

APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

1. Type of Submission:

- ☐ Preapplication
- ☒ Application
- ☐ Changed/Corrected Application

2. Type of Application:

- ☐ New
- ☒ Continuation
- ☐ Revision

If Revision, select appropriate letter(s)

Other (specify):

3. Date Received**4. Applicant Identifier:****5a. Federal Entity Identifier:****5b. Federal Award Identifier:**

DE-SE0001857

State Use Only:**6. Date Received by State:****7. State Application Identifier:****8. APPLICANT INFORMATION:****a. Legal Name:** Virginia, Commonwealth of**b. Employer/Taxpayer Identification Number (EIN/TIN):**
541083047**c. UEI:**
Q85SYD73U1A5**d. Address:****Street 1:** 600 East Main St., Ste. 300**Street 2:****City:** Richmond**County:** RICHMOND City**State:** VA**Province:****Country:** U.S.A.**Zip / Postal Code:** 232192430**e. Organizational Unit:****Department Name:**

Dept. of Housing & Com Dev

Division Name:

Division of Housing

f. Name and contact information of person to be contacted on matters involving this application:**Prefix:** Mr **First Name:** Tim**Middle Name:****Last Name:** Pettit**Suffix:****Title:** Associate Director of Energy Efficiency**Organizational Affiliation:****Telephone Number:** 8045847407**Fax Number:****Email:** tim.pettit@dhcd.virginia.gov

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-0002026

Title:

2026 Weatherization Assistance Program (WAP) Funding

13. Competition Identification Number:

Title:

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

Commonwealth of Virginia

15. Descriptive Title of Applicant's Project:

Commonwealth of Virginia's Weatherization Assistance Program.

APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

16. Congressional District Of:

a. Applicant: Virginia Congressional District 03

b. Program/Project: N/A

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

17. Proposed Project:

a. Start Date: 07/01/2026

b. End Date: 06/30/2027

18. Estimated Funding (\$):

a. Federal	6,871,710.00
b. Applicant	0.00
c. State	0.00
d. Local	0.00
e. Other	0.00
f. Program Income	0.00
g. TOTAL	6,871,710.00

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
- ☐ 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

☒ 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

Authorized Representative:

Prefix: Mr First Name: Tim

Middle Name:

Last Name: Pettit

Suffix:

Title: Associate Director of Energy Efficiency

Telephone Number: 8045847407

Fax Number:

Email: tim.pettit@dhcd.virginia.gov

Signature of Authorized Representative: Signed Electronically

Date Signed:

Authorized for Local Reproduction

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. SE0001857		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 07/01/2026	5. Completion Date 06/30/2027

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	\$ 0.00		\$ 6,871,710.00		\$ 6,871,710.00
2.						
3.						
4.						
5. TOTAL		\$ 0.00	\$ 0.00	\$ 6,871,710.00	\$ 0.00	\$ 6,871,710.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) GRANTEE ADMINISTRATI ON	(2) SUBGRANTEE ADMINISTRATI ON	(3) GRANTEE T&TA	(4) PROGRAM OPERATIONS	
a. Personnel	\$ 186,600.00	\$ 0.00	\$ 146,400.00	\$ 0.00	\$ 333,000.00
b. Fringe Benefits	\$ 54,860.00	\$ 0.00	\$ 43,042.00	\$ 0.00	\$ 97,902.00
c. Travel	\$ 0.00	\$ 0.00	\$ 102,635.00	\$ 0.00	\$ 102,635.00
d. Equipment	\$ 82,798.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 82,798.00
e. Supplies	\$ 8,980.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 8,980.00
f. Contract	\$ 91,025.00	\$ 515,378.00	\$ 583,580.00	\$ 2,812,408.00	\$ 6,080,346.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other Direct Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
i. Total Direct Charges	\$ 424,263.00	\$ 515,378.00	\$ 875,657.00	\$ 2,812,408.00	\$ 6,705,661.00
j. Indirect Costs	\$ 91,115.00	\$ 0.00	\$ 74,934.00	\$ 0.00	\$ 166,049.00
k. Totals	\$ 515,378.00	\$ 515,378.00	\$ 950,591.00	\$ 2,812,408.00	\$ 6,871,710.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. SE0001857		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 07/01/2026	5. Completion Date 06/30/2027

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		\$ 0.00	\$ 0.00	\$ 6,871,710.00	\$ 0.00	\$ 6,871,710.00

SECTION B - BUDGET CATEGORIES						
6. Object Class Categories	Grant Program, Function or Activity				Total	
	(1) HEALTH AND SAFETY	(2) LIABILITY INSURANCE	(3) FINANCIAL AUDITS	(4) WEATHERIZATI ON READINESS	(5)	
a. Personnel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 333,000.00	
b. Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 97,902.00	
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 102,635.00	
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 82,798.00	
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 8,980.00	
f. Contract	\$ 562,482.00	\$ 34,500.00	\$ 42,201.00	\$ 564,345.00	\$ 6,080,346.00	
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
h. Other Direct Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
i. Total Direct Charges	\$ 562,482.00	\$ 34,500.00	\$ 42,201.00	\$ 564,345.00	\$ 6,705,661.00	
j. Indirect Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 166,049.00	
k. Totals	\$ 562,482.00	\$ 34,500.00	\$ 42,201.00	\$ 564,345.00	\$ 6,871,710.00	
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. SE0001857		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 07/01/2026	5. Completion Date 06/30/2027

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		\$ 0.00	\$ 0.00	\$ 6,871,710.00	\$ 0.00	\$ 6,871,710.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) SUBGRANTEE T&TA	(2) ENERGY AUDITS	(3) CLIENT ELIGIBILITY/ INTAKE	(4) FINAL INSPECTION	
a. Personnel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 333,000.00
b. Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 97,902.00
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 102,635.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 82,798.00
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 8,980.00
f. Contract	\$ 150,000.00	\$ 339,952.00	\$ 173,118.00	\$ 211,357.00	\$ 6,080,346.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other Direct Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
i. Total Direct Charges	\$ 150,000.00	\$ 339,952.00	\$ 173,118.00	\$ 211,357.00	\$ 6,705,661.00
j. Indirect Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 166,049.00
k. Totals	\$ 150,000.00	\$ 339,952.00	\$ 173,118.00	\$ 211,357.00	\$ 6,871,710.00
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: SE0001857

Budget period: 07/01/2026 - 06/30/2027

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:

Position	Description of Duties of Professionals
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 training, tracking and reporting.
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 Administrator	Responsible for the day-to-day program implementation activities and serves as the principle point of contact for programmatic database training, tracking and reporting.
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.
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.
Compliance Manager	Coordinates on-site monitoring of subgrantee for compliance with the Installation Standards and prepares reports of these monitoring visits. Coordinates trainings related to fieldwork and programmatic requirements. Ensures compliance with on-site monitoring, regional and statewide training for subgrantee field staff as needed.
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.
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.

Business Analyst

Assists in Financial/ Administrative monitoring visits. Draws funds from the federal financial holding system for WAP.

Part-time Program Administrative Specialist

Part time program support specialist assisting with implementation activities, tracking and reporting.

Direct Personnel Compensation:

Position	Salary/Rate	Time	Direct Pay
Technical Monitor	\$80,000.00	30.0000 % FT	\$24,000.00
Program Administrator	\$72,000.00	40.0000 % FT	\$28,800.00
Program Administrator	\$72,000.00	40.0000 % FT	\$28,800.00
Associate Director of Housing	\$112,000.00	30.0000 % FT	\$33,600.00
Program Manager	\$87,000.00	40.0000 % FT	\$34,800.00
Program Administrator	\$72,000.00	40.0000 % FT	\$28,800.00
Technical Monitor	\$80,000.00	30.0000 % FT	\$24,000.00
Technical Monitor	\$80,000.00	30.0000 % FT	\$24,000.00
Compliance Manager	\$88,000.00	30.0000 % FT	\$26,400.00
Technical Monitor	\$80,000.00	30.0000 % FT	\$24,000.00
Technical Monitor	\$80,000.00	30.0000 % FT	\$24,000.00
Business Analyst	\$81,000.00	30.0000 % FT	\$24,300.00
Part-time Program Administrative Specialist	\$50,000.00	15.0000 % FT	\$7,500.00
Direct Pay Total			\$333,000.00

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. Rate is calculated by the Commonwealth of Virginia's Department of Human Resource Management and applies to all employees.

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

Position	Direct Pay	Rate	Benefits
Technical Monitor	\$24,000.00	29.4000 %	\$7,056.00
Program Administrator	\$28,800.00	29.4000 %	\$8,467.20
Program Administrator	\$28,800.00	29.4000 %	\$8,467.20
Associate Director of Housing	\$33,600.00	29.4000 %	\$9,878.40

Program Manager	\$34,800.00	29.4000 %	\$10,231.20
Program Administrator	\$28,800.00	29.4000 %	\$8,467.20
Technical Monitor	\$24,000.00	29.4000 %	\$7,056.00
Technical Monitor	\$24,000.00	29.4000 %	\$7,056.00
Compliance Manager	\$26,400.00	29.4000 %	\$7,761.60
Technical Monitor	\$24,000.00	29.4000 %	\$7,056.00
Technical Monitor	\$24,000.00	29.4000 %	\$7,056.00
Business Analyst	\$24,300.00	29.4000 %	\$7,144.20
Part-time Program Administrative Specialist	\$7,500.00	29.4000 %	\$2,205.00
Fringe Benefits Total			\$97,902.00

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.

