

**APPLICATION FOR FEDERAL ASSISTANCE SF-424**

Version 02

<b>1. Type of Submission:</b> <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		<b>2. Type of Application:</b> <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision		If Revision, select appropriate letter(s)  Other (specify):	
<b>3. Date Received</b> 07/01/2018			<b>4. Applicant Identifier:</b>		
<b>5a. Fed Entity Identifier:</b>			<b>5b. Federal Award Identifier:</b> DE-EE0007956		
<b>State Use Only:</b>					
<b>6. Date Received by State:</b>			<b>7. State Application Identifier:</b>		
<b>8. APPLICANT INFORMATION:</b>					
<b>a. Legal Name:</b> Virginia, Commonwealth of					
<b>b. Employer/Taxpayer Identification Number (EIN/TIN):</b> 541083047			<b>c. Organizational DUNS:</b> 809391881		
<b>d. Address:</b>					
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					
<b>e. Organizational Unit:</b>					
Department Name: Dept. of Housing & Com Dev			Division Name: Division of Housing		
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>					
Prefix: First Name: Nancy					
Middle Name:					
Last Name: Palmer					
Suffix:					
Title: Housing Programs Mgr.					
Organizational Affiliation:					
Telephone Number: (804)371-7102			Fax Number:		
Email: nancy.palmer@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-0002019

Title:

2019 Weatherization Assistance Program

**13. Competition Identification Number:**

Title:

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

Commonwealth of Virginia

**15. Descriptive Title of Applicant's Project:**

Weatherization Assistance Program State Plan

**APPLICATION FOR FEDERAL ASSISTANCE SF-424**

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**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: 07/01/2019

b. End Date: 06/30/2020

**18. Estimated Funding (\$):**

a. Federal	4,743,147.00
b. Applicant	0.00
c. State	0.00
d. Local	0.00
e. Other	0.00
f. Program Income	0.00
g. TOTAL	4,743,147.00

**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: Willie

Middle Name:

Last Name: Fobbs

Suffix:

Title:

Telephone Number: 8043717133

Fax Number:

Email: willie.fobbs@dhcd.virginia.gov

Signature of Authorized Representative: Signed Electronically

Date Signed: 06/25/2019

**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. EE0007956		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 07/01/2019	5. Completion Date 06/30/2020

**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		\$ 4,743,147.00		\$ 4,743,147.00
2.						
3.						
4.						
5. TOTAL		\$ 0.00	\$ 0.00	\$ 4,743,147.00	\$ 0.00	\$ 4,743,147.00

**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) GRANTEE ADMINISTRA TION	(2) SUBGRANTE E ADMINISTRA	(3) GRANTEE T&TA	(4) SUBGRANTE E T&TA	
a. Personnel	\$ 118,909.00	\$ 0.00	\$ 64,089.00	\$ 0.00	\$ 182,998.00
b. Fringe Benefits	\$ 34,959.00	\$ 0.00	\$ 18,842.00	\$ 0.00	\$ 53,801.00
c. Travel	\$ 0.00	\$ 0.00	\$ 103,126.00	\$ 0.00	\$ 103,126.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
f. Contract	\$ 18,923.00	\$ 259,012.00	\$ 564,081.00	\$ 0.00	\$ 4,304,165.00
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	\$ 172,791.00	\$ 259,012.00	\$ 750,138.00	\$ 0.00	\$ 4,644,090.00
j. Indirect Costs	\$ 64,366.00	\$ 0.00	\$ 34,691.00	\$ 0.00	\$ 99,057.00
k. Totals	\$ 237,157.00	\$ 259,012.00	\$ 784,829.00	\$ 0.00	\$ 4,743,147.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. EE0007956		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 07/01/2019		
	5. Completion Date 06/30/2020		

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	\$ 4,743,147.00	\$ 0.00	\$ 4,743,147.00

SECTION B - BUDGET CATEGORIES					
6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) PROGRAM OPERATIONS	(2) HEALTH AND SAFETY	(3) LIABILITY INSURANCE	(4) FINANCIAL AUDITS	
a. Personnel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 182,998.00
b. Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 53,801.00
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 103,126.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
f. Contract	\$ 2,837,248.00	\$ 522,601.00	\$ 77,246.00	\$ 25,054.00	\$ 4,304,165.00
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	\$ 2,837,248.00	\$ 522,601.00	\$ 77,246.00	\$ 25,054.00	\$ 4,644,090.00
j. Indirect Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 99,057.00
k. Totals	\$ 2,837,248.00	\$ 522,601.00	\$ 77,246.00	\$ 25,054.00	\$ 4,743,147.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

**U.S. DEPARTMENT OF ENERGY**



**BUDGET JUSTIFICATION FOR FORMULA GRANTS**

Applicant: Virginia, Commonwealth of  
Award number: EE0007956

Budget period: 07/01/2019 - 06/30/2020

**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.
Program Assistant	Assist Program staff
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	Processes fiscal documents and monitoring financial transactions. Provide fiscal training & technical assistance to subgrantees.

Direct Personnel Compensation:

<u>Position</u>	<u>Salary/Rate</u>	<u>Time</u>	<u>Direct Pay</u>
Technical Monitor	\$64,505.00	80.0000 % FT	\$51,604.00
Program Administrator	\$62,424.00	50.0000 % FT	\$31,212.00
Program Administrator	\$60,434.00	50.0000 % FT	\$30,217.00
Program Assistant	\$29,440.53	20.0000 % FT	\$5,888.11
Associate Director of Housing	\$100,365.00	22.0999 % FT	\$22,180.56
Program Manager	\$75,010.00	20.0000 % FT	\$15,002.00
Program Administrator	\$57,222.00	47.0000 % FT	\$26,894.34
		<b>Direct Pay Total</b>	<b>\$182,998.01</b>

**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	\$51,604.00	29.3998 %	\$15,171.47
Program Administrator	\$31,212.00	29.3999 %	\$9,176.30
Program Administrator	\$30,217.00	29.3999 %	\$8,883.77
Program Assistant	\$5,888.11	29.3999 %	\$1,731.10
Associate Director of Housing	\$22,180.56	29.3999 %	\$6,521.06
Program Manager	\$15,002.00	29.3999 %	\$4,410.57
Program Administrator	\$26,894.34	29.3999 %	\$7,906.91
		Fringe Benefits Total	\$53,801.18

### 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>
NASCSP Board Meeting 2 - 2 Staff are members of the board.	2	\$700.00	\$1,400.00
NASCSP Annual Conference.	6	\$2,500.00	\$15,000.00
Training conference attendance - various trainings and conferences attended by different staff members that work directly for the Weatherization Assistance Program.	11	\$2,435.00	\$26,785.00
Administrative/Financial and Technical monitoring of 17 Subgrantees that includes meals, mileage, and lodging for up to 3 monitors. Follow up trips have been added for any unexpected return trips that may need to occur.	61	\$606.00	\$36,966.00
Interchange - Conference held by DHCD to provide T/TA.	7	\$1,000.00	\$7,000.00
HPC Conference- Technical Monitoring Training.	1	\$2,300.00	\$2,300.00
Peer Exchange - Conference held by network organization which DHCD is invited to participate.	7	\$510.00	\$3,570.00
NASCSP Mid Winter Conference.	3	\$2,135.00	\$6,405.00
Energy Outwest Conference - Technical Monitoring Training.	1	\$2,300.00	\$2,300.00
NASCSP Board Meeting 1 - 2 Staff are members of the board.	2	\$700.00	\$1,400.00
		Travel Total	\$103,126.00

- 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. Please see attachment in SF-424 "Travel Breakdown" for a more detailed breakdown of cost.

