

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

02/06/2023

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

DE-EE0009912

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

a. Legal Name: State of Missouri

b. Employer/Taxpayer Identification Number (EIN/TIN):
446000987c. UEI:
K6RXPk4W58H4

d. Address:

Street 1: Post Office Box 176

Street 2: 1101 Riverside Drive

City: Jefferson City

County: COLE County

State: MO

Province:

Country: U.S.A.

Zip / Postal Code: 651020176

e. Organizational Unit:

Department Name:
Department of Natural Resources

Division Name:
Division of Energy

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

Prefix: First Name: Emily

Middle Name:

Last Name: Wilbur

Suffix:

Title: Energy Division Director

Organizational Affiliation: Missouri Department of Natural Resources

Telephone Number: 5737515235

Fax Number:

Email: emily.wilbur@dnr.mo.gov

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

15. Descriptive Title of Applicant's Project:

Weatherization Assistance Program for Low Income Persons

APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

16. Congressional District Of:

a. Applicant: Missouri Congressional District 03

b. Program/Project: MO-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	8,523,892.00
b. Applicant	0.00
c. State	0.00
d. Local	0.00
e. Other	0.00
f. Program Income	0.00
g. TOTAL	8,523,892.00

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 03/27/2024
- 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: Dru

Middle Name:

Last Name: Buntin

Suffix:

Title: Director, MO Department of Natural Resources

Telephone Number: 5735265432

Fax Number:

Email: mdnrgrants@dnr.mo.gov

Signature of Authorized Representative: Signed Electronically

Date Signed: 08/06/2024

U.S. DEPARTMENT OF ENERGY



BUDGET JUSTIFICATION FOR FORMULA GRANTS

Applicant: State of Missouri
Award number: EE0009912

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 Technical Grants Supervisor DM	Supervision of technical monitoring activities and staff
Administrative Manager JS	Fiscal administration and oversight
Research/Data Analyst VAC	Grants Administration, Fiscal Management
Senior Program Specialist KJ	Process payments; subgrant agreement processing; procurement; state plan development; monitoring
Accountant TD	Process payments; oversight
Weatherization Program Coordinator Vacant	Handles program issues; onsite and desk monitoring for quality compliance; develops and maintains SOP and guidances for internal
Associate Weatherization monitor grants officer Vacant	Audits for quality and financial compliance; public information inquiries; training subrecipient staff on MoWAP reviews budgets; assist with SOP
Senior technical monitor env program analyst TA	Annual plan coordination/evaluation; technical monitor
Tech. Monitor Environmental Program Analyst AB	Annual plan coordination/evaluation; technical monitor
Tech. Monitor Environmental Program Analyst KZ	Tracks information; technical monitoring and assistance
Weatherization Monitoring Environmental Program Analyst TT	Program issues; fiscal/procedural onsite and desk monitoring; reimbursement reviews
Weatherization monitoring Environmental Program Assistant CH	Onsite and desk monitoring for quality compliance; reimbursement reviews
Lead Admin. Support CR	Weatherization support staff
Tech. Monitor Environmental Program Assistant JP	Technical monitor; technical training
Accountant Vacant	Payment processing, oversight
State Weatherization Program Manager Vacant	Administrative oversight of the Weatherization Program
Environmental Program Analyst SB	Procedural monitoring; reimbursement reviews
Miscellaneous professional	Various job duties as needed

Direct Personnel Compensation:

