



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. WRF funds are DOE funds with more specific limitations than the State funded WDR program.

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 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 **MUST** 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 must not exceed 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



*Weatherization
Works*

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

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HEAT Enterprise

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CLIENT JOB LIST Braiding Example

Actions	Complete Date	Job Number	Status	First Name	Last Name	Street	City	County	Phone
		472669392	Audited	Braiding	Example	123 Main Street	RICHMOND	HENRICO CO	

Records: 1 - 1 of 1 - Pages: << < 1 > >> (out of 1)

Add Job

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

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HEAT Enterprise **AUDIT INFORMATION** Weatherization Readiness Funds Example (Single family home using single family modeling)

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Site Assessment Copy Job From

First Name	Weatherization Readiness Funds	Last Name	Example
WAP Priority	3	Agency	Virginia DHCD
Job Number*	255425195	Auditor	---
Job Type*	Weatherization Readiness Fund (WRF)	Job Status*	Scheduled
Assessment Date	---		
Complete Date	---		
Audit Type	Emergency No Heat LIHEAP Time Sensitive Utility Weatherization Weatherization Readiness Fund (WRF)	Tier	
☐ Need Approval			
☐ Deferred			

Nearest Weatherization
State: Virginia Location: Richmond

House Information

Building Type*	Wood Frame Home with Crawl Space and Open Joist Attic
DHW Heating	Electric
Basement Type	Crawl Space
# of Smokers&Pets	0
# of Woodstoves	0
# of Fireplaces	0
# of Unvented Heaters	0
# of Bedrooms	3
Year Built*	2000
	☐ Knob&Tube ☐ Asbestos (Old) ☐ Lead Paint ☐ Moisture Problems ☐ VOC ☐ Built before 1979

Historic Preservation Review

Historic Review* 2a Exempt due to age (50 years old or under)

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

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HEAT Enterprise

AUDIT INFORMATION Weatherization Readiness Funds Example (Single family home using single family modeling)

Site Assessment [Copy Job From](#)

First Name	Weatherization Readiness Funds	Last Name	Example
WAP Priority	3	Agency	Virginia DHCD
Job Number*	255425195	Auditor	David Caldwell DHCD
Job Type*	Weatherization Readiness F	Job Status*	Scheduled
Assessment Date	12/08/2022		
Complete Date	None	Furnace Tech	
Audit Type	Full House Audit	Coaching Date	
☐ Need Ap			
☐ Defer			

Nearest Weatherization

State: Virginia Location: Richmond

House Information

Building Type*	Wood Frame Home with Crawl Space and Open Joist Attic
DHW Heating	Electric
Basement Type	Crawl Space
# of Smokers&Pets	0
# of Woodstoves	0
# of Fireplaces	0
# of Unvented Heaters	0
# of Bedrooms	3
Year Built*	2000

☐ Knob&Tube
☐ Asbestos (Old)
☐ Lead Paint
☐ Moisture Problems
☐ VOC
☐ Built before 1979

Historic Preservation Review

Historic Review* 2a Exempt due to age (50 years old or under)

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

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AUDIT INFORMATION Weatherization Readiness Funds Example (Single family home using single family modeling)

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Site Assessment [Copy Job From](#)

First Name Weatherization Readiness Funds Last Name Example
WAP Priority 3 Agency Virginia DHCD

Job Number* 255425195 Auditor David Caldwell DHCD
Job Type* Weatherization Readiness F Job Status* Scheduled

Assessment Date 12/08/2022
Complete Date None Furnace Tech ---
Audit Type **Priority Audit / Other** Coaching Date Tier

☐ Need Approval
☐ Deferred

Nearest Weather Station
State Virginia Location Richmond

House Information

Building Type* Wood Frame Home with Crawl Space and Open Joist Attic
DHW Heating Electric
Basement Type Crawl Space ☐ Knob&Tube
of Smokers&Pets 0 ☐ Asbestos (Old)
of Woodstoves 0 ☐ Lead Paint
of Fireplaces 0 ☐ Moisture Problems
of Unvented Heaters 0 ☐ VOC
of Bedrooms 3 ☐ Built before 1979
Year Built* 2000

Historic Preservation Review
Historic Review* 2a Exempt due to age (50 years old or under)

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!

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HEAT Enterprise **AUDIT INFORMATION** Weatherization Readiness Example

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CO Test
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Site Assessment [Copy Job From](#)

First Name	Weatherization Readiness	Last Name	Example
WAP Priority	3	Agency	Virginia DHCD
Job Number*	255425195	Auditor	David Caldwell DHCD
Job Type*	Weatherization Readiness F	Job Status*	Audited
Assessment Date	12/08/2022		
Complete Date	None	Furnace Tech	
Audit Type	Priority Audit / Other	Coaching Date	
☐ Need Approval ☐ Deferred			

Nearest Weather Location

State: Virginia Location: Richmond

House Information

Building Type*	Wood Frame Home with Crawl Space and Open Joist Attic		
DHW Heating	Electric		
Basement Type	Crawl Space	☐ Knob&Tube	
# of Smokers&Pets	0	☐ Asbestos (Old)	
# of Woodstoves	0	☐ Lead Paint	
# of Fireplaces	0	☐ Moisture Problems	
# of Unvented Heaters	0	☐ VOC	
# of Bedrooms	3	☐ Built before 1979	
Year Built*	2000		

