

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 Program

12. Funding Opportunity Number:

DE-WAP-0002015

Title:

2015 Weatherization Assistance Funding Opportunity

13. Competition Identification Number:

Title:

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

Commonwealth of Virginia

15. Descriptive Title of Applicant's Project:

Weatherization Assistance Program State Plan

APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

16. Congressional District Of:

a. Applicant: Virginia Congressional District 03

b. Program/Project: VA-Statewide

Attach an additional list of Program/Project Congressional Districts if needed:

17. Proposed Project:

a. Start Date: 07/01/2015

b. End Date: 06/30/2016

18. Estimated Funding (\$):

a. Federal	3,363,090.00
b. Applicant	0.00
c. State	0.00
d. Local	0.00
e. Other	0.00
f. Program Income	0.00
g. TOTAL	3,363,090.00

19. Is Application subject to Review By State Under Executive Order 12372 Process?:

- a. This application was made available to the State under the Executive Order 12372 Process for review on:
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372

20. Is the applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation)

No

21. By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code Title 218, Section 1001)

I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: Mr First Name: Willie

Middle Name:

Last Name: Fobbs

Suffix:

Title:

Telephone Number: 8043717133

Fax Number:

Email: willie.fobbs@dhcd.virginia.gov

Signature of Authorized Representative: Signed Electronically

Date Signed: 04/07/2015

Authorized for Local Reproduction

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. EE0006190		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address Virginia, Commonwealth of 600 East Main St., Ste. 300 Richmond, VA 232192430		4. Program/Project Start Date 07/01/2015	5. Completion Date 06/30/2016

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	\$ 1,768,511.74		\$ 3,363,309.00		\$ 5,131,820.74
2.						
3.						
4.						
5. TOTAL		\$ 1,768,511.74	\$ 0.00	\$ 3,363,309.00	\$ 0.00	\$ 5,131,820.74

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) GRANTEE ADMINISTR ATION	(2) SUBGRANTE E ADMINISTR	(3) GRANTEE T&TA	(4) SUBGRANT EE T&TA	
a. Personnel	\$ 130,406.63	\$ 0.00	\$ 54,343.37	\$ 0.00	\$ 184,750.00
b. Benefits	\$ 37,758.82	\$ 0.00	\$ 16,557.68	\$ 0.00	\$ 54,316.50
c. Travel	\$ 0.00	\$ 0.00	\$ 44,360.00	\$ 0.00	\$ 44,360.00
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	\$ 246,379.74	\$ 97,432.60	\$ 604,009.17	\$ 4,704,769.59
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	\$ 168,165.45	\$ 246,379.74	\$ 212,693.65	\$ 604,009.17	\$ 4,988,196.09
j. Indirect	\$ 101,378.11	\$ 0.00	\$ 42,246.54	\$ 0.00	\$ 143,624.65
k. Totals	\$ 269,543.56	\$ 246,379.74	\$ 254,940.19	\$ 604,009.17	\$ 5,131,820.74
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. EE0006190		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address Virginia, Commonwealth of 600 East Main St., Ste. 300 Richmond, VA 232192430		4. Program/Project Start Date 07/01/2015	5. Completion Date 06/30/2016

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		\$ 1,768,511.74	\$ 0.00	\$ 3,363,309.00	\$ 0.00	\$ 5,131,820.74

SECTION B - BUDGET CATEGORIES					
6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) PROGRAM OPERATION S	(2) HEALTH AND SAFETY	(3) LIABILITY INSURANCE	(4) FINANCIAL AUDITS	
a. Personnel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 184,750.00
b. Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 54,316.50
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 44,360.00
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	\$ 2,986,528.34	\$ 451,161.06	\$ 268,010.64	\$ 51,248.04	\$ 4,704,769.59
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	\$ 2,986,528.34	\$ 451,161.06	\$ 268,010.64	\$ 51,248.04	\$ 4,988,196.09
j. Indirect	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 143,624.65
k. Totals	\$ 2,986,528.34	\$ 451,161.06	\$ 268,010.64	\$ 51,248.04	\$ 5,131,820.74
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

U.S. DEPARTMENT OF ENERGY



BUDGET JUSTIFICATION FOR FORMULA GRANTS

Applicant: Virginia, Commonwealth of
Award number: EE0006190

Budget period: 07/01/2015 - 06/30/2016

1. PERSONNEL - Prime Applicant only (all other participant costs are listed in 6 below and form SF-242A, Section B. Line 6.f. Contracts and Sub-Grants).

Positions to be supported under the proposed award and brief description of the duties of professionals:

<u>Position</u>	<u>Description of Duties of Professionals</u>
Technical Monitor	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.
Program Administrator	Responsible for the day-to-day program implementation activities and serves as the principle point of contact for programmatic policy issues. Provide training & technical assistance visits to subgrantees.
Program Administrator	Responsible for the day-to-day program implementation activities and serves as the principle point of contact for programmatic database tracking and reporting.
Program Assistant	Assist Program staff
Associate Director of Housing	Manages the overall operation of the Weatherization Assistance Program.
Program Manager	Manages the day to day operations of the weatherization assistance program.
Program Analyst	Processes fiscal documents and monitorins financial transactions. Provide fiscal training & technical assistance to subgrantees.

Direct Personnel Compensation:

<u>Position</u>	<u>Salary/Rate</u>	<u>Time</u>	<u>Direct Pay</u>
Technical Monitor	\$62,000.00	80.0000 % FT	\$49,600.00
Program Administrator	\$60,000.00	50.0000 % FT	\$30,000.00
Program Administrator	\$58,000.00	50.0000 % FT	\$29,000.00
Program Assistant	\$20,000.00	20.0000 % FT	\$4,000.00
Associate Director of Housing	\$88,000.00	30.0000 % FT	\$26,400.00
Program Manager	\$70,000.00	30.0000 % FT	\$21,000.00
Program Analyst	\$55,000.00	45.0000 % FT	\$24,750.00
		Direct Pay Total	\$184,750.00

2. FRINGE BENEFITS

a. Are the fringe cost rates approved by a Federal Agency? If so, identify the agency and date of latest rate agreement or audit below, and attach a copy of the rate agreement to the application.

b. If a. above does not apply, please use this box (or an attachment) to further explain how your total fringe benefits costs were calculated. Your calculations should identify all rates used, along with the base they were applied to (and how the base was derived), and a total for each (along with grand total). If there is an established computation methodology approved for state-wide use, please provide a copy. Also, please fill out the table below with the Fringe Benefits Calculations.

