

APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

1. Type of Submission:

- Preapplication
- Application
- Changed/Corrected Application

2. Type of Application:

- New
- Continuation
- Revision

If Revision, select appropriate letter(s)

Other (specify):

3. Date Received

10/20/2023

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

DE-EE0009910

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

a. Legal Name: STATE OF MINNESOTA

b. Employer/Taxpayer Identification Number (EIN/TIN):
416007162c. UEI:
W6J6NATNK6J5

d. Address:

Street 1: 85 7th Place East, Suite 280

Street 2:

City: St. Paul

County: RAMSEY County

State: MN

Province:

Country: U.S.A.

Zip / Postal Code: 551012198

e. Organizational Unit:

Department Name:
Department of CommerceDivision Name:
Division of Energy Resources

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: First Name: Tracy

Middle Name: M.B.

Last Name: Smetana

Suffix:

Title: Energy Affordability Section Director

Organizational Affiliation: Minnesota Department of Commerce

Telephone Number: 6515391826

Fax Number:

Email: tracy.m.b.smetana@state.mn.us

APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

9. Type of Applicant:

A State Government

10. Name of Federal Agency:

U. S. Department of Energy

11. Catalog of Federal Domestic Assistance Number:

81.042

CFDA Title:

Weatherization Assistance Program

12. Funding Opportunity Number:

DE-WAP-0002024

Title:

2024 Weatherization Assistance Program (WAP)

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Statewide- Minnesota

15. Descriptive Title of Applicant's Project:

The Weatherization Assistance Program enables low-income families to permanently reduce their energy bills by making their homes more energy efficient. Since 1976, the U.S. Department of Energy's (DOE) Weatherization Assistance Program has provided weatherization services to more than 7 million low-income families.

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16. Congressional District Of:

a. Applicant: Minnesota Congressional District 04

b. Program/Project: MN-Statewide

Attach an additional list of Program/Project Congressional Districts if needed:

17. Proposed Project:

a. Start Date: 07/01/2024

b. End Date: 06/30/2025

18. Estimated Funding (\$):

a. Federal	13,226,448.00
b. Applicant	0.00
c. State	0.00
d. Local	0.00
e. Other	0.00
f. Program Income	0.00
g. TOTAL	13,226,448.00

19. Is Application subject to Review By State Under Executive Order 12372 Process?:

- a. This application was made available to the State under the Executive Order 12372 Process for review
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372

20. Is the applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation)

No

21. By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to**

 I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency

Authorized Representative:

Prefix: First Name: Michelle

Middle Name:

Last Name: Gransee

Suffix:

Title: Deputy Commissioner

Telephone Number: 6515391801

Fax Number:

Email: michelle.gransee@state.mn.us

Signature of Authorized Representative: Signed Electronically

Date Signed: 06/13/2024

U.S. DEPARTMENT OF ENERGY



BUDGET JUSTIFICATION FOR FORMULA GRANTS

Applicant: STATE OF MINNESOTA
 Award number: EE0009910

Budget period: 07/01/2024 - 06/30/2025

1. PERSONNEL - Prime Applicant only (all other participant costs are listed in 6 below and form SF-242A, Section B. Line 6.f. Contracts and Sub-Grants).

Positions to be supported under the proposed award and brief description of the duties of professionals:

<u>Position</u>	<u>Description of Duties of Professionals</u>
Weatherization Assistance Program Director	Admin Planning Director St. 100% (1576). Supervises the MN WAP Program.
Assistant Commissioner	Provide leadership to the division.
Administrative Assistant	Support the work of the Director and the Commissioner.
Training and Technical Assistance Specialist	Lead work for training and technical assistance activities. 1577
Training and Outreach Specialist	Support training and outreach activities (1577)
Technical Field Monitor	Responsible for monitoring service providers, unit completions, and overall program performance. Provides technical assistance as needed. (1577)
Technical Field Monitor	Responsible for monitoring service providers, unit completions, and overall program performance. Provides technical assistance as needed. (1577)
Technical Field Monitor	Responsible for monitoring service providers, unit completions, and overall program performance. Provides technical assistance as needed. (1579)
Data Analyst	Gathers, reports, and analysis data from the Weatherization Assistance Program.
Lead Projects Developer	Stand up new programs in partnership with WAP SME. (1579)
Equity and Innovation Coordaintor	Oversee new resource development and equity service to clients. (1579)
Equity and Innovation Unit Director	Provide Leadership to resource generation section of WAP and equitable service efforts.

Direct Personnel Compensation:

<u>Position</u>	<u>Salary/Rate</u>	<u>Time</u>	<u>Direct Pay</u>
Weatherization Assistance Program Director	\$121,514.00	100.0007 % FT	\$121,514.85
Assistant Commissioner	\$167,027.00	15.0005 % FT	\$25,054.89
Administrative Assistant	\$102,000.00	10.0009 % FT	\$10,200.92
Training and Technical Assistance Specialist	\$73,650.00	100.0012 % FT	\$73,650.88
Training and Outreach Specialist	\$70,000.00	100.0013 % FT	\$70,000.91
Technical Field Monitor	\$85,227.00	100.0011 % FT	\$85,227.94
Technical Field Monitor	\$98,232.00	90.0000 % FT	\$88,408.80
Technical Field Monitor	\$78,665.00	85.0000 % FT	\$66,865.25
Data Analyst	\$102,000.00	70.0009 % FT	\$71,400.92
Lead Projects Developer	\$80,600.00	60.0011 % FT	\$48,360.89
Equity and Innovation Coordaintor	\$114,000.00	90.0008 % FT	\$102,600.91
Equity and Innovation Unit Director	\$121,500.00	30.0007 % FT	\$36,450.85
		Direct Pay Total	\$799,738.01

2. FRINGE BENEFITS

a. Are the fringe cost rates approved by a Federal Agency? If so, identify the agency and date of latest rate agreement or audit below, and attach a copy of the rate agreement to the application.

b. If a. above does not apply, please use this box (or an attachment) to further explain how your total fringe benefits costs were calculated. Your calculations should identify all rates used, along with the base they were applied to (and how the base was derived), and a total for each (along with grand total). If there is an established computation methodology approved for state-wide use, please provide a copy. Also, please fill out the table below with the Fringe Benefits Calculations.

The fringe benefits are specially identified to each employee and are charged individually as direct costs. The directly claimed fringe benefits are listed below. Vacation, holiday, sick leave pay and other paid absences are included in salaries and wages and are claimed on grants, contracts, and other agreements as part of the normal cost for salaries and wages. Separate claims are not made for the cost of these paid absences.

Fringe Benefits: FICA, Retirement, Life Insurance, Severance Allowance, Workers Compensation, Unemployment Insurance, Health Insurance.

The fringe rate is calculated by Minnesota Management & Budget. Please see cost projections: Cost Projection Overview / Minnesota Management and Budget (MMB) (mn.gov)

Insurance Amounts (starting on Page 8) 2024 Rate Guide for Health, Dental, Life, Disability and Vision Insurance (mn.gov).

Fringe Benefits Calculations

<u>Position</u>	<u>Direct Pay</u>	<u>Rate</u>	<u>Benefits</u>
Weatherization Assistance Program Director	\$121,514.85	35.9996 %	\$43,744.86
Assistant Commissioner	\$25,054.89	19.9984 %	\$5,010.58
Administrative Assistant	\$10,200.92	39.9960 %	\$4,079.96
Training and Technical Assistance Specialist	\$73,650.88	49.9995 %	\$36,825.07
Training and Outreach Specialist	\$70,000.91	44.9994 %	\$31,499.99
Technical Field Monitor	\$85,227.94	24.9995 %	\$21,306.56
Technical Field Monitor	\$88,408.80	40.9996 %	\$36,247.25
Technical Field Monitor	\$66,865.25	46.9994 %	\$31,426.27
Data Analyst	\$71,400.92	39.9994 %	\$28,559.94
Lead Projects Developer	\$48,360.89	46.9991 %	\$22,729.18
Equity and Innovation Coordinantor	\$102,600.91	39.9996 %	\$41,039.95
Equity and Innovation Unit Director	\$36,450.85	21.9989 %	\$8,018.79
		Fringe Benefits Total	\$310,488.40

3. TRAVEL

a. Please provide the purpose of travel, such as professional conference(s), DOE sponsored meeting(s), project management meeting, etc. If there is any foreign travel, please identify.

<u>Purpose of Trip</u>	<u>Number of Trips</u>	<u>Cost Per Trip</u>	<u>Total</u>
Reimbursement for T&TA of Service Providers. Number of trips=total miles cost per trip=cost per mile. (.67 cents) Total=total miles x cost permile	153	\$67.00	\$10,251.00
Agency visits for subgrantee monitoring, meetings, and training. Includes instate mileage, meals for day trips, and other costs	175	\$200.00	\$35,000.00
		Travel Total	\$45,251.00

- b. Please provide the basis for estimating the costs, such as past trips, current quotations, Federal Travel Regulations, etc. All listed travel must be necessary for the performance of the award objectives.

Averages for in-state trips include gas, food, and hotel costs based on the past year. Travel expenses are governed by the Minnesota Department of Administration's Travel Policy, as well as the State employee union contracts.

4. EQUIPMENT - Equipment is generally defined as an item with an acquisition cost greater than \$10,000 and a useful life expectancy of more than one year.

- a. List all proposed equipment below and briefly justify its need as it applies to the objectives of the award.

