



Agency Name
Agency Address
Agency Phone – Agency Email

Deferral of Service Notification

Bold text are required items.

Blue text is narrative instructions.

Notification Date:

Assessment Date:

Client Name
Client Address 1
Client Address 2

Landlord Name (if applicable)
Landlord Address 1
Landlord Address 2

A brief introduction summary. (What, When & Where)

Reason for Deferral:

*Explanation for the above reason causing the deferral. This must explain in **detail** how the issues(s) are preventing either a:*

- *Completion of the Audit*
- *Installation of an Audited ECM or HSM tied to an ECM*

Provide specific reference to each ECM or HSM as it appears on the Recommended Measures Report from the energy audit.

Conditions for Weatherization to Resume:

Provide VERY specific detail on what exactly has to be done to allow Weatherization to resume. These specific details must correlate to the reasons listed about.

Time Limits:

Establish the time limits the client has to correct the issues. If there are multiple issues and the time limits are different for each issue this must be clearly stated. Refer to Section E5 in the WAP Guidelines for minimum time limits.

Agency may develop written policy that allows for extensions of these limits. Agency must ensure this policy is consistently applied.



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Right to Appeal:

Agency must provide information regarding the client's Right to Appeal. This does not need to be the entire policy but shall give the client clear enough direction that they know what their next steps are if they so choose to appeal.

Potential Resources:

When possible the agency should attempt to list any resources that they are aware of that might be able to assist the client with the removal of their deferral issue(s) identified in the letter.

Eligibility & Other Impacts:

Agency must clearly detail the impacts to the Client's eligibility. If there are any other known impacts these should also be detailed here.

A closing statement what the client needs to do when the Deferral Issues have been corrected. This would typically be contact information.

Agency Staff
Signature Block.