

## **Weatherization Assistance Program Deferral Notification Letter**

Date

Subgrantee name

Subgrantee address

Subgrantee contact person & phone number

Client name

Client address

Dear \_\_\_\_\_,

This letter is to inform you that your home is being deferred from receiving Weatherization Services at this time for the following reason(s):

\_\_\_\_\_ Mold or moisture problems beyond the scope of Weatherization to repair or remediate

\_\_\_\_\_ Roof leaks

\_\_\_\_\_ Excessive carbon monoxide levels beyond the scope of Weatherization to remediate

\_\_\_\_\_ Existing sanitary or sewage issues beyond the scope of Weatherization to repair or remediate

\_\_\_\_\_ Structural issues beyond the scope of Weatherization to repair

\_\_\_\_\_ Lead based paint conditions beyond the scope of Weatherization to repair or remediate

\_\_\_\_\_ Presence of asbestos

\_\_\_\_\_ Code compliance issues beyond the scope of Weatherization services

\_\_\_\_\_ Presence of air pollutants (ie: formaldehyde, VOC)

\_\_\_\_\_ Biological and unsanitary conditions

\_\_\_\_\_ Household issues hindering attempts to provide or complete Weatherization services

\_\_\_\_\_ Home is for sale or under foreclosure proceedings

\_\_\_\_\_ Any condition that threatens the health and safety of the client or those working in the home

\_\_\_\_\_ Other – Please Specify Below

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**Client Instructions, Timelines and Notes**

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In order for Weatherization services to be provided to your home, the above mentioned items must be repaired or remediated no later than \_\_\_\_\_. Once the above mentioned items have been properly addressed (Subgrantee name) will return to your home to determine if Weatherization Services can be provided.

If you are in disagreement with this deferral and wish to appeal this decision, you must first submit your request for appeal along with the reasons for your disagreement in writing to (Subgrantee executive director) at \_\_\_\_\_ within ten (10) days of receipt of this letter.

If you are in disagreement with the determination of (Subgrantee executive director) you may appeal their decision, in writing, to the Indiana Housing and Community Development Authority (IHCDA) by contacting Greg Glassley, Director of Community & Utility Programs. Any appeal to IHCDA must be submitted within ten (10) days of the date of the determination by (Subgrantee name). IHCDA will review the deferral and render a decision. IHCDA's decision will be considered final. Appeals to IHCDA are to be sent to the following address:

IHCDA  
Attn: Emily Krauser  
30 South Meridian Street  
Indianapolis, IN 46204

Subgrantee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_