

APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

9. Type of Applicant:

A State Government

10. Name of Federal Agency:

U. S. Department of Energy

11. Catalog of Federal Domestic Assistance Number:

81.042

CFDA Title:

Weatherization Assistance for Low-Income Persons

12. Funding Opportunity Number:

DE-FOA-0000641

Title:

Program Year 2012 Weatherization Formula Grants

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Virginia

15. Descriptive Title of Applicant's Project:

The Weatherization Assistance Program enables low-income families to permanently reduce their energy bills by making their homes more energy efficient. During the last 32 years, the U.S. Department of Energy's (DOE) Weatherization Assistance Program has provided weatherization services to more than 6.2 million low-income families.

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. EE0000247		2. Program/Project Title The Weatherization Assistance Program enables low-income families to permanently reduce their energy bills by making their homes more energy efficient. During the last 32 years, the U.S. Department of Energy's (DOE) Weatherization Assistance Program has provided weatherization services to more than 6.2 million low-income families.	
3. Name and Address Virginia, Commonwealth of 600 East Main St., Ste. 300 Richmond VA 232192430		4. Program/Project Start Date 07/01/2012	5. Completion Date 06/30/2013

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	\$ 3,046,661.00		\$ 0.00		\$ 3,046,661.00
2.						
3.						
4.						
5. TOTAL		\$ 3,046,661.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,046,661.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) GRANTEE ADMINISTRATION	(2) HEALTH AND SAFETY	(3) LIABILITY INSURANCE	(4) LEVERAGING	
a. Personnel	\$ 85,479.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 137,479.00
b. Benefits	\$ 23,804.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 39,404.00
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 26,700.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
f. Contract	\$ 0.00	\$ 199,943.00	\$ 163,680.00	\$ 0.00	\$ 2,768,719.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
i. Total Direct Charges	\$ 109,283.00	\$ 199,943.00	\$ 163,680.00	\$ 0.00	\$ 2,972,302.00
j. Indirect	\$ 43,050.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 74,359.00
k. Totals	\$ 152,333.00	\$ 199,943.00	\$ 163,680.00	\$ 0.00	\$ 3,046,661.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. EE0000247		2. Program/Project Title The Weatherization Assistance Program enables low-income families to permanently reduce their energy bills by making their homes more energy efficient. During the last 32 years, the U.S. Department of Energy's (DOE) Weatherization Assistance Program has provided weatherization services to more than 6.2 million low-income families.	
3. Name and Address Virginia, Commonwealth of 600 East Main St., Ste. 300 Richmond VA 232192430		4. Program/Project Start Date 07/01/2012	5. Completion Date 06/30/2013

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		\$ 3,046,661.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,046,661.00

SECTION B - BUDGET CATEGORIES					
6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) PROGRAM OPERATIONS	(2) SUBGRANTEES ADMINISTR	(3) SUBGRANTEE T&TA	(4) GRANTEE T&TA	
a. Personnel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 52,000.00	\$ 137,479.00
b. Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 15,600.00	\$ 39,404.00
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 26,700.00	\$ 26,700.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
f. Contract	\$ 1,799,482.00	\$ 152,333.00	\$ 220,000.00	\$ 216,781.00	\$ 2,768,719.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
i. Total Direct Charges	\$ 1,799,482.00	\$ 152,333.00	\$ 220,000.00	\$ 311,081.00	\$ 2,972,302.00
j. Indirect	\$ 0.00	\$ 0.00	\$ 0.00	\$ 31,309.00	\$ 74,359.00
k. Totals	\$ 1,799,482.00	\$ 152,333.00	\$ 220,000.00	\$ 342,390.00	\$ 3,046,661.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. EE0000247		2. Program/Project Title The Weatherization Assistance Program enables low-income families to permanently reduce their energy bills by making their homes more energy efficient. During the last 32 years, the U.S. Department of Energy's (DOE) Weatherization Assistance Program has provided weatherization services to more than 6.2 million low-income families.	
3. Name and Address Virginia, Commonwealth of 600 East Main St., Ste. 300 Richmond VA 232192430		4. Program/Project Start Date 07/01/2012	5. Completion Date 06/30/2013

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		\$ 3,046,661.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,046,661.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) FINANCIAL AUDITS	(2)	(3)	(4)	
a. Personnel	\$ 0.00				\$ 137,479.00
b. Benefits	\$ 0.00				\$ 39,404.00
c. Travel	\$ 0.00				\$ 26,700.00
d. Equipment	\$ 0.00				\$ 0.00
e. Supplies	\$ 0.00				\$ 0.00
f. Contract	\$ 16,500.00				\$ 2,768,719.00
g. Construction	\$ 0.00				\$ 0.00
h. Other	\$ 0.00				\$ 0.00
i. Total Direct Charges	\$ 16,500.00				\$ 2,972,302.00
j. Indirect	\$ 0.00				\$ 74,359.00
k. Totals	\$ 16,500.00				\$ 3,046,661.00
7. Program Income	\$ 0.00				\$ 0.00

U.S. Department of Energy
STATE PLAN/MASTER FILE WORKSHEET

Identification Number: EE0000247, State: VA, Program Year: 2012

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

III.1 Eligible Population

III.1.1 General Description

Definition of income used to determine eligibility:

In accordance with the Energy Policy Act of 2005, Section 122(b), Section 412(7) of the Energy Conservation and Production Act (42 U.S.C. 6862(7)) as amended, and the American Reinvestment and Recovery Act, an eligible client for Department of Energy funded programs can be defined as a client(s) whose household income is at the highest allowable State Median Income limit pursuant to the Low Income Home Energy Assistance Program guidelines. Virginia WAP currently is using 60% of State median income and will continue to do so in PY 2011.

Re-weatherization: Any dwelling weatherized after September 30, 1994, or any subsequent date as established in 10 CFR 440 subpart §440.18 as amended, is not eligible for weatherization. Subgrantees must report re-weatherized homes on their monthly report.

Procedures to determine that units weatherized have eligibility documentation:

Income data for the 12 months preceding the date of application is used. 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.

Definition of children: Below age 19

0

Recommend tribal organization(s) be treated as local applicant? No

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.

III.1.2 Selection of Areas to Be Served

U.S. Department of Energy

STATE PLAN/MASTER FILE WORKSHEET (continued)

Identification Number: EE0000247, State: VA, Program Year: 2012

Virginia provides services statewide. All Virginia localities are eligible for assistance this include cities, counties and towns. The Weatherization subgrantees were selected in accordance with Section 440.15(a) (3), "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.

