

VA WEATHERIZATION ASSISTANCE PROGRAM Information Notice 01-2023

TO: ALL WEATHERIZATION SUB-GRANTEES

FROM: NANCY PALMER, HOUSING PROGRAMS MANAGER/NP

DATE: 2/1/2023

SUBJECT: Weatherization Readiness Funds Program Guidance

Effective Date: Immediately

Purpose:

This Information Notice is to notify Weatherization Assistance Program (WAP) sub-grantees of the guidelines surrounding the *Weatherization Readiness Funds* (WRF), the approved measures, the reporting process, and invoicing requirements.

NOTE: Weatherization Readiness Funds (WRF) should not be confused with Weatherization Deferral Repair (WDR) funds. WFR funds are DOE funds with more specific limitations than the State funded WDR program.

Background:

The U.S. Department of Energy <u>WPN 23-4</u> outlines that WRF funding was created to address structural and health and safety (H&S) issues of homes that are currently in the queue to be weatherized, but are 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.

Allowable Measures:

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

- Roof repair (excludes full roof 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:
 - Lead paint remediation
 - 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.

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
 <u>MUST</u> result in a DOE completion. DOE completion can either be the annual
 awarded funds or the BIL funds.
- WRF funds applied to a single unit <u>must not exceed</u> the Average Cost Per Unit (ACPU) defined for the Program Year.

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 BIL 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.

Attachment:

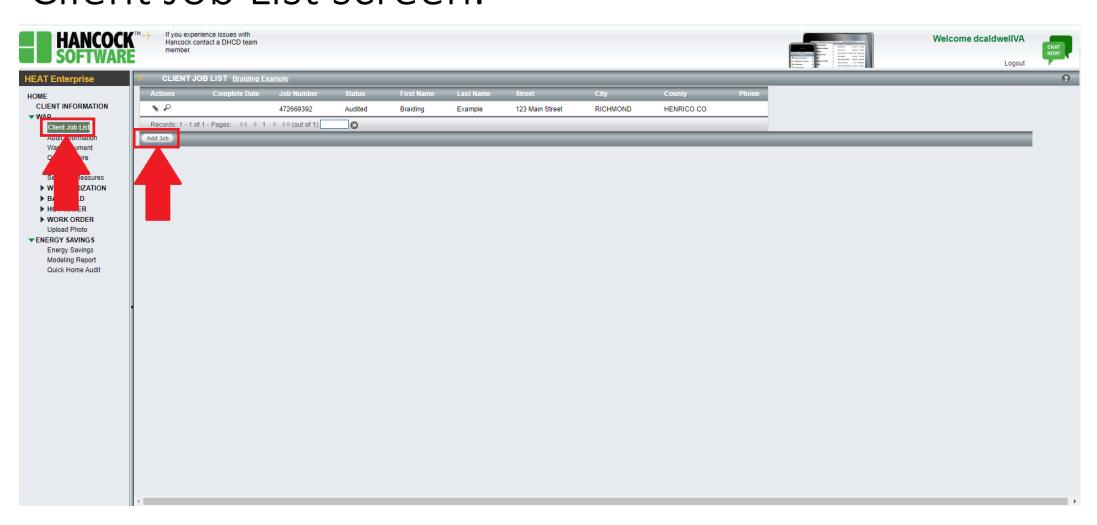
"How to model measures utilizing Weatherization Readiness Funds" (Powerpoint)

