

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 07/01/2020	5. Completion Date 06/30/2021

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	\$ 719,430.00		\$ 5,563,082.00		\$ 6,282,512.00
2.						
3.						
4.						
5. TOTAL		\$ 719,430.00	\$ 0.00	\$ 5,563,082.00	\$ 0.00	\$ 6,282,512.00

SECTION B - BUDGET CATEGORIES					
6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) GRANTEE ADMINISTR ATION	(2) SUBGRANTE E ADMINISTR	(3) GRANTEE T&TA	(4) PROGRAM OPERATIONS	
a. Personnel	\$ 140,339.00	\$ 0.00	\$ 47,762.00	\$ 0.00	\$ 188,101.00
b. Fringe Benefits	\$ 39,931.00	\$ 0.00	\$ 15,370.00	\$ 0.00	\$ 55,301.00
c. Travel	\$ 0.00	\$ 0.00	\$ 99,345.00	\$ 0.00	\$ 99,345.00
d. Equipment	\$ 111,975.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 111,975.00
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
f. Contract	\$ 0.00	\$ 300,487.00	\$ 1,054,308.00	\$ 3,689,979.00	\$ 5,695,625.00
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	\$ 292,245.00	\$ 300,487.00	\$ 1,216,785.00	\$ 3,689,979.00	\$ 6,150,347.00
j. Indirect Costs	\$ 97,885.00	\$ 0.00	\$ 34,280.00	\$ 0.00	\$ 132,165.00
k. Totals	\$ 390,130.00	\$ 300,487.00	\$ 1,251,065.00	\$ 3,689,979.00	\$ 6,282,512.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

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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		\$ 719,430.00	\$ 0.00	\$ 5,563,082.00	\$ 0.00	\$ 6,282,512.00

SECTION B - BUDGET CATEGORIES					
6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) HEALTH AND SAFETY	(2) LIABILITY INSURANCE	(3) FINANCIAL AUDITS	(4)	
a. Personnel	\$ 0.00	\$ 0.00	\$ 0.00		\$ 188,101.00
b. Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00		\$ 55,301.00
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00		\$ 99,345.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00		\$ 111,975.00
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00
f. Contract	\$ 609,086.00	\$ 29,238.00	\$ 12,527.00		\$ 5,695,625.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00
h. Other Direct Costs	\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00
i. Total Direct Charges	\$ 609,086.00	\$ 29,238.00	\$ 12,527.00		\$ 6,150,347.00
j. Indirect Costs	\$ 0.00	\$ 0.00	\$ 0.00		\$ 132,165.00
k. Totals	\$ 609,086.00	\$ 29,238.00	\$ 12,527.00		\$ 6,282,512.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00

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WEATHERIZATION ASSISTANCE PROGRAM (WAP)
WEATHERIZATION ANNUAL FILE WORKSHEET**

(Grant Number: EE0007956, State: VA, Program Year: 2020)

IV.1 Subgrantees

Subgrantee (City)	Planned Funds/Units
Appalachian Community Action Agency (Gate City)	\$138,258.00 14
Bay Aging (Urbanna)	\$247,568.00 25
Central VA AAA (Lynchburg)	\$139,454.00 15
Clinch Valley Community Action (North Tazewell)	\$82,023.00 8
Community Housing Partners Corp. (Christiansburg)	\$1,353,414.00 145
Crater District AAA (Petersburg)	\$184,508.00 19
ElderHomes Corporation (Richmond)	\$910,479.00 96
Lynchburg Community Action Group (Lynchburg)	\$86,778.00 9
Mountain Community Action Program (Marion)	\$94,216.00 10
PEOPLE, Inc. (Abingdon)	\$104,985.00 10
Pittsylvania County Community Action Agency (Chatham)	\$198,196.00 22
Rooftop of Virginia Community Action Program (Galax)	\$71,672.00 7
Southeastern Tidewater Opportunity Project (Norfolk)	\$374,409.00 40
Support to Eliminate Poverty (Rocky Mount)	\$106,142.00 12
Telamon Corporation (Raleigh)	\$148,863.00 15
Total Action Against Poverty (Roanoke)	\$307,749.00 34
Tri-County Community Action (South Boston)	\$92,603.00 9
Total:	\$4,641,317.00 490

IV.2 WAP Production Schedule

Weatherization Plans	Units
Total Units (excluding reweatherized)	490
Rewatherized Units	0
Note: Planned units by quarter or category are no longer required, no information required for persons.	

