



Deferral Letter

Date:

Subrecipient Name:

Subrecipient Address:

Subrecipient Contact Person:

Phone:

Email:

Client Name:

Client Address:

Dear Sir or Madame,

This letter is to inform you that your unit is being deferred from the Weatherization Assistance Program (WAP) due to the following issues and underlying conditions:

_____ Roof Repair

_____ Mold/Moisture

_____ Sewage

_____ Pest Infestation

_____ Structurally Unsound

_____ Prohibits Weatherization

_____ Wall Repair

_____ Mold/Moisture

_____ Sewage

_____ Pest Infestation

_____ Structurally Unsound

_____ Prohibits Weatherization

_____ Ceiling Repair

_____ Mold/Moisture

_____ Sewage

_____ Pest Infestation

**WEATHERIZATION
ASSISTANCE PROGRAM**



_____ Structurally Unsound

_____ Prohibits Weatherization

_____ **Floor Repair**

_____ Mold/Moisture

_____ Sewage

_____ Pest Infestation

_____ Structurally Unsound

_____ Prohibits Weatherization

_____ **Foundation/Subspace Repair**

_____ Mold/Moisture

_____ Sewage

_____ Pest Infestation

_____ Structurally Unsound

_____ Prohibits Weatherization

_____ **Exterior Drainage Repair**

_____ Mold/Moisture

_____ Sewage

_____ **Plumbing Repair**

_____ Mold/Moisture

_____ Sewage

_____ Pest Infestation

_____ **Electrical Repair**

_____ Prohibits Weatherization

**WEATHERIZATION
ASSISTANCE PROGRAM**



_____ Safety Hazard

_____ **Repair Beyond WAP**

_____ Mold/Moisture

_____ Sewage

_____ Suspected Asbestos Containing Materials

_____ Lead Paint

_____ Pest Infestation

_____ Clutter Restricting Access to Necessary Areas

_____ **Other Issues**

Other Issues Note:

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Client Instructions & Timelines:

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In order for Weatherization Activities to be performed in your unit, the above mentioned issues and conditions must be remediated and the client instructions and timelines followed. Once the unit is verified to have these remediations completed, the unit, the Subrecipient will return to determine if the unit is considered Weatherization Ready. Only once this determination is made can Weatherization Activities continue.

If you are in disagreement with this deferral and wish to appeal this decision following Policy & Procedure Manual Section 4.7 found on the WAP Website and stated below.

Local Review

Client must send their written appeal to the local subrecipient's WAP Manager or Executive Director within 30 days of receipt of the deferral or denial. The subrecipient's WAP Manager or Executive Director will determine the applicant's eligibility within 10 business days of receipt of the written appeal. All appeal documentation must be saved in the client file and IHCD's WAP Manager must be notified of denied appeals. The final determination for the appeal must be sent to the client in writing by the subrecipient's Executive Director.



State Review

If the client is not satisfied with the subrecipient's determination, they may submit a written appeal to IHCD's Director of Energy & Utility Programs for formal review. Client must send their written appeal within 30 days of receipt of the subrecipient's appeal determination. The subrecipient may submit this appeal on behalf of the client, or the client may submit it directly to IHCD. The appeal must include the stated reasons for the client's objection to the subrecipient's decision. Reasons must be based solely on evidence supporting one of the following circumstances

- Clear and substantial error or misstated facts which were relied on in making the decision
- Unfair competition or conflict of interest in the decision-making process
- An illegal, unethical, or improper act
- Other legal basis that may substantially alter the decision

All pertinent material from the case will be requested from the subrecipient by IHCD in order to make a determination. The applicant, as deemed appropriate, will have the opportunity to review all documentation submitted to IHCD from the subrecipient.

The Director of Energy and Utility Programs will send written acknowledgement of the appeal within 5 business days of receipt of the written appeal and will note the day the appeal was received. The Director will have 30 days from receipt of the written appeal to review, file, and make a determination. The decision from the Director is final.

Subrecipient Signature: _____

Title of Signee: _____

Date of Signature: _____