



VA WEATHERIZATION ASSISTANCE PROGRAM

Information Notice 01-2019

TO: ALL WEATHERIZATION SUB-GRANTEES
FROM: NANCY PALMER, HOUSING PROGRAMS MANAGER / *np*
DATE: 03/20/2019
SUBJECT: Reporting Additional Funding Sources in Hancock System

In recent years, there has been an increased investment of funds from various utilities outside State Weatherization contracts. This increase is both welcomed and encouraged by the Department of Energy (DOE) and the VA DHCD. However, the ability to generate accurate impact reports for stakeholders has become functionally impossible as the Hancock system is currently used. Several sub-grantees also have expressed interest in the ability to track and report these additional impacts from within Hancock.

In an effort to accommodate the needs of DHCD and sub-grantees, additional funding sources have been created in Hancock.

Updated Funding Source List:

- DOE 18
- LI 18
- Agency - Agency funds
- AEP - Appalachian Power
- CRISIS - DSS
- CGV - Columbia Gas
- DOM ESWS - Dominion Power
- DOM IAQ - Dominion Power
- Leveraged - non program specific leveraging*
- ODEC - Old Dominion Energy Co-op
- Other Funding - non program specific buy down*
- WG - Washington Gas

* Note the funding source

(As other funding sources become available, they will be added.)

Utilization of Funding Sources:

Energy modeling:

It is *not* necessary to include the leveraged funds in the cost of the measure for the purpose of securing SIR. Inclusion or exclusion is at the prerogative of the sub-grantee. (For explanation of leveraged funds vs. buy-downs, refer to Virginia Weatherization Assistance Program Information Notice 03-2018.)

Application of funds:

It *is required* that all funds utilized in the weatherization project be reported in the final project costs in Hancock and the client file.

All dollars invested in the project are to be recorded by measure and have the appropriate funding source applied to them.

Invoicing:

In order for impact and other reports to be generated, the funds must be invoiced in Hancock.

The understanding between DHCD and the sub-grantees is to be:

- DHCD does not administer the various utility programs and other funding sources that positively impact the weatherization program.
- No funds will be transferred from DHCD to sub-grantees outside DOE and LIHEAP.
- Invoices submitted to DHCD will *remain marked as "Submitted"* allowing the Hancock software to assess and report on the data but it has no impact on the payment of DOE and LIHEAP invoices and their associated budgets. It simply documents the expenditure of leveraged funds.

The required utilization of the additional funding sources is effective immediately. If you have questions regarding implementation of this notice, please contact Nancy Palmer at nancy.palmer@dhcd.virginia.gov.