

Procedure to Submit Owner Contribution Waivers

The Pennsylvania Housing Finance Agency (PHFA) will serve as the clearinghouse for the review of all American Recovery and Reinvestment Act weatherization-related Owner Contribution Waivers for the Commonwealth of Pennsylvania. In accordance with Management Directive 2010-06 *Building Owner Contribution Requirements*, certain property owners are exempt from contribution and others requiring a contribution have the option to apply for a waiver. Outlined below is the process to be followed, if the owner of a property to be weatherized wishes to submit a waiver request.

Property owners should work with their local community action agencies, or other local weatherization subgrantees, to determine the eligibility of the property for weatherization. Contribution waiver requests are only for regulated properties that are funded and regulated under affordable multifamily housing programs and buildings owned by Nonprofits that:

- a) Qualify for weatherization work **AND**
- b) Have insufficient funds to pay the contribution **OR**
- c) Would be caused undue hardship by paying the contribution

If a Nonprofit or regulated owner meets the above requirements above, they are able to apply for an owner contribution waiver. Qualifying property owners need to inform the local weatherization agencies of their intent to file for a waiver.

The waiver application can be requested from the Pennsylvania Housing Finance Agency (PHFA) or through the local weatherization subgrantee. All applications with accompanying documentation must be submitted to PHFA, with a copy to DCED, for review. Completed applications can be sent via the U.S. postal service to the address below.

Pennsylvania Housing Finance Agency
Weatherization Waiver Request
Attn: Dave Evans
PO Box 8029
Harrisburg, Pennsylvania 17105-8029

Please note that PHFA will be reviewing the applications on behalf of the Department of Community and Economic Development, and though an appeals process exists, all reasonable determinations made by PHFA will be upheld by the Department of Community and Economic Development. Please note that submission of an application is not a guarantee of a waiver. Failure to provide appropriate and required documentation will result in the automatic denial of the application. Applicants will be informed of the ruling, in-writing, within 15 business days of the receipt of the application.

Questions regarding these procedures can be directed to David Evans, Pennsylvania Housing Finance Agency, at (717) 780-3928 or Brian Shull at (717) 780-3909.

Owner Contribution Waiver Submission Requirements

While there is not a specific form that needs to be completed, all of the following must be submitted:

1. Cover letter requesting waiver.
2. Energy audit completed by a BPI Certified Multifamily Analyst.
3. Detail of weatherization work to be performed, including expected cost and amount of weatherization funds requested.
4. Evidence of ownership of the property and evidence that owner is, or is controlled by, a qualified nonprofit organization.

OR

Evidence that the property is currently regulated by the U.S. Department of Housing and Urban Development, the U.S. Department of Agriculture Rural Development, or the Pennsylvania Housing Finance Agency (PHFA).

5. Most recent certified audited financial statements, including a comparison with the previous year.
6. Current year operating budget.
7. Estimated capital improvement needs of the property over the next three to five years (if known).
8. If the weatherization funding is not coming from PHFA, notification from the weatherization subgrantee of their intent to support the weatherization of the property.