

APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

1. Type of Submission:

- Preapplication
- Application
- Changed/Corrected Application

2. Type of Application:

- New
- Continuation
- Revision

If Revision, select appropriate letter(s)

Other (specify):

3. Date Received

07/01/2021

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

DE-EE0009937

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

a. Legal Name: Virginia, Commonwealth of

b. Employer/Taxpayer Identification Number (EIN/TIN):
541083047c. UEI:
Q85SYD73U1A5

d. Address:

Street 1: 600 East Main St., Ste. 300

Street 2:

City: Richmond

County: RICHMOND City

State: VA

Province:

Country: U.S.A.

Zip / Postal Code: 232192430

e. Organizational Unit:

Department Name:

Dept. of Housing & Com Dev

Division Name:

Division of Housing

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: Mr First Name: Tim

Middle Name:

Last Name: Pettit

Suffix:

Title: Associate Director of Energy Efficiency

Organizational Affiliation:

Telephone Number: 8045847407

Fax Number:

Email: Tim.Pettit@dhcd.virginia.gov

APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

9. Type of Applicant:

A State Government

10. Name of Federal Agency:

U. S. Department of Energy

11. Catalog of Federal Domestic Assistance Number:

81.042

CFDA Title:

Weatherization Assistance Program

12. Funding Opportunity Number:

DE-WAP-0002024

Title:

2024 Weatherization Assistance Program (WAP)

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Commonwealth of Virginia

15. Descriptive Title of Applicant's Project:

APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

16. Congressional District Of:

a. Applicant: Virginia Congressional District 03

b. Program/Project: VA-Statewide

Attach an additional list of Program/Project Congressional Districts if needed:

17. Proposed Project:

a. Start Date: 07/01/2024

b. End Date: 06/30/2025

18. Estimated Funding (\$):

a. Federal	6,046,833.00
b. Applicant	0.00
c. State	0.00
d. Local	0.00
e. Other	0.00
f. Program Income	0.00
g. TOTAL	6,046,833.00

19. Is Application subject to Review By State Under Executive Order 12372 Process?:

- a. This application was made available to the State under the Executive Order 12372 Process for review
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372

20. Is the applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation)

No

21. By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to**

 I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency

Authorized Representative:

Prefix: Mr First Name: Tim

Middle Name:

Last Name: Pettit

Suffix:

Title: Associate Director of Energy Efficiency

Telephone Number: 8045847407

Fax Number:

Email: Tim.Pettit@dhcd.virginia.gov

Signature of Authorized Representative: Signed Electronically

Date Signed:

U.S. DEPARTMENT OF ENERGY



BUDGET JUSTIFICATION FOR FORMULA GRANTS

Applicant: Virginia, Commonwealth of
Award number: EE0009937

Budget period: 07/01/2024 - 06/30/2025

1. PERSONNEL - Prime Applicant only (all other participant costs are listed in 6 below and form SF-242A, Section B. Line 6.f. Contracts and Sub-Grants).

Positions to be supported under the proposed award and brief description of the duties of professionals:

<u>Position</u>	<u>Description of Duties of Professionals</u>
Technical Monitor	Completes on-site monitoring of subgrantee for compliance with the Installation Standards and prepares reports of these monitoring visits. Participates in the assessment of training needs related to fieldwork and programmatic requirements. Coordinates and completes on-site, regional and statewide training for subgrantee field staff as needed.
Program Administrator	Responsible for the day-to-day program implementation activities and serves as the principle point of contact for programmatic policy issues. Provide training & technical assistance visits to subgrantees.
Program Administrator	Responsible for the day-to-day program implementation activities and serves as the principle point of contact for programmatic database training, tracking and reporting.
Associate Director of Housing	Manages the overall operation of the Weatherization Assistance Program.
Program Manager	Manages the day to day operations of the weatherization assistance program.
Program Administrator	Responsible for the day-to-day program implementation activities and serves as the principle point of contact for programmatic database training, tracking and reporting.
Technical Monitor	Completes on-site monitoring of subgrantee for compliance with the Installation Standards and prepares reports of these monitoring visits. Participates in the assessment of training needs related to fieldwork and programmatic requirements. Coordinates and completes on-site, regional and statewide training for subgrantee field staff as needed.
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Program Administrator	Responsible for the day-to-day program implementation activities and serves as the principle point of contact for programmatic database training, tracking and reporting.
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Direct Personnel Compensation:

<u>Position</u>	<u>Salary/Rate</u>	<u>Time</u>	<u>Direct Pay</u>
Technical Monitor	\$70,000.00	35.0015 % FT	\$24,501.05
Program Administrator	\$65,000.00	45.0017 % FT	\$29,251.11

Program Administrator	\$65,000.00	50.0017 % FT	\$32,501.11
Associate Director of Housing	\$103,000.00	20.0011 % FT	\$20,601.13
Program Manager	\$92,000.00	30.0012 % FT	\$27,601.10
Program Administrator	\$65,000.00	30.0017 % FT	\$19,501.11
Technical Monitor	\$70,000.00	35.0016 % FT	\$24,501.12
Technical Monitor	\$70,000.00	35.0016 % FT	\$24,501.12
Program Administrator	\$65,000.00	20.0017 % FT	\$13,001.11
Program Administrator	\$65,000.00	20.0017 % FT	\$13,001.11
Program Administrator	\$65,000.00	100.0000 % FT	\$65,000.00
		Direct Pay Total	\$293,961.07

2. FRINGE BENEFITS

a. Are the fringe cost rates approved by a Federal Agency? If so, identify the agency and date of latest rate agreement or audit below, and attach a copy of the rate agreement to the application.

b. If a. above does not apply, please use this box (or an attachment) to further explain how your total fringe benefits costs were calculated. Your calculations should identify all rates used, along with the base they were applied to (and how the base was derived), and a total for each (along with grand total). If there is an established computation methodology approved for state-wide use, please provide a copy. Also, please fill out the table below with the Fringe Benefits Calculations.

29.4% - Fringe includes retirement plans, group life insurance, state paid portion of health insurance, social security, retiree health insurance credit, and long term disability insurance.

Employer contribution for Health Insurance - 11.5%

Retirement - 9.00%

Social Security- 6.20%

Group Life - 1.20%

Retiree Health Insurance credit - 1.00%

VSDP & Long Term Disability Ins - 0.5%

Fringe Benefits Calculations

<u>Position</u>	<u>Direct Pay</u>	<u>Rate</u>	<u>Benefits</u>
Technical Monitor	\$24,501.05	29.5131 %	\$7,231.02
Program Administrator	\$29,251.11	29.9102 %	\$8,749.07
Program Administrator	\$32,501.11	29.9096 %	\$9,720.95
Associate Director of Housing	\$20,601.13	29.5155 %	\$6,080.53
Program Manager	\$27,601.10	29.5172 %	\$8,147.07
Program Administrator	\$19,501.11	29.5185 %	\$5,756.44
Technical Monitor	\$24,501.12	29.5131 %	\$7,231.04
Technical Monitor	\$24,501.12	29.5130 %	\$7,231.02
Program Administrator	\$13,001.11	29.5000 %	\$3,835.33
Program Administrator	\$13,001.11	29.5000 %	\$3,835.33
Program Administrator	\$65,000.00	29.4000 %	\$19,110.00
		Fringe Benefits Total	\$86,927.80

3. TRAVEL

a. Please provide the purpose of travel, such as professional conference(s), DOE sponsored meeting(s), project management meeting, etc. If there is any foreign travel, please identify.

<u>Purpose of Trip</u>	<u>Number of Trips</u>	<u>Cost Per Trip</u>	<u>Total</u>
Administrative/Financial and Technical monitoring of 15 Subgrantees that includes meals, mileage, and lodging for up to 4 monitors. Follow up trips have been added for any unexpected return trips that may need to occur.	40	\$800.00	\$32,000.00
HPC Conference- Technical Monitoring Training.	5	\$4,500.00	\$22,500.00
Staff Development, Orientation, and Facilitated Team Building and Training. With an influx of new staff (40% will be new hires), this event will serve as both orientation for new staff and team building for new and existing staff.	2	\$7,500.00	\$15,000.00
NASCSP Annual Conference.	10	\$3,250.00	\$32,500.00
Training conference attendance - various trainings and conferences attended by different staff members that work directly for the Weatherization Assistance Program.	19	\$2,000.00	\$38,000.00
Peer Exchange - Conference held by network organization which DHCD is invited to participate.	10	\$1,629.40	\$16,294.00
NASCSP Mid Winter Conference.	10	\$2,250.00	\$22,500.00
Interchange - Conference held by DHCD to provide T/TA.	10	\$1,500.00	\$15,000.00
		Travel Total	\$193,794.00

- b. Please provide the basis for estimating the costs, such as past trips, current quotations, Federal Travel Regulations, etc. All listed travel must be necessary for the performance of the award objectives.

All cost are estimated cost based on past attendance and participation. With more monitoring visits scheduled this year after a long period of virtual monitoring and with fiscal and technical monitors traveling, the amount is estimated based on typical trip costs.

4. EQUIPMENT - Equipment is generally defined as an item with an acquisition cost greater than \$5,000 and a useful life expectancy of more than one year.

- a. List all proposed equipment below and briefly justify its need as it applies to the objectives of the award.

<u>Equipment</u>	<u>Unit Cost</u>	<u>Number</u>	<u>Total Cost</u>	<u>Justification of Need</u>
Vehicle	\$38,480.00	1	\$38,480.00	Estimated cost of a new vehicle through VA's procurement process.
		Equipment Total	\$38,480.00	

- b. Please provide a basis of cost such as vendor quotes, catalog prices, prior invoices, etc. and justify need. If the Equipment is being proposed as Cost Share and was previously acquired, please provide the source and value of its contribution to the project and logical support for the estimated value shown. If it is new equipment which will retain a useful life upon completion of the project, provide logical support for the estimated value shown. Also, please indicate whether the Equipment is being used for other projects or is 100% dedicated to the DOE project.

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5. SUPPLIES - Supplies are generally defined as an item with an acquisition cost of \$5,000 or less and a useful life expectancy of less than one year. Supplies are generally consumed during the project performance.

- a. List all proposed supplies below, the estimated cost, and briefly justify the need for the supplies as they apply to the objectives of the award. Note that all direct costs, including Supply items, may not be duplicative of supply costs included in the indirect pool that is the basis of the indirect rate applied for this project.

<u>General Category</u>	<u>Cost</u>	<u>Justification of Need</u>
Laptop	\$2,792.00	2 new laptops as a part of a technology refresh.
WAP Brochure	\$3,593.00	Production and Printing of VA WAP information for client education. Estimated production and shipping costs.
Materials and Supplies Total	\$6,385.00	

- b. Please provide a basis of cost for each item listed above and justify need. Examples include vendor quotes, prior purchases of similar or like items, published price list, etc.

6. CONTRACTS AND SUBGRANTS - Provide the following information for New proposed subrecipients and subcontractors. For ongoing subcontractors and subrecipients, this information does not have to be restated here, if it is provided elsewhere in the application; under Name of Proposed Sub, indicate purpose of work and where additional information can be found (i.e weatherization subgrants, Annual File section IV.1).

