

II. ANNUAL FILE

II.1. GRANT APPLICATION – Standard Form 424

Completed Application for Federal Assistance (SF 424v3) is attached.

II.2. BUDGET

II.2.1. DOE F 4600.4

Only DOE funds are included in the application (budget). Completed Form DOE F 4600 (4094) (OMB No. 1910-0400) is attached as a separate file. See Budget Attachment.

II.2.2 Budget Categories

II.2.3 Budget Justification

General Description

Weatherization services are provided by community action agencies. The agencies receive funding to provide services for one or more localities. Funding amounts are based on a set aside that is used to stabilize statewide funding, and on a formula allocation that subtracts the amounts for Grantee Administration, Grantee Training and Technical Assistance, and Leverage activities from the total DOE allocation. The balance is made available directly to the local agencies.

The subgrantee contracts include funds for Administration, Program Operations, Training and Technical Assistance, Liability and Pollution Occurrence Insurance, Financial Audits, and Health and Safety expenditures. The total amount received also includes a set aside amount in the form of a base allocation of \$25,000 for each agency. This amount is provided to each subgrantee to ensure that adequate funds are available to complete weatherization activities statewide. The amount available for Program Operations or weatherization of homes is used by the subgrantees to cover costs for materials, labor and equipment and vehicle purchases. Some building rents for warehouse space are also charged to Program Operations.

The funding formula calculates heating degree days, low-income population, and square miles of each service area (locality), and distributes the funds based on compilation of these factors. The data for each element of the formula was updated and used to complete the formula allocations during PY 2005. The following documents were used to complete the updates:

- Heating Degree Days - *Divisional Normals, 1971-2000: Climatology of the United States No. 85*, National Climatic Data Center, Release Date: June 15, 2002
- Low-income Population - *Poverty Status of Individuals 1999*: Census 2000
- Square Miles - *Population, Housing Units, Area, and Density 2000*: Census 2000

Grantee Administrative Funds —

DHCD uses 5 percent of the grant award for administrative purposes. Subgrantees are allowed to use 5% of their total allocation for administrative expenditures. Subgrantees who receive less than \$350,000 in total DOE allocation are allowed to expend up to an additional 5% of the total grant funds for administrative purposes. Subgrantees in this category will be required to verify that administrative expenditures have exceeded 5% of the total grant funds. Weatherization services are provided by Community Action Agencies. The agencies receive funding to provide services for one or more localities.

Grantee Administrative Funding is allocated to cover costs for Personnel, Fringe, Travel, Equipment, Building Rents, and Indirect Cost payments.

1. Personnel –

The following positions will have responsibility for implementation and oversight of the weatherization program. A percentage of program funds will be used, as outlined here, to cover personnel costs for program related staff. Some salaries will be covered by other funding sources.

Associate Director — 20% DOE, Salaried, FTE – Provides oversight to program development staff, and assists the collection and evaluation of program effectiveness data. Coordinates division staffing, provides program financial oversight, and supervises program managers.

Program Manager — 5% DOE, Salaried, FTE– Manages the Weatherization Assistance Program by providing supervision to staff. Interprets state and federal policy related to implementation of programs. Monitors staff and program performance and production, reviews and approves financial transactions, and makes and reviews recommendations for modification and/or revisions to fiscal policies and procedures. Responsible for the review and approval of program design, and all program documentation including manuals and applications.

Program Administrator— 40% DOE, Salaried, FTE — Key person responsible for the day-to-day program implementation activities and serves as the principle point of contact for program subgrantees and partners. Duties include completing regular updates of the policies and procedures manual, recommending funding allocations, contract document preparation, financial tracking and monitoring, analyzing and monitoring the financial drawdown rate, preparing all federal reports, and tracking regulatory programmatic changes. The Program Administrator will respond to all program related requests for information and provides referrals to subgrantees or other agencies as necessary. Attends policy and training conferences and communicates relevant information to staff and subgrantees. Performs monitoring of subgrantees for compliance with the policies and procedures and prepares reports of the outcome of those visits. Develops and evaluates Requests for Proposals to select service providers. Assesses the training needs for the installers of weatherization measures and for administrative personnel. .