Purpose of Trip	Number of Trips	Cost Per Trip	Total
Interchange - Conference held by DHCD to provide T/TA.	9	\$1,500.00	\$13,500.00
Administrative/Financial and Technical monitoring of 15 Subgrantees that includes meals, mileage, and lodging for up to 7 monitors, traveling in pairs. Estimate for in-progress and continuing monitoring trips have been included. Technical monitors will often make pre-feasibility trips for multi-family projects. Both Administrative and Technical monitors conduct follow up visits for on-site T/TA.	50	\$500.10	\$25,005.00
HPC Conference- Technical Monitoring Training.	6	\$4,500.00	\$27,000.00
NASCSP Annual Conference.	3	\$3,250.00	\$9,750.00
NASCSP Mid Winter Conference.	10	\$2,249.00	\$22,490.00
Peer Exchange - Conference held by network organization which DHCD is invited to participate.	3	\$1,630.00	\$4,890.00
Travel Total			\$102,635.00

- 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.

All cost are estimated cost based on past attendance and participation. With more monitoring visits scheduled this year after a long period of virtual monitoring and with fiscal and technical monitors traveling, the amount is estimated based on typical trip costs.

4. EQUIPMENT - Equipment is generally defined as an item with an acquisition cost greater than \$10,000 and a useful life expectancy of more than one year.

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

Equipment	Unit Cost	Number	Total Cost	Justification of Need
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Vehicle	\$41,399.00	2	\$82,798.00	Estimated cost of a 2 new vehicle through VA's procurement process. VA Procurement estimate is attached to SF-424. We are required to use VA Procurement process which includes purchasing vehicles through them. The Estimate is for 2 vehicle, however, we will purchase two identical vehicles for new staff. Vehicles will be used 100% of the time for Weatherization services as no staff works on any other federal program other than Weatherization.
Equipment Total			\$82,798.00	

- 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.

Estimated cost of a new vehicle through VA's procurement process. VA Procurement estimate is attached to SF-424. We are required to use VA Procurement process which includes purchasing vehicles through them. The Estimate is for 1 vehicle. Vehicles will be used 100% of the time for Weatherization services as no staff works on any other federal program other than Weatherization.

See attached document to the SF-425.

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

- 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
Program Support Equipment	\$2,595.00	New desk chairs, standing desks, computer accessories, iPads, Car safety equipment
Laptop	\$2,792.00	2 new laptops for new hires
WAP Brochure	\$3,593.00	Production and Printing of VA WAP information for client education. Estimated production and shipping costs.
Materials and Supplies Total	\$8,980.00	

- 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.

Item prices based on recent previous purchases and state procurement pricing. All items will be used 100% for Weatherization services. All WAP employees at DHCD work on Weatherization and no other federal programs.

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 IV.1).

Name of Proposed Sub	Total Cost	Basis of Cost*
Weatherization Sub-grantee Financial Audit Funds	\$42,201.00	Total cost based on previous request and allocations. In accordance with 2 CFR 200.425(a) (2), only those Subgrantees expending more than \$1M in total Federal Funding annually will receive FINANCIAL AUDITS funding identified in the Grantee's SF-424a Budget

Weatherization Sub-Grantee Administrative Funds	\$515,378.00	A minimum of 7.5% of the total allowable administrative funds is passed down to the subgrantees. All subgrantees provide budget requests, and if their grant is under \$350,000, they may submit a detailed letter explaining the need for additional admin. According to DOE guidelines small subgrantees may receive an additional 5% of the subgrants for administration. Total 7.5% of program allocation was \$515,378.00.
Weatherization Subgrants, Program Operations	\$2,812,408.00	Based on WPN 26-2 released on 7/9/26.
QCI	\$211,357.00	Subgrantee New Optional Budget Category - Salary, Travel related to Final Inspection costs. Estimates based on Subgrantee responses to Grantee request for input.
Weatherization Sub-grantee Health and Safety Funds	\$562,482.00	20% of program operations
Hancock Contract	\$91,025.00	Grantee Admin - Contracted software services to provide client case management, including intake and invoicing, and energy audit data management. Based on estimated share of Weatherization funding.
Energy Audit	\$339,952.00	Subgrantee New Optional Budget Category - Salary, Travel related to Energy Audit Activities. Estimates based on Subgrantee responses to Grantee request for input.
VACAP	\$100,000.00	Grantee T&TA - Training for CAP agencies for Weatherization Financial and Administrative services provided by the Virginia Community Action Partnership. PY 24 budget was \$150,000.00 and current year budget reflects estimated reduction in scope.
Energy Solutions Research Weatherization Training Center	\$373,521.00	Grantee T&TA - State wide training for Virginia Weatherization Sub-grantees. Estimated on previous year's costs.
WRF	\$564,345.00	The Weatherization Readiness Funds for PY26.
Weatherization Sub-grantees Liability Insurance Funds	\$34,500.00	Based on actual budgets received from subgrantees.
Grantee T/TA Set Aside	\$110,059.00	Per WPN 26-1, Application Instructions, 10% of T/TA is being set aside to be reallocated to subgrantee Program Operations or targeted T/TA projects throughout the program year.
Sub-Grantee T&TA for subcontractor and staff training reimbursement	\$150,000.00	Sub-Grantee T&TA - Subgrantees to cover costs of training staff and subcontractors in Weatherization specific services.
Client Intake and Eligibility	\$173,118.00	Subgrantee New Optional Budget Category - Expenses related to Client Intake and Eligibility. Estimates based on Subgrantee responses to Grantee request for input.
Contracts and Subgrants Total	\$6,080,346.00	

*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.

All costs included in Other Direct Costs are properly segregated from indirect costs to ensure there are not duplicate charges.

All costs proposed are only being used in support of the WAP program.

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.
DHCD has received an extension from HUD to continue to use the previously approved IDC of 54.3%
- 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: Danielle Robertson

Phone Number: 8043717021

Indirect costs calculations:

Indirect Cost Account	Direct Total	Indirect Rate	Total Indirect
Personnel Base Salary	\$305,800.00	54.3000 %	\$166,049.40
		Indirect Costs Total	\$166,049.40

U.S. Department of Energy
Weatherization Assistance Program (WAP)
WEATHERIZATION ANNUAL FILE WORKSHEET
Grant Number: SE0001857, **State:** VA, **Program Year:** 2026
Recipient: Virginia, Commonwealth of

IV.1 Subgrantees

Subgrantee (City)	Planned Funds/Units
Appalachian Community Action Agency (Gate City)	\$178,090.21 9
Bay Aging (Urbanna)	\$252,156.47 17
Central VA AAA (Lynchburg)	\$149,817.21 10
Clinch Valley Community Action (North Tazewell)	\$101,666.85 5
Community Housing Partners Corp. (Christiansburg)	\$2,303,590.78 132
Eastern Shore Area Agency on Aging/ Community Action Agency (Exmore)	\$65,593.63 4
Lynchburg Community Action Group (Lynchburg)	\$97,709.70 6
Mountain Community Action Program (Wytheville)	\$116,234.63 7
PEOPLE, Inc. (Abingdon)	\$116,211.00 7
Pittsylvania County Community Action Agency (Chatham)	\$184,542.50 11
Project: HOMES (Richmond)	\$1,231,292.48 83
Rooftop of Virginia Community Action Program (Galax)	\$89,275.12 5
Support to Eliminate Poverty (Rocky Mount)	\$110,884.81 8
Total Action Against Poverty (Roanoke)	\$298,667.54 14
Tri-County Community Action (South Boston)	\$110,008.07 3
Total:	\$5,405,741.00 321

IV.2 WAP Production Schedule

Weatherization Plans		Units
Total Units (excluding reweatherized)		321
Rewaterized Units		0
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	321
C	Total Units Reweatherized	0
D	Total Dwelling Units to be Weatherized and Reweatherized (B + C)	321
E	Average Vehicles & Equipment Acquisition Cost per Unit (A divided by D)	\$0.00

U.S. Department of Energy
Weatherization Assistance Program (WAP)
WEATHERIZATION ANNUAL FILE WORKSHEET
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AVERAGE COST PER DWELLING UNIT (DOE RULES)		
F	Total Funds for Program Operations	\$2,812,408.00
G	Total Dwelling Units to be Weatherized and Reweatherized (from line D)	321
H	Average Program Operations Costs per Unit (F divided by G)	\$8,761.40
I	Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J	Total Average Cost per Dwelling (H plus I)	\$8,761.40

IV.3 Energy Savings

Method used to calculate savings: ☒ WAP algorithm ☐ Other (describe below)				
		Units	Savings Calculator (MBtus)	Energy Savings
	This Year Estimate	321	29.3	9405
	Prior Year Estimate	312	29.3	9142
	Prior Year Actual	208	29.3	6094
Method used to calculate savings description:				