<u>Name of Proposed Sub</u>	<u>Total Cost</u>	<u>Basis of Cost*</u>
Weatherization Sub-Grantee Administrative Funds	\$453,513.00	A minimum of 7.5% of the total allowable administrative funds is passed down to the subgrantees. All subgrantees provide budget requests, and if their grant is under \$350,000, they may submit a detailed letter explaining the need for additional admin. According to DOE guidelines small subgrantees may receive an additional 5% of the subgrants for administration. Total 7.5% of program allocation was \$453,513.
Weatherization Sub-grantee Health and Safety Funds	\$464,909.00	15% of program operations
Hancock Software	\$185,000.00	Licensing fee for digital management of WAP
WRF	\$550,290.00	The Weatherization Readiness Funds for PY24.
Weatherization Subgrants, Program Operations	\$3,107,951.00	Based on previous formula allocation
WAP Interchange, Peer Exchange & Contract Training	\$100,000.00	To fund the various network training and exchanges.
Weatherization Sub-grantees Liability Insurance Funds	\$30,500.00	Based on actual budgets received from subgrantees.
Weatherization Sub-grantee Financial Audit Funds	\$25,501.00	Total cost based on previous request and allocations.
Energy Solutions Research Weatherization Training Center	\$350,000.00	State wide training for Virginia Weatherization Sub-grantees.
Contracts and Subgrants Total	\$5,267,664.00	

*For example, Competitive, Historical, Quote, Catalog

7. OTHER DIRECT COSTS - Other direct costs are direct cost items required for the project which do not fit clearly into other categories. These direct costs may not be duplicative of costs included in the indirect pool that is the basis of the indirect rate applied for this project. Examples are: conference fees, subscription costs, printing costs, etc.

- a. Please provide a General Description, Cost and Justification of Need.

<u>General Description</u>	<u>Cost</u>	<u>Justification of Need</u>
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- b. Please provide a basis of cost for each item listed above. Examples include vendor quotes, prior purchases of similar or like items, published price list, etc.

All costs included in Other Direct Costs are properly segregated from indirect costs to ensure there are not duplicate charges.

All costs proposed are only being used in support of the WAP program.

8. INDIRECT COSTS

- a. Are the indirect cost rates approved by a Federal agency? If so, identify the agency and date of latest rate agreement or audit and provide a copy of the rate agreement.
DHCD has received an extension from HUD to continue to use the previously approved IDC of 54.3%
- b. If the above does not apply, indicate the basis for computation of rates, including the types of benefits to be provided, the rate(s) used, and the cost base for each rate. You may provide the information below or provide the calculations separately.

The name and phone number of the individual responsible for negotiating the State's indirect cost rates.

Name: Danielle Robertson

Phone Number: 8043717021

Indirect costs calculations:

<u>Indirect Cost Account</u>	<u>Direct Total</u>	<u>Indirect Rate</u>	<u>Total Indirect</u>
Personnel Base Salary	\$293,961.00	54.3000 %	\$159,620.82
		Indirect Costs Total	\$159,620.82

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. EE0009937		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address Virginia, Commonwealth of 600 East Main St., Ste. 300 Richmond, VA 232192430		4. Program/Project Start Date 07/01/2024	5. Completion Date 06/30/2025

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Federal	81.042	\$ 0.00		\$ 6,046,833.00		\$ 6,046,833.00
2.						
3.						
4.						
5. TOTAL		\$ 0.00	\$ 0.00	\$ 6,046,833.00	\$ 0.00	\$ 6,046,833.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) GRANTEE ADMINISTRATI ON	(2) SUBGRANTEE ADMINISTRATI ON	(3) GRANTEE T&TA	(4) PROGRAM OPERATIONS	
a. Personnel	\$ 222,561.00	\$ 0.00	\$ 71,400.00	\$ 0.00	\$ 293,961.00
b. Fringe Benefits	\$ 65,235.00	\$ 0.00	\$ 21,693.00	\$ 0.00	\$ 86,928.00
c. Travel	\$ 0.00	\$ 0.00	\$ 193,794.00	\$ 0.00	\$ 193,794.00
d. Equipment	\$ 38,480.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 38,480.00
e. Supplies	\$ 6,385.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 6,385.00
f. Contract	\$ 0.00	\$ 453,513.00	\$ 635,000.00	\$ 3,107,951.00	\$ 5,267,664.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other Direct Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
i. Total Direct Charges	\$ 332,661.00	\$ 453,513.00	\$ 921,887.00	\$ 3,107,951.00	\$ 5,887,212.00
j. Indirect Costs	\$ 120,851.00	\$ 0.00	\$ 38,770.00	\$ 0.00	\$ 159,621.00
k. Totals	\$ 453,512.00	\$ 453,513.00	\$ 960,657.00	\$ 3,107,951.00	\$ 6,046,833.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. EE0009937		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address Virginia, Commonwealth of 600 East Main St., Ste. 300 Richmond, VA 232192430		4. Program/Project Start Date 07/01/2024	5. Completion Date 06/30/2025

SECTION A - BUDGET SUMMARY						
Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.						
2.						
3.						
4.						
5. TOTAL		\$ 0.00	\$ 0.00	\$ 6,046,833.00	\$ 0.00	\$ 6,046,833.00

SECTION B - BUDGET CATEGORIES						
6. Object Class Categories	Grant Program, Function or Activity				Total (5)	
	(1) HEALTH AND SAFETY	(2) LIABILITY INSURANCE	(3) FINANCIAL AUDITS	(4) Weatherization Readiness		
a. Personnel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 293,961.00	
b. Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 86,928.00	
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 193,794.00	
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 38,480.00	
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 6,385.00	
f. Contract	\$ 464,909.00	\$ 30,500.00	\$ 25,501.00	\$ 550,290.00	\$ 5,267,664.00	
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
h. Other Direct Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
i. Total Direct Charges	\$ 464,909.00	\$ 30,500.00	\$ 25,501.00	\$ 550,290.00	\$ 5,887,212.00	
j. Indirect Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 159,621.00	
k. Totals	\$ 464,909.00	\$ 30,500.00	\$ 25,501.00	\$ 550,290.00	\$ 6,046,833.00	
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: VA Grant Number: EE0009937 Program Year: 2024

Name: **Appalachian Community Action Agency** Contact: Lisa Barton
UEI: L2FJRA4GEL61
DUNS: 154726103
Address: 175 Military Lane Phone: (276) 452-2441
PO Box 279 Fax: (276) 452-2472
Gate City, VA 24251-0190 Email: lbarton@apppca.org

Counties served: WISE County Tentative allocation: \$ 150,794.21 Congressional districts served: CD
LEE County Planned units: 11 VA-09
NORTON City
SCOTT County Type of organization: Non-profit organization
DICKENSON County

Source of labor: Agency

Name: **Bay Aging** Contact: Kathy Vesley-Massey
UEI: TMJ3P5KSSAN6
DUNS: 101712602
Address: PO Box 610 Phone: (804) 758-2386
N/A Fax: () -
Urbanna, VA 23175-0610 Email: kvesley@bayaging.org

Counties served: LANCASTER County Tentative allocation: \$ 187,622.89 Congressional districts served: CD
MATHEWS County Planned units: 15 VA-01
KING AND QUEEN Count
ESSEX County Type of organization: Non-profit organization
WESTMORELAND Count
CAROLINE County
MIDDLESEX County
KING WILLIAM County
NORTHUMBERLAND Co
GLOUCESTER County
RICHMOND County
KING GEORGE County

Source of labor: Agency

Name: **Central VA AAA** Contact: Deborah Silverman
UEI: C1ESKHDEKMD9
DUNS: 932767148
Address: 501 12th Street Phone: (434) 385-9070
P.O. Box 1390 Fax: (434) 385-9209
Lynchburg, VA 24504-2527 Email: dsilverman@cvc1.org

Counties served: APPOMATTOX County Tentative allocation: \$ 127,398.26 Congressional districts served: CD
BEDFORD County Planned units: 10 VA-05
AMHERST County Type of organization: Non-profit organization VA-06

Source of labor: Contractors

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: VA Grant Number: EE0009937 Program Year: 2024

Name: **Clinch Valley Community Action**

Contact: Doug Sheets

UEI: FELLBU86RR27

DUNS: 849388624

Address: P.O. Box 188

Phone: (276) 988-5583

North Tazewell, VA 24630-0188

Fax: (276) 988-4041

Email: dsheets@clinchvalleycaa.org

Counties served: TAZEWELL County
RUSSELL County

Tentative allocation: \$ 92,653.27

Congressional

CD

Planned units: 7

districts served:

VA-09

Type of organization: Non-profit organization

Source of labor: Agency

Name: **Community Housing Partners Corp.**

Contact: Jeff Reed

UEI: K69NKG4K7KK6

DUNS: 097428841

Address: 448 Depot St

Phone: (540) 382-2002

N/A

Fax: (540) 381-8270

Christiansburg, VA 24073-0000

Email: jreed@chpc2.org

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: VA Grant Number: EE0009937 Program Year: 2024

Counties served:	Tentative allocation: \$ 1,865,457.62	Congressional districts served:	<u>CD</u>
CHESAPEAKE City	Planned units: 149		VA-01
PRINCE WILLIAM County	Type of organization: Non-profit organization		VA-09
RAPPAHANNOCK County			VA-05
MADISON County			VA-06
ORANGE County			VA-02
VIRGINIA BEACH City			VA-11
MANASSAS PARK City			VA-07
GILES County			VA-08
HIGHLAND County			VA-10
LOUDOUN County			VA-03
RADFORD City			
WAYNESBORO City			
FLOYD County			
WINCHESTER City			
FREDERICKSBURG City			
PAGE County			
PORTSMOUTH City			
FLUVANNA County			
MECKLENBURG County			
MANASSAS City			
FAIRFAX City			
ALEXANDRIA City			
CLARKE County			
BRUNSWICK County			
PULASKI County			
FALLS CHURCH City			
LOUISA County			
ALBEMARLE County			
STAUNTON City			
GREENE County			
NELSON County			
AUGUSTA County			
ROCKINGHAM County			
FAIRFAX County			
FAUQUIER County			
MONTGOMERY County			
STAFFORD County			
HARRISONBURG City			
CHARLOTTESVILLE City			
SHENANDOAH County			
FREDERICK County			
CULPEPER County			
NOTTOWAY County			
LUNENBURG County			
ARLINGTON County			
NORFOLK City			
WARREN County			

Source of labor: Agency and Contractors

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: VA Grant Number: EE0009937 Program Year: 2024

Name: **ElderHomes Corporation**

Contact: Lee Householder

Address: 88 Carnation Street
Richmond, VA 23225-6811

UEI: R884ZZGNQKT5

DUNS: 801695842

Phone: (804) 233-2827

Fax: (804) -

Email: lee.householder@projecthomes.org

Counties served: ISLE OF WIGHT County
BUCKINGHAM County
PRINCE EDWARD County
NEWPORT NEWS City
RICHMOND City
COLONIAL HEIGHTS City
AMELIA County
POQUOSON City
CHARLES CITY County
GOOCHLAND County
FRANKLIN County
PRINCE GEORGE County
WILLIAMSBURG City
HOPEWELL City
NORTHAMPTON County
HAMPTON City
EMPORIA City
DINWIDDIE County
SUFFOLK City
ACCOMACK County
JAMES CITY County
SOUTHAMPTON County
GREENSVILLE County
POWHATAN County
HANOVER County
PETERSBURG City
CUMBERLAND County
SPOTSYLVANIA County
SURRY County
SUSSEX County
CHESTERFIELD County
YORK County
NEW KENT County
HENRICO County

Tentative allocation: \$ 1,206,577.28
Planned units: 96
Type of organization: Non-profit organization

Congressional districts served:	CD
	VA-03
	VA-04
	VA-07
	VA-05
	VA-01

Source of labor: Agency and Contractors

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: VA Grant Number: EE0009937 Program Year: 2024

Name: Lynchburg Community Action Group	Contact: Treney Tweedy	UEI: QK29P5NZFHF8	DUNS: 087345906	Phone: (804) 846-2778	Fax: (804) 845-1547	Email: ttweedy@lyncag.org
Address: 1010 Main Street 2nd Floor Lynchburg, VA 24504-0000						
Counties served: LYNCHBURG City CAMPBELL County	Tentative allocation: \$ 99,602.27	Planned units: 8	Type of organization: Non-profit organization	Source of labor: Agency	Congressional districts served: <u>CD</u> VA-05	