How to model measures utilizing Weatherization Readiness Funds

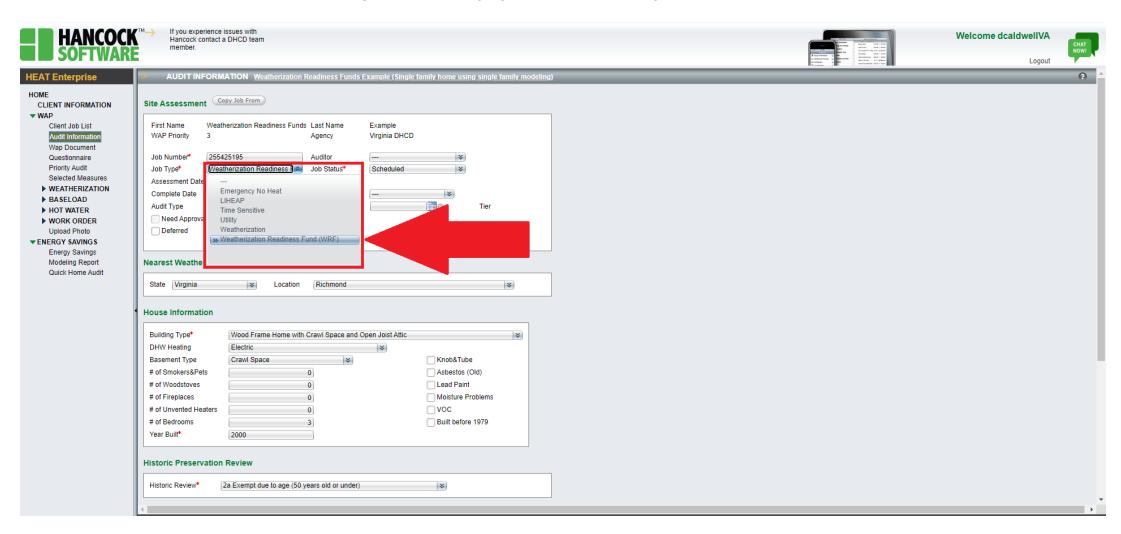
HEAT



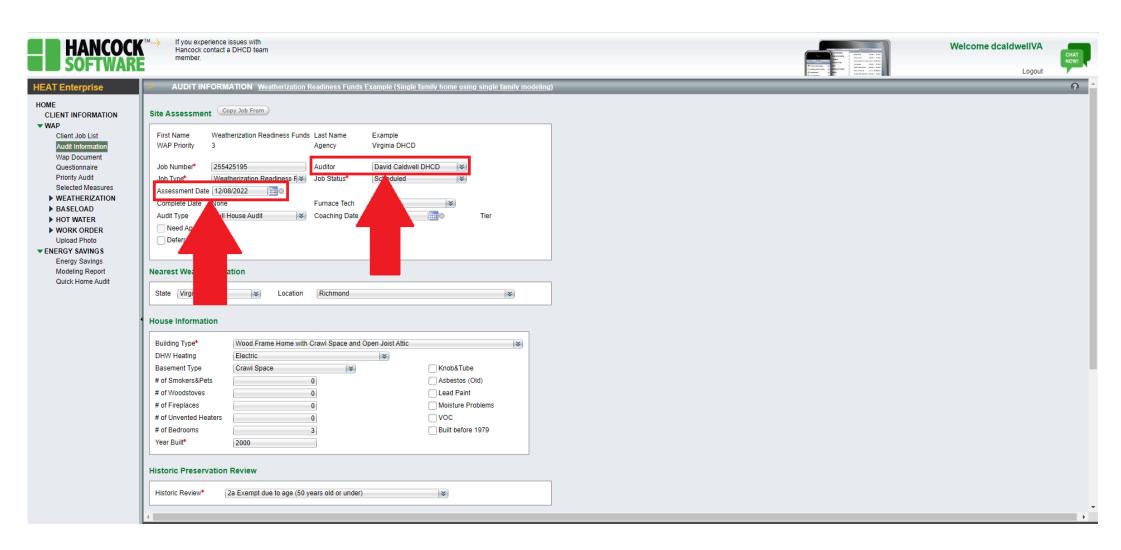
Once the Weatherization audit is complete. Auditors need to create a new job within the Client Job List screen.



