



Weatherization Deferral Repair (WDR) Program Updates – June 6, 2022

To: All WDR and WAP Subgrantees

Subject: Important program updates relating to WDR

DHCD is providing this WDR Program Update for clarification on key program operational details.

All WDR program documents, forms, and information are located on the WDR webpage.

- Please go to the website and download the most recent forms:
<https://dhcd.virginia.gov/wdr>
- In addition, these WDR Program Updates are compiled and available on the webpage or directly through this link:
<https://dhcd.virginia.gov/sites/default/files/Docx/hiee/wdr-program-updates-2021-2022.pdf>

The WDR program serves to make repairs to enable homes or dwelling units to be “weatherization-ready” so the client may receive WAP services. Below are several important updates and reminders relating to WDR program policies and procedures that will help streamline project review and approval:

1. Please be advised: Any applicable weatherization Energy Conservation and Health and Safety measures that are completed through WDR and using WDR funds ***must be completed in full compliance with the [VA WAP Field Guide and NREL’s Standard Work Specifications](#)***.

This includes, but is not limited to, the following:

- ASHRAE fans (Kitchen and Bath)
- Vapor Barriers
- Smoke Detectors
- Duct installation or sealing
- Dryer venting
- Electrical work
- Low-flow plumbing fixtures

For example, any new sections of ductwork installed or connections made to new air handling units installed using WDR funds must be properly sealed using UL

181 compliant materials, per the SWS. If a new duct system is installed, the system must be tested using a pressure pan to meet SWS and VA WAP Field Guide specifications. Clear photos of sealed duct connections must also be provided with remittances.

Going forward, Energy Conservation and Health and Safety measures to be installed using WDR funds must be clearly specified on the WDR scope of work submitted with the initial project report in CAMS.

Per the WDR Program Guidelines (pp. 4-5), subcontractors doing repairs in WDR scopes of work are not required to have WAP-specific training or hold BPI certifications, however DHCD does expect that agency staff with these credentials will provide proper oversight and quality control of work performed through WDR to ensure all work conforms to WAP standards.

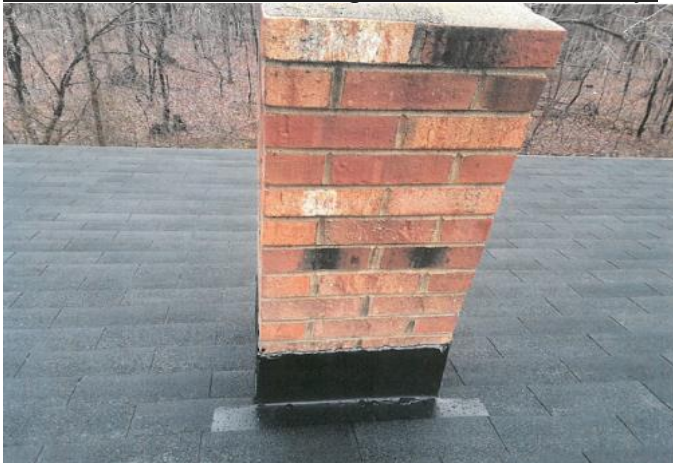
We encourage agency staff to also review the existing WDR Program Updates document, available at:

<https://dhcd.virginia.gov/sites/default/files/Docx/hiee/wdr-program-updates-2021-2022.pdf>

2. **WDR remittances must be complete at the time of submission in CAMS** and accompanied by clear, high-quality photos of completed work. Scanned photos are not acceptable. Remittances that do not include appropriate photo documentation will be denied and must be resubmitted.

Of particular note: photos of completed re-roofs must include photos taken from above the roof deck showing finished details around all roof penetrations and potential leakage points (chimneys, stack vents, etc.) Agencies should arrange with roofing contractors for photos of finished work to be taken and provided in an acceptable format. Below are some examples of roof photos (after work has been completed):

Detailed photo of flashing detail on a chimney:



Detailed photo of stack vent detail (incorrectly installed, required corrective action):



Detailed photo of completed metal roof:



When uploading photos of a roof in a WDR Initial Set-Up Report, a similar level of detail is expected. The photos must clearly show the condition of the existing roof or chimney.

