



**Department for Children and Families**  
Office of Economic Opportunity  
280 State Drive  
HC 1 North  
Waterbury, VT 05671-1050  
Phone: 802.241.0943  
[www.dcf.vermont.gov/oeo](http://www.dcf.vermont.gov/oeo)

*Agency of Human Services*

## **Vermont Weatherization Program Notice 2023-04**

### **Deploying DOE's Weatherization Readiness Funds**

To: Vermont Weatherization Assistance Program Providers

Subject: Deploying DOE's New Weatherization Readiness Funds

From: Office of Economic Opportunity – Weatherization Assistance Program

Issue Date: December 02, 2022

---

**This guidance supersedes any and all previously issued guidance related to the content herein—  
including, but not limited to—WPNs, Memos, HES User Guides & Grant Language.**

---

### **Background & Definitions:**

#### **Funding Intention:**

The DOE's Weatherization Readiness Funds (WRF) were created to help prevent and resolve WAP deferrals by funding additional home repair services.

#### **Expenditure Tracking & Reporting:**

The WRF is embedded into the DOE Grant/ DOE Monthly Expenditure Report as a single Budget Category. Due to the breadth of reporting requirements associated with these expenditures all WRF funding shall be tracked to a separate job in Hancock Energy Software (HES) using the HES funding label of "WRF". Do not use the HES funding label of "DOE" for any of this WRF activity.

- Only subcontractor expenses are eligible for WRF activity.
- The WRF expenses recorded into the DOE Monthly Expenditure Report each month shall equal the WRF expenses shown in HES for that month's batch of invoiced/completed WRF jobs.
- The WRF expenditures shall only be recorded to the DOE Monthly Expenditure Report during the month that a WRF job reaches an invoiced/completed job status in the HES database.
- The WRF expenditures shall not be recorded to the DOE Monthly Expenditure Report during any other month other than the month that a WRF job reaches an invoiced/completed job status in the HES database.

#### **HES Invoiced/ Completed Dates | for the WRF Job Vs. the regular DOE Weatherization Job**

In HES, the WRF Job completion and the regular DOE Weatherization job completion are two distinct events. The WRF activity gets placed into an invoiced/completed status in Hancock when that WRF work is done. This is when the expenditures for the WRF work get pulled from HES and entered into the DOE Grant's Monthly Expenditure Report. The WRF activity reporting does not wait for the main DOE Weatherization job to complete. The WRF work and the main DOE Weatherization work run on separate timelines.



**Eligible Activity:**

**Pre-Approved Measure List (for non-vermiculite related home repair services)**

The eligible pre-approved measure list is charted below. This is the same list established for the VHR-Plus Grant’s, non-vermiculite-related home repair services. The pre-approved non-vermiculite-related measures can be performed up to a maximum per-job limit of \$3,700 in WRF contributions without any requirement to get prior approval to do the work on a job-by-job basis. To invest more than a \$3,700 WRF contribution for non-vermiculite-related home repair services into one job, prior approval is needed from OEO.

DOE’s WRF   <i>Non-Vermiculite</i> Home Repairs   <u>Pre-Approved</u> Measure List		
Home Repair Measure Category	Measure Title <i>(as it appears in HES)</i>	Measure Description/Intended Use
Electrical	Incidental Repair - Electrical_Knob and Tube_Replacement	This measure is used for knob and tube replacement work.
	Incidental Repair - Electrical_Misc. Repair (not Knob and Tube related)	This measure is used for any miscellaneous electrical work that has nothing to do with knob and tube replacement.
Roofing	Incidental Repair - Bulk Water Issue_Roof Repair_Comprehensive	The Vermont WAP defines a comprehensive roof repair as any roof repair that <u>exceeds \$1,000.00</u> total cost.
	Incidental Repair - Bulk Water Issue_Roof Repair_Minor	The Vermont WAP defines a minor roof repair as any roof repair <u>less than \$1,000.00</u> total cost.
Plumbing & DHW	Incidental Repair – Bulk Water Issue_Plumbing Repairs	When using this plumbing repair measure, itemizing the scope of work being performed in the comments is required.
	HS - DHW - Misc. Repairs (Must Itemize Scope of Repair in Comments).	For water heater repairs.
	HS - Water Heater Replacement (Must Itemize Scope of Replacement in Comments).	For water heater replacements <i>(but not for heat-pump water heater installs).</i>
Structural	Incidental Repair_Structural Repairs	When using this structural repair measure, itemizing the scope of work being performed in the comments is required.

