

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
STATE PLAN/MASTER FILE WORKSHEET

(Grant Number: EE0009910, State: MN, Program Year: 2022)

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

The Minnesota Department of Commerce (Minnesota) uses a combined LIHEAP/WAP application to determine eligibility for both the Energy Assistance (LIHEAP) and Weatherization Assistance Programs (WAP). For the purpose of this application, income is defined as all income and all money received by each household member. This includes:

- Wages
- Minnesota Family Investment Program, Diversionary Work Program, General Assistance
- Spousal Support or Alimony
- Disability Payments, Veteran's Benefits, Workers' Compensation, Social Security, RSDI and SSI
- Unemployment Compensation
- Self Employed, Farm, and Rental Income
- Interest, Dividend
- Retirement Income
- Pensions and Annuities
- Tribal Bonus, Judgments or Per Capita Payments

Describe what household eligibility basis will be used in the Program

A dwelling unit is eligible for Weatherization services if it is occupied by a household whose income is at or below 200% of Federal Poverty Income Guidelines or is eligible for assistance under the LIHEAP income limit of 60% of State Median Income, whichever is greater, as allowed by 10 CFR 440.22 and required under Minnesota 2009 Session Laws, Chapter 138, Article 2, Subd. 4.

Households in which one or more members have received payment under Title IV or XVI of the Social Security Act during the preceding 12 months are also eligible.

Households with both ineligible household members and eligible household members may apply for weatherization services to benefit the eligible household members. All household income (including income from ineligible household members) must be considered when determining eligibility. When determining level of benefits, income of ineligible household members must be excluded. Ineligible household members may apply for weatherization services to benefit eligible household children, providing that SSN and proper documentation is provided at the time of application.

In all cases stated above, eligibility is determined by the eHEAT software system, a tool developed by Minnesota's LIHEAP program with input from WAP staff. The eHEAT system determines income eligibility and centralizes payments to utility companies.

The eHEAT system also identifies individuals that do not qualify for LIHEAP but are eligible for WAP. For individuals that choose not to apply for LIHEAP, the application and eHEAT process is used to determine eligibility for WAP services.

When Minnesota or its sub grantees certify that applicants have met the income requirements of HUD means-tested programs according to WPN 22-5, the method of verification of eligibility will be included in the client file.

All application eligibility expires 12 months from certification date if work on dwelling unit (energy audit) has not been initiated.

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

As noted, the Minnesota Department of Commerce (Minnesota) uses a combined LIHEAP/WAP application to determine eligibility for both the Energy Assistance (LIHEAP) and Weatherization Assistance Programs (WAP). All potential recipients of WAP services are asked to provide information that ensures they are eligible as described. Per Energy Assistance Program Policy Manual FF21 produced by the Minnesota Energy Assistance Program, qualified aliens may provide an alternative to a Social Security number to meet this requirement.

[FFY22 EAP Policy Manual \(mn.gov\)](#)

V.1.2 Approach to Determining Building Eligibility

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
STATE PLAN/MASTER FILE WORKSHEET

(Grant Number: EE0009910, State: MN, Program Year: 2022)

Procedures to determine that units weatherized have eligibility documentation

When occupied by an eligible household, the following dwellings are eligible for weatherization, whether owner-occupied or rental properties:

- Single Family Homes;
- Mobile Homes/Manufactured Homes;
- Multifamily buildings containing 2 or more units;
- Townhomes (treated as individual single-family dwellings provided there is a physical separation between each townhome's thermal barrier, air pressure boundary, mechanical systems, and individually metered units).

Owner Occupied Dwellings Proof of Ownership

Service Providers must verify home ownership and add proof of ownership to the household file for owner-occupied households. Proof of ownership ensures that proper authorization is obtained prior to weatherizing a dwelling.

Proof of ownership documentation includes:

- Property tax statements;
- Mortgage statements;
- Contract for deeds recorded with the county;
- Quit claim deeds recorded with the county;
- Online or written information from a county recorder or assessor;
- Official county receipt for transfer of title;
- Ownership validation from a tribal government;
- Other documentation preapproved by the Minnesota Department of Commerce.

Mobile/manufactured homes may be owned either as personal property or real property. If the mobile home is titled through Driver and Vehicle Services, it is considered personal property and the Certificate of Title issued by Driver and Vehicle Services serves as proof of home ownership. If the mobile home title was surrendered to the county, then the home is considered real property and documentation of ownership would be the same as for other nonmobile homes.

Rental Dwelling Income Documentation Requirements

Single-Family Rental Requirements: a single-family dwelling (one unit) must be occupied by an eligible household prior to the start of any weatherization activities. Household eligibility is determined through review of household-supplied information contained in eHEAT as described earlier.

Multifamily Rental Requirements: Service Providers may weatherize multifamily buildings containing two or more units. Weatherization is designed to occur on the whole building in a systems approach. A single unit within a multiunit building may not be weatherized.

Eligibility for each building in a multifamily complex of buildings is determined separately. For a multifamily building to be eligible for weatherization services, at least 66% of the building units (50% for duplexes and fourplexes and "certain eligible types of large multifamily buildings" as referenced in WPN 16-5) must meet one of the following:

- Have income-eligible households in the dwelling units, or;
- Will have income-eligible households in the dwelling units within 180 days under a Federal/State program for rehabilitating the building.

Prior to being accepted into the Weatherization program, multifamily buildings are checked against household eligibility requirements, and the expenditure limits for Weatherization work in the building are verified.

Rented townhomes with complete separation between the building units' thermal barriers, air pressure boundaries, mechanical systems, and with individually metered units may be treated either as individual units, or, if eligibility is met, as a multifamily building.

Describe Reweatherization compliance

Minnesota maintains a centralized previously weatherized list in the production management software used by all Service Providers. This centralized list captures all homes previously weatherized using DOE funds in Minnesota and is based on the historical previously weatherized lists of all active and past Service Providers. Service Providers verify previously weatherized status via the software to ensure current eligibility prior to undertaking Weatherization work on the home. Weatherized Households are added to the list as Weatherization work is completed.

With re-weatherization guidance from DOE, Minnesota adjusted procedures accordingly. Specifically, the production management software has been programmed to address the rolling 15 year time frame and allows only qualified homes to progress through the weatherization process.

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
STATE PLAN/MASTER FILE WORKSHEET

(Grant Number: EE0009910, State: MN, Program Year: 2022)

Minnesota will also verify previously weatherized houses completed by HUD, HHS and USDA per the forthcoming DOE guidance.

Describe what structures are eligible for weatherization

Structures that are eligible for weatherization include single family, manufactured homes, and multifamily buildings. Minnesota has approved audits for single family (2021), manufactured homes (2021), and multifamily buildings (2019). Nontraditional dwelling types such as shelters and mixed-use buildings may be allowed but must be reviewed and approved by Minnesota prior to weatherization to ensure that the dwelling meets program regulations. (Section 3.4 of the Minnesota Weatherization Assistance Program Policy Manual addresses mixed-use buildings.) If deemed necessary, Minnesota will seek approval from the USDOE Project Officer for the weatherization of a nontraditional dwelling. Single family structures must be occupied prior to weatherization. The weatherization of non-stationary campers and trailers that do not have a mailing address associated with the eligible applicant is not allowed per DOE regulation.

Service Providers are required to complete a State Historic Preservation (SHPO) review for all dwellings prior to the commencement of any weatherization activity. Minnesota's SHPO Programmatic Agreement (PA) was extended until 12/31/2025. Compliance monitoring includes verification of SHPO review and previously weatherization status in sampled household files.

Describe how Rental Units/Multifamily Buildings will be addressed

Rental dwellings have equal access to WAP services as owner-occupied dwellings with household eligibility determined as described above.

Per 10 CFR 440.22, Service Providers may weatherize rental properties where tenants do not directly pay heating bills, provided the benefits of weatherization accrue primarily to the income eligible tenant(s).

In those cases, property owners must provide detailed justification to Service Providers indicating how benefits of weatherization will accrue to tenants.

Examples of accrual of benefits to tenants who do not directly pay heating bills include, but are not limited to:

- Investment of the energy savings from weatherization work in specific health and safety improvements with measurable benefits to tenants,
- Longer term preservation of the property as affordable housing,
- Investment of the energy savings in facilities or services that offer measurable and direct benefits to tenants,
- Improvements to heat or water distribution and ventilation to improve the comfort of residents,
- Continuation of protection against rent increased beyond the local written agreements required under WAP regulations (10 CFR 440.22), and
- Establishment of a shared savings program.

Once deemed sufficient by the Service Provider, Minnesota approval is required prior to beginning weatherization work.

Service Providers and property owners are required to sign a Property Owner Agreement prior to the start of weatherization work which must contain several elements:

- The Property Owner Agreement must contain written permission of the building owner (or agent) for Weatherization service personnel to undertake weatherization work on the building.
- The Property Owner Agreement must state that rent on WAP weatherized properties (those using USDOE funds) cannot be increased because of the increased property value associated with the weatherization work. This agreement is required to be in force to cover "a reasonable period of time after weatherization work has been completed."
- Property Owner agreements must contain language that no undue or excessive enhancement shall occur to the value of the dwelling unit being weatherized.
- Tenants may file complaints to Service Providers, Minnesota, or both if concerns arise over the agreed upon terms of the Property Owner Agreement. Property Owners, in response to such complaints, shall demonstrate that the rent increase concerned is related to matters other than the weatherization work performed.

During Annual Administrative Monitoring, Minnesota confirms that each Service Providers has a Property Owner Agreement in place and that it is in compliance with Minnesota WAP Policy.

Eligibility for each building in a multifamily complex of buildings is determined separately. For a multifamily building to be eligible for weatherization services, at least 66% of the building units (50% for duplexes and fourplexes and "certain eligible types of large multifamily buildings" as referenced in WPN 16-5).

Minnesota requires the property owner to financially contribute to the weatherization of a multifamily

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
STATE PLAN/MASTER FILE WORKSHEET

(Grant Number: EE0009910, State: MN, Program Year: 2022)

property with five or more dwelling units, except in cases where the property owner also qualifies for weatherization services. Service Providers have discretion in setting the level of contribution. Local Service Providers may choose to require a property owner contribution when weatherizing rental properties containing 2-4 units. Property owner participation may be used to buydown an Savings to Investment Ratio (SIR).

Property owner contributions for single family dwellings may not be required but can be accepted.

In Minnesota, duplexes and fourplexes are eligible for weatherization services if at least 50% of the building units meet one of the following:

- Have income-eligible households in the dwelling units, or;
- Will have income-eligible households in the dwelling units within 180 days under a Federal/State program for rehabilitating the building.

Describe the deferral Process

There are conditions or situations when an eligible dwelling unit should not be immediately weatherized, but rather deferred until unacceptable conditions are mitigated. A deferral determination may be made during the eligibility process, during the audit, or after weatherization work has begun.

Service Providers may elect to defer a home from receiving weatherization services when health and safety hazards exist for the staff, contractors or clients, or when conditions exist in the home which cannot be addressed by WAP and which prevent the safe and effective implementation of weatherization measures. Weatherization work will be postponed until the problems are resolved or alternative resources are found to address the hazards.

Service Providers are expected to pursue reasonable options on behalf of the dwelling owner and to use good judgment in dealing with difficult situations. Service Providers shall not defer service without pursuing other options and identifying other resources to address the identified hazards. Whenever appropriate, educational information on how to address the hazard is shared with the occupant. If corrections are made to the deferred dwelling and the corrections eliminate the issue that led to the deferral, the Service Provider may proceed with weatherization so long as the household's EAP application is current and approved.

Service Providers are required to track deferred units and deferral reasons in a centralized location in the production software (currently FACSPRO). This is also the software that tracks eligibility and so those records are connected through the software. The record for each deferred household is assigned a deferral reason which may include vermiculite, clutter, structural repair issues, etc.

Conditions where Service Providers must not use DOE funds to weatherize dwellings include:

- The dwelling was weatherized less than 15 years prior to the current date;
- The dwelling is scheduled for demolition;
- The condition of the structure would make weatherization impossible or impractical (e.g. inability to meet SWS).