Detailed photo of chimney cap needing replacement:



3. ***Subcontractor estimates and invoices must show, at minimum, a breakdown of material and labor costs.*** The contractor's license number must also be shown on the invoices.

With the increased volume of projects and additional scrutiny on the WDR program, we truly appreciate your understanding and cooperation as we move forward to ensure processes are efficient and we avoid remittance resubmittals or rework of the WDR program installed measures by the weatherization crews.

Thank you,

WDR Team



Weatherization Deferral Repair (WDR) – Program Update

Date: February 16, 2022

To: All WDR and WAP Subgrantees

Subject: Important program updates relating to WDR

DHCD thanks all weatherization agencies and staff for your participation and support of the Weatherization Deferral Repair (WDR) program. We are encouraged that most WDR subgrantees have set up WDR projects and hope to see all participating very soon.

All WDR program documents, forms, and information are located on the WDR webpage.

- Please go to the website and download the most recent forms:
<https://dhcd.virginia.gov/wdr>
- In addition, these WDR Program Updates are compiled and available on the webpage or directly through this link:
<https://dhcd.virginia.gov/sites/default/files/Docx/hiee/wdr-program-updates-2021-2022.pdf>

Below are several important updates and reminders relating to WDR program policies and procedures that will help streamline project review and approval:

A. Energy modeling

Measures installed with WDR funds shall not be entered in Hancock as an individual or standalone measure. Auditors shall model the existing site condition “as is” and simply enter a comment in the section comment box. The comment entered must include a detailed description of the measure being installed with WDR funds to include an estimated cost. Heating system replacement example below.

- **Model the existing unit and efficiency level in HEAT; in the section comment box of Hancock, indicate that WDR funds are being used for the**

replacement cost for the new unit. Provide the efficiency rating of the new unit (SEER/HSPF or AFUE) in the notes as well.

- Do not model the cost and efficiency of the new unit in HEAT, to avoid driving down the project SIR and distort the cost-effectiveness of other measures such as insulation.

B. Updated WDR forms

Two WDR subgrantee forms have been updated.

- The **General Contractor Affidavit, Warranty, and Lien Waiver** form has been updated to be more inclusive of circumstances with some of your contractors. The previous language in paragraph 3 stated, “All parties agree that all work performed to date had been paid for in full and is in compliance with their written agreement.” The language now states, “**All parties agree that all work performed to date has been completed, the final invoice has been submitted for payment, and work is in compliance with their written agreement.**”
 - The updated form is attached to this email and also available at this link: <https://dhcd.virginia.gov/sites/default/files/Docx/hiee/wdr-general-contractor-affidavit-warranty-and-lien-waiver.pdf>
- The **Certificate of Completion** form has been updated to more accurately describe the intended signatory parties. The intention is that completed jobs are signed off by the agency’s field staff person and the agency’s WDR/Housing Program Manager. The previous language stated, “The Rehab Specialist and the Housing Program Administrator hereby certify that this report accurately summarizes the repair work performed on the property noted.” The language now states, “**The Field Inspector/Project Manager and the WDR Program Manager hereby certify that this report accurately summarizes the repair work performed on the property noted.**”
 - The updated form is attached to this email and also available at this link: <https://dhcd.virginia.gov/sites/default/files/Docx/hiee/wdr-application-form-and-homeowner-agreement.pdf>

C. Advance payment required documentation clarification

- On page 9 of the [WDR Program Guidelines](#), it notes that agencies are encouraged to request payment in CAMS upon full project completion to the extent feasible. Agencies are also allowed to request advance payment for WDR jobs, based on completing pre-established milestones as follows: up to 10% for when the homeowner and subcontractor agreement is signed, up to 60% for

materials and equipment delivery, 30% or more for installation and project completion. Below is some additional clarification on these milestones and the required documentation:

- Agencies may request up to 10% of the cost estimate listed in the WDR Initial Set-Up Report. Agencies are required to have a fully completed and approved WDR Initial Application and Homeowner Agreement (submitted in WDR Initial Set-Up Report).
- Agencies may request up to 60% of the cost estimate listed in the WDR Initial Set-Up Report upon materials/equipment delivery. This remittance requires documentation of the materials/equipment delivery in the form of an ordered list or similar documentation.