29.4% - Fringe includes retirement plans, group life insurance, state paid portion of health insurance, social security, retiree health insurance credit, and long term disability insurance. Employer contribution for Health Insurance - 11.5% Retirement - 9.00% Social Security- 6.20% Group Life - 1.20% Retiree Health Insurance credit - 1.00% VSDP & Long Term Disability Ins - 0.5%

Fringe Benefits Calculations

<u>Position</u>	<u>Direct Pay</u>	<u>Rate</u>	<u>Benefits</u>
Technical Monitor	\$49,600.00	29.4000 %	\$14,582.40
Program Administrator	\$30,000.00	29.4000 %	\$8,820.00
Program Administrator	\$29,000.00	29.4000 %	\$8,526.00
Program Assistant	\$4,000.00	29.4000 %	\$1,176.00
Associate Director of Housing	\$26,400.00	29.4000 %	\$7,761.60
Program Manager	\$21,000.00	29.4000 %	\$6,174.00
Program Analyst	\$24,750.00	29.4000 %	\$7,276.50
		Fringe Benefits Total	\$54,316.50

3. TRAVEL

- a. Please provide the purpose of travel, such as professional conference(s), DOE sponsored meeting(s), project management meeting, etc. If there is any foreign travel, please identify.

<u>Purpose of Trip</u>	<u>Number of Trips</u>	<u>Cost Per Trip</u>	<u>Total</u>
Administrative/Financial monitoring of subgrantees that includes meals, mileage and lodging for 2 monitors at 20 agencies. Technical monitoring includes meals, mileage, & lodging for one technical monitor at 21 agencies.	60	\$606.00	\$36,360.00
training conference attendance	4	\$2,000.00	\$8,000.00
		Travel Total	\$44,360.00

- b. Please provide the basis for estimating the costs, such as past trips, current quotations, Federal Travel Regulations, etc. All listed travel must be necessary for the performance of the award objectives.

estimated monitoring visit costs are based on \$606 per trip 20 agencies x 3 trips per year = 60 trips 3 people @ 2 days = 6 days (2 financial/admin monitors & 1 technical monitor) lodging \$70 x 6 = \$420.00 per diem \$41 (75% of \$41 daily rate on departure day/\$31) = \$62 day x 3 people = \$186 Misc (tolls) Total = \$606 per visit

4. EQUIPMENT - Equipment is generally defined as an item with an acquisition cost greater than \$5,000 and a useful life expectancy of more than one year. Further definitions can be found in 10 CFR 600.

- a. List all proposed equipment below and briefly justify its need as it applies to the objectives of the award.

<u>Equipment</u>	<u>Unit Cost</u>	<u>Number</u>	<u>Total Cost</u>	<u>Justification of Need</u>
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- b. Please provide a basis of cost such as vendor quotes, catalog prices, prior invoices, etc. and justify need. If the Equipment is being proposed as Cost Share and was previously acquired, please provide the source and value of its contribution to the project and logical support for the estimated value shown. If it is new equipment which will retain a useful life upon completion of the project, provide logical support for the estimated value shown. Also, please indicate whether the Equipment is being used for other projects or is 100% dedicated to the DOE project.

5. SUPPLIES - Supplies are generally defined as an item with an acquisition cost of \$5,000 or less and a useful life expectancy of less than one year. Supplies are generally consumed during the project performance. Further definitions can be found in 10 CFR 600.

- a. List all proposed supplies below, the estimated cost, and briefly justify the need for the supplies as they apply to the objectives of the award. Note that all direct costs, including Supply items, may not be duplicative of supply costs included in the indirect pool that is the basis of the indirect rate applied for this project.

General Category	Cost	Justification of Need
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b. Please provide a basis of cost for each item listed above and justify need. Examples include vendor quotes, prior purchases of similar or like items, published price list, etc.

6. CONTRACTS AND SUBGRANTS - Provide the following information for New proposed subrecipients and subcontractors. For ongoing subcontractors and subrecipients, this information does not have to be restated here, if it is provided elsewhere in the application; under Name of Proposed Sub, indicate purpose of work and where additional information can be found (i.e weatherization subgrants, Annual File section II.3).

Name of Proposed Sub	Total Cost	Basis of Cost*
Weatherization Subgrants, Annual File section	\$2,986,528.34	Based on formula allocation for FY 15. \$2,047,742 is the agencies program operations. \$938,785.43 is estimated FY 14 Carryover Program operations.
Weatherization Sub-grantees Liability Insurance Funds	\$268,010.64	Based on actual budgets received from 20 agencies for FY 15. Of the \$268010.64, \$184,500.48 is estimated Fy 14 carryover funds.
Hancock Software - Database administration	\$97,432.60	\$84,553.11 is for FY 15 competitive procurement includes maintenance and hosting fees for WX software \$12,879.49 is FY 14 carryover for software fees that is contracted.
Weatherization Sub-grantees Health and Safety Funds	\$451,161.06	10% or under based on avg job cost *Of the \$451,161.06 H&S funds, \$173,698.46 is estimated FY 14 Carryover funds.
Weatherization Sub-grantee Financial Audit Funds	\$51,248.04	Total cost based on actual budget requests received from 20 agencies. *Of the \$51,248.04 \$21668.61 is from FY 14 Carryover funds.
Weatherization Sub-grantee Training and Technical Assistance Funds	\$604,009.17	Based on actual budget requests received from 20 agencies to attend three annual interchanges and to attend training/certification for Quality Control Inspector requirements coming in PY 15. *Of the total T/TA funds, \$215,140.33 is for FY 14 Carryover funds.
Weatherization Sub-grantee Administrative Funds	\$246,379.74	5% of the total allowable administrative funds is passed down to the sub-grantees based on budget requests. \$78,214.29 is estimated funds from FY 14 state plan.
Contracts and Subgrants Total	\$4,704,769.59	

*For example, Competitive, Historical, Quote, Catalog

7. OTHER DIRECT COSTS - Other direct costs are direct cost items required for the project which do not fit clearly into other categories. These direct costs may not be duplicative of costs included in the indirect pool that is the basis of the indirect rate applied for this project. Examples are: conference fees, subscription costs, printing costs, etc.

a. Please provide a General Description, Cost and Justification of Need.

General Description	Cost	Justification of Need
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b. Please provide a basis of cost for each item listed above. Examples include vendor quotes, prior purchases of similar or like items, published price list, etc.

8. INDIRECT COSTS

a. Are the indirect cost rates approved by a Federal agency? If so, identify the agency and date of latest rate agreement or audit and provide a copy of the rate agreement.

The current indirect cost rate is 77.74%

- b. If the above does not apply, indicate the basis for computation of rates, including the types of benefits to be provided, the rate(s) used, and the cost base for each rate. You may provide the information below or provide the calculations separately.