Equipment	Unit Cost	Number	Total Cost	Justification of Need
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- b. Please provide a basis of cost such as vendor quotes, catalog prices, prior invoices, etc. and justify need. If the Equipment is being proposed as Cost Share and was previously acquired, please provide the source and value of its contribution to the project and logical support for the estimated value shown. If it is new equipment which will retain a useful life upon completion of the project, provide logical support for the estimated value shown. Also, please indicate whether the Equipment is being used for other projects or is 100% dedicated to the DOE project.

5. SUPPLIES - Supplies are generally defined as an item with an acquisition cost of \$10,000 or less and a useful life expectancy of less than one year. Supplies are generally consumed during the project performance.

- a. List all proposed supplies below, the estimated cost, and briefly justify the need for the supplies as they apply to the objectives of the award. Note that all direct costs, including Supply items, may not be duplicative of supply costs included in the indirect pool that is the basis of the indirect rate applied for this project.

General Category	Cost	Justification of Need
Supplies	\$15,000.00	Personal Protective Equipment; technical monitor test kits. Includes blower door and combustion analyzer, as well as PPE to enhance monitor safety in the field. (1576)
Materials and Supplies Total	\$15,000.00	

- b. Please provide a basis of cost for each item listed above and justify need. Examples include vendor quotes, prior purchases of similar or like items, published price list, etc.

Supply costs are based on information from vendors.

6. CONTRACTS AND SUBGRANTS - Provide the following information for New proposed subrecipients and subcontractors.

For ongoing subcontractors and subrecipients, this information does not have to be restated here, if it is provided elsewhere in the application; under Name of Proposed Sub, indicate purpose of work and where additional information can be found (i.e weatherization subgrants, Annual File section IV.1).

Name of Proposed Sub	Total Cost	Basis of Cost*
Home Greening	\$40,000.00	Solar Liaison to support Service Providers in implementing Solar into WAP. (1579)
To be determined	\$224,840.00	Support the implementation of leveraging tracking software. (1579)
Anticipated SERC Subgrantee Program Operation Funds	\$2,122,106.00	After the end of the year reconciliation, these SERC Subgrantee Program Operation funds will be used in the same category. This represents two SERC grants: SERC I/WRAP: \$46106 SERC II/Windows: \$2076000
106 Group	\$75,000.00	Cost to meet required State Historic Preservation Office review of all WAP projects.(1576)

Fond Du Lac Tribal and Community College	\$50,000.00	In-Person BPI Retrofit installer training for crews and contractors. (1577)
Fond du Lac Tribal and Community College	\$60,000.00	BPI Building Science Principals Training (1577)
Subrecipient Training and Technical Assistance	\$720,991.00	Training and Technical Assistance allocation for training determined by the local Service Provider. (1578)
Subrecipient Health and Safety	\$1,208,000.00	Funds set aside for health and safety costs in individual units. (1578)
Community Action of Ramsey and Washington Counties	\$10,000.00	Training Lab Upgrades and Repairs (1577)
PY23 Anticipated Carryover Formula Funds: Training and Technical Assistance	\$446,598.00	When end of the numbers are finalized, these funds will be reviewed and either increase the certification trainings on the PY24 schedule or be distributed to Service Providers to meet needs.
Anticipated PY23 Subgrantee Formula Training and Technical Assistance Funds	\$100,000.00	After end of the year reconciliation, these Service Provider Training and Technical Assistance Funds will be used in the same category.
Agile Mobile Soft	\$25,000.00	Consultant to support WAweb implementation in PY24. (1576)
Association for Energy Affordability (AEA)	\$30,000.00	Training on Equip energy modeling software (1577)
Fond du Lac Tribal and Community College	\$22,000.00	Healthy Homes Training (1577)
Fond du Lac Tribal and Community College	\$300,000.00	BPI Energy Auditor, HEP, and QCI Training and Exams. Contract with FDLTCC established through a governmental inter-agency agreement. Anticipated subcontractor established through competitive process. (1577)
Subrecipient Formula Allocation: Weatherization Readiness Funds	\$1,154,291.00	Weatherization Readiness Funds (1578)
Anticipated PY23 Weatherization Readiness Funds	\$828,509.00	After the end of the year reconciliation, these Weatherization Readiness Funds will be used in the same category.
Subrecipient Admin	\$1,224,025.00	To cover administrative costs by the local Service Provider. (1578)
Subrecipient Liability Insurance	\$58,476.00	For local service providers to acquire liability insurance.
Kevin Myren	\$5,000.00	OMB Uniform Guidance Training (1577)
Anticipated PY23 CSPP Subgrantee Administrative funds	\$102,543.00	After the end of the year reconciliation, these CSPP Subgrantee Administrative funds will be used in the same category.
Subrecipient Formula Allocation- Program Operations	\$5,133,548.00	Program Operations (1578)
Anticipated PY23 Sugrantee Formula Administration Carryover	\$318,078.00	After end of the year review, these Service Provider admin funds will be used in the same category.
PY23 Anticipated Grantee Carryover SERC Administrative Funds	\$113,499.00	After the end of the year reconciliation, these SERC Grantee Administrative funds will be used in the same category.
To be determined	\$40,000.00	Solar Liaison to support Service Providers in implementing Solar into WAP. (1579)
Subrecipient Leveraging Funds	\$553,198.00	Funds to support individual service providers workforce development efforts (1579)
Ampact	\$100,000.00	To support placement of Ampact/AmeriCorps members at Service Provider sites. (1579)

Rate-based and Agency-Spec MNIT Services (1576)	\$143,000.00	Department wide overhead IT costs, supplies, and agency indirect. \$25,000 pre FTE allocated MNIT, rent, supplies, etc. 36% space rental; 49.5% Rate-Based MNIT; 5% supplies; 5% agency indirect; 4.5% computer services(1576)
DBA	\$44,903.00	Software through which Service Providers (sub-grantees) submit budgets, financial status reports, budget narratives, monitor, etc. (1576)
Anticipated PY23 CSPP Health and Safety Funds	\$116,560.00	After the end of the year reconciliation, these CSPP Subgrantee Health and Safety funds will be used in the same category.
Subrecipient Audits	\$51,260.00	For local service providers to pay for fiscal audits. (1578) In accordance with 2 CFR 200.425(a)(2), only those Subgrantees expending more than \$750K in total Federal Funding annually will receive financial audits funding identified in the Grantee's SF-424a Budget.
Minneapolis College	\$30,000.00	Up to 18 Days of Advanced Mechanical Training, including HRV and ERV Training (1577)
Subrecipient Leveraging Funds	\$200,000.00	Funds to support individual service providers leveraging efforts (1579).
Anticipated PY23 CSPP Program Operation Funds	\$802,811.00	After the end of the year reconciliation, these CSPP Subgrantee Program Operation funds will be used in the same category.
To be determined	\$51,893.00	Production Management and Energy Modeling Software Training (1577)
Fond du Lac Tribal and Community College	\$22,000.00	Multi-Family QCI Training (1577)
Everblue	\$12,000.00	Evercerts Learning Management System (1577)
Anticipated PY23 Subgrantee Formula Program Operations Funds	\$120,000.00	After end of the year reconciliation, these Service Provider Program Operation funds will be used in the same category.
Anticipated SERC Subgrantee Health and Safety Funds	\$183,000.00	After the end of the year reconciliation, these SERC Subgrantee Health and Safety funds will be used in the same category. This represents two SERC grants: SERC I/WRAP: \$15000 SERC II/Windows: \$168000
Anticipated PY23 SERC Subgrantee Administrative Funds	\$307,106.00	After the end of the year reconciliation, these SERC Subgrantee Administrative funds will be used in the same category. This represents two SERC grants: SERC I/WRAP: \$19383 SERC II/Windows: \$94116
Affordable Energy Solutions	\$29,000.00	Mechanical Training (1577)
PY23 Anticipated Carryover Formula Funds: Leveraging	\$774,388.00	When end of the year numbers are finalized, these funds will be reviewed and committed to additional outreach.
PY23 Anticipated Carryover CSPP Grant Administrative Funds	\$48,367.00	After the end of the year reconciliation, these CSPP Grantee Administrative funds will be used in the same category.
Contracts and Subgrants Total	\$18,001,990.00	

*For example, Competitive, Historical, Quote, Catalog

7. **OTHER DIRECT COSTS** - Other direct costs are direct cost items required for the project which do not fit clearly into other categories. These direct costs may not be duplicative of costs included in the indirect pool that is the basis of the indirect rate applied for this project. Examples are: conference fees, subscription costs, printing costs, etc.

a. Please provide a General Description, Cost and Justification of Need.

<u>General Description</u>	<u>Cost</u>	<u>Justification of Need</u>
Employee Development	\$25,000.00	State weatherization staff development and training for monitors and staff to meet USDOE specifications training. Conference fees for state staff training classes included. (1576)
Printing	\$20,000.00	Cost of printing client education and other outreach materials. (1576)
Communications	\$10,000.00	Phone and communication costs. (1576)
Other Operating Costs (sponsorships/memberships)	\$31,173.00	Covers costs of NASCSP membership, Minnesota Energy Conference, and other related sponsorships/memberships. (1576)
Other Direct Costs Total	\$86,173.00	

b. Please provide a basis of cost for each item listed above. Examples include vendor quotes, prior purchases of similar or like items, published price list, etc.

All other direct costs are not covered elsewhere.

Printing is costs associated with printing client education and outreach materials and is based on historic charges and anticipated needs.