Other deferral situations may arise as the result of a review and judgement made by the Service Provider. Examples where the deferral may occur, depending on the Service Provider assessment, include, but are not limited to:

- The dwelling is in the process of being sold;
- The dwelling is in the process of being remodeled;
- The owners have refused cost effective measures determined by the energy modeling software tool. Service Providers must then defer that dwelling per WPN 19-4 attachment 8 unless approval from Minnesota is requested and approved;
- The building structure or its mechanical systems (including electrical and plumbing), are in such a state of disrepair that failure is imminent, and the conditions cannot be resolved cost-effectively;
- The house has sewage or other sanitary problems that would further endanger the client and or weatherization installers if weatherization work were performed;
- The house has been condemned or a major household system (electrical, heating, plumbing, or other equipment) has been "red tagged" by a local or state building official or a utility, and the unacceptable conditions cannot be resolved with WAP funds;
- The dwelling has severe moisture problems that cannot be resolved under existing health and safety measures and with minor repairs;
- The dwelling has dangerously high carbon monoxide levels in combustion appliances that cannot be resolved under existing health and safety measures;
- The extent and condition of lead-based paint in the house would potentially create further health and safety hazards;
- The energy auditor determines a condition(s) exists which may endanger the health or safety of the work crew or subcontractor, requiring that the work not proceed until the unsafe condition is corrected;
- The client has a known health condition(s) that prohibits the installation of insulation and other weatherization materials;
- Dwellings which contain vermiculite insulation, as all vermiculite insulation is assumed to contain asbestos.
- The cost to weatherize a home is so significant that it will negatively impact the Service Provider's ability to meet the statewide average cost per dwelling. Minnesota must be notified in writing prior to deferring a dwelling for this reason.

Service Providers may also defer households for the reasons below. In these cases, Service Providers must issue, in a timely manner, written notification to the client. Client signatures on a deferral form are not required in cases where Service Provider staff feel threatened or unsafe. In these cases, notification by certified mail is recommended.

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
STATE PLAN/MASTER FILE WORKSHEET

(Grant Number: EE0009910, State: MN, Program Year: 2022)

- The presence or use of any controlled substance is evident or observed by auditors, inspectors, contractors, crews, or anyone else who must work on or visit the home;
- The client is uncooperative, abusive, or threatening to the crew, subcontractors, auditors, inspectors, or others who must work on or visit the house.
- In cases where an individual client feels a deferral is unfairly determined, the client may appeal a decision to defer.

Additional information about deferral process can be found in the Minnesota Weatherization Assistance Policy Manual Section 3.8 (Policy Manual attached).

A client whose home is deferred must be informed of their right to appeal per the client appeals policy outlined in policy Minnesota Weatherization Assistance Policy Manual Section 1.6.

V.1.3 Definition of Children

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

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.

All eligible households, including those with Native American Indian members, are served equally without regard to race, color, national origin, gender, or religion. The Minnesota Weatherization Assistance Program contracts directly with three of Minnesota's tribal nations. Tribal sub-grantees for the Minnesota WAP program are Fond du Lac Reservation Business Council, White Earth Reservation Tribal Council, and the Mille Lacs Band of Ojibwe. The other five tribal nations within Minnesota are served by the WAP Service Providers who serve the closest geographic territory to tribal lands.

V.2 Selection of Areas to Be Served

Minnesota serves all 87 counties in the state and provides equal access to WAP services for all eligible households. The Minnesota Weatherization Assistance Program serves these 87 counties via a network of 23 Service Providers. Service Providers are either Community Action Partners, Tribal Nations, Counties, or other nonprofit organizations.

V.3 Priorities

As required by federal regulation, Minnesota WAP prioritizes households which contain:

- Children under 19;
- Persons with disabilities;
- Elderly persons;
- A high-energy burden;
- High-energy use.

On an annual basis, WAP staff work with LIHEAP staff to determine thresholds for high energy use and high energy burden. In PY20, Minnesota updated the high energy burden priority to use the median energy burden for all low-income Minnesota households from the American Communities Survey data from 2016 that was made available through the LEAD tool.

Service Providers set the order of priorities to determine which households to weatherize first and may elect to use a combination of priorities to best serve the eligible population in their service territory. Service Providers may also choose to queue waiting households within a prioritization category based on the length of time since the EAP/WAP application approval date. Service Providers are required to have a documented policy for their prioritization system, and they must not discriminate due to housing type.

High energy use households, especially those without secondary heat sources, may be prioritized by a Service Provider when an energy crisis is anticipated or in the year following an energy crisis, especially for households using high-cost fuels such as propane.

Service Providers communicate to Minnesota the household prioritization criteria they will use and then select from eligible applicants in their Service Area based on the prioritization system they have documented. Minnesota staff monitor for performance against goals during the annual Administrative Monitoring visit.

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
STATE PLAN/MASTER FILE WORKSHEET

(Grant Number: EE0009910, State: MN, Program Year: 2022)

V.4 Climatic Conditions

Minnesota has a continental type of climate, subject to frequent outbreaks of continental polar air during the cold season and periods of prolonged heating during summer, particularly in the southern portion of Minnesota. Mean annual temperatures range from 37.4 ° F in the extreme north to 48.85 ° F along the Mississippi River in the southeast. State temperature extremes range from 60 to 114° F. Monthly mean temperatures vary from 85° F in the southwest to 11°F in the northwest. Mean temperatures during January in the northern portions of the State average near 4° F.

Minnesota is located in International Energy Conservation Code Climate Zones 6 and 7. Minnesota uses the Weatherization Assistant API and adjusts for client's specific climatic conditions and fuel costs as appropriate. Average Heating Degree days in Minnesota range from 7,340 to 10,269. Average Cooling days in Minnesota range from 128 to 937.

(Sources: National Weather Service and Minnesota Department of Natural Resources)

V.5 Type of Weatherization Work to Be Done

V.5.1 Technical Guides and Materials

All weatherization work in Minnesota is performed in accordance with DOE-approved procedures, including the appropriate DOE-approved energy audit (single family, multifamily, or mobile home), the Minnesota WAP Policy Manual, 10 CFR 440 Appendix A, and the Standard Work Specifications (SWS). Minnesota provides Service Providers with "RETROFITTING MINNESOTA: STANDARD WORK SPECIFICATION-ALIGNED FIELD GUIDE" ([Retrofitting Minnesota – SWS-Aligned Field Guide for Weatherization Crews \(mn.gov\)](#)), which contains information about audits/testing, installation of energy conservation, health and safety, incidental repair measures, final inspections, and the Minnesota SWS Variances. The Field Guide was approved and went into effect in January 2021 and the [Minnesota variances](#) were updated and reapproved by DOE in August of 2018 and went into effect January 17, 2019. A multifamily field guide based on NREL's Multifamily SWS also was approved by DOE also went into effect January 2021.

All sub-grantee Service Provider contracts contain the following language confirming the receipt of, and conformance with, all applicable USDOE WPNs and Memoranda, the MN WAP State Plan, the MN WAP Policy Manual, and the MN WAP Field Guide including the SWS for single family, multifamily and mobile homes.

"The Grantee will perform work and expend funds within the above timeframes. Work must be performed in full accordance and to the quality of the specifications outlined in the following: The Minnesota WAP Policy Manual, Minnesota WAP Weatherization Field Guide, for single family, multifamily and mobile homes, the Standard Work Specifications (SWS), and Minnesota's DOE Approved SWS Variances."

Minnesota WAP Sub-Grantee Contracts

Sub-grantees have access to the WAP Policy Manual, Field Guide, and a number of other documents and information resources at the [provider-facing weatherization site](#). In signing the contract, sub-grantees confirm that they have read and acknowledged the expectations for work quality as outlined in the contract. Additional information on all standards is available through training opportunities and through technical assistance received during monitoring or by sending an email to the weatherization inbox seeking technical guidance.

Service Providers are required to include similar language in their contracts with contractors who perform work for WAP. MN WAP Policy Manual Section 7.4.3 requires:

1. There is written agreement with all contractors specifying the terms and conditions under which work will be performed, including consequences for noncompliance or underperformance
2. Contracts confirm terms, conditions, and specification of the agreement.
3. Contractors complete work that is in accordance with the policies in this manual.

These contracts include acknowledgement that their contractors have read and acknowledged the expectations for work quality including the Minnesota WAP Policy Manual, Retrofitting Minnesota Standard Work Specification-Aligned Field Guide, the Standard Work Specifications (SWS), and Minnesota's DOE Approved SWS Variances. Contractor signatures on the contract indicate receipt of the relevant documents and agreement to conduct weatherization work to the indicated standard. Dependent on the individual Service Provider, these are provided as hard copies or web links. Administrative monitors review contracts for compliance. Field monitors, through monitoring inspections, confirm conformance with the SWS.

The following materials are approved for use and not in Appendix A of CFR 440:

- Grantee-administered fuel switching authority 2/10/2016
- LED lighting approved by DOE 4/8/2016
- Spray foam as an insulation material 9/4/2018
- NEAT/MHEA ECM lifetimes 3/20/2019.

- Refrigerators 7/9/2019

- Domestic hot water (DHW) heater replacements 7/9/2019
- Single-Family Solar photovoltaics (PV) as a pilot 9/5/2019

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
STATE PLAN/MASTER FILE WORKSHEET

(Grant Number: EE0009910, State: MN, Program Year: 2022)

- ECM Furnace Motor Replacements 4/13/2021
- Photovoltaic Systems (PV) within the constraints of the NEPA waiver 7/26/2021

Field guide types approval dates

Single-Family: 2/10/2021
Manufactured Housing: 2/10/2021
Multi-Family: 2/10/2021

V.5.2 Energy Audit Procedures

Audit Procedures and Dates Most Recently Approved by DOE

Audit Procedure: Single-Family
Audit Name:
Approval Date: 2/10/2021

Audit Procedure: Manufactured Housing
Audit Name:
Approval Date: 2/10/2021

Audit Procedure: Multi-Family
Audit Name:
Approval Date: 7/3/2019

Comments

All dwellings scheduled for weatherization must have a comprehensive energy audit that treats the dwelling as a whole system. Minnesota has received approval from the Department of Energy to use the current version of Weatherization Assistant (v. 8.11.0.1) through 2026. Prior to that expiration however, Weatherization grantees will migrate to the online version of Weatherization Assistant (WA). Migration to the online version does not require additional approval from DOE.

Weatherization measures for a dwelling are considered cost effective if the Savings to Investment Ratio (SIR) is 1 or greater for each measure and for the job as a whole. In addition to DOE approved conservation measures, Minnesota WAP Service Providers also install health and safety and general (incidental) repair measures as dictated by the audit on each dwelling. Minnesota also uses WA for multifamily audits of all buildings up to four units and up to twenty-four units for specific building types.

V.5.3 Final Inspection

The Minnesota Weatherization Policy Manual specifies the activities and tests that must be completed in a final inspection and the process for rework should the need arise (MN WAP Policy Manual 4.6). Final inspections on weatherized homes are conducted to confirm that all work was done to the SWS standards and in a workmanlike and professional manner. Dwelling units may not be reported as complete until all work passes a final inspection and all required signatures are obtained on the required forms. Each Service Provider or its authorized representative is required to use a certified Quality Control Inspector (QCI) who is in good standing with the Building Performance Institute to conduct all final inspection of all dwelling units. The QCI may oversee and signoff on final inspection duties conducted by non-QCI certified staff related to NEAT data entry, fiscal entry, etc.

At the beginning of each program year, Service Providers will provide Minnesota the names and BPI certification numbers of the QCIs they intend to use for final inspections. Minnesota will maintain a current list of QCIs to ensure that adequate numbers are available to inspect all jobs statewide.

Minnesota uses monitoring forms that are provided to Service Providers prior to monitoring visits (Included in attachments to SF-424). These forms are structured to ensure compliance with the work quality requirements outlined in WPN 22-4 Section 1.

Service Providers will provide QCI-certified inspections according to the following protocol:

Independent QCI: A final inspection on every home will be conducted by a QCI who was not involved in the weatherization work on the home, either as the auditor or as a member of the crew. State field monitoring will be done through Minnesota by a certified QCI. Minnesota will conduct field monitoring visits of at least five percent of all completed units.