**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.

Equipment	Unit Cost	Number	Total Cost	Justification of Need
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- 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.

**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.

General Category	Cost	Justification of Need
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- 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).

Name of Proposed Sub	Total Cost	Basis of Cost*
Weatherization Sub-grantee Financial Audit Funds	\$25,054.00	Total cost based on actual budget requests received from 17 agencies.
Hancock Software - Database administration	\$126,000.00	\$126,000 is for FY 19 competitive procurement includes maintenance and hosting fees for WX software.
Weatherization Sub-grantees Health and Safety Funds	\$522,601.00	15% of program operations.
Weatherization Sub-grantees Liability Insurance Funds	\$77,246.00	Based on actual budgets received from 17 agencies for FY 19.
Energy Solutions Research Weatherization Training Center	\$280,000.00	State wide training for Virginia Weatherization Sub-grantees.



Weatherization Sub-grantee Administrative Funds	\$259,012.00	A minimum of 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 their need for additional admin. According to DOE guidelines, small subgrantees may receive an additional 5% of their subgrants for administration. Six subgrantees requested additional admin for the 2019 program year. A detailed listing is provided in V.8.2 of the Master File.
WAP Interchange, Peer Exchange & Contract Training	\$177,004.00	To fund the various network training and exchanges.
Weatherization Subgrants, Annual File section	\$2,837,248.00	Based on formula allocation for FY 19. \$2,837,248.35 is the agencies program operations.
Contracts and Subgrants Total	\$4,304,165.00	

\*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.

General Description	Cost	Justification of Need
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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.

Indirect Cost Rate of 54.13% (attached to SF-424) is applied to personnel salaries.

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:

Indirect Cost Account	Direct Total	Indirect Rate	Total Indirect
Personnel	\$182,998.01	54.1300 %	\$99,056.82
		Indirect Costs Total	\$99,056.82

**U.S. Department of Energy  
WEATHERIZATION ASSISTANCE PROGRAM (WAP)  
WEATHERIZATION ANNUAL FILE WORKSHEET**

**(Grant Number: EE0007956, State: VA, Program Year: 2019)**

**IV.1 Subgrantees**

<b>Subgrantee (City)</b>	<b>Planned Funds/Units</b>
Appalachian Community Action Agency (Gate City)	\$123,736.00 11
Bay Aging (Urbanna)	\$169,056.00 18
Central VA AAA (Lynchburg)	\$101,326.00 10
Clinch Valley Community Action (North Tazewell)	\$75,087.00 7
Community Housing Partners Corp. (Christiansburg)	\$1,130,645.00 118
Crater District AAA (Petersburg)	\$143,716.00 15
ElderHomes Corporation (Richmond)	\$766,905.00 76
Lynchburg Community Action Group (Lynchburg)	\$77,613.00 8
Mountain Community Action Program (Marion)	\$82,918.00 8
PEOPLE, Inc. (Abingdon)	\$84,574.00 8
Pittsylvania County Community Action Agency (Chatham)	\$135,638.00 14
Rooftop of Virginia Community Action Program (Galax)	\$64,638.00 6
Southeastern Tidewater Opportunity Project (Norfolk)	\$267,286.00 27
Support to Eliminate Poverty (Rocky Mount)	\$77,984.00 8
Telamon Corporation (Raleigh)	\$119,886.00 12
Total Action Against Poverty (Roanoke)	\$218,731.00 23
Tri-County Community Action (South Boston)	\$81,422.00 8
<b>Total:</b>	<b>\$3,721,161.00</b> <b>377</b>

**IV.2 WAP Production Schedule**

<b>Weatherization Plans</b>	<b>Units</b>
Total Units (excluding reweatherized)	377
Rewatherized Units	0

Note: Planned units by quarter or category are no longer required, no information required for persons.

<b>Average Unit Costs, Units subject to DOE Project Rules</b>
<b>VEHICLE &amp; EQUIPMENT AVERAGE COST PER DWELLING UNIT (DOE RULES)</b>

**U.S. Department of Energy  
WEATHERIZATION ASSISTANCE PROGRAM (WAP)  
WEATHERIZATION ANNUAL FILE WORKSHEET**

**(Grant Number: EE0007956, State: VA, Program Year: 2019)**

A	Total Vehicles & Equipment (\$5,000 or more) Budget	\$0.00
B	Total Units Weatherized	377
C	Total Units Reweatherized	00
D	Total Dwelling Units to be Weatherized and Reweatherized (B + C)	377
E	Average Vehicles & Equipment Acquisition Cost per Unit (A divided by D)	\$0.00
<b>AVERAGE COST PER DWELLING UNIT (DOE RULES)</b>		
F	Total Funds for Program Operations	\$2,837,248.00
G	Total Dwelling Units to be Weatherized and Reweatherized (from line D)	377
H	Average Program Operations Costs per Unit (F divided by G)	\$7,525.86
I	Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J	Total Average Cost per Dwelling (H plus I)	\$7,525.86

**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	377	29.3	11046
Prior Year Estimate	399	29.3	11691
Prior Year Actual	909	29.3	26634
<b>Method used to calculate savings description:</b>			

**IV.4 DOE-Funded Leveraging Activities**

No leveraging funds are planned for this year.
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**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: Andrea Gregg Phone: (804)726-7368 Email: <a href="mailto:Andrea.gregg@dss.virginia.gov">Andrea.gregg@dss.virginia.gov</a>
Billy Weitzenfeld	Type of organization: Non-profit (not a financial institution) Contact Name: Billy Weitzenfeld Phone: 5407452838 Email: <a href="mailto:aecp@swva.net">aecp@swva.net</a>
Chelsea Hamish	Type of organization: Non-profit (not a financial institution) Contact Name: Phone: 8044648233 Email: <a href="mailto:info@vaeec.org">info@vaeec.org</a>
Daniel Farrell	Type of organization: Unit of State Government Contact Name: Phone: 8046923207 Email: <a href="mailto:daniel.farrell@dmme.virginia.gov">daniel.farrell@dmme.virginia.gov</a>
Jim Schuyler	Type of organization: Non-profit (not a financial institution) Contact Name: Jim Schuyler Phone: 8046440417 Email: <a href="mailto:jschuyler@vacap.org">jschuyler@vacap.org</a>
Kathy Miller	Type of organization: Unit of State Government Contact Name: Phone: 8046629341 Email: <a href="mailto:kathy.miller@dars.virginia.gov">kathy.miller@dars.virginia.gov</a>