## DOE's WRF | *Non-Vermiculite* Home Repairs | Pre-Approved Measure List

Home Repair Measure Category	Measure Title <i>(as it appears in HES)</i>	Measure Description/Intended Use
Miscellaneous	Incidental Repair – Belongings Removal, Moving or Disposal Services	This is intended for homes that have a lot of things in the way of doing the needed work effectively. When using this measure, itemizing the scope of work being performed in the comments is required. An example includes hiring a junk removal or moving company or renting a dumpster.
Miscellaneous	HS (Fchim) - Install Chimney Liner	This measure is used when installing a chimney liner.
Miscellaneous	HS (Fchim) – Major Chimney or Flue Repairs or New Installations	This measure is used for major chimney or flue repairs or for new chimney or flue installations.

### **Off-List Approvals *(for non-vermiculite related home repair services)***

Using any amount of WRF, non-vermiculite-related home repair funding for measures that are not on the pre-approved-list charted above requires written OEO approval on a case-by-case basis. All prior approval requests submitted to OEO are job-specific. Getting a prior OEO approval for something on one job does not automatically extend to other jobs.

In Hancock, the home repair measure charted below shall be used for any/all off-list requests to use WRF funding. This copies the same off-list approval request policies already in use for VHR-Plus home repair funding.

## DOE's WRF | *Non-Vermiculite* Home Repairs | Off-List Requests

Home Repair Measure Category	Measure Title <i>(as it appears in HES)</i>	Measure Description/Intended Use
Miscellaneous	Misc. VHR-Plus_WRF Home Repairs_Off-List Requests (Must Itemize Scope of Work)	This measure shall be used for any non-vermiculite home repair work that will be WRF funded but is not included on the pre-approved measure list. The scope of work must be specified in the comments and OEO approval is required prior to doing any of this work.

## Vermiculite Related Services

The measures charted below are used for Vermiculite-related-services, including work performed with DOE's WRF. Every job using any of DOE's WRF for vermiculite-related-work must be submitted to OEO for approval prior to the start of the remediation project.

DOE's WRF   Measure List   Vermiculite Remediation		
Measure Category	Measure Title <i>(as it appears in HES)</i>	Measure Description/Intended Use
Vermiculite	Vermiculite Measure_ Pre-Vermiculite Remediation Services	This measure includes everything that happens (and still needs to be paid for) even if the actual vermiculite remediation project never ends up happening. Some common examples include asbestos project design and vermiculite sampling/Zonolite barium testing services.
Vermiculite	Vermiculite Measure_ Vermiculite Remediation Services	This measure includes everything that happens during, or as a result of, the actual vermiculite remediation project happening. Some examples include the vermiculite abatement project, post-abatement inspection services and post-abatement clearance testing services.

## Using DOE's WRF & VHR-Plus Grants Together

**Braiding contributions from (1) DOE's WRF & (2) the VHR-Plus grant into the same job (but using each fund for a different measure):**

This is allowed.

**Co-funding an individual measure with contributions from (1) DOE's WRF & (2) the VHR-Plus grant:**

This is allowed.

### **Applying the \$3,700 cap when the two funds are used together**

The \$3,700 cap established for non-vermiculite-related work that is on the pre-approved home repair measure list applies once per job for DOE's WRF funds and once per job for VHR-Plus jobs.

This means that if you want to invest a total of \$7,400 in non-vermiculite-related home repair funding into a job by splitting the costs 50/50 with a \$3,700 contribution from each fund, you can do that without requesting prior approval from OEO. But, if you want to fund more than \$3,700 from either fund, a prior approval from OEO is required.

Every job has to be pre-approved by OEO on a case-by-case basis if the work is (1) vermiculite-related or (2) is for non-vermiculite-related home repairs that are not on the pre-approved measure list (off-list requests).

### **How to submit approval requests**

Path 1 | If only WRF will be used, approval requests must use the WRF approval form.

Path 2 | If WRF and VHR-Plus funds are both used, approval requests must use the WRF approval form.

Path 3 | If only VHR-Plus funds will be used, approval request must use the VHR-Plus approval form.



**Misc. Policies That Only Apply to WRF & Do Not Apply to VHR-Plus:**

1. The WRF funds come with a maximum, average cost per unit (ACPU) of \$8,000. Some WRF jobs (units) can have more WRF investment, some less, but the average WRF investment per job (unit) cannot exceed \$8,000 during the grant term. There is no max ACPU for the VHR-Plus Grants. This is unique to DOE's WRF.
2. The \$8,000 maximum ACPU for WRF is a grand total investment of vermiculite plus non-Vermiculite home repairs. While vermiculite and non-vermiculite home repair activities do still get tracked separately in HES, they get combined into one entry for the DOE grant's Monthly Expenditure Report. This is different than the VHR-Plus grant where Vermiculite and Non-Vermiculite activities get recorded as two separate activities in that grant's Monthly Expenditure Report.
3. The WRF funds can only be invested on a job where the regular Weatherization job is DOE funded.
4. The WRF funds must be invested during the same program year that the regular, DOE-funded, Weatherization Job will be completed.

**Effective Date/Action to be taken:**

This guidance is effective December 02, 2022.

**Enclosures:**

1. WRF Project Approval Form