Minnesota also conducts desk monitoring to ensure that QCIs are performing final inspections.

QCI Shortage: To meet production goals in a timely manner, Service Providers are responsible for maintaining staff and/or contractual relationships with QCI certified inspectors. In

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
STATE PLAN/MASTER FILE WORKSHEET

(Grant Number: EE0009910, State: MN, Program Year: 2022)

the case of a shortage of QCI certified inspectors in the service territory, Minnesota may choose to allow the following, in accordance with WPN 20-4:

The QCI certified auditor performs the audit and the final quality control inspection. The auditor is not involved in any of the actual work on the home. In this case, a Minnesota certified QCI or DOE approved representative will perform quality assurance reviews of at least 10 percent of all completed units as this model does not allow for an independent review of the audit on every home.

Additionally, the Service Provider will be required to develop and submit a quality assurance plan to ensure that the individual who is functioning as both the auditor and the quality control inspector is able to consistently perform both tasks. Minnesota may choose to reduce the respective Service Provider Training and Technical Assistance allocation to cover the expense of increased monitoring.

In PY22, Minnesota will also introduce a Quality Control Inspector Mentoring Program. Under this initiative and with prior approval, Service Providers may designate QCI mentees and during the designated time period, mentees may conduct final inspections with oversight from the QCI mentor. The mentor will be responsible for reviewing all mentee's field inspections and providing on the job training. While this approach is in place, Minnesota field monitors will monitor a minimum of 10% of units inspected by the mentee.

Disciplinary Actions: If a QCI is found to be negligent, either through repeat findings or gross negligence in their duties, Minnesota, with or without the support of a Service Provider, may institute the following:

1. Additional training
2. Temporary suspension (e.g., six months)
3. Permanent suspension and written notification to BPI

V.6 Weatherization Analysis of Effectiveness

Realized energy savings studies

Minnesota is not currently participating in any realized energy savings studies. Because Minnesota has over 200 utilities, bill analysis and comparison is not a feasible strategy for understanding weatherization's effectiveness at this time.

How is the effectiveness of Service Provider weatherization assessed?

Minnesota conducts both administrative and field monitoring, periodic desk reviews, and analysis of each Service Provider. These assessments of effectiveness are conducted through a number of methods: an administrative monitoring tool completed by the Service Provider and reviewed by Commerce staff prior to monitoring, interviews with WAP staff (coordinators, fiscal staff, energy auditors, final inspectors, crews and contractors), onsite visits to homes that have received WAP services, and regular desk monitoring of Service Provider production and spending statuses.

How are training needs being assessed and how are comparisons used in the development of T&TA activities and priorities?

Training needs are assessed in a number of ways. Minnesota conducts surveys with all Service Providers on their anticipated training needs at least twice each year. Minnesota also conducts a risk assessment of each Service Provider annually as part of the contracting process which identifies areas of concern and informs the number and type of trainings offered.

The staff also gathers feedback from Service Providers through email, phone, and regular meetings of the MN Weatherization Advisory Group (MWAG).

If Minnesota determines a Service Provider is not meeting goals, additional monitoring may take place in conjunction with responsive trainings to address barriers. As themes emerge, comprehensive trainings will also be scheduled. All T&TA activities are outlined in section V.8.4.

How is the Grantee incorporating monitoring feedback?

In PY19, Minnesota hosted a DOE technical monitoring visit and continues to implement two key items from that visit: improvement to monitoring processes and identifying specific and relevant trainings and technical assistance opportunities for sub-grantees.

Specifically, in the last two years, the technical monitoring process has been updated to include review of individual audits, Service Provider audit libraries, and audit inputs.

While delayed by COVID-19 safety precautions, Minnesota's intention is to have field monitors use a combination of observing the Service Provider staff conduct diagnostics tests in the houses monitored and conducting the tests themselves with the goal of independently verifying numbers. Field monitors have started to initiate these procedures and anticipate full implementation in PY22.

Minnesota has also and will continue to incorporate the DOE feedback to implement specific training and technical assistance opportunities. While more detail is provided in the Training and Technical Assistance Plan, these opportunities include energy audit review, library update process and timing, ASHRAE ventilation measurements and calculations, and contractor training on use of the field guide and Standard Work Specifications.

What is the Grantee doing to be on a path of continuous improvement?

In addition to incorporating DOE Monitoring Feedback as outlined, Minnesota incorporates feedback from its Service Provider network as well as review of sub-grantee

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
STATE PLAN/MASTER FILE WORKSHEET

(Grant Number: EE0009910, State: MN, Program Year: 2022)

performance.

Minnesota receives feedback from the sub-grantee network in two ways. Our service provider network meets regularly as the Minnesota Weatherization Advisory Group (MWAG). The co-chairs of MWAG lead these meetings, gather feedback from members and funnel that feedback to the Minnesota WAP Program Supervisor. To close the feedback loop, the Program Supervisor is given the opportunity to address MWAG to respond to feedback or gather additional information as necessary.

Minnesota also gathers information through DOE's American Customer Satisfaction Index. This feedback is reviewed with the weatherization staff and consideration is given as to how specific items can be improved. Past impacts have included network input on policy development and improved clarity and communication in monitoring activities.

Minnesota also reviews the full scope of monitoring issues encountered by the administrative and field monitors. Where trends or consistent issues are identified, consideration will be given to the appropriate response which may include communication pieces, individualized technical assistance, or formal training. This review may also instigate additional focus in monitoring or additional resources for monitors to provide as technical assistance during visits.

How is the Grantee tracking Service Provider performance reviews?

Minnesota utilizes a monitoring module within the program management software to document issues found through local Service Provider field monitoring visits. The module generates a report that includes required corrections for each household monitored along with a cover letter and summary of observations, compliance issues, and findings. Monitoring reports for all monitoring visits are sent to Service Providers within thirty days, on average, of the monitoring visit. Service Providers make corrections and upload any additional documents in the program management software within an additional thirty days. Minnesota staff then review and either close the issue or ask for additional action. Monitoring reports are stored in the program management software and are accessible to Service Providers and Commerce weatherization staff.

Administrative monitoring is managed in a similar manner outside of the program management software: monitors generate reports based on their visits including corrective steps required, responses are tracked and issues are either resolved or further information or action is requested.

Minnesota seeks to connect the monitoring results directly with required or recommended training or technical assistance during generation of the monitoring report.

If a Service Provider has failed final inspections, how are things improving?

In cases where final inspections have failed, Service Providers require reworks and callbacks of contractors or crews, as appropriate. In addition, technical assistance is offered to individual Service Providers as needed and at times, required. All final inspections are conducted by a certified Quality Control Inspector.

If a Service Provider has management findings or concerns cited as a result of Grantee monitoring or audit proceedings, how are things improving?

Minnesota continues to develop and offer trainings to address monitoring issues. Greater emphasis has been placed on sharing best practices among Service Providers. Past findings are reviewed prior to each monitoring visit. Major monitoring findings or concerns are followed up on until resolution is verified.

In addition, WAP staff work closely with LIHEAP and Minnesota Department of Human Services staff to identify any systematic issues, with consistency and resolution.

Minnesota's fiscal division reviews third party single audits for all Service Providers. Management decision letters are issued to any Service Provider if the audit indicates findings related to WAP or crosscutting findings that affect the management of WAP. Audit findings or the resolution of prior audit findings could potentially impact future WAP awards to a local Service Provider.

What are the management mechanisms being put in place this year to affect improvement?

In addition to structural changes in PY20 and PY21 which shifted some responsibilities, this program year anticipates the additional development of structures to efficiently address the continuous improvements needs of the Minnesota Weatherization Network.

Are there technical and financial systems that have been reviewed?

Minnesota uses the FACSPRO system to streamline many fiscal, administrative, and technical aspects of the program for both Commerce and Service Provider staff. The additional development and implementation of a program management software is solely dedicated to adding efficiency and effectiveness to weatherization work in Minnesota.

What has the Grantee done in the area of market analysis to ensure particular measures are being costed accurately?

Minnesota does not conduct market research as a means of evaluating cost accuracy, rather this evaluation is completed through the monitoring process. Monitors evaluate measure costs for each Service Provider and compares them to similar measure costs seen over the same period statewide.

V.7 Health and Safety

See Attachment

V.8 Program Management

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
STATE PLAN/MASTER FILE WORKSHEET

(Grant Number: EE0009910, State: MN, Program Year: 2022)

V.8.1 Overview and Organization

The Minnesota Department of Commerce serves as the statewide administrator of Minnesota's Weatherization Assistance Program (WAP). The Division of Energy Resources includes not only WAP but also the State Energy Program (SEP), Low Income Energy Assistance Program (LIHEAP), and the Conservation Improvement Program (CIP), as well as other energy regulatory departments. Grouping these programs (especially LIHEAP and CIP) provides the best opportunities for coordination of programs affecting low-income households.

In addition to USDOE funds, Minnesota manages LIHEAP and Propane funds for weatherization. USDOE funds are governed by the WAP State Plan. LIHEAP funds are governed by the LIHEAP State Plan and Propane funds are governed by relevant Minnesota statute.

WAP staffing consists of a program supervisor, a leveraging specialist, a data manager, two administrative monitors, four field monitors, a training and technical assistance principal, an outreach and communication specialist, and a program administrator. The Weatherization team is overseen by the State Energy Office Director. Details about these and other positions supporting WAP can be found in the budget.

Minnesota annually contracts for program delivery activities with twenty-three local Service Providers. These Service Providers include Community Action Agencies, tribal nations, a private nonprofit agency, and a community development authority.

V.8.2 Administrative Expenditure Limits

In PY22 Commerce will retain 5.25% of USDOE Program Year funds for statewide program administration. The remaining 9.75% will be allocated to sub-grantees by the allocation formula.

Sub-grantees who receive less than \$350,000 in USDOE funds receive up to an additional 5% for administrative purposes. The additional funds will come from sub-grantees' program allocation and will be inversely prorated according to the amount of USDOE funds received. The higher a sub-grantee allocation, the less the sub-grantee will receive in additional administrative dollars. The prorated formula percent decreases at a rate of 0.5% per \$25,000 until the allocation reaches \$350,000.

V.8.3 Monitoring Activities

The overall goals of monitoring are to ensure compliance with federal and state rules and policies and establish the efficiency, quality, and effectiveness of Service Provider operations. An additional goal is to identify and correct issues that have the potential to cause major program deficiencies.

Staff with responsibility for monitoring include: the Energy Equity Programs Supervisor, the training and technical assistance principal, field monitors (4), program administrator, and administrative (2) monitors. All field monitors and the training and technical assistance principal are QCI-Certified. Because work with Service Providers has a broader focus than just compliance, TTA dollars support activities in this area. Thirty-seven percent of all admin/TTA funds are allocated for monitoring activities.

Monitoring strategies include the following:

Weatherization Inbox: Service Providers are encouraged to submit weatherization program or policy questions to Minnesota staff via a group email box. Responding to these questions from Service Providers serves two monitoring purposes: reduction in the number of monitoring compliance issues and documentation of technical assistance responses for consistency.

Desk monitoring: Desk monitoring includes ongoing review of monthly programmatic data submitted by Service Providers. Examples of reviewed data include number of units completed, number of units in progress and blower door readings. Fiscal data is also reviewed and includes Service Provider monthly expenses and cash requests against allocations.

Fiscal review also includes audit review and financial reconciliation. Each Service Provider is required to submit their annual single audit no more than nine months after the conclusion of the agency's fiscal year. Minnesota's Senior Accounting Officer reviews the audits for any internal control issues, crosscutting findings, or management issues. If there are any findings for Federal Programs, the Senior Accounting Officer sends the Service Provider a management decision letter that outlines the findings from the audit report and requests follow up. If Minnesota Department of Commerce is the cognizant agency, this management decision letter is also submitted to other Federal funding agencies.

Administrative Monitoring: Administrative Monitoring takes place to document local Service Providers' program management, internal controls, and administrative capacity to deliver WAP services.

Field Monitoring: All Minnesota field inspections are conducted by a certified Quality Control Inspector who ensures compliance with the Standard Work Specifications.

