

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. EE0007929		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address Mississippi State of P.O. Box 352 Jackson, MS 392050000	4. Program/Project Start Date 07/01/2020		
	5. Completion Date 06/30/2021		

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Federal	81.042	\$ 660,552.00		\$ 2,202,874.00		\$ 2,863,426.00
2.						
3.						
4.						
5. TOTAL		\$ 660,552.00	\$ 0.00	\$ 2,202,874.00	\$ 0.00	\$ 2,863,426.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) GRANTEE ADMINISTRATION	(2) SUBGRANTEE ADMINISTRATION	(3) GRANTEE T&TA	(4) SUBGRANTEE T&TA	
a. Personnel	\$ 50,733.00	\$ 0.00	\$ 46,867.00	\$ 0.00	\$ 97,600.00
b. Fringe Benefits	\$ 12,709.00	\$ 0.00	\$ 11,740.00	\$ 0.00	\$ 24,449.00
c. Travel	\$ 32,654.00	\$ 0.00	\$ 27,151.00	\$ 0.00	\$ 59,805.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 8,111.00	\$ 0.00	\$ 4,000.00	\$ 0.00	\$ 12,111.00
f. Contract	\$ 3,861.00	\$ 110,144.00	\$ 94,705.00	\$ 222,132.00	\$ 2,663,844.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other Direct Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
i. Total Direct Charges	\$ 108,068.00	\$ 110,144.00	\$ 184,463.00	\$ 222,132.00	\$ 2,857,809.00
j. Indirect Costs	\$ 2,075.00	\$ 0.00	\$ 3,542.00	\$ 0.00	\$ 5,617.00
k. Totals	\$ 110,143.00	\$ 110,144.00	\$ 188,005.00	\$ 222,132.00	\$ 2,863,426.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

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SECTION A - BUDGET SUMMARY						
Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.						
2.						
3.						
4.						
5. TOTAL		\$ 660,552.00	\$ 0.00	\$ 2,202,874.00	\$ 0.00	\$ 2,863,426.00

SECTION B - BUDGET CATEGORIES					
6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) PROGRAM OPERATIONS	(2) HEALTH AND SAFETY	(3) LIABILITY INSURANCE	(4) LEVERAGING	
a. Personnel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 97,600.00
b. Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 24,449.00
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 59,805.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 12,111.00
f. Contract	\$ 1,867,292.00	\$ 329,522.00	\$ 19,446.00	\$ 0.00	\$ 2,663,844.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other Direct Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
i. Total Direct Charges	\$ 1,867,292.00	\$ 329,522.00	\$ 19,446.00	\$ 0.00	\$ 2,857,809.00
j. Indirect Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 5,617.00
k. Totals	\$ 1,867,292.00	\$ 329,522.00	\$ 19,446.00	\$ 0.00	\$ 2,863,426.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

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SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.						
2.						
3.						
4.						
5. TOTAL		\$ 660,552.00	\$ 0.00	\$ 2,202,874.00	\$ 0.00	\$ 2,863,426.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) FINANCIAL AUDITS	(2)	(3)	(4)	
a. Personnel	\$ 0.00				\$ 97,600.00
b. Fringe Benefits	\$ 0.00				\$ 24,449.00
c. Travel	\$ 0.00				\$ 59,805.00
d. Equipment	\$ 0.00				\$ 0.00
e. Supplies	\$ 0.00				\$ 12,111.00
f. Contract	\$ 16,742.00				\$ 2,663,844.00
g. Construction	\$ 0.00				\$ 0.00
h. Other Direct Costs	\$ 0.00				\$ 0.00
i. Total Direct Charges	\$ 16,742.00				\$ 2,857,809.00
j. Indirect Costs	\$ 0.00				\$ 5,617.00
k. Totals	\$ 16,742.00				\$ 2,863,426.00
7. Program Income	\$ 0.00				\$ 0.00

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WEATHERIZATION ASSISTANCE PROGRAM (WAP)
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IV.1 Subgrantees

Subgrantee (City)	Planned Funds/Units
LIFT, Incorporated (LIFT) (Tupelo)	\$234,589.00 21
Multi-County Community Action Service Agency (Multi-County) (Meridian)	\$536,784.00 52
Northeast Mississippi Community Services (Booneville)	\$224,661.00 20
Prairie Opportunity, Inc. (Starkville)	\$370,461.00 34
SOUTH CENTRAL CAA (Jackson)	\$795,081.00 79
Warren-Washington-Issaquena-Sharkey Community Action Agency (Greenville)	\$403,702.00 38
Total:	\$2,565,278.00 244

IV.2 WAP Production Schedule

Weatherization Plans	Units
Total Units (excluding reweatherized)	244
Rewatherized Units	0
Note: Planned units by quarter or category are no longer required, no information required for persons.	

Average Unit Costs, Units subject to DOE Project Rules		
VEHICLE & EQUIPMENT AVERAGE COST PER DWELLING UNIT (DOE RULES)		
A	Total Vehicles & Equipment (\$5,000 or more) Budget	\$0.00
B	Total Units Weatherized	244
C	Total Units Reweatherized	00
D	Total Dwelling Units to be Weatherized and Reweatherized (B + C)	244
E	Average Vehicles & Equipment Acquisition Cost per Unit (A divided by D)	\$0.00
AVERAGE COST PER DWELLING UNIT (DOE RULES)		
F	Total Funds for Program Operations	\$1,867,292.00
G	Total Dwelling Units to be Weatherized and Reweatherized (from line D)	244
H	Average Program Operations Costs per Unit (F divided by G)	\$7,652.84
I	Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J	Total Average Cost per Dwelling (H plus I)	\$7,652.84

IV.3 Energy Savings

Method used to calculate savings: ☒ WAP algorithm ☐ Other (describe below)			
	Units	Savings Calculator (MBtus)	Energy Savings
This Year Estimate	244	29.3	7149
Prior Year Estimate	180	29.3	5274
Prior Year Actual	10	29.3	293

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Method used to calculate savings description:

The method used to estimate energy savings is the DOE WAP algorithm which uses results from national Weatherization Program evaluations to estimate energy savings per home. This method estimate of 29.3 MBTU will be used to calculate the total annual energy savings for each weatherized home in PY 2020.

Estimated 2020, number of homes **243** X **29.3 MBTU**= Total estimated energy savings **7,120 MBTU's** resulting from DOE appropriated funds.

Prior year estimate (2019) will be updated upon completion of grant period).

IV.4 DOE-Funded Leveraging Activities

The State of Mississippi will not be using a percentage of the grant to undertake leveraging activities.

Leveraging activities will be an integral component of the Mississippi Weatherization Program. Local funds and in-kind contributions will be solicited from individuals and philanthropic organizations in efforts to supplement DOE funds. The benefits of engaging in leveraging activities are:

1. To secure additional resources,
2. To maintain current the service level for the target population, and/or
3. To serve more Weatherization clients.

Local Weatherization subgrantees are required to engage in leveraging activities as it is becoming increasingly difficult to defend programs for re-authorization and appropriation before the Congress. Secondly, the demand for Weatherization assistance has continued to increase at a geometrical progression as the elderly population increases. Therefore, Subgrantees are encouraged to solicit additional weatherization resources such as cash donations and in-kind contributions. The in-kind contributions include, but are not limited to:

volunteers, vented space heaters, insulation materials, siding materials, bricks, plywood, storm doors and windows, paint, nails, ceiling tile, doors and thresholds, smart thermostats, water treated wood, carpet, glue and foam spray insulation, electric bulbs, cement, glass windows, wasp spray and discounts.

Weatherization subgrantees are required to submit leveraging reports which include the name of the item, cash amount received, the estimate of fair market value for donated materials, name of labor contributors and the estimated number of households that benefited as a result of the leveraging activity.

The Mississippi Weatherization Assistance Program (MSWAP) is aware that reporting may be difficult where multiple sources of funds as a result of leveraging are used to weatherize a unit, or a complicated leveraging agreement has been reached with non-Federal partners. To assist Subgrantees in determining what a DOE weatherized unit is, MSWAP will utilized DOE definition as follows:

A DOE Weatherized unit is- A dwelling on which a DOE-approved energy audit or priority list has been applied and weatherization work has been completed. As funds allow, the measures installed on this unit and paid for with DOE funds have a Savings-to-Investment Ratio (SIR) of 1.0 or greater, but also may include any necessary energy-related health and safety measures.