IV.4 DOE-Funded Leveraging Activities

No leveraging funds are planned for this year.
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IV.5 Policy Advisory Council Members

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

Chase Counts	Type of organization: Non-profit (not a financial institution) Contact Name: Chase Counts Phone: 5405054163 Email: aecp@swva.net
Chelsea Harnish	Type of organization: Non-profit (not a financial institution) Contact Name: Phone: 8044648233 Email: info@vacec.org
Denise Surber	Type of organization: Unit of State Government Contact Name: Denise Surber Phone: 8047267368 Email: Denise.T.Surber@dss.virginia.gov
Erik Johnston	Type of organization: Non-profit (not a financial institution) Contact Name: Erik Johnston Phone: 8046440417 Email: ejohnston@vacap.org
Kathy Miller	Type of organization: Unit of State Government Contact Name: Phone: 8046629341 Email: kathy.miller@dars.virginia.gov
Kelley Marlowe	Type of organization: Utility Contact Name: Kelley Marlowe Phone: 8009564237 Email: kmarlowe@aep.com
Malesia Taylor	Type of organization: Utility Contact Name: Phone: 8047714406 Email: malesia.a.taylor@dominionenergy.com
	Type of organization: Utility

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Rebecca Glidden	Contact Name: Phone: 8047773077 Email: cdix@nisource.com
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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
04/08/2025	Bristol Herald Courier (3/29/25) Danville Register & Bee (3/29/25); Fredericksburg Freelance-Star (3/28/25); Richmond Times Dispatch (3/29/25); Roanoke Times (3/28/25);

IV.7 Miscellaneous

Principal Investigator

Sandra Powell
600 East Main Street
Ste 300
Richmond, VA 23219
804-613-8769 Phone
sandra.powell@dhcd.virginia.gov

Business Officer

Tim Pettit
600 East Main Street
Ste 300
Richmond, VA 23219
804-584-7407 Phone
tim.pettit@dhcd.virginia.gov

PAC Member Information:

Denise Surber : Department of Social Services - services low income Virginians and manages Crisis Heating and Cooling programs

Chase Counts: AECF – Association of Energy Conservation Professionals – represents Weatherization and other energy conservation professionals

Chelsea Harnish: VAECC – the Virginia Energy Efficiency Council – a group of businesses, nonprofits, and local governments sharing an energy efficiency goal

Erik Johnson: VACAP – The Virginia Care in Action Partnership. Represents the CAP agencies in the Weatherization network

Kathy Miller: DARS – The Virginia Department for Aging and Rehabilitative Services – represents the elderly and disabled interests

Malesia Taylor: Dominion – The largest energy provider in Virginia. This person represents their weatherization program

Rebecca Glidden: Columbia Gas – the largest gas energy provider in Virginia

Kelley Marlowe: AEP – the second largest energy provider in Virginia. This person represents their weatherization program

WRF Plan

Purpose:

This plan defines the use, expectations, invoicing, reporting, and monitoring procedures for the Weatherization Readiness Fund. Guidelines are in accordance with latest DOE Program notices below.

Background:

The U.S. Department of Energy [WPN 23-4](#) outlines that WRF funding was created to address structural and health and safety (H&S) issues not covered in Virginia's DOE approved WAP State Plan (Section V.7) of homes at risk for deferral. These funds are specifically targeting measures outside of the regular Weatherization scope of work. This is to reduce the frequency of deferred homes. These repairs are to be completed before or in conjunction with weatherization. Prioritization will be given to previously deferred units and units with elderly, disabled, households with children, high energy use and high energy burdened households.

Funds will be distributed based on the same formula for distribution of WAP annual funds. Agencies will receive the percentage of funds that match the percentage of the state they cover for WAP annual funds.

Allowable Measures:

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WRF funding may be used in the following ways before Wx on a unit begins:

- Roof repair (<100 sqft) and replacement
- Wall repair (interior and exterior)
- Ceiling repair
- Floor repair
- Foundation and subspace repair
- Exterior drainage repair (e.g., landscaping and gutters)
- Plumbing repairs
- Electrical repairs
- Remediation beyond typical scope of WAP including:
 - o Lead paint remediation
 - o Asbestos remediation (confirmed or suspected, including vermiculite)
- Mold and moisture remediation

Measures other than what is listed above may be installed with WRF funds but may be subjected to further National Environmental Policy Act (NEPA) review.

When selecting a WRF measure the measure comment must contain clarifying comments explaining why these repairs are required to eliminate the deferral in order to weatherize the home.

WRF funding rules

- DOE WPN 23-4 allows the flexibility to spend WRF across different program years but within the same DOE 3-year grant cycle. However, VA DHCD expects all WRF funds to be expended in the same program year they are awarded. Exceptions to this may be considered on a case-by-case basis where there is a strong reason and if we are able to grant an extension.
- WRF funds can be utilized in conjunction with any other funding source but **MUST** result in a DOE completion. DOE completion can either be the annual awarded funds or the IJJA funds.
- WRF will have an Average Cost Per Unit of \$15,000 effective for all Program Years of allocation.

Reporting WRF and Invoicing WRF in Hancock:

- WRF is created as a separate fund in Hancock for all sub-grantees. Allowable measures are in Hancock for reporting purposes. See the attached PDF for specific guidance on how WRF measure are to be modeled in the Hancock Energy Audit Tool (HEAT).
- WRF expenses can be invoiced in Hancock prior to the DOE formula funds being submitted but still must result in a DOE completion from the same program year.
- The WRF invoice should only be for the WRF Program Operations and WRF Admin expenses. WRF expenses should be submitted in a separate invoice from the DOE formula fund expenses.
WRF invoices should be submitted in Hancock the same way that all other DOE and LIHEAP invoices are submitted. A job must be attached, and financial supporting documentation must be uploaded with the invoice that matches the Hancock invoice request.
- WRF invoices must be dated on or before DOE or IJJA invoices.

Important Reminders:

- The funding is to be used to help prevent a potential weatherization project from deferral or to move a deferred project into weatherization by mitigating measures typically outside the scope of WAP.
- Measures funded by WRF must be installed **BEFORE** or in conjunction with DOE funded measures.
- WRF can be leveraged with other funding sources outside of DOE.
- VA DHCD expects all WRF funds to be expended in the same program year it is awarded. Exceptions to this may be considered on a case-by-case basis when and if we are able to grant an extension. The use of WRF funds must result in the completion of a DOE weatherization unit.
- Hancock reporting includes all listed measures and invoicing mechanism.

Build America/ Buy America (BABA)

The Department of Housing and Community Development will comply with all requirements of Memorandum 104 as apart of the Infrastructure Investment and Jobs Act.

In accordance with the guidance provided by OMB the Buy America Requirement is applicable to Non-Federal Entity prime recipients that are States, Local Governments, Indian Tribes, Territories, Institutions of Higher Education (IHEs), and Non-Profit Organizations. For-Profit Entities are not included in the definition of Non-Federal Entity when applying the statutory Buy America Requirement to prime recipients of Federal awards. Also, Tribal Consultation is required prior to applying the Buy America Requirement to Indian Tribe prime recipients.

However, the Buy America Requirement is applicable to a For-Profit Entity if: (1) it is a sub-recipient or sub-awardee under an award that contains the Buy America Requirement term and condition, or (2) it is the prime recipient that voluntarily chooses to use domestically sourced iron, steel, manufactured products, and constructions materials by stating so in its

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proposed application containing an infrastructure project. If the For-Profit Entity specifically states that it will comply with the Buy America Requirement in its application and it is selected for award, its award will contain a Buy America Requirement term and condition.

The prime recipient is responsible for flowing the Buy America Requirement down to all sub-awards, all contracts, subcontracts, and purchase orders for work performed under the proposed infrastructure project, including to For-Profit Entities when the For-Profit Entity is a sub-recipient or sub-awardee.

DOE prime recipients of awards containing the Buy America Requirement must ensure that absent a waiver none of the funds provided under their award (federal share or recipient cost-share) may be used for a project for infrastructure unless:

1. All iron and steel used in the project is produced in the United States—this means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States;
2. All manufactured products used in the project are produced in the United States—this means the manufactured product was manufactured in the United States; and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard for determining the minimum amount of domestic content of the manufactured product has been established under applicable law or regulation. The costs of components of a manufactured product are determined in accordance with 2 CFR 184.5; and
3. All construction materials are manufactured in the United States—this means that all manufacturing processes for the construction material occurred in the United States. See 2 CFR 184.6 for the meaning of “all manufacturing processes” for specific construction materials.

The Buy America Requirement only applies to articles, materials, and supplies that are consumed in, incorporated into, or permanently affixed to an infrastructure project. As such, it does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought into the construction site and removed at or before the completion of the infrastructure project. Nor does a Buy America Requirement apply to equipment and furnishings, such as movable chairs, desks, and portable computer equipment, that are used at or within the finished infrastructure project but are not an integral part of the structure or permanently affixed to the infrastructure project.

