

**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. EE0010022		2. Program/Project Title Weatherization Assistance Program: Bipartisan Infrastructure Law	
3. Name and Address Virginia, Commonwealth of 600 East Main St., Ste. 300 Richmond, VA 232192430		4. Program/Project Start Date 07/01/2022	5. Completion Date 06/30/2027

**SECTION A - BUDGET SUMMARY**

Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Federal	81.042	\$ 0.00		\$ 65,591,635.00		\$ 65,591,635.00
2.						
3.						
4.						
5. TOTAL		\$ 0.00	\$ 0.00	\$ 65,591,635.00	\$ 0.00	\$ 65,591,635.00

**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) GRANTEE ADMINISTRATI ON	(2) SUBGRANTEE ADMINISTRATI ON	(3) GRANTEE T&TA	(4) SUBGRANTEE T&TA	
a. Personnel	\$ 606,463.00	\$ 0.00	\$ 433,049.00	\$ 0.00	\$ 1,039,512.00
b. Fringe Benefits	\$ 169,084.00	\$ 0.00	\$ 234,976.00	\$ 0.00	\$ 404,060.00
c. Travel	\$ 0.00	\$ 0.00	\$ 260,000.00	\$ 0.00	\$ 260,000.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 150,000.00	\$ 0.00	\$ 150,000.00
e. Supplies	\$ 225,000.00	\$ 175,000.00	\$ 0.00	\$ 0.00	\$ 400,000.00
f. Contract	\$ 3,743,825.00	\$ 4,919,373.00	\$ 7,525,940.00	\$ 2,867,988.00	\$ 63,338,063.00
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	\$ 4,744,372.00	\$ 5,094,373.00	\$ 8,603,965.00	\$ 2,867,988.00	\$ 65,591,635.00
j. Indirect Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
k. Totals	\$ 4,744,372.00	\$ 5,094,373.00	\$ 8,603,965.00	\$ 2,867,988.00	\$ 65,591,635.00
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		\$ 0.00	\$ 0.00	\$ 65,591,635.00	\$ 0.00	\$ 65,591,635.00

SECTION B - BUDGET CATEGORIES						
6. Object Class Categories	Grant Program, Function or Activity					Total (5)
	(1) PROGRAM OPERATIONS	(2) HEALTH AND SAFETY	(3) LIABILITY INSURANCE	(4) FINANCIAL AUDITS		
a. Personnel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,039,512.00	
b. Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 404,060.00	
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 260,000.00	
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 150,000.00	
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 400,000.00	
f. Contract	\$ 38,500,000.00	\$ 5,780,937.00	\$ 0.00	\$ 0.00	\$ 63,338,063.00	
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	\$ 38,500,000.00	\$ 5,780,937.00	\$ 0.00	\$ 0.00	\$ 65,591,635.00	
j. Indirect Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
k. Totals	\$ 38,500,000.00	\$ 5,780,937.00	\$ 0.00	\$ 0.00	\$ 65,591,635.00	
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	

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**IV.1 Subgrantees**

<b>Subgrantee (City)</b>	<b>Planned Funds/Units</b>
Appalachian Community Action Agency (Gate City)	\$1,741,102.00 160
Bay Aging (Urbanna)	\$2,366,554.00 218
Central VA AAA (Lynchburg)	\$1,426,398.00 131
Clinch Valley Community Action (North Tazewell)	\$1,004,122.00 92
Community Housing Partners Corp. (Christiansburg)	\$17,241,817.00 1,596
ElderHomes Corporation (Richmond)	\$12,982,890.00 1,190
Lynchburg Community Action Group (Lynchburg)	\$1,030,287.00 95
Mountain Community Action Program (Marion)	\$1,156,220.00 106
PEOPLE, Inc. (Abingdon)	\$1,232,869.00 113
Pittsylvania County Community Action Agency (Chatham)	\$1,854,772.00 171
Rooftop of Virginia Community Action Program (Galax)	\$863,936.00 79
Southeastern Tidewater Opportunity Project (Norfolk)	\$3,965,944.00 365
Support to Eliminate Poverty (Rocky Mount)	\$1,123,259.00 103
Total Action Against Poverty (Roanoke)	\$3,108,120.00 286
Tri-County Community Action (South Boston)	\$1,145,008.00 106
<b>Total:</b>	<b>\$52,243,298.00</b> <b>4,811</b>