D. Required repairs beyond SWS

In order to ensure that WDR repairs are protected, durable over the long term and serve our clients well, per this program update the WDR program requires subgrantees to complete some repairs or replacements for the WDR program beyond what the WAP Standard Work Specification (SWS) requires.

These are in three key roof drainage areas:

- Gutters - Where damaged gutters are present with cracks, holes, covered with debris, incorrect pitch or missing pieces, the existing gutters shall be cleaned/repaired or replaced. The repairs or replacement of gutters will ensure the gutters will work properly to direct bulk water away from dwelling as well as protect the new roof or roofing repairs.
- Fascia board - Where fascia boards are damaged, missing and/or rotten, the existing fascia boards shall be replaced or repaired. The new fascia boards must be structurally sound, and properly connected to the roof rafters and gutters to ensure new repairs will not be compromised.
- Downspouts/ roof drain pipes – Where damaged downspouts and/or roof drain pipes are missing or damaged, the existing downspouts and /or roof drain pipes shall be repaired or replaced with proper connections to direct bulk water away from the dwelling.

As a reminder, include clear and high quality photos to document the need for these drainage system repairs or replacement.



Weatherization Deferral Repair (WDR) – Program Update

Date: December 9, 2021

To: All WDR and WAP Subgrantees

Subject: Important program updates relating to WDR

DHCD thanks all weatherization agencies and staff for your participation and support of the Weatherization Deferral Repair (WDR) program. We are encouraged that most WDR subgrantees have set up WDR projects and hope to see all participating very soon.

All WDR program documents, forms, and information are now conveniently located on the WDR webpage: <https://dhcd.virginia.gov/wdr>

Below are several important updates and reminders relating to WDR program policies and procedures that will help streamline project review and approvals:

A. Photos

1. For HVAC or DHW units to be replaced (deemed to cause the deferral of the home of unit e.g., non-working, health and safety issue), attach a clear, high quality photo of the existing unit Data Plate or ID Plate (nameplate). Include this photo with the **before** repairs/replacement photos with the WDR Set-Up Report in CAMS.
2. For newly-installed HVAC or DHW units, attach clear of the new unit Data Plate or ID Plate (nameplate): include these photos with other **after** repairs/replacement photos with remittances in CAMS.

Examples of acceptable photos are provided for reference below:



TRANE XR 13

MFR DATE 8/2014

MOD. NO. 4TTR3036E1000AA VOLTS 208/230

SERIAL NO. 14341UTM3F PH 1 HZ 60

MINIMUM CIRCUIT AMPACITY 22.0 AMPS

OVERCURRENT PROTECTIVE DEVICE USA CANADA

MAX FUSE / BREAKER (HACR) 35 35

HFC - 410A 6 LBS. 09 OZ. OR 3.37 kg(SI)