Policy Manager — 20% DOE, Salaried, FTE — Responsible for program development; develops surveys and other data collection strategies to assess overall effectiveness and evaluate opportunities to increase or improve overall service delivery.

Policy Analyst — 10% DOE — Provides technical support to develop program evaluation instruments, and to collate and interpret survey and report data.

Program Analyst — 20% DOE — Receives all subgrantee invoices and manages reporting database. Prepares accounting vouchers to ensure subgrantee payments.

Fiscal Manager — 5% DOE — Reviews accounting vouchers, completes drawdown of federal funds from DOE, maintains DHCD cost code and chart of accounts. Conducts subgrantee financial monitoring.

Fiscal Analyst — 5% DOE — Reviews accounting vouchers. Conducts subgrantee financial monitoring.

Technical Monitor/Trainer— 80% DOE — Completes on-site monitoring of subgrantee for compliance with the Installation Standards and prepares reports of these monitoring visits. Participates in the assessment of training needs related to fieldwork and programmatic requirements. Coordinates and completes on-site, regional, and statewide training for subgrantee field staff as needed. Completes desk reviews of completed job reports. Maintains information regarding types of work completed by each subgrantee. Prepares annual risk analysis of each subgrantee's needs, and technical and operating capacity. Assists in monitoring and curriculum development for training and technical assistance needs.

Executive Secretary— 10% DOE — Processes incoming and outgoing mail. Provides general administrative support including support for conference activities. Assists with travel needs, processing registrations, and coordinating logistical needs.

2. Fringe Benefits –

Fringe benefits are calculated as a percentage (30%) of personnel salary allocated to DOE funds and are paid as a direct cost. Fringe for all salaried full time employees includes FICA match, retirement, worker's compensation, unemployment insurance, health insurance, and life insurance. Fringe for part-time employees includes only FICA match.

3. Travel-

All travel is domestic. Expenses are calculated based on past trips of similar nature and Virginia State Travel Regulations. Program funds will be used to cover expenses related to field and financial monitoring, and for conference travel.

In-state Monitoring and Training: 40-60 trips—annually: From Richmond to Statewide

In-state Financial Monitoring: 22 trips—annually: From Richmond to Statewide

In-State Administrative Monitoring: 22 trips— annually: From Richmond to Statewide

NASCSP Mid-Winter Conference: 2 trips—once per year: From Richmond to Washington, DC

VA Weatherization Interchange: 2 trips— once per year: From Richmond to VA Beach

Weatherization State Directors Meeting: 1 trip—From Richmond – Dearborn, MI

Virginia Governor's Housing Conference – From Richmond to Hampton

4. Equipment –

DHCD will allocate \$500 to purchase a scanner to facilitate document transmittals to DOE, subgrantees and other program partners, \$1,200 to calibrate weatherization equipment used by the monitor, and \$2,250 to maintain 2-vehicles used by the monitor and other weatherization staff. DHCD will purchase an LCD projector for public presentations. DHCD will purchase an infrared camera to be used by the weatherization monitor to enhance post weatherization inspections. DHCD will purchase a mini-cam and mini-monitor to inspect small and/or inaccessible areas. Any funds designated here that is not used for the purpose intended will be transferred to program operations and made available to subgrantees to complete additional units on a first-come, first-serve basis.

Plans for these purchases are not finalized. If completed, procurement will occur in keeping with the Virginia Public Procurement Act, and only after written request and approval from DOE.

5. Materials and Supplies - \$0

Supplies will be charged to LIHEAP Weatherization administrative funds.

6. Contracts and Subgrants –

Program Operations-

Weatherization services are provided by community action agencies. The agencies receive funding to provide services for one or more localities. The amount available for Program Operations or weatherization of homes is used by the subgrantees to cover costs for materials, labor and equipment and vehicle purchases. Some building rents for warehouse space are also charged to Program Operations.

Subgrantees –The current subgrantees are listed here.

NOTE: See Attachment A for a complete list of service areas.