This requirement must flow down to all sub-awards, all contracts, subcontracts and purchase orders for work performed under the infrastructure project.

Prime recipients must maintain certifications or equivalent documentation for proof of compliance that those articles, materials, and supplies that are consumed in, incorporated into, affixed to, or otherwise used in the infrastructure project, not covered by a DOE waiver or exemption, are produced in the United States. The certification or proof of compliance must be provided by the suppliers or manufacturers of the iron, steel, manufactured products and construction materials and flow up from all sub-awardees, contractors and vendors to the prime recipient. Prime Recipients must keep these certifications with the award/project files and be able to produce them upon request from DOE, auditors or Office of Inspector General.

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SUBGRANTEE INFORMATION
State: VA Grant Number: SE0001857 Program Year: 2026

Name:	Appalachian Community Action Agency		Contact:	Amy Bowen	
			UEI:	L2FJRA4GEL61	
			DUNS:	154726103	
Address:	175 Military Lane		Phone:	(276) 452-2441	
	PO Box 279		Fax:	(276) 452-2472	
	Gate City, VA 24251-0190		Email:	lbarton@appcaa.org	
Counties served:	SCOTT County	Tentative allocation:	\$ 178,090.21	Congressional districts served:	<u>CD</u>
	WISE County	Planned units:	9		VA-09
	LEE County	Type of organization:	Non-profit organization		
	DICKENSON County				
	NORTON City				
		Source of labor:	Agency		

Name:	Bay Aging		Contact:	Kathy Vesley-Massey	
			UEI:	TMJ3P5KS5AN6	
			DUNS:	101712602	
Address:	PO Box 610		Phone:	(804) 758-2386	
	N/A		Fax:	() -	
	Urbanna, VA 23175-0610		Email:	kvesley@bayaging.org	
Counties served:	LANCASTER County	Tentative allocation:	\$ 252,156.47	Congressional districts served:	<u>CD</u>
	CAROLINE County	Planned units:	17		VA-01
	MATHEWS County	Type of organization:	Non-profit organization		
	RICHMOND County				
	MIDDLESEX County				
	KING AND QUEEN Count				
	WESTMORELAND Count				
	GLOUCESTER County				
	KING GEORGE County				
	ESSEX County				
	KING WILLIAM County				
	NORTHUMBERLAND Coi				
		Source of labor:	Agency		

Name:	Central VA AAA		Contact:	Deborah Silverman	
			UEI:	C1ESKHDEKMD9	
			DUNS:	932767148	
Address:	501 12th Street		Phone:	(434) 385-9070	
	P.O. Box 1390		Fax:	(434) 385-9209	
	Lynchburg, VA 24504-2527		Email:	dsilverman@cvc1.org	
Counties served:	AMHERST County	Tentative allocation:	\$ 149,817.21	Congressional districts served:	<u>CD</u>
	APPOMATTOX County	Planned units:	10		VA-06
	BEDFORD County	Type of organization:	Non-profit organization		VA-05
		Source of labor:	Contractors		

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Name: **Clinch Valley Community Action**

Contact: Robin Boyd

UEI: FELLBU86RR27

DUNS: 849388624

Address: P.O. Box 188

Phone: (276) 988-5583

North Tazewell, VA 24630-0188

Fax: (276) 988-4041

Email: rboyd@clinchvalleycaa.org

Counties TAZEWELL County
served: RUSSELL County

Tentative allocation: \$ 101,666.85

Congressional

CD

Planned units: 5

districts served:

VA-09

Type of organization: Non-profit organization

Source of labor: Agency

Name: **Community Housing Partners Corp.**

Contact: Jeff Reed

UEI: K69NKG4K7KK6

DUNS: 097428841

Address: 448 Depot St

Phone: (540) 382-2002

N/A

Fax: (540) 381-8270

Christiansburg, VA 24073-0000

Email: jreed@chpc2.org

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Counties served:		Tentative allocation: \$ 2,303,590.78	Congressional districts served:	CD
	MADISON County	Planned units: 132		VA-08
	RADFORD City	Type of organization: Non-profit organization		VA-05
	PULASKI County			VA-01
	WARREN County			VA-07
	HARRISONBURG City			VA-10
	MECKLENBURG County			VA-06
	FLUVANNA County			VA-09
	CLARKE County			VA-03
	PAGE County			VA-02
	MANASSAS City			VA-11
	ORANGE County			
	GILES County			
	PORTSMOUTH City			
	LOUISA County			
	SHENANDOAH County			
	NORFOLK City			
	VIRGINIA BEACH City			
	ALEXANDRIA City			
	CULPEPER County			
	AUGUSTA County			
	WINCHESTER City			
	STAUNTON City			
	STAFFORD County			
	HIGHLAND County			
	FREDERICKSBURG City			
	RAPPAHANNOCK County			
	FAIRFAX County			
	MONTGOMERY County			
	PRINCE WILLIAM County			
	FALLS CHURCH City			
	MANASSAS PARK City			
	FAUQUIER County			
	FLOYD County			
	SPOTSYLVANIA County			
	BRUNSWICK County			
	ARLINGTON County			
	LOUDOUN County			
	FAIRFAX City			
	WAYNESBORO City			
	ALBEMARLE County			
	LUNENBURG County			
	FREDERICK County			
	NELSON County			
	ROCKINGHAM County			
	GREENE County			
	CHARLOTTESVILLE City			
		Source of labor: Agency and Contractors		

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Name:	Eastern Shore Area Agency on Aging/ Community Action Agency		Contact:	Donna Smith
			UEI:	L1DSVJ2LGKV8
			DUNS:	
Address:	5432 Bayside Road		Phone:	(757) 710-0140
	Exmore, VA 23350-3936		Fax:	() -
			Email:	donna@esaacaa.org
Counties served:	ACCOMACK County NORTHAMPTON County	Tentative allocation: \$ 65,593.63 Planned units: 4 Type of organization: Non-profit organization Source of labor: Agency	Congressional districts served:	<u>CD</u> VA-01

Name:	Lynchburg Community Action Group		Contact:	Tamara Rosser
			UEI:	QK29P5NZFHF8
			DUNS:	087345906
Address:	1010 Main Street		Phone:	(804) 846-2778
	2nd Floor		Fax:	(804) 845-1547
	Lynchburg, VA 24504-0000		Email:	ttweedy@lyncag.org
Counties served:	CAMPBELL County LYNCHBURG City	Tentative allocation: \$ 97,709.70 Planned units: 6 Type of organization: Non-profit organization Source of labor: Agency	Congressional districts served:	<u>CD</u> VA-05

Name:	Mountain Community Action Program		Contact:	Jordan Stidham
			UEI:	KJ7BBHKKMX65
			DUNS:	123578247
Address:	680 W. Main Street		Phone:	(276) 228-6280
	N/A		Fax:	(276) -
	Wytheville, VA 24382-2211		Email:	jstidham@wythehope.org
Counties served:	SMYTH County BLAND County WYTHE County	Tentative allocation: \$ 116,234.63 Planned units: 7 Type of organization: Non-profit organization Source of labor: Agency	Congressional districts served:	<u>CD</u> VA-09

Name:	PEOPLE, Inc.		Contact:	Bryan Phipps
			UEI:	W3YDLBPBALF7
			DUNS:	030683395
Address:	1173 West Main Street		Phone:	(276) 623-9000
	N/A		Fax:	(276) 628-2931
	Abingdon, VA 24210-4703		Email:	bhipps@peopleinc.net

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Counties served:	WASHINGTON County BUCHANAN County BRISTOL City	Tentative allocation: \$ 116,211.00 Planned units: 7 Type of organization: Non-profit organization Source of labor: Agency	Congressional districts served:	<u>CD</u> VA-09
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Name: **Pittsylvania County Community Action Agency**

Contact: Victoria Minton

UEI: K1T8WW5MLQX4

DUNS: 931259225

Address: PO Box 1119

Phone: (434) 432-8250

348 North Main Street

Fax: (804) 432-3729

Chatham, VA 24531-4406

Email: vminton@pccainc.org

Counties served: PITTSYLVANIA County

Tentative allocation: \$ 184,542.50

Congressional districts served:

CD

HENRY County

Planned units: 11

VA-05

DANVILLE City

Type of organization: Non-profit organization

VA-09

MARTINSVILLE City

Source of labor: Contractors

Name: **Project: HOMES**

Contact: Lee Householder

UEI: R884ZZGNQKT5

DUNS: 801695842

Address: 88 Carnation Street

Phone: (804) 233-2827

Richmond, VA 23225-6811

Fax: (804) -

Email: lee.householder@projecthomes.org

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Counties served:	RICHMOND City PETERSBURG City GOOCHLAND County HANOVER County POWHATAN County CHESTERFIELD County SUFFOLK City GREENSVILLE County NOTTOWAY County PRINCE GEORGE County JAMES CITY County CHARLES CITY County EMPORIA City SURRY County SUSSEX County ISLE OF WIGHT County AMELIA County COLONIAL HEIGHTS City NEWPORT NEWS City HENRICO County DINWIDDIE County FRANKLIN County CUMBERLAND County POQUOSON City NEW KENT County PRINCE EDWARD County HAMPTON City SOUTHAMPTON County YORK County BUCKINGHAM County WILLIAMSBURG City HOPEWELL City	Tentative allocation: \$ 1,231,292.48 Planned units: 83 Type of organization: Non-profit organization	Congressional districts served:	CD VA-07 VA-01 VA-04 VA-03 VA-05
Source of labor: Agency and Contractors				