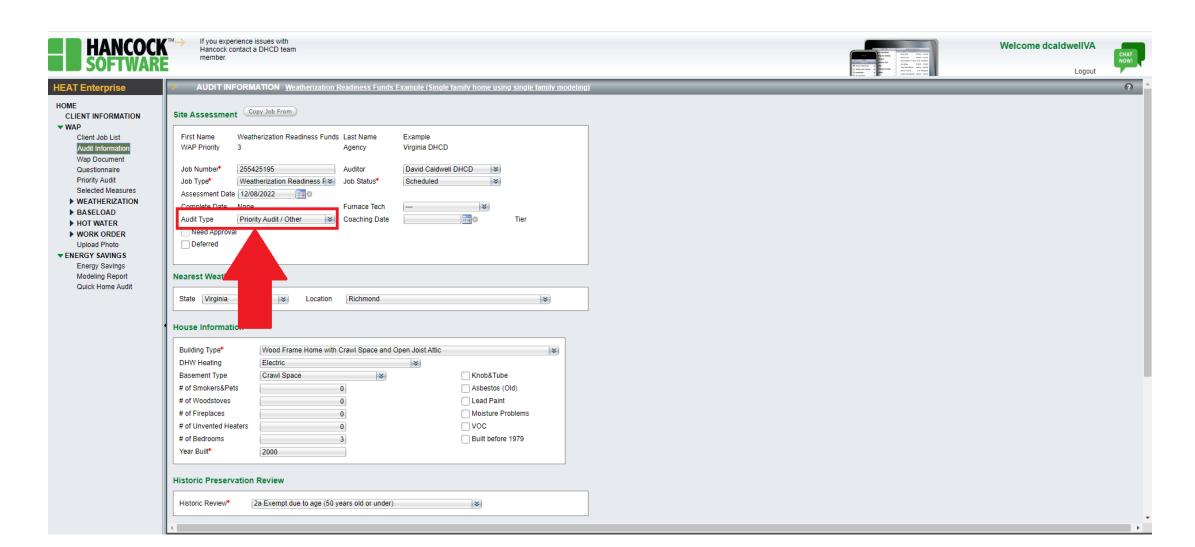
From the Audit Information screen. Select WRF from the job type dropdown.



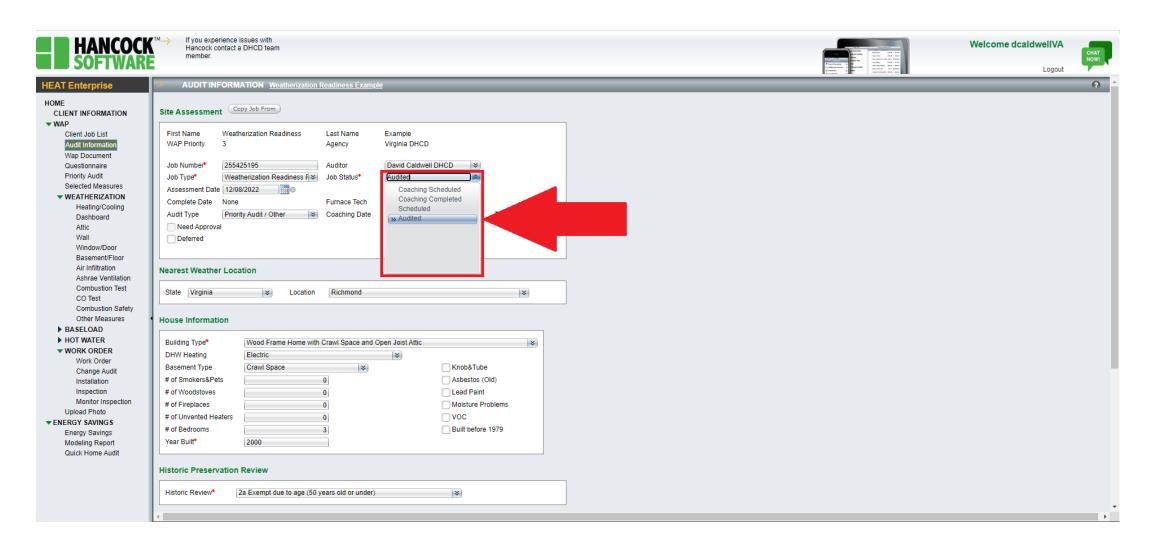
Fill out the assessment date (Date the auditor was on site) and select the auditor from the auditor dropdown