Subgrantee T/TA –

DHCD allocates T/TA funds directly to each subgrantee for use to obtain training agency specific training as needed. These funds may be used for leadership skills and management training for all program personnel, technical training for all crew personnel, and to obtain or enhance spread sheeting and data management skills for administrative personnel. These funds are also earmarked for use to attend state and national conferences, and the semi-annual interchange meetings throughout the year. Any funds that remain unused for these purposes may be transferred by the subgrantee to their Program Operations activities. Subgrantees that maintain in-house workcrews are allocated \$8,000 per agency, and subgrantees that use the services of subcontractors to weatherize homes are allocated \$5,000. These amounts represent an increase in previously budgeted amounts to meet the demands of increase training necessitated by recent revisions to the Lead Safe Weatherization requirements and HVAC licensing requirements.

Grantee T/TA: Funds in the amount of \$44, 607 will be held in reserve to meet meeting and conference costs and to be used by the subgrantees upon request for any additional training needs that fall outside of the amounts already allocated to their contracts.

- \$10,000 - Meeting and conference needs.
- \$34,607 - Available for subgrantees upon request

Health and Safety -

DHCD calculates 10 percent of each agencies contract to determine the allowable amounts of DOE funds to be used for Health and Safety expenditures for each agency. These amounts are added together to determine the amount of DOE funds available for Health and Safety. These amounts are not subject to revision in the event that additional DOE funds are made available. Costs associated with health and safety-related measures are included in the contractual line item but are separated from basic weatherization service costs; these funds are not included in the calculation of the assessment of program performance to determine the final program average per unit cost.

Health and Safety funds are used to complete minor home repairs that are necessary for the application of weatherization measures, and are also used for activities that ensure or improve the overall health and safety of the occupants. Health and safety funds may be used for costs associated with lead safe weatherization including the purchase of protective suits and equipment; unused health and safety funds will be used to weatherize additional homes.

Lead Safe Weatherization – DHCD’s policy to address lead based paint has been modified to require that all subgrantees must maintain a photo of the established containment area in the project file to verify that barriers are erected and protective clothing are worn on projects that meet the benchmark requirements for lead weatherization. The benchmarks are:

- The property must have been built prior to 1978;
- The property is either known to or assumed to have lead
- The property will have installation measures applied to windows and doors
- The property will have 2 square feet of exterior surface or 20 square feet of interior surface affected by weatherization procedures
- Children six-years old and under reside in or frequent the property.

Current Virginia lead safe weatherization protocols call for the completion of one 8-hour lead safe work practices training by each member of the weatherization work crew including the coordinator and the crew leader. A copy of the completion certificate must be maintained in the individual personnel files of each person. The full description of the lead safe weatherization practices is outlined in the Master File and contained in the Program Implementation Manual.

The Master File has been modified to allow pre-testing to determine the presence of lead, and mandate clearance testing at the end of each job that meets these benchmark

requirements. Each agency will be required to procure a licensed Risk Assessor as a subcontractor, or train and license in-house personnel to act as the agency Risk Assessor.

Subgrantees were allowed to defer weatherization of pre-1978 housing or housing suspected of containing lead based paint until more specific guidance from DOE was available. All subgrantees will now be required to cease to defer these types of projects and to make every effort to complete weatherization once a Risk Assessor is identified.

Space Heater Policy – DHCD will amend the current Health and Safety plan and implement the recently revised space heater policies by updating the Program Implementation Manual and Installation Standards to conform to the DOE guidance. The guidance policy will be reviewed at the each of the semi-annual interchange meetings. DHCD currently requires all heating systems to be installed by a HVAC technician that is licensed by the State Department of Professional and Occupational Regulations. The Virginia Weatherization network has previously supported initiatives to limit the use of space heaters of all types and have encouraged this in its Field Guide and Installation Standards to support this directive. These documents will be reviewed and further updated to meet these new more stringent requirements.