Name: Mountain Community Action Program	Contact: Charles Michael Williams	UEI: KJ7BBHKKMX65	DUNS: 123578247	Phone: (276) -	Fax: (276) -	Email: mwilliams@mountaincap.org
Address: PO Drawer 1008 N/A Marion, VA 24354-1008						
Counties served: BLAND County WYTHE County SMYTH County	Tentative allocation: \$ 104,234.94	Planned units: 8	Type of organization: Non-profit organization	Source of labor: Agency	Congressional districts served: <u>CD</u> VA-09	

Name: PEOPLE, Inc.	Contact: Bryan Phipps	UEI: W3YDLBPBALF7	DUNS: 030683395	Phone: (276) 623-9000	Fax: (276) 628-2931	Email: bhipps@peopleinc.net
Address: 1173 West Main Street N/A Abingdon, VA 24210-4703						
Counties served: BRISTOL City BUCHANAN County WASHINGTON County	Tentative allocation: \$ 104,929.84	Planned units: 8	Type of organization: Non-profit organization	Source of labor: Agency	Congressional districts served: <u>CD</u> VA-09	

Name: Pittsylvania County Community Action Agency	Contact: Victoria Minton	UEI: K1T8WW5MLQX4	DUNS: 931259225	Phone: (434) 432-8250	Fax: (804) 432-3729	Email: vminton@pccainc.org
Address: PO Box 1119 348 North Main Street Chatham, VA 24531-4406						

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State: VA Grant Number: EE0009937 Program Year: 2024

Counties served:	PITTSYLVANIA County MARTINSVILLE City DANVILLE City HENRY County	Tentative allocation: \$ 134,810.52 Planned units: 10 Type of organization: Non-profit organization Source of labor: Contractors	Congressional districts served:	<u>CD</u> VA-05 VA-09
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Name:	Rooftop of Virginia Community Action Program	Contact:	Terri Gillespie	
		UEI:	GWDNPCGKR1L3	
		DUNS:	010061216	
Address:	PO Box 853 206 North Main Street Galax, VA 24333-2910	Phone:	(276) -	
		Fax:	(276) -	
		Email:	tgillespie@rtov.org	
Counties served:	GRAYSON County GALAX City CARROLL County	Tentative allocation: \$ 69,953.22 Planned units: 6 Type of organization: Non-profit organization Source of labor: Agency	Congressional districts served:	<u>CD</u> VA-09

Name:	Support to Eliminate Poverty	Contact:	Michael Armbrister	
		UEI:	K7ELG3CTBGZ8	
		DUNS:	144197746	
Address:	200 Dent Street N/A Rocky Mount, VA 24151-0000	Phone:	(540) 483-51423004	
		Fax:	(540) -	
		Email:	michael.armbrister@stepincva.com	
Counties served:	FRANKLIN County PATRICK County	Tentative allocation: \$ 90,336.41 Planned units: 7 Type of organization: Non-profit organization Source of labor: Agency	Congressional districts served:	<u>CD</u> VA-09 VA-05

Name:	Total Action Against Poverty	Contact:	Annette Lewis
		UEI:	EZKDP33M5328
		DUNS:	066005943
Address:	145 Campbell Ave SW P.O. Box 2868 Roanoke, VA 24001-2868	Phone:	(540) 345-6781
		Fax:	(540) 777-4833
		Email:	annette.lewis@tapintohope.org

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
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Counties served:	ROANOKE City ROCKBRIDGE County ALLEGHANY County BUENA VISTA City COVINGTON City SALEM City BATH County LEXINGTON City CRAIG County BOTETOURT County CLIFTON FORGE City ROANOKE County	Tentative allocation: \$ 296,374.67 Planned units: 23 Type of organization: Non-profit organization	Congressional districts served:	<u>CD</u> VA-05 VA-09 VA-06
Source of labor: Agency				

Name:	Tri-County Community Action	Contact:	Petrina Carter	
		UEI:	DTC8DCHLM144	
		DUNS:	170935357	
Address:	P.O. Box 799 1176 Huell Mathews Hwy. South Boston, VA 24592-0000	Phone:	(434) 575-7916	
		Fax:	(434) 575-6060	
		Email:	pcarter@tricountycaa.com	
Counties served:	HALIFAX County CHARLOTTE County	Tentative allocation: \$ 101,918.60 Planned units: 8 Type of organization: Non-profit organization Source of labor: Agency	Congressional districts served:	<u>CD</u> VA-05

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IV.1 Subgrantees

Subgrantee (City)	Planned Funds/Units
Appalachian Community Action Agency (Gate City)	\$150,794.21 11
Bay Aging (Urbanna)	\$187,622.89 15
Central VA AAA (Lynchburg)	\$127,398.26 10
Clinch Valley Community Action (North Tazewell)	\$92,653.27 7
Community Housing Partners Corp. (Christiansburg)	\$1,865,457.62 149
ElderHomes Corporation (Richmond)	\$1,206,577.28 96
Lynchburg Community Action Group (Lynchburg)	\$99,602.27 8
Mountain Community Action Program (Marion)	\$104,234.94 8
PEOPLE, Inc. (Abingdon)	\$104,929.84 8
Pittsylvania County Community Action Agency (Chatham)	\$134,810.52 10
Rooftop of Virginia Community Action Program (Galax)	\$69,953.22 6
Support to Eliminate Poverty (Rocky Mount)	\$90,336.41 7
Total Action Against Poverty (Roanoke)	\$296,374.67 23
Tri-County Community Action (South Boston)	\$101,918.60 8
Total:	\$4,632,664.00 366

IV.2 WAP Production Schedule

Weatherization Plans		Units
Total Units (excluding reweatherized)		366
Rewaterized Units		0
Planned SERC Units *		0
Average Unit Costs, Units subject to DOE Project Rules		
VEHICLE & EQUIPMENT AVERAGE COST PER DWELLING UNIT (DOE RULES)		
A	Total Vehicles & Equipment (\$5,000 or more) Budget	\$0.00
B	Total Units Weatherized	366
C	Total Units Reweatherized	0
D	Total Dwelling Units to be Weatherized and Reweatherized (B + C)	366
E	Average Vehicles & Equipment Acquisition Cost per Unit (A divided by D)	\$0.00

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AVERAGE COST PER DWELLING UNIT (DOE RULES)		
F	Total Funds for Program Operations	\$3,107,951.00
G	Total Dwelling Units to be Weatherized and Reweatherized (from line D)	366
H	Average Program Operations Costs per Unit (F divided by G)	\$8,491.67
I	Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J	Total Average Cost per Dwelling (H plus I)	\$8,491.67

IV.3 Energy Savings

Method used to calculate savings: <input checked="" type="checkbox"/> WAP algorithm <input type="checkbox"/> Other (describe below)				
		Units	Savings Calculator (MBtus)	Energy Savings
	This Year Estimate	366	29.3	10724
	Prior Year Estimate	500	29.3	14650
	Prior Year Actual	90	29.3	2637
Method used to calculate savings description:				

IV.4 DOE-Funded Leveraging Activities

No leveraging funds are planned for this year.

IV.5 Policy Advisory Council Members

Check if an existing state council or commission serves in this category and add name below

Andrea Gregg	Type of organization: Unit of State Government Contact Name: Denise Surber Phone: 8047267368 Email: Denise.T.Surber@dss.virginia.gov
Billy Weitzenfeld	Type of organization: Non-profit (not a financial institution) Contact Name: Billy Weitzenfeld Phone: 5407452838 Email: aecp@swva.net
Chelsea Harnish	Type of organization: Non-profit (not a financial institution) Contact Name: Phone: 8044648233 Email: info@vaecc.org
Jim Schuyler	Type of organization: Non-profit (not a financial institution) Contact Name: Erik Johnston Phone: 8046440417 Email: ejohnston@vacap.org
Kathy Miller	Type of organization: Unit of State Government Contact Name: Phone: 8046629341 Email: kathy.miller@dars.virginia.gov
Malesia Taylor	Type of organization: Utility Contact Name: Phone: 8047714406 Email: malesia.a.taylor@dominionenergy.com
Rebecca Glidden	Type of organization: Utility Contact Name: Phone: 8047773077 Email: cdix@nisource.com
	Type of organization: Utility

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Zachary Bacon	Contact Name: Kelley Marlowe Phone: 8009564237 Email: kbmarlowe@aep.com
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IV.6 State Plan Hearings (Note: attach notes and transcripts to the SF-424)

Date Held	Newspapers that publicized the hearings and the dates the notice ran
04/11/2023	Bristol Herald Courier (3/27/23) Danville Register & Bee (3/27/23); Fredericksburg Freelance-Star (3/28/23); Harrisonburg Daily New Record (3/28/23) ; Richmond Times Dispatch (3/27/23); Roanoke Times (3/27/23); Virginian Pilot (3/27/23);

IV.7 Miscellaneous

Principal Investigator

Sandra Powell
600 East Main Street
Ste 300
Richmond, VA 23219
804-613-8769 Phone
sandra.powell@dhcd.virginia.gov

Business Officer

Tim Pettit
600 East Main Street
Ste 300
Richmond, VA 23219
804-584-7407 Phone
nancy.palmer@dhcd.virginia.gov

PAC Member Information:

- Andreab Gregg : Department of Social Services - services low income Virginians and manages Crisis Heating and Cooling programs
- Billy Weitzenfeld: AECP – Association of Energy Conservation Professionals – represents Weatherization and other energy conservation professionals
- Chelsea Harnish: VAEEC – the Virginia Energy Efficiency Council – a group of businesses, nonprofits, and local governments sharing an energy efficiency goal
- Erik Johnson: VACAP – The Virginia Care in Action Partnership. Represents the CAP agencies in the Weatherization network
- Kathy Miller: DARS – The Virginia Department for Aging and Rehabilitative Services – represents the elderly and disabled interests
- Malesia Taylor: Dominion – The largest energy provider in Virginia. This person represents their weatherization program
- Rebecca Glidden: Columbia Gas – the largest gas energy provider in Virginia
- Zachary Bacon: AEP – the second largest energy provider in Virginia. This person represents their weatherization program

Justice 40 Plan

Any unit that is both low income and energy burdened will be considered a disadvantaged unit. DHCD will direct subgrantees to focus at least 40% of all units weatherized will be J40 eligible units. A disadvantaged community is one with at least a 30% of households categorized as low-income. While not all J40 units will come from disadvantaged communities, an effort must be made to address those areas through weatherization.

WEATHERIZATION READINESS FUNDS

TO: ALL WEATHERIZATION SUB-GRANTEES

FROM: TIM PETTIT, ASSOCIATE DIRECTOR FOR ENERGY EFFICIENCY

DATE: 3/4/2024

SUBJECT: Weatherization Readiness Funds Program Guidance

Effective Date: Immediately

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Purpose:

This Information Notice is to notify Weatherization Assistance Program (WAP) sub-grantees of the guidelines surrounding the **Weatherization Readiness Funds** (WRF), the approved measures, the reporting process, and invoicing requirements.

NOTE: **Weatherization Readiness Funds** (WRF) should not be confused with **Weatherization Deferral Repair** (WDR) funds. WRF funds are DOE funds with more specific limitations than the State funded WDR program.

Background:

The U.S. Department of Energy [WPN 23-4](#) outlines that WRF funding was created to address structural and health and safety (H&S) issues not covered in Virginia's DOE approved WAP State Plan (Section V.7) of homes at risk for deferral. These funds are specifically targeting measures outside of the regular Weatherization scope of work. This is to reduce the frequency of deferred homes. These repairs are to be completed before or in conjunction with weatherization.

Allowable Measures:

WRF funding may be used in the following ways before Wx on a unit begins:

- Roof repair (<100 sqft) and replacement
- Wall repair (interior and exterior)
- Ceiling repair
- Floor repair
- Foundation and subspace repair
- Exterior drainage repair (e.g., landscaping and gutters)
- Plumbing repairs
- Electrical repairs
- Remediation beyond typical scope of WAP including:
 - o Lead paint remediation
 - o Asbestos remediation (confirmed or suspected, including vermiculite)
- Mold and moisture remediation

Measures other than what is listed above may be installed with WRF funds but may be subjected to further National Environmental Policy Act (NEPA) review.