Subgrantees are provided a DOE allocation using a formula that is based on heating degree-days, 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. If a subgrantee is unable, for any reason, to expend its total grant allocation, the State reserves the right to recall the unexpended portion of the allocation and reallocate it to other subgrantee(s) in need of funds in order to maintain production and operations. Subgrantees are encouraged to coordinate with other Federal, State, local, or privately funded programs as required in 440.14, "Minimum program requirements."

III.1.3 Priorities

DOE regulations require agencies to give priority to identifying and providing weatherization assistance to elderly, persons with disabilities, and families with children (18 years of age and under). The subgrantee's Board of Directors must approve these procedures and are to be reviewed by the grantee during annual or periodic monitoring visits. The State has acquired software that, when deployed in July, 2011 will establish a priority point system that agencies will use in determining clients to be served. DHCD will also be allowing for the prioritization of time sensitive projects that are leveraging funds and dwellings without unsafe or inoperable heat systems.

III.2 Climatic Conditions

Virginia is divided into six Climate Divisions. These are Tidewater, Eastern Piedmont, Western Piedmont, Northern, Central Mountain, and Southwestern Mountain. These Divisions reflect the diverse geographic aspects of the Commonwealth.

Heating Degree Days account for 18.33% of the formula allocation for each city or county. For PY 2005, the data was updated to the thirty-year Divisional Normals, from 1971-2000, released by the National Climatic Data center on June 15, 2002. This is the latest release date for cumulative data that could be located.

In calendar year 2004, Virginia experienced a lower than average number of heating degree days. This influenced the decision to use cumulative data, presuming that the data would be more accurate and not skewed by global events producing shorter and/or warmer winter seasons.

III.3 Weatherization Work

III.3.1 Type of Work to Be Done

DOE approved September 9, 2011.

HOUSING TYPES (site built, single family)

- Ranch
- 1 Story
- 1.5 Story
- 2 Story

FOUNDATION TYPES

- Slab
- Crawl
- Unfinished Basement
- Finished Basement

HEATING TYPES

- Heat Pump
- Oil
- Gas
- Electric Baseboard

Manufactured Homes

- Single-wide
- Double-wide

Virginia Weatherization Assistance Program

Single-Family Home Priority List

Measures must be installed in the order listed. Agencies may not skip air sealing and insulation measures in order to install storm windows.

Homes with energy characteristics that differ from the building types used to develop the priority list require the site-specific application of NEAT or MHEA in lieu of the priority list. Only measures on this priority list can be installed without completing a site-specific audit. A site-specific audit must be performed to address mechanical system replacements.

Virginia Single Family Priority List

- 1) Duct sealing and insulation
 - Insulate ducts in unconditioned space up to R-8

- Total cost is limited by the average initial pressure pan test results and by heating type

Average Pressure Pan Reading (Pascals)	Maximum Cost to Seal Ducts to Cumulative Pressure Pan Reading of 3 Pa			
	Oil	Electric Furnace or Resistance	Natural Gas	Electric Heat Pump
<.5	89	79	47	32
.5 to .9	142	160	94	65
1 to 1.9	220	291	162	118
2 to 2.9	309	445	237	181
3 to 3.9	393	549	307	247
4 to 4.9	499	691	392	324
5 to 5.9	611	800	478	358
6 to 6.9	759	800	587	408
7 to 7.9	800	800	702	438
8 to 8.9	800	800	741	449
9 to 9.9	800	800	800	510
>10	800	800	800	523

2) Air sealing

- Seal plumbing, electrical, and HVAC penetrations through ceiling, flooring, and exterior walls. Use proper materials for high-temperature surfaces.
- Total cost is based on CFM-50 reduction achieved and is limited by heating type

Primary Heating Type	Maximum Cost Per 100 CFM-50 Reduction
Oil	\$85
Natural Gas, Electric Furnace or Resistance	\$70
Electric Heat Pump	\$50

3) Attic insulation

- Insulate with blown cellulose
- Cost is limited to \$0.65/ ft² for R-38 and \$0.72/ ft² for R-49

Primary Heating Type	Bring attic insulation up to:
Electric Heat Pump	R-38
Natural Gas	R-38
Oil, Electric Furnace or Resistance	R-49

- 4) Wall insulation
 - Densepack uninsulated walls with cellulose at 3.5 lbs/ft³ or fiberglass at 2.2 lbs/ft³
 - Cost is limited to \$1.50/ft²

- 5) Lights
 - Replace incandescent lights that are used for more than 2 hours a day with CFLs
 - Cost is limited to \$8/bulb and total CFL expenditure for a house cannot exceed \$200

- 6) Water heater tank and pipe insulation

- 7) Sill joist and foundation wall insulation (to be implemented by September 1, 2012)
 - Measure can be skipped by subgrantee until proper installation training is provided
 - Homes with an electric heat pump are exempt from this measure
 - Crawlspace should be covered with a vapor barrier and vents should be sealed
 - Insulate above-grade portion of foundation walls in unconditioned crawlspaces and basements to R-12 with spray foam
 - Cost is limited to \$3.00 per ft²

- 8) Furnace and boiler tune-up
 - Perform tune-up on oil boilers and furnaces with tested Steady-State-Efficiency of less than 68%
 - Cost is limited to \$300

9) Refrigerator replacement

Savings (kWh)	Maximum Replacement Cost (\$)
1100	1450
1000	1320
900	1185
800	1055
700	920
600	790
500	660
400	525

**Virginia Weatherization Assistance Program
Mobile Home Priority List**

Measures must be installed in the order listed. Agencies may not skip air sealing and insulation measures in order to install storm windows.

Homes with energy characteristics that differ from the building types used to develop the priority list require the site-specific application of NEAT or MHEA in lieu of the priority list. Only measures on this priority list can be installed without completing a site-specific audit. A site-specific audit must be performed to address mechanical system replacements.