**IV.2 WAP Production Schedule**

Weatherization Plans		Units
Total Units (excluding reweatherized)		4,811
Reweatherized Units		0
Average Unit Costs, Units subject to DOE Project Rules		
<b>VEHICLE &amp; EQUIPMENT AVERAGE COST PER DWELLING UNIT (DOE RULES)</b>		
A	Total Vehicles & Equipment (\$5,000 or more) Budget	\$0.00
B	Total Units Weatherized	4,811
C	Total Units Reweatherized	0
D	Total Dwelling Units to be Weatherized and Reweatherized (B + C)	4,811
E	Average Vehicles & Equipment Acquisition Cost per Unit (A divided by D)	\$0.00

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AVERAGE COST PER DWELLING UNIT (DOE RULES)		
F	Total Funds for Program Operations	\$38,500,000.00
G	Total Dwelling Units to be Weatherized and Reweatherized (from line D)	4,811
H	Average Program Operations Costs per Unit (F divided by G)	\$8,002.49
I	Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J	Total Average Cost per Dwelling (H plus I)	\$8,002.49

**IV.3 Energy Savings**

Method used to calculate savings:  WAP algorithm  Other (describe below)

	Units	Savings Calculator (MBtus)	Energy Savings
This Year Estimate	4811	29.3	140962
Prior Year Estimate	649	29.3	19016
Prior Year Actual	777	29.3	22766

Method used to calculate savings description:

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

No leveraging funds are planned.

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

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Zachary Bacon	Contact Name: Kelly Marlowe Phone: 8009564237 Email: <a href="mailto:kbmarlowe@aep.com">kbmarlowe@aep.com</a>
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**IV.6 State Plan Hearings (Note: attach notes and transcripts to the SF-424)**

Date Held	Newspapers that publicized the hearings and the dates the notice ran
09/27/2022	Bristol Herald Courier (9/16/22) Danville Register & Bee (9/16/22); Fredericksburg Freelance-Star (9/16/22); Harrisonburg Daily New Record (9/16/22) ; Richmond Times Dispatch (9/16/22); Roanoke Times (9/16/22); Winchester Star (9/16/22); Virginian Pilot (9/19/22)

**IV.7 Miscellaneous**

**Principal Investigator**

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

**Business Officer**

Nancy Palmer  
600 East Main Street  
Ste 300  
Richmond, VA 23219  
804-335-6875 Phone  
[nancy.palmer@dhcd.virginia.gov](mailto:nancy.palmer@dhcd.virginia.gov)

**Buy American:**

The Buy American provision changes to domestic content preference laws, which require that certain goods purchased with federal funds be manufactured primarily in the United States. "Buy America" requirements previously applied to iron, steel, and certain manufactured goods. Title Weatherization Program Notice 23-1 8 IX of HR 3684 "Build America, Buy America" broadens coverage to include nonferrous metals, such as copper used in electric wiring; plastic- and polymer-based products; glass, including optical fiber; and certain other construction materials, such as lumber and drywall. Refer to the ALRD for additional program direction and information regarding when this requirement will need to be followed for Weatherization projects.

**Indirect Cost Rate:**

The Department of Housing and Community Development a division of government of the Commonwealth of Virginia is currently in negotiations with the federal government in regards to the indirect cost rate. DHCD is operating at a 0% indirect cost rate until the new indirect cost rate is issued. The submitted budget for WAPBIL has no indirect costs at the moment. When an indirect cost rate is finalized, DHCD will discuss with the Project Officer about appropriate amendments.

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

These protocols were shared with all subrecipients on May 22, 2020 and continue to be in effect. 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**

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**

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**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>

<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>

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**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.

\_\_\_ 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.

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

**V.1 Eligibility**

**V.1.1 Approach to Determining Client Eligibility**

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

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

In WPN 22-5 issued on December 8, 2021 - income eligibility was expanded to include U.S. Department of Housing and Urban Development's (HUD) means-tested programs' income qualifications at or below 80% of Area Median Income. (examples of HUD program but not limited to Community Development Block Grants (CDBG), HOME Investment Partnerships Program (HOME), Lead Hazard Control & Healthy Homes Program(OLHCHH), etc.).

