



Weatherization Deferral Repair (WDR) funding & CAMS Processes Training / Refresher

Presented and
recorded:

December 16, 2025



**VIRGINIA DEPARTMENT OF HOUSING
AND COMMUNITY DEVELOPMENT**
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WDR Agenda Items

- WDR funding overview
- CAMS 101
- Initial Set-Up Reports: requirements and processes
- Remittances: requirements and processes
- Change order policy
- Q & A



Weatherization Deferral Repair (WDR)

Funding Overview



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WDR Funding Overview

Intro

Since 2021, DHCD has administered WDR funding to a subgrantee provider network to enable homes to be weatherized via the Weatherization Assistance Program (WAP).

Households receiving WDR funded work are eligible WAP households who will receive weatherization services concurrently or after WDR completion.

WDR funds repairs identified by the subgrantee as causing the deferral of the home or multifamily building from WAP, selected Health and Safety (H&S) measures that are costly to fund through LIHEAP or WAP funds, and repairs contingent to either the deferral or H&S repairs for the benefit of the customer.



WDR Funding Overview

Current Status

- 14 WAP subgrantees are WDR providers and serve eligible WAP customers in non-overlapping regions of Virginia
- \$45,170,160 allocated from three allocations
- Current grant agreements July 1, 2024 – June 30, 2026
- **WDR Program Manual**, available on the <https://www.dhcd.virginia.gov/wdr>, is updated every six months. Usually released in February and August.
- On-going communication at monthly meetings between DHCD and Wx network.



WDR Funding Overview

The Numbers (December 2025)

- 1,600+ projects approved
- 1,400+ projects completed and paid
- 2,300+ households served (single family + multi-family units)
- Roughly \$14,000,000 remaining as of December 2025



WDR Funding Overview

Eligible Repairs

- Repairs:
 - Roof
 - Structural
 - Electrical
 - Plumbing
 - HVAC in-kind replacement/repair (“Crossover Projects”)
 - HVAC fuel-switch
 - Hazardous material removal
 - Other

See manual for details as eligible repairs are explicitly listed in manual.



WDR Funding Overview Cost Limits

- Total Cost of WDR funds per project: \$30,000
- Individual repair type: \$15,000*
- Change orders: \$5,000

Multi-family jobs require firm pre-approval of costs with \$5,000 change order cost limit

*HVAC category is \$15,000 per system



WDR Funding Overview

Overall Workflow Process

- WDR business is conducted through the **Central Application & Management System (CAMS)**
- Pre-approval: subgrantee submits each single-family home or MF project in their CAMS project with documentation as a **WDR Initial Set-Up Report**.
- Delivery: WDR work is completed.
 - If **change orders** are required, subgrantee contacts DHCD ASAP for negotiation
- Payment: subgrantee submits a payment request, a **remittance**, in CAMS for each approved and completed home or MF project with documentation.
- Weatherization: home must receive weatherization services in accordance with WAP Program Manual. In some cases, this may happen concurrently with WDR delivery.



Weatherization Deferral Repair (WDR)

CAMS 101



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WDR – CAMS 101 CAMS User Guide

- If you need help with:
 - Logging in
 - Managing/assigning staff
 - Accessing projects
 - Managing financial audits

DHCD CAMS

Program Search Registration Login User Guide

Welcome to the Virginia Department of Housing and Community Development's Centralized Application System

Use the navigation bar at the top of the page to search programs without a login (Program Search) or request a profile. If your organization has a CAMS profile, log in using your email and password below.