MSWAP understands that the use of DOE funds on this unit may include, but are not limited to auditing, testing, measure installation, inspection, use of DOE equipment and/or vehicles, or if DOE provides the training and/or administrative funds. Therefore, a dwelling unit that meets both the definition of a DOE weatherized unit and has **DOE funds used directly on it must be counted as a DOE completed unit.**

IV.5 Policy Advisory Council Members

☐ Check if an existing state council or commission serves in this category and add name below

Dr. Johnny Gilbert	Type of organization: Other Contact Name: Phone: 6012095794 Email: jgilb38731@aol.com
Jean Marie Hill	Type of organization: Non-profit (not a financial institution) Contact Name: Phone: 6629311734 Email: Jhill@gmail.com
	Type of organization: Utility

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Lawrence Johnson	Contact Name: Phone: 6019692336 Email: ljohns3@entergy.com
Morris Real Estate	Type of organization: Other Contact Name: Phone: 6014544737 Email: marlon.morris30@gmail.com
Mr. Robert Lesley, Atmos - Customer Service	Type of organization: Utility Contact Name: Phone: 6012091932 Email: Robert.Lesley@atmosenergy.com
Nicole Claiborne	Type of organization: Non-profit (not a financial institution) Contact Name: Phone: 6014971225 Email: mncaliborne@aol.com
Tasha Lee	Type of organization: Utility Contact Name: Phone: 6014842541 Email: tplee@southernco.com
Terrance Spears	Type of organization: For-profit or Corporate (not a financial institution or utility) Contact Name: Phone: 6015025716 Email: teespears65@gmail.com

IV.6 State Plan Hearings (Note: attach notes and transcripts to the SF-424)

Date Held	Newspapers that publicized the hearings and the dates the notice ran
04/14/2020	On March 17, 2020 and March 31, 2020, the Public Hearing was publicized in the following newspaper: The Clarion Ledger Post Office Box 40 Jackson, MS 39205-0040 This newspaper covers all 82 counties and serves as the states major new outlet.

IV.7 Miscellaneous

List below are the contact information on the Business Officer and Principal Investigator:

Recipient Business Officer

Mr. Bob Anderson
Executive Director
Mississippi Dept. of Human Services
P.O. Box 352
200 South Lamar Street

Jackson, Mississippi 39201
(601) 359-4457 (

robert.anderson@mdhs.ms.gov

Recipient Principal Investigator

Tina M. Ruffin, Director
Division of Community Services
Mississippi Dept. of Human Services
P.O. Box 352
200 South Lamar Street

Jackson, Mississippi 39201
601) 359-4768

tina.ruffin@mdhs.ms.gov

2019 American Customer Satisfaction Index (ACSI) Survey Action Plan:

Overall, MSWAP maintained some levels of consistency. According to the survey, there were several potential growth areas discovered. To address these potential growth areas, MSWAP will:

- Continue having Quarterly WX Network meetings.
- Provide WX Network with all required program notices.
- Recommend WX Network participation in the development of state plan.
- Provide timely responses on monitoring and corrective actions.
- Require WX Network to provide feedback concerning T&TA.

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Implementing the above potential growth areas should improve development of the state plan, technical assistance, monitoring and corrective actions, and communications.

MISSISSIPPI DEPARTMENT OF HUMAN SERVICES
DIVISION OF COMMUNITY SERVICES

Public Hearing Advertisement Process:

1. Division Director sets the Public Hearing date, time and location for the CSBG and LIHEAP Programs, and the Staff Officer, I sets the date, time and location for the DOE WX Program.
2. Deputy Director determines the date(s) the state plans have to be filed with the Secretary of State (SOS) Office (20 days before the public hearing).
3. Deputy Director generates Legal Ad Notice for the Public Hearing, a memo requesting publication of Legal Notice (and proof of advertisement), and submit the request (and Word document) to the Division of Budgets & Accounting, Office of Procurement Services contact person for processing.
4. Office of Procurement Services contact person sets up Purchase Order (1343) and submit the requested information to the MS Press Services via email.
5. MS Press Services emails a "draft" of the requested information along with the quote for advertisement to the Office of Procurement Services contact person and from there, Procurement Services emails the "draft" document to Community Services' Deputy Director for proofing.
6. Deputy Director approves documents to run on set date(s) listed in the requested memo and forwards email back to Procurement Services contact person.
7. Procurement Services contact person forwards the email to MS Press Services to move forward with the advertisement.
8. Deputy Director (CSBG/LIHEAP) or Staff Officer, I (DOE WX) - also verifies advertisement of hearing by checking on-line and/or the papers.

New for WX only:

- I. Deputy Director contacts a Court Reporting Company and request a quote for services to transcribe the minutes of the Public Hearing.
- II. Deputy Director accepts quote and forward the quote to the Special Projects Officer, II to set up a Purchase Order for payment.

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This worksheet should be completed as specified in Section III of the Weatherization Assistance Program Application Package.

V.1 Eligibility

V.1.1 Approach to Determining Client Eligibility

Provide a description of the definition of income used to determine eligibility

Eligibility- The State of Mississippi Weatherization Assistance Program (MSWAP) requires that every dwelling weatherized must meet the eligibility requirements.

Per regulation 10 CFR 440.22(a) and stated per 10 CFR 440.14(c) (6) (xii), the definition of "low income" for determining client eligibility for MSWAP has been established at or below 200% of the current federal poverty guideline.

Describe what household eligibility basis will be used in the Program

In accordance with 440.16 (a), MSWAP requires each applicant household requesting WAP assistance complete an application intake process to determine client eligibility. The process consists of documenting household demographics, income verification, needs assessment, identity verification and other documentations as required.

INCOME VERIFICATION Per 10 CFR 440.22

MSWAP will ensure that a dwelling unit is eligible for assistance and is occupied by a family unit, whose income is at or below 200% of the federal poverty guidelines and are in effect at the time of submission of the application. Applicants applying for weatherization that are on the waiting list or for other reasons must have their eligibility documentation updated at least annually. Application Eligibility expires 12 months from certification date if work on dwelling unit (energy audit) has not been initiated.

Priority is given to the elderly, disabled and families with children. Live-in attendant's income can be excluded if it is determined that (1) the live-in is essential to the care and well-being of the person; and (2) would not be living in the unit except to provide the necessary supportive services. All household members' status will be documented and maintained in Virtual ROMA and individual client files for future references.

The following documents are acceptable when determining eligibility:

INCOME(S)

Income means Cash Receipts earned and/or received by the applicant before taxes during applicable tax year(s). Gross Income is to be used, not Net Income. Cash Receipts include the following:

1. Money, wages and salaries before any deductions;
2. Net receipts from non-farm or farm self-employment (receipts from a person's own business or from an owned or rented farm after deductions for business or farm expenses);
3. Regular payments from social security, railroad retirement, unemployment compensation, strike benefits from union funds, worker's compensation, veteran's payments, training stipends, alimony, and military family allotments;
4. Private pensions, government employee pensions (including military retirement pay), and regular insurance or annuity payments;
5. Dividends and/or interest;
6. Net rental income and net royalties;
7. Periodic receipts from estates or trusts; and
8. Net gambling or lottery winnings.

