action plans will be submitted within 30 days from receipt of the monitoring report, unless an extension is requested and approved by KHC.
- All subgrantees, including CAK, will be monitored for subgrantee compliance and financial management.
- All subgrantees' financial audit reports will be reviewed annually by KHC.
- The review will compare the audit schedules related to weatherization expenses as well as review the entire audit for any findings or concerns.

The KHC weatherization technical monitors will review field work, provide training & technical assistance (T&TA), review program performance, and provide management with an assessment of the program. An on-site dwelling review will be conducted annually by the KHC weatherization monitoring staff on a representative sample of each subgrantee's completed dwellings to ensure that all work meets WAP standards. Work quality will be evaluated as well as completeness, compliance with WA Web audit priorities and expenditure maximums, and performance of diagnostic procedures. The client files of all dwellings inspected will be reviewed to determine that all required forms are included and they are accurate and complete. A complete list of required client file documentation is located in Section 2.7 (Required Client File Documents) of the Kentucky Weatherization Program Manual.
https://www.kyhousing.org//sites/default/files/2026-04/PY2026-WXPM%20_Final.pdf

Previous monitoring findings and recommendations will be reviewed (via emailed photo documentation or future onsite visit) to evaluate the success and appropriateness of all corrective actions implemented by the subgrantee. Upon completion of the on-site review, the monitor will hold an exit conference with the subgrantee's staff, which may include the Executive Director, the Weatherization Program Coordinator and other appropriate staff as determined by the subgrantee. The exit conference will include a review of all findings, conclusions, and possible recommendations. Upon completion of a written report, which is sent to subgrantees within 30 days of the exit interview, KHC will determine any actions warranted by the monitor's findings, which may include additional technical assistance from KHC staff in the field.

KHC will monitor WA Web audit library set up costs, audits ran, Work Orders, Materials lists, and associated costs in weatherization of each home during the annual onsite technical review. Any subgrantee found to be paying substantially more than other subgrantees in their geographical area will be required to rebid those materials and/or services. KHC reserves the right to approve or deny any input(s) that appears not cost effective. All monitoring reports/findings etc., are created/based on an impartial review of the documentation available in each client file and onsite visits. Included with the Scheduling Letter is a Monitoring Preparation Checklist which details what the subgrantee needs to prepare for the onsite monitoring. Both subgrantee and monitor follow this checklist from start to finish.

For fiscal performance monitoring, KHC weatherization monitors will verify compliance with and documentation of these fiscal requirements: expenditures, source and application of funds for expenditures, access to and retention of fiscal records, previous contract audit, costs, other resources, invoicing, and liability insurance policy. KHC weatherization staff will review the invoices and expenditures on a monthly basis for expenditures to the appropriate funding source. If expenditures exceed the planned budget, a budget realignment will be required.

For contractual monitoring, the KHC admin/fiscal monitor will verify compliance with and documentation of these contractual requirements: disallowed cost reimbursements, reporting, personnel policies, record confidentiality, conflict of interest and nepotism, client and dwelling eligibility, documentation of training, purchase bidding, listed assurances and certifications and record retention. The monitor will also look at the weatherization contractor paperwork; the Approved Vendor List; and the eligible measures in weatherization database. On-site monitoring will take place throughout the program year with the majority being conducted in the final 6 months of the grant term.

The three-pronged (technical, programmatic and compliance) monitoring approach has helped to identify subgrantees who needed assistance at a variety of levels. This approach has also influenced the decision to increase oversight during the invoice process which has spurred additional audit training and more specific audit

outcome related procedures.

Monitoring findings require a follow-up action by the monitor to ensure appropriate corrective action.

When concerns arise staff meetings are held to assess the current quality of services provided. Trends are discussed and determinations for corrective and punitive actions are made and presented to leadership for concurrence. KHC reserves the right to increase site visits and complete unit monitoring for any subgrantee with significant or persistent deficiencies.

KHC as the grantee, currently spends approximately 40 percent of T&TA and Admin funds on monitoring activities. Likewise, 38 percent of the T&TA funding to the grantee is focused on monitoring activities for the technical component of the WAP.

KHC uses a PY Monitoring Tracking Log and a Root Cause Analysis designed specifically to track all subgrantees' Findings, Call backs, Concerns, Observations, and repeat findings from one Program Year to the next. Repeat findings are reported to DOE. KHC reviews each subgrantee's progress, identifies those with problems, provides technical assistance and training where necessary, and requests a Corrective Action Plan. Subgrantees working under a Corrective Action Plan will be monitored closely for signs of improvement. Program Year monitoring schedules are based on the previous PY's performance. Subgrantees with numerous findings from the previous PY are scheduled first, with the emphasis on those subgrantees where Health & Safety were the major issues. Other subgrantees are scheduled according to availability of the subgrantee and KHC monitor availability.

