

EXHIBIT H

RESPONSIBILITIES: KCHA & THE CONTRACTOR

The following is the sequence of activities and responsibilities for all weatherization services. Listed activities apply to particular building services indicated by the designations SF for single family (includes site built and mobile/manufactured homes), and MF for multifamily properties.

Step	Site Type	Activity
1	SF	KCHA completes the Statement of Work Items and sends it to the contractor via Notice to Proceed.
2	MF	In general, KCHA conducts the audit prior to developing a work plan. On occasion, the contractor may be asked to participate in the audit.
4	SF, MF	As soon as possible, but within no more than two weeks of receipt of the Statement of Work Items, the contractor contacts the household or property management to schedule the work (single family and mobile projects to start within a one-to-two-week period).
5	SF, MF	The contractor is responsible for obtaining any permits and/or other approvals from the appropriate agency(ies) in the jurisdiction where the property is located. The contractor is also responsible for paying the appropriate federal and state prevailing wage rates and complying with payroll reporting
6	SF, MF	The requirements. contractor shall follow all safety guidance within their submitted safety plan. including a statement about mask requirements inside resident units/homes
7	SF, MF	The contractor communicates with KCHA regarding: (A) departures from normal procedures; (B) necessary changes or additions to work order; (C) recommendations for alternative methods of accomplishing the work; and (D) project delays. If an order change is necessary, it must be approved by KCHA in advance of the work being done.
8	SF, MF	The contractor consistently provides high quality customer service, including: (A) communication with the client or property management regarding project progress, as well as any changes in the scope of work or schedule; (B) client instruction regarding proper use and care of installed products; (C) maintenance of the work site and project schedule so as to minimize inconvenience to the client; and, (D) provision of insulation certificates and product warranties.

<p>9</p>	<p>SF</p> <p>MF</p>	<p>The contractor performs a combustion safety test at the beginning of its work to confirm baseline testing established at the audit. Worst case tests are performed daily during construction when the building envelope changes in any way. The contractor performs a combustion safety test for each appliance. The contractor records test results on the Combustion Safety Test Report and submits the report to KCHA. KCHA conducts a follow-up test to verify results.</p> <p>KCHA will conduct a combustion safety test at the conclusion of the weatherization work.</p>
<p>10</p>	<p>SF, MF</p>	<p>The contractor takes pre and post retrofit blower door readings. The contractor completes infiltration repairs that have a significant impact on building air leakage and completes duct sealing and wall insulation (any work that will have an impact on air sealing that is being charged in a separate line item) before taking the blower door reading that will establish the baseline for the air sealing payment. Readings are recorded. The contractor conducts air sealing, reducing home air leakage. The amount of leakage is measured through blower-door guided air sealing.</p>
<p>11</p>	<p>SF, MF</p>	<p>The contractor notifies KCHA in advance when insulating any closed cavity. KCHA will conduct an in-progress inspection for all such insulation work. The contractor performs zonal room-to-room pressure differential testing, records pre and post results and makes necessary corrections.</p>
<p>12</p>	<p>SF, MF</p>	<p>Where the Statement of Work items notes "Lead Safe Weatherization Practices Apply", the contractor is to comply with these practices. The contractor notifies KCHA when beginning a Lead Safe Weatherization (LSW) project. KCHA performs in progress inspections on occasion. If LSW practices are not followed and a health risk appears to exist, KCHA may choose to stop all work and order a clearance test. Household members may be relocated. The company is liable for resulting costs of testing, cleanup, and relocation.</p>
<p>13</p>	<p>SF, MF</p>	<p>The contractor maintains Safety Data Sheets (SDS) for all products used in the performance of its work. SDS forms are submitted to KCHA in a notebook at the time of contract award. The contractor updates the SDS notebook whenever a new product is added or a change occurs related to an existing product.</p>
<p>14</p>	<p>SF</p>	<p>The contractor completes work orders within thirty calendar days of authorization. Exceptions are made for delays beyond the control of the contractor.</p>
<p>15</p>	<p>MF</p>	<p>The contractor completes work orders in compliance with a project schedule developed with KCHA.</p>

16	SF, MF	The contractor provides the client or building management with a packet of information relevant to the weatherization project. Packet includes contractor name and address, product and labor warranties, and manufacturer's instructions/owner's manuals for operation of controls and appliances.
17	SF, MF	The contractor notifies KCHA of completion of work. All items noted on the Statement of Work Items are subject to review and approval.
18	SF, MF	The contractor corrects any items identified as unsatisfactory within ten calendar days.
19	SF, MF	The contractor submits: (A) the invoice for the completed work, including copies of all permits, if applicable; (B) a revised Statement of Work Items, if applicable, documenting any changes from the original Statement of Work Items and accompanied by approved change orders; and (C) Contractor's Release of Liens. (D) All approved L&I Intents and Affidavits (E) Diagnostic Reports (F) Insulation certificates (G) Any Lead test results or Lead Safe Work practices. (H) Completed Invoice Payment Checklist to accompany each invoice.
20	SF, MF	The contractor assures crews are well trained and certified for all facets of this work including, as appropriate, LSW, combustion safety analysis, blower door guided air sealing, pressure diagnostics, insulation techniques (loose-fill, high density cellulose, rigid form, wet spray), quality construction techniques, etc.
21	SF, MF	The contractor will follow all WA State L&I rules and regulations, including updates from the Governor regarding construction and health pandemics. Face masks must be worn inside units or homes if requested by the client or for the contractor's safety.
22	SF, MF	The contractor shall provide reporting to KCHA that is requested and required as either instruction by KCHA, WA State Department of Commerce or any of its funders.
23	SF, MF	The contractor keeps abreast of changes in the field of low-income weatherization.
24	SF, MF	KCHA keeps the contractor informed of significant changes in program funding, anticipated projects during current and future periods, and other relevant changes in program operation.
25	SF, MF	KCHA periodically reviews the contractor's overall performance including customer service, timely completion of projects, quality of work, and compliance with all aspects of the contract. Results of the review are shared with the contractor and are considered when authorizing future work.