The following Cash Receipts **are not** considered sources of Income for the purposes of determining applicant eligibility:

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1. Capital gains;
 2. Any assets drawn down as withdrawals from a bank;
 3. Money received from the sale of a property, house, or car;
 4. One-time payments from a welfare agency to a family or person
- who is in temporary financial difficulty;
5. Tax refunds;
 6. Gifts, loans, or lump-sum inheritances;
 7. College scholarships;
 8. One-time insurance payments, or compensation for injury;
 9. Non-cash benefits, such as the employer-paid or union-paid portion of health insurance;
 10. Employee fringe benefits, food or housing received in lieu of wages;
 11. The value of food and fuel produced and consumed on farms;
 12. The imputed value of rent from owner-occupied non-farm or farm housing;
 13. Depreciation for farm or business assets;
 14. Federal non-cash benefit programs such as Medicare, Medicaid,
- Food Stamps, school lunches, and housing assistance;
15. Combat zone pay to the military;
 16. Child support
 17. Reverse mortgages; and
 18. Payments for care of Foster Children;

****Other documents may be necessary as required by Agency****

VALID PHOTO ID(S)

1. Photo Driver's license, US Passport
2. State-issued photo ID
3. Employment ID
4. School, college or university ID
5. US Military ID
6. Tribal ID, Alien registration/Permanent residence card, temporary residence card

SOCIAL SECURITY CARD(S)

1. Certified Copies
2. Card for all household members regardless of age

Describe the process for ensuring qualified aliens are eligible for weatherization benefits

Qualified Aliens Eligibility for Benefits

If the Head of Household is an undocumented Individual, the application should be denied for the entire household.

If an individual within a household is an undocumented Individual, does not disclose citizenship or establish satisfactory immigration status, ineligibility exists only for the individual member and not the entire household. The remaining household members should have eligibility determined. During the application process, any individuals within the household who do not wish to comply with citizenship and documented status requirements are considered "Non-Applicants" and should not be questioned about citizenship/documented status. However, these individuals must disclose and verify income and other information needed to establish the eligibility of the household. Eligibility cannot be determined when a Non-Applicant fails to disclose income, therefore, the application should be denied for the entire household. If adequate documentation of immigration status is subsequently provided for the Non-Applicant, the worker shall act upon the reported change in accordance with appropriate timeliness standards.

Most undocumented Individual who have entered the United States legally have in their possession documents that were issued by the United States Citizenship and Immigration Services (USCIS) which contains the person's immigration status and the date that person entered the country, or adjusted to the status shown

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on the card. It is the responsibility of the applicant to provide the USCIS documents prior to eligibility determination. If the applicant does not provide documents establishing documented status on a timely basis or if documented status is questionable, the eligibility of the remaining household members shall be determined.

The most common documents used to verify alien status include, but are not limited to:

- Form 1-551- Resident Alien Card and Conditional Resident Alien Card
- Form 1-151- Alien Registration Receipt Card
- Form 1-94- Arrival-Departure Record (Annotated with Section 207 or refugee, asylum, or paroled)
- Form 1-688- Temporary Resident Card
- Unexpired foreign passport when it contains an endorsement "Processed for 1-551. Temporary Evidence of Lawful Admission for Permanent Residence"

When a household or person indicates inability or unwillingness to provide documentation of alien status for any household member, that (non-applicant) member should be classified as "Ineligible", not illegal. Workers are cautioned that a determination that a person is Ineligible is not equivalent to a determination that a person is an illegal alien.

A person will be reported to the appropriate USCIS office under the following circumstances:

1. The applicant, another household member or the authorized representative admits that undocumented Individual (s) are present in the household;
2. USCIS documents presented by the household during the application process are determined to be forged;
3. A formal order of deportation or removal is presented by the household during the application process.

V.1.2 Approach to Determining Building Eligibility

Procedures to determine that units weatherized have eligibility documentation

In accordance with WPN 16-5, In order to meet the purpose of Weatherization Assistance Program, MSWAP, will ensure weatherization services are being provided to low-income persons that live in *all* types of housing (i.e. single-family, manufactured housing units, and multifamily buildings).

MSWAP and Subgrantees shall ensure that weatherization take place with a whole dwelling as a system approach (10 CFR 440.22(b)). A single unit within a multi- unit dwelling is not categorically excluded, but due to the rare instances when this is allowable, MSWAP shall seek prior approval from the Project Officer (PO).

MSWAP requires that dwelling eligibility is established before any weatherization commence. Dwelling eligibility is confirmed prior to the start of an energy audit. Proof of ownership must be established regardless of who is living in the dwelling (required for both owner-occupied, and rental units). ***Lifetime estates are to be treated as owner occupied dwellings. The following documents are acceptable as proof of ownership and eligibility:***

RESIDENCE VERIFICATION

1. Lease Agreement
2. Copy of Deed;
3. Statement from the Office of the Tax Assessor or Chancery Clerk.
4. Copy of Mortgage or Mortgage Payment Book;
5. Property Tax Receipts (must show address of property to be weatherized)

Describe Reweatherization compliance

Re-Weatherization: MSWAP shall adhere to the following:

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Any dwelling weatherized after September 30, 1994, or any subsequent date as Any dwelling weatherized after September 30, 1994, or any subsequent date as established in 10 CFR 440 subpart §440.18(e)(2)(iii) as amended, is not eligible for weatherization. Homes previously weatherized from September 30, 1994 and earlier may be weatherized per 10 CFR 6865 (c) (2). This provision provides flexibility to revisit homes weatherized prior to 1994 that may not have received the full complement of Weatherization services including the use of an advance energy audit or addressing health and safety concerns.

All homes previously weatherized will be documented via Virtual ROMA and Excel Reporting Spread sheets:

- Subgrantee must ensure that homes seeking re-weatherization meets the criteria stated above.
- **Subgrantees must ensure that any re-weatherization project will receive a current energy audit prior to re-weatherization.**
- Subgrantees must reference applicant's names, social security number, and address utilizing Virtual ROMA and excel reporting spread sheets.
- Subgrantee must perform a QCI final inspection and provide the case worker and partnering agency with the final status, which must be documented in the client Virtual ROMA file reflecting that the dwelling (s) were weatherized.
- If upon pre-inspection of a dwelling it is determined that the home was previously weatherized, subgrantee must document the address of dwelling referencing Virtual ROMA and the Excel data spread sheet.
- WX subgrantee must complete and submit to DCS the WX monthly reports, which includes the client list (names, address, phone etc.) via excel spread sheet. This is checked monthly by the state weatherization staff for compliance.

Describe what structures are eligible for weatherization

MSWAP will address the following structures:

- Single-Family - owned or rental
- Manufactured housing - own or rental
- Multi-family housing - own or rental
- ***Non-traditional dwelling units such as shelters apartments over business etc. MSWAP will consult with the Project Officer to ensure that program regulations are met, and whether the unit is, in fact, eligible.***

All structures must be stationary and have a specific mailing (street) address. ***The Weatherization of non-stationary campers and trailers that do not have mailing address associated with the eligible applicants is not allowed. The use of a post office box for a non-stationary camper(s) or trailer (s) does not meet this requirement.***

Describe how Rental Units/Multifamily Buildings will be addressed

Rental Procedures (WPN16-6)

The MSWAP will utilize a rental agreement which follows and addresses the requirements of 440.22(c). The restriction regarding the time when an owner can increase the cost of the unit is two (2) years.

Before the weatherization of any dwelling is allowable, proof of ownership must be established regardless of who is living in the dwelling (required for both owner-occupied and rental units). Lifetime estates are to be treated as owner occupied dwellings. The following documents are acceptable as proof of ownership:

- 1) Copy of Deed;
- 2) Copy of Mortgage or Mortgage Payment Book;
- 3) Property Tax Receipts (must show address of property to be weatherized); or
- 4) Statement from the Office of the Tax Assessor, Chancery Clerk, or Record of Deeds.

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5) Lease Agreement

If a dwelling is to be weatherized for a client who is not the owner of the dwelling, an agreement must be entered into between the landlord and the subgrantee agency. The agreement must be signed before work can begin on the weatherization project. **Landlord participation is encouraged but not mandatory.** Participation may be provided through donated materials, monetary assistance or a combination of the two. A condition of the agreement includes the agreement not to raise the tenant's rent for two (2) years (some exceptions apply) beginning on the date of the weatherization project completion (that is the approved post inspection date). Additionally, the owner cannot evict the tenant without cause during that period. Should the owner choose to violate the agreement, he or she may be billed for the pro-rated share of cost of the weatherization project.

The allowable exceptions to the prohibition of the two (2) year rent increase include increases due to higher property taxes, insurance premiums, necessary replacement (or extensive repairs) to appliances, plumbing, or wiring. These allowable costs must be spread over the period of one (1) year.