1) Duct sealing

- Total cost is limited by the average initial pressure pan test results and by heating type

	Maximum Cost to Seal Ducts to Cumulative Pressure Pan Reading of 3 Pa				
Average Pressure		Electric		Natural	

Pan Reading (Pascals)	Liquid Propane	Furnace or Resistance	Oil	Gas	Electric Heat Pump
<.5	74	44	40	27	26
.5 to .9	256	149	140	118	79
1 to 1.9	576	343	320	255	176
2 to 2.9	800	476	450	364	246
3 to 3.9	800	581	561	446	308
4 to 4.9	800	670	651	510	352
5 to 5.9	800	740	721	574	387
6 to 6.9	800	800	800	629	423
7 to 7.9	800	800	800	684	458
8 to 8.9	800	800	800	738	484
9 to 9.9	800	800	800	800	520
>10	800	800	800	800	581

2) Air sealing

- Total cost is based on CFM-50 reduction achieved and is limited by heating type

Primary Heating Type	Maximum Cost Per 100 CFM-50 Reduction
Liquid Propane	\$73
Electric Furnace or Resistance	\$62
Oil	\$54
Natural Gas	\$42
Electric Heat Pump	\$34

3) Belly insulation

- Fill belly with loose fill fiberglass if existing insulation is 3" or less
- Cost is limited to \$28.75/bag installed

4) Roof insulation

- Fill uninsulated roofs with loose fill fiberglass
 - Cost is limited to \$28.75/bag installed
- 5) Lighting
- Replace incandescent lights that are used for more than 2 hours a day with CFLs
 - Cost is limited to \$8/bulb and total CFL expenditure for a house cannot exceed \$200
- 6) Water heater tank and pipe insulation
- 7) Furnace and boiler tune-up
- Perform tune-up on oil boilers and furnaces with tested SSE of less than 68%
 - Cost is limited to \$300
- 8) Refrigerator replacement

Savings (kWh)	Maximum Replacement Cost (\$)
1100	1450
1000	1320
900	1185
800	1055
700	920
600	790
500	660
400	525

U.S. Department of Energy
STATE PLAN/MASTER FILE WORKSHEET (continued)

Identification Number: EE0000247, State: VA, Program Year: 2012

III.3.2

DOE approved DHCD's request to utilize the Virginia Weatherization Assistance Program Installation Standards in conjunction with the National Energy Audit (NEAT) in PY 2002. During PY 2010, DHCD will follow DOE's requirements and procedures to gain updated approval of the Installation Standards.

DHCD uses the Virginia Installation Standards to weatherize homes. The measures outlined in the Standards have been proven to achieve the greatest energy savings in a dwelling (see Section III 2.1.– Installation Standards). Subgrantees are required to follow the priorities established in the Standards and based upon the home audit/estimation which includes several diagnostic tests using specialized equipment. The NEAT audit is used to appropriately size heating system replacements. A final inspection is required for every weatherization job and must be conducted by a person other than those who installed the weatherization measures.

All Virginia subgrantees have been trained in the use of the latest version of NEAT/MHEA and will periodically receive additional training as newer versions are made available. Before any deviation from the Installation Standards is allowed, prior written approval must be obtained from DHCD and a NEAT/MHEA audit must be completed and documented in the project file. Subgrantees who work with licensed contractors for heating system installations are required to run the NEAT/MHEA audit or are required to train contractors in the use of the NEAT/MHEA audit. These audits must be maintained in the file. Subgrantees inspect, review and approve the contractors work during the project final inspection. As discussed earlier, energy audits of multi-family structures are limited to buildings of 3 stories or less with individually heated units and follow the single family procedures except for testing protocols.

<u>Unit Types</u>	<u>Audit Procedures and Dates Most Recently Approved by DOE</u>
Single-Family	Priority List for designated typical housing stock and National Energy Audit (NEAT) for non-typical housing stock, Approved September 2011.
Multi-Family	NEAT - Approved September 2011.
Mobile Home	Priority List for designated typical housing stock and Manufactured Home Energy Audit (MHEA) for non-typical housing stock, Approved September 2011.

III.3.3 Final Inspection

Subgrantees are required to perform a final inspection of each dwelling unit before the job can be reported to DHCD as a completion. The final inspection must be signed and dated by the individual(s) trained and authorized to complete these inspections. The date and name of the inspector are required on the Job Report for each weatherization completion submitted to DHCD. In most cases, the inspector is someone other than a member of the crew who completed the work. Where this separation of responsibility is not possible because of the limited number of staff, a sampling of the completions is inspected a second time by someone such as the Weatherization Manager or some other individual who is knowledgeable of the program requirements.

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 Installation Standards.

III.3.4 Assessment of Effectiveness

U.S. Department of Energy
STATE PLAN/MASTER FILE WORKSHEET (continued)

Identification Number: EE0000247, State: VA, Program Year: 2012

July 1 -June 30 is the normal period of performance in the weatherization contract between DHCD and the subgrantee.

Subgrantee monitoring is ongoing and tied to the performance period in the contract between the subgrantee and DHCD. DHCD analysis of individual subgrantees, and whether or not continued funding is warranted, includes such considerations as: onsite field and financial/administrative monitoring visits, and demonstrated willingness and ability to produce completed units while coordinating with and utilizing multiple funding sources.

Program production and expenditure rates are tracked on an on-going basis at the state level. This information is shared with the network of subgrantees, at a minimum, during each of the semi-annual statewide weatherization "interchanges" held by DHCD. Similar information is provided as part of the "Summary Analysis" prepared with each payment. Future training, technical assistance, and monitoring needs are determined based on these analyses and the results of the field and financial/administrative monitoring.

III.4 Health and Safety

See attachment.

III.5 Rental Procedures

Virginia ensures that benefits accrue primarily to the eligible clients by the terms of an owner agreement . This agreement is retained and becomes part of the client file/job records. Virginia currently ensures that rents will not be raised for a reasonable period of time because of the weatherization work performed. The scope of the work will be limited by the Program's Installation Standards to energy- efficiency and health and safety improvements. No undue or excessive enhancement can occur to the value of the dwelling unit(s).

Multifamily

Virginia has developed administrative guidelines for multi-family weatherization projects. Local agencies must notify DHCD prior to undertaking weatherization work on a specific project. Clients must meet the same income eligibility requirements previously described, however, in a multi-unit property, the number of units that have income eligible clients may vary. For multi-family properties, at least 66% of units in each building must be income eligible before weatherization services can be approved for that building. In duplexes, four unit buildings and certain eligible types of large multi-family properties, 50% of the units must be income eligible.

