**Weatherization Readiness Fund (WRF)**

WRF will be used to prevent deferral of units when the work needed before a home can receive services is beyond the scope of weatherization. This falls one or

more of four categories:

l Health and Safety measures that exceed the threshold

l Health and Safety measures that are not eligible costs under current guidance

l Incidental Repairs that if included in the SIR calculations, would cause a unit to not be cost effective

l Repairs not previously listed as incidental repair because of high cost or other reasons

Distribution of Funds

Funds will be distributed to each agency using the same agency ratios as program funding. The agencies will prioritize deferred households using our ranking

system described in Section V.3 of the Master File for each county. Homes that have been previously deferred and currently meet eligibility requirements, will

receive WRF services before other homes in the same county.

Restrictions

The following restrictions will apply to the use of WRF funding:

l All units must receive approval from MFA prior to commencement of work

l Must only be used for homes that will receive full weatherization with the 20222023

DOE grant.

l Roof replacements will not be allowed with this funding

Monitoring

MFA will monitor the use of this funding in accordance with the regular monitoring routine. This includes desk monitoring before an invoice is paid, and QCI when

a unit is selected for inspection. Agencies will include the weatherization readiness scope of work in their final QCI inspection.

Maximum ACPU

Agencies must keep the ACPU for this category at or below $19,000. This is kept separate from the weatherization and H&S ACPUs.

Tracking and Reporting

The following items are currently tracked and will continue to be tracked:

l Location

l Client Ranking

l House type

l Year built

l Specific nature of repairs

l Per unit average

l Other funds used

**Process**

l Homes that have been previously deferred that are still eligible will be the first to receive services. For all other WRF needs, the agencies must follow the

same priority and ranking used for weatherization.

l When it is identified by the agency that a home is in need of WRF, the agency must send MFA's program manager a scope of work, photos, and estimated

costs of the unit.

l If request is reasonable, MFA issues an approval and the agency schedules the work.

l All state and local codes must be followed with required permits pulled, and final code enforcement inspections must be scheduled.

l Weatherization work is expected to occur as close to completion of WRF work as possible.

l Final QCI for the weatherization work includes final inspection of the WFR work. If deficiencies are present, a punch list for the contractor is generated and

the contracting party does not receive final payment until the work is satisfactory.

¡ Both the client and final inspector must sign off on the scope of work for both WRF and weatherization (two signatures are required).

l Completed units are reported to MFA during invoicing. WRF will be treated as a separate billing category in the agency's invoice.

l Units that received WRF are tracked separate with their own ACPU

l MFA will include a sample of units that received WRF as part of the minimum 5% QCI.

l Units that need work that is beyond what WRF, other funding sources, and weatherization can provide will be deferred following the regular deferral policy

(Section V.1.2 Master File) and tracked.