E-mail*:

Password*:

Log In

[Forgot Password](#)



WDR – CAMS 101

Accessing your project

- After logging, WDR is listed under Projects and Reports

DHCD CAMS

Welcome Aaron Shoemaker, Organization Review
Appalachian Community Action

Log Out

Manage

Downloads

Program Search

Apply

Application Status

Projects And Reports

Remittances

User Guide

View Projects And Reports

Project List

Program	Project	Contract #	Start Date	End Date	Project Location	Detail
Down Payment Assistance (DPA) 2023-2024	24-DPA-15 AppCAA DPA 2023-2024	24-DPA-15	7/1/2024	12/31/2025	175 Military Lane, Gate City	Detail

- You can find *Weatherization Deferral Repair Program (WDR) 2025-2026* under Project List
- Access by clicking Detail

2024-2025	Bay Aging - Weatherization Assistance Program 2024-2025	24-WDR-15	7/1/2024	6/30/2025	P.O. Box 610, Urbanna	Detail
Weatherization Deferral Repair Program (WDR) 2022	Bay Aging - WDR - HIEE - 2022	22-WDR-15	7/1/2021	8/31/2025	P.O. Box 610, Urbanna	Detail
Weatherization Deferral Repair Program (WDR) 2023	Bay Aging - WDR - HIEE - 2023	23-WDR-15	7/1/2022	6/30/2024	P.O. Box 610, Urbanna	Detail
Weatherization Deferral Repair Program (WDR) 2025-2026	Bay Aging - WDR - HIEE - 2025-2026	25-WDR-15	6/20/2024	6/30/2026	P.O. Box 610, Urbanna	Detail

Reporting Schedule

Project	Report	Date Due	Status	Date Last Updated	Last Updated	Comments
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WDR – CAMS 101

Inside your Project

- Your project has four tabs:
 - Project Information – Basic info, subgrantee project contact, your office address, WDR/WAP service area, etc.
 - Budget – total and remaining funds, categories (housing repairs and administration)
 - Remittances – lists ALL payment requests ever (name, date submitted, dollar amount, status)
 - Reports & Documents – lists ALL available reports, grant agreement, amendments

Project Management

Project Name: CVACL - WDR - HIEE - 2025-2026

Program Name

Contract Start/End Date: 06/20/2024 - 06/30/2026

Project Location

Project Information

Budget

Remittances

Reports & Documents

Project Information

Organization Name: Central Virginia Alliance for Community Living



WDR – CAMS 101


Initial Set-Up Reports - Initialization

- CAMS login -> WDR project Detail -> Reports & Communications tab
- Add Report/Document: **WDR Initial Setup-Up Report (new)**
 - Click Add





Project Name: CHP - WDR - HIEE - 2025-2026 Program Name: Weatherization Deferral Repair Program (WDR) 2025-2026
Contract Start/End Date: 06/20/2024 - 06/30/2026 Project Location: 400 Industrial Drive, Christiansburg

Project Information | **Budget** | **Remittances** | **Reports & Documents**

Reports & Documents

Add Report/Document: 

Download Selected Reports

<input type="checkbox"/>	Display Name Report Name			
<input type="checkbox"/>	Contract Document			
<input type="checkbox"/>	Contract Document			
<input type="checkbox"/>	 	Accepted	2/4/2025	DHCD Ac
<input type="checkbox"/>	 	Accepted	12/24/2024	DHCD Ac

WDR Initial Set-Up Report (new)



WDR – CAMS 101

Initial Set-Up Reports – Completion and Submission

- Edit the title of the report in accordance with instructions (client last name, address, etc.)



WDR Initial Set-Up Report (new) - TEST REPORT

* Indicates a required field.

Organization: Lynchburg
Community Action Group

Project: LynCAG - WDR - HIEE - 2025-2026

Contract#: 25-WDR-11
Report Status: Submitted

Date due:
Last Updated: 12/15/2025
Updated by: Aaron Shoemaker

Edit the title of the report to include client last name, street address, and/or a unique identifier that will be used in the remittance documentation.

