



VA WEATHERIZATION ASSISTANCE PROGRAM Information Notice 06-2011

TO: ALL WEATHERIZATION SUBGRANTEES
FROM: NANCY PALMER, HOUSING PROGRAMS MANAGER
DATE: 04/26/2011
SUBJECT: Multi-Family Weatherization

Effective 05/01/2011

This notice clarifies Virginia's policy on Multi-Family Weatherization.

DHCD is prohibiting agencies from requiring a landlord contribution for any funding source and any type of rental housing through March 31, 2012.

For duplexes, quads, and townhomes that are individually heated/cooled, there are differences in the way these buildings are addressed compared to other low-rise multi-family structures. For reporting purposes and eligibility purposes they are defined as multi-family buildings. However; for audit and installation of measures, follow the single family priority list. Also, these projects do not require Department of Energy (DOE) approval. The *Preliminary Assessment Form* is the only notification that must be sent to DHCD.

For the following process, multi-family buildings are defined as buildings with three stories or less. **DHCD allows weatherization only on buildings with 3 or fewer stories, 25 units or less, and units are individually heated/cooled. To weatherize buildings of 4 stories or more, 26 units or more, or centrally heated buildings, prior written approval must be obtained from DHCD.**

The Process

1. Meeting with Owner (walk-through and photos). Photos printed on copy paper are sufficient.
2. Determine income eligibility on a per building basis. At a minimum, this includes demographic information and hard copy income documentation (if not on HUD/DOE lists).
3. Send completed Preliminary Assessment Form and photos to DHCD.
4. The previous 12 months' utility bills must be collected from tenants. By the final inspection date a minimum of 20% of tenant bills must be received. A documented record must be kept showing the collection effort.

5. Audit/Estimation- develop Work Scope and actual costs. An NRCERT audit team must train subgrantee during the performance of the audit for the first two multi-family projects. Effective May 1, 2011, all subgrantees must receive NRCERT multi-family audit training prior to conducting an audit.
6. Send completed Multi-Family Weatherization Notification Form, Energy Audits, and Scope of Work to DHCD (Brett Jackson).
7. DHCD will forward all documents to DOE for approval.
8. Once approved by DOE, second meeting with Owner to finalize Scope of Work and to secure escrow funds for vacant units, if necessary.
9. Sign Project Agreement (DHCD template) between Agency and Owner.
10. Implementation- timeline, scheduling, order materials, notify residents, complete work, continuous quality control, technical oversight, recycle, storage of materials onsite.
11. DHCD must inspect when first building complete. Subgrantee must schedule with DHCD technical monitor.
12. Subgrantee Auditor must conduct a final inspection on each building and perform the required blower door tests.
13. Walk-through exit process with Owner.
14. Reporting (eligible, non-eligible).

Attachments:

Chapter 8-Multi Unit Projects
DHCD Preliminary Assessment Form
DHCD Notification Form