Corrective Action:

Subgrantees identified as not meeting the planned goals of the program, who lack in proper supervision, do poor quality work, have not implemented new procedures, exceed cost limitations, experience high overhead, or are overall poor performers, are subject to having their funding levels reduced, reimbursements recaptured, or potential termination as a subgrantee until programmatic improvements are made. Prior to taking steps to terminate the subgrantee, the problems will be identified, the subgrantee will be required to submit a Corrective Action Plan outlining the steps to make improvements in the areas identified. KHC staff will provide assistance to the subgrantee in order to improve the status of a subgrantee. KHC is now scheduling six month follow up monitorings for those subgrantees with ongoing work performance issues. KHC also provides weekly and/or bi-weekly T&TA meetings with subgrantees struggling with job costs, work and staffing issues, and other issues determined from monitorings, monthly financial drawls, TA Office Hours meetings, etc.

Building Performance Institute (BPI) Quality Control Inspectors (QCIs), Energy Auditors (EAs) and Kentucky Certified Dwelling Needs Evaluators (DNEs) Who Fail to Properly Perform

Individuals holding a BPI QCI or EA or KY DNE certification and performing pre-inspection or final inspection services where a QCI/EA/DNE certified staff is required must uphold BPI and KY WAP standards of ethics. When any QCI/EA/DNE staff becomes aware of activities in violation of the Weatherization Assistance Program (WAP) requirements, they are obligated to report those activities to KHC. This section applies to KHC, subgrantee, and contract staff. Agreements with contracted staff must include the duty to report violations of BPI and KY WAP standards of ethics.

KHC will take a three-step approach to QCI/EA/DNE inspectors who are not inspecting units using the standards adopted in the Kentucky Weatherization Field Guide and the NREL SWS. KHC reserves the right to issue (or not issue) one verbal warning and/or providing technical assistance in the field before beginning the process below if the deficiency found is not systemic throughout the inspector's performance.

BPI-certified EAs and QCIs

1. The first offense will begin with a written reprimand and notification to BPI of the circumstances involving the issuance of the reprimand.
2. The second offense will result in a written reprimand and notification to BPI of the circumstances involving the issuance of the reprimand and a six-month suspension from inspecting (pre- or post-inspection) for the WAP in Kentucky.
3. The third offense will result in debarment from inspecting (pre- or post-inspection) for the WAP in Kentucky and notification to BPI of the circumstances involving the debarment.

Dwelling Needs Evaluators (DNEs)

1. The first offense will begin with a written reprimand and notification to the DNE's employer of the circumstances involving the issuance of the reprimand.

2. The second offense will result in downgrading the evaluator's DNE certification status to conditional and requiring the evaluator to successfully complete all additional training and field shadowing deemed necessary by the KHC technical monitor.

3. The third offense will result in permanent revocation of the DNE certification.

KHC reserves the right to downgrade or revoke a DNE certification at any time if the deficiencies identified demonstrate a disregard for program standards or are of a nature that jeopardizes the health or safety of clients or workers.

Training and technical assistance is offered and recommended if monitors find issues that occur frequently or if a subgrantee has numerous findings. If serious issues are found, such as health & safety, T&TA is provided as quickly as can be scheduled between KHC and the subgrantee. Tracked findings which are noticed statewide help in determining the six-month training schedule provided at the REE Training Center.

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U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001825, **State:** KY, **Program Year:** 2026
Recipient: Kentucky Housing Corporation

Staff with Monitoring and/or Compliance Responsibilities:

Partially paid with DOE Administrative Funds (40%)

Leslie Marcum -- Compliance
18 years' experience with the Weatherization Program and other federal housing programs
(5 of those as an Agency Weatherization Director, 8 in Compliance Monitoring)

Mark Adams - Residential Energy Efficiency (REE) Manager

Former State WAP Manager – 7 years

28 plus years Management, Personnel, business development, and non-profit organization operations

Master of Science - Adult Technical Education

Troy Gosser - Technical Monitor/Trainer

Level 1 Infrared Thermography Certification
BPI Quality Control Inspector, Energy Auditor, Retrofit Installer Technician, Crew Leader, Building Analyst Professional, Building Analyst Technician, Infiltration & Duct Leakage, Healthy Homes Evaluator
Certified Lead Renovator