<u>Position</u>	<u>Salary/Rate</u>	<u>Time</u>	<u>Direct Pay</u>
Weatherization Technical Grants Supervisor DM	\$69,707.00	47.0000 % FT	\$32,762.29
Administrative Manager JS	\$78,600.00	15.0000 % FT	\$11,790.00
Research/Data Analyst VAC	\$57,459.00	5.0000 % FT	\$2,872.95
Senior Program Specialist KJ	\$60,000.00	33.0000 % FT	\$19,800.00
Accountant TD	\$54,804.00	5.0000 % FT	\$2,740.20
Weatherization Program Coordinator Vacant	\$55,692.00	46.0000 % FT	\$25,618.32
Associate Weatherization monitor grants officer Vacant	\$44,663.00	47.0000 % FT	\$20,991.61
Senior technical monitor env program analyst TA	\$61,416.00	47.0000 % FT	\$28,865.52
Tech. Monitor Environmental Program Analyst AB	\$56,760.00	46.0000 % FT	\$26,109.60
Tech. Monitor Environmental Program Analyst KZ	\$51,480.00	46.0000 % FT	\$23,680.80
Weatherization Monitoring Environmental Program Analyst TT	\$51,072.00	47.0000 % FT	\$24,003.84
Weatherization monitoring Environmental Program Assistant CH	\$43,656.00	47.0000 % FT	\$20,518.32

Lead Admin. Support CR	\$37,440.00	32.0000 % FT	\$11,980.80
Tech. Monitor Environmental Program Assistant JP	\$46,800.00	46.0000 % FT	\$21,528.00
Accountant Vacant	\$53,220.00	5.0000 % FT	\$2,661.00
State Weatherization Program Manager Vacant	\$73,568.00	47.0000 % FT	\$34,576.96
Environmental Program Analyst SB	\$50,832.00	47.0000 % FT	\$23,891.04
Miscellaneous professional	\$25,000.00	10.0000 % FT	\$2,500.00
		Direct Pay Total	\$336,891.25

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 Missouri Department of Natural Resources utilizes a current fringe rate of 60.22%.

FY24 FRINGE RATE BY COMPONENT - Posted Memo

Retirement

- Retirement Contribution Rate 25.760%
- Basic Life Insurance 0.237%
- Retiree Basic Life Insurance 0.115%
- Long Term Disability 0.400%
- Total Retirement 26.51%

Medical Insurance

- Medical Insurance & Retiree Medical 25.23%
- Retiree Medical Insurance Pre-funding 0.00%

Total Medical Insurance 25.23%

Deferred Comp 1.20%

Social Security 7.28%

FY24 Fringe Rate: 60.22%

Taking into account the changes above, the established projected FY24 fringe benefit rate for the department is 60.22%. DNR employees actual fringes can vary from those of the State, therefore DAS will monitor the actual fringe costs compared to the estimated rate monthly and adjust the projected rate accordingly if needed. Most years a revised Missouri Consolidated health insurance contribution memo is received during the 2nd quarter of the fiscal year, which may impact the rate as well. Share the information as needed. If you need any additional information, please contact Clayton Maupin. Thank you. Janet Laughlin, CGFM Accounting Director Division of Administrative Support Department of Natural Resources Janet.Laughlin@dnr.mo.gov 573-526-5432

Fringe Benefits Calculations

<u>Position</u>	<u>Direct Pay</u>	<u>Rate</u>	<u>Benefits</u>
Weatherization Technical Grants Supervisor DM	\$32,762.29	60.2200 %	\$19,729.45
Administrative Manager JS	\$11,790.00	60.2200 %	\$7,099.94
Research/Data Analyst VAC	\$2,872.95	60.2200 %	\$1,730.09
Senior Program Specialist KJ	\$19,800.00	60.2200 %	\$11,923.56
Accountant TD	\$2,740.20	60.2200 %	\$1,650.15
Weatherization Program Coordinator Vacant	\$25,618.32	60.2200 %	\$15,427.35
Associate Weatherization monitor grants officer Vacant	\$20,991.61	60.2200 %	\$12,641.15
Senior technical monitor env program analyst TA	\$28,865.52	60.2200 %	\$17,382.82

