



**CT WAP Weatherization Guidance No.9**  
**Issued: September 9, 2010**

**Effective Date: February 16, 2011**  
**Updated: December 11, 2018**

### **Audit and Completion Timeline for Weatherization Work**

The purpose of this guidance is to provide Sub-Grantee agencies with more information and further clarification as to the timeline for weatherization work to be completed after initial certification under the LIHEAP-WAP application. This guidance pertains to CT WAP Weatherization programs, and supersedes all previous guidance on certification dates and timelines of completion.

#### **Twelve Month Window for Audit after Certification Date**

Effective **February 16, 2011**, all applicants eligible for weatherization assistance must have an audit done on their home within **twelve (12) months** of certification of eligibility. There will be ***no extensions*** of certification given for audits that are unable to be performed within the 12-month window. The client must be re-certified by the certifying community action agency under the guidelines established for that application period in order to determine if an energy audit can be performed.

Agencies are reminded that while initial eligibility is completed through the energy application process by the client's energy assistance agency, the weatherization office is responsible for ensuring that the household is income and program eligible for WAP. Therefore, all clients' eligibility must be checked by the weatherization agency prior to the start of work. Additionally, if an auditor or other program staff encounters discrepancies between the energy application and the household (e.g. type of housing stock, residents), staff is encouraged to contact their field monitor for further clarification.

#### **Three Month Timeline from Audit Date to Completion Date**

After an audit is completed, agencies are expected to complete all work on a home within **three (3) months**. While CT WAP recognizes that this is a change in policy, it is ***crucial*** that agencies comply with this change, as it is based on guidance from the Federal Department of Energy.

#### **Extensions to Three Month Timeline**

The following circumstances will allow an additional two (2) months added on to the timeline.

- If primary windows are being replaced
- The unit has been submitted to the State Historic Preservation Office (SHPO) for review
- A heating system or hot water heater waiver package has been submitted for approval.

**\* Failure to complete the unit within the five-month timeline does not automatically prompt an additional extension.**

**\* Please contact your monitor if you determine that a unit will need longer than five months for its completion and provide all relevant details for the delays and a projected completion for completion via Email.**

It is possible that in certain situations, such as a short term limited access to the client's home, the client might need to be recertified.

*It is advisable that all units be completed as soon as possible, regardless of a circumstance that merits an extension.*

### **Postponement of Services**

In certain circumstances, such as client health or a health and safety problem that must be addressed, CT WAP requires that agencies postpone services until the matter is resolved. In these situations, a Postponement of Services Agreement must be signed and kept in the client file.

Additional guidance will be sent to agencies regarding postponement of services and the timelines for completion.