

**METRO LOUISVILLE  
DEPARTMENT OF HOUSING AND FAMILY SERVICES  
DIVISION OF HOUSING AND COMMUNITY DEVELOPMENT**

**WEATHERIZATION ASSISTANCE PROGRAM**

**Summary**

The Weatherization Assistance Program provides financial assistance to low-income residents of Metro Louisville to make energy conservation improvements to their homes. Households assisted can either own or rent the dwelling, although renters must have the approval and cooperation of the property owner. They must have lived in the home needing the weatherization assistance for at least one year.

The Weatherization Assistance Program can also provide services for not-for-profit shelters that are not being utilized as or detention centers.

**Income Eligibility:** Households must have a gross income no greater than 200% of poverty, adjusted for family size.

**200% of Poverty Income**

Number in Household:	1	2	3	4	5	6	7	8
	\$21,780	\$29,420	\$37,060	\$44,700	\$52,340	\$59,980	\$67,620	\$75,260

*(Revised periodically – confirm with Metro Staff)*

**Eligible Weatherization Repairs** *(only as needed)*

- Insulating attics, walls and floors
- Caulking windows and other areas that allow air infiltration
- Repairing or replacing broken windows and doors
- Repairing or replacing nonworking or inefficient heating systems and water heating systems
- Installing compact florescent light bulbs, low flow shower heads and efficient refrigerators
- Installing smoke alarms and carbon dioxide and carbon monoxide detectors
- Repairing or replacing interior gas line shutoffs and electric disconnects
- Installing sediment traps on gas lines

**Steps**

- Inquiry calls are received by the Intake Unit, which asks a series of questions and completes a pre-application form.
- The Intake Unit makes a predetermination of eligibility. If the client appears to meet eligibility requirements, the Intake Unit sends a letter asking for proof of household income, proof of ownership, 12 months of utility bills, Social Security numbers for all household members, and (for renter households) a Landlord Agreement.
- When advised by the client that all paperwork is ready, an Outreach Worker schedules an in-home meeting to complete the application and conduct client education.
- The Weatherization Supervisor verifies documentation and client eligibility, and prioritizes the case following Department of Energy requirements.

- A Housing Rehab Specialist then inspects the home and using computerized audit energy software, determines what energy conservation measures are needed most.
- The Weatherization Supervisor contacts a Contractor from the Approved Contractor's revolving list, and gives them a bid package which contains a work write-up specifying repairs which are needed most.
- The Contractor submits a price to perform the work. If the Contractor's price is within 10% of staff estimate, the bid is accepted. The Weatherization Supervisor signs a weatherization contract with the Contractor.
- After completion of the job, the Housing Rehab Specialist inspects the job. If all work is done to specification, the Contractor is paid by Metro Louisville and the case is closed.