When selecting a WRF measure the measure comment must contain clarifying comments explaining why these repairs are required to eliminate the deferral in order to weatherize the home.

WRF funding rules

- DOE WPN 23-4 allows the flexibility to spend WRF across different program years but within the same DOE 3-year grant cycle. However, VA DHCD expects all WRF funds to be expended in the same program year they are awarded. Exceptions to this may be considered on a case-by-case basis where there is a strong reason and if we are able to grant an extension.
- WRF invoices can be utilized in conjunction with any other funding source but **MUST** result in a DOE completion. DOE completion can either be the annual awarded funds or the BIL funds.
- **WRF will have an Average Cost Per Unit of \$15,000 effective for all Program Years of allocation.**

Reporting WRF and Invoicing WRF in Hancock:

- WRF is created as a separate fund in Hancock for all sub-grantees. Allowable measures are in Hancock for reporting purposes. See the attached PDF for specific guidance on how WRF measure are to be modeled in the Hancock Energy Audit Tool (HEAT).
- WRF expenses can be invoiced in Hancock prior to the DOE formula funds being submitted but still must result in a DOE completion from the same program year.
- The WRF invoice should only be for the WRF Program Operations and WRF Admin expenses. WRF expenses should be submitted in a separate invoice from the DOE formula fund expenses.
WRF invoices should be submitted in Hancock the same way that all other DOE and LIHEAP invoices are submitted. A job must be attached, and financial supporting documentation must be uploaded with the invoice that matches the Hancock invoice request.
- WRF invoices must be dated on or before DOE or BIL invoices.

Important Reminders:

- The funding is to be used to help prevent a potential weatherization project from deferral or to move a deferred project into weatherization by mitigating measures

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typically outside the scope of WAP.

- Measures funded by WRF must be installed **BEFORE** or in conjunction with DOE funded measures.
- WRF can be leveraged with other funding sources outside of DOE.
- VA DHCD expects all WRF funds to be expended in the same program year it is awarded. Exceptions to this may be considered on a case-by-case basis when and if we are able to grant an extension. The use of WRF funds must result in the completion of a DOE weatherization unit.
- Hancock reporting includes all listed measures and invoicing mechanism.

WRF funding MUST be spent by June 30, 2025, or will funding will be returned to DOE.

VIRGINIA WEATHERIZATION ASSISTANCE PROGRAM

CLIENT RISK ASSESSMENT CHECKLIST

CLIENT NAME: _____

CLIENT ADDRESS: _____

CITY/TOWN: _____ **ZIP CODE:** _____

DATE: _____ **PHONE:** _____

1. Has anyone in the household tested positive for COVID-19? ___ Y ___ N

If so, how long ago? _____

2. Is anyone in your household experiencing fever, cough or shortness of breath in the last two weeks? ___ Y ___ N

3. Has anyone in your household been in contact with someone who has had a fever, cough or shortness of breath in the last two weeks? ___ Y ___ N

4. Has anyone in your household been in contact with someone who has tested positive for COVID-19 in the last two weeks? ___ Y ___ N

Client must read and sign below:

I understand these questions are asked for the safety and protection of my household and the Weatherization Assistance Program workers because of the COVID-19 pandemic. I have answered these questions honestly and to the best of my ability. If the answer to any question is YES, the job must be deferred for at least fourteen (14) days.

I understand that any day weatherization personnel come to my home for the energy audit, weatherization work or inspections, I will be asked these same questions each time.

I understand that the workers will consistently and properly wear personal protection equipment (PPE) at all times while they are working in and around my home for my protection and theirs. If I do not have a face mask, one will be provided to me and I agree to wear it while the weatherization employees are on my property.

CLIENT SIGNATURE: _____

DATE: _____

DATE FOR DEFERRAL FOLLOW UP, if necessary (minimum of 14 days) :

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This worksheet should be completed as specified in Section III of the Weatherization Assistance Program Application Package.

V.1 Eligibility

V.1.1 Approach to Determining Client Eligibility

Provide a description of the definition of income used to determine eligibility

In order for a dwelling unit to be eligible for weatherization services, the family unit must meet the income eligibility requirements as defined in 10 CFR 440.22. Virginia WAP currently uses the Low Income Home Energy Assistance Program Limits of 60% of State median Income, or 200% of the Poverty Level, whichever is greater.

In WPN 24-3 - income eligibility was expanded to include U.S. Department of Housing and Urban Development's (HUD) means-tested programs' income qualifications at or below 80% of Area Median Income. (examples of HUD program but not limited to Community Development Block Grants (CDBG), HOME Investment Partnerships Program (HOME), Lead Hazard Control & Healthy Homes Program(OLHCHH), etc.).

WAP already has a provision, codified in 10 CFR 440.22(a)(3), to allow inclusion of households that are income eligible for the U.S. Department of Health and Human Services' (HHS) Low Income Home Energy Assistance Program (LIHEAP). DOE anticipates Grantee implementation of categorical eligibility for HUD means-tested programs would be similar to existing eligibility that DOE WAP currently has with Health and Human Services (HHS) Low-Income Households Energy Assistance Program (LIHEAP).

Income eligibility of applicants for weatherization assistance is determined and verified by the subgrantees and is subject to examination by officials of the Virginia Department of Housing and Community Development and the U.S. Department of Energy (DOE).

Additionally, Income is determined in accordance with DOE program guidance on definition of income. The State provides subgrantees with an operations manual containing information that must be obtained from prospective program participants before a decision can be made on their eligibility for weatherization assistance. Individual subgrantees may expand application forms (for example to accommodate other types of assistance available through the subgrantee or to capture additional demographic information required by other funding sources); however, a subgrantee must include all the items required by the State.

All applicants are required to identify the amount and source of income for their household. In addition, they have to indicate whether they rent or own their home and sign their application testifying to the correctness of their statements. In rental situations, property owners must sign the application to give authorization for the work. Falsification of an application is subject to prosecution.

When one or more persons residing in the unit receive assistance under Title IV or XVI of the Social Security Act during the preceding twelve month period, categorical eligibility applies. It also applies if an applicant is eligible for assistance under the Low Income Home Energy Assistance Act of 1981, where 60% of state median income is at least 200% of the federal poverty level.

Income eligibility must be recertified after 12 months if work on the unit has not been initiated.

Client eligibility is more fully described in Chapter 1 of the Virginia WAP Program Operations Manual (attachment).

Describe what household eligibility basis will be used in the Program

In order for a dwelling unit to be eligible for weatherization services, the family unit must meet the income eligibility requirements as defined in 10 CFR 440.22. Virginia WAP currently uses the Low Income Home Energy Assistance Program Limits of 60% of State median Income, or 200% of the Poverty Guidelines, whichever is greater.

Currently, sixty percent (60%) of SMI is higher for households of 7 or less. For households of 8 or more, 200% of poverty guidelines is greater. Additionally, beginning December 8, 2021, client eligibility will be expanded to include HUD means-tested programs. HUD's means-tested programs accept households using percentages of Area Median Income (AMI) ranging from 30% AMI to 80% AMI, depending on specific program parameters. HUD uses 4,684 Fair Market Rent (FMR) areas to establish AMIs, based on metropolitan areas and non-metropolitan counties. The effort explored the overlap in incomes of the different households served through the various programs. The overlap is sufficient to consider "categorical income eligibility", defined across programs as automatically granting program eligibility to applicants who have already met the eligibility requirements of another agency's identified program.

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Describe the process for ensuring qualified aliens are eligible for weatherization benefits

Virginia will follow the policies outlined in the Summary of Immigrant Eligibility Restrictions Under Current Law as of 2/25/2009 in the U.S. Department of Health and Human Services (HHS) guidelines located at <http://aspe.hhs.gov/hsp/immigration/restrictions-sum.shtml> when determining eligibility of qualified and nonqualified aliens.

Non-citizens, who fail to meet one or more of these criteria, are not eligible to receive Weatherization services.

Applicants denied services for any reason must receive clear written notification that their application for assistance has been denied and the reasons for their denial. The notice of denial must be properly documented within the agency records. Agencies must have a written client appeals procedure that is clearly stated in the denial notice.

V.1.2 Approach to Determining Building Eligibility

Procedures to determine that units weatherized have eligibility documentation

Income data is certified and calculated in accordance with DOE program guidance. The State provides subgrantees with an "application for services/eligibility certification form" containing information that must be obtained from prospective program participants before a decision can be made on their eligibility for weatherization assistance. Individual subgrantees may expand or reformat this application (for example, to accommodate other types of assistance available through the subgrantee or to capture additional demographic information required by other funding sources); however, a subgrantee must include all the items on the application form provided by the State. All applicants are required to identify the amount and source of income for their household. In addition, they have to indicate whether they rent or own their home, and sign their application testifying to the correctness of their statements. In rental situations, property owners must sign the application to give authorization for the work. Falsification of an application is subject to prosecution.

Describe Reweathering compliance

Re-weatherization:

Section 1011(h) of the Energy Act of 2020, amended 42 U.S. Code § 6865(c)(2) and removed the re-weatherization date, September 30, 1994, and create a "rolling" option. Dwelling units weatherized (including dwelling units partially weatherized) under this part, or under other Federal programs (in this paragraph referred to as "previous weatherization"), may not receive further financial assistance for weatherization under this part until the date that is 15 years after the date such previous weatherization was completed. This paragraph does not preclude dwelling units that have received previous weatherization from receiving assistance and services (including the provision of information and education to assist with energy management and evaluation of the effectiveness of installed weatherization materials) other than weatherization under this part or under other Federal programs, or from receiving non-Federal assistance for weatherization. The inclusion of "other Federal programs" includes all Federal funds including LIHEAP, HUD, or USDA "weatherization" activities. Subgrantees check addresses and dates of previous service to ensure that units have not previously received assistance within the 15 year time frame. DHCD currently uses a web based software system in which subgrantees enter client information, building information, and dates of service that acts as a cross reference against duplication.

Disaster Planning and Relief: In the event of a natural disaster (i.e., flood, tornado, or fire) and in accordance with DOE guidance issued in WPN 12-7, the use of DOE WAP funds is limited to eligible weatherization activities and the purchase and delivery of weatherization materials.

Allowable expenditures under WAP include: 1) the cost of incidental repairs to an eligible dwelling unit if such repairs are necessary to make the installation of weatherization materials effective and, 2) the cost of eliminating health and safety hazards, elimination of which is necessary before the installation of weatherization materials (10 CFR 440.18(d)(9); 10 CFR 440.18(d)(15). To the extent that the services are in support of eligible weatherization work, such expenditure would be allowable. For example, debris removal at a dwelling unit so that the unit can be weatherized would be an allowable cost. Debris removal from a dwelling unit that is not to be weatherized would not be an allowable cost.

The average cost per dwelling unit limit applies.

Weatherization personnel can be paid from DOE funds to perform functions related to protecting the DOE investment. Such activities include: securing weatherization materials, tools, equipment, weatherization vehicles, or protection of local agency weatherization files, records and the like during the initial phase of the disaster response.

Using DOE funds to pay for weatherization personnel to perform relief work in the community as a result of a disaster is not allowable. Local agencies may use

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weatherization vehicles and/or equipment to help assist in disaster relief provided the WAP is reimbursed according to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards 2 CFR 200.

Describe what structures are eligible for weatherization

Eligible property types may be single family residences; 2-4 unit buildings; small multifamily buildings (3 stories or less, 5-24 units, with units that are individually heated/cooled, done on an as-needed basis with approval from DOE and DHCD); large multifamily buildings (4 stories or more, 25+ units, where buildings are centrally heated/cooled, done on an as-needed basis with approval from DOE and DHCD); and manufactured housing. All may be owner-occupied or rental units. All structures must be stationary and have a street mailing address. Campers and non-stationary trailers are not eligible.