Name:	Rooftop of Virginia Community Action Program		Contact:	Terri Gillespie
			UEI:	GWDNPGKR1L3
			DUNS:	010061216
Address:	PO Box 853		Phone:	(276) -
	206 North Main Street		Fax:	(276) -
	Galax, VA 24333-2910		Email:	tgillespie@rtov.org
Counties served:	CARROLL County GALAX City GRAYSON County	Tentative allocation: \$ 89,275.12 Planned units: 5 Type of organization: Non-profit organization Source of labor: Agency	Congressional districts served:	CD VA-09

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Name: Support to Eliminate Poverty		Contact: Michael Armbrister	
		UEI: K7ELG3CTBGZ8	
		DUNS: 144197746	
Address: 200 Dent Street		Phone: (540) 483-51423004	
N/A		Fax: (540) -	
Rocky Mount, VA 24151-0000		Email: michael.armbrister@stepincva.com	
Counties served: PATRICK County	Tentative allocation: \$ 110,884.81	Congressional	CD
FRANKLIN County	Planned units: 8	districts served:	VA-09
	Type of organization: Non-profit organization		VA-05
	Source of labor: Agency		
Name: Total Action Against Poverty		Contact: Angela Penn	
		UEI: EZKDP33M5328	
		DUNS: 066005943	
Address: 145 Campbell Ave SW		Phone: (540) 345-6781	
P.O. Box 2868		Fax: (540) 777-4833	
Roanoke, VA 24001-2868		Email: angelapenn@tapintohope.org	
Counties served: ROANOKE County	Tentative allocation: \$ 298,667.54	Congressional	CD
CLIFTON FORGE City	Planned units: 14	districts served:	VA-06
ROCKBRIDGE County	Type of organization: Non-profit organization		VA-05
SALEM City			VA-09
BATH County			
ROANOKE City			
LEXINGTON City			
CRAIG County			
BUENA VISTA City			
COVINGTON City			
ALLEGHANY County			
BOTETOURT County			
	Source of labor: Agency		
Name: Tri-County Community Action		Contact: Petrina Carter	
		UEI: DTC8DCHLM144	
		DUNS: 170935357	
Address: P.O. Box 799		Phone: (434) 575-7916	
1176 Huell Mathews Hwy.		Fax: (434) 575-6060	
South Boston, VA 24592-7124		Email: pcarter@tricountycaa.com	
Counties served: HALIFAX County	Tentative allocation: \$ 110,008.07	Congressional	CD
CHARLOTTE County	Planned units: 3	districts served:	VA-05
	Type of organization: Non-profit organization		
	Source of labor: Agency		

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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 10 CFR 440.22. Virginia WAP currently uses the Low Income Home Energy Assistance Program Limits of 60% of State median Income, or 200% of the Poverty Level, whichever is greater.

In WPN 24-3 - income eligibility was expanded to include U.S. Department of Housing and Urban Development's (HUD) means-tested programs' income qualifications at or below 80% of Area Median Income. (examples of HUD program but not limited to Community Development Block Grants (CDBG), HOME Investment Partnerships Program (HOME), Lead Hazard Control & Healthy Homes Program (OLHCHH), etc.).

WPN 24-5 - inclusion of USDA properties. After consultation with the Secretary of Agriculture and the Director of the Community Services Block Grant Program from HHS, as required in 42 U.S.C. § 6862(7), on May 11, 2024, the Secretary of Energy approved WAP to extend categorical income eligibility to USDA means-tested low-income programs of 80% AMI or below.

DOE believes categorical income eligibility is essential to expand the program's reach and simplify the application and verification process for low-income households. Consequently, DOE expanded categorical income eligibility to include low-income households that are served by USDA programs. Eligible programs are those that USDA accepts for households with 80 percent AMI or below, depending on specific program parameters. WAP Grantees and Subgrantees may certify that applicants have met the income requirements of USDA means-tested programs and are eligible for weatherization services through programs including, but not limited to:

- Section 521 Rental Assistance
- Section 502 Direct Home Purchase Program
- Section 533 Housing Preservation Grant Program
- Section 504 Home Repair Program

WAP already has a provision, codified in 10 CFR 440.22(a)(3), to allow inclusion of households that are income eligible for the U.S. Department of Health and Human Services' (HHS) Low Income Home Energy Assistance Program (LIHEAP). DOE anticipates Grantee implementation of categorical eligibility for HUD means-tested programs would be similar to existing eligibility that DOE WAP currently has with Health and Human Services (HHS) Low-Income Households Energy Assistance Program (LIHEAP).

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).

Additionally, Income is determined in accordance with DOE program guidance on definition of income. The State provides subgrantees with an operations manual 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 application forms (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 required 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, where 60% of state median income is at least 200% of the federal poverty level.

Income eligibility must be recertified after 12 months.

Client eligibility is more fully described in Chapter 1 of the Virginia WAP Program Operations Manual (attachment).

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Describe what household eligibility basis will be used in the Program

In order for a dwelling unit to be eligible for weatherization services, the family unit must meet the income eligibility requirements as defined in 10 CFR 440.22. Virginia WAP currently uses the Low Income Home Energy Assistance Program Limits of 60% of State median Income, or 200% of the Poverty Poverty Guidelines, whichever is greater.

Currently, sixty percent (60%) of SMI is higher for households of 7 or less. For households of 8 or more, 200% of poverty guidelines is greater. Additionally, beginning December 8, 2021, client eligibility will be expanded to include HUD means-tested programs. HUD's means-tested programs accept households using percentages of Area Median Income (AMI) ranging from 30% AMI to 80% AMI, depending on specific program parameters. HUD uses 4,684 Fair Market Rent (FMR) areas to establish AMIs, based on metropolitan areas and non-metropolitan counties. The effort explored the overlap in incomes of the different households served through the various programs. The overlap is sufficient to consider "categorical income eligibility", defined across programs as automatically granting program eligibility to applicants who have already met the eligibility requirements of another agency's identified program. Additionally, in WPN 25-4 USDA properties became part of the "categorical eligibility." WAP Grantees and Subgrantees may certify that applicants have met the income requirements of USDA means-tested programs and are eligible for weatherization services through programs including, but not limited to: • Section 521 Rental Assistance • Section 502 Direct Home Purchase Program • Section 533 Housing Preservation Grant Program • Section 504 Home Repair Program.

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

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 Reweatherization compliance

Re-weatherization:

Section 1011(h) of the Energy Act of 2020, amended 42 U.S. Code § 6865(c)(2) and removed the re-weatherization date, September 30, 1994, and create a "rolling" option. Dwelling units weatherized (including dwelling units partially weatherized) under this part, or under other Federal programs (in this paragraph referred to as "previous weatherization"), may not receive further financial assistance for weatherization under this part until the date that is 15 years after the date such previous weatherization was completed. This paragraph does not preclude dwelling units that have received previous weatherization from receiving assistance and services (including the provision of information and education to assist with energy management and evaluation of the effectiveness of installed

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weatherization materials) other than weatherization under this part or under other Federal programs, or from receiving non-Federal assistance for weatherization. The inclusion of "other Federal programs" includes all Federal funds including LIHEAP, HUD, or USDA "weatherization" activities. Subgrantees check addresses and dates of previous service to ensure that units have not previously received assistance within the 15 year time frame. DHCD currently uses a web based software system in which subgrantees enter client information, building information, and dates of service 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 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards 2 CFR 200.

Describe what structures are eligible for weatherization

Eligible property types may be single family residences; 2-4 unit buildings; small multifamily buildings (Small multifamily buildings are defined as 3 stories or less, 5-24 units, with units that are individually heated/cooled); large multifamily buildings (4 stories or more, 25+ units, where buildings are centrally heated/cooled, done on an as-needed basis with approval from DOE and DHCD); and manufactured housing. All 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. For the purpose of determining how many dwelling units exist in a shelter, a subgrantee 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.

Describe how Rental Units/Multifamily Buildings will be addressed

The VA WAP Operations Manual (which is under a redesign) contains the procedures that address protection of renters' rights as specified in §440.22(b)(3) and §440.22(c)(e). Whether single family owner/ renter or multifamily/ owner renter, the VA WAP Operations Manual includes procedures ensure that:

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

Multifamily Rental and Weatherization:

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This process has been developed to provide Subgrantees the ability to independently assess eligibility/feasibility, and to initiate, implement, and complete a multifamily weatherization project. WPN 23-6 defines multifamily as the following:

- Large Multifamily Housing – This housing category consists of buildings containing 5 or more dwelling units that are 4 or more stories above grade, or that contain 5 or more units with centralized/shared mechanical systems (e.g., heating, cooling, hot water, ventilation).
- Low-Rise Multifamily – Formerly known as Small Multifamily, this housing category consists of buildings containing 5 or more dwelling units per building, no more than 3 stories above grade, with each individual unit containing its own mechanical systems (no centralized mechanical systems).
- 2-4 Unit Buildings – These buildings are treated as single-family residences from the perspective of the energy audit procedures, though they are reported as multifamily units to DOE.