**U.S. Department of Energy  
WEATHERIZATION ASSISTANCE PROGRAM (WAP)  
WEATHERIZATION ANNUAL FILE WORKSHEET**

**(Grant Number: EE0007956, State: VA, Program Year: 2019)**

Malesia Taylor	Type of organization: Utility Contact Name: Phone: 8047714406 Email: <a href="mailto:malesia.a.taylor@dominionenergy.com">malesia.a.taylor@dominionenergy.com</a>
Rebecca Glidden	Type of organization: Utility Contact Name: Phone: 8047773077 Email: <a href="mailto:rglidden@nisource.com">rglidden@nisource.com</a>
Zachary Bacon	Type of organization: Utility Contact Name: Phone: 8009564237 Email: <a href="mailto:zlbacon@aep.com">zlbacon@aep.com</a>

**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
04/18/2019	Bristol Herald Courier (4/3/19); Danville Register & Bee (4/3/19); Fredericksburg Freelance-Star (4/3/19); Harrisonburg Daily New Record (4/3/19); Richmond Times Dispatch (4/3/19); Roanoke Times (4/3/19); Virginian Pilot (4/3/19); Winchester Star (4/3/19)

**IV.7 Miscellaneous**

<p><b><u>Principal Investigator</u></b> Willie Fobbs 600 East Main Street Ste 300 Richmond, VA 23219 804-371-7133 Phone <a href="mailto:willie.fobbs@dhcd.virginia.gov">willie.fobbs@dhcd.virginia.gov</a></p> <p><b><u>Business Officer</u></b> Nancy Palmer 600 East Main Street Ste 300 Richmond, VA 23219 804-371-7102 Phone <a href="mailto:nancy.palmer@dhcd.virginia.gov">nancy.palmer@dhcd.virginia.gov</a></p>
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DOE F 540.5  
(08/05)

U.S. Department of Energy

OMB Control No: 1910-5127

**WEATHERIZATION ASSISTANCE PROGRAM  
SUBGRANTEE INFORMATION**

Expiration Date: 02/29/2020

State: VA Grant Number: EE0007956 Program Year: 2019

<p>Name: <b>Appalachian Community Action Agency</b></p> <p>Address: 175 Military Lane PO Box 279 Gate City, VA 24251-0190</p> <p>Counties served: NORTON City DICKENSON County SCOTT County WISE County LEE County</p>	<p>Contact: Rebecca Dillow DUNS: 154726103 Phone: (276) 452-2441 Fax: (276) 452-2472 Email: rdillow@appcaa.org</p> <p>Tentative allocation: \$ 123,736.00 Planned units: 11 Type of organization: Non-profit organization</p> <p>Source of labor: Agency</p>	<p>Congressional districts served: <u>CD</u> VA-09</p>
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<p>Name: <b>Bay Aging</b></p> <p>Address: PO Box 610 N/A Urbanna, VA 23175-0610</p> <p>Counties served: LANCASTER County ESSEX County NORTHUMBERLAND County MIDDLESEX County GLOUCESTER County MATHEWS County KING GEORGE County CAROLINE County RICHMOND County WESTMORELAND County KING WILLIAM County KING AND QUEEN County</p>	<p>Contact: Kathy Vesley-Massey DUNS: 101712602 Phone: (804) 758-2386 Fax: () - Email: kvesley@bayaging.org</p> <p>Tentative allocation: \$ 169,056.00 Planned units: 18 Type of organization: Non-profit organization</p> <p>Source of labor: Agency</p>	<p>Congressional districts served: <u>CD</u> VA-01</p>
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<p>Name: <b>Central VA AAA</b></p> <p>Address: 501 12th Street P.O. Box 1390 Lynchburg, VA 24504-2527</p> <p>Counties served: APPOMATTOX County BEDFORD County AMHERST County</p>	<p>Contact: Deborah Silverman DUNS: 932767148 Phone: (434) 385-9070 Fax: (434) 385-9209 Email: dsilverman@cvcl.org</p> <p>Tentative allocation: \$ 101,326.00 Planned units: 10 Type of organization: Non-profit organization</p> <p>Source of labor: Contractors</p>	<p>Congressional districts served: <u>CD</u> VA-06 VA-05</p>
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<p>Name: <b>Clinch Valley Community Action</b></p> <p>Address: P.O. Box 188 North Tazewell, VA 24630-0188</p>	<p>Contact: Doug Sheets DUNS: 849388624 Phone: (276) 988-5583 Fax: (276) 988-4041 Email: dsheets@clinchvalleycaa.org</p>	
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(08/05)

U.S. Department of Energy

OMB Control No: 1910-5127

**WEATHERIZATION ASSISTANCE PROGRAM  
SUBGRANTEE INFORMATION**

Expiration Date: 02/29/2020

State: VA Grant Number: EE0007956 Program Year: 2019

Counties served:	RUSSELL County TAZEWELL County	Tentative allocation: \$ 75,087.00 Planned units: 7 Type of organization: Non-profit organization Source of labor: Agency	Congressional districts served:	<u>CD</u> VA-09
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Name: **Community Housing Partners Corp.** Contact: Mr. Janaka Casper  
 DUNS: 097428841  
 Address: 448 Depot St Phone: (540) 382-2002  
 N/A Fax: (540) 381-8270  
 Christiansburg, VA 24073 Email: jcasper@chpc2.org

Counties served:	PAGE County ROCKINGHAM County MADISON County FAUQUIER County NELSON County ARLINGTON County GILES County WAYNESBORO City MONTGOMERY County CHARLOTTESVILLE City STAUNTON City RAPPAHANNOCK County FLOYD County FREDERICKSBURG City PRINCE WILLIAM County CULPEPER County FAIRFAX County FAIRFAX City ALBEMARLE County WINCHESTER City STAFFORD County MANASSAS City ORANGE County MANASSAS PARK City LOUDOUN County ALEXANDRIA City PULASKI County FREDERICK County CLARKE County GREENE County WARREN County FALLS CHURCH City AUGUSTA County RADFORD City LOUISA County SHENANDOAH County FLUVANNA County HARRISONBURG City HIGHLAND County	Tentative allocation: \$ 1,130,645.00 Planned units: 118 Type of organization: Non-profit organization	Congressional districts served:	<u>CD</u> VA-01 VA-11 VA-06 VA-09 VA-07 VA-10 VA-08 VA-05
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**WEATHERIZATION ASSISTANCE PROGRAM  
SUBGRANTEE INFORMATION**

Expiration Date: 02/29/2020

State: VA Grant Number: EE0007956 Program Year: 2019

Source of labor: Agency and Contractors

Name:	<b>Crater District AAA</b>	Contact:	Harold Sayles
		DUNS:	095931457
Address:	23 Seyler Drive Petersburg, VA 23805-0000	Phone:	(804) 732-7020
		Fax:	(804) -
		Email:	hsayles@cdaaa.org
Counties served:	SURRY County EMPORIA City HOPEWELL City SUSSEX County PETERSBURG City COLONIAL HEIGHTS City DINWIDDIE County GREENSVILLE County PRINCE GEORGE County	Tentative allocation:	\$ 143,716.00
		Planned units:	15
		Type of organization:	Unit of local government
		Congressional districts served:	<u>CD</u> VA-03 VA-04