Virginia allows weatherization of shelters in accordance with DOE regulation in 10 CFR 440 regarding definition of 'shelter' as a dwelling unit or units whose principal purpose is to house on a temporary basis individuals who may or may not be related to one another and who are not living in nursing homes, prisons, or similar institutional care facilities. For the purpose of determining how many dwelling units exist in a shelter, a subgrantee may count each 800 square feet of the shelter as a dwelling unit or it may count each floor of the shelter as a dwelling unit.

A property review including age and historical designation is performed according to the State Historic Preservation Officer Programmatic Agreement. The Agreement outlines stipulations and exemptions for weatherization of structures in compliance under Section 106 of the National Historic Preservation Act.

Describe how Rental Units/Multifamily Buildings will be addressed

The VA WAP Operations Manual (which is under a redesign) contains the procedures that address protection of renters' rights as specified in §440.22(b)(3) and §440.22(c)(e). Whether single family owner/ renter or multifamily/ owner renter, the VA WAP Operations Manual includes procedures ensure that:

- Written permission of the building owner or his agent before commencing work.
- Benefits of the services accrue primarily to the low-income tenants residing in such units.
- For a reasonable period of time after completion, the household will not be subjected to rent increases. VA's program specifies that no rent increases after WAP services can occur for two years (unless those increases are demonstrably related to other matters other than the weatherization work performed or are documented contractually). The VA WAP Operations Manual requires adequate procedures whereby the state office can receive tenant complaints and owners can appeal, should rental increases occur.
- No undue or excessive enhancement shall occur to the value of the dwelling unit as a result of WAP activities.
- Single family rental units are handled the same as single family owned units. The resident is determined eligible and the owner must sign off for work to be done.

Multifamily Rental and Weatherization:

This process has been developed to provide Subgrantees the ability to independently assess eligibility/feasibility, and to initiate, implement, and complete a multifamily weatherization project. Small multifamily buildings are defined as 3 stories or less, 5-24 units, with units that are individually heated/cooled. Large multifamily buildings are defined as 4 stories or more, 25+ units, where buildings are centrally heated/cooled. Both small and large multifamily projects will be considered on a case-by-case, as-needed basis, and a DOE Project Officer must grant approval on the project.

- Meeting with Owner (feasibility of project, VA-aligned SWS Field Guide standards).
- Tenant Applications, collect hard copy income documentation or a printed list of tenants by unit showing income if property is on HUD list.
- Based on number of eligible units, determine maximum allowable funding.
- Collect utility bills from previous 12 months.
- Completely fill in the required forms and send with all required documents to DHCD Program Administrator. This must be completed by the Subgrantee, not the property owner. DHCD will review the documents. If complete, DHCD will approve or deny the project.
- Perform an audit and develop Scope of Work and send to DHCD. DHCD will approve or deny the Scope of Work. If approved, DHCD will forward to DOE for review.
- Sign Project Agreement (DHCD template) between Agency and Owner.
- Subgrantee will procure subcontractors to complete work.
- Implementation- timeline, scheduling, order materials, notify residents, complete work, continuous quality control, technical oversight, recycle, storage of materials onsite.
- DHCD reserves the right to inspect when first building is complete. Subgrantee must schedule with DHCD technical monitor.
- Subgrantee must conduct a final inspection on each unit and perform the required blower door and other diagnostic tests.
- Walk-through exit process with Owner.

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- Reporting (eligible, non-eligible). Whether applications are used or the HUD list is used, all required demographic information must be collected for reporting purposes

Multifamily weatherization is also addressed in Chapter 8 of the Operations Manual.

Describe the deferral Process

Ineligible Properties

Properties occupied by ineligible households are not eligible for weatherization.

Properties that may be deferred for weatherization include, but are not limited to the following reasons:

1. the building structure is not safe or structurally sound;
2. the sewage system has failed and requires correction prior to installation of weatherization measures;
3. other sanitary factors are present that prohibit the timely and efficient installation of weatherization measures;
4. completion of weatherization work would endanger the client or providers;
5. the property (house) has been condemned or slated for demolition;
6. the presence of actionable levels of lead-based paint that cannot be mitigated by lead-safe weatherization;
7. the presence of severe moisture problems that cause mold that cannot be corrected by installation of weatherization measures;
8. friable asbestos or other asbestos issues exist that cannot be addressed with weatherization funding;
9. property is planned for relocation or sale;
10. planned property rehabilitation that will degrade installed weatherization measures;
11. if the job costs would cause the agency to exceed the maximum average job cost or to exceed maximums established in local policy;
12. the unit has received weatherization services with DOE funds after within fifteen years of prior weatherization services

Deferrals also may be necessary in situations where:

1. the client has self-declared health conditions that prohibit installation of weatherization materials;
2. the client is uncooperative, abusive or threatening;
3. the illegal presence or use of controlled substances in the home exists during the weatherization process;
4. there are unsecured pets that may pose a danger to workers;
5. the client refuses measures or declines services.

DHCD requires subgrantees to have a documented deferral policy. The policy should include the following information at a minimum:

- Reasons for deferral
- Specifics on how clients are notified of deferral
- Appeal procedure
- Template for tracking deferral/referrals
- Policy for referrals

V.1.3 Definition of Children

Definition of children (below age): **19**

V.1.4 Approach to Tribal Organizations

Recommend tribal organization(s) be treated as local applicant?

If YES, Recommendation. If NO, Statement that assistance to low-income tribe members and other low-income persons is equal.

Low-income members of an Indian tribe will receive benefits equivalent to the assistance provided to other low-income persons within the State.

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V.2 Selection of Areas to Be Served

Virginia provides services statewide. All Virginia localities are eligible for assistance and includes cities, counties and towns. The Weatherization subgrantees were selected in accordance with Section 440.15(a)(3), where "preference is given to any CAA or other public or nonprofit entity which has, or is currently administering an effective program."

As required, factors considered when selecting a subgrantee include, at a minimum, the extent to which the subgrantee has achieved, or is achieving, weatherization goals in a timely fashion and the quality of work performed by the subgrantee. The selection process emphasizes the regulation's requirement for program effectiveness. The State evaluates the ability of each current subgrantee to achieve goals in a timely fashion as demonstrated in the current program and the capability of the subgrantee to effectively achieve weatherization goals. During the grant budget periods, Virginia DHCD requires the subgrantees to submit a Grant Management Plan (GMP).

The Grant Management Plan (GMP) is intended to foster improved management, communication, planning and accountability across Virginia's Weatherization network. The plan contains financial, programmatic, and contractor/crew management components.

The three components of the GMP create a more proactive approach by 1) outlining and acknowledging expectations; 2) explaining the basic state of an agency's individual program; 3) sharing information that contributes to better communication both internally and externally between the program staff the financial staff; and 4) setting a consistent standard for all agencies with regard to contractor and crew management.

The plan was reviewed and developed by the Financial Operations Group (FOG), a working group consisting of DHCD staff and network volunteers.

All subgrantees serve multi-jurisdictional areas. Subgrantees are provided a DOE allocation using a formula that is based on low-income population and square miles served. Any additional funds made available by the DOE during the program year are allocated to subgrantees using the same formula allocation. Subgrantees are encouraged to coordinate with other Federal, State, local, or privately funded programs as required in 440.14, "Minimum program requirements."

V.3 Priorities

DOE regulations require agencies to give priority to identifying and providing weatherization assistance to elderly, persons with disabilities, and families with children (children under 19 years of age), (NOTE: for next two categories see statement below) high residential energy users, and households with high energy burden.

High residential energy users, and households with high energy burden statement:

DHCD receives two client referral lists annually from Virginia Department of Social Services LIHEAP program which includes all fuel assisted clients and all cooling assisted clients. DHCD distributes this list to the Virginia WAP Network for referrals and outreach. This list also contains an energy burden percentage for each client.

Fuel Switching:

At this time, DHCD does not allow fuel switching with DOE weatherization funding.

V.4 Climatic Conditions

According to the 2018 International Energy Conservation Code, the entire state of Virginia is classified as Zone 4 (A). The Code also determines the thermal criteria for heating and cooling degree days - Attached to SF-424 as 2018 IECC Climate Zone Definitions.

V.5 Type of Weatherization Work to Be Done

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V.5.1 Technical Guides and Materials

All work done is consistent with its DOE-approved energy audit and Appendix A.

Virginia has updated its SWS Field Guide. Subgrantees are able to download copies directly from DHCD's website and are able to receive and email copy upon request via DHCD's large file transfer system.

Virginia modifies its Operations Manual periodically and the 2023 version is currently under review.

DHCD includes all technical requirements by its subgrantees and their contractors in the Subgrantee Agreement. The Agreement must be signed before grant funds are distributed. Below is an excerpt from page 8 of the Subgrantee Agreement (see also attached).

Section 4.11 (8)

8) The Subgrantee and Subgrantee's contractors shall perform weatherization services during the Program Year in accordance with the specifications outlined in the Department of Energy's Weatherization Program Notice 22-4, the Commonwealth of Virginia's Weatherization Assistance Program (WAP) state plan, Virginia's WAP Standard Work Specifications, and other program manuals and policies, as applicable and any amendments thereto. The Subgrantee's signature on this agreement signifies its understanding and responsibility to follow all work standards, to ensure weatherization staff and sub-contractors receive and review these documents and use them to guide the weatherization work performed in client homes.

Field guide types approval dates

Single-Family: 2/10/2022
Manufactured Housing: 2/10/2022
Multi-Family:

V.5.2 Energy Audit Procedures

Audit Procedures and Dates Most Recently Approved by DOE

Audit Procedure: Single-Family
Audit Name: Other (specify)
<u>All single family homes are audited using Hancock's Home Energy Auditing Tool (HEAT)</u>
Approval Date: 3/24/2022

Audit Procedure: Manufactured Housing
Audit Name: Other (specify)
<u>Manufactured Housing are modeled with Hancock's Home Energy Auditing Tool (HEAT)</u>
Approval Date: 3/24/2022

Audit Procedure: Multi-Family
Audit Name:
Approval Date:

Comments

DHCD utilizes the Standard Work Specifications to weatherize homes. The measures outlined in the Standard Work Specifications have been customized to meet the needs of Virginia-specific measures. Subgrantees are required to follow the priorities established in the Standards based upon the home audit/estimation. This includes several diagnostic tests using specialized equipment. A final inspection by a certified Quality Control Inspector is required for every completed weatherization job.
Due to the nature of Virginia's varied area and agency make up, DHCD uses the Grantee-Developed Quality Control Inspection Policy. These guidelines will allow a mixture of QCI uses across the network. If an agency chooses to use the same certified person to perform both the initial audit and the final inspection, their agency will be subjected to a more stringent monitoring process, examining 10% across the agency. If an agency chooses to utilize a separate, qualified individual for the final inspection, their monitoring will remain at 5%. The increased monitoring scrutiny will remain agency-wide no matter if they occasionally

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choose to separate these roles at the final inspection.

If the Virginia WAP determines that a local QCI fails to inspect to the field guide, Virginia will issue a finding and recommend/provide additional technical assistance or training. If the subgrantee fails to rectify the issue and continues to perform below standard, the State may consider a probationary status or termination.

Language referencing the specifications for work and requiring inspection by QCI on every completed Weatherization job will be incorporated into each subgrantee and vendor contract.

Single family

The HEAT audit is used for single family homes; manufactured housing; and multifamily residences up to 4 units, such as duplexes, triplexes, and quadplexes.

All Virginia subgrantees have been trained in the use of the latest version of HEAT and will periodically receive additional training as newer versions are made available. Before any deviation from the Standard Work Specifications is allowed, prior written approval must be obtained from DHCD, and a HEAT audit must be completed and documented in the project file. These audits must be maintained in the file. Subgrantees inspect, review and approve the contractors work during the project final inspection.