III.6 Program Management

III.6.1 Overview

U.S. Department of Energy

STATE PLAN/MASTER FILE WORKSHEET (continued)

Identification Number: EE0000247, State: VA, Program Year: 2012

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 of: Administration, Community Development, Building and Fire Regulations, and Housing. Organizational Charts for the Divisions are on file with DOE.

The Division of Housing has three units: Housing and Homeless Assistance, Housing Policy, and Housing Production and Preservation. The Weatherization Assistance Program is located in the Housing Production and Preservation Unit. The program is one of approximately fifteen (15) programs administered within the Housing Division. Other programs in the Housing Division assist with multifamily loans, homeownership, homelessness, and special populations such as individuals with AIDS or disabilities.

Seven full-time staff and one part-time staff are assigned to the WAP. A small number of other permanent and non-permanent positions provide administrative support, and the amount of DOE funds used to pay the costs associated with these support staff may vary from year-to-year depending on the DOE and LIHEAP allocation. It is expected that staffing will decrease at the end of the ARRA grant period.

III.6.2 Administrative Expenditure Limits

DHCD will allocate 5% of the 10% administrative funds from DOE to the sub-grantees based on the size of their contract amount determined by formula.

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. and 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.

III.6.3 Monitoring Approach

U.S. Department of Energy

STATE PLAN/MASTER FILE WORKSHEET (continued)

Identification Number: EE0000247, State: VA, Program Year: 2012

Financial monitoring shall be completed by the DHCD Financial Analyst and by the Program Administrator. Administrative monitoring will be completed by the Program Administrator, and technical monitoring will be completed by the Field Monitors.

DHCD will conduct comprehensive monitoring of each Subgrantee at least once a year, provide a written report to the Subgrantee and maintain a file related to monitoring which is accessible by DOE during its monitoring visits. The comprehensive monitoring will include the following areas and details: •

Programmatic and Management Monitoring o Subgrantee Review o Financial/Administrative o Equipment/Inventory/Materials o Eligibility o Rental o Feedback and Reporting o Energy Audits o Field Work o Health & Safety o Quality Assurance o Training & Technical Assistance o SERC Monitoring (if applicable) o Staff or entity performing the monitoring o How monitoring results are handled and required follow-up procedures • **Subgrantee Monitoring** o Program Overview (Client File Review, Work Orders, etc.) o Financial/Administration o Inventory o Energy Audits o Qualifications & Training o Weatherization of Units o Health & Safety o Final Inspections o SERC Overview (if applicable) • **Financial Monitoring** o Financial Management/Accounting Systems and Operations o Audits (A-133) o Payroll/Personnel o Vehicles and Equipment o Procurement o Davis Bacon (Recovery Act only) o Sub-awards/Subgrantee Monitoring o Invoicing o Records RetentionField Monitoring. DHCD will complete reviews of at least 5 percent 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; and other factors that are relevant to on-site 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. **Exemplary Agencies.** Previous Guidance suspended the designation of "Exemplary" Subgrantees through March 2012. Under this Guidance, exemplary status is suspended until further notice. DOE will revisit this topic at some point in the future and determine if there is merit in reinstating exemplary Subgrantee status.

Visit. 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. Within 30 days after each visit, DCHD 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 2 monitoring visits at a Subgrantee) will be reported immediately to the PO. **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.

III.6.4 Training and Technical Assistance Approach

U.S. Department of Energy

STATE PLAN/MASTER FILE WORKSHEET (continued)

Identification Number: EE0000247, State: VA, Program Year: 2012

T/TA funds will be used by DHCD staff to provide statewide training and technical assistance including on-site training and technical assistance visits, subgrantee interchanges, peer exchanges and conferences, to participate in regional and national training and conferences, and to promote energy conservation education.

Subgrantees will be provided training and technical assistance funding so that they can meet specific, individual needs. The subgrantee activities include costs associated with quality control, training, required contractor licensing and certification, and training conferences.

Additional T/TA funds may be made available to a subgrantee upon request and on a case-by-case basis, in consideration of special or extenuating circumstances. Grantee T/TA funding will be used to provide on-site financial and programmatic monitoring and training and technical assistance by DHCD staff to the subgrantees, and for limited peer monitoring arranged by DHCD if necessary. Where possible, the Weatherization Program coordinates training and monitoring with DHCD non-WAP programs to encourage resource leveraging, program expansion, and coordination of services for a more complete job.

DHCD will also continue to conduct "interchanges" once or twice each year. These meetings allow agency staff and subgrantees an opportunity to meet face-to-face and address any questions or concerns, plus they provide a forum for subgrantees to provide input for program policy and design. The interchange(s) may also be used to facilitate the coordination of WAP and other non-DOE programs—such as staff from the Virginia Department of Social Services.

Technical assistance will be provided to local weatherization programs as they are monitored. This assistance occurs during the monitoring process because, as deficiencies are identified, the monitor will explain and show local agency personnel how the deficiencies can be corrected. Any deficiencies that appear to be program wide or affecting a significant portion of subgrantees will result in defining training needs for all subgrantees.

III.6.5 Energy Crisis Plan

U.S. Department of Energy

STATE PLAN/MASTER FILE WORKSHEET (continued)

Identification Number: EE0000247, State: VA, Program Year: 2012

Participation in the LIHEAP CRISIS Program is encouraged. An estimated seven of the subgrantees currently participate on a regular basis, through contracts or referral networks with local Departments of Social Services. Since the local DSS has the option to offer assistance or not through the CRISIS Program, it may not be available on a Statewide basis. Disaster Relief (in accordance with Program Notice 12-5, Disaster Planning and Relief dated 03/05/2012) In the event of a natural or man-made disaster, Virginia will allow providers to assist in disaster relief with weatherization funds in combination with other funds, typically from FEMA. The President or the Governor of Virginia must declare a Federal or State Emergency before providers will be allowed to use existing resources to address the needs of the people in the area. 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: 1) the cost of incidental repairs to an eligible dwelling unit if such repairs are necessary to make the installation of weatherization materials effective and, 2) the cost of eliminating health and safety hazards, elimination of which is necessary before the installation of weatherization materials (10 CFR 440.18(d)(9); 10 CFR 440.18(d)(15)). To the extent that the services are in support of eligible weatherization (or permissible re-weatherization¹) work, such expenditure would be allowable. For example, debris removal at a dwelling unit so that the unit can be weatherized would be an allowable cost. Debris removal from a dwelling unit that is not to be weatherized would not be an allowable cost. Please note that the \$6,500 per dwelling unit limit continues to apply. In addition, the regulations require that a Grantee's Weatherization Plan identify and describe the average amount of DOE funds to be used for incidental repairs (10 CFR 440.14(c)(6)(viii)). 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. It is 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.