11 +/- 3 °F DESIGN SUBCOOLING

ClimateTuff DuraTuff Spine Fin Quick-Sess

TRANE

A BUSINESS OF INGERSOLL RAND
TYLER, TX 75707 ASSEMBLED IN USA



LISTED SECTION OF
CENTRAL COOLING
AIR CONDITIONER
3059934 OUTDOOR USE

COMPR. MOT. 16.7 RLA 208/230 V 79.0 LRA

O.D. MOT. 0.64 FLA 200/230 V 1/8 HP

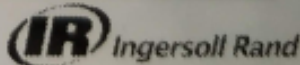
M.E.A. NO. F. ID. SCP

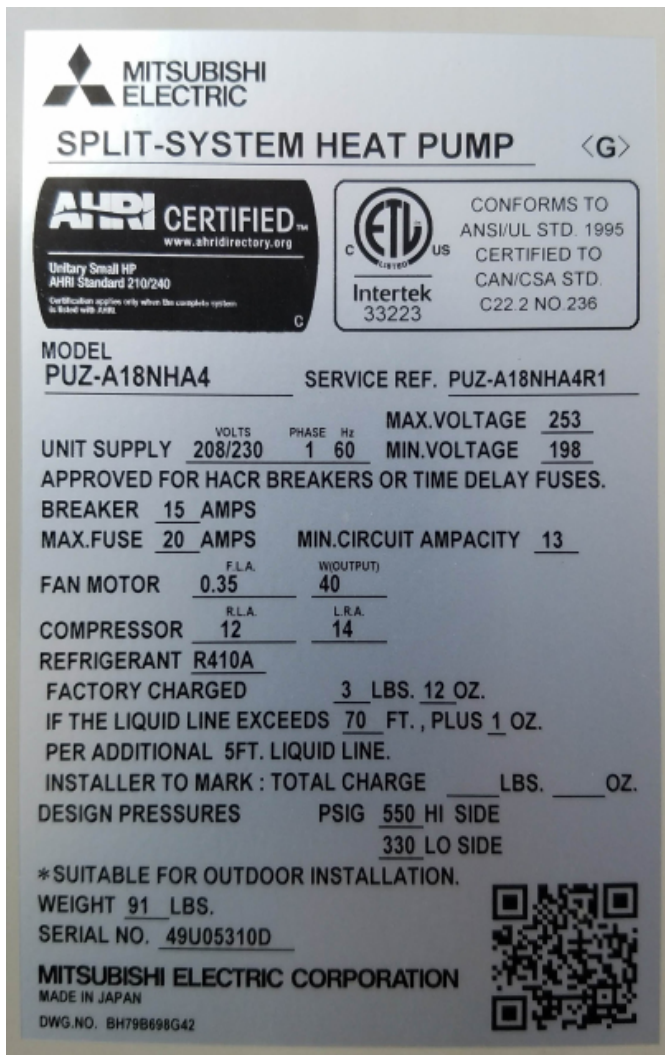
DESIGN PSI - HIGH 480 LOW 480

AHRI CERTIFIED™
www.ahridirectory.org

Unitary Small AC
AHRI Standard 210/240

Certification applies only to the complete system
as listed with AHRI.





3. Please submit photos in CAMS in one of the following file formats:

- .jpeg, .png, gif, .pdf
- *Please note that .heic format files are not acceptable as DHCD cannot open these files with our issued computers. If .heic is the default format of your device, phones/cameras will have a setting that enables the photos to be saved in a format other than .heic. Alternatively, you may screenshot or paste the .heic files into a Powerpoint or PDF and upload the PDF into CAMS. If you have any questions regarding issues with photo uploads into CAMS, please contact Aaron Shoemaker (aaron.shoemaker@dhcd.virginia.gov).*

B. Projects exceeding WDR cost caps

Please contact DHCD for pre-approval via call or email for projects that are likely to exceed the measure cost caps (see table on pg. 8 of the [WDR Program Guidelines](#) for reference). Alternatively, include the request and rationale for exceeding cost cap(s) in the project set-up in CAMS.

DHCD may approve requests that exceed the cost caps by a reasonable margin. The cost caps were established as a means to estimate program and subgrantee funding needs. ***DHCD also uses estimates that significantly exceed the cost caps as a signal that a conversation should take place with the subgrantee to determine if repairs needed are beyond the scope of WDR.*** In several instances, DHCD has determined that the home needs substantial rehabilitation and cannot be served through WDR. As a reminder, there is no overall project cost limit for WDR, as there may be multiple issues that are causing the home/unit to be deferred and need to be addressed to make it weatherization-ready.

C. Required repairs beyond SWS

In order to ensure that WDR repairs are protected, durable over the long term and serve our clients well, per this program update the WDR program requires subgrantees to complete some repairs for WDR beyond what the WAP Standard Work Specification (SWS) requires.