Average Unit Costs, Units subject to DOE Project Rules
VEHICLE & EQUIPMENT AVERAGE COST PER DWELLING UNIT (DOE RULES)

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A	Total Vehicles & Equipment (\$5,000 or more) Budget	\$0.00
B	Total Units Weatherized	490
C	Total Units Reweatherized	00
D	Total Dwelling Units to be Weatherized and Reweatherized (B + C)	490
E	Average Vehicles & Equipment Acquisition Cost per Unit (A divided by D)	\$0.00
AVERAGE COST PER DWELLING UNIT (DOE RULES)		
F	Total Funds for Program Operations	\$3,689,979.00
G	Total Dwelling Units to be Weatherized and Reweatherized (from line D)	490
H	Average Program Operations Costs per Unit (F divided by G)	\$7,530.57
I	Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J	Total Average Cost per Dwelling (H plus I)	\$7,530.57

IV.3 Energy Savings

Method used to calculate savings: ☒ WAP algorithm ☐ Other (describe below)			
	Units	Savings Calculator (MBtus)	Energy Savings
This Year Estimate	490	29.3	14357
Prior Year Estimate	377	29.3	11046
Prior Year Actual	755	29.3	22122
Method used to calculate savings description:			

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: Denise Surber Phone: 8047267368 Email: Denise.T.Surber@dss.virginia.gov
Billy Weitzenfeld	Type of organization: Non-profit (not a financial institution) Contact Name: Billy Weitzenfeld Phone: 5407452838 Email: aecp@swva.net
Chelsea Harnish	Type of organization: Non-profit (not a financial institution) Contact Name: Phone: 8044648233 Email: info@vaeec.org
Daniel Farrell	Type of organization: Unit of State Government Contact Name: Phone: 8046923207 Email: daniel.farrell@dmme.virginia.gov
Jim Schuyler	Type of organization: Non-profit (not a financial institution) Contact Name: Jim Schuyler Phone: 8046440417 Email: jschuyler@vacap.org
Kathy Miller	Type of organization: Unit of State Government Contact Name: Phone: 8046629341 Email: kathy.miller@dars.virginia.gov

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Malesia Taylor	Type of organization: Utility Contact Name: Phone: 8047714406 Email: malesia.a.taylor@dominionenergy.com
Rebecca Glidden	Type of organization: Utility Contact Name: Phone: 8047773077 Email: rglidden@nisource.com
Zachary Bacon	Type of organization: Utility Contact Name: Kelly Marlowe Phone: 8009564237 Email: kbmarlowe@aep.com

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
04/24/2020	Danville Register & Bee (4/09/20); Fredericksburg Freelance-Star (4/09/20); Harrisonburg Daily New Record (4/09/20); Richmond Times Dispatch (4/09/20); Roanoke Times (4/09/20); Virginian Pilot (4/09/20);

IV.7 Miscellaneous

Principal Investigator

Willie Fobbs
600 East Main Street
Ste 300
Richmond, VA 23219
804-371-7133 Phone
willie.fobbs@dhcd.virginia.gov

Business Officer

Nancy Palmer
600 East Main Street
Ste 300
Richmond, VA 23219
804-371-7102 Phone
nancy.palmer@dhcd.virginia.gov

ACSI Plan

Virginia scored 90 on the 2019 American Consumer Survey Index, placing Virginia as the 4th highest score of WAP funding recipients. In every category but one, Virginia scored in either the Excellent or Exceptional areas, meaning a score of 80 or above. In one area, the Development of WAP State Plan, Virginia WAP program will seek improvements. The ways in which to improve this score in the plan will be:

- * Start development of the plan earlier in the year to increase review time for the PAC
- * Increase participation of PAC members by engaging earlier and more often
- * Release the draft plan to the network earlier to encourage more subgrantee input

The plan is attached to the SF-424 for review.