OSHA 30

Healthy Home Evaluator train-the-trainer

Kentucky Dwelling Needs Evaluator (DNE)

Lead Safe Work Practices

ASHRAE 62.2-2016

CPR & First Aid

Multifamily QCI

Multifamily Building Analyst

Dewayne Cade - Technical Monitor/Trainer

Level 1 Infrared Thermography Certification

BPI Quality Control Inspector, Energy Auditor, Retrofit Installer Technician, Crew Leader, Building Analyst Professional, Building Analyst Technician, Infiltration & Duct Leakage

Certified Lead Renovator

OSHA 30

Healthy Home Evaluator train-the-trainer

Kentucky Dwelling Needs Evaluator (DNE)

Lead Safe Work Practice

ASHRAE 62.2-2016

Multifamily QCI

Multifamily Building Analyst

CPR & First Aid

Jason Reneau - Technical Monitor/Trainer

BPI Energy Auditor, Quality Control Inspector, Building Analyst, Infiltration & Duct Leakage

HVAC Journeyman

OSHA 30

Lead RRP

Level 1 Infrared Thermography Certification

ASHRAE 62.2-2016

Kentucky Dwelling Needs Evaluator (DNE)

Multifamily Building Analyst

CPR & First Aid

Associate's degree - Refrigeration Technology

Bachelor's degree - Psychology

Instructor - HVAC - Bluegrass Community & Technical College

Johnathan Luckenbill – Lead Technical Monitor

BPI Energy Auditor, Quality Control Inspector, Building Analyst Technician, Building Analyst Technician, Infiltration & Duct Leakage, Building Science Principles

OSHA 30

Lead RRP

Level 1 Infrared Thermography Certification

ASHRAE 62.2-2016

Kentucky Dwelling Needs Evaluator (DNE)

Multifamily Building Analyst

CPR & First Aid

Certification - Envelope Fundamentals - Blue House Energy

11 years general construction experience

V.8.4 Training and Technical Assistance Approach and Activities

Feedback from Internal and External Reviews:

Training and technical assistance (T&TA) is available and required for all subgrantee personnel and private contractors providing any aspect of operating the Weatherization Assistance Program (WAP). Requests can be initiated by a subgrantee, monitor, CAK, or KHC program staff. For Program Year 2026, KHC has developed a Training Needs Assessment (TNA) to increase subgrantee input into needed training and/or onsite/virtual T&TA. In addition to the TNA, KHC will provide training and technical assistance to all subgrantees as described in the following plan:

1. Routine Technical Assistance: Technical assistance covering any programmatic aspect of operations can be provided by the monitoring staff (during

monitoring visits), KHC staff. Technical assistance can be offered any time the subgrantee encounters a problem or issue. If the monitor identifies major problems that cannot be addressed during the monitoring visit, more extensive technical assistance will be scheduled in the immediate future following the monitoring visit. Technical assistance related to the actual installation of weatherization measures will be provided by experienced KHC staff.

2. State Training: Statewide training will be scheduled by KHC when it is deemed necessary. Appropriate subgrantee staff and private contractors are required to attend each state-sponsored training session. Funds are made available to support the expenses incurred while attending the training for subgrantee staff and private contractors. Semi-annual state-wide T&TA meetings are held to provide general program updates and share programmatic and technical information and guidance.

3. Subgrantee Comparisons: Technical staff meetings are held to assess the current quality of services provided. Trends are discussed and determinations for network wide or targeted subgrantee training made based on the work and production reviewed by KHC staff persons with training and monitoring duties. The focus of these meetings is to share information on work quality observed in the field, to identify areas of improvement in the training curriculum, and to give field monitors awareness of students who may need additional field mentoring after coming out of the classroom experience.

4. Subgrantee Peer-to-Peer Exchanges – KHC is connecting subgrantees for peer-to-peer exchanges to help training crew (and perhaps contractors) in RIT, Crew Lead, and Energy Auditor. Subgrantees are allowed to charge peer-to-peer exchange time to T&TA if the exchange is causing the lead training subgrantee to expend extra labor hour on jobs.

Additionally, reviews performed by KHC Compliance staff identify training needs. Frequent interaction among staff identifies problematic areas at specific subgrantees. All monitoring findings, observations, and call backs are tracked on the Monitoring Tracking Log. This log tracks the number of findings, call backs, concerns, observations, best practices, Improvement Plans needed and tracks the process from the initial monitoring Scheduling letter through closeout. A Root Cause Analysis also tracks each type of finding or observation for each subgrantee and totals each throughout the monitoring year. These tracking sheets assist in planning trainings or onsite T&TA.