The Multifamily Weatherization process includes the following:

- Meeting with Owner (feasibility of project, VA-aligned SWS Field Guide 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 Subgrantee, 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. If approved, DHCD will forward to DOE for review.
- 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 reserves the right to inspect when first building is complete. Subgrantee must schedule with DHCD technical monitor.
- Subgrantee 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

Multifamily weatherization is also addressed in the Operations Manual.

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 the following reasons:

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 safe, 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 issues 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 for health and safety measures or otherwise in local policy;
12. the unit has received weatherization services with DOE funds after within fifteen years of prior weatherization services

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13. any condition which may endanger the weatherization workers and is beyond the scope of this guidance

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 or wildlife that may pose a danger to workers;
5. the client refuses measures or declines services.

DHCD requires subgrantees to have a documented deferral policy. The client must be notified in writing regarding the deferral. The policy should include the following information at a minimum:

- Specific reasons for deferral
- Specifics on how clients are notified of deferral
- Appeal procedure
- Template for tracking deferral/referrals

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

Grievance and Termination Policy

Any individual receiving assistance must receive written notification of the grantee's grievance policy. Grievance policies must be board-approved and provide specific procedures to be followed for any disputed decision affecting this assistance. Project participants contacting DHCD directly will be referred back to the grantee's grievance policy. The grantee must be prepared to provide documentation of the grievance record for all project participant grievances. DHCD will review and approve all grievance policies.

Grantees may terminate assistance to a project participant who violates program requirements and resume assistance to a project participant whose assistance was previously terminated. Termination must include a formal process that recognizes the rights of individuals receiving assistance to the due process of law. This process must include at least two-levels. The initial level of the process should be held by the grantee organization wherein the grievance is reviewed or heard by an individual other than the person (or subordinate of that person) who made or approved the termination decision. Should the client or household disagree with the decision made by the initial reviewer, a second level must be available for an appeal. This two-level process, at a minimum, must consist of: (1) Written notice to the project participant containing a clear statement of the reasons for termination; (2) Prompt written notice of the final decision to the project participant; and (3) Written policy for continuing assistance to surviving family members, in the event of a death of a head of household, that establishes a reasonable grace period of continued assistance to surviving family members, not to exceed one year, measured from the date of death of the participant.

Client Complaint Policy

Each service provider must have available a system for a timely and fair administrative hearing of complaints received from clients denied services.

An unreasonable delay in acting on an application for assistance will constitute grounds for a hearing.

At the time of application, the applicant is given a written notice outlining the applicant's rights and the method to file a complaint. All subgrantees are required to adhere to their agency's grievance policies. If the grievance cannot be resolved through the subgrantee's process, the applicant may file a complaint with DHCD in writing.

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.

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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 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. During the grant budget periods, Virginia DHCD requires the subgrantees to submit a Grant Management Plan (GMP).

The Grant Management Plan (GMP) is intended to foster improved management, communication, planning and accountability across Virginia's Weatherization network. The plan contains financial, programmatic, and contractor/crew management components.

The three components of the GMP create a more proactive approach by 1) outlining and acknowledging expectations; 2) explaining the basic state of an agency's individual program; 3) sharing information that contributes to better communication both internally and externally between the program staff the financial staff; and 4) setting a consistent standard for all agencies with regard to contractor and crew management.

The plan was reviewed and developed by the Financial Operations Group (FOG), a working group consisting of DHCD staff and network volunteers.

All subgrantees serve multi-jurisdictional areas. Subgrantees are provided a DOE allocation using a formula that is based on 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

Priorities:

DOE regulations require agencies to give priority to identifying and providing weatherization assistance to elderly, persons with disabilities, and families with children (children under 19 years of age), high residential energy users, and households with high energy burden. Hancock software is programmed to manage all required priorities in the client files.

Additionally, DHCD receives client referral lists annually from Virginia Department of Social Services LIHEAP program which includes all fuel assisted clients and all cooling assisted clients. DHCD distributes this list to the Virginia WAP Network for referrals and outreach. This list also contains an energy burden percentage for each client. Subgrantees reach out to these clients and offers applications to the Weatherization program. DHCD follows the same prioritization as above for LIHEAP client referrals which is managed by Hancock software.

Fuel Switching:

At this time, DHCD does not allow fuel switching with DOE weatherization funding.

V.4 Climatic Conditions

According to the 2018 International Energy Conservation Code, the entire state of Virginia is classified as Zone 4 (A). The Code also determines the thermal criteria for heating and cooling degree days - Attached to SF-424 as 2018 IECC Climate Zone Definitions.

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V.5 Type of Weatherization Work to Be Done

V.5.1 Technical Guides and Materials

When determining the rules and regulations of technical work, agencies should consider the following the hierarchy of documentation:

1. Latest Weatherization Program Notices (WPN's)
2. Federal DOE Weatherization Regulations
3. Virginia DOE State Weatherization Plan
4. Virginia Operations Manual and other Virginia Publications

All work done is consistent with its DOE-approved energy audit and Appendix A.

Virginia has updated its SWS Field Guide. Subgrantees are able to download copies directly from DHCD's website and are able to receive and email copy upon request via DHCD's large file transfer system.

Virginia modifies its Operations Manual semi-annually.

DHCD includes all technical requirements by its subgrantees and their contractors in the Subgrantee Agreement. The Agreement must be signed before grant funds are distributed. Below is an excerpt from page 8 of the Subgrantee Agreement (see also attached).

Section 4.11 (8)

8) The Subgrantee and Subgrantee's contractors shall perform weatherization services during the Program Year in accordance with the specifications outlined in the Department of Energy's Weatherization Program Notice 22-4, the Commonwealth of Virginia's Weatherization Assistance Program (WAP) state plan, Virginia's WAP Standard Work Specifications, and other program manuals and policies, as applicable and any amendments thereto. The Subgrantee's signature on this agreement signifies its understanding and responsibility to follow all work standards, to ensure weatherization staff and sub-contractors receive and review these documents and use them to guide the weatherization work performed in client homes.

Field guide types approval dates

Single-Family:
Manufactured Housing:
Multi-Family:

V.5.2 Energy Audit Procedures

Audit Procedures and Dates Most Recently Approved by DOE

Audit Procedure: Single-Family

Audit Name: Other (specify)

All single family homes are audited using Hancock's Home Energy Auditing Tool (HEAT), effective September 1, 2016.

Approval Date:

Audit Procedure: Manufactured Housing

Audit Name: Other (specify)

Manufactured Housing are modeled with Hancock's Home Energy Auditing Tool (HEAT)

Approval Date:

Audit Procedure: Multi-Family

Audit Name: Priority List

Approval Date:

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Comments

DHCD utilizes 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 uses 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.

If the Virginia WAP determines that a local QCI fails to inspect to the field guide, Virginia will issue a finding and recommend/provide additional technical assistance or training. If the subgrantee fails to rectify the issue and continues to perform below standard, the State may consider a probationary status or termination.

Language referencing the specifications for work and requiring inspection by QCI on every completed Weatherization job will be incorporated into each subgrantee and vendor contract.

Single family

The HEAT audit is used for single family homes; manufactured housing; and multifamily residences up to 4 units, such as duplexes, triplexes, and quadplexes.

All Virginia subgrantees have been trained in the use of the latest version of HEAT 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 HEAT audit must be completed and documented in the project file. These audits must be maintained in the file. Subgrantees inspect, review and approve the contractors work during the project final inspection.

Multifamily

Low-rise multifamily buildings are defined as buildings with three stories or less and individually heated and cooled (not inclusive of duplexes, triplexes, or quadplexes). Large multifamily buildings are defined as 4 stories or more, or is centrally heated and cooled. Both low-rise and large multifamily projects will be considered on a case-by-case, as-needed basis, and a DOE Project Officer must grant approval on the project. VA does have an approved Priority-List for low-rise multifamily. When utilizing the Priority-List subgrantees must submit low-rise multifamily projects to DHCD for review and approval.

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 with the Standard Work Specifications. Virginia DHCD has created a standardized form that will ensure SWS compliance on these final inspections. In order to be eligible for reimbursement, the QCI must be conducted within 30 days of final weatherization installation. Subgrantees may request, in writing, extensions with a stated reason and a plan for prompt QCI beyond the 30 days of final weatherization installation.

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 partners with the WTC to ensure that the network has a well-trained workforce. Each subgrantee in the Virginia WAP network currently employs or contracts one or more QCIs. Training and testing is available at the WTC to ensure agencies have access to sufficient numbers of certified inspectors to maintain consistent production levels. Virginia allows the costs when the candidate does not pass the QCI certification, but is still eligible for re-

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testing. If a subgrantee does not have a QCI on staff, they must contract with another agency, the WTC, or some other private contractor to ensure the inspection requirement is met.