Tech. Monitor Environmental Program Analyst AB	\$26,109.60	60.2200 %	\$15,723.20
Tech. Monitor Environmental Program Analyst KZ	\$23,680.80	60.2200 %	\$14,260.58
Weatherization Monitoring Environmental Program Analyst TT	\$24,003.84	60.2200 %	\$14,455.11
Weatherization monitoring Environmental Program Assistant CH	\$20,518.32	60.2200 %	\$12,356.13
Lead Admin. Support CR	\$11,980.80	60.2200 %	\$7,214.84
Tech. Monitor Environmental Program Assistant JP	\$21,528.00	60.2200 %	\$12,964.16
Accountant Vacant	\$2,661.00	60.2200 %	\$1,602.45
State Weatherization Program Manager Vacant	\$34,576.96	60.2200 %	\$20,822.25
Environmental Program Analyst SB	\$23,891.04	60.2200 %	\$14,387.18
Miscellaneous professional	\$2,500.00	60.2200 %	\$1,505.50
		Fringe Benefits Total	\$202,875.91

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.

Purpose of Trip	Number of Trips	Cost Per Trip	Total
Procedural and technical monitoring for WAP. 18 subrecipient agencies receive a minimum of one fiscal/procedural monitoring visit and two technical monitoring visits per year.	90	\$275.00	\$24,750.00
Various outstate conferences and training sessions for WAP policy and management. Includes National Weatherization Training Conference, Home Performance Coalition Conference and Trade Show, National Association of State Community Services Programs (NASCSPP) Conferences, etc.	13	\$2,000.00	\$26,000.00
Technical and procedural training day trips.	10	\$200.00	\$2,000.00
Instate conferences	5	\$800.00	\$4,000.00
		Travel Total	\$56,750.00

- 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.

In-state travel is calculated using historic costs multiplied by the number of forecasted trips. Out-of-state travel is based on current airline ticket quotes and past trips of a similar nature. Authorized reimbursements are consistent with state and department travel policies. State regulations and the current CONUS Survey are used as guidance for approval of meals and lodging. Transportation (if travel is other than by private vehicle of state fleet) and lodging receipts are required.

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.

Will be purchased using statewide contract or state bidding process.

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.

<u>General Category</u>	<u>Cost</u>	<u>Justification of Need</u>
Equipment under \$5,000	\$3,382.00	Equipment/furnishings that fall under the \$5,000 threshold. Such as cameras, adding machines, telephones, diagnostic equipment, laptop and desktop computers, monitors, portable printers and scanners, other ancillary computer equipment, etc. State contracts are utilized (when available) for purchases. Items purchased with Weatherization funds are only used to benefit the Weatherization Program.
Various office supplies	\$9,250.00	Supplies used in the operation of the Weatherization Program for administrative and technical tasks. Includes file folders, forms, paper, calendars, report covers, film and processing, binders, CDs, pens, pencils, books, transparencies, envelopes, fasteners, ink/toner, technical publications and postage. Office supplies purchased with Weatherization funds are only used for Weatherization purposes.
Materials and Supplies Total	\$12,632.00	

- 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.

State purchasing procedures are followed for all purchases. State contracts are utilized when available for purchases. Costs are based on tracking done by DE of general expenses and equipment items and decoded from the state's accounting system (SAM II). Supplies may include such general items as: paper, pens, pencils, tape, copier toner, laser printer cartridges, copy paper.

All costs in the supplies category are direct charged. All costs are segregated between programs. All costs are only being used in support of the Weatherization program.

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).

<u>Name of Proposed Sub</u>	<u>Total Cost</u>	<u>Basis of Cost*</u>
Publications Contract	\$20,000.00	Update field guides for agencies
Technical Training TBD	\$206,367.00	T&TA funding for joint grantee/subgrantee Specific training (non Pass-Through)
Printing service contract	\$5,000.00	Printing service lease
TBD Training for Division	\$117,098.00	Competitive bid - best estimate non pass-through
Weatherization subgrantees	\$7,836,621.00	See Section II.3 on page 1 of the annual file. Local agency amounts are determined by the state allocation formula. 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.
Subgrantee Training	\$156,964.00	T&TA and Admin funding for joint grantee/subgrantee Comprehensive training (non Pass-Through).