PY22 Monitoring Visit Details and Tentative Schedule

A Risk Assessment is conducted prior to the start of the program year to determine priority in monitoring. The Risk Assessment weighs issues like size of allocation, staff expertise and experience, and past monitoring results. For both field and administrative monitoring, additional visits are scheduled, as needed, to address specific Service Provider issues as they arise.

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
STATE PLAN/MASTER FILE WORKSHEET

(Grant Number: EE0009910, State: MN, Program Year: 2022)

Administrative and Field Monitoring visits are scheduled from August through May to best fit the demands of the program year. Due to COVID19 safety protocols, administrative and some components of field monitoring have been conducted virtually in PY21. Minnesota does not anticipate that changing in the short-term.

Administrative Monitoring

Each Service Provider receives a minimum of one administrative monitoring visit annually. The components of Administrative Monitoring include:

1. Pre-Visit Review

Administrative Monitoring Tool: Service Providers complete an Administrative Monitoring Tool prior to the visit. This Tool gives the monitor information about the approach used by the Provider (contractor vs crew, set price list vs. bidding, etc.) as well as other information on relevant compliance issues.

2. Review

Administrative Monitors review the pre-visit information with Weatherization staff of each Service Provider as well as discuss production, spending, workflow, staffing, and other relevant processes.

These reviews include follow-up on issues raised in desk monitoring and prior monitoring reports, as well as any other issues as needed, including but not limited to:

- Client/Household eligibility
- Distribution of services between renters and owners
- Geographic distribution within the Service Provider service territory
- Reporting compliance
- Internal controls related to financial management and operations
- Fiscal Audits
- Payroll/Personnel
- Vehicles and equipment
- Invoicing
- Staff qualifications and training
- Procurement procedures
- Outreach efforts to incorporate minority and disadvantaged contractors

Household file reviews: Administrative monitors randomly sample files prior to visits to demonstrate compliance with DOE, Minnesota, and local Service Provider policies such as Client/Household eligibility, distribution of service, and adherence to procurement procedures.

Contractor/Crew file review: Administrative monitors randomly sample contractor files to ascertain adherence to contract requirements as outlined in the Minnesota Weatherization Assistance Program Policy Manual (and DOE guidelines).

Monitors conclude the visit with a brief “exit interview” intended to provide Service Provider staff with a high-level review of any issues found during monitoring.

3. Monitoring Report

Monitors review all site documentation, discuss outstanding issues with the monitoring team, and generate a monitoring report. This report includes any compliance issues, recommendations, or best practices. The Service Provider receives the report within 30 days of the Site visit and is asked to respond within an additional 30 days.

In PY22, Minnesota will shift to a Scorecard format for presentation of monitoring findings to Service Provider. This format will incorporate compliance and other issues identified during monitoring visits but also provide Service Provider context as to specific successes of their program, identify specific areas in which to improve performance, and provide information as to a Service Provider’s current position around compliance compared to their peers and identify movement toward improvement. The Scorecard will incorporate both Administrative and Field Monitoring information to best provide an overall picture of each Service Providers delivery of the Weatherization Assistance Program.

Field Monitoring

Each Service Provider receives at least one onsite field visit per year, with a minimum of 5% of all weatherized households monitored statewide. All Minnesota field inspections are conducted by certified Quality Control Inspectors.

1. Pre-Visit Review

Minnesota staff reviews household files for required data, forms, signatures, bids, invoices, and

other documentation. Field Monitors also review audits for the households monitored including data inputs and audit library spot checks to determine if they are current.

2. Review

Field Monitors review the pre-visit information with Weatherization staff at each Service Provider. These reviews include follow-up on issues raised in desk monitoring and prior

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
STATE PLAN/MASTER FILE WORKSHEET

(Grant Number: EE0009910, State: MN, Program Year: 2022)

monitoring reports, as well as any other issues as needed, including but not limited to:

- Administrative field work (Client file review, Work orders, Audit reporting)
- Energy audits
- Fuel costs library accuracy
- Training & Technical Assistance activities and needs
- Weatherization of units
- Health and safety
- Final inspections and verification that all inspections are performed by a QCI
- How monitoring results are handled and required follow-up procedures
- Lead-safe work practices Quality Assurance
- Compliance with Standard Work Specifications (SWS)

Inspections of dwellings: Inspections of completed dwellings are conducted to determine compliance with federal and state requirements, client satisfaction and work quality. Field Monitors also spot check ASHRAE measurements and calculations. Minnesota also may choose to visit "in progress" jobs. All household inspections are completed by a certified Quality Control Inspector.

At the conclusion of the visit, Service Providers are briefed on observations and findings in an exit interview (either in person or virtually). Health and Safety issues are noted at that time, particularly if they present an imminent danger to occupants.

3. Post-Visit Report

Field Monitoring Reports: Written reports are provided to Service Providers within thirty days of the Service Provider visit and include information on compliance issues as well as observations on best practices or client satisfaction.

As noted earlier, Minnesota will shift to a Scorecard format this program year which will include both administrative and field monitoring information. This format will provide Service Providers context as to specific successes of their program, identify specific areas in which to improve performance, and provide information as to a Service Provider's current position around compliance compared to their peers as well as identify trends in performance improvement.

Issue Resolution

Once monitors produce the monitoring report, the Service Provider is asked to respond within 30 days. Responses may include correcting individual errors, describing new systems to avoid future errors, or return of funds for disallowed costs. All information about compliance issues and resolution is tracked and documented including the date and number of all visits by the monitors, any findings, concerns, or other issues, and resolution.

Corrective Action/Removal

In the event that a Service Provider remains out of compliance following monitoring or other interventions, Minnesota will follow the Corrective Action Process outlined in the Minnesota Weatherization Program Policy Manual and as noted below.

Minnesota may impose additional requirements on a Service Provider in a written Corrective Action Plan. Corrective Action Plans may be issued in response to single issues of non-compliance or larger internal control, administrative or programmatic issues. Written Corrective Action Plans include:

- Nature of the requirements and why they are being imposed;
- Corrective actions that are needed; and
- Deadline(s) for meeting terms of the Corrective Action Plan.

With or without a Corrective Action Plan in place, Minnesota may take one or more of the following actions in response to noncompliant activity, as appropriate:

- Conduct additional monitoring visits;
- Impose additional training or technical assistance requirements on the Service Provider;
- Require additional, more detailed financial reports;
- Make payments to the Service Provider on a reimbursement basis only;
- Withhold cash payments to the Service Provider, on a temporary basis, pending correction of deficiencies or until stated performance benchmarks are reached;
- Disallow costs for noncompliant activities and/or expenses;
- Suspend or terminate the current contract, either wholly or partially;
- Withhold further contracts with the Service Provider, or;
- Institute other actions as needed.

If a Corrective Action Plan is necessary, Minnesota will work with the Service Provider to resolve issues.

In the case that a Service Provider continues to be out of compliance and with or without a Corrective Action plan in place, Minnesota may impose additional sanctions. These may include additional monitoring visits, financial reporting, training, or technical assistance requirements, or making payments on a reimbursement basis only.

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
STATE PLAN/MASTER FILE WORKSHEET

(Grant Number: EE0009910, State: MN, Program Year: 2022)

If noncompliance issues are still not resolved, Minnesota may terminate a Service Provider's WAP contract upon 30 days written notice. Minnesota may elect to immediately terminate the contract if it is found that the Service Provider has failed to comply with the contract, reasonable progress has not been made, or the purposes for which the funds were granted have not been or will not be fulfilled.

V.8.4 Training and Technical Assistance Approach and Activities

See Attachment for full Training and Technical Assistance Plan

Training Ratios: Crew Leaders and Installer Comprehensive Training is not reflected here. This training will be paid for by another funding source.

Percent of overall trainings

Comprehensive Trainings:

Specific Trainings:

Breakdown of T&TA training budget

Percent of budget allocated to Auditor/QCI trainings:

Percent of budget allocated to Crew/Installer trainings:

Percent of budget allocated to Management/Financial trainings:

V.9 Energy Crisis and Disaster Plan

The purpose of the Minnesota Disaster Plan is to allow the WAP program to respond quickly and effectively to disasters that affect the lives and dwellings of low-income households. This plan reflects the requirements of WPN 12-7 and will be implemented whenever and wherever there is a federal or state disaster designation. For weatherization purposes, a disaster is determined by a Presidential or Gubernatorial order declaring either a Federal or State Emergency.

Goal: In the event of a disaster, low-income households often incur the greatest hardship and have the least amount of resources available to assist them in recovery. Minnesota's WAP goal is to assist eligible households, within the confines of WPN 12-7, in restoring their dwellings to the pre-disaster state.

Household Eligibility: Households in disaster areas must meet the same eligibility criteria as other WAP eligible households. WAP rules (10 CFR 440.16(b)) require that priority be given to identifying and providing weatherization assistance to elderly persons, persons with disabilities, families with children, high residential energy users and households with high energy burdens. It is permissible to consider households located in the disaster area as a priority as long as the households are eligible, meet one of the priorities established in regulation, are free and clear of any insurance claim or other form of compensation resulting from damage incurred from the disaster.

Dwelling Eligibility: In order for a dwelling to be considered eligible for WAP assistance under this plan it:

- Must be occupied by an eligible household
- Must be in a federal or state designated disaster area, or is located in a county contiguous to the official disaster counties and sustained damage caused by the disaster
- Must be a habitable structure or will be once all work is complete

Either:

- Was in progress WAP unit at the time of the disaster where already installed materials were damaged or destroyed by the disaster; or
- Was previously weatherized and materials installed with weatherization funds were damaged or destroyed by the disaster.

Priority of Service: Disaster-damaged dwellings will be a priority in designated disaster areas. Both in progress and previously weatherized dwellings are included. This priority designation will last for up to one year, depending upon the circumstances of the disaster, unless determined otherwise by Commerce.

Eligible Activities: The use of USDOE WAP funds is limited to eligible weatherization activities and the purchase and delivery of weatherization materials. All dwellings must have a current energy audit in order to determine which of the following allowed activities are needed and feasible within the parameters of the WAP rules and guidance:

- Securing weatherization materials, tools, equipment, weatherization vehicles or protection of local agency weatherization files, records and the like during initial phase of disaster response
- The cost of incidental repairs to an eligible dwelling unit if such repairs are necessary to make the installation of weatherization materials effective
- The cost of eliminating health and safety hazards which is necessary before the installation of weatherization materials
- Removal of previously installed weatherization and/or health and safety materials that are damaged beyond repair and will be replaced as part of the current activity
- Installation of weatherization materials as described in the State Plan and the MN "Allowed Activities and Measure Type Chart"

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
STATE PLAN/MASTER FILE WORKSHEET

(Grant Number: EE0009910, State: MN, Program Year: 2022)

Service Providers may use weatherization vehicles and/or equipment to help assist in disaster relief provided the WAP is reimbursed according to the OMB regulations, 2 CFR Part 200.

Work Quality/Inspection: All work must be completed according to the standards contained in the WAP Policy Manual, Standard Work Specifications, and field guides, as well as building, mechanical or other relevant codes. No unit will be counted as complete until all materials are installed in a quality manner and have passed a Quality Control Inspection by Service Provider staff.

Coordination with Other Funds: It is expected that WAP activities will be coordinated with other funded activities to the maximum extent practical. This will not only help make the most prudent and nonduplicative use of all funds but will also help to ensure that service to eligible households will be maximized. However, WAP funds will not be used to supplant other funds such as FEMA and insurance dollars, which must be applied first in renovating disaster-damaged dwellings.

Deferral: Some dwellings may be found to be unsalvageable, uninhabitable, or beyond the scope of the WAP assistance because of a disaster. The Service Provider will carefully evaluate, document, and inform the client in writing of the reasons for the deferral determination.