Communication costs cover the cost of telephone and other communication expenses and is based on historic charges.

Employee development covers DOE required certification training as well as participation in national conferences (NASCSP, Home Performance).

Other Operating Costs represent NASCSP Membership, local service provider training conference and other related sponsorships or memberships.

8. **INDIRECT COSTS**

a. Are the indirect cost rates approved by a Federal agency? If so, identify the agency and date of latest rate agreement or audit and provide a copy of the rate agreement.

The U.S. Department of Health and Human Services is the cognizant agency for Minnesota Department of Commerce. The most recent approved Indirect Cost Rate Agreement is from July 1, 2023. This indirect rate agreement will in effect from 7/1/2023-6/30/2024. The approved fixed rate of 13.3% will apply until amended. A copy of the signed indirect agreement is attached.

b. If the above does not apply, indicate the basis for computation of rates, including the types of benefits to be provided, the rate(s) used, and the cost base for each rate. You may provide the information below or provide the calculations separately.

The name and phone number of the individual responsible for negotiating the State's indirect cost rates.

Name: Amy Trumper

Phone Number: 6515391517

Indirect costs calculations:

<u>Indirect Cost Account</u>	<u>Direct Total</u>	<u>Indirect Rate</u>	<u>Total Indirect</u>
PY24 Indirect	\$2,641,885.00	13.3001 %	\$351,373.35
		Indirect Costs Total	\$351,373.35

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 07/01/2024	5. Completion Date 06/30/2025

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	\$ 6,383,565.00		\$ 13,226,448.00		\$ 19,610,013.00
2.						
3.						
4.						
5. TOTAL		\$ 6,383,565.00	\$ 0.00	\$ 13,226,448.00	\$ 0.00	\$ 19,610,013.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) GRANTEE ADMINISTRATION	(2) GRANTEE T&TA	(3) LEVERAGING	(4) SUBGRANTEE ADMINISTRATION	
a. Personnel	\$ 156,768.00	\$ 384,148.00	\$ 258,822.00	\$ 0.00	\$ 799,738.00
b. Fringe Benefits	\$ 52,836.00	\$ 157,304.00	\$ 100,348.00	\$ 0.00	\$ 310,488.00
c. Travel	\$ 35,000.00	\$ 10,251.00	\$ 0.00	\$ 0.00	\$ 45,251.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 15,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 15,000.00
f. Contract	\$ 287,903.00	\$ 1,068,491.00	\$ 1,732,426.00	\$ 1,542,103.00	\$ 18,001,990.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other Direct Costs	\$ 86,173.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 86,173.00
i. Total Direct Charges	\$ 633,680.00	\$ 1,620,194.00	\$ 2,091,596.00	\$ 1,542,103.00	\$ 19,258,640.00
j. Indirect Costs	\$ 84,294.00	\$ 165,465.00	\$ 101,614.00	\$ 0.00	\$ 351,373.00
k. Totals	\$ 717,974.00	\$ 1,785,659.00	\$ 2,193,210.00	\$ 1,542,103.00	\$ 19,610,013.00
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 07/01/2024 5. Completion Date 06/30/2025

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		\$ 6,383,565.00	\$ 0.00	\$ 13,226,448.00	\$ 0.00	\$ 19,610,013.00

SECTION B - BUDGET CATEGORIES						
6. Object Class Categories	Grant Program, Function or Activity					Total (5)
	(1) SUBGRANTEE T&TA	(2) PROGRAM OPERATIONS	(3) HEALTH AND SAFETY	(4) LIABILITY INSURANCE		
a. Personnel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 799,738.00	
b. Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 310,488.00	
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 45,251.00	
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 15,000.00	
f. Contract	\$ 820,991.00	\$ 5,253,548.00	\$ 1,208,000.00	\$ 58,476.00	\$ 18,001,990.00	
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
h. Other Direct Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 86,173.00	
i. Total Direct Charges	\$ 820,991.00	\$ 5,253,548.00	\$ 1,208,000.00	\$ 58,476.00	\$ 19,258,640.00	
j. Indirect Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 351,373.00	
k. Totals	\$ 820,991.00	\$ 5,253,548.00	\$ 1,208,000.00	\$ 58,476.00	\$ 19,610,013.00	
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 07/01/2024	5. Completion Date 06/30/2025

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		\$ 6,383,565.00	\$ 0.00	\$ 13,226,448.00	\$ 0.00	\$ 19,610,013.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) FINANCIAL AUDITS	(2) WEATHERIZATION READINESS	(3) SUBGRANTEE LEVERAGING	(4) SERC GRANTEE ADMINISTRATION	
a. Personnel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 799,738.00
b. Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 310,488.00
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 45,251.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 15,000.00
f. Contract	\$ 51,260.00	\$ 1,982,800.00	\$ 200,000.00	\$ 113,499.00	\$ 18,001,990.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other Direct Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 86,173.00
i. Total Direct Charges	\$ 51,260.00	\$ 1,982,800.00	\$ 200,000.00	\$ 113,499.00	\$ 19,258,640.00
j. Indirect Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 351,373.00
k. Totals	\$ 51,260.00	\$ 1,982,800.00	\$ 200,000.00	\$ 113,499.00	\$ 19,610,013.00
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 07/01/2024	5. Completion Date 06/30/2025

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		\$ 6,383,565.00	\$ 0.00	\$ 13,226,448.00	\$ 0.00	\$ 19,610,013.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) SERC SUBGRANTEE ADMINISTRATION	(2) SERC HEALTH AND SAFETY	(3) SERC PROGRAM OPERATIONS	(4) CSPP GRANTEE ADMINISTRATION	
a. Personnel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 799,738.00
b. Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 310,488.00
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 45,251.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 15,000.00
f. Contract	\$ 307,106.00	\$ 183,000.00	\$ 2,122,106.00	\$ 48,367.00	\$ 18,001,990.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other Direct Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 86,173.00
i. Total Direct Charges	\$ 307,106.00	\$ 183,000.00	\$ 2,122,106.00	\$ 48,367.00	\$ 19,258,640.00
j. Indirect Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 351,373.00
k. Totals	\$ 307,106.00	\$ 183,000.00	\$ 2,122,106.00	\$ 48,367.00	\$ 19,610,013.00
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 07/01/2024	5. Completion Date 06/30/2025

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		\$ 6,383,565.00	\$ 0.00	\$ 13,226,448.00	\$ 0.00	\$ 19,610,013.00

SECTION B - BUDGET CATEGORIES					
6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) CSPP SUBGRANTEE ADMINISTRATI ON	(2) CSPP HEALTH AND SAFETY	(3) CSPP PROGRAM OPERATIONS	(4)	
a. Personnel	\$ 0.00	\$ 0.00	\$ 0.00		\$ 799,738.00
b. Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00		\$ 310,488.00
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00		\$ 45,251.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00		\$ 15,000.00
f. Contract	\$ 102,543.00	\$ 116,560.00	\$ 802,811.00		\$ 18,001,990.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00
h. Other Direct Costs	\$ 0.00	\$ 0.00	\$ 0.00		\$ 86,173.00
i. Total Direct Charges	\$ 102,543.00	\$ 116,560.00	\$ 802,811.00		\$ 19,258,640.00
j. Indirect Costs	\$ 0.00	\$ 0.00	\$ 0.00		\$ 351,373.00
k. Totals	\$ 102,543.00	\$ 116,560.00	\$ 802,811.00		\$ 19,610,013.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00

U.S. Department of Energy
Weatherization Assistance Program (WAP)
BUDGET INFORMATION REMARKS
Grant Number: EE0009910, **State:** MN
Recipient: STATE OF MINNESOTA

Remarks

Commerce uses several additional funds to cover a portion of the personnel and other costs associated with the oversight of Minnesota's Weatherization Assistance Program. These include: WAP BIL, LIHEAP Transfer Funds (EAPWX), and State funds.

An error message is received when verifying. The Subgrantee leveraging (final column) is included in the Annual File but is not automatically included by PAGE.

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
 State: MN Grant Number: EE0009910 Program Year: 2024

<p>Name: Arrowhead Economic Opportunity Agency, Inc.</p> <p>Address: 702 Third Avenue South Virginia, MN 55792-2776</p> <p>Counties served: LAKE County COOK County ST. LOUIS County</p>	<p>Contact: Scott Zahorik UEI: RA9MLHHQ94W3 DUNS: 082523713 Phone: (218) 748-7331 Fax: (218) 749-2944 Email: scott.zahorik@aeoa.org</p> <p>Tentative allocation: \$ 705,006.00 Planned units: 44 Type of organization: Non-profit organization Source of labor: Agency and Contractors</p> <p>Congressional districts served: <u>CD</u> MN-08</p>
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<p>Name: Bi-County Community Action program, Inc.</p> <p>Address: 6603 Bemidji Ave. N PO Box 579 Bemidji, MN 56619-0579</p> <p>Counties served: BELTRAMI County CASS County</p>	<p>Contact: Jeff Farr UEI: TJGDJRBE72B3 DUNS: 087682670 Phone: (218) 444-7991 Fax: (218) 751-8452 Email: jeff.farr@bicap.org</p> <p>Tentative allocation: \$ 379,381.00 Planned units: 24 Type of organization: Non-profit organization Source of labor: Contractors</p> <p>Congressional districts served: <u>CD</u> MN-08</p>
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<p>Name: Community Action Partnership of Ramsey & Washington Countie</p> <p>Address: 450 North Syndicate Street Saint Paul, MN 55104-0000</p> <p>Counties served: WASHINGTON County RAMSEY County ANOKA County</p>	<p>Contact: Brian Fisher UEI: DFPAEHTNJUE8 DUNS: 076523380 Phone: (651) 444-5120 Fax: (651) 482-9003 Email: bfisher@caprw.org</p> <p>Tentative allocation: \$ 1,292,747.00 Planned units: 82 Type of organization: Non-profit organization Source of labor: Agency and Contractors</p> <p>Congressional districts served: <u>CD</u> MN-02 MN-08 MN-04 MN-03 MN-06 MN-05</p>
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U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: MN Grant Number: EE0009910 Program Year: 2024