Source of labor: Agency and Contractors

Name:	<b>ElderHomes Corporation</b>	Contact:	Lee Householder
		DUNS:	801695842
Address:	88 Carnation Street Richmond, VA 23225-6811	Phone:	(804) 233-2827
		Fax:	(804) -
		Email:	lee.householder@projecthomes.org
Counties served:	POWHATAN County HAMPTON City CHESTERFIELD County ISLE OF WIGHT County YORK County ACCOMACK County BUCKINGHAM County HENRICO County NORTHAMPTON County SPOTSYLVANIA County AMELIA County RICHMOND City JAMES CITY County SOUTHAMPTON County HANOVER County FRANKLIN County NEW KENT County CHARLES CITY County NEWPORT NEWS City PRINCE EDWARD County POQUOSON City GOOCHLAND County WILLIAMSBURG City SUFFOLK City CUMBERLAND County	Tentative allocation:	\$ 766,905.00
		Planned units:	76
		Type of organization:	Non-profit organization
		Congressional districts served:	<u>CD</u> VA-01 VA-03 VA-04 VA-05 VA-07

Source of labor: Agency and Contractors

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**WEATHERIZATION ASSISTANCE PROGRAM  
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Expiration Date: 02/29/2020

State: VA Grant Number: EE0007956 Program Year: 2019

<p>Name: <b>Lynchburg Community Action Group</b></p> <p>Address: 1010 Main Street 2nd Floor Lynchburg, VA 24504-0000</p> <p>Counties served: LYNCHBURG City CAMPBELL County</p>	<p>Contact: Rev. William Coleman DUNS: 087345906</p> <p>Phone: (804) 846-2778 Fax: (804) 845-1547 Email: wcoleman@lyncag.org</p> <p>Tentative allocation: \$ 77,613.00 Planned units: 8 Type of organization: Non-profit organization Source of labor: Agency</p>	<p>Congressional districts served: <u>CD</u> VA-05</p>
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<p>Name: <b>Mountain Community Action Program</b></p> <p>Address: PO Drawer 1008 N/A Marion, VA 24354-1008</p> <p>Counties served: WYTHE County BLAND County SMYTH County</p>	<p>Contact: Charles Michael Williams DUNS: 123578247</p> <p>Phone: (276) - Fax: (276) - Email: mwilliams@mountaincap.org</p> <p>Tentative allocation: \$ 82,918.00 Planned units: 8 Type of organization: Non-profit organization Source of labor: Agency</p>	<p>Congressional districts served: <u>CD</u> VA-09</p>
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<p>Name: <b>PEOPLE, Inc.</b></p> <p>Address: 1173 West Main Street N/A Abingdon, VA 24210-4703</p> <p>Counties served: WASHINGTON County BUCHANAN County BRISTOL City</p>	<p>Contact: Rob G. Goldsmith DUNS: 030683395</p> <p>Phone: (276) 623-9000 Fax: (276) 628-2931 Email: rgoldsmith@peopleinc.net</p> <p>Tentative allocation: \$ 84,574.00 Planned units: 8 Type of organization: Non-profit organization Source of labor: Agency</p>	<p>Congressional districts served: <u>CD</u> VA-09</p>
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<p>Name: <b>Pittsylvania County Community Action Agency</b></p> <p>Address: PO Box 1119 348 North Main Street Chatham, VA 24531--4406</p> <p>Counties served: MARTINSVILLE City PITTSYLVANIA County DANVILLE City HENRY County</p>	<p>Contact: Everlena B. Ross DUNS: 931259225</p> <p>Phone: (434) 432-8250 Fax: (804) 432-3729 Email: eross@pccainc.org</p> <p>Tentative allocation: \$ 135,638.00 Planned units: 14 Type of organization: Non-profit organization Source of labor: Contractors</p>	<p>Congressional districts served: <u>CD</u> VA-05 VA-09</p>
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Expiration Date: 02/29/2020

State: VA Grant Number: EE0007956 Program Year: 2019

Name:	<b>Rooftop of Virginia Community Action Program</b>	Contact:	Vicki Myers
		DUNS:	010061216
Address:	PO Box 853 206 North Main Street Galax, VA 24333-2910	Phone:	(276) -
		Fax:	(276) -
		Email:	vmyers@rtov.org
Counties served:	GRAYSON County GALAX City CARROLL County	Tentative allocation:	\$ 64,638.00
		Planned units:	6
		Type of organization:	Non-profit organization
		Source of labor:	Agency
		Congressional districts served:	<u>CD</u> VA-09

Name:	<b>Southeastern Tidewater Opportunity Project</b>	Contact:	Regina Lawrence
		DUNS:	077946051
Address:	2552 Alameda Avenue Norfolk, VA 23513-2443	Phone:	(757) 858-1397
		Fax:	(757) 858-1387
		Email:	lawrence@stopinc.org
Counties served:	NORFOLK City CHESAPEAKE City VIRGINIA BEACH City	Tentative allocation:	\$ 267,286.00
		Planned units:	27
		Type of organization:	Non-profit organization
		Source of labor:	Agency
		Congressional districts served:	<u>CD</u> VA-04 VA-03

Name:	<b>Support to Eliminate Poverty</b>	Contact:	Marc Crouse
		DUNS:	144197746
Address:	200 Dent Street N/A Rocky Mount, VA 24151-0000	Phone:	(540) 483-51423004
		Fax:	(540) -
		Email:	marc.crouse@stepincva.com
Counties served:	PATRICK County FRANKLIN County	Tentative allocation:	\$ 77,984.00
		Planned units:	8
		Type of organization:	Non-profit organization
		Source of labor:	Agency
		Congressional districts served:	<u>CD</u> VA-09 VA-05

Name:	<b>Telamon Corporation</b>	Contact:	Suzanne Orozco
		DUNS:	075579052
Address:	5560 Munford Road Suite 201 Raleigh, NC 27612-2621	Phone:	(804) 355-4676
		Fax:	(804) 355-6407
		Email:	sorozco@telamon.org
Counties served:	NOTTOWAY County MECKLENBURG County LUNENBURG County BRUNSWICK County	Tentative allocation:	\$ 119,886.00
		Planned units:	12
		Type of organization:	Non-profit organization
		Source of labor:	Agency
		Congressional districts served:	<u>CD</u> VA-05 VA-04

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Expiration Date: 02/29/2020

State: VA Grant Number: EE0007956 Program Year: 2019

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Name:	<b>Total Action Against Poverty</b>	Contact:	Annette Lewis
		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
Counties served:	BATH County BUENA VISTA City SALEM City BOTETOURT County LEXINGTON City ALLEGHANY County COVINGTON City ROANOKE County ROCKBRIDGE County ROANOKE City CRAIG County CLIFTON FORGE City	Tentative allocation:	\$ 218,731.00
		Planned units:	23
		Type of organization:	Non-profit organization
		Congressional districts served:	<u>CD</u> VA-09 VA-05 VA-06
		Source of labor:	Agency

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Name:	<b>Tri-County Community Action</b>	Contact:	Petrina Carter
		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@tricitycaa.com
Counties served:	CHARLOTTE County HALIFAX County	Tentative allocation:	\$ 81,422.00
		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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**(Grant Number: EE0007956, State: VA, Program Year: 2019)**

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.

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).

Income is determined in accordance with DOE program guidance on definition of income. 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 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 Level, whichever is greater.

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.

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**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 Reweatherization compliance

**Re-weatherization:** Any dwelling weatherized after September 30, 1994, or any subsequent date as established in 10 CFR 440 subpart §440.18 as amended, is not eligible for weatherization. Subgrantees must report re-weatherized homes on their monthly report.