The owner agrees that the dwelling is not presently being offered for sale and agrees to give the subgrantee agency thirty (30) days' notice of the sale should the property be offered for sale prior to the expiration of the rental agreement. At least ten (10) days prior to the sale, the owner agrees to obtain a notarized statement of the purchaser's consent to assume the rental agreement obligation. If this consent is not obtained, the owner agrees to pay the full cost of the weatherization project based on the pro-rated number of months remaining in the rental agreement. Should the property be transferred via a will or heir ship, the same obligations would be placed on the new owners.

Additionally, the owner agrees that the terms and obligations of the rental agreement shall supersede any inconsistent provision of any oral or written lease or other agreement affecting the rent collected for the eligible dwelling unit.

Multi-Family Dwellings Per WPN 16-5: In order to meet the purpose of the WAP, MSWAP will ensure weatherization services are being provided to low-income persons that live in all types of housing (i.e. single family, manufactured housing units, and multi-family buildings). It is noted that in qualifying a multi-family building for weatherization, MSWAP understands that 10 CFR 440.22(b)(2) requires that a building containing rental dwelling units is eligible for WAP funds where "Not less than 66 percent (50 percent for duplexes and four unit buildings, and certain eligible types of large multifamily buildings) of the dwelling units in the building:

- (i) Are eligible dwelling units, or
- (ii) Will become eligible dwelling units within 180 days under a Federal, State, or local government program for rehabilitating the building or making similar improvements to the building

MSWAP understands that "certain eligible types of large multifamily buildings" are those buildings for which an investment of DOE funds would result in a significant energy-efficiency improvement because of the upgrades to equipment, energy systems, common space, or the building shell. MSWAP falls below the 20% threshold and do not have a DOE-approved audit and procedures for multifamily buildings, therefore, the following actions will be taken:

MSWAP will follow Weatherization Program Notice 16-5 when addressing requirements for determining eligibility of certain multi-family buildings and will seek guidance from the Project Officer when addressing the above stated criteria.

Describe the deferral Process

DEFERRAL STANDARDS

MSWAP understands that the decision to walk-away from a dwelling without providing weatherization services is difficult but necessary in some cases. Many problems encountered in low-income housing are beyond the scope of the Weatherization Assistance Program. Deferrals does not mean that assistance will never be available, but that any work deemed beyond the scope of WAP must be postponed until the problems can be resolved and alternative sources of help be found as necessary. Subgrantees Coordinator(s) must follow the deferral guidelines included in the Health and Safety Plan. Subgrantees must complete and have on file, the Walk Away/Deferral form when determining deferrals. ***(See Attachments)***

V.1.3 Definition of Children

Definition of children (below age): **19**

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V.1.4 Approach to Tribal Organizations

☐ Recommend tribal organization(s) be treated as local applicant?

If YES, Recommendation. If NO, Statement that assistance to low-income tribe members and other low-income persons is equal.

The low-income members of tribal organizations shall be entitled to apply and receive weatherization assistance, as provided to other low-income persons in the State, through the normal channels of the State of Mississippi Weatherization Assistance Program (MSWAP) in accordance with 10 CFR 440.16 (f).

V.2 Selection of Areas to Be Served

In accordance with 10 CFR 440.14 (c) (6) (ii), preference is given to Community Action Agencies and other public or private nonprofit entities. MSWAP will enter in agreement with six (6) subgrantees state-wide for PY2020, which allows all 82 counties to be served in a timely and effective manner. In the event that an agency cannot fulfill the terms of the contract the state will award the funding of that agency to another performing agency to carry out the terms.

Every weatherization subgrantee will be a community action agency or other public or private nonprofit entity with a track record of implementing similar low-income programs and will be in accordance with 10 CFR 440.14 (a). The subgrantees experience and performance in weatherization or housing rehabilitation activities and experience in providing assistance to low-income persons in the service area in accordance with 440.15 (a) (2) (I) (ii) (iii) and ability to implement a timely and effective weatherization program, through timely submission of Monthly Progress Reports, as well as planned versus actual homes weatherized are also factors which will be considered. Preference is also given to entities that achieve weatherization goals, Perform work according to the Standard Work Specifications (SWS) and that have sufficient staff capabilities in accordance with 440.15(a)(3)(I)(ii)(iii)(iv).

Should it become necessary to terminate, downsize or select subgrantees, it will be discussed at a hearing in accordance with 440.14 (a) and upon the basis of the criteria provided in 440.15(a).

V.3 Priorities

Priority is given to elderly, disabled, families with children, high-energy users and high-energy burden as describe in 10CFR 440.3.

In accordance with 10 CFR 440.16 (b), the State of Mississippi requires that the Weatherization Assistance Selection Tool (Form WX-7) be completed on all eligible applicant prior to the selection for assistance. This form allows subgrantees to rank potentially eligible applicant, taking into consideration the following:

- Age
- Occupants
- Disabled Members
- Waiting Period
- High Energy Burden (10 CFR 440.3) - *low-income household whose residential energy burden (residential expenditures divided by the annual income of that household) exceeds the median level of energy burden for all low-income households in the State. This selection process will allow clients that apply to be placed on the service list according to the selection tool ranking. (See Attachment for Selection Tool)*
- High Energy Users- *low-income household whose residential energy expenditures exceed the median level of residential expenditures for all low-income households in the State.*
- Poverty Level

This selection process will be incorporated into the Virtual ROMA System, allowing clients that apply to be placed on the service list according to the selection tool ranking. **(See Attachment for Selection Tool)**

The monthly and quarterly reports capture required data relating to High Energy Burden and High Energy Users. Reporting on these areas MSWAP will utilize the PAGE reporting system.

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V.4 Climatic Conditions

According to the State Climatologist Office at Mississippi State University, Mississippi is located in the humid subtropical climate region, characterized by temperate winters; long, hot summers; and rainfall that is fairly evenly distributed through the year. However, the state is subject to periods of both drought and flood, and the climate rarely seems to bring "average" conditions. More typical would be an expectation of "feast or famine" with regard to weather events as the climate delivers energy and moisture in subtropical latitudes between a large landmass to the north and the Gulf of Mexico to the south.

Prevailing southerly winds provide moisture for high humidity and potential discomfort from May through September. Locally violent and destructive thunderstorms are a threat on an average of about 60 days each year. Eight hurricanes have struck Mississippi's coast since 1895, and tornadoes are a particular danger, especially during the spring season.

Normal mean annual temperatures range from 62F in the north to 68F along the coast. Low temperatures have dropped to 16F below zero while high temperatures exceed 90F over 100 days each year. Temperatures routinely exceed 100F at many places in the state each year and drop to zero or lower an average of once in five years in the state. Freezing temperatures reach the Gulf coast almost every winter. Normal precipitation ranges from about 50 to 65 inches across the state from north to south. Measurable snow or sleet falls on some part of the state in 95% of the years.

In essence, Mississippi has a climate characterized by absence of severe cold in winter but by the presence of extreme heat in summer. The ground rarely freezes and outdoor activities are generally planned year-round. Cold spells are usually of short duration and the growing season is long. Rainfall is plentiful, but so are dry spells and sunshine.

The State of Mississippi is divided into three climatic regions. Listed below is a comparison of 2018 to 2019 Heating and Cooling Degree Days according to the National Weather Service and the Weather Data Depot (<http://www.weatherdatadepot.com/>) per region.

	2018	2019	+/-	2018	2019	+/-
Region	Heating Degree Days (HDD)	Heating Degree Days (HDD)	% Difference Increase/Decrease Days	Cooling Degree Days (CDD)	Cooling Degree Days (CDD)	% Difference Increase/Decrease Days
Tupelo (Region # 1) <i>North MS</i>	2071	1854	-10%	3453	3372	-2%
Jackson (Region # 2) <i>Central MS</i>	1500	1312	-13%	5227	3689	-1%
Gulfport (Region # 3) <i>South MS</i>	846	752	-11%	4598	4236	-8%

These climatic variances within the State affect how the weatherization program is designed and targets the number of units weatherized. It also affects energy savings realized in different regions, as well as energy usage and cost (labor/material).