Liability and Pollution Occurrence Insurance—

Each subgrantee is required to maintain their liability insurance. This is most often an agency policy which includes all agency personnel but that provides coverage to weatherization as well. DHCD identified a provider for Pollution Occurrence Insurance for each agency and paid the premium for this policy on behalf of the network for two years. Beginning in PY 2006, each agency was required to maintain this policy and assume responsibility for the annual premium payments. Funds to meet this obligation have been allocated to each agency as a general insurance cost.

Leverage Funds –

DHCD earmarks funds for use in activities that have the potential to generate additional funds for the weatherization of homes. Subgrantees may request these funds in an as needed basis for local events. DHCD may also use these funds when the opportunity presents itself and include the use of the funds with in the Annual Leverage report. Typically, these funds are not used for these purposes and are used for Program Operations purposes.

DHCD may use leverage funds to partner with or sponsor regional or local public events to promote energy awareness and provide energy education. Planned events include these expenditures may include the following:

- Support in an estimated amount of \$4,500 for display space/booths at various public venues, including the Association of Energy Conservation Professionals' annual Green Living and Energy Expo.
- Support for 3 subgrantees engaged in local weatherization partnerships in the

amount of \$2,500 each for a total of \$7,500.

- The remainder of funds (\$21,660) will be available for subgrantees upon request to complete site local efforts to obtain leverage funds.

Financial Audits –

DHCD allocates funds to each subgrantee for expenditures related to the completion of the agency financial audits. Copies of the completed audits are submitted to DHCD for review by the Fiscal Manager and/or Analyst.

Other Direct Costs –

- A. **Building rent:** Building rent is calculated as a percentage of personnel costs (approximately 17%). The amount is based on the actual salaries paid.
- B. **Activities and Services:** Activities and services such as printing, telecommunications, organizational memberships, and publication subscriptions will be paid with LIHEAP administrative funds.

Indirect Costs –

The indirect cost represents a percentage of the Grantee direct costs. The U.S. Department of Housing and Urban Development approves the indirect cost rate. The current rate was approved on May 14, 2007 (50.37%). The new rate request has been submitted but not yet approved. The budget has been calculated at the pending rate of 66.66%.

II.3. SUBGRANTEES

A list of grantees along with their projected contract amounts and production targets is attached.

(See Attachment A).

11.4 Production Schedule

A completed Weatherization Assistance Program – Production Schedule is attached

(See Attachment B).

11.5 Energy Savings

An estimated 84,985 MBTU in total annual energy savings resulting from all funding sources is anticipated. This amount was determined from the formula found in the Estimated Energy Savings table (See Attachment C) at calculated by multiplying the total number of anticipated units weatherized by the recommended MBtu of 30.5.

II.6 TRAINING, TECHNICAL ASSISTANCE, AND MONITORING ACTIVITIES (T/TA)

A. Training and Technical Assistance

1. Grantee Training and Technical Assistance (T/TA) Activities

Grantee T/TA funding has been allocated to cover some personnel and fringe costs, travel costs, building rents, and indirect costs. The balance of the costs for these items have been budgeted to DOE administrative funds and LIHEAP administrative funds.

Also within the Grantee T/TA budget category, \$44,607 has been held in reserve under the contractual line item to conduct any necessary, unplanned conference or training event that will specifically benefit the subgrantees. This will include special or mandatory training recommended or required by the Field Monitor to correct deficiencies that may be identified during compliance monitoring visit.

These funds will also be used by DHCD staff to provide statewide training and technical assistance including T/TA visits, sponsorship of subgrantee Interchange and ad hoc regional roundtable discussions, participation in regional and national training conferences, and to complete changes and revision of the technical reference documents (Installation Standards and the program Field Guide, and the Program Implementation Manual).

Grantee T/TA funding will be used to provide on-site technical, financial and administrative or programmatic monitoring, and to conduct field training and administrative technical assistance by DHCD staff.

DHCD will also continue to conduct “interchanges” each year and ad hoc regional roundtable discussions with WAP subgrantees. These meetings allow agency staff and subgrantees an opportunity to meet face-to-face to address any questions or concerns, plus they provide a forum for subgrantees to provide input for program policy and design. The interchange(s) will also be used to facilitate the coordination of WAP and other non-DOE programs—such as Crisis—and staff from the Virginia Department of Social Services are invited to attend as well.