Statewide Single Audit	\$5,385.00	Historical cost - portion of State Wide Single Audit attributed to Weatherization. Estimated cost of \$32,000. DOE WX portion is 6.06 FTE out of a division total of 36.00 FTE equals 16.83%. 16.83% * \$32,000 is \$5,385. If no audit, funds will be re-budgeted for appropriate use elsewhere.
OA-ITSD	\$18,540.00	Report enhancements to web-based Weatherization reporting system; fixes to existing problems in the web-based Weatherization reporting system; other end user support functions. Charges for the MoWAP system enhancements are charged 100% to Weatherization DOE funds.
DNR Cost Allocation	\$12,135.00	Total cost allocation charges to the division are \$70,000. Costs are allocated on a per FTE basis. DOE Wx covers 6.06 FTE out of a division total of 36.00 FTE or 16.83%. \$70,000 * 16.83% is \$11,781 plus 3% increase.
Professional Services	\$5,150.00	Legal and other professional services (Non Pass-Through)
Misc. non-pass through expenses (advertising, equipment maintenance, court reporter, etc.)	\$4,836.00	Expenses such as equipment maintenance, advertising, court reporter, etc. These costs are determined by Office of Administration and/or through competitive procurement procedures. All costs in the contractual (Non-PSD) category are direct charged. All costs are segregated between programs. All costs are only being used in support of the Weatherization program.
Contracts and Subgrants Total	\$8,388,096.00	

*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.

General Description	Cost	Justification of Need
Divisional or staff memberships	\$6,500.00	i.e. NASCSP, NASEO, other professional organizations
Telephone and voice mail	\$15,000.00	DE/WX staff telephone, voice mail and computer network access costs. Remote work has costs to increase. Costs are segregated through the use of account codes so that Weatherization funds only pay for Weatherization Program-related expenses.
Rent	\$27,500.00	The Division's rent apportionment is \$65,000 and there are 6.06 FTE charged to the DOE WX grant. $6.06/36 = 16.83\%$ of the space allotted. \$65,000 times 16.83% is \$10,942.
Education and Professional Development	\$18,500.00	DE/WX staff educational costs (personnel development), includes certifications for technical staff. Costs are segregated through the use of account codes so that Weatherization funds only pay for Weatherization Program-related expenses.
Registration fees for DE staff to attend training	\$19,000.00	DE staff registration fees to attend WX training or conferences(DOE-sponsored, Home Performance Coalition, etc.)
Other Direct Costs Total	\$86,500.00	

- 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 costs are segregated between programs. All costs in the Other category are attributed to Weatherization activities and are directly charged to only the Weatherization grant. Cost estimates are based on historical and anticipated expenditures. Registration fees are considered an "Other" classification in the state's accounting system (SAM II) and will hit the "Other" category even if they are associated with travel or another object class category.

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.

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- 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: Darcy Bybee Phone Number: 5737511675

Indirect costs calculations:

<u>Indirect Cost Account</u>	<u>Direct Total</u>	<u>Indirect Rate</u>	<u>Total Indirect</u>
Indirect - Salaries	\$336,891.00	23.5899 %	\$79,472.25
Indirect - Fringe	\$202,876.00	23.5899 %	\$47,858.25
Indirect - E&E	\$707,356.91	23.5900 %	\$166,865.50
		Indirect Costs Total	\$294,196.00