The name and phone number of the individual responsible for negotiating the State's indirect cost rates.

Name: Solomon Girmay

Phone Number: 8043717021

Indirect costs calculations:

<u>Indirect Cost Account</u>	<u>Direct Total</u>	<u>Indirect Rate</u>	<u>Total Indirect</u>
Personnel	\$184,750.00	77.7400 %	\$143,624.65
		Indirect Costs Total	\$143,624.65

**U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
WEATHERIZATION ANNUAL FILE WORKSHEET**

(Grant Number: EE0006190, State: VA, Program Year: 2015)

IV.1 Subgrantees

Subgrantee (City)	Planned Funds/Units
Appalachian Community Action Agency (Gate City)	\$123,822.12 16
Bay Aging (Urbanna)	\$127,061.24 10
Central VA AAA (Lynchburg)	\$151,900.00 15
Clinch Valley Community Action (North Tazewell)	\$143,183.62 13
Community Housing Partners Corp. (Christiansburg)	\$1,006,613.66 92
Crater District AAA (Petersburg)	\$138,866.31 20
Eastern Shore Area Agency on Aging/Community Action Agency (Exmore)	\$74,766.88 4
ElderHomes Corporation (Richmond)	\$508,920.08 44
Lynchburg Community Action Group (Lynchburg)	\$141,210.38 14
Mountain Community Action Program (Marion)	\$98,566.74 14
PEOPLE, Inc. (Abingdon)	\$150,452.51 12
Pittsylvania County Community Action Agency (Chatham)	\$163,286.43 20
Rappahannock Area Agency on Aging (Fredericksburg)	\$187,012.13 12
Rooftop of Virginia Community Action Program (Galax)	\$83,305.49 7
Southeastern Tidewater Opportunity Project (Norfolk)	\$384,992.69 46
Support to Eliminate Poverty (Rocky Mount)	\$146,945.95 8
Telamon Corporation (Richmond)	\$166,192.51 17
Total Action Against Poverty (Roanoke)	\$305,198.37 31
Tri-County Community Action (South Boston)	\$85,920.56 10
Williamsburg-James City County Community Action Agency (Williamsburg)	\$268,739.74 16
Total:	\$4,456,957.41 421

IV.2 WAP Production Schedule

Weatherization Plans	Units
Total Units (excluding rewatherized)	421

**U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
WEATHERIZATION ANNUAL FILE WORKSHEET**

(Grant Number: EE0006190, State: VA, Program Year: 2015)

Reweatherized Units		0
Note: Planned units by quarter or category are no longer required, no information required for persons.		
Average Unit Costs, Units subject to DOE Project Rules		
VEHICLE & EQUIPMENT AVERAGE COST PER DWELLING UNIT (DOE RULES)		
A	Total Vehicles & Equipment (\$5,000 or more) Budget	\$0.00
B	Total Units Weatherized	421
C	Total Units Reweatherized	00
D	Total Dwelling Units to be Weatherized and Reweatherized (B + C)	421
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	\$2,986,528.34
G	Total Dwelling Units to be Weatherized and Reweatherized (from line D)	421
H	Average Program Operations Costs per Unit (F divided by G)	\$7,093.89
I	Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J	Total Average Cost per Dwelling (H plus I)	\$7,093.89

IV.3 Energy Savings

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

Method used to calculate savings description:

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: 12,480.50 (MBtu)

This year estimated energy savings (MBtus):

Prior year estimated energy savings (MBtus): **Actual:**

IV.4 DOE-Funded Leveraging Activities

No leveraging funds are planned for this year.

IV.5 Policy Advisory Council Members

Check if an existing state council or commission serves in this category and add name below

Andrea Gregg	Type of organization: Unit of State Government Contact Name: Andrea Gregg Phone: (804)726-7368 Email: Andrea.gregg@dss.virginia.gov
Billy Weitzenfeld	Type of organization: Non-profit (not a financial institution) Contact Name: Billy Weitzenfeld Phone: 5407452838 Email: aecp@swva.net
Jim Schuyler	Type of organization: Non-profit (not a financial institution) Contact Name: Jim Schuyler Phone: 8046440417 Email: jschuyler@vacap.org
Larry Jackson	Type of organization: Utility Contact Name: Larry Jackson Phone: (434)522-4201 Email: lejackson@aep.com

**U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
WEATHERIZATION ANNUAL FILE WORKSHEET**

(Grant Number: EE0006190, State: VA, Program Year: 2015)

Robin Jones	Type of organization: Unit of State Government Contact Name: Robin Jones Phone: (804)692-3224 Email: Robin.jones@dmme.virginia.gov
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IV.6 State Plan Hearings (Note: attach notes and transcripts to the SF-424)

Date Held	Newspapers that publicized the hearings and the dates the notice ran
04/20/2015	Public hearing held on 04/20/2015. Publicized on 04/08/2015 in the Richmond Times Dispatch, Virginian- Pilot, Roanoke Times, Daily Progress, Bristol Herald Courier and Dept of Housing & Community Development's website. The hearing date was also noted in the Association of Energy Professionals newsletter. AECF is a membership organization of which 18 of 20 WAP providers are members.
04/20/2015	Richmond Times Dispatch - 04/08/2015 Roanoke Times - 04/08/2015 Virginian-Pilot - 04/08/2015 News Advance - 04/08/2015 Bristol Herald Courier - 4/08/2015 DHCD Website - 04/08/2015 - 04/20/2015

IV.7 Miscellaneous

<p><u>Principal Investigator</u> Willie Fobbs 600 East Main Street Ste 300 Richmond, VA 23219 804-371-7133 Phone willie.fobbs@dhcd.virginia.gov</p> <p><u>Business Officer</u> Nancy Palmer 600 East Main Street Ste 300 Richmond, VA 23219 804-371-7102 Phone nancy.palmer@dhcd.virginia.gov</p>

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION

State: VA Grant Number: EE0006190 Program Year: 2015

Name:	Appalachian Community Action Agency	Contact:	Freda Starnes	
		DUNS:	154726103	
Address:	175 Military Lane PO Box 279 Gate City, VA 24251-0190	Phone:	(276) 452-2441	
		Fax:	(276) 452-2472	
		Email:	fstarnes@apppca.org	
Counties served:	DICKENSON County WISE County LEE County NORTON City SCOTT County	Tentative allocation:	\$ 123,822.12	Congressional districts served:
		Planned units:	16	<u>CD</u> VA-09
		Type of organization:	Non-profit organization	
		Source of labor:	Agency	