DHCD plans to increase its capacity to data conference by identifying local sites where subgrantees can engage in limited travel and to identify, purchase and install equipment to facilitate data conference. This may be done in partnership with a local community college.

2. Subgrantee Training and Technical Assistance Activities

T/TA funding for subgrantees will be allocated to each subgrantee so that each agency can meet their own specifically identified training needs for crewpersons and administrative personnel. The subgrantee activities include costs associated with quality control, financial management, management training, and required contractor licensing and certifications. DHCD will increase the amount of T/TA funds allocated to each subgrantee agency to increase support for training. These funds will be allocated as a part of the annual contract to each subgrantee on a flat rate basis (\$8,000 for subgrantees who maintain work crews and \$5,000 for subgrantees who use subcontractors).

Additional T/TA funds may be made available to a subgrantee upon request and on a case-by-case basis, contingent upon demonstrated need and the availability of funds. The additional funds may be used for participation in statewide training and technical assistance opportunities, participation in subgrantee Interchanges and ad hoc regional roundtable discussions, and participation in regional and national training and conferences.

Although DHCD may arrange and/or provide group training at various times during the year, subgrantees are expected to evaluate and initiate training for their agency's specific needs throughout the year.

DHCD requires that each subgrantee hold and maintain a Class A or B contractor's license, in accordance with State licensing regulations. DHCD does not currently require/mandate any certification or training for subgrantee staff. However, Virginia law requires that all HVAC work be performed by licensed tradesman. If staff does not hold a journeyman or master license, subgrantees are required to work with a licensed HVAC contractor. Subgrantee initiated training and technical assistance activities may include costs associated with quality control inspections, training, licensing and certification training and/or examination fees.

DHCD will arrange and/or provide any necessary training related to mold and mold-related weatherization procedures based on the training curriculum provided by DOE.

Technical assistance will be provided to local weatherization programs as they are monitored. This assistance shall occur as part of the monitoring process. As deficiencies are identified the monitor will explain and show local agency personnel how the deficiencies can be corrected. Any deficiency that appear to be program wide, or affecting a significant portion of subgrantees, will result in mandatory classroom training or one-on-one training as necessary.

3. Conferences and Interchanges

DHCD requires subgrantees to attend bi-annual Interchange meetings (January and June of each year). Subgrantees may use their T/TA funds to attend these and any other related weatherization, energy efficiency or housing conferences such as DOE sponsored conferences, the annual Affordable Comfort Conference, and the Virginia Governor's Housing Conference.

DHCD will continue to conduct "Interchanges" with WAP subgrantees. These interchanges allow agency staff and subgrantees an opportunity to meet face-to-face to address any questions or concerns, plus they provide a forum for subgrantees to provide input for program policy and design. The Interchanges will also be used to facilitate the coordination of WAP with other non-DOE programs such as LIHEAP Crisis. Staff from the Virginia Department of Social Services are invited to attend the interchange meetings.

B. Monitoring Plan and Policy

1. On-site Compliance Monitoring

DHCD has a written monitoring policy. Subgrantees receive a copy of the policy prior to a compliance monitoring visit to ensure knowledge of the work areas and subject matters to be

reviewed. Prior written notice of the visit must be mailed to the attention of the subgrantee Executive Directors.

Participating subgrantee agencies must be in compliance with program requirements and must have completed a satisfactory compliance review for eligibility to participate in the Weatherization Assistance Program. Compliance monitoring visits culminate in a written report that summarizes strengths and deficiencies noted during the review. Findings of non-compliance – particularly significant findings of non-compliance – or agencies who fail to complete any required corrective action will be in violation of the terms and conditions of the signed agreement and may be required to cease operations until the required corrective actions are satisfactorily completed.

Three areas of work will be monitored: technical field work, financial management, and administrative management. The installation of weatherization measures (field work) will be reviewed by the Field Monitor for compliance with the installation standards, the financial management will be monitored by DHCD Financial Analysts from the agency's Administrative Division for compliance with Generally Accepted Accounting Practices and with OMB-Circular A-133, and the administrative work will be monitored by the Program Administrator for compliance with the program policy guidance set forth in the Virginia Weatherization Assistance Program Implementation Manual.

