

WAP-Network COVID-19 Webinar FAQs

April 20, 2020

The Texas Department of Housing and Community Affairs (The Department) has created the following document to assist its Subrecipients to answer applicable program questions. The document contains answers to the questions the Department has received related to WAP Network COVID-19 Webinar.

If after reading and referencing all these materials you still have questions, you may submit a program question by completing this form: <https://tdhca.wufoo.com/forms/request-for-ca-program-assistance/>

1. Our contract states that we not pay our contractors until a final inspection is signed off from the agency.

If unable to perform a final inspection due to COVID-19, you may pay your contractor for work performed, with the recommendation to hold back a small percentage until the final inspection can be completed. The unit may not be reported as completed until the final inspection is complete, however final inspection and final payment must be conducted during the same contract period as the initial payment to contractor. Units will be reported as in progress prior to final inspection and all payments will clearly document the items being paid for.

2. Can we pay for our subcontractor's time while they attend training sessions or the virtual conference?

No, TDHCA requirements will not allow paying for subcontractor's time; however, a Subgrantee may pay for subcontractor training using T&TA funds as long as the training is necessary to meet DOE WAP work standards. Per WPN 20-1, in making the determination to pay for contractors' training (not time), Subgrantees should secure a retention agreement in exchange for the training. The retention agreement should require that contractors will work in the Program for a specific amount of time that equates to the value of the costs associated with the T&TA provided. Examples of contractor/agency retention agreements can be found on EERE's website under WPN 10-1 or can be obtained from the DOE PO by request.

3. We are considering sending contractors to homes to repair/replace non-working ACs in vulnerable homes. We are thinking that is an essential construction. Does TDHCA have a recommendation on this?

This decision is outside of the Department's purview. If you have specific questions about an activity, you should contact your legal counsel and/or you may ask TDEM to have certain functions determined as essential: <https://tdem.texas.gov/essentialservices/>

GA-14 refers to the Texas Department of Emergency Management (TDEM) and the Department of Homeland Security descriptions of "essential services," found here:

https://www.cisa.gov/sites/default/files/publications/CISA_Guidance_on_the_Essential_Critical_Infrasructure_Workforce_Version_2.0_Updated.pdf

4. Can we get to our 2020 DOE TT&A funds now? Can we use our 2020 T T&A if we have used all

2019?

PY2020 DOE funds will not be available until July 1, 2020

5. Can we pay with DOE T&TA funds to get CUE's online?

Yes.

6. Do you think the training offered can compensate a full month of work and or beyond?

This will depend on local budgets and costs.

7. Can training funds be used for lead recertification?

Yes, and several providers may have an online Lead class for the recertification process.

8. How do you conduct outreach if you cannot go out?

Standard outreach methods such as news broadcasts/television PSAs, social media, mailers, and partnerships with local organizations are a few recommendations that do not require person to person contact.

9. If WAP personnel are repurposed for work in CEAP or CSBG what pool of money are they paid out of?

Personnel will be paid by the programs/funding sources their activities support.

10. CEAP oversees our application, we are considering using Smart sheet to create a form application that allows attachments from their phone or computer. Does TDHCA have to approve the form we create?

TDHCA does not have to approve local designs of forms and application materials. Subrecipients should reference applicable rules/contracts for current requirements.

11. For centers currently closed to the public and performing telephone-intake applications for CEAP & WAP, they are free to begin using the Client Signature Waiver form, correct?

Yes, the Client Signature Waiver Form can be used when a client signature is unobtainable. For DOE-WAP applications, as long as income is listed on the application then a DIS does not need to be included in the client file.

12. Are you considering merging contracts to give us time to bring down CPU's and increase production after things improve?

TDHCA has not made a final call on this option, but will evaluate the situation when appropriate.

13. Will our 2020 WAP contracts be extended?

The LIHEAP 2019 contracts have been extended until June 30, 2020. A decision has not been made on if LIHEAP 2020 contracts will be extended.