- Complete the data fields (address, Hancock job #, repair types, Total Cost)
- Upload the two forms
- Upload a compressed folder (.zip) or file (PDF, pptx) containing photos
- Save, Submit**



WDR – CAMS 101

Remittance - Initialization

- CAMS login -> WDR project Detail -> Remittances tab
- Click Enter New Remittance*

Project Management

Project Name: Mountain CAP - WDR - HIEE - 2025-2026

Program Name: Weatherization Deferral Repair Program (WDR) 2025-2026

Contract #: 25-WDR-12

Contract Start/End Date: 06/20/2024 - 06/30/2026

Project Location: 520 N. Main Street, Marion

Project Information

Budget

Remittances

Reports & Documents

Remittances

Remittance #	Date Submitted	Amount	Status	Hold	Comments	Print
			Incomplete			Withdraw
	8/27/2024		Paid			
	9/23/2024		Paid			

*CAMS users with access granted by their org setup will have an “Enter New Remittance” link on the Remittances tab



WDR – CAMS 101

Remittance – Completion and Submission

- Internal Invoice # - job info like setup report name
- Enter amounts for **admin** and **housing repairs**.
- Attach compressed folder (.zip) or PDF file with all supporting documentation and photos
- Click Save
- Click Submit Remittance Request

Org Name: **People Incorporated of Virginia**

Prj Name: **People Inc - WDR -**

Internal Invoice #:

[Save](#)

Payee Name: People Incorporated of Virginia

Payee FEIN: *****3686

Subprogram Total Remittances:	Total Funds Allocated \$19,109,632.14	Pending \$64,299.11	Approved For FMS \$0.00
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Project Budget \$338,920.00	=	Total Paid \$73,515.39	+	Other Pending Payments \$0.00	+
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Cost/Activity Category	DHCD Request	Other Funding	Avail
<input type="checkbox"/> Administration Administration	\$0.00 \$ <input type="text" value="0.00"/>	\$0.00 \$ <input type="text" value="0.00"/>	
<input type="checkbox"/> Housing Repairs Housing Repairs	\$0.00 \$ <input type="text" value="0.00"/>	\$0.00 \$ <input type="text" value="0.00"/>	
TOTAL	\$0.00	\$0.00	

Attach supporting documentation below in zip, pdf, excel or word document formats. Documents should be scanned and consolidated in

No file chosen

Enter any additional explanation for the remittance below (optional): **maximum characters allowed: 2000; remaining: 1903**

Write additional notes here such as noting approved change orders and miscellaneous documentation



Save



Submit Remittance Request



WDR – CAMS 101

General CAMS Tips

- Check CAMS regularly to review status of budget, reports, and remittances.
 - We recommend that you do not rely on the automated emails for information.
- Subgrantees self-manage agency CAMS staff assignments, such as who receives the automated denial emails.
- Save regularly to avoid losing report progress.
- Your WDR Grant Agreement and ALL amendments, including extensions, are under Reports & Communications tab.



Weatherization Deferral Repair (WDR)

WDR Initial Set-Up Reports (pre-approval)



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WDR – Initial Set-Up Reports Overview

- Prior to beginning each job, the WDR provider must submit a **WDR Initial Set-Up Report** in CAMS and be accepted (approved). It typically occurs after the following has happened:
 - Client has been accepted as a WAP client and entered in Hancock.
 - Subgrantee has reviewed the home in person and determined full WDR scope of work.
 - Subgrantee has firm estimates for WDR work (own crew and/or subcontractors).
 - Subgrantee has completed required forms and obtained photos of conditions to be addressed with WDR funds [see “Forms and Photos” slide]
- One report is submitted per home or multi-family project.
- The report must be approved by DHCD before WDR work may begin.
- WDR Initial Set-Up Reports are also submitted for **some change orders**. [See slides on Change Orders]



WDR – Initial Set-Up Reports Forms and Photos

- **WDR Application Form and Homeowner Agreement** (3 pages)- This must be signed by a subgrantee representative, homeowner or landlord and tenant; application must include site address, homeowner/tenant name, a description of the repairs needed and/or equipment to be replaced, Hancock #, estimate of repair costs, etc.
 - Project Funding Plan – Best estimate of how the project will be funded across all available funding sources. [see next slide]
- **WDR Authorization and Release form** – signed by homeowner/landlord, tenant (if applicable)
- Clear, good-quality **photos** of issues to be repaired and/or equipment to be replaced

We also encourage you to include detailed estimates.