Subgrantees check addresses to ensure that units have not previously received assistance. DHCD currently uses a web based software system in which subgrantees enter client and building information 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 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 and number of units. 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.

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Describe how Rental Units/Multifamily Buildings will be addressed

The VA WAP Operations Manual contains the procedures that address protection of renters' rights as specified in §440.22(b)(3) and §440.22(c)(e). Whether single family or multifamily, 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.

An owner matching contribution is required for multifamily rentals of 5 or more units. A 15% owner match of actual weatherization costs, based on the \$7,541 average cost figure, is required unless the owner also meets WAP income eligibility requirements. In this case no match is required.

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.
- 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;

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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 9/30/1994.

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.

**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.

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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.

**V.4 Type of Weatherization Work to Be Done**

**V.4.1 Technical Guides and Materials**

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

Virginia is currently in the process of updating its SWS Field Guide. We are working with Saturn Resources to adapt their field guide to Virginia's needs. Distribution of the guide will be digital; subgrantees will be able to download copies directly from DHCD's website. If subgrantees prefer hard copies of the Field Guide to be prepared for them, DHCD will accommodate those orders.

Virginia modifies its Operations Manual annually, and the 2019 version is attached.

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 15-4, 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: 9/23/2015
Manufactured Housing: 9/23/2015
Multi-Family:

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**V.4.2 Energy Audit Procedures**

Audit Procedures and Dates Most Recently Approved by DOE

Audit Procedure: Single-Family
Audit Name: Other (specify) All single family homes are audited using Hancock's Home Energy Auditing Tool (HEAT), effective September 1, 2016.
Approval Date: 6/2/2016

Audit Procedure: Manufactured Housing
Audit Name: Other (specify) Manufactured Housing are modeled with Hancock's Home Energy Auditing Tool (HEAT) *** HEAT for manufactured housing has been approved as an audit tool by DOE and is still in the final approval phase for use in VA.
Approval Date: 6/9/2017

Audit Procedure: Multi-Family
Audit Name: Other (specify) 
Approval Date: 5/1/2012

**Comments**

<p>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.</p> <p>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 choose to separate these roles at the final inspection.</p> <p>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.</p> <p>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.</p> <p><b>Single family</b> The HEAT audit is used for single family homes; manufactured housing; and multifamily residences up to 4 units, such as duplexes, triplexes, and quadplexes.</p> <p>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.</p> <p><b>Multifamily</b> Small multifamily buildings are defined as buildings with three stories or less, 25 units or less, with units that are individually heated/cooled (not inclusive of duplexes, triplexes, or quadplexes). 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. VA does not have an approved multifamily audit tool and therefore must seek permission from DOE.</p>
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**V.4.3 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 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**

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 QCIs may work with DHCD on a case by case base for re-entry to perform QCIs in the Virginia WAP network.

NOTE:

This will apply to both agency employed QCIs and contracted QCIs. 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 15-4.

*The subgrantee and subgrantee's contractors shall perform weatherization services during the Program Year in accordance with the*

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*specifications outlined in the Department of Energy's Weatherization Program Notice 15-4, 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.5 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.

DHCD's weatherization staff works to continuously strengthen its program and utilizes the feedback from the 2017 ACSI survey as a guide for improvements. Included in our State Plan attachments is our ACSI action plan, and we have made concentrated efforts on the lowest scoring categories: 1) Development of the WAP State Plan and 2) Monitoring/Corrective Action.

1) Development of the WAP State Plan:

Proposed Actions:

- Start development of the Plan earlier in the year
- Increase membership and participation of the PAC
- Release the draft Plan earlier to the network to encourage Subgrantee comment

The PAC has since grown from 5 to 9 very active members and met in December 2018 and March 2019 of the last program year. (We aim to meet 3 times a year with the PAC, but missed one meeting this year due to a DHCD staff member on maternity leave). Last year, we were able to make a draft Plan available up to a month earlier than in previous years. We now provide a summary of changes to the Plan, so Subgrantees know exactly what is or is not different. We recently conducted our first webinar on the State Plan, to give Subgrantees a complete walk-through of all components of the Plan. A recording of the webinar was also distributed to the all Subgrantees.

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. We also added a staff member who is QCI certified, so we will have 2 staff members capable of conducting technical monitorings.

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**V.6 Health and Safety**

**HEALTH AND SAFETY**

Health and Safety is referenced in the CFR 440 rule and WPN 17-7.

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

Corrections of identified hazards must be charged to the Health and Safety budget category.

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
- 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

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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)
- o Window and door replacement

**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 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 \$1,131.15 (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**

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**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 01-2016 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 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**

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**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

**LIST OF HEALTH AND SAFETY CATEGORIES**

Upon failed Health & Safety inspection, Subgrantees may use WAP H&S funds for the following work:

**AIR CONDITIONING SYSTEMS**

Air conditioning system replacement or repair is allowable in homes of at-risk occupants when inoperable/nonexistent.

At-risk occupants are defined as:

- o elderly (60 years or older)
- o children (under the age of 6)
- o occupants with medically-documented health conditions that warrant the need for conditioned air

**Action/Allowability**

When a space conditioning system does not qualify as an ECM, the following conditions must be met before the unit can be replaced or repaired with Health and Safety funds:

- o "Red tagged," inoperable, or nonexistent primary heating system may be replaced, repaired, or installed where climate conditions warrant, consistent with this guidance.

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- o Primary air conditioning system replacement, repair, or installation is allowed only in homes where current occupants meet Grantee's definition of "at-risk" AND climate conditions warrant. "System" can mean a central unit or several individually operating units; however, when a central unit is in place, it shall be considered the primary unit, and all other units are to be considered secondary.
- o Use proper sizing protocols (Manual J, State Approved sizing protocols, NEAT/MHEA outputs, etc.) based on post-weatherization housing characteristics, including installed mechanical ventilation, when installing or replacing a heating or cooling appliance.
- o Unsafe primary units must be repaired, replaced and removed, or rendered inoperable, or deferral is required.
- o Replacement or installation of secondary units is not allowed.
- o Unsafe secondary units, including space heaters, must be repaired, removed or rendered inoperable, or deferral is required.
- o See Hazardous Materials Disposal section for more information.

**Testing**

- o Make sure primary systems are present, operable, and performing correctly.
- o Check DOE-approved audit to determine if the system can be installed as an energy conservation measure (ECM) prior to replacement as an H&S measure.
- o Determine and document presence of "at-risk" current occupants when installing air-conditioning as a Health and Safety (H&S) measure.
- o On combustion equipment, inspect chimney and flue and test for Combustion Appliance Zone (CAZ) depressurization.

For solid fuel appliances look for visual evidence of soot on the walls, mantel or ceiling or creosote staining near the flue pipe.

**Client Education**

- o When deferral is necessary, provide information to the client, in writing, describing conditions that must be met in order for weatherization to commence. A copy of this notification must also be placed in the client file.
- o Discuss appropriate use and maintenance of units.
- o Provide all paperwork and manuals for any installed equipment.
- o Discuss and provide information on proper disposal of bulk fuel tanks when not removed as part of the weatherization work.
- o Where combustion equipment is present, provide safety information including how to recognize depressurization.