Required Documentation: Files must contain sufficient documentation to establish the eligibility of the household and dwelling, as well as to justify the work performed, in accordance with Minnesota's WAP State Plan and WAP Policy Manual. Such documentation includes but is not limited to:

- Household eligibility
- Certification of disaster status (ex: disaster declaration for the household's county, FEMA letter or habitability document)
- Documentation that all other applicable funds have been used or have been denied prior to the use of WAP funds
- Existing conditions that will be remediated by WAP activities
- Amount of other funds being used in renovation of the dwelling
- Reasons for deferral, where appropriate
- Other, as specified by Commerce

Costs/Averages: While exact costs for work in disaster-damaged dwellings are anticipated to run somewhat higher than the state average cost per unit, Commerce will maintain its statewide average at the same level as it would be if there were no disaster completions. Incidental repairs determined necessary that will exceed the \$1,000 per unit limit, will be reviewed by Commerce on a case-by-case basis.

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
WEATHERIZATION ANNUAL FILE WORKSHEET

(Grant Number: EE0009910, State: MN, Program Year: 2022)

IV.1 Subgrantees

Subgrantee (City)	Planned Funds/Units
Arrowhead Economic Opportunity Agency, Inc. (Virginia)	\$645,135.20 50
Bi-County Community Action program, Inc. (Bemidji)	\$463,841.28 35
Community Action Partnership of Ramsey & Washington Counties (Saint Paul)	\$1,297,158.08 102
Dakota County Community Development Agency (Eagan)	\$484,316.48 36
Fond Du Lac Reservation Business Committee (Cloquet)	\$33,227.64 1
Inter-County Community Council (Oklee)	\$238,571.59 17
KOOTASCA Community Action, Inc. (Grand Rapids)	\$208,269.02 14
Lakes and Pines Community Action Council, Inc. (Mora)	\$412,998.43 30
Mahube-OTWA Community Action Partnership, Inc. (Detroit Lakes)	\$840,642.33 65
Mille Lacs Band of Ojibwe Indians (Onamia)	\$63,848.98 3
Minnesota Valley Action Council (Mankato)	\$340,145.40 21
Northwest Community Action, Inc (Badger)	\$160,421.09 8
Prairie Five Community Action Council, Inc. (Montevideo)	\$102,307.81 6
Semcac (Rushford)	\$593,622.22 45
Southwestern Minnesota Opportunity Council, Inc. (Worthington)	\$158,937.05 10
Sustainable Resources Center (Minneapolis)	\$1,246,694.64 99
Three Rivers Community Action, Inc. (Zumbrota)	\$220,479.68 15
Tri-County Action Programs, Inc. (SC) (Waite Park)	\$386,314.90 28
Tri-County Community Action, Inc. (LF) (Little Falls)	\$354,033.96 26
United Community Action Partnership (Marshall)	\$368,553.80 26
West Central Minnesota Communities Action, Inc. (Elbow Lake)	\$426,812.54 33
White Earth Reservation Tribal Council (Waubun)	\$162,883.25 11
Wright County Community Action, Inc. (Maple Lake)	\$209,949.63 14
Total:	\$9,419,165.00 695

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
WEATHERIZATION ANNUAL FILE WORKSHEET

(Grant Number: EE0009910, State: MN, Program Year: 2022)

IV.2 WAP Production Schedule

Planned units by quarter or category are no longer required, no information required for persons.

Weatherization Plans	Units
Total Units (excluding reweatherized)	<div>695</div> <div>695</div>
Rewatherized Units	<div>0</div> <div>0</div>

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 695

C Total Units Reweatherized 0

D Total Dwelling Units to be Weatherized and Reweatherized (B + C) 695

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 \$5,565,320.00

G Total Dwelling Units to be Weatherized and Reweatherized (from line D) 695

H Average Program Operations Costs per Unit (F divided by G) \$8,007.65

I Average Vehicles & Equipment Acquisition Cost per Unit (from line E) \$0.00

J Total Average Cost per Dwelling (H plus I) \$8,007.65

IV.3 Energy Savings

Method used to calculate savings: ☒ WAP algorithm ☐ Other (describe below)

	Units	Savings Calculator (MBtus)	Energy Savings
This Year Estimate	695	29.3	20364
Prior Year Estimate	1196	29.3	35043
Prior Year Actual	468	29.3	13712

Method used to calculate savings description:

IV.4 DOE-Funded Leveraging Activities

PY2022 MINNESOTA WEATHERIZATION ASSISTANCE PROGRAM

STATE LEVERAGING PLAN

Minnesota's leveraging activities for PY22 will build and expand on the PY21 Minnesota Leveraging Plan.

Minnesota Goals:

Minnesota's leveraging plan is built around seeking funding to support three specific goals:

1. Expand the number of income-qualified households receiving weatherization services;
2. Reduce deferrals by remediating household conditions which would require deferral under the Weatherization Assistance Program (WAP) rules; this "Pre-Weatherization" work will expand the number of households eligible to receive weatherization services;
3. Add Weatherization-Plus activities to provide weatherized households with additional services, while on-site, to increase the health and safety of the home environment for WAP households (both directly and through decarbonization of housing) over and above the energy-related measures currently provided by WAP.

While aligned with the training plan, a fourth goal of leveraging funds is to develop a workforce pipeline to support the growth and stabilization of ongoing weatherization activities.

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
WEATHERIZATION ANNUAL FILE WORKSHEET

(Grant Number: EE0009910, State: MN, Program Year: 2022)

Expanded Services: Minnesota WAP has served 12% of all income-eligible households in Minnesota since 2005. Two key contributors of this are: 1) lack of base and consistent funding, and 2) household-based deferrals. To address the first, Leveraging activities will include the ongoing pursuit of additional funding through federal, state, utility, and other sources to increase and develop a solid, ongoing, base funding level.

Pre-Weatherization activities: Pre-weatherization activities are deferral mitigation activities. Minnesota WAP currently has a ~50% deferral rate; households deferred cannot receive weatherization until the deferral condition is remediated. With the cost of remediation and the income level of those households that are eligible, addressing the reasons for deferral by the household rarely happens. Therefore, USDOE WAP funds are currently spent to recruit and audit households which do not end up receiving weatherization services. By undertaking Pre-Weatherization activities, deferral conditions will be remediated and allow the household to remain eligible for WAP services.

Examples of measures that Pre-Weatherization funding will support include structural issues (roofing, foundation cracks, etc.), mold and moisture issues, asbestos remediation, etc. By funding deferral remediation work, not only will additional low-income Minnesotans receive weatherization services, but USDOE funds spent on administrative costs and auditing the household will not become lost costs, as the household remains in queue for weatherization. Minnesota will continue to pursue or more deeply utilize various funding opportunities to augment the newly authorized DOE Weatherization Readiness Fund, the EAPWX Transfer funds, and the utility Conservation Improvement Program (CIP) pre-weatherization funding authorized under Minnesota's ECO Act of 2021.

Weatherization-Plus Activities: Weatherization-Plus activities center on expanding the "menu" of in-home measures WAP service providers are able to provide to meet the specific needs of WAP clients. Funding for Weatherization-Plus related activities will allow the pursuit of funding or partnerships to implement enhanced health and safety, as well as decarbonization measures, focusing on the following programs:

- Indoor Air Quality programs: lead, radon, vermiculite reduction;
- Removing triggers (mold and moisture, rodents and pests, etc.) known to negatively affect asthma, other respiratory illnesses, and other chronic diseases;
- Aging-in-Place programs, to keep the elderly safe and healthy at home;
- Remain-in-Place programs, to provide accessibility modifications for disabled persons; and
- Electrification-Ready/Decarbonization funding to enhance weatherization services

Increasing Equity-Based Program Access

The Weatherization Assistance Program is managed by the Energy Equity Programs team within Minnesota's State Energy Office. Minnesota will approach goal attainment (for the above-referenced goals) by focusing on improving the delivery of services to categories of clients where a historical Equity Gap exists.

Minnesota prioritizes WAP households for service according to the five priority categories as defined by the U.S. DOE 1) Children, 2) Elderly, 3) Persons with disabilities, 4) High energy use, 5) High energy burden, with many WAP-eligible households possessing more than one of these categories, and almost all households having at least one priority category. The approach in use, while in alignment with the requirements of the U.S.DOE program, assumes that a household with a priority category will get served. However, given the current level of funding, the number of households WAP can serve each year, and the number of Minnesota households who could qualify for WAP services, it would take nearly 300 years to weatherize all eligible Minnesota households (at the current rate of service).

Minnesota will work to target initiatives to the most needful clients within those priority categories by undertaking a data-based analysis of where Minnesota's WAP program is operating optimally and where barriers exist, that if removed, would allow the program to better serve those most in need. For example, a preliminary high-level assessment of equity performance gaps indicates that there is room for improvement in several areas. Although the preliminary assessment was limited in scope, utilizing data from only one program year (2020) (an abnormal performance year given the COVID-19 pandemic), some trends emerged. The four preliminary areas identified as target areas for improvement in the delivery of equitable service, are:

1. **POVERTY-** WAP participation rates in three counties are substantially out of alignment with the poverty rates of those counties;
2. **RACE-** WAP participation rates for communities of color are out of alignment with person-of-color population data of income-eligible households in five counties;
3. **HOUSING TYPE/RENTERS-** WAP participant housing type for attached and multi-unit housing is 22% lower than statewide rates. Renter participation rates in WAP are out of alignment in 12 counties;
4. **ENERGY BURDEN -** Six counties with the highest energy burden in the state (> 5%) have among the lowest participation rates in WAP.

Minnesota Staffing:

Minnesota will continue to use a portion of the leveraging budget to support a fulltime Weatherization Leveraging Specialist position, with primary responsibility to:

- Investigate and acquire additional federal and nonfederal leveraged funds to support or expand WAP services;
- Build a robust partnership network;
- Develop long-term, aligned cooperative agreements, and projects; and
- Align leveraging activities with efforts to better serve clients in target areas as identified by WAP performance Equity Gaps analysis.

The Weatherization Leveraging Specialist will be responsible for conducting the Activities listed below and provide direction and oversight on the items listed under Contractual Leveraging Budget items.

In furtherance of the equity approach outlined above, Minnesota WAP has added a Project Administrator/Data Analyst position, with primary responsibility to:

- Conduct data analysis, develop data resources, and develop recommendations to support new and existing leveraging activities;

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
WEATHERIZATION ANNUAL FILE WORKSHEET

(Grant Number: EE0009910, State: MN, Program Year: 2022)

- Assist in program design, implementation, and management of programs and initiatives that target the identified gaps; and
- Conduct data analysis and results tracking for post-implementation administration of leveraging initiatives.

Minnesota Activities:

Ongoing Leveraging Activities (not specific to a budget line item)

a. Expanding Services via LIHEAP-transfer, Utility, and State Funded Initiatives

PY22 activities will build on increased funding authorization implemented in PY21. Effective July 1, 2021, the LIHEAP-transfer funding percentage was increased to 15%, and Energy Assistance Program (EAP) policy changes were implemented to both increase the number of measures to be funded by LIHEAP-transfer funds and to provide additional flexibility in the rules regarding the WAP application of the funding. Additionally, in 2021, the Energy Conservation and Optimization Act (ECO) was signed into law, which increased the amount of funds utilities will spend on low-income Conservation Improvement Program (CIP) activities and authorized pre-weatherization (deferral mitigation) measures as eligible uses of up to 15% of these funds. Finally, the ECO Act also set up a secondary Healthy AIR account for interested utilities to contribute directly to the removal of asbestos-laden vermiculite with one utility already planning to contribute to the fund. The Minnesota State Legislature is currently considering legislation to increase state funding for WAP, covering weatherization and pre-weatherization measures, as well as providing an allowance for training to create a weatherization career pipeline. Minnesota WAP has and will expand efforts to seek additional funding under various federal funding opportunities and has and will continue to work on national efforts to remove challenges to utilization (of US DOE WAP) with funding from other federal agencies.

b. Expanding Solar Access

The US DOE has authorized Minnesota to install residential solar PV systems on WAP houses statewide, rather than under the limited geographic area offered in the pilot program. The 15 homes in the pilot program now generating on-site solar electricity are forecasted to see an average electric bill reduction of \$587 annually, or an average decrease of 45%. These savings are in addition to the energy cost savings resulting from core weatherization work and demonstrates the importance of expanding the solar program to assist more low-income Minnesotan households. Minnesota will continue to work on increasing the implementation of solar PV as a weatherization measure by working with WAP service providers and solar installers statewide.