This three-pronged approach (Technical, Programmatic, and Fiscal) has helped subgrantees who have experienced leadership changes and organizational challenges, and help correct onsite work issues.

Existing Accredited Training Center:

The KHC Residential Energy Efficiency (REE) Training Center meets the requirements outlined in WPN 22-4 by providing training on the two required levels. Training schedules are coordinated every six months, and additional trainings can be requested on an as need basis. REE Instructors make every attempt to accommodate training requests in a timely manner when received, based on the already scheduled courses and instructor availability.

The REE Center includes two classrooms with smart board technology, two labs that simulate real world WAP experiences, combustion lab, CAZ & ASHRAE setups, and heat system lab. The REE Training Center has received IREC accreditation for its Energy Auditor (EA), Quality Control Inspector (QCI), Retrofit Installer Technician (RIT), and Crew Leader (CL) curricula.

The REE Training Center has received certification from BPI as an official testing location. REE Instructors train and test for HEP Quality Control Inspector, HEP Energy Auditor, Building Analyst Professional, Building Analyst Technician, Infiltration and Duct Leakage, and Healthy Home Evaluator certifications. BPI is retiring the Retrofit Installer Technician (RIT) and Crew Leader (CL) certifications (September 2026) and although DOE WAP does not require the CL and RIT certifications, KY WAP does. The REE Center will continue to offer each course and maintain the same training requirements for both job categories, which meet DOE and KY requirements.

All required training props, including the two (2) mini-home like labs (labs can be set up to mimic various issues Wx crew could find on the worksite) have been constructed to not only teach these BPI aligned HEP courses but also to perform BPI certification testing. The REE Center currently has three (3) BPI proctors (2 written/field, 1 written)

The REE training schedule is divided into two (2) six-month calendars. The schedule is prepared in November for the January–June calendar, and May for the July–December calendar. Course scheduling and frequency are determined by monitoring findings, subgrantee requests & need, DOE updates/changes/feedback from monitorings, industry standards including updates to JTAs, and the Training Needs Assessment. Courses are posted 30 days prior to the next six-month schedule on the REE Learning Management System (LMS). The REE Center training courses and Course Schedule can be found online at: https://reecourses.com/

To further enhance training needs, KY WAP technical monitors conduct bi-monthly Technical Office Hours with an agenda that includes topic points discovered from recent monitorings, technical assistance calls from subgrantee staff, and student completion surveys from completed courses at the REE Center. Quarterly TA meetings are conducted to cover Programmatic and Fiscal topics including but not limited to Weatherization/State Averages & Quarterly Comparisons; Program Support Problem; Completions; LIHEAP Funding Trends; Request to Exceed; Recurring Subgrantee Questions; Incentives; Multi-Family; BIL; State Planning, Optional Budget Categories; Weatherization Application.

New courses are added when an issue is found frequently throughout the Weatherization Network. An example for PY 2026 is the newly created HVAC Refresher. Trainings completions are tracked for each subgrantee including contractors to include name, subgrantee, completion date, pass/fail, certification obtained. The REE Learning Management System stores certifications and scores, but the individual or subgrantee is responsible for tracking expiring certifications and needed staff training.

KHC provides on-site TA when issues are determined via monitorings, audit reviews, and when requested by subgrantees. KHC will determine the most appropriate personnel or method to provide T&TA. Classroom and field training sessions providing hands-on experience will continue for subgrantee evaluators performing energy system health and safety tests and repairs. Field training sessions will reinforce classroom training that has already been conducted and will provide updated information on new heating equipment and components.

KY WAP's technical monitors, REE instructors, and staff are members of the Building Performance Association (BPA) and attend the yearly Annual Training Conferences. REE staff also works with Energy OutWest, and attends the every other year National Conference, with REE staff participating as presenters.

KHC's Training Schedule does not span multiple Program Years.

Comprehensive Training

All staff hired to provide services equal to the JTA of a Retrofit Installer Technician must receive Comprehensive Training from an IREC-accredited training facility within the first year of hire and must receive job specific training every five (5) years after the completion of their initial training to serve as a refresher. This training is mandatory for a Retrofit Installer Technician.

All staff hired to provide services equal to the JTA of a Crew Leader must receive Comprehensive Training from an IREC-accredited training facility within one year of their hire or appointment to the Crew Leader position and must receive job specific training every five (5) years after the completion of initial training to serve as a refresher. This training is mandatory for the Crew Leader position, and RIT is a prerequisite for this training.