**Training**

- o WAP H&S policy training on allowable activities.
- o Licensing and/or certification for HVAC installers as required by authority having jurisdiction (AHJ).
- o CAZ depressurization test and inspection training.

**ASBESTOS: SIDING, WALLS, CEILINGS, ETC.**

**Action/Allowability**

Take all reasonable and necessary precautions to prevent asbestos contamination in the home.

Friable – Asbestos containing material (ACM) that can be crumbled, pulverized, or reduced to a powder by the pressure from an ordinary human hand.

When a friable ACM is present, Blower Door testing in depressurization mode is not allowed. Only pressurized testing may occur, if the situation allows.

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- o The existence of asbestos siding that is in good condition does not prevent installing dense-pack insulation from the exterior.
- o Siding may be removed and reinstalled in order to perform the ECM, and the associated costs may be charged as part of the ECM.
- o General abatement of asbestos siding or replacement with new siding is not an allowable H&S cost.

**Testing**

- o Visually inspect exterior and subsurface, floors, walls, and ceilings for suspected ACM prior to drilling or cutting.
- o Asbestos Hazard Emergency Response Act of 1986 (AHERA) sample collection and testing must be conducted by a certified tester.

**Client Education**

- o Inform the client in writing that suspected ACMs are present and what precautions will be taken to ensure the occupants and workers safety during weatherization.
- o Formally notify the client in writing of results if testing was performed.

**ASBESTOS: VERMICULITE**

**Action/Allowability**

- o When vermiculite is present, assume it contains asbestos unless testing determines otherwise.
- o If vermiculite is suspected, Blower Door testing is only allowed in pressurization mode.
- o Use proper respiratory protection while in areas containing vermiculite.
- o Encapsulation by an appropriately trained asbestos control professional is allowed.
- o Removal is not allowed.
- o When deferral is necessary due to asbestos, occupants must provide documentation that a certified professional performed the remediation before work continues.

**Testing**

- o AHERA sample collection and testing must be conducted by a certified tester.
- o Baseline environmental asbestos sampling is allowed.

**Client Education**

- o Instruct clients in writing to not disturb suspected ACM.
- o Provide asbestos safety information to the client.
- o Formally notify client in writing of results if testing was performed.
- o When deferral is necessary, provide information in writing describing conditions that must be met in order for weatherization to commence.

**Training**

- o Training on how to recognize vermiculite.
- o AHERA or state certification to conduct testing.
- o AHERA or other appropriate asbestos control professional certification/training for encapsulation.



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**ASBESTOS: PIPES, FURNACES, AND OTHER SMALL COVERED SURFACES**

**Action/Allowability**

- o Assume asbestos is present in suspect materials.
- o When suspected friable ACM is present, take precautionary measures as if it is asbestos unless testing determines otherwise.
- o If ACM is suspected, Blower Door testing is only allowed in pressurization mode
- o Encapsulation by an appropriately trained asbestos control professional is allowed and should be conducted prior to Blower Door testing if the materials are friable.
- o Removal is allowed by an appropriately trained professional (AHERA) on a case-by-case basis.
- o Only costs directly associated with the testing, encapsulation, or removal may be charged to the H&S budget category.
- o When deferral is necessary due to asbestos, occupant must provide documentation that a certified professional performed the remediation before work continues.

**Testing**

- o Assess whether suspected ACMs are present.
- o AHERA sample collection and testing is allowed and must be conducted by a certified tester.

**Client Education**

- o Instruct clients in writing not to disturb suspected ACM.
- o Provide asbestos safety information.
- o Formally notify client in writing of results if testing was performed.
- o When deferral is necessary, provide information in writing describing conditions that must be met in order for weatherization to commence.

**Training**

- o How to recognize suspected ACM.
- o AHERA or other appropriate asbestos control professional certification/training is required to abate the ACM.

**BIOLOGICALS AND UNSANITARY CONDITIONS**

**Action/Allowability**

- o Remediation of conditions that may lead to or promote biological concerns and unsanitary conditions is allowed.
- o Addressing bacteria and viruses is not an allowable cost.
- o Deferral may be necessary in cases where conditions in the home pose a health risk to occupants and or weatherization workers.

**Testing**

- o Sensory inspection

**Client Education**

- o Inform client in writing of observed conditions

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- o Provide information on how to maintain sanitary conditions
- o When deferral is necessary, provide information in writing describing conditions that must be met in order for weatherization to commence.

**Training**

- o How to recognize unsafe conditions and when to defer
- o Safe work practices when encountering such conditions

**BUILDING STRUCTURE AND ROOFING**

**Action/Allowability**

- o Building rehabilitation that is beyond the scope of Weatherization Assistance Program
- o Homes that require more than minor repairs must be deferred. Minor is defined as small repairs that do not require a permit (<100 sq ft) and are only allowed as an incidental measure to protect installed weatherization measures.

**Testing**

- o Visual Inspection
- o Ensure that access to the portions of the home where weatherization will occur are safe for entry and performance of assessments, work, and inspections.

**Client Education**

- o Notify client in writing of structurally compromised areas.
- o When deferral is necessary, provide information in writing describing conditions that must be met in order for weatherization to commence.

**Training**

- o How to identify structural and roofing issues.

**CODE COMPLIANCE**

**Action/Allowability**

- o Correction of preexisting code compliance issues is not an allowable cost unless triggered by weatherization measures being installed in a specific room or area of the home.
- o When correction of preexisting code compliance issues is triggered and paid for with WAP funds, cite specific code requirements with reference to the weatherization measure(s) that triggered the code compliance issue in the client file.
- o Follow State and local or AHJ codes while installing weatherization measures, including H&S measures.
- o Condemned properties and properties where "red-tagged" H&S conditions exist that cannot be corrected under this guidance must be deferred.

**Testing**

- o Visual inspection

**Client Education**

- o Inform client in writing of observed code compliance issue when it results in a deferral.
- o When deferral is necessary, provide information in writing describing conditions that must be met in order for weatherization to commence.

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**Training**

- o How to determine what code compliance may be required.
- o Knowledge of state and local codes.

**COMBUSTION GASES**

**Action/Allowability**

- o Proper venting to the outside for combustion appliances, including gas dryers and refrigerators, furnaces, vented space heaters, and water heaters is required.
- o Correct venting when testing indicates a problem.
- o If unsafe conditions whose remediation is necessary to perform weatherization cannot be remedied by repair or tuning, replacement is an allowable H&S measure unless prevented by any guidance herein.
- o Maintain documentation in justifying the replacement with a cost comparison between replacement and repair in the client file.
- o Replacement units must meet safety guidelines as determined in the Grantee plan or technical field guide.
- o See Air-Conditioning and Heating Systems section and Attachment A for more information.

**Testing**

- o Combustion safety testing is required when combustion appliances are present.
- o Test naturally drafting appliances for spillage and CO during CAZ depressurization testing pre and post-weatherization and before leaving the home on any day when work has been done that could affect draft (e.g., tightening the home, adding exhaust, etc.)
- o Inspect venting of combustion appliances and confirm adequate clearances.
- o Check DOE-approved audit to determine if the appliance can be justified as an ECM prior to replacement as an H&S measure.

**Client Education**

- o Provide client with combustion safety hazards information.