Name:	Bay Aging	Contact:	Kathy Vesley-Massey	
		DUNS:	101712602	
Address:	PO Box 610 N/A Urbanna, VA 23175-0610	Phone:	(804) -	
		Fax:	(804) -	
		Email:	kvesley@bayaging.org	
Counties served:	GLOUCESTER County KING WILLIAM County MIDDLESEX County RICHMOND County WESTMORELAND County ESSEX County KING AND QUEEN Count LANCASTER County NORTHUMBERLAND Co MATHEWS County	Tentative allocation:	\$ 127,061.24	Congressional districts served:
		Planned units:	10	<u>CD</u> VA-01
		Type of organization:	Non-profit organization	
		Source of labor:	Agency	

Name:	Central VA AAA	Contact:	Brenda Lipscomb	
		DUNS:	932767148	
Address:	501 12th Street P.O. Box 1390 Lynchburg, VA 24504-2527	Phone:	(434) 385-9070	
		Fax:	(434) 385-9209	
		Email:		
Counties served:	AMHERST County APPOMATTOX County BEDFORD County	Tentative allocation:	\$ 151,900.00	Congressional districts served:
		Planned units:	15	<u>CD</u> VA-05 VA-06
		Type of organization:	Non-profit organization	
		Source of labor:	Contractors	

Name:	Clinch Valley Community Action	Contact:	Chris Thompson	
		DUNS:	849388624	
Address:	P.O. Box 188 North Tazewell, VA 24630-0188	Phone:	(276) 988-5583	
		Fax:	(276) 988-4041	
		Email:		

**WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION**

State: VA Grant Number: EE0006190 Program Year: 2015

Counties served: TAZEWELL County RUSSELL County	Tentative allocation: \$ 143,183.62 Planned units: 13 Type of organization: Non-profit organization Source of labor: Agency	Congressional districts served:	<u>CD</u> VA-09
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Name: Community Housing Partners Corp.	Contact: Mr. Janaka Casper DUNS: 097428841
Address: 448 Depot St N/A Christiansburg, VA 24073	Phone: (540) 382-2002 Fax: (540) 381-8270 Email: N/A

Counties served: AUGUSTA County ARLINGTON County LOUDOUN County FAIRFAX City MANASSAS City PAGE County HIGHLAND County MONTGOMERY County FREDERICK County STAUNTON City WINCHESTER City CHARLOTTESVILLE City MADISON County FLUVANNA County SHENANDOAH County GILES County CULPEPER County ALEXANDRIA City PRINCE WILLIAM County GREENE County ORANGE County WARREN County RAPPAHANNOCK County FALLS CHURCH City NELSON County PULASKI County ROCKINGHAM County ALBEMARLE County RADFORD City HARRISONBURG City LOUISA County CLARKE County WAYNESBORO City MANASSAS PARK City FAUQUIER County FAIRFAX County FLOYD County	Tentative allocation: \$ 1,006,613.66 Planned units: 92 Type of organization: Non-profit organization	Congressional districts served:	<u>CD</u> VA-09 VA-07 VA-01 VA-06 VA-11 VA-05 VA-10 VA-08
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Source of labor: Agency and Contractors

**WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION**

State: VA Grant Number: EE0006190 Program Year: 2015

Name:	Crater District AAA	Contact:	Gladys Mason	
		DUNS:	095931457	
Address:	23 Seyler Drive Petersburg, VA 23805-0000	Phone:	(804) -	
		Fax:	(804) -	
		Email:	craterdis@aol.com	
Counties served:	PRINCE GEORGE County COLONIAL HEIGHTS City GREENSVILLE County PETERSBURG City SUSSEX County SURRY County DINWIDDIE County EMPORIA City HOPEWELL City	Tentative allocation:	\$ 138,866.31	Congressional districts served:
		Planned units:	20	<u>CD</u> VA-03
		Type of organization:	Unit of local government	VA-04
		Source of labor:	Agency and Contractors	

Name:	Eastern Shore Area Agency on Aging/Community Action Agency	Contact:	Diane Musso	
		DUNS:	136243354	
Address:	P.O. Box 415 5432-A Bayside Road Exmore, VA 23350-3936	Phone:	(757) 442-9652	
		Fax:	(757) 452-5977	
		Email:	esagency@intercom.net	
Counties served:	NORTHAMPTON County ACCOMACK County	Tentative allocation:	\$ 74,766.88	Congressional districts served:
		Planned units:	4	<u>CD</u> VA-02
		Type of organization:	Non-profit organization	
		Source of labor:	Agency	

Name:	ElderHomes Corporation	Contact:	Lee Householder	
		DUNS:	801695842	
Address:	88 Carnation Street Richmond, VA 23225-6811	Phone:	(804) -	
		Fax:	(804) -	
		Email:		
Counties served:	HANOVER County CHESTERFIELD County BUCKINGHAM County CUMBERLAND County POWHATAN County CHARLES CITY County RICHMOND City PRINCE EDWARD County HENRICO County GOOCHLAND County NEW KENT County AMELIA County	Tentative allocation:	\$ 508,920.08	Congressional districts served:
		Planned units:	44	<u>CD</u> VA-05
		Type of organization:	Non-profit organization	VA-04
				VA-07
				VA-03
		Source of labor:	Agency and Contractors	

**WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION**

State: VA Grant Number: EE0006190 Program Year: 2015

Name: Lynchburg Community Action Group **Contact:** Dr. James Mundy
DUNS: 087345906
Address: 926 Commerce Street **Phone:** (804) 846-2778
N/A **Fax:** (804) 845-1547
Lynchburg, VA 24504-1602 **Email:** jmundy@luncag.org

Counties served: CAMPBELL County **Tentative allocation:** \$ 141,210.38 **Congressional districts served:** CD
LYNCHBURG City **Planned units:** 14 VA-05

Type of organization: Non-profit organization
Source of labor: Agency

Name: Mountain Community Action Program **Contact:** Mike Walker
DUNS: 123578247
Address: PO Drawer 1008 **Phone:** (276) -
N/A **Fax:** (276) -
Marion, VA 24354-1008 **Email:** mwalker@mountaincap.org

Counties served: SMYTH County **Tentative allocation:** \$ 98,566.74 **Congressional districts served:** CD
BLAND County **Planned units:** 14 VA-09
WYTHE County

Type of organization: Non-profit organization
Source of labor: Agency

Name: PEOPLE, Inc. **Contact:** Rob G. Goldsmith
DUNS: 030683395
Address: 1173 West Main Street **Phone:** (276) 623-9000
N/A **Fax:** (276) 628-2931
Abingdon, VA 24210-4703 **Email:** rgoldsmith@peopleinc.net

