



CT WAP Weatherization Guidance No. 23

Effective Date: March 14, 2011

Updated: May 13, 2015

Desk-Monitoring of BWRs and Potential for Temporary Disallowance

The purpose of this guidance is to inform agencies of CT WAP policies regarding desk-monitoring for Building Weatherization Reports (BWRs) so as to comply more fully with WPN 11-3 regarding go-backs. This guidance pertains to all CT WAP weatherization programs.

Desk-Monitoring for BWRs

After BWRs are received from the agency on the 20th of the month, CT WAP fiscal and program monitors will review the BWRs for compliance with the Weatherization Assistance Program. This review includes, but is not limited to, looking at the measures that were installed, the amount of CFM reduction in blower door airsealing, the amount of insulation installed in a home, as well as the cost billed to the program for measures.

Sometimes, during a review, CT WAP monitors will find items that are either addressed incorrectly or result in questions and corrective actions for the agency. If questions arise or corrective actions are discovered during the review, the agency will be notified in writing (by e-mail or actual correspondence) and the unit will be ***temporarily disallowed***. This means that the unit does not count as a completed unit in any reporting for that reporting period, and reports will be adjusted accordingly.

It is expected that agencies respond to all questions and corrective actions to the satisfaction of CT WAP within forty-five (45) days of receipt. This timeline allows for all units to be counted and reimbursed to the agencies in a timely manner and for measures to be adjusted so as to not disturb the client well after all work has been completed and submitted to CT WAP. Failure to abide by this timeline, without request of an extension, may result in further actions.