DHCD's Field Monitor has completed 18 of 22 monitoring visits for PY 2007-2008 and will complete the final visits by May 1, 2008. These reports will be analyzed to target follow-up visits and provide hands on training to address any deficiencies noted.

2. Desk Monitoring

Monitoring will take place on site. Only if travel is not possible due to travel restrictions or disaster will desk monitoring take place. Limited monitoring of production and financial reports is done when these reports are received by DHCD. This review is primarily confined to subgrantee audits, conducted by an independent CPA, as required by contractual provision. Audit reviews are performed on a continuous basis. Failure to submit accurate and timely reports may result in a of reimbursements. The submission of job reports was suspended with the advent of the database that allowed key information to be imported via the internet. A mechanism to re-initiate the review of job reports has been targeted as a goal for PY 2008.

3. Financial and Administrative Management Monitoring

Subgrantees shall be monitored to ensure that appropriate and adequate financial management controls are in place and effective. Accurate, current, and complete financial records must be maintained and must be consistent with all submitted job reports and invoices. Agencies who fail to maintain appropriate financial record keeping and internal controls may be found to be out of compliance.

DHCD staff will perform on-site financial monitoring of the subgrantees each program year. Subgrantees with exemplary monitoring reviews will be designated for review every other year. Additional monitoring visits may occur subject to need.

Subgrantees will be monitored to ensure that appropriate program documentation is maintained. This includes contracts and correspondence with DHCD, client applications, and local program policies.

II.7 DOE-FUNDED LEVERAGING ACTIVITIES

Subgrantees will be allowed to use weatherization assets (vehicles, equipment, etc.) for the purpose of generating income, or for the purpose of completing weatherization with other resources, and will be required to re-program any income received through these efforts back into the weatherization program.

Leverage funds will be made available to subgrantees that submit a budget and a plan for how they will use these funds and what type of resources they seek to attract to the program.

Weatherization activities undertaken by agencies using weatherization equipment and personnel with funds from a leverage source are required to report that activity (the funds received and the units weatherized) on the quarterly leveraging report.

II.8 Policy Advisory Council

The Policy Advisory Council will review the State Plan and offer input on how to better administer the program. The following agencies have been invited to serve as members of the Advisory Council.

- Jim Schuyler/Virginia Community Action Partnership
- Andrea Gregg/Department of Social Services (Energy Assistance Program)
- Virginia Board/Dominion Power
- Gay Stokes/City of Richmond Public Utilities
- Cecily Slassor/Virginia Natural Gas
- Kimlah Hyatt/Virginia Department of Aging
- Billy Weitzenfeld/Association of Energy Conservation Professionals
-

DHCD will post copies of the State Plan on its web site and notify each organization listed above and weatherization subgrantees of its availability prior to the public hearing date.

In PY 2008, DHCD will continue to increase membership and participation in the Council. In addition, it is expected that the representatives from the member agencies or organizations will be individuals who hold policy-making positions, are members of upper management, or are other high-level staff who can influence policy. The Council will be invited to review the Program Year 2008 State Plan and to review any major program design element revisions that may be under consideration.

II.9 Hearings and Transcripts

General input sessions were held with current subgrantees on January 16, 2008 for overall comments on the current program implementation. A public hearing will be held on April 23, 2008 at the DHCD office building in Richmond. The notes of that hearing, along with written comments, will be attached.

II.10 ADJUSTMENTS TO ON-FILE INFORMATION

III.1.1 General Description

II.2.3 Budget Justification

DHCD has significantly expanded its weatherization workforce by adding 5-staffpersons to complete various weatherization related functions raising the number of individuals with significant weatherization related assignments to eight (8). The principle point of contact will be the Program Administrator who will have day-to-day responsibility for program implementation and oversight. A general description of the duties and responsibilities of each person may be found at 11.2.3. of the Annual File.