Name: Dakota County Community Development Agency		Contact: Lisa Alfson	
Address: 1228 Town Centre Drive		UEI: EYVQRJLNKUC7	
Eagan, MN 55123-1066		DUNS: 963108121	
Counties served: SCOTT County		Phone: (651) 675-4467	
CARVER County		Fax: (651) 628-7480	
DAKOTA County		Email: lalfson@dakotacda.state.mn.us	
Tentative allocation: \$ 468,499.00		Congressional districts served:	<u>CD</u>
Planned units: 29			MN-06
Type of organization: Unit of local government			MN-02
Source of labor: Contractors			

Name: Fond Du Lac Reservation Business Committee		Contact: Joan Markon	
Address: 1720 Big Lake Road		UEI: J37EL8RWMHK6	
Cloquet, MN 55720-9702		DUNS: 039582366	
Counties served: CARLTON County		Phone: (218) 878-2658	
ST. LOUIS County		Fax: (218) 879-4146	
Tentative allocation: \$ 36,238.00		Email: joanmarkon@fdlrez.com	
Planned units: 1		Congressional districts served:	<u>CD</u>
Type of organization: Indian tribe			MN-08
Source of labor: Contractors			

Name: Inter-County Community Council		Contact: Paul Kaster	
Address: 207 Main Street		UEI: NPQXE2JK83D9	
PO Box 189		DUNS: 964802607	
Oklee, MN 56742-0189		Phone: (218) 796-51223	
Counties served: RED LAKE County		Fax: (218) 796-5175	
POLK County		Email: pkaster@intercountycc.org	
CLEARWATER County		Tentative allocation: \$ 199,453.00	Congressional districts served:
PENNINGTON County		Planned units: 11	<u>CD</u>
Type of organization: Non-profit organization			MN-07
Source of labor: Contractors			

Name: KOOTASCA Community Action, Inc.		Contact: Randy Mattfield	
Address: 201 NW 4th Street		UEI: GNR2RU9M8WN4	
Suite 130		DUNS: 168513919	
Grand Rapids, MN 55744-3984		Phone: (218) 999-0821	
Counties served: KOOLESWA County		Fax: (218) 327-6733	
Tentative allocation: \$ 1,000,000.00		Email: randym@kootasca.org	
Planned units: 1			
Type of organization: Non-profit organization			
Source of labor: Contractors			

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: MN Grant Number: EE0009910 Program Year: 2024

Counties served:	KOOCHICHING County ITASCA County	Tentative allocation:	\$ 202,862.00	Congressional districts served:	<u>CD</u> MN-08
		Planned units:	12		
		Type of organization:	Non-profit organization		
		Source of labor:	Contractors		

Name: **Lakes and Pines Community Action Council, Inc.** Contact: Allan Cekalla
UEI: KDTFQ38JYGV3
DUNS: 074217639
Address: 1700 Maple Avenue East Phone: (320) 679-1800124
Mora, MN 55051-1227 Fax: (320) 679-4139
Email: allan.cekalla@lakesandpines.org

Counties served:	AITKIN County CARLTON County KANABEC County PINE County ITASCA County CHISAGO County MILLE LACS County	Tentative allocation:	\$ 557,180.00	Congressional districts served:	<u>CD</u> MN-08
		Planned units:	35		
		Type of organization:	Non-profit organization		
		Source of labor:	Agency and Contractors		

Name: **Mahube-OTWA Community Action Partnership, Inc.** Contact: Dan Josephson
UEI: C3KLV2JD2D7
DUNS: 037473071
Address: 1125 West River Road Phone: (218) 847-1385
Detroit Lakes, MN 56502-0747 Fax: (218) 847-1388
Email: djosephson@mahube.org

Counties served:	WADENA County OTTER TAIL County BECKER County HUBBARD County MAHNOMEN County	Tentative allocation:	\$ 647,124.00	Congressional districts served:	<u>CD</u> MN-01 MN-08 MN-08
		Planned units:	41		
		Type of organization:	Non-profit organization		
		Source of labor:	Contractors		

Name: **Mille Lacs Band of Ojibwe Indians** Contact: Timothy Jackson
UEI: KR5CGFZ5W2R4
DUNS: 043482988
Address: 43408 Oodena Drive Phone: (320) 532-4181
Onamia, MN 56359-0000 Fax: (320) 532-7546
Email: timothy.jackson@millelacsband.com

Counties served:	AITKIN County MILLE LACS County PINE County	Tentative allocation:	\$ 40,117.00	Congressional districts served:	<u>CD</u> MN-08
		Planned units:	2		
		Type of organization:	Indian tribe		
		Source of labor:	Agency and Contractors		

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: MN Grant Number: EE0009910 Program Year: 2024

Name: Minnesota Valley Action Council		Contact: Kris Perendy	
Address: 706 North Victory Drive		UEI: YY82LNJLDNU7	
Mankato, MN 56001-6803		DUNS: 078675337	
Counties served: BROWN County		Phone: (507) 345-2434	
WASECA County		Fax: (507) -	
BLUE EARTH County		Email: krisp@mnvac.org	
MARTIN County		Tentative allocation: \$ 468,425.00	Congressional <u>CD</u>
WATONWAN County		Planned units: 29	districts served: MN-02
LE SUEUR County		Type of organization: Non-profit organization	MN-01
FARIBAULT County			MN-07
NICOLLET County			
SIBLEY County			
Source of labor: Agency and Contractors			

Name: Northwest Community Action, Inc		Contact: Jason Gohman	
Address: 312 North Main Street		UEI: E6ASZKQGTZP4	
P.O. Box 67		DUNS: 021585567	
Badger, MN 56714-0695		Phone: (218) 528-3258	
Counties served: MARSHALL County		Fax: (218) 528-3259	
KITTSOON County		Email: jgohman@nwcaa.org	
ROSEAU County		Tentative allocation: \$ 134,165.00	Congressional <u>CD</u>
LAKE OF THE WOODS C.		Planned units: 7	districts served: MN-07
		Type of organization: Non-profit organization	
Source of labor: Contractors			

Name: Prairie Five Community Action Council, Inc.		Contact: Laura Milbrandt	
Address: 719 N 7th St Suite 302		UEI: JC92LNDR5RJ4	
P.O. Box 159		DUNS: 055557813	
Montevideo, MN 56265-0159		Phone: (320) 269-6578	
Counties served: CHIPPEWA County		Fax: (320) 269-6570	
BIG STONE County		Email: Laura.Milbrandt@prairiefive.org	
SWIFT County		Tentative allocation: \$ 143,730.00	Congressional <u>CD</u>
LAC QUI PARLE County		Planned units: 8	districts served: MN-07
YELLOW MEDICINE Cou		Type of organization: Non-profit organization	
Source of labor: Contractors			

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: MN Grant Number: EE0009910 Program Year: 2024

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: OLMSTED County	Tentative allocation: \$ 627,457.00	Congressional districts served: <u>CD</u>
FILLMORE County	Planned units: 39	MN-01
STEELE County	Type of organization: Non-profit organization	
MOWER County		
DODGE County		
HOUSTON County		
WINONA County		
FREEBORN County		
	Source of labor: Agency and 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: \$ 1,443,370.00	Congressional districts served: <u>CD</u>
	Planned units: 92	MN-03
	Type of organization: Non-profit organization	MN-05
		MN-06
	Source of labor: Contractors	

Name: Three Rivers Community Action, Inc.	Contact: Brian Kopack	
	UEI: JNTGNQ33U378	
	DUNS: 797200748	
Address: 1414 North Star Drive	Phone: (507) 225-1869308	
P.O. Box 47	Fax: (507) 993-4481	
Zumbrota, MN 55992-1091	Email: bkopack@threeriverscap.org	
Counties served: WABASHA County	Tentative allocation: \$ 203,072.00	Congressional districts served: <u>CD</u>
GOODHUE County	Planned units: 12	MN-01
RICE County	Type of organization: Non-profit organization	
	Source of labor: Contractors	

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
 State: MN Grant Number: EE0009910 Program Year: 2024