COVID-19 Safety Protocols for Safer In-Home Weatherization Services during the Pandemic

These protocols were shared with all subrecipients on May 22, 2020. Subrecipients are asked to comply with safety protocols when operating in-home weatherization services during the COVID-19 pandemic. A copy of these protocols is attached to the SF-424 for review. The protocol document language is below:

PURPOSE

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
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(Grant Number: EE0007956, State: VA, Program Year: 2020)

This document serves to provide guidance to organizations on COVID-19 related safety protocols, as Weatherization field employees (crew members, auditors, QCI's) prepare to re-enter client's homes. Along with this notice, there is a pre-entry questionnaire for clients, as well as a checklist to assist employees before, during and after Weatherization field work. Because of the contagious nature of COVID-19, these efforts are to ensure the safety of both employees and clients, as well as their co-workers and families.

SAFETY PROTOCOLS - Arrival at the property / Contact with Household Members

An intake worker, auditor or crew member must conduct a pre-screening interview before entering a client's home. Included with this policy is a short **risk assessment questionnaire** that asks questions related to the wellness of household members and exposure of household members to the COVID -19 virus. The questions are based on CDC recommended strategies for employers.

If it appears the risk level is high, postpone entering the home for the meeting, audit or job for a period of a minimum of fourteen days. Be sure to note a follow-up date in the client file. Re-screen the client when the postponement ends. Once determined safe, prepare for entry in the home using the following safety protocols. Included with this notice is a checklist with actions that should be undertaken by crews before, during and after each Weatherization job.

BEFORE WORK

- Check the health status of the crew members. If anyone is feeling ill, they should not be working and should be sent home. Employees should answer the risk assessment questionnaire, and if necessary, follow instructions to either self-isolate, or seek medical attention.
- Ensure that all crew members are dressed with appropriate Personal Protective Equipment (PPE) which includes:
 - Tyvek suit
 - Gloves
 - N 95 Mask
 - Respirator (when appropriate)
 - Protective goggles
 - Shoe coverings/booties
- Conduct a meeting to prioritize measures (exterior measure vs. interior measures).
- Sanitize all tools needed for the weatherization job according to CDC regulations before bringing them into the home.
- Wash hands or sanitize using alcohol-based hand rubs containing at least 60% alcohol.
- Provide a mask for homeowners to wear if they do not already have one.

DURING WORK:

- Avoid handshakes.
- Maintain the recommended social distancing of 6 feet.
- Isolate the homeowner to one area of the home, if necessary. Crews are encouraged to use lead-safe style protection, i.e., using poly to section off rooms in home while working.
- Designate drivers for each vehicle.
- Re-sanitize tools during work day as needed, sanitize any new tools being introduced into the home during the work day.
- Avoid sharing tools/equipment whenever feasible.
- Wash/sanitize hands frequently during the day, after returning from lunch and breaks.
- Cover coughs and sneezes.
- If client signatures are needed consider disposable pens or sanitizing items after use. If possible, use digital signatures via PDF Expert and sanitize iPad afterwards.
- Fill out daily COVID-19 safety checklist, ensuring all protective measures are being followed.

AFTER WORK:

- Wash/sanitize hands at the end of work day before leaving the work site.
- Sanitize ALL tools and equipment before returning them to work vehicles.
- Sanitize commonly touched surfaces within or on the cab the work truck i.e. steering wheel, door handles, etc..
- Properly dispose of Tyvek suit, mask, and other disposable PPE. Sanitize goggles, work gloves, boots.
- Immediately washing work clothes upon returning home at the end of the work day is advised.

Resource links:

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

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<https://www.energy.gov/covid-19-hub>

<https://www.osha.gov/Publications/OSHA3990.pdf>

<https://www.osha.gov/Publications/OSHA4000.pdf>

<https://nascsp.org/wp-content/uploads/2020/04/COVID-Considerations-for-Fieldwork.pdf>

VA WEATHERIZATION ASSISTANCE PROGRAM COVID-19 CREW CHECKLIST

To be completed and signed by Crew Supervisor each day and placed in client file. Information should be kept confidential.

Property Address: _____

Before client contact:

___ Check the health status of the crew members. If anyone is feeling ill, they should not be working and should be sent home. Employees should take a risk assessment quiz, and follow instructions to either self-isolate, or seek medical attention.