III.2.1 Type of Work to Be Done

Fuel Switching: The description of the program's responsibilities regarding fuel switching were updated. Fuel switching is not allowed based upon a preference for a different fuel source from the client. However, when water heater replacements are required, the program will seek a replacement that represents the most cost effective installation to the program, and that will yield highest savings to investment ratio to the program.

Lead Safe Weatherization: The Health and Safety guidelines have been updated to allow weatherization providers to complete lead testing, if required, and to complete clearance testing on all jobs. Further instructions about lead safe weatherization will outline in the program implementation manual.

Space Heater Restrictions: The installation of space heaters has been discouraged by the Virginia Program. The use of space heaters will now be prohibited by the Virginia program in keeping with WPN 08-04.

Insurance/Liability

If a subgrantee uses a private contractor that contractor must have liability insurance and POI as well.

Multifamily

DOE will allow grantees to exercise an exception to the eligibility requirement for multi-unit properties and allow approval of some large multi-unit projects where only 50% of the units are occupied by income eligible households. The standard eligibility requirement is that 66% of the units be occupied by income eligible households.

This exception would apply only to those large multi-family buildings where an investment of DOE funds would result in significant energy-efficiency improvement because of the upgrades to equipment, energy systems, common space, or the building shell. By providing this flexibility, local agencies will be better able to select the most cost-effective investments and enhance their partnership efforts in attracting leveraged funds and/or landlord contributions. This flexibility does not apply to any other type of multi-family unit.

DHCD will exercise caution when using this eligibility limit and ensure that it occurs only when weatherization funds will leverage the use of additional funds as recommended by DOE. The key to use of this approach will be the investment of DOE funds coupled with leveraged resources which result in significant energy savings. DHCD will seek approval from the Project Management Center prior to approving a project of this type.

III.5.4 Training and Technical Assistance Approach and Plan

Training and technical assistance funds are made available to each weatherization provider under a flat rate structure of \$8,000 per agency for subgrantees that maintain an in-house weatherization crew, \$5,000 for agencies that use the services of a subcontractor.

This rate structure has been revised and increased to meet the demands for more training associated with program changes regarding lead based paint, HVAC mechanic licensing requirements, and for training regarding new equipment and technologies.

III.5.5 Leveraged Resources

DHCD encourages the federally allowable practice of leveraging resources by the subgrantees to generate additional weatherization program income. Leveraged resources must produce a documented return of more than one dollar for every dollar spent. The leveraged resources should expand energy efficiency services and/or increase the number of DOE-eligible dwelling units weatherized. Landlord contributions are not leveraged resources. Subgrantees are required to report on a quarterly basis the amount and type of all leveraged resources.

II.11 Miscellaneous

DHCD does not plan to purchase any vehicles this year. Any subgrantee vehicle purchase requests will be completed with authorization for DOE.

II.12 Assurances and Certifications

The following boilerplate forms are required and will be submitted with the completed State Plan at the end of the comment period. These forms are not attached here.

- Nondiscrimination in Federally Assisted Programs (DOE F 1600.5),
- Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (FA-CERTS)
- Disclosure of Lobbying Activities, Standard Form LLL.

State Plan Public Hearing Date

A general input session on the implementation of the program was held on January 15, 2008. The April 23, 2008 at the Department of Housing and Community Development, 501 N. 2nd Street, Richmond, VA 23219, Conference Room # 250 from 10:00 a.m. to 11:00 a.m.

