



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: 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](#).