___ Conduct a meeting to prioritize measures (exterior measure vs. interior measures)

___ Ensure that all crew members are dressed with appropriate PPE, this includes:

___ Tyvek suit

___ Gloves

___ N95 Mask

___ Respirator (if appropriate)

___ Protective goggles

___ Shoe coverings/booties

___ Designate drivers for each vehicle.

Before work begins:

___ Complete client COVID-19 Screening Questionnaire prior to Weatherization work beginning?

___ Provide masks for household members at home to wear, if they do not already have them.

___ All tools needed for the weatherization job should be sanitized according to CDC regulations before bringing them into the home.

___ Wash hands or sanitize using alcohol-based hand rubs containing at least 60% alcohol.

During work on-site:

___ Avoid handshakes. Cover coughs and sneezes.

___ Maintain the recommended social distancing of 6 feet.

___ Isolate homeowner to one area of the home, if necessary. Encourage using lead-safe style protection (using poly to section off rooms in home while working).

___ Re-sanitize tools during work day as needed, sanitize any new tools being introduced into the home during the work day.

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___ Avoid sharing tools/equipment whenever feasible.

___ Wash/sanitize hands frequently during the day, after returning from lunch and breaks.

___ If client signatures are needed consider disposable pens or sanitizing items after use. If possible, use digital signatures via PDF Expert and sanitize iPad afterwards.

At the end of each work day:

___ Wash/sanitize hands at the end of work day before leaving the work site.

___ Sanitize ALL tools and equipment before returning them to work vehicles.

___ Sanitize commonly touched surfaces within or on the cab the work truck i.e. steering wheel, door handles, etc.

___ Properly dispose of Tyvek suit, mask, and other disposable PPE. Sanitize goggles, work gloves, boots.

Crew Supervisor Signature

Date

VIRGINIA WEATHERIZATION ASSISTANCE PROGRAM

CLIENT RISK ASSESSMENT CHECKLIST

CLIENT NAME: _____

CLIENT ADDRESS: _____

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

DATE: _____ **PHONE:** _____

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

If so, how long ago? _____

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

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

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

Client must read and sign below:

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

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

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

CLIENT SIGNATURE: _____

DATE: _____

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

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STATE PLAN/MASTER FILE WORKSHEET

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

V.1 Eligibility

V.1.1 Approach to Determining Client Eligibility

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

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

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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STATE PLAN/MASTER FILE WORKSHEET

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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 Reweathering 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. 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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WEATHERIZATION ASSISTANCE PROGRAM (WAP)
STATE PLAN/MASTER FILE WORKSHEET

(Grant Number: EE0007956, State: VA, Program Year: 2020)

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.

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;
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;

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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.

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

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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 Climatic Conditions

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

V.5 Type of Weatherization Work to Be Done

V.5.1 Technical Guides and Materials

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

Virginia has updated its SWS Field Guide. Work was completed by Saturn Resources. Distribution of the guide will be digital; subgrantees are able to download copies directly from DHCD's website.

Virginia modifies its Operations Manual periodically and the 2020 version is currently under review. Staffing changes and the pandemic has delayed completion.

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

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Single-Family: 8/28/2019 Manufactured Housing: 8/28/2019 Multi-Family: 8/28/2019
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V.5.2 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
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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:
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Comments

DHCD utilizes the Standard Work Specifications to weatherize homes. The measures outlined in the Standard Work Specifications have been customized to meet the needs of Virginia-specific measures. Subgrantees are required to follow the priorities established in the Standards based upon the home audit/estimation. This includes several diagnostic tests using specialized equipment. A final inspection by a certified Quality Control Inspector is required for every completed weatherization job.

Due to the nature of Virginia's varied area and agency make up, DHCD uses the Grantee-Developed Quality Control Inspection Policy. These guidelines will allow a mixture of QCI uses across the network. If an agency chooses to use the same certified person to perform both the initial audit and the final inspection, their agency will be subjected to a more stringent monitoring process, examining 10% across the agency. If an agency chooses to utilize a separate, qualified individual for the final inspection, their monitoring will remain at 5%. The increased monitoring scrutiny will remain agency-wide no matter if they occasionally choose to separate these roles at the final inspection.

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

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

Single family

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

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

Multifamily

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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.