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**U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
WEATHERIZATION MASTER FILE (attachment)**

(Identification Number: EE0000247)

III.4 Health and Safety

Health and Safety Plan

Health and safety is referenced in the CFR: 440 rule and WPN 11-6.

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

Corrections of identified hazards must be charged to the Health and Safety budget category.

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

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

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

- blower door testing for minimum ventilation rates (mvr) inspection and testing for unacceptable levels of carbon monoxide in the flue and ambient areas
- power supply inspections, repair, or upgrades
- inspection for gas leaks
- inspection for adequate combustion air for combustion heating appliances
- draft and pressure tests for combustion appliances
- inspection of vent systems, to include the chimney
- inspection for adequate clearance from combustibles
- inspection of safety controls on combustion appliances

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

Upon failed inspection, subgrantees may use WAP H&S funds for the following work:

Common H&S repairs:

- Ventilation (ASHRAE)
 - Approximate cost per house--\$1000 (materials and labor)
- Vapor Barrier
 - Approximate cost per house--\$1200 (materials and labor)
- Smoke Detectors
 - Approximate cost per house--\$30ea (materials and labor)
- CO Alarms
 - Approximate cost per house--\$75ea (materials and labor)
- HVAC Repair
 - Approximate cost per house--\$500 (materials and labor)
- HVAC Replacement
 - Heat Pump approximate cost per house--\$2500 (materials and labor)
 - Furnace (gas and oil) approximate cost per house--\$2600 (materials and labor)
 - Boiler (gas) approximate cost per house--\$6000 (materials and labor)
 - Monitor space heater (vented)--\$1800 (materials and labor)

Note: prices do not include oil tanks or lines where required.

Air Conditioning Systems

Air conditioning system replacement or repair is allowable in homes of at-risk occupants when inoperable/nonexistent.

At-risk occupants are defined as:

- elderly (60 years or older)
- children (under the age of 6)
- occupants with health conditions that warrant the need for conditioned air

"Red tagged", inoperable, or nonexistent heating system replacement, repair, or installation is allowed where climate conditions warrant, unless prevented by other guidance herein. Air conditioning system replacement, repair, or installation is allowed in homes of at-risk occupants where climate conditions warrant."

The following information is taken from NOAA's Heating & Cooling Degree Day Data and is justification for replacement in the above conditions. The total heating degree days from this sampling is 4374, with the highest month being January (988). The total cooling degree days is 1036, with the highest month being August (354).

Heating Degree Days

STATE : 44 VIRGINIA

SEASON	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	
MAY	JUN										
2009/2010	3	0	43	295	449	890	988	917	531	197	61
0											
2009/2010	3	3	46	341	790	1680	2668	3585	4116	4313	4374
4374											

LINE 1 = HEATING DEGREE DAYS (DIVISIONS WEIGHTED BY 2000 POPULATION)

LINE 2 = ACCUMULATED HEATING DEGREE DAYS (DIVISIONS WEIGHTED BY 2000 POPULATION)

Cooling Degree Days

STATE : 44 VIRGINIA

YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT		
NOV	DEC											
2009	0	0	0	5	79	226	253	354	109	10	0	0
2009	0	0	0	5	84	310	563	917	1026	1036	1036	
1036												

LINE 1 = COOLING DEGREE DAYS (DIVISIONS WEIGHTED BY 2000 POPULATION)

LINE 2 = ACCUMULATED COOLING DEGREE DAYS(DIVISIONS WEIGHTED BY 2000 POPULATION)

Asbestos

Siding—removal of siding is allowed to perform energy conservation measures. All precautions must be taken not to damage siding. Asbestos siding should never be cut or drilled. Recommended, where possible, to insulate through home interior.

Pipe insulation—encapsulation is allowed if performed by an Asbestos Hazard Emergency Response Act (AHERA) professional and should be conducted prior to blower door testing.

Where Asbestos (friable) is identified or assumed, the use of a blower door is prohibited.

Subgrantees/Contractors must have training/license required by the Virginia Department of Professional and Occupational Regulation to test and work with any asbestos containing material.

Drainage

The following are allowable drainage measures:

- gutters and downspouts

- flashing
- diverters
- sump pumps

Dryer Venting

Dryer venting is an allowable expense. Dryers should be vented to the outdoors and duct no longer than 35ft. This length is reduced by 2.5ft for every 45 deg bend and 5ft for every 90 deg bend.

Electrical

Replacement of knob and tube wiring is allowable where installing insulation. Upgrades and repairs are allowed when necessary to install HVAC equipment weatherization measures.

Gas Cook Ranges

Gas range replacement is **not** an allowable Health and Safety expense. However, cleaning and repair are allowable if high levels of CO are present. Costs shall not exceed \$300.

Heating Systems

Repair of heating systems is permitted under the following conditions:

- unsafe levels of carbon monoxide (CO)
- improper draft
- improper venting
- unsafe chimney

Replacement of heating systems is permitted under the following conditions:

- inoperable/nonexistent
- unsafe levels of carbon monoxide (CO) that cannot be remedied by repair

""Red tagged", inoperable, or nonexistent heating system replacement, repair, or installation is allowed where climate conditions warrant, unless prevented by other guidance herein. Air conditioning system replacement, repair, or installation is allowed in homes of at-risk occupants where climate conditions warrant."

The following information is taken from NOAA's Heating & Cooling Degree Day Data and is justification for replacement in the above conditions. The total heating degree days from this sampling is 4374, with the highest month being January (988). The total cooling degree days is 1036, with the highest month being August (354).

Heating Degree Days

STATE : 44 VIRGINIA

SEASON	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR
APR	MAY	JUN							

2009/2010	3	0	43	295	449	890	988	917	531
197	61	0							

2009/2010	3	3	46	341	790	1680	2668	3585	4116
4313	4374	4374							

LINE 1 = HEATING DEGREE DAYS (DIVISIONS WEIGHTED BY 2000 POPULATION)

LINE 2 = ACCUMULATED HEATING DEGREE DAYS (DIVISIONS WEIGHTED BY 2000 POPULATION)

Cooling Degree Days

STATE : 44 VIRGINIA

YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
2009	0	0	0	5	79	226	253	354	109	10		
0	0											
2009	0	0	0	5	84	310	563	917	1026	1036		
1036	1036											

LINE 1 = COOLING DEGREE DAYS (DIVISIONS WEIGHTED BY 2000 POPULATION)

LINE 2 = ACCUMULATED COOLING DEGREE DAYS(DIVISIONS WEIGHTED BY 2000 POPULATION)

Heating Systems must be replaced for efficiency if the SIR is one or greater before being replaced as a H&S measure.

