

Program:	Weatherization Assistance Program	MHN #	2022-011
Issued by:	MaineHousing, Energy and Housing Services	Effective Date:	08/16/2022

This MaineHousing Notice is being issued to provide clarification outlining criteria for the DOE Weatherization Readiness Funds, WPN 22-6.

1. DOE Weatherization Readiness Funds

Reference: MaineHousing WAP Guidance, section 6 J.2 – DOE Weatherization Readiness Funds.

The U.S. Department of Energy (DOE) allocated a portion of the 2022 WAP Funds to establish a Weatherization Readiness Fund (WRF). These WRF set-aside funds can address necessary repairs (e.g., Health and Safety issues, structural) in dwellings that have been deferred from receiving weatherization services.

MaineHousing has updated the WAP Guide as follows:

Weatherization Readiness Funds (WRF) are designated for use in addressing structural and health and safety issues of homes that are currently in the queue to be weatherized, but at risk of deferral. 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. Units receiving WRF must result in a DOE completion defined as, “A dwelling on which a DOE-approved energy audit or priority list has been applied and weatherization work has been completed.” Deferral does not mean that assistance will never be available, but that work must be postponed indefinitely until the problems can be resolved and the home can be made “weatherization ready.” DOE Weatherization Readiness Funds of up to \$15,000 can be made available to Weatherization Assistance Program (WAP) eligible households for eligible home repairs that need to be completed before a dwelling can receive comprehensive WAP services. The following criteria must be met:

- a. WAP energy assessment must have been performed and WAP *Deferral of Services Notice* must be dated and signed before an Applicant can be considered for Weatherization Readiness Funds.
- b. Per unit limit is \$15,000.00.
- c. When the required repairs have been completed and the home is ready for weatherization, the home **must** be weatherized using DOE funding.
- d. Eligible Weatherization Readiness Fund Measures:
 - i. Roof replacement
 - ii. Electrical repairs, including removal of knob and tube
 - iii. Wall, Ceiling and Floor repair
 - iv. Foundation or subspace repair
 - v. Exterior drainage repairs (e.g., landscaping or gutters)
 - vi. Plumbing repairs

2. Deferral of Services Reporting

Reference: MaineHousing WAP Guidance, section 6 J.5 – Deferral of Services Reporting

DOE created a Deferral Classification Guide and Tracker for WAP Grantees and Subgrantees to track and manage deferred households and units, identify deferral issues classified by reason or repairs needed and underlying issues where relevant, and note remediation costs and sources.

CAAs are required to track deferral projects using the DOE Deferral Tracking spreadsheet located on the partner portal. The spreadsheet is comprised of six (6) tabs:

- 1) Guide Overview: provides an overview of the form (purpose, deferral tracking practices, deferral classification, and definition of and criteria for a Weatherization Deferral.
- 2) Deferral Tracking Instructions: information on when and how to change the information in the tracker.
- 3) Key: provides definition on what should be entered in each column in the tracker
- 4) Tracker: this is where the CAA would enter deferral project information.
- 5) Analysis: this is an autofill tab based on the information entered into the Tracker tab.
- 6) Formula Sources: the information contained within this tab is required for the Analysis tab to function. DO NOT DELETE this tab.

The following deferral information is required to be tracked:

1. Unit id
2. WAP Intake Date
3. Date(s) Deferred (if previously deferred by WAP)
4. Date Weatherization Ready
5. Date Weatherized
6. Mailing Information (Street, City, State, Zip)
7. Building Information (Type, Year Built, Fuel Type)
8. Deferral Issue (Issue or Action Needed, WRF Category, Total Remediation Cost, Non-WAP Funding Source Used, WRF Fund Applied)

CAAs will submit a copy of the Deferral Tracker to MaineHousing quarterly. CAA will upload the information to ShareFile on the first Friday following the end of the quarter.

3. Notice Contact

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