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. EE0009912		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address State of Missouri Post Office Box 176 Jefferson City, MO 651020176		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. DOE	81.042	\$ 854,049.00		\$ 8,523,892.00		\$ 9,377,941.00
2. STATE			\$ 0.00		\$ 0.00	\$ 0.00
3.						
4.						
5. TOTAL		\$ 854,049.00	\$ 0.00	\$ 8,523,892.00	\$ 0.00	\$ 9,377,941.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) GRANTEE ADMINISTRATI ON	(2) SUBGRANTEE ADMINISTRATI ON	(3) GRANTEE T&TA	(4) SUBGRANTEE T&TA	
a. Personnel	\$ 143,307.00	\$ 0.00	\$ 193,584.00	\$ 0.00	\$ 336,891.00
b. Fringe Benefits	\$ 86,299.00	\$ 0.00	\$ 116,577.00	\$ 0.00	\$ 202,876.00
c. Travel	\$ 24,140.00	\$ 0.00	\$ 32,610.00	\$ 0.00	\$ 56,750.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 5,373.00	\$ 0.00	\$ 7,259.00	\$ 0.00	\$ 12,632.00
f. Contract	\$ 234,586.00	\$ 680,439.00	\$ 316,889.00	\$ 422,669.00	\$ 8,388,096.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other Direct Costs	\$ 36,796.00	\$ 0.00	\$ 49,704.00	\$ 0.00	\$ 86,500.00
i. Total Direct Charges	\$ 530,501.00	\$ 680,439.00	\$ 716,623.00	\$ 422,669.00	\$ 9,083,745.00
j. Indirect Costs	\$ 125,145.00	\$ 0.00	\$ 169,051.00	\$ 0.00	\$ 294,196.00
k. Totals	\$ 655,646.00	\$ 680,439.00	\$ 885,674.00	\$ 422,669.00	\$ 9,377,941.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. EE0009912		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address State of Missouri Post Office Box 176 Jefferson City, MO 651020176		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		\$ 854,049.00	\$ 0.00	\$ 8,523,892.00	\$ 0.00	\$ 9,377,941.00

SECTION B - BUDGET CATEGORIES						
6. Object Class Categories	Grant Program, Function or Activity					Total (5)
	(1) PROGRAM OPERATIONS	(2) HEALTH AND SAFETY	(3) LIABILITY INSURANCE	(4) SUBGRANTEE LEVERAGING		
a. Personnel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 336,891.00	
b. Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 202,876.00	
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 56,750.00	
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 12,632.00	
f. Contract	\$ 4,286,133.00	\$ 1,401,427.00	\$ 70,877.00	\$ 128,837.00	\$ 8,388,096.00	
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
h. Other Direct Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 86,500.00	
i. Total Direct Charges	\$ 4,286,133.00	\$ 1,401,427.00	\$ 70,877.00	\$ 128,837.00	\$ 9,083,745.00	
j. Indirect Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 294,196.00	
k. Totals	\$ 4,286,133.00	\$ 1,401,427.00	\$ 70,877.00	\$ 128,837.00	\$ 9,377,941.00	
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. EE0009912		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address State of Missouri Post Office Box 176 Jefferson City, MO 651020176		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		\$ 854,049.00	\$ 0.00	\$ 8,523,892.00	\$ 0.00	\$ 9,377,941.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) FINANCIAL AUDITS	(2) Weatherization Readiness	(3)	(4)	
a. Personnel	\$ 0.00	\$ 0.00			\$ 336,891.00
b. Fringe Benefits	\$ 0.00	\$ 0.00			\$ 202,876.00
c. Travel	\$ 0.00	\$ 0.00			\$ 56,750.00
d. Equipment	\$ 0.00	\$ 0.00			\$ 0.00
e. Supplies	\$ 0.00	\$ 0.00			\$ 12,632.00
f. Contract	\$ 19,955.00	\$ 826,284.00			\$ 8,388,096.00
g. Construction	\$ 0.00	\$ 0.00			\$ 0.00
h. Other Direct Costs	\$ 0.00	\$ 0.00			\$ 86,500.00
i. Total Direct Charges	\$ 19,955.00	\$ 826,284.00			\$ 9,083,745.00
j. Indirect Costs	\$ 0.00	\$ 0.00			\$ 294,196.00
k. Totals	\$ 19,955.00	\$ 826,284.00			\$ 9,377,941.00
7. Program Income	\$ 0.00	\$ 0.00			\$ 0.00

U.S. Department of Energy
Weatherization Assistance Program (WAP)
BUDGET INFORMATION REMARKS
Grant Number: EE0009912, **State:** MO
Recipient: State of Missouri

Remarks

All budgeted information included in this budget will be paid for with DOE funds. Non-DOE funds are not included in the budget details.