These are in three key areas:

- Drywall repairs - Where damaged drywall is removed and replaced, the newly-repaired area must be appropriately primed/sealed. As you all know, mold can easily get established on exposed paper facing. Painting is not required.
- Floor repairs – Where repairs to floors (framing and/or subflooring) are made, particularly in wet locations such as bathrooms, and if existing flooring is damaged and must be replaced, a floor covering selected to match existing flooring as closely as possible should be installed to protect the newly-repaired area.
- DHW unit drain pans – Where space allows, drain pans should be placed under newly-installed DHW units, including those installed on a basement (concrete) floor.
SWS Home Page: <https://sws.nrel.gov/>

D. Remittance clarification

- All subcontractor invoices must clearly show company name, address, and state contractor's license number.
- Equipment efficiency values (SEER/HSPF for heat pumps, AFUE for furnaces) for units to be newly installed must be clearly indicated on worksopes. All equipment installed must meet current federal minimum efficiency standards.



Weatherization Deferral Repair (WDR) – Program Update

Date: September 29, 2021

To: All WDR and WAP subgrantees

Subject: Important program updates relating to WDR and WAP

DHCD thanks all weatherization agencies and staff for your participation and support of the Weatherization Deferral Repair (WDR) program. Please remember that the guiding principal of WDR is to make homes and dwelling units “weatherization-ready.”

Below are several important updates relating to WDR procedures:

1. For HVAC units to be replaced (deemed to cause the deferral of the home of unit e.g., non-working, health and safety issue), attach clear, high quality photo (they may be black and white or color) of the existing HVAC unit Data Plate or ID Plate (nameplate). Include this photo with the **before** repairs/replacement photos with the WDR Set-up Report in CAMS.
2. For HVAC unit replacements, attach clear, high quality images color or black and white photo(s) of the new HVAC unit Data Plate or ID Plate (nameplate): include these photos with other **after** repairs/replacement photos with remittances in CAMS.
3. For hot water heater replacements, attach clear, high quality images of the existing hot water heater unit label or rating plate. Include this photo with the **before** repairs/replacement photos with the WDR Set-up Report in CAMS. Attach clear, high quality images of the new unit label or rating plate with other **after** repairs/replacement photos with remittances in CAMS.
4. For WDR projects that will include Asbestos Containing Material abatement/removal or lead-based paint remediation as part of the deferral repairs, provide proof of presence of hazardous material (such as testing documentation or asbestos chain of custody); please attach this documentation in the WDR Set-up Report in CAMS.

5. For WDR jobs that include repairs/installations that impact the Weatherization Assistance Program work scope, please provide details in the WDR initial report that demonstrate that the installed components will meet DOE requirements. For example, if the project includes new ventilation fan(s) such as a bathroom exhaust fan in the scope of work, please clarify that fan(s) will meet WAP guidelines; specifically, will the fans be installed to help meet ASHRAE 62.2-2016 ventilation standards, meet low sone/noise requirements, and be properly vented to the outside?

Please refer to the Standard Work Scope (SWS) on ventilation fans for more specific information: <https://sws.nrel.gov/spec/603021>

SWS Home Page: <https://sws.nrel.gov/>

6. We have updated the WDR remittance form (attached) so that it now includes formulas to auto-calculate administration staff expenses based on the hours and rate. You may use this version to avoid manual calculation. It can also be downloaded from the [HIEE webpage](#) and from [this link](#).
7. The Certificate of Completion form has been revised to include handling of asbestos, lead, and other hazardous materials. It also includes “N/A” selections for questions that may not be relevant to the particular WDR job. It can be downloaded from the [HIEE webpage](#) and from [this link](#).



Weatherization Deferral Repair (WDR) – Program Update

Date: August 5, 2021

To: All WDR and WAP subgrantees

Subject: Important program updates relating to WDR and WAP

DHCD thanks all weatherization agency staff for your patience and flexibility as we get the Weatherization Deferral Repair (WDR) program up and running.