V.5 Type of Weatherization Work to Be Done

V.5.1 Technical Guides and Materials

MSWAP will utilize the Mississippi Weatherization Field Guide, SWS's, 10 CFR 440 Appendix A and the NEAT/MHEA Audits (Approved April 13, 2020), to ensure that all work is being performed in accordance to the DOE approved energy audit procedures.

MSWAP provides a Notification of Funds Availability (NOFA) to subgrantees, which is use to formulate and submit a contract proposal. The NOFA consist of WAP fiscal, programmatic, and technical requirements that must be adhered to in order to administer the Weatherization Assistance Program. To ensure that subgrantee are in receipt of the Field Guide and other requirements, MSWAP requires the following along with subgrantee contract proposal:

- **Subgrantee Weatherization Field Guide Acceptance Form (See attached form)** - This form certifies that said organization will comply with the provisions of WPN 15-4. Subgrantee agrees to ensure that all tasks performed on client(s) homes meet the specifications, objectives and desired

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outcome for Home Energy Upgrades Standard Work Specifications (SWS) where applicable. Applicable tasks are those tasks addressed in the Standard Work Specifications for Home Energy Upgrades for Single Family, Multi-Family, and or Manufactured Homes. Furthermore, subgrantee will ensure training to all contractors/vendors on the Weatherization Field Guide and Standard Work Specifications (SWS) prior to the commencement of weatherization work. In addition, confirm that subgrantee have read and received both, the link to the online version and hard copy of the Mississippi Weatherization Field Guide and Standard Work Specifications.

- **Contractors Weatherization Field Guide Acceptance Form (See attached form)** - This form certifies that the contractor/vendor will comply with the provisions of WPN 15-4 4 (*The contractor agrees to ensure that all tasks performed on client(s) homes meet the specifications, objectives and desired outcome for Home Energy Upgrades Standard Work Specifications (SWS) where applicable. Applicable tasks are those tasks addressed in the Standard Work Specifications for Home Energy Upgrades for Single Family, Multi-Family, and or Manufactured Homes. The contractor further agrees, and understand that compensation will only occur once the job passes inspection by the agency representative/QCI on final post inspection.* Furthermore, the contractor confirm that the subgrantee agency have provided training on the Mississippi Weatherization Field Guide and Standard Work Specifications. In addition, confirm that he/she have read and received both, the link to the online version and hard copy of the Mississippi Weatherization Field Guide.
- **Certifications Data Form (See attachment)**-subgrantees must provide a list of all WX Staff certifications.

Field guide types approval dates

Single-Family: 5/16/2018
Manufactured Housing: 5/16/2018
Multi-Family:

V.5.2 Energy Audit Procedures

Audit Procedures and Dates Most Recently Approved by DOE

Audit Procedure: Single-Family
Audit Name: NEAT
Approval Date:

Audit Procedure: Manufactured Housing
Audit Name: MHEA
Approval Date:

Audit Procedure: Multi-Family
Audit Name: No Audit/Priority List for this building type
Approval Date:

Comments

MSWAP will utilize the NEAT/MHEA Audits when addressing dwellings. **MSWAP will comply with 10CFR 440.21 (i) when submitting for audit approval.**

Single Family/Manufactured Housing (April 13, 2020) (Expires 4/30/2025)

NEAT/MHEA must be performed to ensure that a favorable SIR is determined before any measure is preformed.

Multi-Family Dwellings- No approved audit, DOE approve on case by case.

MSWAP falls below the 20% threshold and do not have a DOE-approved audit and procedures for multifamily buildings, therefore, the following actions will be taken:

- MSWAP will follow Weatherization Program Notice 16-5 when addressing requirements for determining eligibility of certain multi-family buildings as identified by the Department of Housing and Urban Development (HUD) and the Department of Agriculture (USDA).
- MSWAP understands that the Project Officer will review and approve project(s) on a case-by-case basis in the absence of a multifamily energy audit. MSWAP will submit to the Project Officer the necessary materials needed to seek approval of the multifamily project prior to commencing weatherizing the building (e.g. engineering assessment, audit input/output).

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V.5.3 Final Inspection

Listed below are the procedures utilized to ensure that no dwelling unit is reported to DOE as completed until all weatherization measures have been installed and the Subgrantee, or its authorized representative, has performed a final inspection(s) including any mechanical work performed and certified that the work has been completed in accordance with the NEAT/MHEA Audits, Standard Work Specifications (SWS) and audit procedures required by 10 CFR 440.21.

All home inspections, pre and post, must be accompanied with before and after pictures.

- When reporting homes as completed, subgrantees must submit for review by the state office the follow documentation:

1. Pre-Inspection Audit
2. Work Order (s) (HVAV, Contractors and Change orders)
3. Pre-Audit photo's
4. NEAT/MHEA and H.E.A.T Audit
5. Audit Input Report
6. Material Listing for Job
7. Invoices/Receipts
8. Contractors Agreements
9. Post-Inspection Audit
10. Post-Audit Photo's

- Pictures must be made available for all Pre and Post Readings (pictures must show reading on the equipment).
- Agencies are required to conduct a mandatory pre and post-test on dwelling.
- The same Coordinator who conducts the pre-test cannot conduct the post test.
- All Post Inspections (WPN 15-4) **must be** completed by a ***Certified Quality Control Inspector***. If one is not on staff subgrantees ***must contract*** the post inspections out to a certified QCI, partner with a local CAP Agency that have certified staff to preform inspections. or if none of the above, the State office will monitor 100% of homes weatherized.
- The Pre and Post-test must include all diagnostic testing where applicable.
- When the Post Inspector (QCI Final Inspector) finds work that need to be re-addressed the contractor must be contacted and provided corrective action documentation on areas that must be re-addressed. In cases where there is a third party, Local CAP, or State QCI, reports must be submitted to the agency for execution of corrective actions. Upon completion of work, the Post Inspector (QCI) must follow-up to ensure work was performed to in accordance to the SWS's before payment is rendered. QCI must perform diagnostic testing to ensure the health and safety of the project.
- MSWAP requires that QCI final inspection must ensure that all materials were utilized in accordance with the approved work scope. If all materials were not installed, subgrantees must complete a Materials Transfer Form, which identifies the unused materials and return items to the agency for proper adjustments. This form must be signed by the Executive Director and maintained in the client file. Materials returned to the vendor must be documented on a Change Order Form for proper processing and filed in the client's file. Additional materials needed to complete a measure requires a new work scope and material list must be created and maintained in client file. A final post inspection must take place after completion of all work.
- If it is determined that materials are missing or not used on the job, agency must conduct an investigation and provide a report to DCS. The individuals involved will be immediately terminated from participation in the Weatherization Program.

All Quality Control Inspections must be in accordance to SWS and Field Guide. Failure to comply may result in the following:

1. DCS will provide subgrantees with written notice concerning the QCI area of concerns.
2. DCS will require that the Subgrantee provide a written plan of action, which must follow the

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suggested training plan.

3. DCS will follow-up with additional monitoring of the QCI assigned jobs.
4. Failure to comply may result in termination of the QCI or suspension of the program for non-compliance.

V.6 Weatherization Analysis of Effectiveness

Weatherization Analysis of Effectiveness (per 10 CFR 440.14(c)(6)(i))

MSWAP has established the policy of evaluating subgrantees program effectiveness. A quality rating (*Good, Fair, and Poor*), shall be established by consideration of factors including, but not limited to:

Program Administration

1. Program files and accuracy and timely completion/submission of reports.
2. Work quality and oversight.
3. Monitoring reports.
4. Proper invoicing techniques.
5. The practice of using DOE funds to return to previously completed homes to make adjustments or include additional measures not done on the initial visit and after unit was reported to DOE as completed.
6. Proper designation of allowable administrative expenses between administration and program support categories.

Performance Analysis

1. Proper documentation of determining eligibility.
2. Number of Elderly, Disabled, Children, High Energy User, and Households with High Energy

Burden served.

