



## VA WEATHERIZATION ASSISTANCE PROGRAM Information Notice 02-2020

**TO:** ALL WEATHERIZATION SUB-GRANTEES  
**FROM:** NANCY PALMER, HOUSING PROGRAMS MANAGER /*np*  
**DATE:** 05/21/2020  
**SUBJECT:** Invoices without Production due to COVID-19  
**EFFECTIVE DATE:** Immediate

During the COVID-19 pandemic, DHCD will accept DOE and LIHEAP invoices submitted from Weatherization sub-grantees without unit production attached to the invoices. Additional information is required to be uploaded for each invoice submission if no production is attached.

If personnel is paid under an Emergency Leave Policy, a copy of the policy must be submitted:

- Emergency Leave Policy
  - Must address emergency or disaster leave.
  - Must list the number of hours/weeks the agency will pay
  - Must list what will be paid (full, partial or half salary)
  - Must be a Board approved policy
  - If Board Approval has been hindered due to virtual meeting restrictions, the Board approval must be provided within 60 days after State of Emergency ends or costs may be disallowed.

If personnel is paid for training or other weatherization related tasks, an activity summary log must be submitted.

- Activity Summary Log:
  - Include the names and titles of all personnel charged to weatherization when there are no jobs attached to that month's invoice.
  - Include a list of the training received (courses, certifications, etc.) and/or any other weatherization related work performed (i.e., warehouse organization or cleaning, inventory performed, vehicle (i.e. work trucks) organization or maintenance, client intake, client file organization, preparations for return to field work, etc.)
  - An hourly breakdown is not required but a listing should include activity for each.