<p>Name: Tri-County Action Programs, Inc. (SC)</p> <p>Address: 1210 23rd Avenue South PO Box 683 Waite Park, MN 56387-0000</p> <p>Counties served: STEARNS County BENTON County SHERBURNE County</p>	<p>Contact: Lisa Drew UEI: XJWKGJEEU4A6 DUNS: 017972688 Phone: (320) 257-4486 Fax: (320) 255-1612 Email: Lisa.drew@tricap.org</p> <p>Tentative allocation: \$ 542,498.00 Planned units: 34 Type of organization: Non-profit organization Source of labor: Contractors</p>	<p>Congressional districts served: <u>CD</u> MN-06 MN-07</p>
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<p>Name: Tri-County Community Action, Inc. (LF)</p> <p>Address: 501 LeMieur Street Little Falls, MN 56345-0368</p> <p>Counties served: TODD County CROW WING County MORRISON County</p>	<p>Contact: Jason Foy UEI: W6NFBMQU2DY7 DUNS: 070262365 Phone: (320) 632-0561 Fax: (320) 632-3695 Email: Jason.foy@tccaction.com</p> <p>Tentative allocation: \$ 375,592.00 Planned units: 23 Type of organization: Non-profit organization Source of labor: Contractors</p>	<p>Congressional districts served: <u>CD</u> MN-08 MN-07</p>
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<p>Name: United Community Action Partnership</p> <p>Address: 1400 S. Saratoga St Marshall, MN 56258-3114</p> <p>Counties served: KANDIYOHI County LINCOLN County REDWOOD County ROCK County MURRAY County NOBLES County RENVILLE County COTTONWOOD County LYON County MCLEOD County JACKSON County PIPESTONE County MEEKER County</p>	<p>Contact: Jeff Gladis UEI: V2JFSMAUTU75 DUNS: 037473485 Phone: (507) 537-14162136 Fax: (507) 537-1849 Email: jeff.gladis@unitedcapmn.org</p> <p>Tentative allocation: \$ 582,972.00 Planned units: 37 Type of organization: Non-profit organization Source of labor: Contractors</p>	<p>Congressional districts served: <u>CD</u> MN-01 MN-07</p>
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U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: MN Grant Number: EE0009910 Program Year: 2024

Name: **West Central Minnesota Communities Action, Inc.** Contact: Toby Weigand
UEI: SYEMLLVWWVG5
DUNS: 020494852
Address: 411 Industrial Park Boulevard Phone: (218) 685-7089
Elbow Lake, MN 56531-4213 Fax: (218) 685-6741
Email: tobyw@wcmca.org

Counties served: DOUGLAS County Tentative allocation: \$ 434,042.00 Congressional districts served: CD
GRANT County Planned units: 27 MN-07
NORMAN County
CLAY County Type of organization: Non-profit organization
STEVENS County
WILKIN County
TRAVERSE County
POPE County

Source of labor: Contractors

Name: **White Earth Reservation Tribal Council** Contact: Emily Annette
UEI: GR1MGDM3ZSV7
DUNS: 042348081
Address: 3303 US Hwy 59 Phone: (218) 935-55543260
Waubun, MN 56589-9001 Fax: (218) 983-3641
Email: emily.annette@whiteearth-nsn.gov

Counties served: CLEARWATER County Tentative allocation: \$ 84,321.00 Congressional districts served: CD
BECKER County Planned units: 4 MN-07
MAHNOMEN County Type of organization: Indian tribe MN-08

Source of labor: Contractors

Name: **Wright County Community Action, Inc.** Contact: Jay Brenny
UEI: LZ6CXQEL6ES8
DUNS: 782088215
Address: 130 West Division Street Phone: (320) 963-6501233
P.O. Box 787 Fax: (320) 963-5745
Maple Lake, MN 55358-4575 Email: jbbrenny@wccaweb.com

Counties served: WRIGHT County Tentative allocation: \$ 182,340.00 Congressional districts served: CD
Planned units: 10 MN-06
Type of organization: Non-profit organization

Source of labor: Contractors

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: MN Grant Number: EE0009910 Program Year: 2024

SERC Subgrantee(s)

Name: **Sustainable Resources Center** Contact: Dan Roberts
Address: 1081 Tenth Avenue SE UEI: NQEKET8NW1J3
Minneapolis, MN 55414-1312 DUNS: 121179774
Phone: (612) 813-5524
Fax: (612) 870-0729
Email: d.roberts@src-mn.org

Counties served: HENNEPIN County
Tentative allocation: \$ 56,329.00
Planned units: 3
Type of organization: Non-profit organization
Source of labor: Contractors

Counties served:	HENNEPIN County	Tentative allocation: \$ 56,329.00	Congressional districts served:	<u>CD</u>
		Planned units: 3		MN-06
		Type of organization: Non-profit organization		MN-03
		Source of labor: Contractors		MN-05

Remarks:

Name: **TBD** Contact: TBD
Address: tbd UEI: W6J6NATNK6J5
tbd, MN 00000-0000 DUNS:
Phone: (000) 000-0000
Fax: () -
Email: tbd@gmail.com

Counties served: HENNEPIN County
Tentative allocation: \$ 2,536,500.00
Planned units: 184
Type of organization: Local agency
Source of labor: Agency

Counties served:	HENNEPIN County	Tentative allocation: \$ 2,536,500.00	Congressional districts served:	<u>CD</u>
		Planned units: 184		MN-Statewide
		Type of organization: Local agency		
		Source of labor: Agency		

Remarks: Minnesota is currently developing guidelines for the Windows initiative and will release funds in PY24. Discussion is underway with Service Providers as to the capacity to engage with the initiative and so agencies were not identified at the time of this submission.

U.S. Department of Energy
Weatherization Assistance Program (WAP)
WEATHERIZATION ANNUAL FILE WORKSHEET
Grant Number: EE0009910, State: MN, Program Year: 2024
Recipient: STATE OF MINNESOTA

IV.1 Subgrantees

Subgrantee (City)	Planned Funds/Units
Arrowhead Economic Opportunity Agency, Inc. (Virginia)	\$705,006.00 44
Bi-County Community Action program, Inc. (Bemidji)	\$379,381.00 24
Community Action Partnership of Ramsey & Washington Counties (Saint Paul)	\$1,292,747.00 82
Dakota County Community Development Agency (Eagan)	\$468,499.00 29
Fond Du Lac Reservation Business Committee (Cloquet)	\$36,238.00 1
Inter-County Community Council (Oklee)	\$199,453.00 11
KOOTASCA Community Action, Inc. (Grand Rapids)	\$202,862.00 12
Lakes and Pines Community Action Council, Inc. (Mora)	\$557,180.00 35
Mahube-OTWA Community Action Partnership, Inc. (Detroit Lakes)	\$647,124.00 41
Mille Lacs Band of Ojibwe Indians (Onamia)	\$40,117.00 2
Minnesota Valley Action Council (Mankato)	\$468,425.00 29
Northwest Community Action, Inc (Badger)	\$134,165.00 7
Prairie Five Community Action Council, Inc. (Montevideo)	\$143,730.00 8
Semcac (Rushford)	\$627,457.00 39
Sustainable Resources Center (Minneapolis)	\$1,443,370.00 92
Three Rivers Community Action, Inc. (Zumbrota)	\$203,072.00 12
Tri-County Action Programs, Inc. (SC) (Waite Park)	\$542,498.00 34
Tri-County Community Action, Inc. (LF) (Little Falls)	\$375,592.00 23
United Community Action Partnership (Marshall)	\$582,972.00 37
West Central Minnesota Communities Action, Inc. (Elbow Lake)	\$434,042.00 27
White Earth Reservation Tribal Council (Waubun)	\$84,321.00 4
Wright County Community Action, Inc. (Maple Lake)	\$182,340.00 10
Total:	\$9,750,591.00 603

U.S. Department of Energy
Weatherization Assistance Program (WAP)
WEATHERIZATION ANNUAL FILE WORKSHEET
Grant Number: EE0009910, State: MN, Program Year: 2024
Recipient: STATE OF MINNESOTA

IV.2 WAP Production Schedule

Weatherization Plans		Units
Total Units (excluding reweatherized)		603
Reweatherized Units		0
Planned SERC Units *		187
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	603
C	Total Units Reweatherized	0
D	Total Dwelling Units to be Weatherized and Reweatherized (B + C)	603
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	\$5,253,548.00
G	Total Dwelling Units to be Weatherized and Reweatherized (from line D)	603
H	Average Program Operations Costs per Unit (F divided by G)	\$8,712.35
I	Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J	Total Average Cost per Dwelling (H plus I)	\$8,712.35

IV.3 Energy Savings

Method used to calculate savings: <input checked="" type="checkbox"/> WAP algorithm <input type="checkbox"/> Other (describe below)				
		Units	Savings Calculator (MBtus)	Energy Savings
	This Year Estimate	603	29.3	17668
	Prior Year Estimate	865	29.3	25344
	Prior Year Actual	659	29.3	19309
Method used to calculate savings description:				

IV.4 DOE-Funded Leveraging Activities

PY24 Weatherization Assistance Program Leveraging Plan
<p>Minnesota continues to pursue leveraged fund activities in partnership with its Service Providers. As per DOE guidance, our goal continues to be to “generate at least one non-federal leveraging dollar for every DOE dollar expended.” Evidence indicates Minnesota has far surpassed that goal.</p> <p>While PY23 numbers have not yet been finalized, Minnesota Service Providers have already leveraged over \$4 million in non-federal dollars. This represents funds from utilities, cities, etc. (Note: The reporting of leveraged funding varies by WAP Service Providers, with some reporting most of the funds they use, and others reporting only the funds that are braided onto DOE households. As such, the numbers presented here represent only a portion of leveraging activity of the MN WAP network.)</p> <p>The past couple of years have created unprecedented leveraging opportunities in weatherization. As a state agency, we help Service Providers maximize and leverage their weatherization funds to increase the impact of energy efficiency service to low-income households in Minnesota. While the opportunities have been staggering, building a strong workforce and contractor network remains a significant barrier in leveraging additional funds.</p> <p>With this in mind, four positions will provide primary support for leveraging objectives for the Minnesota Weatherization Assistance Program in PY24:</p> <ul style="list-style-type: none"> • Equity and Innovation Coordinator (Supported through Formula Leveraging Funds, WAP BIL Leveraging Funds, Enhancement and Innovation Funds as well as funds outside of WAP) • Lead Projects Developer (Formula Leveraging Funds and outside funds)

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- Data Specialist (Formula Admin and Leveraging Funds)
- Workforce Coordinator (WAP BIL Training and Technical Assistance Funds and outside funds)

Additional Staffing support will come from the PIE Supervisor who oversees these positions as well as the subject matter experts on the various WAP projects that past successful leveraging efforts have successfully stood up.