All staff hired to provide services equal to the JTA of an Energy Auditor must receive Comprehensive Training from an IREC-accredited facility before performing the duties of the Energy Auditor position and must receive job specific training every five (5) years after the completion of initial training to serve as a refresher. This training is mandatory for an Energy Auditor.

All staff hired to provide services equal to the JTA of a Quality Control Inspector must receive Comprehensive Training from an IREC-accredited facility before performing the duties of the Quality Control Inspector position and must receive the job specific training every five (5) years after the completion of initial training to serve as a refresher. This training is mandatory for a Quality Control Inspector.

Multi-family trainings will be added to the REE schedule after KHC technical staff complete multi-family training under IIJA funding. With the recent approval of KHC's low-rise priority list submission, individual training will be scheduled with each subgrantee to review and provide additional guidance to expand multi-family work throughout the Commonwealth.

Specific Training

Single-issue, short-term training to address acute deficiencies in the field are also taught at the REE training center. These courses include: ASHRAE 62.2, Building Analyst, Combustion Appliance Zone Safety, Zonal Pressure Diagnostics, Dwelling Needs Evaluator, Leakage Envelope and Ducts, and WA Web Audit Software. Individual sections of the Retrofit Installer Technician class can be pulled out for focused training such as dense packed wall, crawlspace, and chimney kit installation. Training and technical assistance will also be provided through on-site visits, webinars, interactive web-based meetings, regional training sessions, or statewide training sessions and third-party providers such as OSHA online training, CPR, online asbestos awareness training, online mold and moisture training, online lead safe weatherization and 3rd-party hands-on lead safe weatherization training.

Contractor Training Reimbursement

KHC will allow subgrantees to reimburse contractors for costs associated with training and provide a stipend for contractor staffing costs. The training reimbursements (T&TA budget item), which will be included in contractor agreements, will be as follows:

- Travel costs (e.g., hotels, mileage, other) and meal reimbursements shall be based on subgrantees' reimbursement policies for staff.
- Subgrantees may pay a stipend of ~~$100~~ $200 per day per trainee, not to exceed ~~$600~~ $1,000 per week per trainee to the contractor for staff who are attending weatherization training.
- Subgrantees may pay training fees, if applicable, per trainee whom contractor sends to training.
- Subgrantees may pay for exam fees per trainee. In the event that the trainee does not pass the first attempt at the exam, subgrantees may pay for one more attempt. If trainees fail the second attempt, the trainees will need to retake the class, and KHC reserves the right to require the subgrantee to pay for the exams' expense. (All online courses require the trainee to retake the course for a second attempt at the class which is an allowable expense for the

subgrantee. Any future attempts by trainees will need to be funded by the contractor. KHC reserves the right to fund future exam attempts on a case-by-case basis.)

- Any courses that require pre-test may be funded by the subgrantee for testing and pre-requisite course payments.
- Subgrantees will require the contractors to sign retention agreements if subgrantees are paying for any expenses of the required trainings.
- KHC will work with subgrantees who identify learning problems with crew/contractors that may warrant testing accommodations to submit documentation to BPI to request needed accommodations.

Requests for out-of-state training:

Comprehensive and Specific trainings – The subgrantee must maintain documentation showing why similar training was not available or cost effective in Kentucky.

After concluding a training or technical assistance activity, the specifics of trainings are documented including which trainer conducted the activity, what training or assistance was provided, when and where the activity occurred, and which subgrantee staff participated in the activity. These reports will be completed by each subgrantee and kept in their records.

While each subgrantee is allocated sufficient funds to attend training and conferences, prudent use of the training funds is expected. Subgrantees are required to maintain information in their files to document that all expenses for training are both reasonable and necessary for implementation of the weatherization program. Training and Technical Assistance funds allocated to subgrantees cannot be used to pay for Energy Auditor or QCI training/testing in excess of three times per staff person. Additional trainings/testing for that person's QCI must be covered by another funding source.

T&TA funds may also be used to train subgrantee contractors participating in the WAP. In making the determination to pay for contractors' training, subgrantees must secure a retention agreement in exchange for the training. The retention agreement must require that contractors will work in the WAP for a specific amount of time which must align with the cost of the T&TA provided.