Attachment A

Subgrantees Production Schedule

<u>Local Administrator</u>	<u>Location</u>	<u>Contract Projection</u>	<u>Projected Production</u>
BayAging	Urbanna	\$149,501	36
Central Virginia Area Agency on Aging	Lynchburg	\$102,952	24
Clinch Valley Community Action Agency	Tazewell	\$88,988	20
Community Energy Conservation Program	Charlottesville	\$300,822	77
Community Housing Partners Corporation	Christiansburg	\$622,729	174
Crater District Area Agency on Aging	Petersburg	\$154,634	37
Eastern Shore Area Agency on Aging/ Community Action Agency	Onancock	\$70,878	16
ElderHomes Corporation	Richmond	\$265,031	67
Tri-Counties Community Action	South Boston	\$88,132	19
H.O.P.E., Inc.	Farmville	\$143,455	34
Lynchburg Community Action Group	Lynchburg	\$86,001	19
Mountain Community Action Program	Marion	\$94,929	21
PEOPLE, Inc.	Abingdon	\$101,853	23
Pittsylvania County Community Action Agency	Chatam	\$137,263	34
Rappahannock Area Agency on Aging	Fredericksburg	\$115,063	27
Rooftop of Virginia Community Action Program	Galax	\$83,309	18
Rural Area Development Association	Gate City	\$142,422	34
Southeastern Tidewater Opportunity Project	Norfolk	\$375,468	97
Support to Eliminate Poverty	Rocky Mount	\$83,430	18
Telamon Corporation, Inc.	Richmond	\$83,567	18
Total Action Against Poverty	Roanoke	\$216,574	54
Williamsburg-James City County Community Action Agency	Williamsburg	\$115,541	27
Subgrantee Totals:		\$3,622,550	894

Attachment B

Production Schedule

U.S. DEPARTMENT OF ENERGY

Weatherization Assistance Program — Production Schedule

	Annual Total
Weatherized Units(Total)	894
Reweatherized Units	0

Vehicles and Equipment \$5,000 or more Average Cost per Dwelling Unit (DOE Rules)

A.	Total of Vehicles and Equipment.....	\$0.00
B.	Total Units to Be Weatherized, from Production Schedule above.....	894
C.	Units to be Reweatherized, from Production Schedule above.....	0
D.	Total Units to be Weatherized, plus Planned Reweatherized Units from Production Schedule above (B plus C)	894
E.	Average Vehicles and Equipment Cost per Dwelling Unit (A divided by D).....	\$0.00

Average Cost per Dwelling Unit (DOE rules)

F.	Total of Funds for Program Operations.....	\$2,647,997
G.	Total Units to be Weatherized, plus Planned Reweatherized Units from Production Schedule above (total from D above).....	894
H.	Average Cost per Dwelling Unit, less Vehicles and Equipment (F divided by G)	\$2,962
I.	Average Cost per Dwelling Unit for Vehicles and Equipment (total from E)	\$0.00
J.	Total average Cost per Dwelling Unit (H plus I)	\$2,962

Attachment C

Estimated Energy Savings Worksheet

Attachment C

Estimated Energy Savings Worksheet

DOE Program	Amount	Line
Total DOE State Weatherization Allocation (a)	\$3,997,991	(a)
Total Cost associated with Administration, T&T/A, Financial and Energy Audits or 15% of allocation (b)	\$1,252,320	(b)
Subtract the amount entered in line (b) from line (a) for a total Federal (DOE) funds available to weatherize homes	\$2,745,671	(c)
State Average Cost per Home or National WAP Program Year Average Cost per Home (i.e. PY2008 \$2,966)	\$2,966	(d)
Divide the amount entered on line (c) by the amount entered on line (d) for Total Estimated Homes to be Weatherized	926	(e)
Multiply (e) by 30.5 MBTU for Total Annual Estimated Energy Savings resulting from DOE appropriated funds	28,234	(f)
All Funding Sources		
Total funds (e.g. DOE WAP, State, Leveraged, LIHEAP, and other non-Federal sources of funds) used by the State to weatherize homes	\$9,722,837	(g)
Total cost associated with the administration of Weatherization funds or 15% of total funds available to weatherize homes	\$1,458,426	(h)
Subtract the amount entered in line (h) from line (g) for total funds available to weatherize homes	\$8,264,411	(i)
State Average Cost per Home or National WAP Program Year Average Cost per Home (i.e., PY20087 \$2,966)	\$2,966	(j)
Divide the amount entered on line (i) by the amount entered on line (j) for Total Estimated Homes to be Weatherized	2,786	(k)
Multiply (k) by 30.5 MBTU for Total Annual Estimated Energy Savings resulting form all funding sources	84,985	(l)