Recent changes to the US DOE NEPA Categorical Exclusion will assist in Minnesota expanding the size and type of solar installations in WAP. The expansion of the Categorical Exclusion policy to now cover ground-mounted systems and systems on detached, on-site buildings allows the use of solar in siting situations previously disallowed, such as manufactured homes and households where a detached garage or shed would offer a better PV installation site than on the roof of the house. In addition, the change to allow PV systems sized up to 60kW (rather than 15kW) allows for Minnesota to consider solar PV systems sized to meet the needs of small (2-4 unit) multi-family buildings and single-family households with large electrical loads. Additional work, on developing utility or other partnerships to offset the costs of these systems will take place in PY22.

c. Individualized Utility Outreach and Program Support

Minnesota has over 180 utilities, with roughly half offering Conservation Improvement Programs (CIP) and a portion of those offering low-income-focused CIP programs. The high number of utilities in the State means many of WAP's 23 Minnesota service providers have many CIP programs to track for successful utilization of utility CIP program funding. With the additional stipulations regarding utility low-income, CIP funding enacted as part of 2021's ECO law (see item a) above), to ensure smooth application of CIP funding to WAP projects, enhanced coordination and collaboration with the Commerce Department responsible for utility regulation and oversight, the WAP service provider network, and individual utilities will be pursued.

d. Interdepartmental Coordination

Efforts to reduce "silos" across State of Minnesota departments and agencies will continue, ensuring inter-departmental awareness of efforts and collaboration and coordination of efforts, in order to leverage non-WAP funding to serve households more deeply.

e. Outreach and Relationship Development

Leveraging staff will continue to develop relationships and discuss alignment possibilities with organizations focused on energy equity, health equity, environmental justice and climate change mitigation, and community improvement/development issues.

Contractual Leveraging Budget Line Items

a. Weatherization Barrier Reduction Landscape Analysis

In PY21, Minnesota WAP assembled a group of stakeholders for a Weatherization Working Group, with the goal of providing legislative and programmatic recommendations, including detailed information on the current and long-term needs for funding. This resulted in an initial [Landscape Analysis](#) and [Working Group Recommendations Report](#). In addition, a WAP funding bill, currently under consideration by legislators, is one of the direct results of the Working Group. Minnesota WAP has a goal of reducing energy burdens for all of Minnesota to under 5%; the Working Group delved into the broad challenges WAP faces in meeting this goal. To better understand potential paths forward while delivering equitable services to reduce energy burden, Minnesota will engage the University of Minnesota Chan Labs, working in conjunction with the Wilder Research Foundation, to further the Working Groups efforts in three ways:

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
WEATHERIZATION ANNUAL FILE WORKSHEET

(Grant Number: EE0009910, State: MN, Program Year: 2022)

1. Identify funding sources and weatherization initiatives other states are using to reduce energy burden, with particular attention to any equity-focused programs. Findings will help Minnesota define, design, and implement an innovative WAP approach to move income-qualified Minnesotans along a pathway towards an "under 5%" energy burden. Minnesota will seek the assistance of expert outside consultants, as necessary, to design a user-centered, innovative 21st-century approach to pre-weatherization, weatherization, and weatherization-plus activities to address energy, health, and safety needs for an expanded number of WAP clients.
2. Build on earlier research work (a survey of LIHEAP service providers) conducted by the Wilder Research Foundation) to conduct surveys with WAP service providers on local realities of delivering weatherization services, and to create an equity baseline for Minnesota's 23 WAP service providers; and
3. Develop a more robust WAPMAP (see next item) for use internally at Commerce.

b. WAP Analytics

The Weatherization Assistance Program is a tool for goal attainment in four high-interest and high-need areas:

- o Energy equity,
- o Health equity,
- o Job creation and workforce development, and
- o Environmental justice and climate change mitigation.

A better understanding of historical WAP performance data and census-tract level attributes of tract population and tract externalities will allow WAP staff to better understand the cross-implications of weatherization work and better situate WAP to explore and acquire leveraged funding. With equity as a primary driving focus of Minnesota WAP, an Equity Gaps analysis of the historical performance of the program compared to census tract information will be key for Minnesota to expand the depth and breadth of WAP services.

In conducting the Equity Gaps analysis, Minnesota will utilize publicly available census-tract level information displayed in WAPMAP, a mapping tool developed to layer together various population attributes. The current Beta version of WAPMAP is an online, interactive tool with data such as the percentage of the population in poverty (<100% FPL) or eligible for WAP (< 200%), the percent of the population identifying as Black, Indigenous, or people of color, the average energy burden for households in poverty, the location and size of manufactured home parks, and the location of Opportunity Zones and the Social Vulnerability Index (SVI). Layers displaying various geographic boundaries can be selected to display on WAPMAP, including utility service territories, tribal lands for the 11 Tribal Nations who share geography within Minnesota boundaries, and the historically red-lined neighborhoods within Minneapolis, St. Paul, Rochester, and Duluth. Equity gap analysis of WAP's historical performance, in combination with WAPMAP census-tract information, will allow for targeting of WAP efforts to better deliver equitable service to historically under-served communities and those most in need.

In conjunction with and coordinated with the Weatherization Barrier Reduction Landscape Analysis (noted above), the current publicly accessible beta version of [WAPMAP](#) will be enhanced and a separate, internal-Commerce only version of WAPMAP will be developed. The new private WAPMAP tool will allow layering in of weatherized, deferred, and waitlisted WAP household locations, to allow Minnesota staff to more efficiently identify historical service levels in identified Equity Gap target areas and then design initiatives to address the gaps.

c. Solar Technical Assistance and Project Management Support

A consulting Solar Technical Assistance Liaison (STAL) has worked with the "solar cohort" of WAP service providers since December of 2020. The STAL is a dedicated resource to guide, educate and support the service providers as they incorporate solar into their list of potential WAP measures. The complexity and timeline of the planning phase of solar PV projects mean that the project management of a solar measure is significantly different than the project management of core weatherization measures, a potentially intimidating factor when WAP service providers consider adding solar to their list of WAP measures. The role of the STAL will grow during PY22 to include technical mentoring, project management, fund braiding, and processing support. STAL solar project management work will be in complete coordination and collaboration with the local service provider, allowing the local service providers to add solar as a measure while not immediately requiring them to thoroughly learn the intricacies of the new measure when other competing demands are limiting service provider time.

d. New Technical Assistance Liaisons

Minnesota will issue Request for Bids for the services of two new Technical Assistance Liaisons (TAL), specifically to work on the expansion of the Healthy AIR (Asbestos Insulation Remediation) and Cold Climate Air Source Heat Pump (CCASHP) initiatives. These areas are opportunity areas for Minnesota to serve more equitably under-resourced communities. Contracted TAL services will include technical mentoring, project management, fund braiding and processing support, allowing service providers to implement the initiatives more effectively, efficiently, and confidently. The Healthy AIR initiative is an existing state-funded program that was authorized during PY21 to also qualify for funding with LIHEAP-transfer dollars. CCASHPs are new technology to the Minnesota WAP network of service providers, and the TAL model will allow the WAP network to gain the necessary understanding of the technology and fully incorporate this key decarbonization measure into WAP while utilizing non-DOE funds.

e. AmeriCorps and GreenCorps Cohort Programs

Four AmeriCorps program members were placed in WAP service provider locations during PY21, with their placement supported in part by USDOE Leveraging Activities funds. Each Service Provider prioritizes the work the Corps participants undertake at each agency with activities including client education, pre-energy audits, household eligibility determination, in-house light bulb replacement, etc. Placement of these AmeriCorps members has proven successful, especially in allowing WAP service providers to handle work associated with "expanded" services such as solar; AmeriCorps members have been instrumental in solar PV work (household suitability assessment and other solar project management work). The AmeriCorps program will be expanded in PY22 to allow placement of up to six AmeriCorps members. Additionally, eight GreenCorps members will be placed at service providers in the WAP network; GreenCorps is a long-running program very similar to

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
WEATHERIZATION ANNUAL FILE WORKSHEET

(Grant Number: EE0009910, State: MN, Program Year: 2022)

AmeriCorps and managed by Minnesota's Pollution Control Agency.

The goal of this program is three-fold:

1. acquire additional staff resources for WAP service providers to allow staff to serve additional households;
2. better serve existing WAP/EAP clients, increase the awareness of the programs amongst low-income Minnesotans, and increase enrollment;
3. expose Corps participants to the WAP program and develop interest among volunteers in pursuing a career in weatherization, building the work-force pipeline to bring additional workers in to serve Minnesota WAP's low-income clients.

f. Leveraging Activities by Local WAP Service Providers

Minnesota first implemented the Leverage Assistance Support Fund (LASF) in PY20, and continued the LASF, in PY21, for support of WAP service providers undertaking local leveraging activities. The LASF is used by service providers to pay for staff activity researching, developing, and pursuing leveraged funding and designing, implementing, and managing programs which use leveraged funding. Given the increased federal funding during PY21, a decreased use of the LASF was exhibited by many service providers as they focused on spending DOE and LIHEAP-transfer funding. The LASF will continue to be offered in PY22 to those service providers who have come to rely on having support for their leveraging activities.

g. Deferral Tracking Software

Minnesota uses FACSPRO software for program operations, fiscal matters (funds distribution and reporting) and household management. In managing households in FACSPRO, service providers update the household status and track work progress. While FACSPRO does have deferral tracking capability currently, additional functionality is needed. As deferral-mitigation efforts increase during PY22 with the increases in Federal, State and utility pre-weatherization funding, FACSPRO's deferral management functionality needs further development. Training will be provided as the new functionality is developed to ensure the service provider understands and consistently applies the new deferral policy, procedures and deferral-mitigation initiatives and knows how to best utilize FACSPRO to do so.

IV.5 Policy Advisory Council Members

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

CenterPoint Energy	Type of organization: Utility Contact Name: Carter Dedolph Phone: 6123214412 Email: carter.dedolph@centerpointenergy.com
Citizens Utility Board	Type of organization: Non-profit (not a financial institution) Contact Name: Brian Edstrom Phone: 65130047016 Email: briane@cubminnesota.org
Clean Energy Resource Teams	Type of organization: Non-profit (not a financial institution) Contact Name: Joel Haskard Phone: 6126258759 Email: haska004@umn.edu
Fond Du Lac Reservation Business Committee	Type of organization: Indian Tribe Contact Name: Joan Markon Phone: 2188794593 Email: joanmarkon@fdlrez.com
Great River Energy	Type of organization: Utility Contact Name: Jeff Haase Phone: 7634456106 Email: jhaase@grenergy.com
Home Performance Strategies	Type of organization: For-profit or Corporate (not a financial institution or utility) Contact Name: Kevin Brauer Phone: 6128680365 Email: kevinbrauermn@gmail.com
Minnesota Valley Action Council	Type of organization: Non-profit (not a financial institution) Contact Name: Kris Perendy Phone: 5073452434 Email: krisp@mnvac.org
Prairie Five Community Action Council, Inc.	Type of organization: Non-profit (not a financial institution) Contact Name: Laura Milbrandt Phone: 3202696578

**U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
WEATHERIZATION ANNUAL FILE WORKSHEET**

(Grant Number: EE0009910, State: MN, Program Year: 2022)

State of Minnesota	Email: Laura.Milbrandt@prairiefive.org Type of organization: Unit of State Government Contact Name: Michelle Gransee Phone: 6515391855 Email: michelle.gransee@state.mn.us
State of Minnesota	Type of organization: Unit of State Government Contact Name: Katherine Teiken Phone: 6512967610 Email: katherine.teiken@state.mn.us
STATE OF MINNESOTA	Type of organization: Unit of State Government Contact Name: Anthony Fryer Phone: 6515391858 Email: anthony.fryer@state.mn.us
Tri-County Community Action, Inc. (LF)	Type of organization: Non-profit (not a financial institution) Contact Name: Jason Foy Phone: 3206320561 Email: Jason.foy@tccaction.com
United Community Action Partnership	Type of organization: Non-profit (not a financial institution) Contact Name: Jeff Gladis Phone: 50753714162136 Email: jeff.gladis@unitedcapmn.org
Xcel Energy	Type of organization: Utility Contact Name: Jessica Peterson Phone: 6123428967 Email: jessica.k.peterson@xcelenergy.com
Xcel Energy	Type of organization: Utility Contact Name: David Hueser Phone: 6123306581 Email: david.a.hueser@xcelenergy.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

04/27/2022 On April 18, 2022, notice of a Virtual State Plan public hearing was sent to all WAP Service Providers and subscribers of the Conservation Improvement Program newsletter, which focuses on utilities (8,500+). The draft copy of the PY22 State Plan was posted on the Commerce website on April 18, 2022 and a link to the posting was included in the Notice. A Virtual Public Hearings took place on April 27 at 3:00 PM via WebEx to comply with the annual state plan hearing required in 10 CFR 440.14 and COVID-related guidance from DOE.