Multifamily

Low-rise multifamily buildings are defined as buildings with three stories or less and individually heated and cooled (not inclusive of duplexes, triplexes, or quadplexes). Large multifamily buildings are defined as 4 stories or more, or is centrally heated and cooled. Both low-rise and large multifamily projects will be considered on a case-by-case, as-needed basis, and a DOE Project Officer must grant approval on the project. VA does have an approved Priority-List for low-rise multifamily. When utilizing the Priority-List subgrantees must submit low-rise multifamily projects to DHCD for review and approval.

V.5.3 Final Inspection

Subgrantees are required to perform a final inspection of all weatherization measures (including any mechanical work performed) of each dwelling unit before the job can be reported to DHCD as a completion. The individual completing the final inspection must be QCI-certified and the final inspection must be signed and dated by the qualified Quality Control Inspector. The date and name of the QCI inspector are required on the Job Report for each weatherization completion submitted to DHCD. The inspector is certifying that the work has been completed in accordance with the Standard Work Specifications. Virginia DHCD has created a standardized form that will ensure SWS compliance on these final inspections. In order to be eligible for reimbursement, the QCI must be conducted within 30 days of final weatherization installation.

In situations where a subcontractor is used to perform a portion or all of the weatherization work, DHCD holds the subgrantee contractually responsible for inspecting and certifying that the job has been completed to the Standard Work Specifications. Contractors hired by subgrantees will be made aware of these requirements. A signed contractor agreement will be filed by the subgrantee proving these requirements have been outlined to the subcontractor.

Virginia is fortunate to have an IREC-accredited training center (WTC) in Christiansburg VA that is a national leader in implementing weatherization training programs. The Virginia WAP partners with the WTC to ensure that the network has a well-trained workforce. Each subgrantee in the Virginia WAP network currently employs or contracts one or more QCIs. Training and testing is available at the WTC to ensure agencies have access to sufficient numbers of certified inspectors to maintain consistent production levels. Virginia allows the costs when the candidate does not pass the QCI certification, but is still eligible for re-testing. If a subgrantee does not have a QCI on staff, they must contract with another agency, the WTC, or some other private contractor to ensure the inspection requirement is met.

If a subgrantee chooses to use the same worker to conduct the initial Energy Audit and Quality Control Inspection, 10% of DOE jobs will be monitored by the Grantee.

If a subgrantee chooses to use separate workers to conduct the initial Energy Audit and Quality Control Inspection, 5% of DOE jobs will be monitored by the Grantee.

Failure to utilize a certified Quality Control Inspector on the final inspection of each weatherized unit will result in non-payment of that particular dwelling.

Quality Control Inspectors – Corrective Action for Inadequate Inspections

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1st offense – Warning and Corrective Action

- The first time a QCI is determined by the Virginia Weatherization Program Technical Inspector to have passed work not in compliance, the QCI (with copy to the agency ED) will be issued both a verbal and written warning. Steps will be identified to prevent the mistake from happening again. Action will be taken to correct the measure at the agency's cost.

2nd offense – Additional Training and Field Mentor Shadow on Live Job (after training)

- The second time the QCI is found to have passed work not in compliance; the QCI will need to receive additional QCI training from a qualified trainer per the State Training Center. This will include, but is not limited to, a complete day of in-field training on how to properly QCI jobs. The QCI must perform a proper QCI, documented by written verification by the trainer. The Agency will be required to coordinate and pay for cost of training. Training Center must be notified to schedule training within 30 days of 2nd offense notification.

3rd offense – Loss of QCI privilege in the network.

- The third time a QCI is found to have passed work not in compliance; the QCI will forfeit their ability to QCI jobs in the Virginia WAP network. Suspended QCI's may work with DHCD on a case by case base for re-entry to perform QCI's in the Virginia WAP network.

NOTE:

This will apply to both agency employed QCI's and contracted QCI's. Agencies who subcontract QCI services must ensure that these conditions are stated in the contract for services.

Above are the program minimum standards. Agencies have the option to follow more stringent actions if they so desire.

Specific language that will be inserted into sub-grantee and contractor agreements that indicates the signatory's responsibility to perform work to the specifications outlined in WPN 22-4.

The subgrantee and subgrantee's contractors shall perform weatherization services during the Program Year in accordance with the specifications outlined in the Department of Energy's Weatherization Program Notice 22-4, the Commonwealth of Virginia's Weatherization Assistance Program (WAP) state plan, Virginia's WAP Standard Work Specifications, and other program manuals and policies, as applicable and any amendments thereto. The subgrantee's signature on this agreement signifies its understanding and responsibility to follow all work standards, to ensure weatherization staff and subcontractors receive and review these documents and use them to guide the weatherization work performed in client homes.

V.6 Weatherization Analysis of Effectiveness

July 1 - June 30 is the normal period of performance in the weatherization contract between DHCD and the subgrantee. DHCD analysis of individual subgrantees, and whether or not continued funding is warranted, is based on on-site field and financial/administrative monitoring visits to determine subgrantees' willingness and ability to produce completed units, while coordinating with and utilizing multiple funding sources.

Monitoring of production and expenditure rates is ongoing and tied to the performance period in the contract between the Subgrantee and DHCD. DHCD shares general network performance information during its statewide weatherization "Interchange" and individual updates are regularly provided as part of the "Summary Analysis" prepared with each invoice payment. Subgrantees are required to submit a Grant Management Plan in advance of the July 1 grant commencement to show how they will disperse their funds for the new program year. This gives DHCD a baseline to track their expenditures and an effective way to evaluate quarterly progress. On-site financial and administrative monitoring visits are conducted annually and subgrantees are required to upload all supportive documents into DHCD's internal system. This way, records are kept digitally and universally, to provide accurate historical data on subgrantee performance.

Future training and technical assistance are determined from subgrantee feedback and the results of the monitoring visits. DHCD coordinates with VA's IREC-certified Training Center to make the necessary trainings easily available to the provider network. During technical monitoring, if a specific weatherization technique is consistently found to need improvement, the Training Center can also be brought in to provide on-site support, so the correct work can be demonstrated in the field. At the annual Interchange, the Training Center provides a variety of Specific Trainings (Tier 2) options, for ongoing professional development. Finally, DHCD utilizes a network-wide training tracking system for all in-house crew and subcontractors, to ensure that all licenses and certifications are up-to-date for all those working in weatherization or support trades.

The PAC has since grown from 5 to 9 very active members and met in April 2021 of the last program year and April 2022. (We aim to meet 3 times a year

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with the PAC but multiple staff changes have had an effect). We now provide a summary of changes to the Plan, so Subgrantees know exactly what is or is not different.

2) Monitoring and Corrective Action:

Proposed Actions:

- Increase timeliness of feedback from monitoring
- Revamp monitoring letter format with more focus on major issues

DHCD has significantly improved its timeliness of monitoring responses for the administrative and programmatic monitoring. Previous delays had been a result of staffing changes, but the current team has ensured that all monitoring reviews and feedback are up to date. The current monitoring schedule will see an impact from State travel restrictions and agency closings due to the COVID-19 pandemic. We added a staff member who is QCI certified, so we will have 2 staff members capable of conducting technical monitorings.

V.7 Health and Safety

HEALTH AND SAFETY

Health and Safety is referenced in the CFR 440 rule and WPN 22-7.

Health and Safety repairs can only occur when weatherization measures are being installed.

Energy-related health and safety actions are those actions necessary to maintain the physical well-being of both the occupants and/or weatherization workers where:

- o Costs are reasonable; AND
- o The actions must be taken to effectively perform weatherization work; OR
- o The actions are necessary as a result of weatherization work.

A Health and Safety inspection must be completed as part of the Energy Audit. These inspections include, but are not limited to, the following:

- o Air Conditioning and Heating Systems
- o Asbestos Containing Materials (ACM)
- o Biologicals and Unsanitary conditions
- o Building Structure and its ability to accept WAP measures
- o Code compliance
- o Combustion gases
- o Electrical safety
- o Formaldehyde, VOCs, flammable liquids, and air pollutants
- o Fuel leaks
- o Gas ovens, stovetops, and ranges
- o Hazardous materials

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- o Lead-based paint
- o Mold and moisture
- o Pests
- o Smoke and Carbon Monoxide alarms and fire extinguishers
- o Occupant concerns and conditions
- o Ventilation and Indoor Air Quality
- o Window and door replacement

Clients must be informed in writing of hazards that are identified during the audit and installation. The document must be signed by the client.

Health and Safety funds may not be used for the following:

- o Replacement of appliances unless explicitly listed in this chapter
- o Asbestos abatement
- o Lead abatement
- o Major mold and moisture remediation
- o Bacteria and virus remediation
- o Building rehabilitation
- o Correction of preexisting code compliance issues (State and local codes must be followed while performing weatherization work)

Beyond the Scope of Weatherization

Health and Safety measures should not exceed reasonable costs. Discretion must be given when considering the level of these measures. All discrepancies must be documented thoroughly in the client file.

DEFERRALS

Deferral may be necessary in the following situations:

- The client has known health conditions that prohibit the installation of weatherization materials.
- The building structure or components are in such a state of disrepair that failure is imminent and the conditions cannot be resolved cost-effectively.
- The house has sewage or other sanitary problems that would further endanger the client and installers if weatherization work is performed.
- The house has been condemned.
- Moisture problems are beyond the scope of this guidance.
- The client is uncooperative, abusive or threatening.
- Any condition which may endanger the weatherization workers and is beyond the scope of this guidance.

The Subgrantee is required to develop a deferral policy. The client must be notified in writing regarding the deferral. The deferral policy should include reason(s) for deferral; specifics on how clients are notified of deferral; appeal procedure; and a template for tracking deferral.

The Subgrantee is also required to develop a referral policy based on the resources available in their service area. The client must be notified in writing

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regarding the referral. This document must include the reason for referral and contact information of the agency receiving the referral. This information should be tracked alongside deferrals.

ALLOWABLE COSTS

Fifteen percent (15%) of all Subgrantee WAP contract funds are reserved specifically for H&S activities. There is also an average per unit expenditure limit of \$957.15 (15% of the average cost per unit). Subgrantees may request reimbursement for H&S activities directly from this line item. Unused H&S funds may be converted to the Program Operations (support) budget category. Expenditures for H&S related activities listed on the H & S line item are not calculated into the average cost per unit for completed projects.

SAFETY

Crew/Contractor Safety

Workers must follow OSHA standards and Material Safety Data Sheets (MSDS) and take precautions to ensure the health and safety of themselves and other workers. MSDS must be posted wherever workers may be exposed to hazardous materials. OSHA 10 hour (or equivalent) training is required for all workers.

OSHA 30 (or equivalent) is required for crew leaders. This will be verified during the annual technical monitoring visits and/or during desk monitoring. Training records will be verified annually during technical monitoring and quarterly, via updates from Energy Solutions Training Center.

Workers must be trained in proper use of equipment and tools and must maintain any necessary or required licenses and/or certifications. Subgrantees are required to ensure that all workers are trained and that their training is documented in personnel files. Training costs may be reimbursed through the T/TA budget line item. Detailed information on training requirements is found in DHCD Information Notice 01-2020 and in Chapter 9 of the Operations Manual.

Client Education and Safety

Clients must be educated on any potential dangers existing in their home. Some common client education topics include:

- o Combustion—if a heating system is present that requires combustion air, the client must be educated on the importance of keeping combustion air vents free and uncovered. Clients must also be informed if there are unsafe conditions that are discovered during the combustion appliance testing and be instructed not to operate it until it is repaired or replaced. If the conditions cannot be corrected by Weatherization or Health and Safety funds, the house must be deferred.
- o Smoke and Carbon Monoxide Detectors—clients should be shown how to test and replace the batteries.
- o Unvented Space Heaters—unvented space heaters should be removed whenever possible and never utilized as a primary source of heat. Clients should be educated on the dangers of fuel-fired unvented space heaters.
- o Lead—the EPA’s lead pamphlet should be given to each client living in houses built prior to 1978.
- o Asbestos—materials testing positive or assumed to contain asbestos should be identified and revealed to the client. Further instruction must be given on how to avoid disturbing such material, especially when it is friable.
- o Moisture and mold—clients should be instructed on how to remove excess moisture from the dwelling (e.g., exhaust fans when taking showers or cooking).