3. Expenditures verses number of dwellings weatherized. Production quotas and expenditures.
4. Carbon Monoxide, Blower Door, Refrigerator testing.
5. Client education.
6. Health and Safety Practices.
7. Referrals from LIHEAP/CSBG.
8. Securing of additional funding from other agencies and programs.
9. Proper use of Priority Measures/Weatherization measures selected.
10. Pre-Inspection.
11. Final inspection/Re-inspections and follow-up.
12. Lead safe weatherization work practices and mold and moisture checklist.
13. Personnel training.
14. Required signatures.
15. Program files, accuracy, and timely completion/submission of reports.
16. Work quality and oversight.
17. Monitoring reports.

MSWAP measures productivity via weekly and monthly subgrantee reporting. The Subgrantees are required to submit the following:

Weekly Reports:

- The number of homes completed
- Type of fuel
- Demographic information

Monthly Reports:

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- Final report on homes completed (*Along with required documentation. See V.4*)
- Final report on types of fuel
- Final demographics report
- Final Monthly Expenditures, and
- Energy savings report.

The above reports will be compared monthly to ensure cost effectiveness, accountability, quality of service and adequate training is provided.

If the findings are determined based on a flagrant and/or frequent noncompliance, this is considered to be a serious impact on the agency's ability to continue to operate the program effectively. Steps will be taken to suspend or terminate funding.

Once an agency is placed on special conditions either a conditions plan of action will be put in place or as stated above funding will be suspended or terminated. The decision for removal of special conditions will be based on the following:

- The nature of the findings yielding the special conditions (are the same findings recurring?)
- The agency's responsiveness to the special conditions (were the findings resolved promptly? Completely? With attention to the cause of the finding?)
- The Program Manager's assessment of the agency's potential for improving overall performance to an acceptable level.

V.7 Health and Safety

(See Attachments for Health and Safety Plan)

V.8 Program Management

V.8.1 Overview and Organization

Overview

The Division of Community Services, through Federal funds, administers programs under assigned grants, which provide assistance to the economically or socially disadvantaged citizens of Mississippi; and to carry out the provisions of the Community Economic Opportunity Act of 1983, which are:

To provide technical assistance to local agencies and communities in developing and carrying out such programs;

To provide the Governor with information with respect to programs and policies of all anti-poverty resources;

To act as an advocate for the poor at the State and national level and to provide the Governor, Legislature and other public and private entities throughout the State with information on socio-economic conditions affecting low-income Mississippians;

To mobilize Federal, State and local resources to enable the Governor to effectively respond to the needs of Mississippians who are economically or socially disadvantaged;

To monitor, conduct, supervise and administer those matters pertaining to Community Services, Community Services Block Grant, Low-Income Home Energy Assistance and Low-Income Weatherization funded operations in Mississippi in coordination with pertinent State and Federal agencies as directed by the Governor, or appropriate Federal authorities, with the concurrence of the Governor.

Organization

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To provide technical assistance to local agencies and communities in developing and carrying out such programs;

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To monitor, conduct, supervise and administer those matters pertaining to Community Services, Community Services Block Grant, Low-Income Home Energy Assistance and Low-Income Weatherization funded operations in Mississippi in coordination with pertinent State and Federal agencies as directed by the Governor, or appropriate Federal authorities, with the concurrence of the Governor.

V.8.2 Administrative Expenditure Limits

The impact of the 10 percent statutory and regulatory limit on administrative costs has continues to be a difficult issue for the Subgrantees in the management of their Weatherization program. As 10 CFR 440.18(e) explains, no more than 5 percent of the new PY allocation may be used for administrative purposes, and not less than 5 percent must be made available to Subgrantees. However, DCS may provide up to an additional 5 percent to Subgrantees receiving grants of less than \$350,000 of the new total PY allocation funds. In other words, DCS may make available up to 10 percent to certain, qualified Subgrantees. In these special cases, a total of up to 15 percent of the grant would be allowable for administrative purposes. Should DCS elect this option, DCS will describe the procedures used for approval to provide additional administrative funds to qualified Subgrantees as specified in 10 CFR 440.18(d). DCS will take caution, and only use the **new PY total allocation funds** in determining the administrative allowances, as any carryover funds have already had administrative costs allocated.

The State of Mississippi/DCS will ensure that funds are allocated to areas based on relative need for the project. Funds will be allocated to subgrantees based on the level of poverty as determined by the most recent census statistics in accordance with 440.15(b). Financial assistance will be used to supplement and not supplant state or local funds in accordance with 440.16 (c). The Subgrantees will be required to coordinate with other programs to the maximum extent possible is in accordance with 440.16 (d). DCS is a participant in a comprehensive planning group designed to provide the greatest benefit to the client while mutually accommodating the involved parties via referrals and leveraged activities.

V.8.3 Monitoring Activities

MSWAP will utilize WPN 20-4 when establishing a monitoring plan to ensure quality workmanship, financial and programmatic accountability, and adherence to federal/state regulations as well as contractual agreements.

In accordance with WPN 20-4, the Independent QCI will be utilized when addressing the comprehensive monitoring reviews of client files and subgrantees' records, as well as inspection of at least **10 percent of each subgrantees** DOE-funded completed units.

The Division of Community Services has met with the Division of Program Integrity. Monitoring schedules will be coordinated so that DCS staff will complete the technical review during the same time DPI is monitoring the financial and administrative. The T&TA report from DCS will be included as part of the official monitoring report issued by DPI.

The programmatic monitoring system has been designed to provide a systematic method of identifying program strengths and weaknesses, a basis for assisting agencies by improving program operations and for continuing the flow of information between the subgrantee level and DCS which is necessary for problem identification and resolution.

The State will conduct on-site monitoring visits of each subgrantee agency at least once annually. Those agencies having weaknesses in any area will be monitored and technical assistance provided as necessary to ensure program and fiscal compliance.

Procedures:

Monitoring visits will normally be scheduled and confirmed at least one week prior to the visit. However, the State does reserve the right to conduct unscheduled monitoring visits. Programmatic and Fiscal Monitoring functions will be performed by Program Integrity (PI), a division within the MDHS and Technical Monitoring by the Division of Community Services (DCS).

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- Programmatic & Fiscal Monitoring (Grantee T&TA Administrative): This is conducted by The Division of Program Integrity and budgeted at 5%, at 2 staff members.
- Technical Monitoring (Grantee T&TA Technical Monitoring): This will be conducted by The Division of Community Services and budgeted at 52% at 2 staff members.

An entrance conference will be conducted with the subgrantees Executive Director or a designee to explain the purpose of the visit. Program operations of subgrantees are reviewed randomly by the Office of Monitoring. These internal audits are conducted in accordance with the General Accounting Office's "Standards for Audits of Governmental Organizations, Programs, Activities, and Functions" and generally accepted auditing standards established by the American Institute of Certified Public Accountants. Additionally, this office seeks to target those entities with large allocations and agencies with demonstrated problems. Random Technical reviews will be conducted by DCS Technical Staff.

Although each subgrantee is required to contract with an independent audit firm for audits, the selection process is reviewed and approved by MDHS/DCS per the Audit Request for Proposal. All audit reports are reviewed and reconciled by the DCS fiscal unit.

The Office of Program Integrity will complete a written report of the administrative and fiscal review. DCS technical staff will complete a written report of the programmatic and field work performance. The Director of Program Integrity and the DCS director will review the report before it is forwarded to the agency. DCS will conduct desk and site reviews to ensure procedures are followed according to the standard work specifications. **All noted findings will be provided to subgrantees in writing within thirty days after the monitoring visit.** Deficiencies in fiscal, program operations or Technical assessments, which are not properly corrected according to instructions, may result in suspension of funds or termination.

Findings

1. Any of the following criteria generally constitutes a Finding:

- a) Violation of eligibility guidelines.
- b) A health or safety condition that affects clients, subgrantee staff and subgrantee subcontractors, or the integrity of the building structures that was created by, exacerbated by, or not corrected by the delivery of Weatherization services.
- c) The omission of a required Priority List measure or technique with major energy savings potential.
- d) Work not performed to the standard work specifications (SWS).
- e) Expenditure of Weatherization Assistance Program funds on measures that are not approved under the Weatherization Assistance Program or required for health or safety reasons.
- f) Major expenditure of funds on measures that are not recommended on the Priority Lists or do not yield a NEAT or MHEA generated savings-to-investment ratio of one or greater.
- g) False documentation on pre and post audits.
- h) Failure to track un-used materials.
- i) Failure to maintain client file documentation according to procedures.