WDR – Initial Set-Up Reports WDR Application Form and Homeowner Agreement

- **Scope of work**, client info, start/end date, etc.

Cost breakdown by category, materials and labor

WDR TOTAL COST*: WDR MATERIALS: WDR LABOR:

REPAIR CATEGORY	COST
Roof	
Structural	
Hazardous Material Removal	
Electrical	
HVAC	
Plumbing	
Other (as defined in WDR Program Manual)	

*The WDR Total Cost of this worksheet must equal Total Cost in CAMS. This worksheet facilitates review by the DHCD technical team.

Funding plan with other sources

Preliminary Funding Worksheet (To be completed by Subgrantee)*

FUNDING STREAM	AMOUNT (if applicable)
Health & Safety WAP	
IRM	
Weatherization Readiness Fund (WRF)	
EHARP	
Utility funding	
Other	
Weatherization Deferral Repair (WDR)*	
GRAND TOTAL	



WDR – Initial Set-Up Reports Report Submission

- Reports may be saved and submitted later.
- Reports are reviewed by **two** DHCD staff sequentially
 - Program Administrator
 - WAP Technical Monitor
- When DHCD Program Administrator approves the report, it goes into the Technical Monitor's queue for review. When the technical monitor approves it, the report is changed to **Accepted** in CAMS. WDR work may begin.
- Reports may be denied. Denied reports can be edited and resubmitted (unlike remittances).
 - If resubmitting a denied report, please do not delete the denied report and submit a new one. Make edits to the denied report and resubmit.



WDR – Initial Set-Up Reports Expectations

- The Program Administrator and/or Technical Monitor may reach out via email to request additional information or clarification. This is a routine step to ensure all requirements are thoroughly reviewed and scope of work is understood.
- Denials are a standard part of the negotiation and pre-approval process. We understand this can be disappointing, but they are not personal and are based on program criteria.
- CAMS sends out automatic emails for denials to subgrantee staff with reason for denial.
 - We also typically follow up via email.
- Reports may take up to 30 days for approval—more time if remediation and/or additional information is needed.
 - We target <30 days.



WDR – Initial Set-Up Reports

Reasons for denial (not comprehensive)

- Clerical errors
 - Data fields issues (address, incorrect Hancock job # number, Total Cost doesn't match)
 - Missing and incomplete forms
 - Wrong form version
- Program non-compliance (ineligible costs)
 - Repairs not listed in WDR Program Manual
 - Requirements/justification for repairs not met
 - Cost Limits exceeded
- Photo issues
 - Conditions not photographed (e.g., no roof photos as roof level)
 - Photo quality (too compressed, scanned photos, unreadable format like HEIC/HEIF)
 - HVAC/DHW data plates not visible/legible



WDR – Initial Set-Up Reports

Additional tips

- Narrative documents and/or thorough comments are **greatly appreciated**. Report process is slower if there are communication gaps or report requires detective work.
- You may request DHCD to expedite a report and we will do our best.
- You may request the Program Administrator to review documents via email before submitting a report.
- We can provide samples of acceptable documentation.
- As of writing this, we recently discontinued the practice of deleting duplicate reports. The old reports have been retitled with the words “ARCHIVED.”



WDR – Initial Set-Up Reports

Photo requirements and tips

- Detailed photos are required for: pre-existing conditions of each measure being addressed with WDR funds in initial scope of work and change order, if applicable.
- We recommend inserting photos in a compressed folder (.zip) or PDF.
- It is very helpful if you title the photos and documents in the .zip folder to indicate their content (e.g., “HVAC 1”, “plumbing 1”, etc.)
- Communicate photo requirements to your staff and contractors.
- Better to take too many photos than too few!
- We can provide sample photos to understand requirements... [next slide]

