



Governor Kim Reynolds  
Lt. Governor Adam Gregg  
San Wong, Director

## IOWA WEATHERIZATION PROGRAM NOTICE 22-02

TO: Executive Directors and Weatherization Coordinators  
FROM: Gwen Howe, Weatherization Bureau Chief  
DATE: June 16, 2022  
RE: Weatherization Readiness Funds

DCAA will hold the weatherization readiness funds in a pool for distribution to sub-grantees on a case-by-case basis. Sub-grantees will submit an application requesting WRF. The application will include:

- Cause for initial deferral – including photos of deferral issues.
- Description of structure (site-built, manufactured house)
- Year built
- Nature of repairs needed if applicable, identify multiple repairs or remediation reasons for a single building
- Copies of bids

DCAA will review requests and issue contract amendments if approved for the job costs. Completed work will be reported to DCAA through monthly financial reports.

Cost is limited to \$15,000 per home and sub-grantees are encouraged to use any other available funds to supplement the WRF. Costs exceeding \$15,000 must be covered with other funding sources. Landlords will be required to contribute a 50% of the costs before readiness funds will be used for rental properties. If the landlord is unwilling to contribute, the house will be deferred. Use of the WRF funds must result in a weatherization completion. Readiness funds cannot be used in conjunction with Infrastructure funds.

Projects will include but not be limited to:

- Roof repair/replacement
- Foundation repair
- Plumbing repair
- Electrical repair
- Lead and/or asbestos remediation
- Interior wall/ceiling repair
- Floor repair
- Moisture issues including guttering and drainage

Division of Community Action Agencies

# Application for Readiness Funds

Iowa Weatherization Program

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Agency	<input type="text"/>	Date	<input type="text"/>
Contact Person	<input type="text"/>	Phone	<input type="text"/>

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Client Name	<input type="text"/>	File #	<input type="text"/>
Address	<input type="text"/>	City, Zip	<input type="text"/>
Phone	<input type="text"/>	Ownership	<input type="checkbox"/> Owner <input type="checkbox"/> Rental

Housing Type: \_\_\_\_\_ Year Built: \_\_\_\_\_

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This form is to be used to request approval to use DOE Readiness funds to provide necessary repairs to avoid weatherization deferrals. Only homes that will receive complete weatherization services are eligible for this project.

Funds are restricted to a maximum of \$15,000 per home. Any additional expenses above this limit must be paid from other sources such as HUD, FmHA, housing trust funds, client contribution, etc.

**Provide reason for deferral and description of work to be completed: (add additional page if necessary)**

**Amount of Lowest and Best Bid**

*Less other sources of funds (list)*

_____	_____
_____	_____
_____	_____
_____	_____

Total Readiness funds Requested \$ \_\_\_\_\_ -

Email completed form to [Chris.Bracy@iowa.gov](mailto:Chris.Bracy@iowa.gov) for approval

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**DCAA Review**

Approved:  Yes  No

Reviewed by:

Date

Comments:

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## Weatherization Readiness Funds Processes

1 message

**Howe, Gwen** <gwen.howe@iowa.gov>

Tue, Jun 21, 2022 at 7:28 AM

To: "Allsup, Tammy" <tallsup@impactcap.org>, "Ambrose, Joe" <jambrose@operationthreshold.org>, Brenda McKnight <bmcknight@scicap.org>, "Buls, Danna" <dbuls@maturaia.org>, "Colling, Julie" <jcolling@midsioux.org>, "Dietrich, Kyle" <kdietrich@udmo.com>, "Fischer, Scott" <sfischer@neicac.org>, "Heck, Julie" <jheck@impactcap.org>, Jen Heithoff <jheithoff@impactcap.org>, Jennifer Fleener <jfleener@sieda.org>, Jim Blackwell <jim.blackwell@caofseia.org>, Keith Weber <kweber@newopp.org>, "Mahlberg, Kelly" <kmahlberg@westcca.org>, "Miller, Joe" <jmiller@caasiouxland.org>, "Rauser, Dan" <drauser@hacap.org>, "Tague, Terri" <ttague@micaonline.org>, "Wiebenga, Tom" <twiebenga@caeiowa.org>, Williamson David <dave.williamson@polkcountyiowa.gov>, "Anderson, Wendy" <wanderson@caeiowa.org>, "Foss, Lynette" <lfoss@operationthreshold.org>, Lori Petersen <lpetersen@westcca.org>, "Lutz, Marc" <marc.lutz@caofseia.org>, "Poortinga, Michelle" <michelle.poortinga@polkcountyiowa.gov>, "Samayoa, Anna" <asamayoa@sieda.org>, "Schlichte, Jennifer" <jschlichte@newopp.org>, "Thomsen, Connie" <connie.thomsen@micaonline.org>, Wise Sharon <swise@hacap.org>, Kristy Tonderum <ktonderum@udmo.com>  
Cc: "Banowetz, Benjamin" <benjamin.banowetz@iowa.gov>, "Bracy, Chris" <christopher.bracy@iowa.gov>, Christine Taylor <christine.taylor@iowa.gov>, "Freese, Robert" <robert.freese@iowa.gov>, "Sackett, Joanne" <joanne.sackett@iowa.gov>

Because the Weatherization Readiness Fund (WRF) is treated as a separate source of funds within the regular DOE contract, the process will be new to all of us.

### Approval and Amendment:

1. Agencies will submit the application as described in Iowa Weatherization Program Notice 22-02.
2. Chris Bracy will review the application and approve if all the guidelines are met.
3. Once approval is received by the agency, they may complete the Readiness work.
4. When the work is completed, a copy of the invoice and any change orders (with justification) will be submitted to Chris Bracy for review.
5. When Chris has finished the final review, a DOE contract amendment will be sent to the agency.

*This will eliminate the need for multiple contract amendments because of change orders.*

### Reporting and WAMS:

All agencies must open the MatTempTemplate in WAMS to add two sequence numbers:

- Sequence number 1140 - add Year House was Built for the Workitem. **Put the information in the Note (Location) field.** This sequence number must be selected for every house regardless what funds are used. *DOE has hinted that this will be a reporting requirement in the near future so it should be added now to prepare for that new requirement.*
- Sequence number 1150 -add Weatherization Readiness Funds for the Workitem.
- When reporting readiness work in sequence number 1150, **use WRF for the Program.** Report materials and labor used make the home ready for weatherization.
- Readiness money will not be included when the monthly financial detail report is run. Agencies will need to manually enter the total WRF for the month on the monthly financial summary report.

Please remember that WRF may only be used on regular DOE homes (not infrastructure funded projects) and the home must be reported to DCAA as a completion.

If you have any questions, please feel free to contact me.

Gwen

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