V.5.3 Final Inspection

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

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

NOTE:

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

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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 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.6 Weatherization Analysis of Effectiveness

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

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

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

DHCD's weatherization staff works to continuously strengthen its program and utilizes the feedback from the 2019 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:

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 March 2019 of the last program year and April 2020. (We aim to meet 3 times a year with the PAC but multiple staff changes have had an effect). We now provide a summary of changes to the Plan, so Subgrantees know exactly what is or is not different.

2) Monitoring and Corrective Action:

Proposed Actions:

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

DHCD has significantly improved its timeliness of monitoring responses for the administrative and programmatic monitoring. Previous delays had been a

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

V.7 Health and Safety

HEALTH AND SAFETY

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

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

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

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

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

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

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- o Window and door replacement

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

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

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

Beyond the Scope of Weatherization

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

DEFERRALS

Deferral may be necessary in the following situations:

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

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

The Subgrantee is also required to develop a referral policy based on the resources available in their service area. The client must be notified in writing 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 Replacement is not allowed
- o When testing indicates a problem, subgrantees may perform standard maintenance on or repair gas cooktops and ovens.

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 reasonably 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 assess 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.8 Program Management

V.8.1 Overview and Organization

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

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.8.2 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.

2020 Subgrantees Receiving Additional Admin

Central VA Alliance for Community Living

- Total Allocation: \$116,824.51
- Total Admin Allocation: \$10,133.00

Clinch Valley Community Action Agency

- Total Allocation: \$82,022.81
- Total Admin Allocation: \$7,508.73

Mountain Community Action Program

- Total Allocation: \$94,215.97
- Total Admin Allocation: \$8,291.80

PEOPLE, Inc

- Total Allocation: \$97,869.61
- Total Admin Allocation: \$8,457.40

Appalachian Community Action Agency

- Total Allocation: \$138,257.79
- Total Admin Allocation: \$12,373.61

Rooftop of VA

- Total Allocation: \$71,672.11
- Total Admin Allocation: \$6,464.00

Telamon Corporation

- Total Allocation: \$136,357.57
- 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.8.3 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. Five percent of the T&TA budget is dedicated to salary and fringe for our Technical Monitor. Financial and Administrative Monitoring is funded through the General Administration budget category.

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

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- Agency Contractors License
- 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

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completed weatherized units (with DOE funds). DHCD will review units "in progress" beyond the 5 percent completed units as time permits, in order to assess: quality and compliance; appropriate and allowable materials; appropriateness and accuracy of energy audits (no missed opportunities); comprehensive final inspections; safe work practices, such as lead safe weatherization protocols; client file review, and other factors that are relevant to onsite work.

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

Quality Work Plan (WPN 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 thirty days after the visit, and a copy will be forwarded to the Weatherization Manager. In cases of non-compliance, agencies will have thirty days to correct findings and notify DHCD of the corrections.

Risk Assessment

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

Prior to each monitoring visit, a risk assessment is performed by DHCD personnel to determine the potential risk to the program, as well as the department. During the assessment of the subgrantee's risk, DHCD personnel reviews the entity's status in SAM.gov. The risk levels determine the timeframe the subgrantee is required to receive technical and training assistance and/or a monitoring visit by DHCD standards. There are four levels of risk determined by the assessment.

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The lowest risk does not require monitoring at that time, but technical assistance may be necessary. The most severe level of risk requires monitoring as soon as possible, and no later than six months; immediate technical assistance is necessary. All WAP subgrantees are monitored annually, however, regardless of how low their risk level may present.

V.8.4 Training and Technical Assistance Approach and Activities

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

Training plan:

DHCD is proactive in responding to recommendations from all levels of monitoring to include DOE, State audits and contracted QA reviews. DHCD has implemented and will continue to implement new processes to comply with all levels of monitoring.

Maintaining workforce credentials:

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

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

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

NOTE: Some required training time frames are extended due to agency shutdowns related to COVID-19.

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

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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 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 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.

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2019

- June Interchange
- Fall Peer Exchange

2020

* June Interchange postponed due to COVID-19

Other meetings are scheduled as needed.

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

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

Percent of overall trainings

Comprehensive Trainings:	80.0
Specific Trainings:	20.0

Breakdown of T&TA training budget

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

V.9 Energy Crisis and Disaster Plan

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

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

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

Use of DOE WAP Funds to address disaster related hazards

Allowable expenditures under WAP include the following:

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

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

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

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

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

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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.