WDR – Initial Set-Up Report

Photo requirements example – Chimney and Roof

Clear, detailed photo at roof level showing existing conditions

chimney being addressed

Active Roof Leak

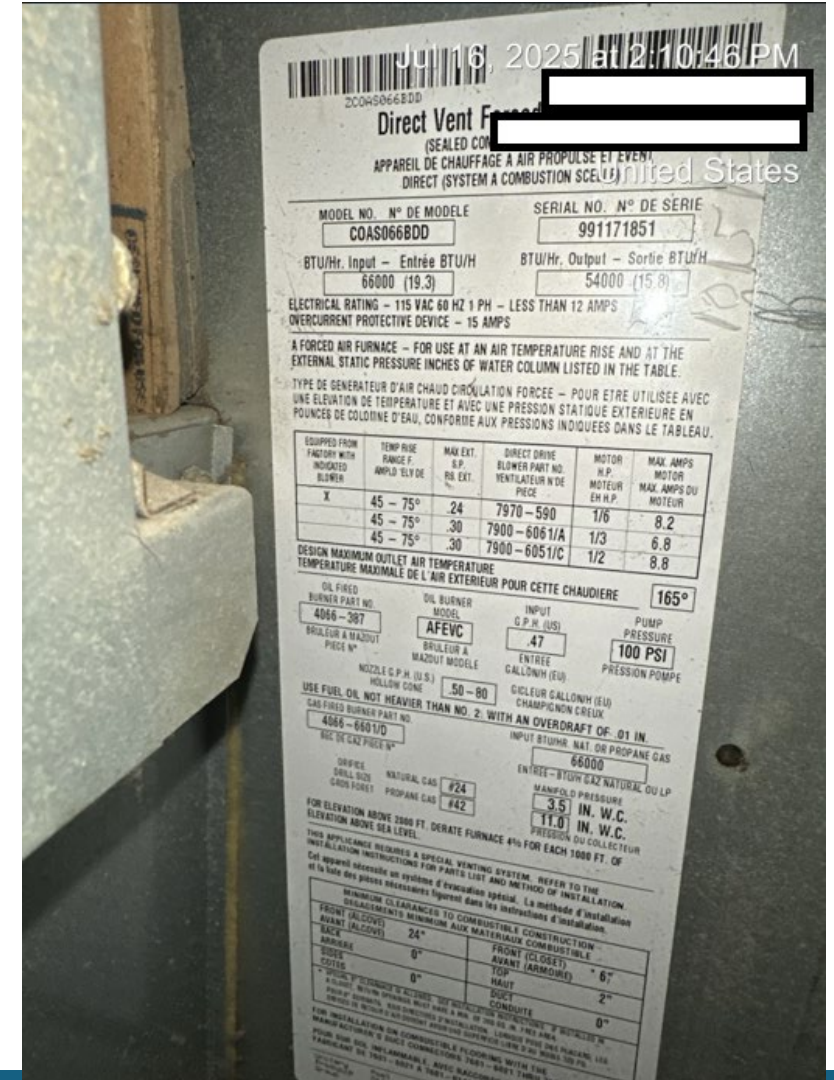




WDR – Initial Set-Up Report

Photo requirements example – HVAC

Clear, detailed photos of existing equipment, thermostats, and Data plates where visible





Weatherization Deferral Repair (WDR)

Remittances (payment)



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WDR – Remittances Overview

- Subgrantees submit **remittances** to request payment for completed WDR jobs. Submission occurs after the following has happened:
 - WDR work has been completed.
 - Subgrantee has reviewed work.
 - Any **change orders** have been approved by DHCD.
 - Completed required forms and obtained invoices and photos of work completed with WDR funds.
- One remittance is submitted per completed home or multi-family project.
 - Unless requesting 50% partial payment with required documentation. (see manual for details)
- If there was a **change order**—any price increase whatsoever or a change in scope—subgrantee must receive DHCD approval prior to remittance. [See Change Order slides]

Subgrantees may submit remittances for administrative costs only provided they do not exceed administrative budget % cap.