Energy Auditor/Estimator/Inspectors are required to assess client households to determine if the clients are able to withstand the conditions that may be generated during the weatherization process prior to implementing weatherization measures. Clients must be informed regarding what conditions to expect and provided the option to leave the home during weatherization.

Hazards identified during weatherization must be documented and the client must sign that they received this documentation. This documentation must be maintained in the client file.

Existing Client Health Problems—Subgrantees are required to ask clients if there are existing health problems that may impact the services that can be provided and evaluate the potential to aggravate pre-existing health conditions. These problems will be documented and care will be taken to avoid exacerbating the problem.

Hazard Communication Plan (HCP)

Virginia complies with OSHA's Hazard Communication Standards by requiring all crew members that work on client homes to take mandatory OSHA training

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courses. Crew members are required to learn the appropriate handling and safe use of hazardous chemicals in the workplace and in the homes of the Weatherization client. Training is provided to inform workers on how to read product labels for hazardous chemicals and the use of safety data sheets.

Pollution Occurrence Insurance (POI)

Pollution Occurrence Insurance is not required; however, DOE strongly recommends Pollution Occurrence Insurance (POI) as a part of, or an addendum to, general liability insurance. These costs are also charged on the liability insurance line item. If Subgrantees choose NOT to obtain POI coverage and damage occurs because of not following all aspects of Lead Safe Weatherization, or there is disturbance to any other environmental pollutants, the cost to do remediation, clean up, relocation, medical expenses, or any other resulting costs may not be charged to DOE Weatherization and must be covered by another funding mechanism.

Virginia Lead-Safe Weatherization (LSW) Practices

VA WAP Lead Safe Work Requirements

LSW training is required for all weatherization workers and is available online and also provided through Energy Solutions Training Center. Training will be verified annually through technical monitoring visits and periodic reviews of Subgrantee's workforce.

Subgrantees and their contractors must follow EPA's Renovation, Repair and Painting Rule (RRP) and be certified by EPA and use certified renovators who are trained by EPA-approved training providers to follow lead-safe work practices.

Summary

All federal, state and local rules, regulations, and guidelines are applicable to Subgrantees and Subgrantee contractors. This includes health and safety rules and regulations as mandated by the federal Occupational Safety and Health Administration (OSHA) as well as by the Virginia Department of Labor and Industry (DOLI) and the Virginia Occupational Safety and Health (VOSH).

Health and safety practices apply to motor vehicle operation in addition to actual weatherization activities. Unauthorized drivers or untrained equipment operators can imperil a contractor's licensing. Lack of licensing will cause the revocation of provider or grantee status in the Virginia Weatherization Assistance Program.

Tools and equipment should be properly used, maintained, and stored. Diagnostic equipment should be calibrated according to manufacturer's specifications. Vehicles should receive regular care and maintenance. Proper documentation regarding warranties, routine maintenance records, repairs, etc. is a critical aspect of acceptable safety practices.

Work must be done in such a manner as to protect workers and clients as much as possible.

Case-by-Case considerations

When considering a case-by-case basis, DHCD will examine the following:

- Individual measure cost
- Overall job cost
- Client health/circumstance
- Structural integrity of dwelling

V.8 Program Management

V.8.1 Overview and Organization

DHCD falls under the Secretary of Commerce and Trade. The Department has a Director, a Principal Deputy Director and a Deputy Director for each of the Department's four Divisions: Operations; Community Development; Building and Fire Regulations; and Housing. Organizational Charts for the Department and Housing Division are attached.

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The Division of Housing has three units: Housing and Homeless Assistance; Housing Policy; and Housing Production and Preservation. The Weatherization Assistance Program is located in the Housing Production and Preservation Unit. The program is one of approximately twenty (20) programs administered within the Housing Division. Other programs in the Housing Division assist with affordable single and multifamily housing development, homeownership, homelessness, and special populations, such as individuals with disabilities.

Six full-time staff and one part-time staff are assigned to the WAP. A small number of other permanent and non-permanent positions provide administrative support, and the amount of DOE funds used to pay the costs associated with these support staff may vary from year-to-year depending on the DOE and LIHEAP allocation.

V.8.2 Administrative Expenditure Limits

Policy on Administrative Expenditure Limits

DHCD allocates at least 7.5% of the 15% administrative funds from DOE to the subgrantees based on budget requests from the agencies. DHCD requests budgets from subgrantees prior to the development of the State Plan that require historical data and future analysis of funding on the agencies' requirement for administrative funds. Once budgets are received, the percentages that were derived from the allocation formula (based on poverty and square mileage) are applied to the 7.5% admin set aside for the network. For subgrantees receiving grants of less than \$350,000.00, DHCD will allow requests for administration funds up to the 15% maximum for the grant.

Approval of additional administrative funds (over the typical 7.5%) would be based on an agency (subgrantee) submitting an official letter signed by the Executive Director stating an explicit need and use of the additional administrative funds. Per the 2 CFR 200, the agency could receive an additional administrative fund up to a maximum of 15% of their allocation, which would be taken out of their own program operations funding.

NOTE: The result of approval of additional administrative funds would put the state overall above the 15% administration threshold as the State would retain its 7.5% share for administrative costs.

Program Income

Any program income earned must be used to complete additional units. Property owner contributions (landlords) and leveraged resources (utility or state funds) are not considered program income. Leveraged resources that are used in DOE Weatherization Program may be treated as appropriated funds, in which case they could be added to the total appropriated funds to determine overall administrative costs. DOE defines program income as any funds earned by the grantee and/or subgrantee(s) from non-Federal sources during the course of performing DOE Weatherization work. The income generated must be used to complete additional dwelling units in conformance with DOE rules, regulations, and guidance.

V.8.3 Monitoring Activities

Technical monitors have been completing in person monitoring since February 2022. The remote technical monitoring plan remains available in case of emergency declarations or possible future restrictions on state employee travel. DHCD's plan, the Remote Technical Monitoring (RTM), allows for the DHCD Technical Monitor to hold virtual monitorings at the time that a subgrantee conducts the final QCI audit. The RTM notes that if a subgrantee has more than 5+ discrepancies for health and safety measures that cannot be corrected during the monitoring, the subgrantee will see an increase in the number of jobs being monitored by 2% or two jobs, whichever is larger. Therefore, based on the sub grantees QCI policies, the percentage monitored will increase to a minimum of 7% or 12%. In the event of severe life threatening situations sub grantees will have 30 days to initiate corrective action and submit clear written and photo documentation of the corrective action taken to resolve the issue. If the issue is not clearly resolved by written and photographic documentation an additional virtual visit may be required. If the finding is not clearly resolved, an additional site visit may be required by the grantee or grantee appointed BPI QCI certified personnel.

Financial & Administrative monitoring will be completed by DHCD Housing Program Analyst and/or the Weatherization Program Administrator once a year on-site for all of our subgrantees. Technical monitoring will be completed by the Field Monitor, who is also a certified Quality Control Inspector. Seven percent of the T&TA budget is dedicated to salary and fringe for our Technical Monitor and one Program Administrator. Financial and Administrative Monitoring is funded through the General Administration budget category primarily through the personnel and travel budget sections.

The comprehensive monitoring will include the following areas and details:

Technical Monitoring

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- Program Overview (Client File Review, Work Orders, etc.)
- Equipment/Inventory/Materials
- Eligibility
- Rental Units
- Client Feedback
- Energy Audits
- Field Work
- Health & Safety
- Quality Assurance
- Training & Technical Assistance
- Qualifications & Training
- Weatherization of Unit
- Final Inspections

Financial and Administrative Monitoring

- Financial Management/Accounting Systems and Operations
- Administrative Management
- Single Audits
- Payroll/Personnel
 - Timesheets
 - Signed Job Descriptions
- License Review
 - Agency Contractors License
 - RBEA License
- Other Programs' Monitoring Reports
- Program Policies
 - Utility programs
 - Deferral/denial/referral policies
- Insurance Policies
- Lease Agreements
- Vehicle Mileage Logs

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- Board Overview
 - Board Bylaws
 - List of Board Members
 - Board Meeting Minutes
- Contractor Management
 - Contractor List
 - Solicitation of Contractors
 - RFP Review
 - Contractors' License Certifications
 - Agreements
- Financial Policies and Procedures Manual (With special attention to the following):
 - Property Management
 - Records Retention
 - Conflict of Interest
 - Procurement
 - Indirect Cost Rate/Cost Allocation Plan
 - Debarment and Suspension
- Bank Account Signature Cards
- Credit Card Statements
- Detailed Expense Reports

DHCD will complete reviews based on the method of QCI implementation the subgrantee selects. This would be either 5% or 10% of each subgrantee's completed weatherized units (with DOE funds). DHCD will review units "in progress" beyond the 5 percent completed units as time permits, in order to assess: quality and compliance; appropriate and allowable materials; appropriateness and accuracy of energy audits (no missed opportunities); comprehensive final inspections; safe work practices, such as lead safe weatherization protocols; client file review, and other factors that are relevant to onsite work.

If significant deficiencies are discovered, such as health and safety violations, poor quality installation of materials, major measures missed, DHCD will require the subgrantee to take appropriate corrective action to resolve the outstanding issues in a timely manner. DHCD will also prescribe additional training to augment potential weak areas discovered in subgrantee monitoring. When a subgrantee has significant deficiencies, the Program may make more frequent visits either to provide additional technical assistance or to monitor for improvements in performance.

Quality Work Plan (WPN 22-4 Requirements)

Virginia administers the requirements of the Quality Work Plan by utilizing the Grantee-Developed QCI policy. Each subgrantee will have the option to utilize the same person as the Auditor/QCI or stand alone QCI, hereby known as the Independent QCI. However, in no instance should the QCI perform weatherization work on the dwelling. Each subgrantee will select their method prior to beginning of the Program Year.

If the subgrantee selects to utilize the same person as the Auditor/QCI for any amount of jobs, 10% of their jobs will be monitored by the State. If the subgrantee chooses to utilize the Independent QCI, 5% of all jobs will be monitored.

If at some point, if the Independent option is not feasible, the agency will be categorized in the 10% category for monitoring purposes. An agency may select to

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move from the 5% to the 10% category but not vice versa. The intent of this requirement is to increase monitoring scrutiny when an independent inspection cannot be performed. Virginia has worked with several states/training centers to align our field guide with the standard work specifications (SWS) requirements per WPN 22-4. The State will periodically review its policies to determine that all units are being inspected in an impartial manner and in accordance with the QCI requirement.

Tracking and Analysis

All the results of subgrantee monitoring, including, financial reviews, will be tracked by DHCD to final resolution. The tracking record will include: findings, concerns, recommendations, commendations, best practices, corrective actions, deliverables, technical assistance and training provided, and resolutions. Annually, DHCD will summarize each financial reviews, program monitoring reports, and any outstanding issues and develop a subgrantee monitoring analysis overview that identifies each Subgrantee's needs, strengths, and weaknesses. The results of this monitoring analysis must be considered during annual planning and will be available for the PO to review during Grantee on-site monitoring visits.

DHCD utilizes a standardized QCI final inspection checklist that aligns with the Standard Work Specifications. This checklist is providing opportunities to evaluate the audit, work and client feedback as well as allow for improvement on future jobs and missed opportunities. DHCD uses the same QCI form on monitoring inspections to provide accurate and timely feedback to the subgrantees in a impartial and complete manner. DHCD has coordinated a tracking process within Hancock that will assign designations to workers providing the QCI inspections in order to ensure compliance with the monitoring amounts.