MN WAP Leveraging activities will consist of the following five components:

1. Enhance and expand Service Provider leveraging activities

Learnings from the Framework for Effective Planning sessions in PY23 found the Service Provider network benefits from peer learning and addressing leveraging challenges through peer exchanges. As diverse as our network is, the way in which they leverage is even more so.

Therefore, the Leveraging Assistance Support Fund (LASF) will continue to support WAP Service Providers undertaking local leveraging activities through direct grants. The LASF is used to pay for staff researching, developing, and pursuing leveraged funding and designing, implementing, and managing programs which use leveraged funds. As there has been a lack of clarity on use of these funds by Service Providers in the past, Minnesota staff will work one-on-one with Service Providers as they establish their Leveraging workplan.

Examples of uses of Leveraging Funds include (but not limited to):

- Developing relationships with Utilities to build Energy Conservation and Optimization^[1] (ECO) funds in WAP-served households.
- Partnerships with AmeriCorps Program, Clean Energy Resource Teams – or other service-based organization to assist in developing in-kind contributions to increase client education or other services.
- Explore leveraging opportunities with state pre-weatherization funds, the IRA HOMES and HEAR rebates, and state heat pump and electric panel upgrade programs.
- Grant writing to foundations to meet program gaps or address program inequities.
- Time spent implementing and tracking other locally driven partnerships.
- Implementing WAPMAP and other tools to support equitable services.
- Hiring and paying a development staff to build on the activities mentioned above.

2. Advancing Solar as a measure in MN WAP

Minnesota will maintain our current Solar Technical Assistance Liaison and add an additional Solar Technical Liaison. These positions play a crucial role in promoting solar adoption within the Weatherization Assistance Program (WAP). Their one-on-one expertise and technical support have helped Service Providers embrace this new measure and solar technology. Additionally, there may be opportunities to leverage Solar for All work and support the state's efforts to implement solar in low-income households.

3. Supporting AMPACT/AmeriCorps Placement

As noted, Workforce Development is a key need in Minnesota WAP. One approach is to “grow our own” by supporting placement of AMPACT/AmeriCorps members at Service Provider agencies. Commerce will support the placement of up to 8 AMPACT members at Service Providers in PY24. These members can expand outreach efforts, develop skills, receive certifications, and enter the Weatherization program on a permanent basis.

4. Technology to Support Leveraging

As Minnesota seeks to expand the opportunities for Service Providers to leverage and braid resources, it is imperative that the weatherization network have the tools and resources that allow for efficient management and reporting on these activities, thereby continuing the growth of the leveraging efforts.

Minnesota's WAP BIL budget has some funding for technological systems to support weatherization production. We are also anticipating, the addition of a module that allows for tracking and reporting on leveraging efforts through this Leveraging Plan.

^[1] In 2021 the Minnesota Energy Conservation and Optimization Act (ECO Act) was signed into law. The ECO Act primarily serves to modernize the Conservation Improvement Program (CIP) to provide a more holistic approach to energy efficiency programming. The program is funded by ratepayers and administered by electricity and natural gas utilities.

IV.5 Policy Advisory Council Members

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

Type of organization: Utility

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CenterPoint Energy	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
Energy Conservatory	Type of organization: For-profit or Corporate (not a financial institution or utility) Contact Name: Jake McAlpine Phone: 6122542186 Email: jmcalpine@energyconservatory.com
Fond Du Lac Reservation Business Committee	Type of organization: Indian Tribe Contact Name: Joan Markon Phone: 2188782658 Email: joanmarkon@fdlrez.com
Great River Energy	Type of organization: Utility Contact Name: Jeff Haase Phone: 7634456106 Email: jhaase@greenergy.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
Prairie Five Community Action Council, Inc.	Type of organization: Non-profit (not a financial institution) Contact Name: Laura Milbrandt Phone: 3202696578 Email: Laura.Milbrandt@prairiefive.org
State of Minnesota	Type of organization: Unit of State Government Contact Name: anthony Fryer Phone: 6515391858 Email: anthony.fryer@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: Tracy M.B. Smetana Phone: 6515391826 Email: tracy.m.b.smetana@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: 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
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04/08/2024	On April 8, 2024, 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 (10,500+). The draft copy of the PY24 State Plan was posted on the Commerce website on April 8, 2024, and a link to the posting was included in the notice. A virtual Public Hearing took place on April 18, 2024 at 11:00 AM via TEAMS to comply with the annual state plan hearing requirement in 10 CFR 440.14. See attached public hearing notes and transcripts.
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IV.7 Miscellaneous

<p>SERC Fund</p> <p>A revised workplan for the Minnesota Efficiency Window Replacement Project (SERC) is included in the attachments.</p> <p>Workforce Development</p> <p>As noted, one of the most significant barriers to expansion of weatherization services or addition of new measures is the recruitment of staff and contractors. In considering how best to address this concern in Minnesota, the WAP program looked to other WAP programs for models. Specifically, Vermont and Kentucky have initiated Workforce Development activities associated with their DOE State Plan.</p> <p>Based on what Minnesota learned from reviewing these models, we are proposing the following activities that support weatherization implementation and allow for successful expanded leveraging efforts.</p> <p>1. Contractor Retention Bonus</p> <p>The weatherization program aims to retain and encourage contractors by offering retention bonuses. Contractors, whether existing or new to the program, will be eligible for bonuses based on their commitment duration. Specifically:</p> <p>i. Retention Bonuses: Contractors who are existing or new to the weatherization program will receive bonuses based on the duration of their commitment:</p> <ul style="list-style-type: none">• 1-Year Bonus: \$500• 3-Year Bonus: \$1,000• 5-Year Bonus: \$1,500 <p>ii. Eligibility Criteria:</p> <ul style="list-style-type: none">• To qualify for a retention bonus, contractors must complete 15% of the unit Production Goal Amount outlined in the state plan within the retention year. Current contractors will be included, ensuring they receive bonuses.• Contractors serving multiple subgrantees will only receive one bonus. <p>iii. Attracting New Contractors:</p> <ul style="list-style-type: none">• The program aims to attract new contractors into the network.• Contractors serving the network may find these bonuses appealing, encouraging them to remain in the weatherization network. <p>iv. Promoting Diversity:</p> <ul style="list-style-type: none">• The bonuses may also attract Minority Business Enterprises (MBE) and Women Business Enterprises (WBE) contractors, addressing under-representation in the industry. These efforts align with the state's Training for Residential Energy Contractors (TREC) program which focuses on increasing diverse representation in the energy efficiency workforce. <p>v. Tracking and Oversight:</p> <ul style="list-style-type: none">• Commerce will collaborate with Service Providers to monitor incentives and retention rates among contractors.• Bonuses will be factored into program operations and contribute to the ACPU. <p>This approach seeks to enhance contractor engagement, support existing contractors, and foster diversity within the weatherization workforce.</p> <p>2. Support workforce development with a Career Path Ladder</p> <p>To encourage Energy Auditors (EAs) and Quality Control Inspectors (QCIs) to obtain certification, we propose a career path ladder. Additionally, we aim to attract new crew members and retain existing staff through sign-on and retention bonuses:</p>
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i. Certification Incentives:

- Energy Auditor (EA) and Quality Control Inspector (QCI) certifications are essential. To motivate crew members, we offer the following bonuses:
 - **Sign-On Bonuses:** New crew members (including RIT, crew leads, EAs, and QCIs) will receive a \$250 sign-on bonus upon joining. Service Providers will include a retention policy in place for the bonus.
 - **Retention Bonuses:** We recognize commitment over time:
 - 12-Month Bonus: \$500
 - 2-Year Bonus: \$750
 - 5-Year Bonus: \$1,250

ii. Legacy Staff:

- Existing staff members will be included, ensuring they are eligible for retention bonuses.
- These bonuses will be granted after the successful inspection completion of their first DOE unit.

iii. Financial Considerations:

- The bonuses will be factored into program operations and contribute to the ACPU.

By implementing this incentive structure, we aim to enhance certification attainment, attract new talent, and foster long-term commitment within our team. With many clean energy workforce development efforts (Energy Auditor Training grant and Training for Residential Energy Contractors), the Weatherization Assistance Program would remain a competitive employer option for workers.

[1] In 2021 the Minnesota Energy Conservation and Optimization Act (ECO Act) was signed into law. The ECO Act primarily serves to modernize the Conservation Improvement Program (CIP) to provide a more holistic approach to energy efficiency programming. The program is funded by ratepayers and administered by electricity and natural gas utilities.

The Service Provider allocations above do not include roll-over. This is noted on the attached carryover spreadsheet. When these amounts are final and reconciled, Minnesota will update the allocations and production numbers.

Recipient Business Officer:

Prefix: Ms.

First Name: Amy

Middle Name:

Last Name: Trumper

Suffix:

Title: Chief Financial Officer

Telephone Number: (651) 5391517

Fax: (651) 5390109

Email: amy.trumper@state.mn.us

Recipient Principal Investigator:

Prefix: Ms.