Counties served: BUCKINGHAM County **Tentative allocation:** \$ 150,452.51 **Congressional districts served:** CD
BRISTOL City **Planned units:** 12 VA-09
WASHINGTON County

Type of organization: Non-profit organization
Source of labor: Agency

Name: Pittsylvania County Community Action Agency **Contact:** Sherman M. Saunders
DUNS: 931259225
Address: PO Box 1119 **Phone:** (434) 432-8250
348 North Main Street **Fax:** (804) 432-3729
Chatham, VA 24531-4406 **Email:** ssaunders@pccainc.org

Counties served: PITTSYLVANIA County **Tentative allocation:** \$ 163,286.43 **Congressional districts served:** CD
DANVILLE City **Planned units:** 20 VA-05
HENRY County **Type of organization:** Non-profit organization VA-09
MARTINSVILLE City

Source of labor: Contractors

**WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION**

State: VA Grant Number: EE0006190 Program Year: 2015

Name:	Rappahannock Area Agency on Aging	Contact:	Thuy Lam
		DUNS:	096694328
Address:	171 Warrenton Road Fredericksburg, VA 22405	Phone:	(540) 371-3375
		Fax:	(540) 371-3384
		Email:	
Counties served:	CAROLINE County FREDERICKSBURG City KING GEORGE County SPOTSYLVANIA County STAFFORD County	Tentative allocation:	\$ 187,012.13
		Planned units:	12
		Type of organization:	
		Source of labor:	Contractors
		Congressional districts served:	<u>CD</u> VA-07 VA-01

Name:	Rooftop of Virginia Community Action Program	Contact:	Chris Thompson
		DUNS:	010061216
Address:	PO Box 853 206 North Main Street Galax, VA 24333-2910	Phone:	(276) -
		Fax:	(276) -
		Email:	cbedsaul@rooftopofvirginia.com
Counties served:	GALAX City GRAYSON County CARROLL County	Tentative allocation:	\$ 83,305.49
		Planned units:	7
		Type of organization:	Non-profit organization
		Source of labor:	Agency
		Congressional districts served:	<u>CD</u> VA-09

Name:	Southeastern Tidewater Opportunity Project	Contact:	Regina Lawrence
		DUNS:	077946051
Address:	2552 Almeda Avenue Norfolk, VA 23513-2443	Phone:	(757) 858-1397
		Fax:	(757) 858-1387
		Email:	
Counties served:	NORFOLK City CHESAPEAKE City VIRGINIA BEACH City	Tentative allocation:	\$ 384,992.69
		Planned units:	46
		Type of organization:	Non-profit organization
		Source of labor:	Agency
		Congressional districts served:	<u>CD</u> VA-04 VA-03

Name:	Support to Eliminate Poverty	Contact:	William Loope
		DUNS:	144197746
Address:	200 Dent Street N/A Rocky Mount, VA 24151-0000	Phone:	(540) -
		Fax:	(540) -
		Email:	wloope@stepinc.com
Counties served:	PATRICK County FRANKLIN County	Tentative allocation:	\$ 146,945.95
		Planned units:	8
		Type of organization:	Non-profit organization
		Source of labor:	Agency
		Congressional districts served:	<u>CD</u> VA-09 VA-05

**WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION**

State: VA Grant Number: EE0006190 Program Year: 2015

Name:	Telamon Corporation	Contact:	Carolyn Walker
		DUNS:	075579052
Address:	4913 Fitzhugh Ave.#202 Richmond, VA 23230	Phone:	(804) 355-4676
		Fax:	(804) 355-6407
		Email:	
Counties served:	NOTTOWAY County LUNENBURG County MECKLENBURG County BRUNSWICK County	Tentative allocation:	\$ 166,192.51
		Planned units:	17
		Type of organization:	Non-profit organization
		Source of labor:	Agency
		Congressional districts served:	<u>CD</u> VA-05 VA-04

Name:	Total Action Against Poverty	Contact:	Ted Edlich
		DUNS:	066005943
Address:	145 Campbell Ave SW P.O. Box 2868 Roanoke, VA 24001-2868	Phone:	(540) 345-6781
		Fax:	(540) 777-4833
		Email:	
Counties served:	BATH County ROCKBRIDGE County BUENA VISTA City ROANOKE City LEXINGTON City CLIFTON FORGE City COVINGTON City CRAIG County ROANOKE County BOTETOURT County ALLEGHANY County SALEM City	Tentative allocation:	\$ 305,198.37
		Planned units:	31
		Type of organization:	Non-profit organization
		Source of labor:	Agency
		Congressional districts served:	<u>CD</u> VA-06 VA-05 VA-09

Name:	Tri-County Community Action	Contact:	Mr. William Coleman
		DUNS:	170935357
Address:	P.O. Box 799 1176 Huell Mathews Hwy. South Boston, VA 24592	Phone:	(434) 575-7916
		Fax:	(434) 575-6060
		Email:	wcoleman@ntelos.com
Counties served:	HALIFAX County CHARLOTTE County	Tentative allocation:	\$ 85,920.56
		Planned units:	10
		Type of organization:	Non-profit organization
		Source of labor:	Agency
		Congressional districts served:	<u>CD</u> VA-05

Name:	Williamsburg-James City County Community Action Agency	Contact:	Reba Bolden
		DUNS:	802775072
Address:	312 Waller Mill Road, Suite 405 N/A Williamsburg, VA 23187-3000	Phone:	(757) 229-9389
		Fax:	(757) 229-9336
		Email:	reba@widowmaker.com

**WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION**

State: VA Grant Number: EE0006190 Program Year: 2015

Counties served:	YORK County NEWPORT NEWS City FRANKLIN County SUFFOLK City JAMES CITY County WILLIAMSBURG City POQUOSON City HAMPTON City SOUTHAMPTON County ISLE OF WIGHT County	Tentative allocation: \$ 268,739.74 Planned units: 16 Type of organization: Non-profit organization	Congressional districts served:	<u>CD</u> VA-01 VA-03 VA-04
		Source of labor: Contractors		

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STATE PLAN/MASTER FILE WORKSHEET**

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

V.1 Eligibility

V.1.1 Approach to Determining Client Eligibility

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

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

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

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

When one or more persons residing in the unit receive assistance under Title IV or XVI of the Social Security Act during the preceding twelve month period, categorical eligibility applies. It also applies if an applicant is eligible for assistance under the Low Income Home Energy Assistance Act of 1981 and does not exceed 200% of the federal poverty level.