WDR – Remittances

Required documentation

- **WDR Cover Sheet** (2 pages)
- **Invoices** for completed work
- **Certification of Completion** form (“Post-Repair Completion Checklist and Certification Form”)
- **General Contractor Affidavit, Warranty, and Lien Waiver**
- **Photos** clearly showing all completed work.
- **Completed inspection reports** from the Authority Having Jurisdiction (AHJ). If an inspection is not required for roof replacement, HVAC replacement/installation, DHW replacement/installation, and electrical panel upgrades, include verification that the permits and associated inspection are not required. A signed letter or email from the AHJ is acceptable.
 - Permit invoices, if applicable
- **Change order** documentation, if applicable

It is very helpful if you title the photos and documents in the .zip folder to indicate their content (e.g., “Certificate of Completion”, “HVAC photo 1”, “plumbing photo 1”, etc.)



WDR – Remittances Documentation – Cover Sheet

- **Cover sheet** (2 pages) – list contractors, repair category, materials/labor, signed by subgrantee
 - Administration cost (page #2) – must be based on actual costs incurred.

Subgrantee Name:	Aaron Action Agency on Aging (AAAA)					
Agreement Number:	25-WDR-99					
Date Submitted:	12/16/2025					
Authorized Person Submitting Report:	William J. Blazkowicz					
Job Address:	1001 Stardew Rd Pelican Town, Virginia 23221					
Request Type (choose from dropdown)	Total Job Cost - 100%					

Work Performed By (list one subcontractor per line)	WDR Cost Category	Invoice Materials Cost	Invoice Labor Cost	Invoiced Amount	Non-WDR funds (if applicable)	Amount Charged to WDR
Gordon Freeman's Roofs, LLC	Roof	10000	4520.17	\$14,520.17	\$200.00	\$14,320.17
Lara Croft's Other Repairs Company, Inc.	Other	1800	922	\$2,722.00	\$0.00	\$2,722.00
Mario's Super Plumbing	Plumbing	455	850	\$1,305.00	\$0.00	\$1,305.00
Luigi's Mansion and Mobile Home Improvements	Structural	8005	3009	\$11,014.00	\$0.00	\$11,014.00

Administration Expenses				
Staff Name	Staff Job Title	Hourly Rate	Hours	Amount
Samus Aran	Prime Wx Manager	25	25	\$625.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
Total Admin Staff Request				\$625.00

Description of other Admin Expenses	Amount
WDR report supplies, red stapler	\$25.25
Total Admin Request	\$650.25



WDR – Remittances Documentation – Invoices

- Specifically indicates the invoice is a “Invoice.” (e.g., not “estimate”)
- The subcontractor’s license number.
- The invoice provides actual **material** costs and a reasonably complete description of the associated materials used.
- The invoice provides a description of the **labor** required to accompany the total cost of labor included and/or fixed price.

WDR – Remittances Documentation – Permits and Inspections

- **Completed inspection reports** from the Authority Having Jurisdiction (AHJ)—the City or County.
- If an inspection is not required for **roof** replacement, **HVAC replacement/installation**, **DHW replacement/installation**, and **electrical panel upgrades**, include verification that the permits and associated inspection are not required.
 - Proof that permit/inspection not needed usually comes in the form of:
 - Copy of email chain with code official
 - Signed letter from code official
 - Proprietary “permit not required” form (sample can be provided)

During remittance, we are looking for confirmation from the AHJ for this specific job/address.



WDR – Remittances Submission

- Remittances are reviewed by **four** DHCD staff sequentially
 - Program Administrator
 - WAP Technical Monitor
 - Associate Director
 - Financial Analyst
- When DHCD Program Administrator approves the report, it goes into the technical monitor's queue for review. Then Associate Director, then Financial Analyst. Once fiscal approves, the remittance status changes to “**approved**” and then “**paid**” status.
 - Remittances initially denied by the Program Administrator may have not been reviewed by anyone else.
- Remittances may be denied. Denied remittances cannot be edited (unlike reports).
 - A new remittance must be submitted.