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

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

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

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

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

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

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

Describe what household eligibility basis will be used in the Program

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

Currently, sixty percent (60%) of SMI is higher for households of 8 or less. For households of 9 or more, 200% of poverty guidelines is greater. Additionally, beginning December 8, 2021, client eligibility will be expanded to include HUD means-tested programs. HUD's means-tested programs accept households using percentages of Area Median Income (AMI) ranging from 30% AMI to 80% AMI, depending on specific program parameters. HUD uses 4,684 Fair Market Rent (FMR) areas to establish AMIs, based on metropolitan areas and non-metropolitan counties. The effort explored the overlap in incomes of the different households served through the various programs. The overlap is sufficient to consider "categorical income eligibility", defined across programs as automatically granting program eligibility to applicants who have already met the eligibility requirements of another agency's identified program.

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

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

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

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

**V.1.2 Approach to Determining Building Eligibility**

Procedures to determine that units weatherized have eligibility documentation

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

Describe Reweathering compliance

**Re-weatherization:**

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

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

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

The average cost per dwelling unit limit applies.

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

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

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

Describe what structures are eligible for weatherization

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

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

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

Describe how Rental Units/Multifamily Buildings will be addressed

The VA WAP Operations Manual 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.
- Davis Bacon rules will be applied when applicable
- 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.

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

Deferrals also may be necessary in situations where:

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

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

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

**V.1.3 Definition of Children**

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

**V.1.4 Approach to Tribal Organizations**

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

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

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

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**V.2 Selection of Areas to Be Served**

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

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

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

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

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

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

**V.3 Priorities**

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

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

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

**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**

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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. Subgrantees are able to download copies directly from DHCD's website and are able to receive and email copy upon request via DHCD's large file transfer system.

Virginia modifies its Operations Manual periodically and the 2022 version is currently under review. Staffing changes and the pandemic have 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 time of the grant 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.

Additionally, technical work will be subject to WPM BIL 22-1 and 22-2. This includes emphasis on buy American and implementing Davis-Bacon rules when large multi-family projects occur.

Field guide types approval dates

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

**V.5.2 Energy Audit Procedures**

Audit Procedures and Dates Most Recently Approved by DOE

Audit Procedure: Single-Family
Audit Name: Other (specify)
All single family homes are audited using Hancock's Home Energy Auditing Tool (HEAT), effective September 1, 2016.
Approval Date: 3/24/2022

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.
Approval Date: 3/24/2022

Audit Procedure: Multi-Family
Audit Name: Other (specify)
Currently seeking approval for a Multi-Family Priority List from DOE
Approval Date:

Comments

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

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.

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**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.

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

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

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

**V.6 Weatherization Analysis of Effectiveness**

July 1 - June 30 is the normal period of performance in the weatherization contract between DHCD and the subgrantee. Though, the grant period is five years (2022-2027) DHCD will conduct quarterly and annual analysis to determine if subgrantees are meeting production goals. 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



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development. Finally, DHCD utilizes a network-wide training tracking system for all in-house crew and subcontractors, to ensure that all licenses and certifications are up-to-date for all those working in weatherization or support trades.

The PAC has since grown from 5 to 9 very active members and met in April 2022 and September 2022. (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 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've added two more Technical Monitors for a total of three to increase monitoring efficiency.

**V.7 Health and Safety**

**HEALTH AND SAFETY**

Please refer to the attached Health and Safety Plan

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

Eight 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 allocations. With the additional funding through BIL, WAP staffing is anticipated to increase.

**V.8.2 Administrative Expenditure Limits**

**Policy on Administrative Expenditure Limits**

DHCD allocates at least 7.5% of the 15% administrative funds from DOE to the subgrantees based on budget requests from the agencies. DHCD requests budgets from subgrantees prior to the development of the State Plan that require historical data and future analysis of funding on the agencies' requirement for administrative funds. Once budgets are received, the percentages that were derived from the allocation formula (based on poverty and square mileage) are applied to the 7.5% admin set aside for the network.