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

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

Describe what household Eligibility basis will be used in the Program

A household is defined as a family unit meeting the regulatory qualifications for determining a dwelling unit eligible for assistance. Virginia currently utilizes the LIHEAP guidelines of 60% of SMI. This information can be located at the following website:
<http://www.liheapch.acf.hhs.gov/profiles/povertytables/FY2015/vasmi.htm>

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

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

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

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

V.1.2 Approach to Determining Building Eligibility

Procedures to determine that units weatherized have eligibility documentation

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

Describe Reweathering compliance

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

Subgrantees check addresses to ensure that units have not previously received assistance. DHCD currently uses a web based software system in which subgrantees enter client and building information that acts as a cross reference against duplication.

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

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

The average cost per dwelling unit limit applies.

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

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

Describe what structures are eligible for weatherization

Eligible property types may be single-family residences (1-4 units), multi-family residences (5 or more units), manufactured housing, and may be owner-occupied or rental units. All structures must be stationary and have a street mailing address. Campers and non-stationary trailers are not eligible.

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

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

Describe how Rental Units/Multifamily Buildings will be addressed

Chapter 8 of the VA WAP Operations Manual contains the procedures that address protection of renters' rights as specified in §440.22(b)(3) and §440.22(c). Whether single-family or multifamily, the VA WAP Operations Manual includes procedures ensure that:

- Written permission of the building owner or his agent before commencing work.

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- Benefits of the services accrue primarily to the low-income tenants residing in such units.
- For a reasonable period of time after completion, the household will not be subjected to rent increases. VA's program specifies that no rent increases after WAP services can occur for two years (unless those increases are demonstrably related to other matters other than the weatherization work performed or are documented contractually).
- The VA WAP Operations Manual requires adequate procedures whereby the state office can receive tenant complaints and owners can appeal, should rental increases occur.
- No undue or excessive enhancement shall occur to the value of the dwelling unit as a result of WAP activities.
- Single Family Rental units are handled the same as single family owned units. The resident is determined eligible and the owner must sign off for work to be done.

In addition, the Operations Manual includes sample contracts (multi-family), applications (single family rental) that sub-grantees utilize for how rental units are handles ensures the following:

An owner matching contribution is required. For single-family rentals, a 15% owner match of actual weatherization costs, based on the \$7,105 average cost figure, is required unless the owner also meets WAP income eligibility requirements. In this case no match is required. This same match requirement will be required for all multifamily properties that are weatherized.

Multi-Family Rental:

This process has been developed to provide subgrantees the ability to independently assess eligibility/feasibility, and to initiate, implement, and complete a multi-family weatherization project. An overview appears below and each step is explained in the appropriate section later. Multi-family buildings are defined as buildings with three stories or less including duplexes, triplexes, and quadplexes. VA has been approved to weatherize buildings with 3 or fewer stories, 25 units or less, and units are individually heated/cooled using the NEAT audit tool. To weatherize buildings of 4 stories or more, 26 units or more, or centrally heated buildings, prior written approval must be obtained from DOE on a case by case basis.

Meeting with Owner (feasibility of project, *Installation Standards*).

Tenant Applications, collect hard copy income documentation or a printed list of tenants by unit showing income if property is on HUD list.

Based on number of eligible units, determine maximum allowable funding.

Collect utility bills from previous 12 months.

Completely fill in the required forms and send with all required documents to DHCD Program Administrator. This must be completed by the Sub-grantee, not the property owner.

DHCD will review the documents. If complete, DHCD will approve or deny the project.

Perform an audit and develop Scope of Work and send to DHCD.

DHCD will approve or deny the Scope of Work.

Sign Project Agreement (DHCD template) between Agency and Owner.

Subgrantee will procure subcontractors to complete work.

Implementation- timeline, scheduling, order materials, notify residents, complete work, continuous quality control, technical oversight, recycle, storage of materials onsite.

DHCD must inspect when first building complete. Sub-grantee must schedule with DHCD technical monitor.

Sub-grantee must conduct a final inspection on each unit and perform the required blower door and other diagnostic tests.

Walk-through exit process with Owner.

Reporting (eligible, non-eligible). Whether applications are used or the HUD list is used, all required demographic information must be collected for reporting purposes

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Describe the deferral Process

Ineligible Properties

Properties occupied by ineligible households are not eligible for weatherization.

Properties that may be deferred for weatherization include, but are not limited to:

1. the building structure is not safe or structurally sound;
2. the sewage system has failed and requires correction prior to installation of weatherization measures;
3. other sanitary factors are present that prohibit the timely and efficient installation of weatherization measures;
4. completion of weatherization work would endanger the client or providers;
5. the property (house) has been condemned or slated for demolition;
6. the presence of actionable levels of lead-based paint that cannot be mitigated by lead-safe weatherization;
7. the presence of severe moisture problems that cause mold that cannot be corrected by installation of weatherization measures;
8. friable asbestos or other asbestos issued exist that cannot be addressed with weatherization funding;
9. property is planned for relocation or sale;
10. planned property rehabilitation that will degrade installed weatherization measures;
11. if the job costs would cause the agency to exceed the maximum average job cost or to exceed maximums established in local policy;
12. the unit has received weatherization services with DOE funds after 9/30/1994.

Deferrals also may be necessary in situations where:

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

Applicants must receive clear written notification of the reason for deferral.

The deferral must be properly documented in the agency's records. A written appeal procedure must exist.

V.1.3 Definition of Children

Definition of children (below age): 19

V.1.4 Approach to Tribal Organizations

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

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

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

V.2 Selection of Areas to Be Served

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

As required, factors considered when selecting a subgrantee include, at a minimum, the extent to which the subgrantee has achieved, or is achieving, weatherization

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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.

All subgrantees serve multi-jurisdictional areas. 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. Subgrantees are encouraged to coordinate with other Federal, State, local, or privately funded programs as required in 440.14, "Minimum program requirements."

V.3 Priorities for Service Delivery

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).
Prioritization is calculated automatically in the State database utilized by all sub-grantees.

SEE ATTACHED SPREADSHEET WITH SCORING ALGORITHM

V.4 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.

Virginia does not currently utilize heating and cooling degree days in funding allocation formula. The formula is currently based on the percentage of low income population and square miles of coverage for each city and county.

V.5 Type of Weatherization Work to Be Done

V.5.1 Technical Guides and Materials

See Document Library

V.5.2 Energy Audit Procedures

Audit Procedures and Dates Most Recently Approved by DOE

Single-Family : Priority List for designated typical housing stock and National Energy Audit (NEAT) for non-typical housing stock, Approved September 2011.

Manufactured Housing : Priority List for designated typical housing stock and Manufactured Home Energy Audit (MHEA) for non-typical housing stock, Approved September 2011.