**Training**

- o How to perform appropriate testing, determine when a building is excessively depressurized, and the difference between air free and as-measured CO.
- o CO action levels.

**ELECTRICAL**

**Action/Allowability**

- o When the H&S of the occupant/worker(s) is at risk, minor repairs are allowed when necessary for weatherization measures. Because costs for electrical repairs can vary widely, Subgrantees have the ability to control costs per job as long as the Average Cost per Unit remains under the state average.
- o Evaluate and if necessary provide sufficient over-current protection and damming (if required) prior to insulating building components containing knob and tube wiring, as required by the AHJ.

**Testing**

- o Visual inspection for presence and condition of knob and tube wiring.
- o Check for alterations that may create an electrical hazard.

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o Voltage drop and voltage detection testing are allowed.

**Client Education**

o When electrical issues are the cause of a deferral, provide information to client on over-current protection, overloading circuits, and basic electrical safety/risks.

**Training**

o How to identify electrical hazards.

o Local (or AHJ) code compliance.

**FORMALDEHYDE, VOLATILE ORGANIC COMPOUNDS (VOCs), FLAMMABLE LIQUIDS, AND OTHER AIR POLLUTANTS**

**Action/Allowability**

o Removal of pollutants is allowed and is required if they pose a risk to workers.

o If pollutants pose a risk to workers and removal cannot be performed or is not allowed by the client, the unit must be deferred.

**Testing**

o Sensory inspection

**Client Education**

o Inform the client in writing of observed hazardous condition and associated risks.

o Provide client written materials on safety issues and proper disposal of household pollutants.

o When deferral is necessary, provide information in writing describing conditions that must be met in order for weatherization to commence.

**Training**

o How to recognize potential hazards and when removal is necessary.

**FUEL LEAKS**

**Action/Allowability**

o When a minor gas leak is found on the utility side of service, the utility service must be contacted and work temporarily halted until the leak is repaired.

o Fuel leaks that are the responsibility of the client (vs. the utility) must be repaired before weatherizing a unit.

**Testing**

o Test exposed gas lines for fuel leaks from utility coupling info, and throughout, the home.

o Conduct sensory inspection on bulk fuels to determine if leaks exist.

**Client Education**

o Inform clients in writing if fuel leaks are detected.

**Training**

o Fuel leak testing

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**GAS OVENS/STOVETOPS/RANGES**

**Action/Allowability**

- o When testing indicates a problem, entities may perform standards maintenance on or repair gas cooktops and ovens.
- o Replacement is allowed when the post cleaning CO exceeds 1000 ppm air-free.

**Testing**

- o Test gas ovens for CO.
- o Inspect cooking burners and ovens for operability and flame quality.

**Client Education**

- o Inform clients of the importance of using exhaust ventilation when cooking and the importance of keeping burners clean to limit the production of CO.

**Training**

- o Testing techniques
- o CO action levels

**HAZARDOUS MATERIALS DISPOSAL: Refrigerant, Asbestos, Lead, Mercury, including CFLs and Fluorescents**

**Action/Allowability**

- o Hazardous Waste Materials generated in the course of weatherization work shall be disposed of according to all local laws, regulations, and/or Federal guidelines, as applicable.
- o Document proper disposal requirements in contract language with responsible party.
- o Refer to Lead and Asbestos sections for more information on those topics.

**Testing**

- o No Applicable
- o Refer to Lead and Asbestos sections for more information on those topics.

**Client Education**

- o Inform the client in writing of hazards associated with hazardous waste materials being generated/handled in the home.

**Training**

- o Appropriate Personal Protective Equipment (PPE) for working with hazardous waste materials.
- o Disposal requirements and locations.
- o Health and environmental risks related to hazardous materials.

**INJURY PREVENTION OF OCCUPANTS AND WEATHERIZATION WORKERS: Repairing Stairs, Replacing Handrails, Etc.**

**Action/Allowability**

- o These repairs are not an allowable cost in the Virginia WAP.

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**Testing**

o Inspect for dangers that would prevent weatherization.

**Client Education**

o If conditions will not be repaired, inform the client in writing of observed hazards and associated risks.

**Training**

o Hazard Identification

**LEAD BASED PAINT**

**Action/Allowability**

- o All workers in job roles defined by VA WAP Information Notice 01-16 are required to obtain Lead Safe Weatherization certification.
- o Crews must follow EPA's Lead; Renovation, Repair and Painting Program (RRP) when working in pre-1978 housing unless testing confirms the work area to be lead free.
- o Deferral is required when the extent and condition of lead-based paint in the house would potentially create further H&S hazards.
- o Only those costs directly associated with the testing and lead safe practices for surfaces directly disturbed during the weatherization activities are allowable.
- o Documentation in the client file must include Certified Renovator certification; any training provided on-site; description of specific actions taken; lead testing and assessment documentation; and, photos of site and containment set up. Include the location of photos referenced if not in the file.

**Testing**

- o Testing to determine the presence of lead in paint that will be distributed by WAP measure installation is allowed with EPA-approved testing methods.
- o Testing methods must be economically feasible and justified.
- o Job site set up and cleaning verification by a Certified Renovator is required.
- o Grantees must verify that crews are using lead safe work practices during monitoring.

**Client Education**

- o Follow pre-renovation education provisions for RRP.
- o When deferral is necessary, provide information in writing describing conditions that must be met in order for weatherization to commence.

**Training**

- o All workers in job roles defined by VA WAP Information Notice 01-16 are required to obtain Lead Safe Weatherization certification.
- o All employees and contractors working on pre-1978 homes must receive training to install measures in a lead-safe manner in accordance with the SWS and EPA protocols, and installation must be overseen by an EPA Certified Renovator.
- o Grantee Monitors and Inspectors must be Certified Renovators.

**MOLD & MOISTURE**

**Action/Allowability**

o Minor water damage repairs that can be addressed by weatherization workers are allowed when necessary in order to weatherize the home and to ensure the long-term stability and durability of the installed measures.

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o Source control (i.e. correction of moisture and mold creating conditions) is allowed when necessary in order to weatherize the home and ensure the long-term stability and durability of the measures. Source control is independent of latent damage and related repairs.

o Where severe mold and moisture issues cannot be addressed, deferral is required.

o Mold cleanup is not an allowable H&S cost.

o Surface preparation where weatherization measures are being installed (e.g., cleaning mold off window trim in order to apply caulk) must be charged as part of the ECM, not to the H&S budget category.

**Testing**

o Visual assessment including exterior drainage.

o Diagnostics such as moisture meters are recommended pre-weatherization and at the final inspection.

o Mold testing is not an allowable cost.

**Client Education**

o Provide client written notification and disclaimer on mold and moisture awareness.

o Provide information on importance of cleaning and maintaining drainage systems.

o Provide information on proper landscape design and how this impacts site drainage and moisture control.

o When deferral is necessary, provide information in writing describing conditions that must be met in order for weatherization to commence.

**Training**

o National curriculum on mold and moisture or equivalent.

o How to recognize drainage issues.

**OCCUPANT PRE-EXISTING OR POTENTIAL HEALTH CONCERNS**

**Action/Allowability**

o When a person's health may be at risk and/or WAP work activities could constitute an H&S hazard, the occupant will be required to take appropriate action based on severity of risk.

o Failure or the inability to take appropriate actions must result in a deferral.