Training Curricula

The following courses are provided by Kentucky's REE Training Center on a routine basis:

- Asbestos Awareness
- Mold and Moisture
- Kentucky Weatherization Program Field Guide
- Leakage, Envelopes and Ducts (LED)
- ASHRAE 62.2-2016
- Combustion Appliance Zone Safety (CAZ)
- Zonal Pressure Diagnostics
- WA Web
- Retrofit Installer Technician (RIT)
- Crew Leader (CL)
- Quality Control Inspector (QCI)
- Energy Auditor (EA)
- Dwelling Needs Evaluator (DNE)
- Dwelling Needs Evaluator (DNE) Refresher

Courses offered on an as-needed basis:

- Building Analyst Professional
- Building Analyst Technician
- Multifamily Quality Control Inspector
- Kentucky WAP Policies and Procedures
- Heat Systems
- Healthy Home Evaluator
- HVAC Refresher

Following are the training requirements for each job position in the WAP. Failure of a subgrantee staff member or private contractor to meet the following series of certification criteria for the position in which they are employed and within the time frames established by KHC will result in that individual or private contractor being prohibited from performing the assigned or contracted activities on client dwellings. Participation in and the successful completion of advanced, refresher and other related training is required to maintain qualified staff to perform program activities. KHC will make every effort to assist subgrantee personnel with attaining the required skill levels.

DOE F 540.2
(08/05)

OMB Control No: 1910-5127
Expiration Date: 02/28/2025

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001825, **State:** KY, **Program Year:** 2026
Recipient: Kentucky Housing Corporation

Training and Certification Requirements to Perform Dwelling Needs Evaluation in the Kentucky WAP

Any subgrantee weatherization staff assigned dwelling needs evaluation or inspection activities as any portion of their job duties must participate in and successfully pass the training requirements listed here as well as any other training deemed necessary by KHC.

Staff without prior work experience performing evaluations in the WAP:

Dwelling Needs Evaluator Training Track

Dwelling Needs Evaluator (DNE)

WA Web

Leakage, Envelope and Ducts (LED)

Combustion Appliance Zone Safety (CAZ)

Zonal Pressure Diagnostics (Zonals)

ASHRAE 62.2-2016

Intro to WX online course

Lead Renovator Certification (RRP)

Field Shadowing

OR

EA Training Track

BPI Energy Auditor (EA) Certification

REE Heat Systems Course

KY Specific Forms & Guides

WA Web

Leakage, Envelope and Ducts (LED)

ASHRAE 62.2-2016

Intro to WX online course

Lead Renovator Certification (RRP)

Field Shadowing

After successful completion of all training requirements in the chosen credentialing track, he/she is awarded "Conditional Status". An evaluator in Conditional Status may not perform solo work, they must be monitored by the subgrantee's fully certified evaluators and administrative staff to ensure quality. Once an evaluator in Conditional Status is ready for Field Shadowing, the subgrantee must contact its KHC Technical Trainer to schedule the shadowing visit. Field Shadowing must be scheduled no later than six (6) months from the date the candidate achieved Conditional Status. Failure to complete the Field Shadowing within the required timeframe will result in the revocation of Conditional Status and the candidate will be required to attend refresher training to have Conditional Status reinstated.

Field Shadowing is the final step in the approval process for performing dwelling needs evaluation. During Field Shadowing, a KHC Technical Monitor/Trainer accompanies the candidate as s/he performs whole-house dwelling needs evaluations in the four situations they will encounter in their field work (site-built homes, mobile homes, homes with gas heat, and homes with electric heat.) The purpose of Field Shadowing is to evaluate the

candidate's competence in four main categories: information collection, health & safety, building assessment and evaluating data. Once a candidate demonstrates proficiency during Field Shadowing, they are awarded Kentucky Dwelling Needs Evaluator certification and approved to work as evaluators in the KY WAP.

Staff with prior work experience performing evaluations in the WAP:

- May opt for either of the tracks above.
- If choosing the EA Training Track, they may choose to challenge the Heat System competency exams in lieu of attending the REE Heat Systems Course. If the evaluator is not able to pass all of the competency exams they must attend and pass the REE Heat Systems Course prior to performing Dwelling Needs Evaluation in the Kentucky WAP.
- The subgrantee may elect **either** field shadowing of the experienced evaluator **OR** increased monitoring of the subgrantee.

Training and Certification Requirements for Quality Control Inspectors in the Kentucky WAP

In order to aid subgrantees in recruiting experienced QCIs to work in the state, KHC has created multiple training options for KY QCIs:

New employees with no QCI experience:

DNE Training Track

Dwelling Needs Evaluator Certification

BPI Quality Control Inspector Certification

WA Web

ASHRAE 62.2-2016

Intro to WX Online Course

Lead Renovator Certification (RRP)

OR

Energy Auditor Training Track

BPI Energy Auditor Certification

BPI Quality Control Inspector Certification

Lead Renovator Certification (RRP)

ASHRAE 62.2-2016

Intro to WX Online Course

WA Web

2 Day Kentucky Specific Forms & Guides

1 Week Electric Heat System Training

Field Shadowing

Certified QCIs with WX Work Experience as a QCI:

