


Ralph M. Perrey, Executive Director



**MEMORANDUM: WAP 22-04**

TO: Weatherization Program Subgrantees

FROM: Felisha Nichols, Housing Program Manager - Weatherization 

DATE: March 10, 2023

SUBJECT: Weatherization Readiness Fund Guidance

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**Purpose:** This plan serves to provide information outlining guidance and expectations for the weatherization readiness funds (WRF) made available through the Consolidated Appropriations Act of 2022. The purpose of these funds is to minimize the number of deferrals currently occurring within the network.

**Guidance:** Through this WRF set-aside fund, Subgrantees can address necessary repairs in dwellings that have been deferred from receiving weatherization services. This funding is specifically targeted to reduce the frequency of deferred homes that require other services, outside the scope of weatherization, before the weatherization services can commence.

Weatherization Readiness Funds maximum per job is \$10,000.

All contractors or parties hired to perform the WRF repairs must be licensed for the work they are being hired to perform. This may be verified at [Department of Commerce & Insurance Administration License Roster Search \(tn.gov\)](https://www.tn.gov/department-of-commerce-and-insurance/administration/license-roster-search).

Examples of repairs eligible for WRF usage: structural, plumbing, electrical, and roofing issues, pest infestation, or other issues THDA 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. Additional examples of eligible repairs include:

- Mold Remediation
- Pest Infestation
- Roof Repair/Replacement
- Asbestos Remediation
- Structure Repair
- 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

- Insulation Preparation
- Infiltration Reduction
- Leak Repair
- Other (requires THDA approval)

Examples of repairs or deferral reasons *not eligible* for WRF usage:

- Building for sale or foreclosure
- Remodeling work in process that prohibits weatherization
- Health may be negatively affected by installation
- Refused installation of weatherization measure
- Illegal activity concerns
- Threatening or uncooperative behavior
- Refusal of ASHRAE 62.2 2016 required ventilation
- Refusal to remove unsafe combustion appliances.

**Process:**

1. Subgrantee conducts home evaluation and determines that house is not ready for weatherization install (deferral).
2. Subgrantee estimates the repair costs to determine if repairs and costs fall within the guidelines of the repair program.
3. Subgrantee prepares approval form with supporting documentation (i.e. pictures, estimates, scope of work) via WAP@thda.org.
  - Example: If a roof needs to be patched to install insulation, along with repair approval form, Subgrantee should submit photos, estimate with detailed work summary with measurements and materials needed.)
4. THDA will review and request more information as required, and will provide approval or denials.
5. Subgrantee will ensure readiness repair work is completed prior to weatherization.

**Reporting:** Subgrantee will be required to provide a separate line item reimbursement request for WRF funds within the current Invoice Workbook template. Funds and completed units will need to track independently from regular formula funding. Reimbursement request will need to specify if job is in process for weatherization activities or if job has been completed. Tracking sheet will be provided for Subgrantee to utilize.

Demographics to be tracked for WRF recipients must be collected and tracked:

- Year Built
- Housing Type
- Type of Repair
- Expenditure per Unit
- Braided fund expenditure per unit (i.e. funds such as LIHEAP, HUD, non-federal, etc. used in conjunction with DOE WRF to make a unit weatherization ready)

**Additional Guidance:** Funds have already been distributed with the Program Year 2022 allocations. The funding source for each Subgrantee will be reduced by this amount in WAPez, and each Subgrantee will be required to resubmit a budget for their current allocation minus their WRF allocation.

Funds will be eligible for carryover into Program Year 2023.

WRF allocations will not be listed in WAPez as an available funding source, and the work orders and repair details will not be tracked via WAPez. These will need to be tracked on the form provided by THDA, and kept with the client file; retention policy will follow current guidelines.

WAPez should list the initial deferral with a note indicating that WRF funds were utilized to prepare the job for full weatherization.

Bidding and procurement for WRF contractors will follow current policies.

**Action Required:**

1. Budget revisions to account for Weatherization Readiness Funds already distributed the network. Individual communications will be sent to each Subgrantee advising them of their WRF allocation.
2. Update Invoice Workbook Template or transfer information to provided template.

**WEATHERIZATION ASSISTANCE PROGRAM 2022  
INVOICE PAYMENT REQUEST FORM**

<b>A. GENERAL INFORMATION</b>				
1. Sub-grantee Name:	_____			
2. Contract Number:	_____			
3. Invoice Month/Year:	_____			
4. Contact Person:	_____			
5. Contact Phone:	_____			
<b>Budget:</b>		<b>Production Target:</b>		
YTD Spent:	\$	-	YTD Completed Units:	0
YTD Remaining:	\$	-	YTD Remaining Units:	0
			YTD Average Cost Per Unit:	#DIV/0!
<b>B. LINE ITEMS FOR WHICH FUNDS ARE REQUESTED</b>				
<b>Month:</b>	<b>Jul-22</b>	<b>Aug-22</b>	<b>Sep-22</b>	<b>Oct-22</b>
Date Emailed to THDA:				
# of Units Completed:				
Admin				
T&TA				
Program Ops				
H&S				
Insurance				
Financial Audit				
Weatherization Readiness Funds				
<b>Invoice Total:</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>
			<b>\$</b>	<b>-</b>
			<b>\$</b>	<b>-</b>
			<b>\$</b>	<b>-</b>