Multi-Family : NEAT - Approved September 2011 for MF buildings with 3 or fewer stories, 25 units or less, and units are individually heated/cooled. Any building greater than 3 stories or 26 units must be submitted to DOE for individual approval on a case-by-case basis.

Comments

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.

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DHCD has since aligned its Virginia WAP standards with the Standard Work Specifications as required by WPN 15-4. Virginia is utilizing the 'deck of cards' method to ensure outcomes are consistent with work outlined in the SWS. DHCD reviewed the format to align with state-specific items and measures. Each subgrantee will be issued a file containing the new field guide. They may print it or utilize it in its digital format to suit their agency or subcontractor's needs. DHCD will require that all subgrantees provide written acceptance of these documents to be retained by DHCD.

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

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

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 Standard Work Specifications 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.

Due to the requirement that stipulates utilizing only one type of audit software exclusively, VADHCD will continue to use NEAT/MHEA with plans to submit an amendment later in the PY to approve use of HEAT, the audit tool associated with the Hancock software currently in use by Virginia for recording client data, prioritization, tracking measures and subgrantee invoicing.

Regarding the Manual J sizing requirement, DHCD is requesting a variance to allow the network to continue to use NEAT/MHEA for this purpose.

Multi-family buildings are defined as buildings with three stories or less including duplexes, triplexes, and quadplexes. VA has been approved to weatherize buildings with 3 or fewer stories, 25 units or less, and units are individually heated/cooled using the NEAT audit tool. To weatherize buildings of 4 stories or more, 26 units or more, or centrally heated buildings, prior written approval must be obtained from DOE on a case by case basis.

V.5.3 Final Inspection

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

In situations where a subcontractor is used to perform a portion or all of the weatherization work, DHCD holds the subgrantee contractually responsible for inspecting and certifying that the job has been completed to the Standard Work Specifications. Contractors hired by Subgrantees will be made aware of these requirements. A signed contractor agreement will be filed by the subgrantee proving these requirements have been outlined to the subcontractor.

Virginia is fortunate to have an IREC accredited training center (WTC) in Christiansburg VA that is a national leader in implementing weatherization training programs. The Virginia WAP has partnered with the WTC to ensure that the network has a well trained workforce. The WTC has been instrumental in assisting DHCD in preparing the network for the QCI requirement. The majority of the network employs one or more QCIs currently. Training and testing is in process to ensure agencies have access to sufficient numbers of certified inspectors to maintain consistent production levels.

V.6 Weatherization Analysis of Effectiveness

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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.

V.7 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. All measures listed as allowable below are allowable for WAP funds.

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
- 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
- Lead contamination
- Inspection for asbestos containing materials (ACM)

Clients must be informed in writing of hazards that are identified during the audit and installation. The document must be signed by the client. Auditors must also solicit information from clients to reveal known or suspected occupant health and safety concerns and document that on the audit forms.

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

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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
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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. It is recommended, where possible, to insulate through the home's interior walls. When contemplating sidewall insulation in these situations, proper client education should be performed explaining the need to insulate from the inside.

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.

Asbestos containing material (ACM) cited as reason for deferral of weatherization services must be satisfactorily addressed by an EPA certified professional prior to any reconsideration for weatherization services. Written documentation of proper asbestos removal/abatement must be provided.

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 ducted no longer than 35ft. This length is reduced by 2.5 ft for every 45 degree bend and 5 ft for every 90 degree 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

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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
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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

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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.

Relocation

Relocation expenses are allowable where the installation of weatherization measures may pose a risk to the client. Relocation assistance is 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 2013 Addendum B

This change was adopted in Virginia's program on 01/20/2015 and allows for a de minimus standard of 15 cfm. Staff must be trained on this ventilation standard. Virginia's WTC currently offers an ASHRAE course that is mandated for workers operating as Energy Auditors in the Virginia Weatherization Assistance Network.

Prohibited Uses

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

- o Replacement of appliances unless explicitly listed in this chapter
- o Asbestos abatement
- o Lead abatement
- o Major mold and moisture remediation
- o Bacteria and virus remediation
- o Building rehabilitation

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- o Correction of preexisting code compliance issues (State and local codes must be followed while performing weatherization work)
- o 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

Reasons for deferral of weatherization is discussed in V.1.2 of this Plan.

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

10% is budgeted specifically for H&S activities.

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. The Virginia Department of Professional and Occupational Regulation (DPOR) requires a residential energy auditor to be licensed as a Residential Building Energy Analyst and to carry specified liability coverage or be covered by a licensed firm. Virginia WAP requires every Energy Auditor to hold the RBEA license. 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. If an unvented unit is to remain, a client-signed document stating the dangers of operation shall be left with the client. This document shall be contained in the client's file.
- 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.

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Hazard Communication Plan (HCP)

Virginia complies with OSHA's Hazard Communication Standards by requiring all crew members that work on client homes to take mandatory OSHA training courses. Crew members are required to learn the appropriate handling and safe use of hazardous chemicals in the workplace and in the homes of the Weatherization client. Training is provided to inform workers on how to read product labels for hazardous chemicals and the use of safety data sheets.

Virginia DHCD will perform compliance field monitoring visits based on the QCI strategy in place by the subgrantee. Prior to the PY, each subgrantee will identify how they intend to meet this requirement for the entire PY.

They will become either:

1. A 10% agency - The subgrantee may utilize the same employee for both the initial audit and for the final inspection process. This individual will need to be QCI-certified to perform these duties. The 10% monitoring requirement will be applied to all subgrantees in this category when they announce their intention.
2. A 5% agency - The subgrantee will ensure that the initial auditor and the person conducting the final QCI inspection will remain independent of each other on 100% of jobs. A subgrantee operating at this capacity will remain at the standard 5% monitoring requirement. At any point, if the subgrantee fails to comply with the independent nature of the QCI intent, they will be moved to the 10% category and monitored as such.

Each subgrantee will need to select their plan before the PY funding is allocated. A subgrantee will be allowed to move from the 5% group to the 10% group but not vice versa. This will enable an agency that loses personnel to continue operations. The only caveat will be the monitoring scrutiny will be increased to 10%.

Virginia DHCD is working with Hancock Software to develop a tracking mechanism in our existing database to ensure compliance and separation of duties across the network.

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 subcontractors and is provided through the WTC. 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

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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, stored and inventoried. Diagnostic equipment should be periodically calibrated when necessary. Vehicles should receive regular care, inspection, and preventative maintenance and must meet the requirements of the Division of Motor Vehicles (DMV) for legal vehicle operation. Proper documentation regarding warranties, routine maintenance records, repairs, etc. is a critical aspect of acceptable safety practices.