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

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

**Program Income**

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

**V.8.3 Monitoring Activities**

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

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

The comprehensive monitoring will include the following areas and details:

Technical Monitoring

- 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

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- Weatherization of Unit

- Final Inspections

Financial and Administrative Monitoring

- Financial Management/Accounting Systems and Operations

- Administrative Management

- Single Audits

- Payroll/Personnel

- Timesheets

- Signed Job Descriptions

- License Review

- Agency Contractors License

- RBEA License

- Other Programs' Monitoring Reports

- Program Policies

- Utility programs

- Deferral/denial/referral policies

- Insurance Policies

- Lease Agreements

- 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

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- Records Retention
- Conflict of Interest
- Procurement
- Indirect Cost Rate/Cost Allocation Plan
- Debarment and Suspension
- Bank Account Signature Cards
- Credit Card Statements
- Detailed Expense Reports

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

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

**Quality Work Plan (WPN 22-4 Requirements)**

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

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

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

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accordance with the Housing Division's monitoring policies and procedures, DHCD will prepare a written report for the subgrantee that describes the current monitoring assessment (identify any findings, concerns, recommendations, commendations, and best practices) and any corrective actions, if applicable. subgrantee noncompliance or repeated unresolved findings (based on a minimum of two monitoring visits at a subgrantee) will be reported immediately to the PO.

**Compliance Report**

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

**Risk Assessment**

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

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

**V.8.4 Training and Technical Assistance Approach and Activities**

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

Training plan:

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

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.

Ramping Up with BIL:

As funding and production increases with BIL funding, the need to increase training opportunities will rise. The Training Center (Energy Solutions) is anticipating higher demand and has begun hiring more staff as well as increasing the number of class they will offer. Additionally DHCD along with invested partners have begun workforce development planning to determine the needs of the working community as well as WAP subgrantees. During the network summer interchange in 2023, this will be a discussion point to seek subgrantee input.

**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

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

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

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

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

**Required for WAP Quality Control Inspectors:**

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

**Required Lead training:**

- Lead Safe Weatherization (LSW). DOE's WPN 17-7 mentions Lead Safe Weatherization (LSW) is no longer required to comply with DOE. However, Virginia DHCD still requires any employee or subcontractor operating as a Crew Worker, Crew Leader, Energy Auditor, or QCI attend this training.
  - Weatherization crewmember and subcontractors operating in one of the aforementioned job roles modifying any of the following will be subject to LSW certifications: These include, but are not limited to, interior components such as: ceilings, crown molding, walls, chair rails, doors, door trim, floors, fireplaces, radiators and other heating units, shelves, shelf supports, stair treads, stair risers, stair stringers, newel posts, railing caps, balustrades, windows and trim (including sashes, window heads, jambs, sills or stools and troughs), built in cabinets, columns, beams, bathroom vanities, counter tops, and air conditioners; and exterior components such as: painted roofing, chimneys, flashing, gutters and downspouts, ceilings, soffits, fascia's, rake boards, corner boards, bulkheads, doors and door trim, fences, floors, joists, lattice work, railings and railing caps, siding, handrails, stair risers and treads, stair stringers, columns, balustrades, windowsills or stools and troughs, casings, sashes and wells, and air conditioners.
  - Subcontractors performing duties not related to job roles are not be required to attend LSW training but must be supervised by the subgrantee's EPA Renovate, Repair, and Paint (RRP) representative when necessary.

- Renovation, Repair and Painting (EPA RRP rule). At least one WAP crew worker, crew leader and/or sub-contractors working on Weatherization or LIHEAP jobs must complete this class and be accessible on lead-safe jobs. It is highly recommended that more than one staff member be certified to prevent work stoppage due to lack of compliance. This person must be physically present at the work site when signs are posted, while the work area containment is being established, and while the work area cleaning is being performed.

(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:**

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

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

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

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

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

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

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

2019

- June Interchange
- Fall Peer Exchange

2020

\* June Interchange postponed due to COVID-19

2021

\* June Interchange postponed due to COVID-19

\* Virtual Fall Peer Exchange was held for all subgrantees

2022

\* June Interchange is still postponed

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.

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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-weatherization<sup>1</sup>) work, such expenditure would be allowable. For example, debris removal at a dwelling unit so that the unit can be weatherized would be an allowable cost. Debris removal from a dwelling unit that is not to be weatherized would not be an allowable cost.

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

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

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

Reprioritization of weatherization requests coming from the disaster area WAP rules require that priority be given to identifying and providing weatherization assistance to elderly persons, persons with disabilities, families with children, high residential energy users, and households with high energy burdens (10 CFR 440.16(b)). However, it would be permissible to consider in households located in the disaster area, as a priority as long as the households are eligible and meet one of the priorities established in regulation and are free and clear of any insurance claim or other form of compensation resulting from damage incurred from the disaster.