2. An Onsite Assessments Report that contains a Finding:

- a) Requires an immediate response from the subgrantee.
- b) Requires corrective action be taken.

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- c) May result in disallowed costs.
- d) May result in an increased assessment/monitoring rate.
- e) May result in the requirement of additional training for the subgrantee personnel and contractors.
- f) May result in the recommendation for High Risk Status for the subgrantee.
- g) Continued Findings of this type may result in termination of DCS Weatherization Assistance Program

Award to the subgrantee and/or disbarment of contractors.

Trends for Concern

1. The following criterion generally constitutes a Trend for Concern:

- a) Any other areas of noncompliance with the Mississippi Weatherization Field Guide/Standards,

Mississippi Weatherization State Plan, Standard Work Specifications (SWS) or any other guidance

issued by the Division of Community Services not considered a Finding

2. An Onsite Assessments Report that contains a Trend for Concern:

- a) Requires immediate action to eliminate any future occurrences.
- b) May require corrective action to be taken if similar future situations relating to Major energy savings

measures, documentation requirements, or health and safety measures are found to be repeated.
- c) May be reclassified as a Finding if repeated, that is, if similar situations are found on consecutive

assessment visits.
- d) May result in the requirement of additional training for the subgrantee personnel or contractors.

TENTATIVE MONITORING SCHEDULE

PERIOD

AGENCY

FIRST QUARTER

SOUTH CENTRAL

SECOND QUARTER

MULTI-COUNTY
WWISCAA

THIRD QUARTER

PRAIRIE OPPORTUNITY
NORTEAST MS CS

FOURTH QUARTER

LIFT, INC.
TBA (FOLLOW-UPS)

V.8.4 Training and Technical Assistance Approach and Activities

Each Subgrantee must provide Client Notification Education. For occupied homes, the Auditor must have an adult tenant or homeowner sign an acknowledgement of Radon, Lead and Mold pamphlets.

The pamphlets can also be sent by certified mail with receipt to be placed in the customer file. In multi-unit housing, subgrantees must:

Provide written notice to each affected unit (notice must describe: general nature and locations of the planned renovation activities; the expected starting and ending dates; statement of how occupant can get pamphlet at no charge); or

Post informational signs (signs must describe general nature and locations of the renovation and the anticipated completion date) and post the EPA pamphlet. (If pamphlet is not posted, then subgrantees are required to provide information on how interested occupants can review a copy of the pamphlet or obtain a copy at no cost from the Weatherization Program).

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Delivery to owner/occupant. Owner and/or occupant's signature with acknowledgment or certificate of mailing. The owner/occupant must acknowledge receipt of the EPA pamphlet prior to start of renovation that contains the address of unit undergoing renovation, name and signature of owner or occupant, and the date of signature. It must be in same language as "contract for renovation" for an owner-occupied (or the same language as the lease for occupant of non-owner occupied) target housing.

If the Weatherization Program cannot get a signed acknowledgment (either the occupant is not home or refuses to sign the form), then the self-certification section of the form must be signed to prove delivery.

The acknowledgement form must be filed and remain with the client file for Three years from date of signature. In addition to providing a copy of the pamphlet to owners and occupants, designated local subgrantee staff (e.g., intake specialist, auditor, crew chief) must discuss the hazards associated with lead-based paint and lead dust, and describe how they will conduct LSW in the home.

The following forms must also be completed during client notification/education:

- 1) Client Health and Condition Form
- 2) Notification of Health & Safety Form
- 3) Radon acknowledgement form

Training and Technical Assistance – Approach

T&TA activities are intended to maintain or increase the efficiency, quality, and effectiveness of the Weatherization Program at all levels. Such activities will be designed to maximize energy savings, minimize production costs, improve program management and operational efficiencies, contractor work quality, increase client satisfaction, and to reduce the potential for waste, fraud, abuse and mismanagement.

T&TA funds are given directly to subgrantees to address training. Subgrantees will follow the MDHS Subgrant/Agreement Manual. Funds may be used to obtain and maintain certifications, training, training support, and providing or receiving programmatic and technical assistance. T&TA funds may also be used to train contractors participating in the program provided a retention agreement is obtained.

Training and Technical Assistance – Approach

The MSWAP will use the following methods to provide T&TA:

- On-site visits provide an excellent opportunity to assess the technical needs of subgrantees through the notation of program deficiencies.
- DCS Weatherization Staff will provide specific T&TA on automated audit inspection procedures as a regular component of the on-site Programmatic and Management and production monitoring visits.
- DCS Weatherization staff will provide T&TA through onsite, written, and telephone communication with Subgrantee staff.
- DCS staff will provide on-site or offsite T&TA as needed. Need may be identified by the Subgrantee staff, Program Integrity monitoring visits, DOE Project Officer monitoring visits, internal state audits, IG reports, or by DCS staff as the result of observation for resolution of problems, or to meet updates required by DOE.
- DCS and Subgrantee staff will participate in national activities as they are planned. MSWAP will assure staff are able to attend these meetings and will encourage Subgrantee staff to take advantage of training opportunities.
- MSWAP management staff will attend DOE mandated activities/events, NASCSP events, State Weatherization Directors' meetings, national DOE sponsored conferences, and other staff development trainings as needed or required. Continuing education and conference attendance ensure Grantee effectiveness in administering and implementing the grant.
- Quarterly Weatherization Network Meetings will be scheduled to address areas of common concern with regard to training and policy for current initiatives and future program requirements. T&TA needs will be identified through feedback from the Weatherization Network.
- MSWAP will utilize the QCI on-site assessment tool to analysis deficiencies of the work performed on dwelling.
- MSWAP will utilize the results of the analysis to rate areas of deficiencies and effectiveness of subgrantee.

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- Based on the ratings of deficiencies, MSWAP will develop a score card to determine training opportunities.
- Field Guides and Standards will be provided to subgrantees via the Notification of funds Availability (NOFA).
- Each Subgrantee and Subgrantee Contractor(s) will be provided T&TA to address the Field Guide and Standards.

In accordance with WPN 15-4 and Memorandum 034, T&TA activities for MSWAP field staff are to be designed as Comprehensive or Specific training. Comprehensive training is comprehensive, occupation specific training which follows the curriculum aligned with the Job Task Analysis (JTA) for that occupation. Specific training is issue specific, short-term trainings to address specific skills or tasks.

MSWAP field staff are only those technical staff members directly employed by DCS and Subgrantee agencies, such as auditors and inspectors. *Contract auditors and inspectors are not explicitly included, but may be eligible for T&TA funded training as long as a **retention agreement is obtained**. T&TA funds can be used to train contractors on the Subgrantee level participating in the MSWAP. In making the determination to pay for contractors training, Subgrantees **must secure a retention agreement** in exchange for training. The retention agreement must require that the contractors will work in the Program for a specific amount of time, which must align with the cost of the T&TA provided.*

Each worker will be afforded the opportunity to acquire knowledge and skills needed to perform the specific job task. Also, each Subgrantee will be required to have on staff **at least one BPI Certified Quality Control Inspector & Energy Auditor**. Subgrantees replacing or hiring new **staff** must ensure that the candidate(s) for employment be certified or have the knowledge, skills and abilities to meet the JTA's requirements for Retrofit Inspector, Energy Auditor, and QCI. All staff will be required to **secure their certification** within **Thirty-six (36) months**. Individualized training plans are allowed to be structured in the manner best suited for each agency. Subgrantees must provide Action Plans for the following:

- QCI, EA, CL and RIT- Subgrantees must provide a plan that ensures training every three years for the purpose of maintaining certifications.
- Subgrantees must provide a plan to address New Hires according to the above criteria.
- Subgrantees must provide DCS all documentations of certifications obtain by Subgrantee WAP Staff, within thirty (30) days of completion.