Exit Interview

After the monitoring review is completed, DHCD will brief the subgrantee on the observations and findings generated by the monitoring visit through an exit briefing. If Health and Safety issues that present imminent danger to people in the house are found during a visit, DHCD will instruct the Subgrantee to immediately resolve the issues. Sensitive or significant noncompliance findings, such as waste, fraud, or abuse will be reported to DOE immediately. In accordance with the Housing Division's monitoring policies and procedures, DHCD will prepare a written report for the subgrantee that describes the current monitoring assessment (identify any findings, concerns, recommendations, commendations, and best practices) and any corrective actions, if applicable. subgrantee noncompliance or repeated unresolved findings (based on a minimum of two monitoring visits at a subgrantee) will be reported immediately to the PO.

Compliance Report

A Monitoring report will be completed and submitted to the agency's Executive Director within thirty days after the visit, and a copy will be forwarded to the Weatherization Manager. In cases of non-compliance, agencies will have thirty days to correct findings and notify DHCD of the corrections.

Risk Assessment

In the fall of 2017, in accordance with 2 CFR 200, DHCD implemented a department-wide Risk Assessment process for all federally funded programs.

Prior to each monitoring visit, a risk assessment is performed by DHCD personnel to determine the potential risk to the program, as well as the department. During the assessment of the subgrantee's risk, DHCD personnel reviews the entity's status in SAM.gov. The risk levels determine the timeframe the subgrantee is required to receive technical and training assistance and/or a monitoring visit by DHCD standards. There are four levels of risk determined by the assessment. The lowest risk does not require monitoring at that time, but technical assistance may be necessary. The most severe level of risk requires monitoring as soon as possible, and no later than six months; immediate technical assistance is necessary. All WAP subgrantees are monitored annually, however, regardless of how low their risk level may present.

V.8.4 Training and Technical Assistance Approach and Activities

Training and Technical Assistance (T&TA) Activities: T&TA activities are intended to maintain or increase the efficiency, quality and effectiveness of the Weatherization Program at all levels.

Training plan:

DHCD is proactive in responding to recommendations from all levels of monitoring to include DOE, State audits and contracted QA reviews. DHCD has implemented and will continue to implement new processes to comply with all levels of monitoring. DHCD is planning an in-person interchange in the summer of 2023. The training center constantly has in-person and online Weatherization courses and provides on site technical assistance at the state's request. Additionally there will be AECSP meetings for subgrantees in which DHCD participates. NASCSP trainings for staff will also continue.

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Maintaining workforce credentials:

DHCD utilizes Energy Solutions, a nationally-accredited IREC training center that DHCD has partnered with and funded for years. Energy Solutions tracks credentialing and reports that information periodically to DHCD. DHCD holds an annual interchange to meet continuing education requirements.

DHCD currently offers all levels of training for technical staff through Energy Solutions, Virginia's WTC, the following is the required training based on the employee's designation (crew worker; crew leader; auditor; QCI):

The Quality Control Inspector must hold and maintain the Quality control Inspector certification form the date of hire. The QCI certification must be renewed every three years from the date at which the inspector earned the certification.

Required for WAP Retrofit Installer Technicians (Crew Workers) (required within 6 months of date of hire):**

- HEP* Retrofit Installer Technician (RIT) course
- Lead Safe Weatherization (LSW) course
- OSHA 10 or 30 or equivalent safety course

Required for WAP Crew Leaders (required within 9 months of date of hire):**

- HEP* Retrofit Installer Technician (RIT) course
- Lead Safe Weatherization (LSW) course
- OSHA 30 or equivalent safety course
- HVAC Fundamentals course
- HEP* Crew Leader course

Required for WAP Energy Auditors (required within 12 months of date of hire):**

- HEP* Retrofit Installer Technician (RIT) course
- Lead Safe Weatherization (LSW) course
- OSHA 10 or OSHA 30 equivalent safety course
- HVAC Fundamentals course
- ASHRAE 62.2 course
- HEAT software course
- HEP* Energy Auditor course

Required for WAP Quality Control Inspectors:

- Lead Safe Weatherization (LSW) course
- OSHA 10 or OSHA 30 equivalent safety course
- HEP* Quality Control Inspector certification

Required Lead training:

- Lead Safe Weatherization (LSW). DOE's WPN 17-7 mentions Lead Safe Weatherization (LSW) is no longer required to comply with DOE. However, Virginia DHCD still requires any employee or subcontractor operating as a Crew Worker, Crew Leader, Energy Auditor, or QCI attend this training.
 - Weatherization crewmember and subcontractors operating in one of the aforementioned job roles modifying any of the following will be subject to LSW certifications: These include, but are not limited to, interior components such as: ceilings, crown molding, walls, chair rails, doors, door trim, floors, fireplaces, radiators and other heating units, shelves, shelf supports, stair treads, stair risers, stair stringers, newel posts, railing caps, balustrades, windows and trim (including sashes, window heads, jambs, sills or stools and troughs), built in cabinets, columns, beams, bathroom vanities, counter tops, and air conditioners; and exterior components such as: painted roofing, chimneys, flashing, gutters and downspouts, ceilings, soffits, fascia's, rake boards, corner boards, bulkheads, doors and door trim, fences, floors, joists, lattice work, railings and railing caps, siding, handrails, stair risers and treads, stair stringers, columns, balustrades, windowsills or stools and troughs, casings, sashes and wells, and air conditioners.
 - Subcontractors performing duties not related to job roles are not be required to attend LSW training but must be supervised by the subgrantee's EPA Renovate, Repair, and Paint (RRP) representative when necessary.
- Renovation, Repair and Painting (EPA RRP rule). At least one WAP crew worker, crew leader and/or sub-contractors working on Weatherization or LIHEAP jobs must complete this class and be accessible on lead-safe jobs. It is highly recommended that more than one staff member be certified to prevent work stoppage due to lack of compliance. This person must be physically present at the work site when signs are posted, while the work area containment is being established, and while the work area cleaning is being performed.

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(ii) On or after April 22, 2010, no firm may perform, offer, or claim to perform renovations without certification from EPA under §745.89 in target housing or child-occupied facilities, unless the renovation qualifies for one of the exceptions identified in §745.82(a) or (c).

(3) Individuals . On or after April 22, 2010, all renovations must be directed by renovators certified in accordance with §745.90(a) and performed by certified renovators or individuals trained in accordance with §745.90(b)(2) in target housing or child-occupied facilities, unless the renovation qualifies for one of the exceptions identified in §745.82(a) or (c).

Visit <http://www.epa.gov/lead/pubs/renovation.htm#contractors> for details.

Required OSHA training:

- All WAP employees and subcontractors working on Weatherization and LIHEAP jobs must provide proof of OSHA or OSHA-equivalent training.***

Required Licensing & Credentialing:

- All WAP Energy Auditors must be individually licensed by the Virginia Department of Professional and Occupational Regulation (VADPOR) as Residential Building Energy Analysts.
- Licensed Energy Auditors must work for firms registered with VADPOR to conduct Residential Building Energy Analysis OR hold \$100,000 in general liability insurance in individual’s name. See www.dpor.virginia.gov for more information on the application requirements. The license must be renewed in accordance with DPOR regulations.
- All WAP Quality Control Inspectors (QCI) must hold a valid BPI HEP QCI certification as of July 1, 2015. The license must be renewed in accordance with BPI regulations.
- Agencies must have a Master HVAC-licensed individual on staff or utilize a subcontractor with this license when repairing or replacing heating and cooling systems.
- WAP Energy Auditors must hold a BPI Multifamily Building Analyst certification in order to audit large multifamily projects (4 stories+). The license must be renewed in accordance with DPOR regulations.

*HEP stands for Home Energy Professional. These courses meet the Job Task Analysis (JTA’s) for the specific job roles being performed and are accredited by the Interstate Renewable Energy Council (IREC).

**Timeframe allowed for training is reduced when employee is elevated to higher classification. (i.e. Trained Crew Worker promoted to Crew Leader will be given 6 months for additional training. Crew Leader > Energy Auditor will be allowed 9 months for additional training.

***OSHA-equivalent training will be approved by DHCD on a case-by-case basis. It is the responsibility of the subgrantee to provide proof of equivalency i.e. certificates, training manuals, syllabi, etc.

Visit <https://www1.eere.energy.gov/wip/guidelines.html> for details.

Currently DHCD utilizes the financial/administrative monitoring to assess the technical assistance needs of the financial and administrative staff and provides that training as needed. DHCD also attends multiple peer exchanges and holds interchanges throughout the year to provide additional training to the network. (See schedule)

Peer Exchanges are held by the Association of Energy Conservation Professionals.
Interchanges are held by DHCD.

2019

- June Interchange
- Fall Peer Exchange

2020

* June Interchange postponed due to COVID-19

2021

* June Interchange postponed due to COVID-19

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* Virtual Fall Peer Exchange was held for all subgrantees

2022

* June Interchange is still postponed, however, a fall interchange is in the works

Other meetings are scheduled as needed.

DHCD analyzes the effectiveness of each subgrantee during all levels of monitoring and looks at the energy savings each year using DOE's energy savings calculation. DHCD uses the monitorings to develop technical assistance needs annually and bases training requirements on that information.

Client education is a part of the curriculum required for all staff members working on jobs.

Percent of overall trainings

Comprehensive Trainings:	80.0
Specific Trainings:	20.0

Breakdown of T&TA training budget

Percent of budget allocated to Auditor/QCI trainings:	70.0
Percent of budget allocated to Crew/Installer trainings:	25.0
Percent of budget allocated to Management/Financial trainings:	5.0

V.9 Energy Crisis and Disaster Plan

Participation in the LIHEAP CRISIS Program is encouraged. Approximately one-third of the subgrantees currently participate on a regular basis, through contracts or referral networks with Virginia Dept of Social Services.

Disaster Relief (in accordance with Program Notice 12-7)

The use of DOE WAP funds is limited to eligible weatherization activities and the purchase and delivery of weatherization materials.

Use of DOE WAP Funds to address disaster related hazards

Allowable expenditures under WAP include the following:

- 1) the cost of incidental repairs to an eligible dwelling unit if such repairs are necessary to make the installation of weatherization materials effective and,
- 2) the cost of eliminating health and safety hazards, elimination of which is necessary before the installation of weatherization materials (10 CFR 440.18(d)(9); 10 CFR 440.18(d)(15)).

To the extent that the services are in support of eligible weatherization (or permissible re-weatherization¹) work, such expenditure would be allowable. For example, debris removal at a dwelling unit so that the unit can be weatherized would be an allowable cost. Debris removal from a dwelling unit that is not to be weatherized would not be an allowable cost.

Weatherization personnel can be paid from DOE funds to perform functions related to protecting the DOE investment. Such activities include securing weatherization materials, tools, equipment, weatherization vehicles, or protection of local agency weatherization files, records, and the like during the initial phase of the disaster response.

Using DOE funds to pay for weatherization personnel to perform relief work in the community as a result of a disaster is not allowable. Local agencies may use weatherization vehicles and/or equipment to help assist in disaster relief provided the WAP is reimbursed according to the DOE Financial Assistance Regulations 10 CFR Part 600.

In the event of a declared Federal or State disaster, weatherization crews may return to a unit reported as a completion to DOE that has been "damaged by fire, flood or act of God to be re-weatherized, without regard to date of weatherization". 10 CFR 440.18(f)(2)(ii). Local authorities must deem the dwelling unit(s) salvageable as well as habitable and if the damage to the materials is not covered by insurance or other form of compensation.

Reprioritization of weatherization requests coming from the disaster area WAP rules require that priority be given to identifying and providing weatherization assistance to elderly persons, persons with disabilities, families with children, high residential energy users, and households with high energy burdens (10 CFR 440.16(b)).

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However, it would be permissible to consider in households located in the disaster area, as a priority as long as the households are eligible and meet one of the priorities established in regulation and are free and clear of any insurance claim or other form of compensation resulting from damage incurred from the disaster.