Solid Fuel Heating—maintenance, repair and replacement of primary indoor heating unit is allowed where occupant health and safety is a concern. Only maintenance and repair is allowed if used as a secondary heating system.

Lead Based Paint

Testing is an allowable and should be done in accordance with the EPA RRP training. Job site set up and cleaning verification is required by a Certified Renovator. Abatement is not allowed.

Mold and Moisture

Although mold testing is not an allowable expense, a visual inspection is required during the audit and final inspection. Limited water damage repairs that can be addressed by weatherization workers and correction of moisture and mold creating conditions are allowed when necessary in order to weatherize the home and to ensure the long term stability and durability of the measures. Where severe Mold and Moisture issues cannot be addressed, deferral is required. See the **Drainage** section of this chapter for allowable drainage measures.

Occupant Health Risks

During the application process, clients should inform the agency of any known health concerns. The client should also be interviewed during the audit and educated on possible health risks before the installation of weatherization materials.

Pests

Pest removal is allowed only where infestation would prevent weatherization. Infestation of pests may be cause for deferral where it cannot be reasonably removed or poses health and safety concern for workers. Screening of windows and points of access is allowed to prevent intrusion.

Pollutants

Removal of pollutants (e.g., formaldehyde, volatile organic compounds) is allowed and is required if they pose a risk to workers. If pollutants pose a risk to workers and removal cannot be performed or is not allowed by the client, the unit must be deferred.

Radon

Radon is a radioactive gaseous element formed by the disintegration of radium; occurs naturally (especially in areas over granite) and is considered a hazard to health. See **Vapor Barrier** for installation requirements to alleviate radon risks. Testing is allowable in areas with high radon potential.

Refrigerant

Refrigerant must be reclaimed, where necessary, per the Clean Air Act 1990, section 608, as amended by 40 CFR82. NRCERT is developing a refrigerant training class which will include these rules and regulations.

Relocation

Relocation expenses are allowable where the installation of weatherization measures may pose a risk to the client. Relocation assistance in not permitted for multi-family.

Smoke Detectors, Carbon Monoxide (CO) Detectors, and Fire Extinguishers

Installation of smoke and CO detectors are allowed only where they are not present or inoperable. Smoke Detectors must be installed on each floor, in each bedroom and the immediate vicinity of the bedrooms. Providing fire extinguishers is permitted only when solid fuel is present.

Vapor Barrier

Vapor barriers must be installed in every crawlspace unless skirting is missing on manufactured homes.

Water Heaters

Replacement is only allowed when the tank is leaking. Repair and cleaning are allowed.

Ventilation

ASHRAE 62.2 standard is required (where applicable) after January 1, 2012. Staff must be trained on this ventilation standard prior to this date. DHCD has tasked NRCERT with developing a curriculum and training classes are scheduled in order to meet the DOE deadline for implementation.

Prohibited Uses

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

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

Beyond the Scope of Weatherization

Health and Safety measures should not exceed reasonable costs. Discretion must be given when considering the level of these measures

Deferral & Referral

Deferral may be necessary in the following situations:

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

The Subgrantee is required to develop a referral policy based on the resources available in their service area. The client must be notified in writing. This document must include the reason for referral and contact information of the agency receiving the referral.

Allowable Costs

11% is budgeted specifically for H&S activities. Additionally, there are LIHEAP funds

allocated to sub-grantees to cover the difference between the anticipated 19% shown in the below historical data sample table and the 11% budget amount. The average per unit expenditure limit is \$650.00. Expenditures for H&S related activities listed on the H&S line item are not calculated into the average cost per unit for completed projects.

Measure	Average Cost	Frequency	Total
Asbestos	\$ 210.00	0%	\$ -
Drainage	\$ 280.00	7%	\$ 19.60
Dryer Venting	\$ 40.00	100%	\$ 40.00
Electrical	\$ 1,700.00	20%	\$ 340.00
Gas Range	\$ 20.00	0%	\$ -
HVAC	\$ 1,450.00	20%	\$ 290.00
Lead	\$ 107.00	7%	\$ 7.49
Mold/Moisture	\$ 100.00	7%	\$ 7.00
Occupant Risk	\$ 150.00	0%	\$ -
Pests	\$ 120.00	27%	\$ 32.40
Pollutants	\$ 100.00	0%	\$ -
Radon	\$ 172.00	0%	\$ -
Relocation	\$ 350.00	0%	\$ -
Smoke/Co Detectors	\$ 90.00	100%	\$ 90.00
Vapor Barrier	\$ 350.00	47%	\$ 164.50
Ventilation	\$ 500.00	27%	\$ 135.00
Water Heater	\$ 150.00	67%	\$ 100.50
			\$
			1,226.49
			/\$6500
			19%

Crew/Contractor Safety

Workers must follow OSHA standards and Material Safety Data Sheets (MSDS) and take precautions to ensure the health and safety of themselves and other workers. MSDS must be posted wherever workers may be exposed to hazardous materials. OSHA 10 hour training is required for all workers.

OSHA 30 hour training is required for crew leaders. This will be verified during the annual technical monitoring visits. Training records will be verified annually during technical monitoring.

Workers must be trained in proper use of equipment and tools and must maintain any necessary or required licenses and/or certifications. Subgrantees are required to ensure that all workers are trained and that their training is documented in personnel files.

Training costs may be reimbursed through the T/TA budget line item.