WDR – Remittances Expectations

- DHCD staff may reach out via email to request additional information or clarification. This is a routine step to ensure the documentation and completed work meets the requirements in the WDR Program Manual.
- Denials and resubmissions are routine in the CAMS remittance process. We understand this can be disappointing, but they are not personal and are based on program criteria. We recommend reaching out to DHCD for clarification before [re]submitting.
- CAMS sends out automatic emails for denials to subgrantee staff listing the reason for denial.
 - We also typically follow up via email.
- Remittance may take up to 30 days for approval—more time if remediation and/or additional information is needed.
 - We target <30 days.



WDR – Remittances

Reasons for denial (not comprehensive)

- Clerical errors
 - Costs do not match invoice and Cover Sheet
 - Missing and incomplete forms, missing signatures
 - Outdated form versions
- Program non-compliance
 - **Change order** procedure not followed (needs pre-approval)
 - Work may not meet SWS, code, etc.
 - No inspection/permit documentation
 - Invoices do not meet requirements
- Photo issues
 - Completed work not photographed (i.e. no roof photos at roof level)
 - Photo quality (too compressed, scanned photos, unreadable format like HEIC/HEIF)
 - HVAC/DHW data plates not visible/legible



WDR – Remittances

Additional Tips

- We strongly recommend having a second person review remittance documentation before [re]submission.
- If a remittance has been denied twice, please reach out to ensure documentation meets standards before resubmitting.
- Narrative documents and/or detailed comments are **greatly appreciated**. Remittance process is slower if there are communication gaps or remittances requires detective work.
- With some exceptions, repair requirements are reviewed based on the version of the WDR Program Manual that was in place at the time of approval.
- We can provide samples of acceptable documentation.



WDR – Remittances

Photo requirements and tips

- Photos are required for:
 - Pre-existing conditions for **change orders** (if approved via email).
 - **In-progress photos** where the materials are concealed upon completion (such as OSB for roofs)
 - Completed work for every WDR funded measure
- We recommend inserting photos in a compressed folder (.zip) or PDF.
- It is very helpful if you title the photos and documents in the .zip folder to indicate their content (e.g., “HVAC 1”, “plumbing 1”, etc.)
- Communicate photo requirements to your staff and contractors.
- Better to take too many photos than too few!
- We can provide sample photos to understand requirements...[next slide]