Note: *It is the responsibility of the Subgrantee to ensure staff and/or subcontractors complete training. DCS will work to develop a plan to assure subgrantees ensure their contractors obtain and maintain the required comprehensive training certifications. DCS will monitor Subgrantee progress and track credentials. Weatherization staff may not function unsupervised until training and certification requirements are met.*

Comprehensive training must be provided by a DOE approved accredited training program. Currently, *IREC accredited training centers are the only training centers that meet this requirement*. MSWAP training will be provided by the contracted training provider in the manner best suited for the situation. MSWAP will continue to collaborate with Community Housing Partners (CHP) to provide Comprehensive & Specific training. CHP is an IREC accredited training provider for the QCI, Energy Auditor, CL & RIT certification.

Specific training will be obtained on an as-needed basis and on a rolling basis to fulfill certification CEU requirements. Specific training is considered but not limited to single issues, short-term, *training to address acute deficiencies in the field*, concerns found during on-site reviews by DCS T&TA Staff, Program Integrity Staff, DOE Project Officer, and Desk reviews. In cases of on-site visits, DCS will provide technical assistance in the field.

Other required or approved training will cover topics such as Health & Safety, using the NEAT/MHEA software, creating-cost effective job work scopes, heating system diagnostics, performing post inspections, materials installation, air sealing, and pressure diagnostics. The goal of this training is also to introduce or significantly improve the knowledge and expertise of the WAP Network.

MSWAP will collaborate with CHP to execute the following training to assure that each worker is afforded the opportunity to acquire the knowledge and skills needed to perform the specific job task:

First Quarter (July-September):

- MSWAP Network Meeting July TBA
- ASHRAE 62.2/Zonal Diagnostics July TBA
- CAZ Field Mentoring August (**3 agencies TBA**)
- Energy Auditor Course September (**2wks. TBA**)
- NASCSP September TBA

Second Quarter (October-December):

- MSWAP Network Meeting October TBA
- Whole House Field Mentoring October (**5 days TBA**)
- Installation Field Mentoring November (**3 agencies TBA**)

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Third Quarter (January- March 2020)

- MSWAP Network Meeting January TBA
- Installation Field Mentoring February (*3 agencies TBA*)
- QCI Process March (*TBA*)
- QCI Certification TBA
- On-site T&TA TBA

Fourth Quarter (April-June 2020)

- MSWAP Network Meeting April TBA
- CEU sessions TBA
- On-site T&TA , TBA

DCS will encourage that the following online courses, offered by CHP be taken before the end of the program year:

- Lead Safe Weatherization course (LSW) if needed
- HVAC Fundamentals
- ASHRAE/ Red Calc Webinar (2hrs.)
- Retrofit Installer Technician
- Manufactured Housing Fundamentals
- Energy Auditor
- Online Math Review Course (*Free*)

Percent of overall trainings

Comprehensive Trainings:	40.0
Specific Trainings:	60.0

Breakdown of T&TA training budget

Percent of budget allocated to Auditor/QCI trainings:	65.0
Percent of budget allocated to Crew/Installer trainings:	15.0
Percent of budget allocated to Management/Financial trainings:	20.0

V.9 Energy Crisis and Disaster Plan

State of Mississippi
Weatherization Assistance Program
Disaster Relief Plan

For weatherization purposes, a disaster is determined by a Presidential or Gubernatorial order declaring either a Federal or State Emergency. The crisis will generally involve three phases: the crisis itself, the clean-up, and rebuilding of the area.

Purpose: To develop a prudent disaster response plan that addresses the needs of affected low-income clients and takes into consideration the limited funding available and the effects to the weatherization program activities. The State of Mississippi will work in conjunction with its Disaster Relief Team to aid with identifying and securing any resources that may be available to assist in the relief. Project Management Center (PMC) Project Officer will be notified as soon as possible regarding a disaster.

Eligible Activities:

Reweatherization – The rule allows any home damaged by a disaster to be reweatherized, without regard to date of weatherization, if the damage to materials is not covered by insurance.

Health & Safety – The rule allows a State to develop a health and safety plan to address the needs of low-income occupants of eligible homes.

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Technical Assistance – The rule permits the States to use technical assistance units in flexible ways to achieve energy efficiency goals of the program.

Leveraging – The rule permits States to use a small percentage of DOE grant funds to provide leveraging opportunities at the state and local levels with prior approval.

Eligible Population: Any person or household, (*residence of Mississippi*), meeting income eligibility based on 200% of the federal poverty guidelines. Priority will be given to clients currently on the WX Priority Lists, elderly, handicapped, and families with children.

Allowable expenditures under WAP include:

- 1) The cost of incidental repairs to a negligible dwelling unit if such repairs are necessary to make the installation of weatherization materials effective per 10CFR 440.18(d)(9) and,
- 2) The cost of eliminating health and safety hazards, elimination of which is necessary before the installation of weatherization materials (10 CFR 440.18(d)(9); 10 CFR 40.18(d) (15). To the extent that the services are in support of eligible weatherization (or permissible re-weatherization) work, such expenditure would be allowable. For example, debris removal at a dwelling unit so that the unit can be weatherized would be an allowable cost. Debris removal from a dwelling unit that is not to be weatherized would not be an allowable cost. The \$7,699 per dwelling unit limit continues to apply.

The State of Mississippi elects to limit incidental repairs (10 CFR 440.14(c) (6) (viii) to \$500. If total anticipated repair cost exceeds \$500 in materials expenditures, DCS must first authorize the additional expenditures before the costs are incurred. All requests must be in writing, documenting why the exception is being requested and how the repairs will benefit the effective performance or preservation of Weatherization materials.

The use of WAP funds to pay personnel to perform functions related to protecting the DOE investment. Such activities include: securing weatherization materials, tools, equipment, weatherization vehicles, or protection of local agency weatherization files, records and the like during the initial phase of the disaster response. ***Using WAP funds to pay for weatherization personnel to perform relief work in the community as a result of a disaster is not allowable.***

Subgrantees may use weatherization equipment to help assist in disaster relief provided the WAP is reimbursed according to the DOE Financial Assistance Regulations 10 CFR Part 600.

Health & Safety – Subgrantees will utilize the health and safety plan to address the needs of low-income occupants of eligible homes. (See Attachment)

Technical Assistance – The rule permits the States to use technical assistance units in flexible ways to achieve energy efficiency goals of the program.

Leveraging – The rule permits States to use a small percentage of DOE grant funds to provide leveraging opportunities at the state and local levels with prior approval.

Eligible Population: Any person or household, (*residence of Mississippi*), meeting income eligibility based on 200% of the federal poverty guidelines. Priority will be given to elderly, persons with disabilities, families with children, high residential energy users, and households with high energy burdens (10CFR 440.16(b)) However, it would be permissible to consider in households located in the disaster area, as a priority as long as the households are eligible and meet one of the priorities established in regulation and are free and clear of any insurance claim or other form of compensation resulting from damage incurred from the disaster.

Scope of Work:

1. Authorization for subgrantees to re-prioritize service requests coming from disaster areas so that eligible residents from these areas receive weatherization and re-weatherization services

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as quickly as possible as long as the households are determined eligible for WAP services;
meet one of the priorities described in 10 CFR 440.16(b); and are free and clear of any
insurance claim or other form of compensation resulting from the damage incurred from the
disaster.

2. Authorization for DCS to submit an amendment to its Weatherization State Plan that reflects
changes, including potential reductions in production, and the use of unspent carryover funds
if necessary, to provide emergency services to the affected areas.

Additional Criteria:

I. First Priority

- a. Health & Safety
- b. Measures within scope of program

II. Second Priority

- a. Specific list of measures that is most beneficial for the type of disaster to include, but not limited to:

1. Minor roof repair – *per WX guidelines*
2. Repair or Replacement of Sheet Rock
3. Replace hot water heaters
4. Replace Insulation (Walls, Attic, Crawl Space)
5. Replace/Repair Windows and Doors
6. Replace/Repair HVAC system and space heaters
7. Replace electrical/damaged outlets – (H&S) Work will be done on outlets that impacts the

weatherization measures.

8. Minor envelope repairs
9. All remaining measures –

- a. Installed in order of priority in accordance with State Policies and Procedures.
- b. Subgrantees will utilize the Conditional Priority Measures List and NEAT/MHEA Audit
(Upon Approval) when determining work to be done.