2 Day Kentucky Specific Forms and Guides

Electric Heat System Course

OR

Electric Heat System Competency Exams

Field Shadowing

OR

Additional technical monitoring of the subgrantee

Training and Certification Requirements for Crew Leaders in the Kentucky WAP

All crew leaders must successfully complete the following training:

Pre-requisite RIT training (must be certified through KHC)

Crew Leader Training Course (must be certified through KHC)

Intro to WX online course (Mold & Moisture, Asbestos Awareness, KY WX Field Guide)

ASHRAE 62.2-2016

Leakage, Envelope and Ducts (LED)

Combustion Appliance Zone Safety (CAZ) Class

Zonal Pressure Diagnostics (Zonals) Class

Certified Lead Renovator (RRP)

It is the responsibility of the subgrantee to train crew leaders or private contractors in Basic Blower Door usage and skills for using the blower door during material installation at client dwellings.

Training and Certification Requirements for Retrofit Installer Technicians (crew members) in the Kentucky WAP

All crew members must successfully complete the following training:

Retrofit Installer Technician (RIT) Training Course (within 12 months of hire)

OR

Earn RIT Training Badges by demonstrating proficiency with job tasks in the field

Lead Safe Weatherization Work Practices

Intro to WX online course (Mold & Moisture, Asbestos Awareness, KY WX Field Guide)

Installer staff must work under the supervision of a crew leader unless they have completed all crew leader training requirements.

Training and Certification Requirements for Sub-Contractors (HVAC, Electrical, and Plumbing)

All specialty contractors are required to maintain their license and are not require to do additional training except for RRP; however, KHC will allow subgrantees' RRPs cover contractors as long as they are adhering to the requirements under RRP.

Required Training for all Contractors/Sub-Contractors (General Weatherization)

Any contractor crew performing general weatherization installation work (and their employees) must attend comprehensive training for their job duties,

i.e., installer must attend Retrofit Installer Technician (RIT) training, crew leaders must attend Crew Leader training, etc.

Contractors do not need to pass the RIT certification, but they must attend training or use the badge system. Crew leaders must be certified in RIT.

- Intro to WX online course (Mold & Moisture, Asbestos Awareness, KY WX Field Guide)
- Lead Safe Work Practices (required for crew members)
- Certified Lead Renovator (RRP) (required for one crew member per job)
- Lead Safe Firm certification

Subgrantees who have RRPs on staff may use them to cover the RRP requirements for contractors as long as they meet the EPA requirements for onsite supervision in pre-1978 houses. EPA regulations for RRP can be found at https://www.epa.gov/lead/lead-renovation-repair-and-painting-program-rules#rrp.

Subgrantees who have lead-safe firm certifications may use those certifications to cover contractors; however, memos to the contractor file should be in place to document the use of lead-safe firm certification.

Technicians (*Subgrantee Staff or Sub-Contractors)*:

All technicians are required to be licensed in HVAC and electric. Technicians shall maintain their professional licenses in accordance with KRS 227A.010-150 for electric and KRS 198B.650-689 for HVAC, and meet all requirements regarding fees and continuing education. Sub-contractors will not be required to attend additional weatherization training if they are only performing tasks within the scope of their license. They will, however, need to have lead safe work practices and RRP.

Subgrantee and sub-contractor training certifications are reviewed during the Programmatic monitoring to ensure staff certifications are current and are completed by the stated guidelines for each WAP position.

KHC Monitoring Staff Required Certifications/Training Certificates:

Certified Dwelling Needs Evaluator (DNE)

Certified Lead Renovator (RRP)

Level 1 Thermographer

WA Web

Intro to WX online course (Mold & Moisture, Asbestos Awareness, KY WX Program Field Guide)

OSHA 30-Hour Construction Safety

CPR and First Aid

BPI Energy Auditor Certification

BPI Quality Control Inspector Certification

All certifications to be obtained within one year of hire.

Client Education

Client education is included as part of the energy audit and final inspection. The inspector conducts a client education segment as part of the initial inspection to ensure the occupants are fully aware of measures. This procedure is documented by using a signed receipt from the head of household which confirms the information was not only distributed, but also explained. The “Checklist” form must be used to verify receipt and explanation of client education material. Forms can be found on the Weatherization Assistance Program Resources page under the “Weatherization Forms” tab in the center of the page. Use this link,

https://www.kyhousing.org/Partners/Developers/Single-Family/Weatherization-Assistance/Pages/WAP-Resources.aspx. This receipt is kept in the client file.