Client Education and Safety

Clients must be educated on any potential dangers existing in their home. Some common client education topics include:

- **Combustion**—if a heating system is present that requires combustion air, the client must be educated on the importance of keeping combustion air vents free and uncovered. Clients must also be informed if there are unsafe conditions that are discovered during the combustion appliance testing and be instructed not to operate it until it is repaired or replaced. If the conditions cannot be corrected by Weatherization or Health and Safety funds, the house must be deferred.
- **Smoke and Carbon Monoxide Detectors**—clients should be shown how to test and replace the batteries.
- **Unvented Space Heaters**—unvented space heaters should be removed whenever possible. Clients should be educated on the dangers of fuel-fired unvented space heater.
- **Lead**—the EPA's lead pamphlet should be given to each client living in houses built prior to 1978.
- **Asbestos**—materials testing positive or assumed to contain asbestos should be identified and revealed to the client. Further instruction must be given on how to avoid disturbing such material, especially when it is friable.
- **Moisture and mold**—clients should be instructed on how to remove excess moisture from the dwelling (e.g., exhaust fans when taking showers or cooking).

Energy Auditor/Estimator/Inspectors are required to assess client households to determine if the clients are able to withstand the conditions that may be generated during the weatherization process prior to implementing weatherization measures. Clients must be informed regarding what conditions to expect and provided the option to leave the home during weatherization.

Hazards identified during weatherization must be documented and the client must sign that they received this documentation. This documentation must be maintained in the client file.

Existing Client Health Problems—Subgrantees are required to ask clients if there are existing health problems that may impact the services that can be provided and evaluate the potential to aggravate pre-existing health conditions. These problems will be documented and care will be taken to avoid exacerbating the problem.

Pollution Occurrence Insurance (POI)

Pollution Occurrence Insurance is not required; however, DOE strongly recommends Pollution Occurrence Insurance (POI) as a part of, or an addendum to, general liability insurance. These costs are also charged on the liability insurance line item. If subgrantees choose **NOT** to obtain POI coverage and damage occurs because of not following all aspects of Lead Safe Weatherization, or there is disturbance to any other environmental pollutants, the cost to do remediation, clean up, relocation, medical expenses, or any other resulting costs may not be charged to DOE Weatherization and must be covered by another funding mechanism.

Testing

The following are allowable Health and Safety tests:

- Combustion safety for HVAC equipment (CO, Draft)
- CO testing on gas cook ranges
- Gas leaks
- Combustion appliance zone (CAZ)
- Lead testing

Virginia Lead-Safe Weatherization (LSW) Practices

VA WAP LEAD SAFE WORK REQUIREMENTS

LSW training is required for all weatherization workers and is provided through NRCERT. Training will be verified annually through technical monitoring review of employee files.

Subgrantees and their contractors must follow EPA's Renovation, Repair and Painting Rule (RRP) and be certified by EPA and use certified renovators who are trained by EPA-approved training providers to follow lead-safe work practices.

Summary

All federal, state and local rules, regulations, and guidelines are applicable to subgrantees and subgrantee contractors. This includes health and safety rules and regulations as mandated by the federal Occupational Safety and Health Administration (OSHA) as well as by the Virginia Department of Labor and Industry (DOLI) and the Virginia Occupational Safety and Health (VOSH).

Health and safety practices apply to motor vehicle operation in addition to actual weatherization activities. Unauthorized drivers or untrained equipment operators can imperil a contractor's licensing. Lack of licensing will cause the revocation of provider or grantee status in the Virginia Weatherization Assistance Program.

Tools and equipment should be properly used, maintained, and stored. Vehicles should receive regular care and maintenance. Proper documentation regarding warranties, routine maintenance records, repairs, etc. is a critical aspect of acceptable safety practices.

Work must be done in such a manner as to protect workers and clients as much as possible.

The **Virginia Weatherization Field Guide** includes "best practices" that recognize safety issues and acceptable service delivery method.

U.S. Department of Energy

WEATHERIZATION ANNUAL FILE WORKSHEET

Identification: EE0000247

State: VA

Program year: 2012

Budget period: 07/01/2012 - 06/30/2013

II.3 Subgrantees

Grantee (city)	Tentative	
	Funding	Units
Appalachian Community Action Agency (Gate City)	\$97,526.00	10
Bay Aging (Urbanna)	\$103,405.00	11
Central VA AAA (Lynchburg)	\$64,744.00	6
Clinch Valley Community Action (North Tazewell)	\$53,154.00	4
Community Energy Conservation Program (Charlottesville)	\$229,087.00	27
Community Housing Partners Corp. (Christiansburg)	\$496,449.00	64
Crater District AAA (Petersburg)	\$107,669.00	12
Eastern Shore Area Agency on Aging/Community Action Agency (Exmore)	\$38,105.00	2
ElderHomes Corporation (Richmond)	\$199,360.00	25
H.O.P.E., Inc. (Farmville)	\$98,384.00	10
Lynchburg Community Action Group (Lynchburg)	\$50,665.00	4
Mountain Community Action Program (Marion)	\$58,081.00	5
PEOPLE, Inc. (Abingdon)	\$63,831.00	5
Pittsylvania County Community Action Agency (Chatham)	\$93,241.00	10
Rappahannock Area Agency on Aging (Fredericksburg)	\$74,802.00	7
Rooftop of Virginia Community Action Program (Galax)	\$48,429.00	4
Southeastern Tidewater Opportunity Project (Norfolk)	\$291,085.00	36
Support to Eliminate Poverty (Rocky Mount)	\$48,530.00	4
Telamon Corporation (Richmond)	\$48,643.00	4
Total Action Against Poverty (Roanoke)	\$159,114.00	18
Tri-County Community Action (South Boston)	\$52,435.00	4
Williamsburg-James City County Community Action Agency (Williamsburg)	\$75,199.00	7
TOTALS	\$2,551,938.00	279

II.4 WAP Production Schedule

Total Units (excluding reweatherized)	279
Rewatherized Units	0

U.S. Department of Energy

WEATHERIZATION ANNUAL FILE WORKSHEET (cont)

Identification: EE0000247

State: VA

Program year: 2012

Budget period: 07/01/2012 - 06/30/2013

Average Unit Costs, including Reweathering, Subject to DOE Program Rules		
VEHICLE & EQUIPMENT AVERAGE COST PER DWELLING UNIT (DOE RULES)		
A	Total Vehicles & Equipment (\$5,000 or more) Budget	\$0.00
B	Total Units Weatherized	279
C	Total Units Reweatherized	0
D	Total Dwelling Units to be Weatherized and Reweatherized (B + C)	279
E	Average Vehicles & Equipment Acquisition Cost per Unit (A divided by D)	\$0.00
AVERAGE COST PER DWELLING UNIT (DOE RULES)		
F	Total Funds for Program Operations	\$1,799,482.00
G	Total Dwelling Units to be Weatherized and Reweatherized (from line D)	279
H	Average Program Operations Costs per Unit (F divided by G)	\$6,449.76
I	Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J	Total Average Cost per Dwelling (H plus I)	\$6,449.76