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

V.8 Program Management

V.8.1 Overview and Organization

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

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

Six full-time staff and one part-time staff are assigned to the WAP. A small number of other permanent and non-permanent positions provide administrative support, and the amount of DOE funds used to pay the costs associated with these support staff may vary from year-to-year depending on the DOE and LIHEAP allocation.

V.8.2 Administrative Expenditure Limits

DHCD allocated at least 5% of the 10% administrative funds from DOE to the sub-grantees based budget requests from the agencies. DHCD requires budgets from sub-grantees prior to the development of the State Plan that require historical data and future analysis of funding on the agencies' requirement for administrative funds. For sub-grantees receiving grants of less than \$350,000.00 DHCD will allow requests for administration funds up to the 10% maximum for the grant.

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

V.8.3 Monitoring Activities

Financial & Administrative monitoring will be completed by DHCD Housing Program Analyst & the Program Administrator Administrator once a year on-site for all of our subgrantees.

Technical monitoring will be completed by the Field Monitor.

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:

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• 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 Staff or entity performing the monitoring
- o How monitoring results are handled and required follow-up procedures

• Subgrantee Administrative Monitoring

- o Program Overview
- o Financial/Administration
- o Inventory
- o Energy Audits
- o Qualifications & Training
- o Weatherization of Units
- o Health & Safety
- o Final Inspections

• Financial Monitoring

- o Financial Management/Accounting Systems and Operations
- o Audits (A-133) (Audits are required annually from each subgrantee and are reviewed by DHCD)
- o Payroll/Personnel
- o Vehicles and Equipment
- o Procurement
- o Sub-awards/Subgrantee Monitoring
- o Invoicing
- o Records Retention

Field Monitoring

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

If significant deficiencies are discovered, such as health and safety violations, poor quality installation of materials, major measures missed, DHCD will require the Subgrantee to take appropriate corrective action to resolve the outstanding issues in a timely manner. DHCD will also prescribe additional training to augment potential weak areas discovered in subgrantee monitoring.

Quality Work Plan (WPN 15-4 Requirements)

Virginia plans to administer the requirements of the Quality Work Plan by utilizing the grantee-developed QCI policy. Each subgrantee will have the option to utilize the same person as the Auditor/QCI or stand alone QCI, hereby known as the Independent QCI. Each subgrantee will select their method prior to beginning of the Program Year. If the subgrantee selects to utilize the same person as the Auditor/QCI for any amount of jobs, 10% of their jobs will be monitored. If the subgrantee chooses to utilize the Independent QCI, 5% of all jobs will be monitored. If at some point, the Independent option is not feasible, the agency will be categorized in the 10% category for monitoring purposes. An agency may select to move from the 5% to the 10% category but not vice versa. The intent of this requirement is to increase monitoring scrutiny when an independent inspection cannot be performed. . Virginia has worked with several states/training centers to align our field guide with the standard work specifications (SWS) requirements per WPN 15-4.

The majority of our 20 subgrantees have one or more Quality Control Inspector(s). We anticipate meeting all DOE requirements towards the QWP in PY 2015.

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

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report for the Subgrantee that describes the current monitoring assessment (identify any findings, concerns, recommendations, commendations, and best practices) and any corrective actions, if applicable. Subgrantee noncompliance or repeated unresolved findings (based on a minimum of two monitoring visits at a Subgrantee) will be reported immediately to the PO.

Tracking and Analysis. All the results of subgrantee monitoring, including, financial reviews, will be tracked by DHCD to final resolution. The tracking record will include: findings, concerns, recommendations, commendations, best practices, corrective actions, deliverables, technical assistance and training provided, and resolutions. Annually, DHCD will summarize each financial reviews, program monitoring reports, and any outstanding issues and develop a Subgrantee monitoring analysis overview that identifies each Subgrantee's needs, strengths, and weaknesses. The results of this monitoring analysis must be considered during annual planning and will be available for the PO to review during Grantee on-site monitoring visits.

DHCD will be utilizing a standardized QCI final inspection checklist that aligns with the Standard Work Specifications. This checklist will provide opportunities to evaluate the audit, work and client feedback as well as allow for improvement on future jobs and missed opportunities. DHCD will use the same QCI form on monitoring inspections to provide accurate and timely feedback to the subgrantees in a impartial and complete manner. DHCD is coordinating a tracking process within Hancock that will assign designations to workers providing the QCI inspections in order to ensure compliance with the monitoring amounts.

V.8.4 Training and Technical Assistance Approach and Activities

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

Proposed training plan:

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

Maintaining workforce credentials:

DHCD utilizes Energy Solutions, a nationally accredited IREC training center that DHCD has partnered with and funded for years. Energy Solutions tracks credentialing and reports that information periodically to DHCD. DHCD holds annual interchanges that are utilized to meeting continuing education requirements.

o What training will the Grantee provide for Subgrantee staff and whether attendance is mandatory and the ramifications for non-compliance;

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

Required By DOE

Lead Safe WX
OSHA 10
OSHA 30
HEP Quality Control Inspector Certification

Required by EPA

Renovate-Repair-Paint (RRP) Certification

Required By VA-DHCD

To Be completed within 6-12 months of hire or in position
*(HEP) Retrofit Installer Technician (RIT) (previously: WX Fund/WX-101) Must be taken since April-2009
HVAC Fundamentals
NEAT/MHEA
ASHRAE 62.2
*(HEP) Energy Auditor Class
*(HEP) Crew Leader-Class

If an agency staff member does not attend training within the required time the training center (Energy Solutions) will notify DHCD and the staff member will not be permitted to work on jobs until the training requirement have been fulfilled.

Currently DHCD utilizes the financial/administrative monitoring to assess the technical assistance needs of the financial and administrative staff and provides that training as needed. DHCD also hold multiple peer exchanges and interchanges throughout the year and provides training at those events.

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

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DHCD provides two (2) peer exchanges and two interchanges that lasts for 2 days and as additional training available through the WTC Energy Solutions.

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

*Fiscal staff from each subgrantee was required to attend an OMB circular training this past January 2014 at our January interchange. This OMB training went over the current OMB and the upcoming changes to the OMB guidance. In addition, programmatic staff and other financial staff also had an additional opportunity to attend the same training on April 29 & 30, 2014 hosted by our training center, Energy Solutions.

Planning is underway for training for the Hancock software reporting system. This training will coincide with the anticipated transition to the HEAT audit tool sometime in the current or next PY. Training is planned on Intake, Audit, Invoicing and Reporting.

V.9 Energy Crisis and Disaster Plan

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

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

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

Use of DOE WAP Funds to address disaster related hazards

Allowable expenditures under WAP include:

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

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

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

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

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

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

