

Ralph M. Perrey, Executive Director



MEMORANDUM: WAP 23-02

TO: Weatherization Program Subgrantees

FROM: Felisha Nichols, Housing Program Manager - Weatherization ^{FN}

DATE: January 12, 2024

SUBJECT: Weatherization Readiness Fund Guidance

Purpose: This memo will serve as a refresher for Weatherization Readiness Funds (WRF) guidance and offer additional clarity. It has been expressed by the Department of Energy that WRF will not continue beyond Program Year 2024. It is THDA’s goal that Subgrantees are able to expend as much of these funds as possible to better serve Tennesseans that would otherwise remain on a deferral list.

Guidance: Through WRF set-aside fund, Subgrantees should 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.

- Subgrantees should prioritize applicants already on deferral lists.
- The average cost per unit (ACPU) for Weatherization Readiness Funds is \$10,000. It is recommended to submit all proposals for WRF and THDA will manage the statewide ACPU.
- 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/government/agencies/department-of-commerce-and-insurance/administration-license-roster-search).

Process:

1. Subgrantee identifies WRF projects either through conducting home evaluation and determines that house is not ready for weatherization (deferral) –or– reviewing a job that has already been placed on the deferral list.
2. Subgrantee estimates the repair costs to determine if repairs and costs fall within the guidelines of the WRF program.
3. Subgrantee prepares and submits WRF Proposal Form with supporting documentation (i.e. pictures, estimates, scope of work) via WAP@thda.org.
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 WAPez SITE ID and overall job status. It is recommended to include a copy of the contractor's invoice for WRF work along with the invoice, but is not required at this time.

Additional Guidance:

The WRF Proposal Form has been revised to allow for more efficient data collection. Subgrantee should submit completed forms with photos to support the deferral conditions.