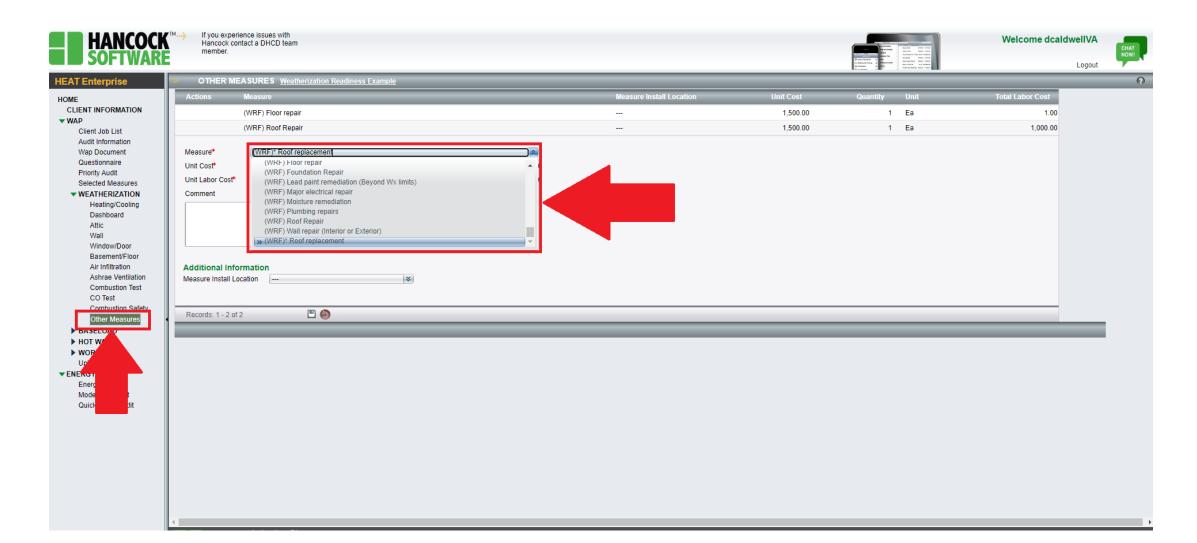
For simplicity, the auditor may select Priority audit from the Audit Type dropdown



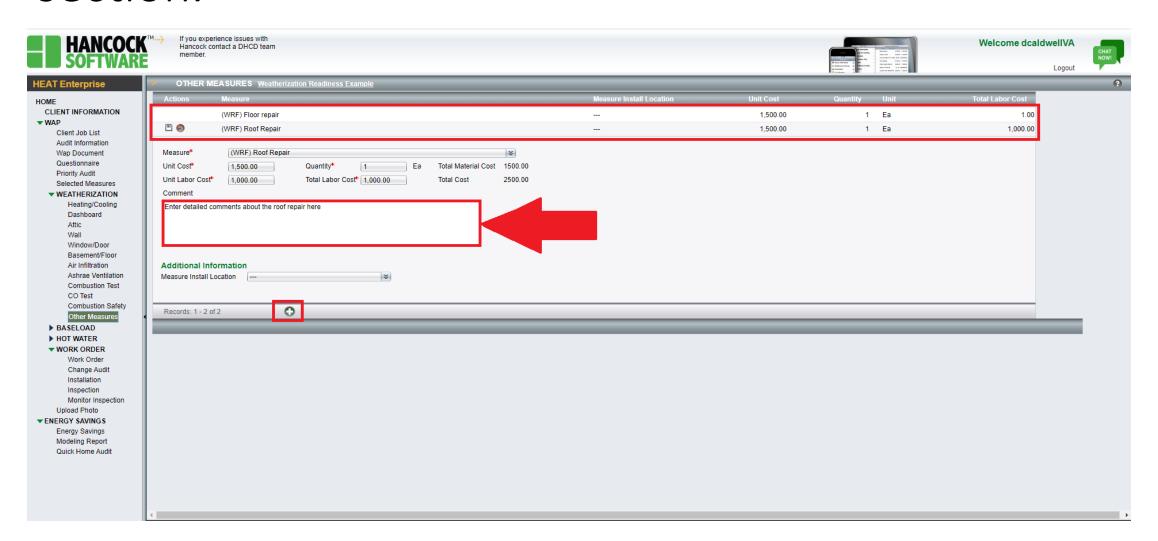
To avoid an error message when creating a work order, select "Audited" from the Job Status dropdown. Fill out the rest of the Audit Information screen and save!