If a subgrantee chooses to use the same worker to conduct the initial Energy Audit and Quality Control Inspection, 10% of DOE jobs will be monitored by the Grantee.

If a subgrantee chooses to use separate workers to conduct the initial Energy Audit and Quality Control Inspection, 5% of DOE jobs will be monitored by the Grantee.

Failure to utilize a certified Quality Control Inspector on the final inspection of each weatherized unit will result in non-payment of that particular dwelling.

Quality Control Inspectors – Corrective Action for Inadequate Inspections

1st offense – Warning and Corrective Action

- The first time a QCI is determined by the Virginia Weatherization Program Technical Inspector to have passed work not in compliance, the QCI (with copy to the agency ED) will be issued both a verbal and written warning. Steps will be identified to prevent the mistake from happening again. Action will be taken to correct the measure at the agency's cost.

2nd offense – Additional Training and Field Mentor Shadow on Live Job (after training)

- The second time the QCI is found to have passed work not in compliance; the QCI will need to receive additional QCI training from a qualified trainer per the State Training Center. This will include, but is not limited to, a complete day of in-field training on how to properly QCI jobs. The QCI must perform a proper QCI, documented by written verification by the trainer. The Agency will be required to coordinate and pay for cost of training. Training Center must be notified to schedule training within 30 days of 2nd offense notification.

3rd offense – Loss of QCI privilege in the network.

- The third time a QCI is found to have passed work not in compliance; the QCI will forfeit their ability to QCI jobs in the Virginia WAP network. Suspended QCI's may work with DHCD on a case by case base for re-entry to perform QCI's in the Virginia WAP network.

NOTE:

This will apply to both agency employed QCI's and contracted QCI's. Agencies who subcontract QCI services must ensure that these conditions are stated in the contract for services.

Above are the program minimum standards. Agencies have the option to follow more stringent actions if they so desire.

Specific language that will be inserted into sub-grantee and contractor agreements that indicates the signatory's responsibility to perform work to the specifications outlined in WPN 22-4.

The subgrantee and subgrantee's contractors shall perform weatherization services during the Program Year in accordance with the specifications outlined in the Department of Energy's Weatherization Program Notice 22-4, the Commonwealth of Virginia's Weatherization Assistance Program (WAP) state plan, Virginia's WAP Standard Work Specifications, and other program manuals and policies, as applicable and any amendments thereto. The subgrantee's signature on this agreement signifies its understanding and responsibility to follow all work standards, to ensure weatherization staff and subcontractors receive and review these documents and use them to guide the weatherization work performed in client homes.

V.6 Weatherization Analysis of Effectiveness

July 1 - June 30 is the normal period of performance in the weatherization contract between DHCD and the subgrantee. DHCD analysis of individual subgrantees, and whether or not continued funding is warranted, is based on on-site field and financial/administrative monitoring visits to determine subgrantees' willingness and ability to produce completed units, while coordinating with and utilizing multiple funding sources.

Monitoring of production and expenditure rates is ongoing and tied to the performance period in the contract between the Subgrantee and DHCD. DHCD shares general network performance information during its statewide weatherization "Interchange" and individual updates are regularly provided as part of the "Summary Analysis" prepared with each invoice payment. Subgrantees are required to submit a Grant Management Plan in advance of the July 1 grant

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commencement to show how they will disperse their funds for the new program year. This gives DHCD a baseline to track their expenditures and an effective way to evaluate quarterly progress. On-site financial and administrative monitoring visits are conducted annually and subgrantees are required to upload all supportive documents into DHCD's internal system. This way, records are kept digitally and universally, to provide accurate historical data on subgrantee performance.

Future training and technical assistance are determined from subgrantee feedback and the results of the monitoring visits. DHCD coordinates with VA's IREC-certified Training Center to make the necessary trainings easily available to the provider network. During technical monitoring, if a specific weatherization technique is consistently found to need improvement, the Training Center can also be brought in to provide on-site support, so the correct work can be demonstrated in the field. At the annual Interchange, the Training Center provides a variety of Specific Trainings (Tier 2) options, for ongoing professional development. Finally, DHCD utilizes a network-wide training tracking system for all in-house crew and subcontractors, to ensure that all licenses and certifications are up-to-date for all those working in weatherization or support trades.

1) The PAC has since grown from 5 to 8 very active members and met in April 2021 of the last program year and April 2022. (We aim to meet 3 times a year with the PAC but multiple staff changes have had an effect). We now provide a summary of changes to the Plan, so Subgrantees know exactly what is or is not different.

2) Monitoring and Corrective Action:

Proposed Actions:

- Increase timeliness of feedback from monitoring
- Revamp monitoring letter format with more focus on major issues

DHCD has significantly improved its timeliness of monitoring responses for the administrative and programmatic monitoring. Previous delays had been a result of staffing changes, but the current team has ensured that all monitoring reviews and feedback are up to date.

V.7 Health and Safety

Please see attached Health and Safety Plan to the SF-424.

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 Chief Deputy Director, Seven Deputy Directors for the following divisions: Eviction Prevention and Rental Assistance, Administration, External Affairs and Communications, Policy and Legislative Services, Building and Fire Regulations, Economic Development and Community Vitality, Broadband, and Community Development and Housing. Additionally, the department has an Internal Audit division and the Southwest Virginia Cultural Heritage Foundation.

The Division of Community Development and Housing has five units: Community Development, Homeless and Special Needs Housing; Energy Efficiency; Outreach, Planning and Compliance, and Housing Production and Preservation. The Weatherization Assistance Program is located in the Energy Efficiency division.

Nine full-time staff are assigned to the WAP with the intention of expanding that number. 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

Policy on Administrative Expenditure Limits

In accordance with WPN 25-1, DHCD allocates at least 7.5% of the 15% administrative funds from DOE to the subgrantees based on budget requests from the agencies. DHCD requests budgets from subgrantees prior to the development of the State Plan that require historical data and future analysis of funding on the

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agencies' requirement for administrative funds. Once budgets are received, the percentages that were derived from the allocation formula (based on poverty and square mileage) are applied to the 7.5% admin set aside for the network. For subgrantees receiving grants of less than \$350,000.00, DHCD will allow requests for administration funds up to the 15% maximum for the grant.

Approval of additional administrative funds (over the typical 7.5%) would be based on an agency (subgrantee) submitting an official letter signed by the Executive Director stating an explicit need and use of the additional administrative funds. A State may provide in its annual plan for recipients of grants of less than \$350,000 to use up to an additional 5 percent of such grants for administration if the State has determined that such recipient requires such additional amount to implement effectively the administrative requirements established by DOE pursuant to this part.

NOTE: The result of approval of additional administrative funds would put the state overall above the 15% administration threshold as the State would retain its 7.5% share for administrative costs.

Program Income

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

Technical monitors are completing in person monitoring. Financial & Administrative monitoring will be completed by DHCD Housing Program Analyst and/or the Weatherization Program Administrator once a year on-site for all of our subgrantees. Technical monitoring will be completed by the Field Monitor, who is also a certified Quality Control Inspector. Seven percent of the T&TA budget is dedicated to salary and fringe for our Technical Monitor and one Program Administrator. Financial and Administrative Monitoring is funded through the General Administration budget category primarily through the personnel and travel budget sections.

The comprehensive monitoring will include the following areas and details:

Technical Monitoring

- Program Overview (Client File Review, Work Orders, etc.)
- Equipment/Inventory/Materials
- Eligibility
- Rental Units
- Client Feedback
- Energy Audits
- Field Work
- Health & Safety
- Quality Assurance
- Training & Technical Assistance
- Qualifications & Training
- Weatherization of Unit

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- Final Inspections

Financial and Administrative Monitoring

- Financial Management/Accounting Systems and Operations
- Client File Review/ Eligibility
- Administrative Management
- Single Audits
- Payroll/Personnel
 - Timesheets
 - Signed Job Descriptions
- License Review
 - Agency Contractors License
 - RBEA License
- Other Programs' Monitoring Reports
- Program Policies
 - Utility programs
 - Deferral/denial/referral policies
- Insurance Policies
- Lease Agreements
- Vehicle Mileage Logs
- Board Overview
 - Board Bylaws
 - List of Board Members
 - Board Meeting Minutes
- Contractor Management
 - Contractor List
 - Solicitation of Contractors
 - RFP Review
 - Contractors' License Certifications
 - Agreements
- Financial Policies and Procedures Manual (With special attention to the following:)

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- Property Management
- Records Retention
- Conflict of Interest
- Procurement
- Indirect Cost Rate/Cost Allocation Plan
- Debarment and Suspension
- Bank Account Signature Cards
- Credit Card Statements
- Detailed Expense Reports

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. When a subgrantee has significant deficiencies, the Program may make more frequent visits either to provide additional technical assistance or to monitor for improvements in performance.

Quality Work Plan (WPN 22-4 Requirements)

Virginia administers 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. However, in no instance should the QCI perform weatherization work on the dwelling. 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 by the State. If the subgrantee chooses to utilize the Independent QCI, 5% of all jobs will be monitored.