**Testing**

o Screen occupants to reveal known or suspected health concerns either as part of the initial application for weatherization, during the audit, or both.

**Client Education**

o Inform the client in writing of any known risks

o Provide client with Subgrantee point of contact information in writing so client can inform of any issues.

o When deferral is necessary, provide information in writing describing conditions that must be met in order for weatherization to commence.

**Training**

o How to assess occupant preexisting conditions and determine what action to take if the home is not deferred.

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o Awareness of potential hazards.

**PESTS**

**Action/Allowability**

- o Pest removal is allowed only where infestation would prevent weatherization.
- o Infestation of pests may be the cause for deferral where it cannot be reasonable removed or poses H&S concern for workers.
- o Screening of windows and points of access, and incorporating pest exclusion into air sealing practices to prevent intrusion is allowed.

**Testing**

- o Assessment of presence and degree of infestation and risk to the worker(s).

**Client Education**

- o Inform the client in writing of observed condition and associated risks.
- o When deferral is necessary, provide information in writing describing conditions that must be met in order for weatherization to commence.

**Training**

- o How to access presence and degree of infestation, associated risks, and deferral policy.

**RADON**

**Action/Allowability**

- o Radon mitigation is not an allowable H&S cost.
- o Whenever site conditions permit, cover exposed dirt floors within the pressure/thermal boundary with 6 mil (or greater) polyethylene sheeting, lapped at least 12" and sealed with appropriate sealant at all seams and penetrations.

**Testing**

- o Virginia WAP does not allow radon testing.

**Client Education**

- o Clients must be provided with the EPA's "A Citizen's Guide to Radon" and be informed of related risks.
- o Clients must sign an informed consent form prior to receiving weatherization services. This form must be kept in the client file.
- o The informed consent form must include:
  - A list of precautionary measures WAP will install based on the EPA Healthy Indoor Environment Protocols
  - Confirmation that EPA's A Citizen's Guide to Radon was received and radon related risks discussed with the client.

**Training**

- o Auditors, assessors and inspectors must have knowledge of radon, what it is and how it occurs including what factors may make radon worse and precautionary measures that may be helpful.
- o Workers must be trained in proper vapor retarder installation.

**SAFETY DEVICES: Smoke and Carbon Monoxide Alarms, Fire Extinguishers**



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**Action/Allowability**

- o Smoke alarms may be installed where alarms are not present or are inoperable.
- o CO alarms must be installed where alarms are not present or are not operable.
- o Where solid fuel burning equipment is present, fire extinguishers may be provided as an allowable H&S measure.

**Testing**

- o Check existing alarms for operation
- o Verify operation of installed alarms.

**Client Education**

- o Provide client with verbal and written information on use of devices installed.

**Training**

- o Where to install alarms.
- o Local code compliance.

**VENTILATION AND INDOOR AIR QUALITY**

**Action/Allowability**

- o Install ventilation as required by ASHRAE 62.2 – 2016
- o If the ASHRAE normative Appendix A is employed and an existing fan is being replaced or upgraded to meet the whole-house ventilation requirements, take actions to prevent zonal pressure differences greater than 3 Pascal's across the closed door, if one exists.
- o In Climate Zone 1: Homes that are designed to have free movement of air between the indoors and outdoors where no effort is being made through weatherization to establish an air barrier are NOT required to meet the ventilation requirements outlined in ASHRAE 62.2, except in any room that may be enclosed and contain a source of water or combustion. All other ASHRAE 62.2 requirements must be complied with in Climate Zone 1.

**Testing**

- o ASHRAE 62.2 evaluation to determine required ventilation.
- o Measure fan flow of existing fans and of installed equipment to verify performance.

**Client Education**

- o Provide client with information on function, use, and maintenance (including location of service switch and cleaning instructions) of ventilation system and components.
- o Provide client with equipment manuals for installed equipment.
- o Include disclaimer that ASHRAE 62.2 does not account for high polluting sources or guarantee indoor air quality.

**Training**

- o ASHRAE 62.2 training, including proper sizing, evaluation of existing and new systems.

**WINDOW AND DOOR REPLACEMENT AND WINDOW GUARDS**

**Action/Allowability**

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o Replacement, repair, or installation is not an allowable H&S cost.

**Testing**

o N/A

**Client Education**

o Provide written information on lead risks whenever issues are identified.

**Training**

o Awareness of guidance

**WORKER SAFETY**

**Action/Allowability**

o Workers must follow OSHA standards where required and take precautions to ensure the H&S of themselves and other workers.

o All Subgrantees and contractors must maintain compliance with the current OSHA Hazard Communication Standard, including on-site organized Safety Data Sheets (formally called MSDS).

**Testing**

o Grantees must verify that Subgrantees, crews and contractors follow safe work practices.

**Client Education**

o N/A

**Training**

o Use and importance of PPE

o Safety training appropriate for job requirements, OSHA 10 hour training meets this requirement.

o Ongoing training as required in Hazard Communication Program.

**V.7 Program Management**

**V.7.1 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.

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.

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**V.7.2 Administrative Expenditure Limits**

**Policy on Administrative Expenditure Limits**

DHCD allocates at least 5% of the 10% 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 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 10% maximum for the grant.

Approval of additional administrative funds (over the typical 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 10% 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 10% administration threshold as the State would retain its 5% share for administrative costs.

**2019 Subgrantees Receiving Additional Admin**

Central VA Alliance for Community Living

- Total Allocation: \$101,326.00
- Total Admin Allocation: \$10,133.00

Clinch Valley Community Action Agency

- Total Allocation: \$75,087.36
- Total Admin Allocation: \$7,508.73

Mountain Community Action Program

- Total Allocation: \$82,918.08
- Total Admin Allocation: \$8,291.80

PEOPLE, Inc

- Total Allocation: \$84,574.03
- Total Admin Allocation: \$8,457.40

Appalachian Community Action Agency

- Total Allocation: \$123,736.09
- Total Admin Allocation: \$12,373.61

Rooftop of VA

- Total Allocation: \$64,637.73
- Total Admin Allocation: \$6,464.00

Telamon Corporation

- Total Allocation: \$119,885.77
- Total Admin Allocation: \$10,190.00

**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)

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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.7.3 Monitoring Activities**

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.

The comprehensive monitoring will include the following areas and details:

Technical Monitoring

- 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

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- RBEA License
- Other Programs' Monitoring Reports
- Program Policies
  - Utility programs
  - Deferral/denial/referral policies
- Insurance Policies
- Lease Agreements
- Vehicle Mileage Logs
- 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

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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 15-4 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 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 15-4. 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 sixty 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

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low their risk level may present.

**V.7.4 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.

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):

**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). All WAP crew workers and sub-contractors modifying any of the following will be subject to LSW certification:

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

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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, fascias, 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.

- **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.

(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](http://www.dpor.virginia.gov) for more information on the application requirements.
- All WAP Quality Control Inspectors (QCI) must hold a valid BPI HEP QCI certification as of July 1, 2015.
- 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+).

\*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.

2018

- June Interchange
- Fall Peer Exchange

2019



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- June Interchange
- Fall Peer Exchange

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.8 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-weatherization<sup>1</sup>) 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)). 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.

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