IV.7 Miscellaneous

PY22 Weatherization Readiness Fund Plan

Weatherization Readiness Funds will be used in Minnesota to reduce the number of deferrals by providing flexibility to our sub-grantees to address weatherization barriers at the local level. Weatherization Readiness Funds will allow Service Providers to address the variety of unique and vexing issues present in clients homes that lead to an inability to provide weatherization services.

Minnesota will distribute Weatherization Readiness funds per our usual funding formula which is based on general population of Service Area, population living in poverty, and a number of other factors.

At the sub-grantee level, individual homes will be prioritized by considering three factors. First the home will be assessed as to its probability in resulting in a weatherized home. Second, the home will be assessed to determine if other funds can be used to address the deferral reason such as Conservation Improvement Program, Rehabilitation, or agency funds. Finally, the home will be assessed for overall cost and compared against the full group of deferrals to manage costs to the average.

It is Minnesota's goal to allow local sub-grantees appropriate flexibility in managing Weatherization Readiness Funds. Because homes and circumstances are unique, this flexibility will allow sub-grantees to address the varied situations that arise in the most cost-effective manner possible with the most benefit to the homeowner. Once projects have been assessed as noted above, Minnesota will expect Service Providers to manage to the State Weatherization Readiness Fund average and that each home served results in a weatherized unit.

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
WEATHERIZATION ANNUAL FILE WORKSHEET

(Grant Number: EE0009910, State: MN, Program Year: 2022)

Based on information gathered about deferrals in Minnesota over the last several years, it is anticipated that issues to be addressed with these funds will include:

- Mold and Moisture related -
 - Structural repair (foundation, roofing, windows/doors, repair or replacement)
 - Grading for seepage control
 - Gutters/Downspouts repair, replacement, or addition
 - Sump pumps – repair, replacement, or addition
 - Black mold removal
- Radon mitigation
- Structural repair or replacement (non-moisture related) – Foundation, roofing, windows/doors
- Plumbing leaks / sewer problems
- Major electrical upgrading – replace K/T, upgrading panel, etc.
- Inaccessible crawl spaces
- Remediation of excessive clutter or hoarding
- Chimney liners
- Integrated Pest Management (bugs and vermin remediation and blocking)

Although vermiculite in attics is the largest cause of deferrals in the State, other funds are available to address this barrier to weatherization.

Minnesota will set a Statewide Weatherization Readiness Fund average of \$5,000 for all service Providers. Any projects that go over \$8,000 will be required to receive prior approval from Minnesota Department of Commerce Energy Equity Staff.

Monitoring will take place as a component of the existing field and administrative monitoring activities. Specifically, monitors will verify that the Weatherization Readiness Funds were spent on a home that resulted in weatherization, that the Statewide Weatherization Readiness Fund average was maintained, and that any projects costing more than \$8,000 were approved prior to project start. Additionally, monitors will review the quality of the work performed in preparing the home for weatherization to determine that it is completed in the workmanlike and professional manner expected of weatherization work.

Recipient Business Officer:

Prefix: Ms.
First Name: Amy
Middle Name:
Last Name: Trumper
Suffix:
Title: Chief Financial Officer
Telephone Number: (651) 539-1517
Fax: (651) 539-0109
Email: amy.trumper@state.mn.us

Recipient Principal Investigator:

Prefix: Mr.
First Name: Charles
Middle Name:
Last Name: Newborn
Suffix:
Title: Energy Equity Programs Supervisor
Organization Affiliation: Department of Commerce/Div. of Energy Resources
Telephone Number: (651) 539-1866
Fax Number:
Email: Charles.newborn@state.mn.us

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: MN Grant Number: EE0009910 Program Year: 2022

Name:	Arrowhead Economic Opportunity Agency, Inc.		Contact:	Scott Zahorik	
			UEI:	RA9MLHHQ94W3	
			DUNS:	082523713	
Address:	702 Third Avenue South		Phone:	(218) 748-7331	
	Virginia, MN 55792-2776		Fax:	(218) 749-2944	
			Email:	scott.zahorik@aeoa.org	
Counties served:	ST. LOUIS County COOK County LAKE County	Tentative allocation: \$ 645,135.20 Planned units: 50 Type of organization: Non-profit organization Source of labor: Agency and Contractors	Congressional districts served:		CD MN-08

Name:	Bi-County Community Action program, Inc.		Contact:	Jeff Farr	
			UEI:	TJGDJRBE72B3	
			DUNS:	087682670	
Address:	6603 Bemidji Ave. N		Phone:	(218) 444-7991	
	PO Box 579		Fax:	(218) 751-8452	
	Bemidji, MN 56619-0579		Email:	jeff.farr@bicap.org	
Counties served:	CASS County BELTRAMI County	Tentative allocation: \$ 463,841.28 Planned units: 35 Type of organization: Non-profit organization Source of labor: Contractors	Congressional districts served:		CD MN-07 MN-08

Name:	Community Action Partnership of Ramsey & Washington Countie		Contact:	Feleshia Edwards	
			UEI:	DFPAEHTNJUE8	
			DUNS:	076523380	
Address:	450 North Syndicate Street		Phone:	(651) 444-5120	
	Saint Paul, MN 55104-0000		Fax:	(651) 482-9003	
			Email:	fedwards@caprw.org	
Counties served:	RAMSEY County ANOKA County WASHINGTON County	Tentative allocation: \$ 1,297,158.08 Planned units: 102 Type of organization: Non-profit organization Source of labor: Agency and Contractors	Congressional districts served:		CD MN-02 MN-04 MN-05 MN-06 MN-03

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: MN Grant Number: EE0009910 Program Year: 2022

Name:	Dakota County Community Development Agency		Contact:	Lisa Alfson	
			UEI:	EYVQRJLNKUC7	
			DUNS:	963108121	
Address:	1228 Town Centre Drive		Phone:	(651) 675-4467	
	Eagan, MN 55123-1066		Fax:	(651) 628-7480	
			Email:	lalfson@dakotacda.state.mn.us	
Counties served:	SCOTT County	Tentative allocation:	\$ 484,316.48	Congressional districts served:	CD
	DAKOTA County	Planned units:	36		MN-02
	CARVER County	Type of organization:	Unit of local government		MN-06
					MN-03
		Source of labor:	Contractors		

Name:	Fond Du Lac Reservation Business Committee		Contact:	Joan Markon	
			UEI:	J37EL8RWMHK6	
			DUNS:	039582366	
Address:	1720 Big Lake Road		Phone:	(218) 879-4593	
	Cloquet, MN 55720-9702		Fax:	(218) 879-4146	
			Email:	joanmarkon@fdlrez.com	
Counties served:	ST. LOUIS County	Tentative allocation:	\$ 33,227.64	Congressional districts served:	CD
	CARLTON County	Planned units:	1		MN-08
		Type of organization:	Indian tribe		
		Source of labor:	Contractors		

Name:	Inter-County Community Council		Contact:	Paul Kaster	
			UEI:	NPQXE2JK83D9	
			DUNS:	964802607	
Address:	207 Main Street		Phone:	(218) 796-51443	
	PO Box 189		Fax:	(218) 796-5175	
	Oklee, MN 56742-0189		Email:	pkaster@intercountycc.org	
Counties served:	CLEARWATER County	Tentative allocation:	\$ 238,571.59	Congressional districts served:	CD
	POLK County	Planned units:	17		MN-07
	PENNINGTON County	Type of organization:	Non-profit organization		
	RED LAKE County				
		Source of labor:	Contractors		

Name:	KOOTASCA Community Action, Inc.		Contact:	Randy Mattfield	
			UEI:	GNR2RU9M8WN4	
			DUNS:	168513919	
Address:	201 NW 4th Street		Phone:	(218) 999-0821	
	Suite 130		Fax:	(218) 327-6733	
	Grand Rapids, MN 55744-3984		Email:	randym@kootasca.org	

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: MN Grant Number: EE0009910 Program Year: 2022

Counties served:	ITASCA County KOOCHICHING County	Tentative allocation: \$ 208,269.02 Planned units: 14 Type of organization: Non-profit organization Source of labor: Contractors	Congressional districts served:	<u>CD</u> MN-08
------------------	-------------------------------------	---	---------------------------------	--------------------

Name: **Lakes and Pines Community Action Council, Inc.**

Contact: Allan Cekalla

UEI: KDTFQ38JYGV3

DUNS: 074217639

Address: 1700 Maple Avenue East
Mora, MN 55051-1227

Phone: (320) 679-1800124

Fax: (320) 679-4139

Email: allan.cekalla@lakesandpines.org

Counties served:	ISANTI County PINE County AITKIN County CARLTON County CHISAGO County KANABEC County MILLE LACS County	Tentative allocation: \$ 412,998.43 Planned units: 30 Type of organization: Non-profit organization Source of labor: Agency and Contractors	Congressional districts served:	<u>CD</u> MN-08
------------------	--	--	---------------------------------	--------------------

Name: **Mahube-OTWA Community Action Partnership, Inc.**

Contact: Dan Josephson

UEI: C3KLVM2JD2D7

DUNS: 037473071

Address: 1125 West River Road
P.O. Box 747
Detroit Lakes, MN 56502-0747

Phone: (218) 847-1385

Fax: (218) 847-1388

Email: djosephson@mahube.org

Counties served:	WADENA County BECKER County HUBBARD County OTTER TAIL County MAHNOMEN County	Tentative allocation: \$ 840,642.33 Planned units: 65 Type of organization: Non-profit organization Source of labor: Contractors	Congressional districts served:	<u>CD</u> MN-07 MN-08
------------------	--	---	---------------------------------	-----------------------------

Name: **Mille Lacs Band of Ojibwe Indians**

Contact: Timothy Jackson

UEI: KR5CGFZ5W2R4

DUNS: 043482988

Address: 43408 Oodena Drive
Onamia, MN 56359-0000

Phone: (320) 532-4181

Fax: (320) 532-7546

Email: timothy.jackson@millelacsband.com

Counties served:	MILLE LACS County AITKIN County PINE County	Tentative allocation: \$ 63,848.98 Planned units: 3 Type of organization: Indian tribe Source of labor: Agency and Contractors	Congressional districts served:	<u>CD</u> MN-08
------------------	---	---	---------------------------------	--------------------

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: MN Grant Number: EE0009910 Program Year: 2022

Name: **Minnesota Valley Action Council**

Contact: Kris Perendy
UEI: YY82LNJLDNU7
DUNS: 078675337
Phone: (507) 345-2434
Fax: (507) -
Email: krisp@mnvac.org

Address: 706 North Victory Drive
Mankato, MN 56001-6803

Counties served: WASECA County
SIBLEY County
BROWN County
WATONWAN County
BLUE EARTH County
FARIBAULT County
MARTIN County
LE SUEUR County
NICOLLET County

Tentative allocation: \$ 340,145.40
Planned units: 21
Type of organization: Non-profit organization

Congressional districts served:

CD
MN-01
MN-07

Source of labor: Agency and Contractors

Name: **Northwest Community Action, Inc**

Contact: Jason Gohman
UEI: E6ASZKQGTZP4
DUNS: 021585567
Phone: (218) 528-3258
Fax: (218) 528-3259
Email: jgohman@nwcaa.org

