



VA WEATHERIZATION ASSISTANCE PROGRAM Information Notice 05-2011

TO: ALL WEATHERIZATION SUBGRANTEES
FROM: NANCY PALMER, HOUSING PROGRAMS MANAGER
DATE: May 6, 2010
SUBJECT: "No Fault" Weatherization Re-work

This notice clarifies Virginia's policy on Weatherization re-work.

DOE issued Weatherization Program Notice (WPN) 11-03, effective December 15, 2010, which established guidelines disallowing call-back/add-on work after a unit was reported to DOE as completed. WPN 11-03 states:

Once a home is reported to DOE as complete, the required final inspection indicates that all applicable work performed was done so in a workmanlike manner, including all work that may have been contracted out such as furnace work, etc. Performing activities such as routine maintenance, repairs, or warranty-type work is not permitted using DOE funds for work beyond those costs already invoiced. Grantees and sub-grantees may use other funds that are not included as a part of their DOE WAP budget plans to pay for the costs associated with these activities...

The only method to address "call-backs" where DOE funds must be used to pay for the additional work is to have these previously completed units taken out of the DOE reporting system and subtract the associated costs from the DOE funds category.

PLEASE NOTE: The Virginia Weatherization Assistance Program (WAP) does not allow for ANY call-back, add-on or rework under ANY circumstances with ANY funding source with the following EXCEPTION:

- **Sub-grantees may utilize LIHEAP funds for no fault re-work on a case by case basis after receiving DHCD's prior written approval. This re-work is limited to labor costs associated with warranty work where the failure of the installed measure is no fault of the agency. For example, if a water heater is installed and fails after**

four months, an agency may use LIHEAP funds to pay labor costs associated with replacement of the warranted unit.

- Permission requests for such re-work may be submitted via e-mail to Brett Jackson, Weatherization Program Administrator at: brett.jackson@dhcd.virginia.gov with a copy to Cyndia Crawford at: cyndia.crawford@dhcd.virginia.gov . The request should be submitted prior to undertaking the work and should indicate the property address, a description of the re-work and justification for the work to be done and the anticipated labor costs.