First Name: Suzy Middle Name:

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Last Name: Meneguzzo Suffix:

Title: Weatherization Assistance Program Director Organization Affiliation: Department of Commerce/Div. of Energy Resources Telephone Number: (651) 5391791

Fax Number:

Email: suzy.meneguzzo@state.mn.us

Weatherization Readiness Fund Plan Updates

During the last two program years, Weatherization Readiness Funds have been 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 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.

In PY24, Minnesota would like to update our Weatherization Readiness Fund policies to incorporate what we have learned and to align with State efforts to address deferrals. Minnesota proposes:

- Raise the Weatherization Readiness Cap in Minnesota to \$20,000.
- Eliminate the average cost per unit.
- Add vermiculite remediation as an allowable measure.

At the initiation of the Weatherization Readiness Funds in the Weatherization Assistance Program, Minnesota set a Statewide Weatherization Readiness Fund average of \$5,000 for all Service Providers. Minnesota also required that projects that cost more than \$8,000 receive prior approval from Minnesota Department of Commerce Staff.

The raised cap of \$20,000 puts Minnesota in line with other States, communicates to Service Providers an expanded view of possible pre-weatherization interventions, allows additional local decision making, and aligns with other State-supported pre-weatherization efforts.

In reviewing the Weatherization Readiness Plan of other states, the \$20,000 cap puts Minnesota much more in line with other programs across the nation. At least 7 states have an average cost per unit for WRF of \$15,000 or higher (Alaska, Connecticut, Maine, New Hampshire, New Mexico, New York, and Utah). At least 12 states or territories have cost caps of \$15,000 or more on their WRF (Alabama, Connecticut, Georgia, Guam, Illinois, Iowa, Maryland, Massachusetts, North Dakota, Oregon, Pennsylvania, and South Dakota). The range for the WRF cap for these 12 states and territories is \$15,000 to \$30,000.

Raising this cap also broadens the universe of deferral issues that can be addressed with Weatherization Readiness Funds. With the increased cap of \$20,000, Service Providers will be able to address common deferral issues including roof repair/replacement and knob and tube electrical systems. Moving the cap higher without prior approval also allows for decision making at the local level and allows for expediated decision making.

This cap also aligns with new pre-weatherization (deferral mitigation) funding from the State of Minnesota. That fund will have a cap of \$20,000 and adjusting the cap for Weatherization Readiness Funds will bring this in line.

While raising the cap for spending on individual units, Minnesota will also stop using a cost per unit average. DOE only requested one or the other in their Weatherization Readiness Plan, and removing this reduces the administrative burden for Minnesota and the Service Provider network.

Finally, Minnesota has added vermiculite remediation as an allowable measure under the Weatherization Readiness funds. Minnesota implemented a Healthy AIR fund from state money that allows for remediation and has allowed LIHEAP transfer funds for this purpose as well. However, the number of homes impacted by vermiculite-based deferrals is so great that those funds are not sufficient to address all the needs. Minnesota now looks to expand the Weatherization Readiness funds to include this deferral cause.

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

V.1 Eligibility

V.1.1 Approach to Determining Client Eligibility

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

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 50% 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.

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 Energy Assistance 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 FFY24 produced by the Minnesota Energy Assistance Program, qualified aliens may provide an alternative to a Social Security number to meet this requirement.

V.1.2 Approach to Determining Building Eligibility

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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 non-mobile 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 is a systems approach. A single unit within a multi-unit 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) 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.
- Meet the WAP Multifamily-Specific categorical eligibility criteria as outlined in in the MN Weatherization Multifamily Procedures Guide (Appendix B).

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

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treated either as individual units, or, if eligibility is met, as a multifamily building.

Describe Reweathering 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.

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 nonstationary 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 previous 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 previously.

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

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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).

Minnesota may require the property owner to financially contribute to the weatherization of a multifamily 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.
- Meet the WAP Multifamily-Specific categorical eligibility criteria as outlined in in the MN Weatherization Multifamily Procedures Guide (Appendix B).

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. 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 23-6 attachment 8 unless approval from Minnesota is requested and approved;

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- 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.

- 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.

Weatherization Readiness Funds

US DOE Weatherization Readiness Funds (WRF) are used to reduce the frequency of deferred homes that require services outside the scope of weatherization in order for weatherization services to be successful. Weatherization Readiness Funds 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 distributes 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.

Service Providers will use the following factors to determine which dwellings receive WRF:

- WRF should generally be used in homes which cannot be made weatherization ready using other means.
- The total cost of required repairs in each home shall be considered in deciding which homes will receive WRF.

Minnesota seeks to allow local subgrantees appropriate flexibility in managing Weatherization Readiness Funds. Because homes and circumstances are unique, this flexibility will allow subgrantees

to address the varied situations that arise in the most cost-effective manner possible with the most benefit to the homeowner.

Allowable Repairs:

- Mold and Moisture
- Grading/landscaping repairs for seepage control
- Gutters/downspout repair, replacement, or addition

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- Sump pump repair, replacement, or addition
- Black mold removal
- Structural
- Mobile home skirting repair or replacement
- Interior and exterior wall repairs
- Ceiling and floor repairs
- Plumbing and sewer repairs
- Electrical repairs or upgrades such as knob and tube replacements and panel upgrades
- Inaccessible crawl spaces
- Remediation of excessive clutter or hoarding
- Chimney liner repair and replacement
- Integrated Pest Management (bugs and vermin remediation and blocking)
- Radon mitigation (requires prior approval from Commerce)

Minnesota will consider necessary measures not listed here upon request. Service Providers must request additional measures for review by Minnesota's technical team. These will be considered by Minnesota's technical proficiency team against cost effectiveness and total cost.

Minnesota does allow for Weatherization Readiness measures to be completed in one program year and the audit measures in the following year. Our policy states that projects must be completed in a reasonable amount of time. The intention is to allow pre-weatherization to be completed and the audit work to be done shortly after but the full project to cross program years. That is, Minnesota's expectation is that a reasonable time would generally be the timeframe that weatherization work could be completed: ideally in 90 days but completed no less than one year from weatherization work initiated (no later than end of the program year).

Updates for PY24

In PY24, Minnesota would like to update our Weatherization Readiness Fund policies to incorporate what we have learned and to align with State efforts to address deferrals. Minnesota proposes to:

- Raise the Weatherization Readiness Cap in Minnesota to \$20,000.
- Eliminate the average cost per unit.
- Add vermiculite remediation as an allowable measure.

At the initiation of the Weatherization Readiness Funds in the Weatherization Assistance Program, Minnesota set a Statewide Weatherization Readiness Fund average of \$5,000 for all Service Providers. Minnesota also required that projects that cost more than \$8,000 receive prior approval from Minnesota Department of Commerce Staff.

The raised cap of \$20,000 puts Minnesota in line with other States, communicates to Service Providers an expanded view of possible pre-weatherization interventions, allows additional local decision making, and aligns with other State-supported pre-weatherization efforts.

In reviewing the Weatherization Readiness Plan of other states, the \$20,000 cap puts Minnesota much more in line with other programs across the nation. At least 7 states have an average cost per unit for WRF of \$15,000 or higher (Alaska, Connecticut, Maine, New Hampshire, New Mexico, New York, and Utah). At least 12 states or territories have cost caps of \$15,000 or more on their WRF (Alabama, Connecticut, Georgia, Guam, Illinois, Iowa, Maryland, Massachusetts, North Dakota, Oregon, Pennsylvania, and South Dakota). The range for the WRF cap for these 12 states and territories is \$15,000 to \$30,000.

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Raising this cap also broadens the universe of deferral issues that can be addressed with Weatherization Readiness Funds. With the increased cap of \$20,000, Service Providers will be able to address common deferral issues including roof repair/replacement and knob and tube electrical systems. Moving the cap higher without prior approval also allows for decision making at the local level and allows for expediated decision making.

This cap also aligns with new pre-weatherization (deferral mitigation) funding from the State of Minnesota. That fund will have a cap of \$20,000 and adjusting the cap for Weatherization Readiness Funds will bring this in line.

While raising the cap for spending on individual units, Minnesota will also stop using a cost per unit average. DOE only requested one or the other in their Weatherization Readiness Plan, and removing this reduces the administrative burden for Minnesota and the Service Provider network.

Finally, Minnesota has added vermiculite remediation as an allowable measure under the Weatherization Readiness funds. Minnesota implemented a Healthy AIR fund from state money that allows for remediation and has allowed LIHEAP transfer funds for this purpose as well. However, the number of homes impacted by vermiculite-based deferrals is so great that those funds are not sufficient to address all the needs. Minnesota now looks to expand the Weatherization Readiness funds to include this deferral cause.

Monitoring

Our current Field and Administrative Monitors will monitor Weatherization Readiness Projects along current monitoring. Administrative Monitors will use the current monitoring process to examine that appropriate process were uses for client agreements, procurement, and contractor eligibility.

Minnesota's QCI-certified Field Monitors will verify that Weatherization Readiness Work has been completed per work orders and demonstrates quality workmanship.

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 subgrantees 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 22 Service Providers. Service Providers are either Community Action Partners, Tribal Nations, Counties, or other nonprofit organizations.

In the event that a Service Provider relationship with Commerce and the Weatherization Assistance Program is ended, regardless of the reason, a temporary provider will be

identified from among the existing group of Service Providers. Commerce will identify the temporary provider and invite them into a short-term agreement with Commerce.