Below are several important updates relating to WDR:

1. We have developed a process guide for WDR job change orders in CAMS (attached and available in CAMS). This process is to be used when the repair cost differs from the initial estimate used to set up the project in CAMS.
2. Please use the most recent remittance cover sheet with the administration tab. The remittance form (attached) now includes a sub-total box for repairs (if there are multiple jobs submitted on one cover sheet). It can be also downloaded from the [HIEE webpage](#) and from [this link](#).
3. The Contractor Affidavit and Lien Waiver form has been revised and is now applicable whether the subgrantee or a subcontractor has performed the WDR repair work. It can be downloaded from the [HIEE webpage](#) and from [this link](#).
4. The WDR Program Guidelines have been updated and re-posted to the HIEE webpage. As noted under the cost caps table on page 8, region-specific roof repair/replacement cost caps for larger roof areas associated with multi-family buildings are now based on square footage. For buildings with flat roofs with membrane roofing systems, where per square foot cost is likely to exceed cost cap, subgrantees should contact DHCD for exemption. The updated guidelines can be accessed from the [HIEE webpage](#) and from [this link](#).
5. For HVAC units that the unit have been deemed to be a cause for deferral it should be noted on the WDR application form why (non-working, health and safety issue, etc.). For example: the indoor and outdoor components are badly mismatched, the system is short-cycling and not providing cooling/dehumidification which may lead to a H&S issue. If the system is simply not working properly and can be cleaned and

tuned this should be the preferred approach. (Please see item #2 below regarding modeling HVAC unit replacements)

For questions regarding cost caps, repair eligibility, CAMS use, or any component of WDR Program Guidelines, please reach out directly to Aaron Shoemaker - aaron.shoemaker@dhcd.virginia.gov

The below updates relate to the Virginia Weatherization Assistance Program (WAP):

1. As noted above, if WDR funds are used to install a measure or perform tasks that bring dwellings into the weatherization queue, the measures installed with WDR funds must be modeled as the existing site conditions in HEAT.
2. Once a new intake or income qualification for a client with a deferral has been completed, please enter deferred homes into Hancock (if you are not already tracking the home in Hancock) within 60 days of having the WDR agreement signed. This is essential to help the WAP team track and prioritize homes that will be coming off the deferral list relative to other jobs in the WAP pipeline.

For questions regarding HEAT modeling and project tracking in Hancock, please reach out directly to David Caldwell (david.caldwell@dhcd.virginia.gov).



Weatherization Deferral Repair (WDR) – Program Update

Date: April 1, 2023

To: All WDR and WAP subgrantees

Subject: Important program updates relating to WDR and WAP

DHCD thanks all weatherization agency staff for your patience and flexibility as we continue to make changes and updates to the Weatherization Deferral Repair (WDR) program.

Below is the update to the repair cost caps by region:

Repair Needed*	Northern VA	Central and Hampton Roads	Eastern Shore, Southside, and SWVA
Roof repair/replacement** (per project)	\$11,330	\$10,670	\$10,450
Structural (per project)	\$7,260	\$6,820	\$6,710
Hazardous material removal (per project)	\$15,400	\$14,520	\$14,080
Electrical (per project)	\$6,160	\$5,830	\$5,720
HVAC unit replacement (per system)	\$15,400	\$14,520	\$14,080
Plumbing (per project)	\$3,700	\$3,600	\$3,500

*Cost limits are developed by comparison of three data sources including: The National Residential Efficiency Measures Database, RS Means 2020 Assembly estimates (normalized by city, state), and data collected from projects by the Virginia Center for Housing Research (VCHR) at Virginia Tech.

**Multifamily roof repair/replacement: NOVA: \$3.50/FT²; Central, and Hampton Roads: \$3.30/FT²; Eastern Shore, Southside, and SWVA: \$3.20/FT². Roof repair/replacement is based on typical asphalt

shingles; low-pitch or flat roofs requiring a membrane system will be more expensive so agencies should contact DHCD for exemption to cost caps.

For questions regarding cost caps, repair eligibility, CAMS use, or any component of WDR Program Guidelines, please reach out directly to Aaron Shoemaker - aaron.shoemaker@dhcd.virginia.gov