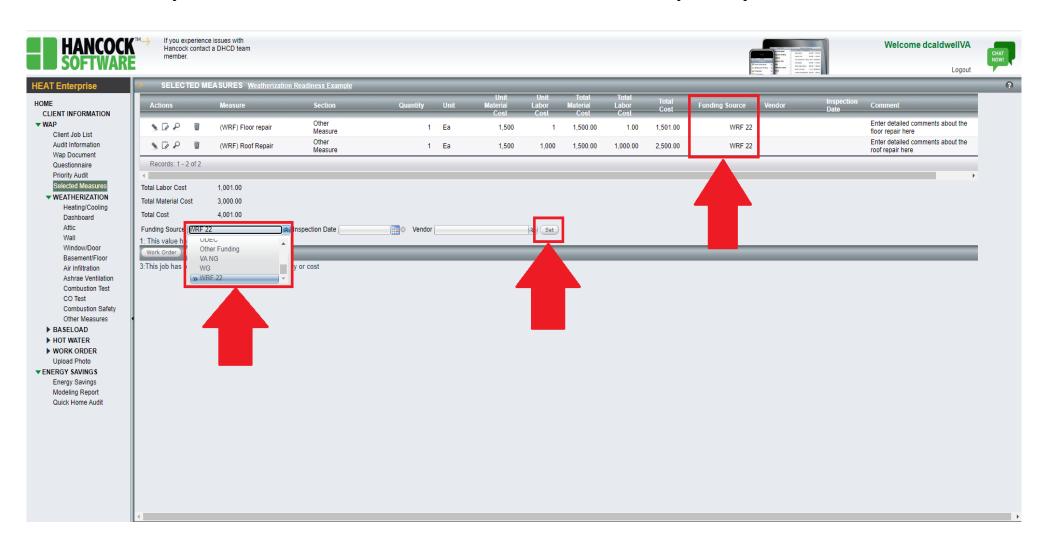
All the available WRF measures are located under the "Other Measures" tab.



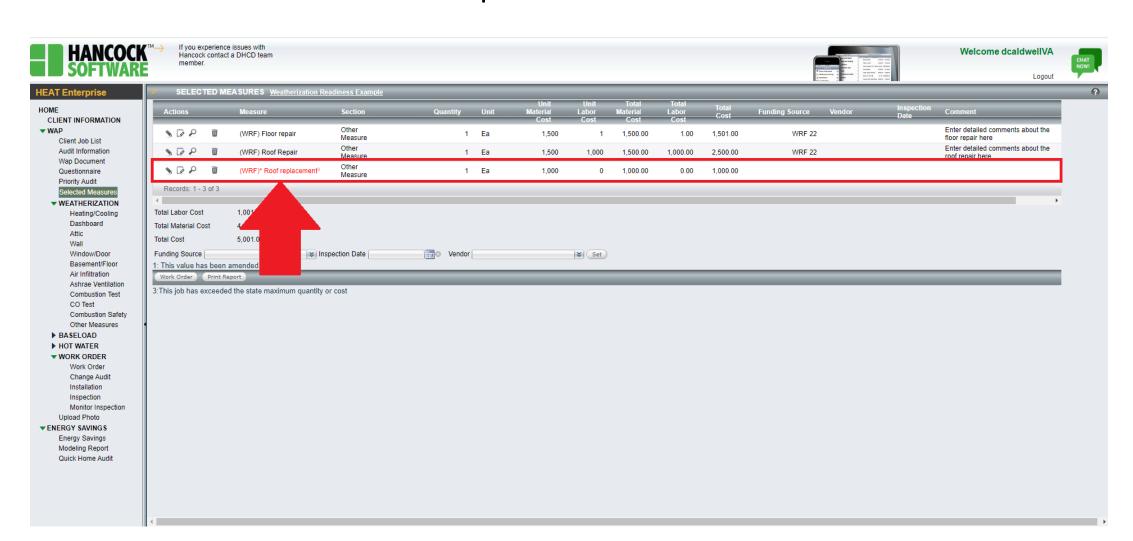
Select all applicable WRF measures. Remember to include clear details in the measure comment section.



Assign the WRF funding source to every measure. Note only WRF measures are displayed.



If a WRF measure has an asterisks * the measure will be displayed in red on the Selected Measures screen. These measures will require additional NEPA review.



Issue work orders for the crews and\or contractors.