II.5 Energy Savings

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

Energy savings is calculated by subtracting the amounts for administration, T/TA, Health and Safety, Financial Audits and leverage funds from the total amount available. That new amount is then divided by the current allowable average cost per units to estimate the number of homes to be weatherized. The estimated number of homes to be weatherized is then multiplied by the allowable MBtu established by DOE of 30.5 to estimate the energy savings. Estimated energy savings: 8296 (MBtu)

Estimated energy savings: 8,510.00 (MBtu)

Estimated prior year savings: Actual:

If variance is large, explain:

II.6 Training, Technical Assistance, and Monitoring Activities

U.S. Department of Energy

WEATHERIZATION ANNUAL FILE WORKSHEET (cont)

Identification: EE0000247

State: VA

Program year: 2012

Budget period: 07/01/2012 - 06/30/2013

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

DHCD has budgeted T/TA funds for personnel, fringe benefits and indirect costs) *with the balance of these costs budgeted through DOE administrative funds and other funding sources*. This may include special or mandatory training recommended or required by the Field Monitor to correct deficiencies identified during compliance monitoring visits. These funds will also be used by DHCD staff to provide statewide training and technical assistance including specific T/TA visits, sponsoring the semi-annual subgrantee Interchange, and ad hoc regional roundtable discussions that review program technical changes and aid the review and revision of technical reference documents (Installation Standards and the program Field Guide), and the Program Operations manual. DHCD will also participate in regional and national training and conferences, and work to promote energy conservation education.

DHCD will continue to conduct semi-annual "interchanges" and ad hoc regional roundtable discussions with WAP subgrantees. These meetings allow agency staff and subgrantees the opportunity to meet face-to-face and address any questions or concerns, and provide a forum for subgrantees to provide program policy and design input. Interchanges will be used to facilitate the coordination of WAP and other non-DOE programs, such as LIHEAP and Crisis, and staff from the Virginia Department of Social Services are often invited to attend.

Conferences and Interchanges: DHCD requires subgrantees to attend two annual interchange meetings (January and June of each year). Subgrantees may use their T/TA funds to attend *interchange meetings* 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.

Certification: DHCD will establish a peer sub-committee to explore and develop a curriculum to develop a crew worker certification program.

Monitoring - 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. An additional Program Administrator, two additional technical monitors and one fiscal monitor have been added. Additional staff will facilitate and improve DHCD's ability to provide timely and efficient monitoring and technical assistance.

2. Subgrantee Training and Technical Assistance Activities

T/TA funds will be budgeted for each subgrantee and is intended to meet the increased training demands necessitated by *the expectation of increased productivity*, recent revisions to the Lead Safe Weatherization requirements, and other reporting requirements. The total allocated for subgrantee T/TA is \$10,000 per agency for 22 agencies. DHCD allocates T/TA funds directly to each subgrantee to obtain 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, costs associated with quality control, financial management, management training, and required contractor licensing and certifications, 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 semi-annual interchange meetings. Any funds unused for these purposes may be transferred by the subgrantee to their Program Operations activities.

U.S. Department of Energy

WEATHERIZATION ANNUAL FILE WORKSHEET (cont)

Identification: EE0000247

State: VA

Program year: 2012

Budget period: 07/01/2012 - 06/30/2013

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

Licensing Requirements: DHCD requires that each subgrantee hold and maintain a Class A or B contractor's license, in accordance with State licensing regulations. However, Virginia law requires that all HVAC work be performed by licensed tradesmen. 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 does not currently mandate a specific certification for subgrantee staff. However, through a contract with the New River Center for Energy Research and Training, subgrantee crews can obtain training on a number of topics.

Technical assistance will be provided to local weatherization programs as they are monitored. This assistance shall occur during the monitoring process *providing the monitor with an opportunity to explain and demonstrate to* local agency personnel how the deficiencies can be corrected. Any deficiencies 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.

B. Monitoring Plan and Policy

1. On-site Compliance Monitoring

DHCD has a written monitoring policy to ensure *that subgrantees are fully aware 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.

Subgrantees must be in compliance with program requirements and must have completed a satisfactory compliance review *to be eligible for continued* participation 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 and/or agencies who fail to complete any required corrective action are violations of the terms and conditions of the signed agreement, and subgrantees may be required to cease operations until the required corrective actions are satisfactorily completed. Failure to satisfactorily complete the required corrective actions or repeated failure to correct the cause of the finding can result in more punitive action, including defunding of the subgrantee contract.

Three work areas are monitored: technical field work, financial management, and administrative management. Installation of weatherization measures (field work) will be reviewed by the Field Monitor for compliance with the installation standards. At least 5% of each agency's completed units will be monitored annually. Financial management will be monitored by 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

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with the program policy guidance set forth in the Virginia Weatherization Assistance Program Operations Manual.

2. Desk Monitoring

Monitoring generally will take place on site with desk monitoring occurring at intervals between site visits. DHCD has expanded its monitoring of production and financial reporting. This review is also includes subgrantee audits, conducted by an independent CPA, as required by contractual provision. Audit reviews are performed on an on-going basis. Failure to submit accurate and timely reports may result in withholding reimbursements.

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. Subgrantees that fail to maintain appropriate financial record keeping and internal controls may be found to be out of *contractual* compliance.

DHCD staff will perform on-site financial and administrative monitoring of all subgrantees each program year. 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

No leveraging funds are planned for this year.

II.8 Policy Advisory Council Members (names, groups, agencies)

Billy Weitzenfeld /	
Jim Schuyler /	
Andrea Gregg /	
Robin Jones /	
Mike Alderman /	
Cathie France /	
Larry Jackson /	
Virginia Board / Dominion Power	

II.9 State Plan Hearings (send notes, minutes, or transcript to the DOE office)

Hearing Date	Newspapers that publicized the hearings and the dates that the notice ran.
04/23/2010	Richmond Times Dispatch 4/10/2010; Richmond Free Press 4/8/2010; Roanoke Times 4/11/2010; Virginian-Pilot 4/11/2010; News Advance; Bristol Herald Courier; Potomac News

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II.10 Adjustments to On-File Information

Master file has been modified to include revised Health and Safety Standards.

II.11 Miscellaneous