If at some point, if 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 22-4. The State will periodically review its policies to determine that all units are being inspected in an impartial manner and in accordance with the QCI requirement.

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

Exit Interview

After the monitoring review is completed, DHCD will brief the subgrantee on the observations and findings generated by the monitoring visit through an exit

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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. In accordance with the Housing Division's monitoring policies and procedures, DHCD will prepare a written report for the subgrantee that describes the current monitoring assessment (identify any findings, concerns, recommendations, commendations, and best practices) and any corrective actions, if applicable. Subgrantee noncompliance or repeated unresolved findings (based on a minimum of two monitoring visits at a subgrantee) will be reported immediately to the PO.

Compliance Report

A Monitoring report will be completed and submitted to the agency's Executive Director within thirty days after the visit, and a copy will be forwarded to the Weatherization Manager. In cases of non-compliance, agencies will have thirty days to correct findings and notify DHCD of the corrections.

Risk Assessment

In the fall of 2017, in accordance with 2 CFR 200, DHCD implemented a department-wide Risk Assessment process for all federally funded programs.

Prior to each monitoring visit, a risk assessment is performed by DHCD personnel to determine the potential risk to the program, as well as the department. During the assessment of the subgrantee's risk, DHCD personnel reviews the entity's status in SAM.gov. The risk levels determine the timeframe the subgrantee is required to receive technical and training assistance and/or a monitoring visit by DHCD standards. There are four levels of risk determined by the assessment. The lowest risk does not require monitoring at that time, but technical assistance may be necessary. The most severe level of risk requires monitoring as soon as possible, and no later than six months; immediate technical assistance is necessary. All WAP subgrantees are monitored annually, however, regardless of how low their risk level may present.

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.

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. DHCD is planning an in-person interchange in the summer of 2025. The training center constantly has in-person and online Weatherization courses and provides on site technical assistance at the state's request. Additionally there will be AECSP meetings for subgrantees in which DHCD participates. NASCSP trainings for staff will also continue.

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 an annual interchange to meet continuing education requirements.

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):

The Quality Control Inspector must hold and maintain the Quality control Inspector certification from the date of hire. The QCI certification must be renewed every three years from the date at which the inspector earned the certification.

Required for WAP Retrofit Installer Technicians (Crew Workers) (required within 6 months of date of hire):**

- HEP* Retrofit Installer Technician (RIT) course
- Lead Safe Weatherization (LSW) course
- OSHA 10 or 30 or equivalent safety course

Required for WAP Crew Leaders (required within 9 months of date of hire):**

- HEP* Retrofit Installer Technician (RIT) course
- Lead Safe Weatherization (LSW) course
- OSHA 30 or equivalent safety course

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- HVAC Fundamentals course
- HEP* Crew Leader course

Required for WAP Energy Auditors (required within 12 months of date of hire):**

- HEP* Retrofit Installer Technician (RIT) course
- Lead Safe Weatherization (LSW) course
- OSHA 10 or OSHA 30 equivalent safety course
- HVAC Fundamentals course
- ASHRAE 62.2 course
- HEAT software course
- HEP* Energy Auditor course

Required for WAP Quality Control Inspectors:

- Lead Safe Weatherization (LSW) course
- OSHA 10 or OSHA 30 equivalent safety course
- HEP* Quality Control Inspector certification

Required Lead training:

- Lead Safe Weatherization (LSW). DOE's WPN 17-7 mentions Lead Safe Weatherization (LSW) is no longer required to comply with DOE. However, Virginia DHCD still requires any employee or subcontractor operating as a Crew Worker, Crew Leader, Energy Auditor, or QCI attend this training.
 - Weatherization crewmember and subcontractors operating in one of the aforementioned job roles modifying any of the following will be subject to LSW certifications: These include, but are not limited to, interior components such as: ceilings, crown molding, walls, chair rails, doors, door trim, floors, fireplaces, radiators and other heating units, shelves, shelf supports, stair treads, stair risers, stair stringers, newel posts, railing caps, balustrades, windows and trim (including sashes, window heads, jambs, sills or stools and troughs), built in cabinets, columns, beams, bathroom vanities, counter tops, and air conditioners; and exterior components such as: painted roofing, chimneys, flashing, gutters and downspouts, ceilings, soffits, fascia's, rake boards, corner boards, bulkheads, doors and door trim, fences, floors, joists, lattice work, railings and railing caps, siding, handrails, stair risers and treads, stair stringers, columns, balustrades, windowsills or stools and troughs, casings, sashes and wells, and air conditioners.
 - Subcontractors performing duties not related to job roles are not be required to attend LSW training but must be supervised by the subgrantee's EPA Renovate, Repair, and Paint (RRP) representative when necessary.
- Renovation, Repair and Painting (EPA RRP rule). At least one WAP crew worker, crew leader and/or sub-contractors working on Weatherization or LIHEAP jobs must complete this class and be accessible on lead-safe jobs. It is highly recommended that more than one staff member be certified to prevent work stoppage due to lack of compliance. This person must be physically present at the work site when signs are posted, while the work area containment is being established, and while the work area cleaning is being performed.

(ii) On or after April 22, 2010, no firm may perform, offer, or claim to perform renovations without certification from EPA under §745.89 in target housing or child-occupied facilities, unless the renovation qualifies for one of the exceptions identified in §745.82(a) or (c).

(3) Individuals . On or after April 22, 2010, all renovations must be directed by renovators certified in accordance with §745.90(a) and performed by certified renovators or individuals trained in accordance with §745.90(b)(2) in target housing or child-occupied facilities, unless the renovation qualifies for one of the exceptions identified in §745.82(a) or (c).

Visit <http://www.epa.gov/lead/pubs/renovation.htm#contractors> for details.

Required OSHA training:

- All WAP employees and subcontractors working on Weatherization and LIHEAP jobs must provide proof of OSHA or OSHA-equivalent training***

Required Licensing & Credentialing:

- All WAP Energy Auditors must be individually licensed by the Virginia Department of Professional and Occupational Regulation (VADPOR) as Residential Building Energy Analysts.
- Licensed Energy Auditors must work for firms registered with VADPOR to conduct Residential Building Energy Analysis OR hold \$100,000 in general liability insurance in individual's name. See www.dpor.virginia.gov for more information on the application requirements. The license must be renewed in accordance with DPOR regulations.

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- All WAP Quality Control Inspectors (QCI) must hold a valid BPI HEP QCI certification as of July 1, 2015. The license must be renewed in accordance with BPI regulations.
- Agencies must have a Master HVAC-licensed individual on staff or utilize a subcontractor with this license when repairing or replacing heating and cooling systems.
- WAP Energy Auditors must hold a BPI Multifamily Building Analyst certification in order to audit large multifamily projects (4 stories+). The license must be renewed in accordance with DPOR regulations.

*HEP stands for Home Energy Professional. These courses meet the Job Task Analysis (JTA's) for the specific job roles being performed and are accredited by the Interstate Renewable Energy Council (IREC).

**Timeframe allowed for training is reduced when employee is elevated to higher classification. (i.e. Trained Crew Worker promoted to Crew Leader will be given 6 months for additional training. Crew Leader > Energy Auditor will be allowed 9 months for additional training.

***OSHA-equivalent training will be approved by DHCD on a case-by-case basis. It is the responsibility of the subgrantee to provide proof of equivalency i.e. certificates, training manuals, syllabi, etc.

Visit <https://www1.eere.energy.gov/wip/guidelines.html> for details.

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 attends multiple peer exchanges and holds interchanges throughout the year to provide additional training to the network. (See schedule)

Peer Exchanges are held by the Association of Energy Conservation Professionals.
Interchanges are held by DHCD.

Additionally, DHCD has contracted the Virginia Community Action Partnership (VACAP) to hold a Weatherization Program Management summit in February of 2025, and ongoing one-one agency mentorship in WAP Program Management. If successful, these events will continue in 2026.

2025:

- February Program Management Summit with VACAP
- June Technical Interchange
- Fall Peer Exchange with AECF
- Ongoing Individual Program Management Mentoring through VACAP

2026:

- February Program Management Summit with VACAP
- June Technical Interchange
- Fall Peer Exchange with AECF
- Ongoing Individual Program Management Mentoring through VACAP
-

Other meetings are scheduled as needed.

DHCD analyzes the effectiveness of each subgrantee 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. Client education is a part of the curriculum required for all staff members working on jobs.

Contractor Training Stipend

- Licensed contractors interested in providing Weatherization services through sub-grantees, are eligible for a travel and training stipend of \$100.00 per day per individual
- Sub-grantees are responsible for submitting invoices for sub-contractor training and travel stipends
- Sub-grantees are responsible for retaining stipend receiving sub-contractors for a period of one year after training is provided at a service value equal to cumulative amount paid in stipends

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Percent of overall trainings

Comprehensive Trainings:	80.0
Specific Trainings:	20.0

Breakdown of T&TA training budget

Percent of budget allocated to Auditor/QCI trainings:	70.0
Percent of budget allocated to Crew/Installer trainings:	25.0
Percent of budget allocated to Management/Financial trainings:	5.0

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 the following:

- 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.