**NYS HOMES & COMMUNITY RENEWAL**

**WEATHERIZATION ASSISTANCE PROGRAM**

**FORM #54**

**SAMPLE NOTIFICATION OF DEFERRAL**

The information in this form is to be copied to subgrantee official letterhead and presented in a memo format. Items in brackets and blank lines should be replaced with information specific to each subgrantee. The items listed here are what are minimally required to be in the subgrantee’s written Deferral Policy (see PPM SS 6.01 “When Not to Weatherize”).

**Date:**

**To: [Name of client]**

**From: [contact at agency, probably Wx Director]**

**Subject: Deferral of WAP Services for [address of building or dwelling unit]**

**[cc to owner, if rental property]**

Based on the information acquired during the energy audit of your residence completed on **[date]** or problems that have occurred or been discovered while work was in progress, Weatherization Assistance Program (WAP) services for your building or dwelling unit have been

[ ]  deferred [ ]  delayed [ ]  discontinued for the following reason(s):

[ ]  A condition, as noted below, exists in the building or dwelling unit that may endanger the health and/or safety of the work crew or subcontractor as well as the residents. Form #15-Health & Safety Notification (attached) provides additional information regarding this problem.

The building or dwelling unit:

 [ ]  contains an unsafe or inoperable heating appliance.

 [ ]  has serious structural problems which make weatherization impractical or impossible.

 [ ]  has been condemned or determined uninhabitable by a local jurisdiction.

 [ ]  is in need of extensive rehabilitation.

 [ ]  presents a potential lead hazard. WAP work could disturb or spread lead-paint dust

 and debris.

 [ ]  has excessive mold and mildew, which could be made worse with WAP work.

 [ ]  is infested with roaches, rats, or other vermin.

[ ]  The building or dwelling unit is for sale or subject to bankruptcy or foreclosure.

[ ]  The ownership of the building or dwelling unit cannot be legally confirmed.

[ ]  The building or dwelling unit is scheduled for demolition.

[ ]  The building or dwelling unit is being used as a commercial enterprise.

[ ]  The client is income-eligible because s/he is seasonably unemployed and expected to return to full-time work, at which time s/he will no longer be eligible for WAP services.

[ ]  The non-income-eligible owner of the building or dwelling unit refuses to make the minimum financial contribution or to otherwise abide by the Owner Agreement.

[ ]  The client is either threatening, abusive, or uncooperative to crew, contractors, auditors, or program management who must work on or visit the home.

[ ]  **[Add any additional areas covered in your agency’s Deferral Policy.]**

[ ]  Other:

[ ]  Weatherization work may proceed if the following conditions are met:

[ ]  It is the client’s responsibility to notify this agency when these conditions have been met or if the reason for deferral no longer exists.

Agency Signature: Date:

The reason(s) that WAP services have been **[deferred/delayed/discontinued]** has/have been explained to me.

Client Signature: Date:

**Appeal Rights**: Please note that you may appeal this deferral by contacting the agency’s **[Executive Director or other designee, name]** by **[what method: written letter, phone call, e-mail]** within **[time period]**. You can expect to receive a written response within **[time period]** from the date your appeal is received.