Historic Preservation Review

Historic Review* 2a Exempt due to age (50 years old or under)

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

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HEAT Enterprise **OTHER MEASURES** Weatherization Readiness Example

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Air Infiltration
Ashrae Ventilation
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CO Test
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HOT WATER
WORK
Up
▼ ENERGY
Energy
Model
Quick Audit

Actions	Measure	Measure Install Location	Unit Cost	Quantity	Unit	Total Labor Cost
	(WRF) Floor repair	---	1,500.00	1	Ea	1.00
	(WRF) Roof Repair	---	1,500.00	1	Ea	1,000.00

Measure* (WRF)* Roof replacement
Unit Cost*
Unit Labor Cost*
Comment

Additional Information
Measure Install Location ---

Records: 1 - 2 of 2

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

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HEAT Enterprise **OTHER MEASURES** Weatherization Readiness Example

Actions	Measure	Measure Install Location	Unit Cost	Quantity	Unit	Total Labor Cost
	(WRF) Floor repair	---	1,500.00	1	Ea	1.00
	(WRF) Roof Repair	---	1,500.00	1	Ea	1,000.00

Measure* (WRF) Roof Repair

Unit Cost* 1,500.00 Quantity* 1 Ea Total Material Cost 1500.00

Unit Labor Cost* 1,000.00 Total Labor Cost* 1,000.00 Total Cost 2500.00

Comment

Enter detailed comments about the roof repair here

Additional Information

Measure Install Location ---

Records: 1 - 2 of 2 

Assign the WRF funding source to every measure.

Note only WRF measures are displayed.

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SELECTED MEASURES Weatherization Readiness Example

Actions	Measure	Section	Quantity	Unit	Unit Material Cost	Unit Labor Cost	Total Material Cost	Total Labor Cost	Total Cost	Funding Source	Vendor	Inspection Date	Comment
 	(WRF) Floor repair	Other Measure	1	Ea	1,500	1	1,500.00	1.00	1,501.00	WRF 22			Enter detailed comments about the floor repair here
 	(WRF) Roof Repair	Other Measure	1	Ea	1,500	1,000	1,500.00	1,000.00	2,500.00	WRF 22			Enter detailed comments about the roof repair here

Records: 1 - 2 of 2

Total Labor Cost 1,001.00
Total Material Cost 3,000.00
Total Cost 4,001.00

Funding Source: **WRF 22** Inspection Date: Vendor: **Set**

1: This value h
Work Order
3: This job has
y or cost

WRF 22
Other Funding
VA NG
WG
WRF 22

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.



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Dashboard

Attic

Wall

Window/Door

Basement/Floor

Air Infiltration

Ashrae Ventilation

Combustion Test

CO Test

Combustion Safety

Other Measures

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▼ WORK ORDER

Work Order

Change Audit

Installation

Inspection

Monitor Inspection

Upload Photo

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SELECTED MEASURES Weatherization Readiness Example

Actions	Measure	Section	Quantity	Unit	Unit Material Cost	Unit Labor Cost	Total Material Cost	Total Labor Cost	Total Cost	Funding Source	Vendor	Inspection Date	Comment
  	(WRF) Floor repair	Other Measure	1	Ea	1,500	1	1,500.00	1.00	1,501.00	WRF 22			Enter detailed comments about the floor repair here
  	(WRF) Roof Repair	Other Measure	1	Ea	1,500	1,000	1,500.00	1,000.00	2,500.00	WRF 22			Enter detailed comments about the roof repair here
  	(WRF)* Roof replacement*	Other Measure	1	Ea	1,000	0	1,000.00	0.00	1,000.00				

Records: 1 - 3 of 3

Total Labor Cost1,001.00

Total Material Cost4,000.00

Total Cost5,001.00

Funding SourceInspection DateVendorSet

1: This value has been amended

Work OrderPrint Report

3: This job has exceeded the state maximum quantity or cost

Issue work orders for the crews and/or contractors.

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HEAT Enterprise **SELECTED MEASURES** Weatherization Readiness Example

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CO Test
Combustion Safety
Other Measures
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Actions	Measure	Section	Quantity	Unit	Unit Material Cost	Unit Labor Cost	Total Material Cost	Total Labor Cost	Total Cost	Funding Source	Vendor	Inspection Date	Comment
  	(WRF) Floor repair	Other Measure	1	Ea	1,500	1	1,500.00	1.00	1,501.00	WRF 22			Enter detailed comments about the floor repair here
  	(WRF) Roof Repair	Other Measure	1	Ea	1,500	1,000	1,500.00	1,000.00	2,500.00	WRF 22			Enter detailed comments about the roof repair here

Records: 1 - 2 of 2

Total Labor Cost 1,001.00
Total Material Cost 3,000.00
Total Cost 4,001.00

Funding Source | WRF 22 | Inspection Date | Vendor |

1. This value has been amended

2. This measure has exceeded the state maximum quantity or cost