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001825, **State:** KY, **Program Year:** 2026
Recipient: Kentucky Housing Corporation

A printable version of Preventing Carbon Monoxide Poisoning can be found here,

08/documents/pcmp_english_100-f-09-001.pdf

A printable version of, "What You Should Know About Space Heaters" can be found here, http://www.hipspro.com/pubs/SpaceHeatSafety.pdf

A printable version of "Combustion Equipment Safety" can be found here,
https://www1.eere.energy.gov/buildings/publications/pdfs/building_america/26464.pdf

T&TA dollars are not used to fund client education.

Future Training Plan

Once Comprehensive training has been established, the training needed to address acute deficiencies, or any of the training listed above that does not fall under Comprehensive Training as defined in WPN 22-4, will be considered Specific training. Specific training will be provided by KHC Staff, webinars, or other outsourced training providers. All future trainings are also subject to change based on recommendations and monitoring reports from DOE, the LIHEAP funder (Cabinet for Health & Family Services/U.S. HHS), program and field policy updates, IG reports, or other partner recommendations.

KHC technical staff will conduct bi-monthly T&TA Office Hours with WAP program managers and staff. The meetings will serve the function of allowing subgrantees a forum to share best practices, brainstorm innovative solutions to issues which create challenges for all and receive program administration updates and training on high-priority topics from KHC. KHC provides quarterly Weatherization TA meetings that cover programmatic and fiscal updates, planning, tracking, and trainings identified as problematic areas during monitorings and monthly invoicing.

KHC will continue to train all field staff to their JTA in order to meet the mandate of WPN 22-4.

KHC will host administrative technical assistance visits with each subgrantee. KHC has posted virtual administrative trainings throughout the year on areas such as program administration, financial management, and reporting.

KHC staff attend national conferences for training on WAP. Conferences are supported mostly with administrative dollars under this grant. If technical staff attend conferences, any unspent T&TA money is used to fund the conferences. For PY 2026, KHC staff will attend the ~~such as~~ National Home Performance Conference (NHPC) scheduled for April 2027 in Austin, TX, and the National Association for State Community Services Program (NASCSP) Conferences (dates/locations to be determined). KHC technical staff will also continue multifamily weatherization training through Community and Economic Development Association of Cook County, Inc. (CEDA) throughout the Program Year. Administrative and LIHEAP funding is used to supplement conference registrations and travel when T&TA is not available for KHC technical staff.

Percent of overall trainings

Comprehensive Trainings:	70.0
Specific Trainings:	30.0

Breakdown of T&TA training budget

Percent of budget allocated to Auditor/QCI trainings:	31.0
Percent of budget allocated to Crew/Installer trainings:	31.0
Percent of budget allocated to Management/Financial trainings:	1.0

V.9 Energy Crisis and Disaster Plan

In the past, Kentucky does not expend WAP funds under an energy crisis plan. However, due to massive tornadoes in western Kentucky in December 2021, KHC determined that we need to address some areas of impact with natural disasters.

1. Vehicles/Equipment - Time allocations for securing equipment and vehicles from a disaster are eligible and allocable expenses. For any vehicles, purchased with DOE funds for the weatherization program, that are damaged by the natural disaster, subgrantees need to file an insurance claim and (with KHC approval) rent a replacement vehicle until insurance determines the damage/loss. KHC will work with subgrantee to determine the best course of action on replacing any totaled vehicles. (Vehicles may be used for clean-up efforts as long as the mileage and gas are not charged to the weatherization program. However, mileage and gas can be charged to the weatherization program if subgrantees can demonstrate that the

efforts were in direct correlation to operation of the weatherization program, such as relocation of weatherization files and computers for day-to-day operation.)

2. Damaged weatherization units - See section v.1.2 for re-weatherization instructions if the units were complete. If units were in-progress, see section v.1.2 for instructions for deferrals and contact KHC for further guidance. KHC will assist the sub-grantees in assessing the viability of the unit remaining as a housing unit and the number of repairs the unit needs to be a viable weatherization job in the future. Applicants/units on the waiting list that are total rebuilds must be denied.

3. Subgrantees - Any weatherization subgrantees who would like to assist with emergency repairs or repair/rebuild efforts will need to inform KHC and may not charge the weatherization program for labor, travel, equipment/vehicle use. However, subgrantees are encouraged to help neighbors, and KHC can adjust production expectations to all subgrantees to allow for time to aid in the recovery efforts.

4. Weatherization work in a Disaster Area - The removal of debris at a home in a disaster area so that weatherization services can be performed is an allowable cost under the weatherization program.