At the same time, Commerce will initiate a Request for Proposal Process following all DOE regulations and state requirements and processes. At the conclusion of this process, a

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permanent provider will be identified, and Commerce will follow usual contracting and funding processes.

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.

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.

Client designation as High Energy burden or High Energy Use is determined through the eligibility process. High Energy burden is based on the median energy burden for all low-income Minnesota households from the American Communities Survey data made available through the LEAD tool.

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 software and adjusts for client’s specific climatic conditions and fuel costs as appropriate.

Annual	Heating Degree Days	Cooling Degree Days
Duluth	9818	180
International Falls	10487	249
Minneapolis	7981	682
Rochester	6734	425

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

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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.pdf \(mn.gov\)](#)), 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 and 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, Policy Addendums, 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 Assistance Providers / Minnesota Department of Commerce - Energy \(mn.gov\)](#) website. 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.
4. Service Provider must either maintain the contractor file documentation for sub-contractors hired by a contractor or include documentation in their contracts with the general contractor that it is the Contractor’s responsibility to maintain that documentation.

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

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- Single-Family Solar photovoltaics (PV) as a pilot 9/5/2019
- 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 through the end of PY23. Prior to that expiration however, Weatherization grantees will migrate to the online version of Weatherization Assistant (WA) or an alternative approved solution.

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) 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 as well as low-rise multifamily for Priority Lists.

Minnesota submitted our multi-family energy audit to DOE for approval in late December 2023 and anticipates an approval on or before the beginning of the next program year (July 1, 2024).

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

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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 per SP.

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 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.

Minnesota also offers a Quality Control Inspector Mentoring Program. Under this initiative and with prior approval, Service Providers designate QCI mentees and during the designated time period, mentees conduct final inspections with oversight from the QCI mentor. The mentor is responsible for reviewing all mentee's field inspections and providing on the job training. When 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

Minnesota evaluates the effectiveness of Weatherization in three primary ways: evaluation of weatherization results in homes, inclusion of all eligible Minnesotans in the program, and incremental quality improvements of Service Provider delivery and Minnesota support of the program.

Results

With over 200 utilities in Minnesota, realized energy savings studies including bill analysis and comparison is not a feasible strategy for evaluating weatherization's effectiveness in the state.

As a proxy, Minnesota monitors blower door test results. While imperfect because of the multiple variables involved, blower door test results are useful to engage our Service Providers in conversation about approaches and processes.

Minnesota staff review blower door results with the goal of understanding energy conservation opportunities, those taken and those missed. When outliers are found or unexpected results are noted, the conversation with individual Service Providers begins.

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Minnesota staff have an opportunity to explore more missed opportunities. Discussion may include suggestions about how blower door improvements are estimated, air sealing is approached, and other best practices in weatherization. Service Providers may share information about difficult homes with unusual or unexpected circumstances, the challenges of scarcity of contractors, and the impact on Savings-to-Investment ratios.

Rather than evaluating these results in a pass/fail framework, Minnesota uses them as a starting point for identifying steps of continuous improvement around the decision-making processes that go into weatherization as well as the implementation of those decisions in the application of weatherization.

Equity and Inclusion

Minnesota continues its commitment to equity in its delivery of the Weatherization Assistance Program. Evaluation includes analysis of those being served as well as those engaged in delivering these services across the state.

Through the development of the WAPMAP, a tool which allows for efficient identification of historical service levels, Minnesota is gaining an understanding of missed opportunities in our service delivery. Building on the WAPMAP, Minnesota is creating an Equity Gap analysis to identify specific populations which have been underserved and are good potential for specialized outreach.

Specific outreach efforts are incorporated into non-Federal funding source budgets and will involve new outreach efforts to bring in potential clients that are not currently connected to the weatherization program.

At the same time, Minnesota is launching a Community Scale Pilot Project supported through Department of Energy funding. This work will focus on manufactured home parks but will serve as a model for outreach and delivery of weatherization in a geographic or affinity community.

Also supported in the WAP BIL and through state funding, Minnesota is additionally focused on workforce development with special consideration for pipeline training from previously underrepresented communities in weatherization workforce.

Quality Improvement

Minnesota is committed to supporting Service Providers in quality improvement as well as our own continuous improvement.

For Service Providers, Minnesota conducts both administrative and field monitoring, periodic desk reviews, and analysis of each Service Provider. The assessments delve into interviews with WAP staff, onsite visits to homes that have received WAP services, and regular desk monitoring of Service Provider production and spending statuses.

Minnesota also works with other agency partners to monitor performance. WAP staff work with LIHEAP and Minnesota Department of Human Services staff to identify any systematic issues. Minnesota's fiscal division reviews third party single audits for all Service Providers. Management decision letters are issued if the audit indicates findings related to WAP or crosscutting findings that affect the management of WAP.

When monitoring issues are found (compliance or finding, dependent on level of severity), Minnesota notes that in the Monitoring Report with a required action associated. The Monitoring Report remains open until the Service Provider satisfactorily addresses the initial concern and provides appropriate documentation. When all issues have been addressed, the Monitoring Report is closed and communicated to the Service Provider.

Using the information gathered through monitoring efforts, Minnesota continues to develop and offer trainings to address identified issues. Through a series of WAP BIL-supported Workshops (Framework for Effective Planning), greater emphasis has been placed on sharing best practices among Service Providers.

Minnesota has also recently initiated a protocol that involves reaching out to new key staff (ED, Coordinators, CFO, etc.) early in their tenure. This effort of making a personal contact has been beneficial in identify individual support needs, training gaps, and overall subgrantee needs.

In pursuit of its own quality improvement, Minnesota incorporates DOE Monitoring Feedback along with feedback from its Service Provider network and review of sub-grantee performance.

Our service provider network meets regularly as the Minnesota Weatherization Advisory Group (MWAG). The chair of MWAG lead these meetings, gathers feedback from members, and funnels that feedback to the Minnesota WAP Program Director.

As applicable, 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.

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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.

V.7 Health and Safety

See Attachment

V.8 Program Management

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. Reorganization within the Department of Commerce in PY22 has drawn the Energy Assistance and Weatherization Assistance Programs even closer together under the leadership of the Energy Affordability Director, providing additional opportunities for alignment.

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 Director, the Program Coordinator, Program Administrator, two Administrative Monitors, Training and Technical Assistance Principal and Training and Outreach Specialist, the Technical Proficiency Coordinator, seven Field Monitors, Equity and Innovation Coordinator, Lead Projects Developer, Workforce Administrator, and Data Analyst. (Organization Chart attached to SF424) The Weatherization team is overseen by the Energy Affordability Director.

Minnesota annually contracts for program delivery activities with twenty-two 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 PY24, Commerce will retain 5.25% of USDOE Program Year funds for statewide program administration. The remaining 9.75% will be allocated to subgrantees by the allocation formula.

Subgrantees who receive less than \$350,000 in USDOE funds receive up to an additional 5% for administrative purposes. The additional funds will come from subgrantees' program allocation and will be inversely prorated according to the amount of USDOE funds received. The higher a subgrantee allocation, the less the subgrantee 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.

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Staff with responsibility for monitoring include: the Weatherization Assistance Program Director, the Training and Technical Assistance Principal, Technical Proficiency Coordinator, Field Monitors (7), Program Coordinator, and Administrative Monitors (2). All Field Monitors are QCI Certified. Because work with Service Providers has a broader focus than just compliance, Training and Technical Assistance dollars support activities in this area. Sixteen percent of 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.

PY23 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.

Administrative and Field Monitoring visits are scheduled from August through May to best fit the demands of the program year.

Administrative Monitoring

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

1. Pre-Monitoring Review

Administrative Monitoring Tool: Service Providers complete an Administrative Monitoring Tool prior to the monitoring. 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

During the monitoring visit, Administrative Monitors review the pre-visit information with the 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

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- 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 findings, compliance issues, observations, 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.

4. Once the Service Providers response is in, the Administrative Monitor creates a Responses and Outcomes document to analysis if the Service Provider resolved each pending issue from the report. When it is decided that the Service Provider has resolved all pending issued, the document is sent to them via e-mail, concluding the administrative portion of the Service Providers review.

Field Monitoring:

Each Service Provider receives at least one onsite field visit per year with at least 5% of all completed DOE units per Service Provider monitored. All Minnesota field inspections are conducted by certified Quality Control Inspectors.

1. Pre-Visit Review

Field Monitors review 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 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 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, compliances issues and findings in an exit interview. Health and Safety issues are noted at that time of the visit, particularly if they present an imminent danger to occupants.

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3. Post Visit Report Field Monitoring Reports

A draft report is sent to the Service Provider within 30 days of the Service Provider visit and includes information on compliance issues as well as observations on best practices or client satisfaction with the option to review it with the field monitors before the final version is released. After this debrief meeting, final written reports are provided to Service Providers.

Issue Resolution

Once monitors send the final 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 resolutions are 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

If 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 noncompliance 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.

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

Percent of overall trainings

Comprehensive Trainings: 68.0

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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 24-1 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 available resources to assist them in recovery. Minnesota's WAP goal is to assist eligible households, within the confines of WPN 24-1, 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, and 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 an 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 Minnesota.

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"

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.

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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 Minnesota

Costs/Averages: While exact costs for work in disaster-damaged dwellings are anticipated to run somewhat higher than the state average cost per unit, Minnesota will maintain its statewide average at the same level as it would be if there were no disaster completions.