Address: 312 North Main Street
P.O. Box 67
Badger, MN 56714-0695

Counties served: LAKE OF THE WOODS C
MARSHALL County
KITTSOON County
ROSEAU County

Tentative allocation: \$ 160,421.09
Planned units: 8
Type of organization: Non-profit organization

Congressional districts served:

CD
MN-07

Source of labor: Contractors

Name: **Prairie Five Community Action Council, Inc.**

Contact: Laura Milbrandt
UEI: JC92LNDR5RJ4
DUNS: 055557813
Phone: (320) 269-6578
Fax: (320) 269-6570
Email: Laura.Milbrandt@prairiefive.org

Address: 719 N 7th St Suite 302
P.O. Box 159
Montevideo, MN 56265-0159

Counties served: YELLOW MEDICINE Cou
BIG STONE County
CHIPPEWA County
SWIFT County
LAC QUI PARLE County

Tentative allocation: \$ 102,307.81
Planned units: 6
Type of organization: Non-profit organization

Congressional districts served:

CD
MN-07

Source of labor: Contractors

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: MN Grant Number: EE0009910 Program Year: 2022

Name: Semcac	Contact: Melissa Feine		
	UEI: RLNGKXWT3C17		
	DUNS: 066860073		
Address: 204 South Elm Street	Phone: (507) 864-8204		
PO Box 549	Fax: (507) 864-2440		
Rushford, MN 55971-0549	Email: melissa.feine@semcac.org		
Counties served: FILLMORE County	Tentative allocation: \$ 593,622.22	Congressional districts served:	<u>CD</u>
MOWER County	Planned units: 45		MN-01
WINONA County	Type of organization: Non-profit organization		
STEELE County			
OLMSTED County			
DODGE County			
HOUSTON County			
FREEBORN County			
	Source of labor: Agency and Contractors		

Name: Southwestern Minnesota Opportunity Council, Inc.	Contact: Jace Pater		
	UEI: U4L4SBZUJQC5		
	DUNS: 153448139		
Address: 1106 Third Avenue	Phone: (507) 376-4195		
PO Box 787	Fax: (507) 376-3636		
Worthington, MN 56187-0787	Email: jpater@smoc.us		
Counties served: NOBLES County	Tentative allocation: \$ 158,937.05	Congressional districts served:	<u>CD</u>
PIPESTONE County	Planned units: 10		MN-01
MURRAY County	Type of organization: Non-profit organization		MN-07
ROCK County			
	Source of labor: Contractors		

Name: Sustainable Resources Center	Contact: Dan Roberts		
	UEI: NQEKET8NW1J3		
	DUNS: 121179774		
Address: 1081 Tenth Avenue SE	Phone: (612) 813-5524		
Minneapolis, MN 55414-1312	Fax: (612) 870-0729		
	Email: d.roberts@src-mn.org		
Counties served: HENNEPIN County	Tentative allocation: \$ 1,246,694.64	Congressional districts served:	<u>CD</u>
	Planned units: 99		MN-05
	Type of organization: Non-profit organization		MN-06
			MN-03
	Source of labor: Contractors		

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: MN Grant Number: EE0009910 Program Year: 2022

Name:	Three Rivers Community Action, Inc.		Contact:	Lynette Engelhardt Stott	
			UEI:	JNTGNQ33U378	
			DUNS:	797200748	
Address:	1414 North Star Drive		Phone:	(507) 424-0729	
	P.O. Box 47		Fax:	(507) 993-4481	
	Zumbrota, MN 55992-1091		Email:	lstott@threeriverscap.org	
Counties served:	GOODHUE County	Tentative allocation:	\$ 220,479.68	Congressional districts served:	<u>CD</u>
	RICE County	Planned units:	15		MN-02
	WABASHA County	Type of organization:	Non-profit organization		MN-01
		Source of labor:	Contractors		

Name:	Tri-County Action Programs, Inc. (SC)		Contact:	Lori Schultz	
			UEI:	XJWKGJEEU4A6	
			DUNS:	017972688	
Address:	1210 23rd Avenue South		Phone:	(320) 257-4487	
	PO Box 683		Fax:	(320) 255-1612	
	Waite Park, MN 56387-0000		Email:	Lori.schultz@tricap.org	
Counties served:	BENTON County	Tentative allocation:	\$ 386,314.90	Congressional districts served:	<u>CD</u>
	SHERBURNE County	Planned units:	28		MN-07
	STEARNS County	Type of organization:	Non-profit organization		MN-06
		Source of labor:	Contractors		

Name:	Tri-County Community Action, Inc. (LF)		Contact:	Jason Foy	
			UEI:	W6NFBMQU2DY7	
			DUNS:	070262365	
Address:	501 LeMieur Street		Phone:	(320) 632-0561	
	Little Falls, MN 56345-0368		Fax:	(320) 632-3695	
			Email:	Jason.foy@tccaction.com	
Counties served:	CROW WING County	Tentative allocation:	\$ 354,033.96	Congressional districts served:	<u>CD</u>
	TODD County	Planned units:	26		MN-08
	MORRISON County	Type of organization:	Non-profit organization		MN-07
		Source of labor:	Contractors		

Name:	United Community Action Partnership		Contact:	Jeff Gladis	
			UEI:	V2JFSMAUTU75	
			DUNS:	037473485	
Address:	1400 S. Saratoga St		Phone:	(507) 537-14162136	
	Marshall, MN 56258-3114		Fax:	(507) 537-1849	
			Email:	jeff.gladis@unitedcapmn.org	

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: MN Grant Number: EE0009910 Program Year: 2022

Counties served:	RENVILLE County LINCOLN County MEEKER County COTTONWOOD County JACKSON County KANDIYOHI County LYON County REDWOOD County MCLEOD County	Tentative allocation: \$ 368,553.80 Planned units: 26 Type of organization: Non-profit organization	Congressional districts served:	<u>CD</u> MN-01 MN-07
Source of labor: Contractors				

Name:	West Central Minnesota Communities Action, Inc.		Contact:	Gene Wyttenback
			UEI:	SYEMLLVWWVG5
			DUNS:	020494852
Address:	411 Industrial Park Boulevard Elbow Lake, MN 56531-4213		Phone:	(218) 685-7030
			Fax:	(218) 685-6741
			Email:	genew@wcmca.org
Counties served:	NORMAN County WILKIN County GRANT County DOUGLAS County STEVENS County TRAVERSE County POPE County CLAY County	Tentative allocation: \$ 426,812.54 Planned units: 33 Type of organization: Non-profit organization	Congressional districts served:	<u>CD</u> MN-07
Source of labor: Contractors				

Name:	White Earth Reservation Tribal Council		Contact:	Mike Thompson
			UEI:	GR1MGDM3ZSV7
			DUNS:	042348081
Address:	3303 US Hwy 59 Waubun, MN 56589-9001		Phone:	(218) 521-0448
			Fax:	(218) 983-3641
			Email:	mike.thompson@whiteearth-nsn.gov
Counties served:	MAHNOMEN County CLEARWATER County BECKER County	Tentative allocation: \$ 162,883.25 Planned units: 11 Type of organization: Indian tribe Source of labor: Contractors	Congressional districts served:	<u>CD</u> MN-07

Name:	Wright County Community Action, Inc.		Contact:	Jay Brenny
			UEI:	LZ6CXQEL6ES8
			DUNS:	782088215
Address:	130 West Division Street P.O. Box 787 Maple Lake, MN 55358-4575		Phone:	(320) 963-6501
			Fax:	(320) 963-5745
			Email:	jbrenny@wccaweb.com

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: MN Grant Number: EE0009910 Program Year: 2022

Counties served: WRIGHT County

Tentative allocation: \$ 209,949.63

Planned units: 14

Type of organization: Non-profit organization

Source of labor: Contractors

Congressional
districts served:

CD
MN-06

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. EE0009910		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address STATE OF MINNESOTA 85 7th Place East, Suite 280 St. Paul, MN 551012198		4. Program/Project Start Date 07/01/2022	5. Completion Date 06/30/2023

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	81.042	\$ 0.00		\$ 12,272,306.00		\$ 12,272,306.00
2.						
3.						
4.						
5. TOTAL		\$ 0.00	\$ 0.00	\$ 12,272,306.00	\$ 0.00	\$ 12,272,306.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) State Admin (1576)	(2) SP ADMIN (1578)	(3) State TTA (1577)	(4) SP T&TA (1578)	
a. Personnel	\$ 222,036.00	\$ 0.00	\$ 381,117.00	\$ 0.00	\$ 721,934.00
b. Fringe Benefits	\$ 69,475.00	\$ 0.00	\$ 157,779.00	\$ 0.00	\$ 281,224.00
c. Travel	\$ 9,500.00	\$ 0.00	\$ 49,994.00	\$ 0.00	\$ 63,294.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 5,998.00	\$ 0.00	\$ 21,182.00	\$ 0.00	\$ 27,180.00
f. Contract	\$ 136,526.00	\$ 1,258,848.00	\$ 540,008.00	\$ 698,298.00	\$ 10,786,499.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other Direct Costs	\$ 149,700.00	\$ 0.00	\$ 55,200.00	\$ 0.00	\$ 206,788.00
i. Total Direct Charges	\$ 593,235.00	\$ 1,258,848.00	\$ 1,205,280.00	\$ 698,298.00	\$ 12,086,919.00
j. Indirect Costs	\$ 51,062.00	\$ 0.00	\$ 91,560.00	\$ 0.00	\$ 185,387.00
k. Totals	\$ 644,297.00	\$ 1,258,848.00	\$ 1,296,840.00	\$ 698,298.00	\$ 12,272,306.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. EE0009910		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address STATE OF MINNESOTA 85 7th Place East, Suite 280 St. Paul, MN 551012198	4. Program/Project Start Date 07/01/2022		
	5. Completion Date 06/30/2023		

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		\$ 0.00	\$ 0.00	\$ 12,272,306.00	\$ 0.00	\$ 12,272,306.00

SECTION B - BUDGET CATEGORIES					
6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) SP PROGRAM OPERATIONS (1578)	(2) SP HEALTH & SAFETY (1578)	(3) SP LIABILITY INSURANCE (1578)	(4) SP AUDITS (1578)	
a. Personnel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 721,934.00
b. Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 281,224.00
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 63,294.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 27,180.00
f. Contract	\$ 5,565,320.00	\$ 1,012,615.00	\$ 61,134.00	\$ 53,590.00	\$ 10,786,499.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other Direct Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 206,788.00
i. Total Direct Charges	\$ 5,565,320.00	\$ 1,012,615.00	\$ 61,134.00	\$ 53,590.00	\$ 12,086,919.00
j. Indirect Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 185,387.00
k. Totals	\$ 5,565,320.00	\$ 1,012,615.00	\$ 61,134.00	\$ 53,590.00	\$ 12,272,306.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. EE0009910		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address STATE OF MINNESOTA 85 7th Place East, Suite 280 St. Paul, MN 551012198		4. Program/Project Start Date 07/01/2022	5. Completion Date 06/30/2023

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		\$ 0.00	\$ 0.00	\$ 12,272,306.00	\$ 0.00	\$ 12,272,306.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) State Leveraging (1579)	(2) SP WX READINESS (1578)	(3) SP Leveraging (1579)	(4)	
a. Personnel	\$ 118,781.00	\$ 0.00	\$ 0.00		\$ 721,934.00
b. Fringe Benefits	\$ 53,970.00	\$ 0.00	\$ 0.00		\$ 281,224.00
c. Travel	\$ 3,800.00	\$ 0.00	\$ 0.00		\$ 63,294.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00		\$ 27,180.00
f. Contract	\$ 690,800.00	\$ 557,804.00	\$ 211,556.00		\$ 10,786,499.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00
h. Other Direct Costs	\$ 1,888.00	\$ 0.00	\$ 0.00		\$ 206,788.00
i. Total Direct Charges	\$ 869,239.00	\$ 557,804.00	\$ 211,556.00		\$ 12,086,919.00
j. Indirect Costs	\$ 42,765.00	\$ 0.00	\$ 0.00		\$ 185,387.00
k. Totals	\$ 912,004.00	\$ 557,804.00	\$ 211,556.00		\$ 12,272,306.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00