WDR – Remittances

Photo requirements example – in-progress roof

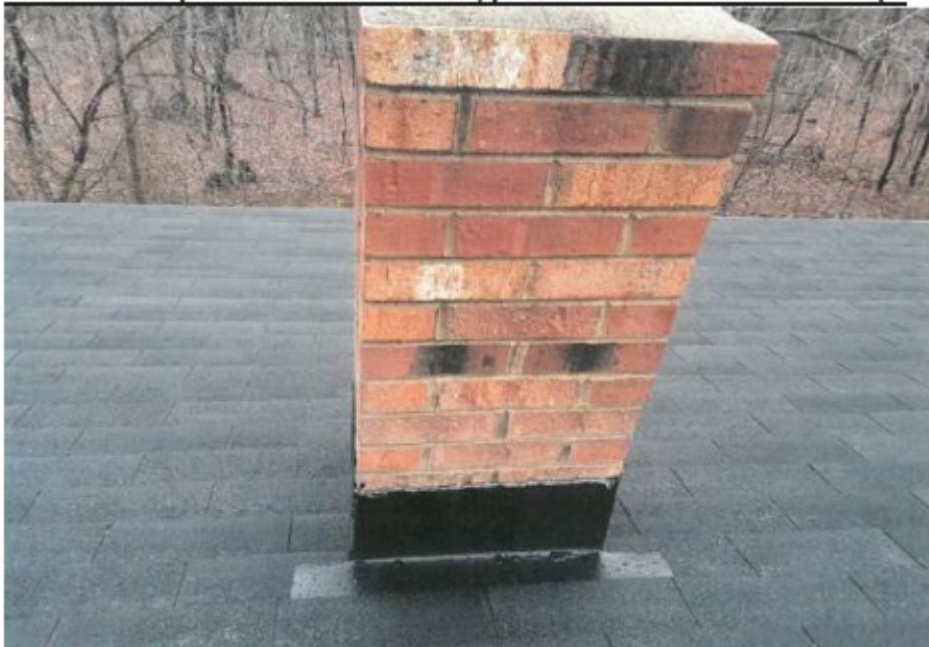


OSB installation



WDR – Remittances Photo requirements example – Completed Roof

Clear, detailed photos at roof level showing flashing and penetrations

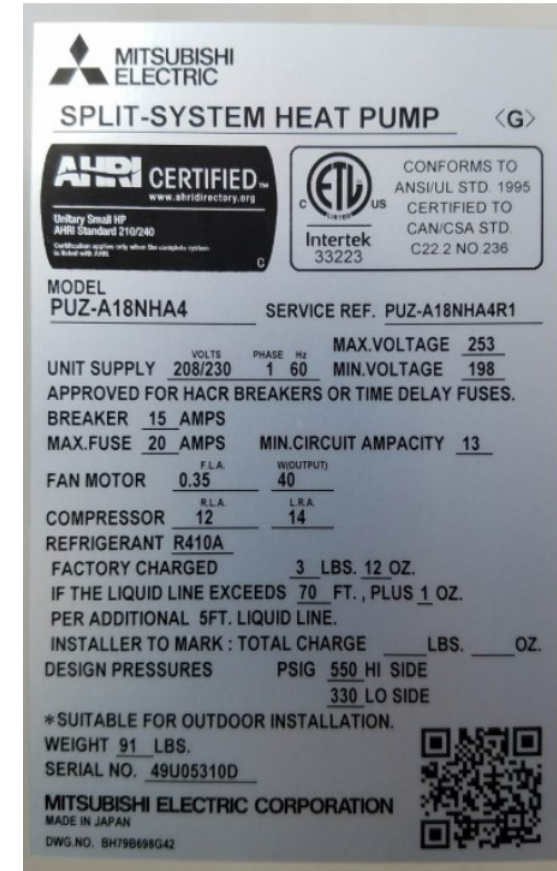




WDR – Remittances

Photo requirements example – HVAC/DHW data plates

Clear photos of equipment data plates with legible text





Weatherization Deferral Repair (WDR)

Change Orders



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WDR – Change orders Overview

- **Change order** process is for: price changes, changes to the approved scope of work
- All WDR change orders must be approved by DHCD.
- Always reach out to DHCD via email when there is a change order to be covered by WDR.
- Change orders are cost limited to \$5,000 in WDR funds.
- Depending on the details of the change order, the approval process is completed via email or via a new **WDR Initial Set-Up Report**. [See next slide]



WDR – Change orders Tale of Two Processes

Email approval (email Program Administrator)

- WDR price is under \$2,000

AND

- Same scope of work and contractors

WDR Initial Set-Up Report approval (a new one)

- WDR price is \$2,000 or more

OR

- New contractor

OR

- New repair measures (e.g. adding electrical work to a job that was approved for roof, structural)



WDR – Change orders Requirements

Change order documentation may include the following:

- Description and total cost of the work or measure including photo(s).
- Narrative/explanation - The events caused the work or measure (i.e., local code official request, unseen damage(s) not discovered until the start of the approved scope of work, or missed repairs at the time of the initial inspection).
- A change in the subcontractor(s) from the approved scope of work.



WDR – Change orders

Additional Tips

- Upon written or CAMS approval of the change order, the remittance may be submitted with the required documentation.
- As with the other expenses, change order price must be broken out as **materials** and **labor**.
- If the change order includes materials that will be covered up (e.g., additional OSB in a roof), the change order documentation must include proof of installation, such as **in-progress photos**.



WDR – Remittances

Photo requirements example – in-progress roof (additional OSB change order)



OSB installation





Questions?

WDR Program Administrator/Manager

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What other trainings would be helpful?