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.

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: MO Grant Number: EE0009912 Program Year: 2024

Name: **01-Community Services, Incorporated of Northwest Mo.**

Contact: Bonnie Patterson
UEI: LYPNB1SM8DK5
DUNS: 082137381
Phone: (660) 582-3113
Fax: (660) 582-2965
Email: bpatterson.csi@gmail.com

Address: P.O. Box 328
1212 B South Main Street
Maryville, MO 64468-0000

Counties served: GENTRY County
DEKALB County
NODAWAY County
BUCHANAN County
HOLT County
CLINTON County
ATCHISON County
ANDREW County
WORTH County

Tentative allocation: \$ 250,019.00
Planned units: 27
Type of organization: Local agency

Congressional districts served: CD
MO-06

Source of labor: Agency and Contractors

Name: **02-Delta Area Economic Opportunity Corporation**

Contact: Mindy Sanders, Weatherization Director
UEI: K7BNRWJ9EGL9
DUNS: 018943225
Phone: (573) 931-8400104
Fax: (573) 379-5935
Email: msanders@daeoc.com

Address: P.O. Box 1608, 108 W. Center Street
Sikeston, MO 63801-0000

Counties served: DUNKLIN County
NEW MADRID County
MISSISSIPPI County
STODDARD County
PEMISCOT County
SCOTT County

Tentative allocation: \$ 287,115.00
Planned units: 31
Type of organization: Local agency

Congressional districts served: CD
MO-08

Source of labor: Agency and Contractors

Name: **03-East Missouri Action Agency**

Contact: Dave Scheck, Weatherization Director
UEI: HB6YKP6MQJE5
DUNS: 085010692
Phone: (573) 431-5191
Fax: (573) 431-6773
Email: dscheck@eastmoaa.org

Address: P.O. Box 308, 403 Parkway Drive
Park Hills, MO 63601-0358

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: MO Grant Number: EE0009912 Program Year: 2024

Counties served:	CAPE GIRARDEAU Count ST. FRANCOIS County MADISON County BOLLINGER County IRON County PERRY County WASHINGTON County STE. GENEVIEVE County	Tentative allocation: \$ 343,993.00 Planned units: 30 Type of organization: Local agency	Congressional districts served:	<u>CD</u> MO-08
Source of labor: Contractors				

Name:	05-Economic Security Corporation of Southwest Area	Contact:	Matt Daniel, Weatherization Director	
		UEI:	KQN2BSLHJRA9	
		DUNS:	076260926	
Address:	P.O. Box 207 Joplin, MO 64802-0000	Phone:	(417) 781-4437	
		Fax:	(417) 781-1961	
		Email:	mdaniel@escswa.org	
Counties served:	NEWTON County MCDONALD County BARTON County JASPER County	Tentative allocation: \$ 329,117.00 Planned units: 144 Type of organization: Local agency	Congressional districts served:	<u>CD</u> MO-04 MO-07
Source of labor: Agency and Contractors				

Name:	06-Green Hills Community Action Agency	Contact:	Russell Reeter	
		UEI:	TEGXXG866ELJ1	
		DUNS:	096756978	
Address:	1506 Oklahoma Avenue Trenton, MO 64683-0000	Phone:	(660) 359-3907	
		Fax:	(660) 359-6619	
		Email:	rreeter@capncm.org	
Counties served:	MERCER County LINN County PUTNAM County HARRISON County LIVINGSTON County SULLIVAN County DAVISS County CALDWELL County GRUNDY County	Tentative allocation: \$ 158,687.00 Planned units: 15 Type of organization: Local agency	Congressional districts served:	<u>CD</u> MO-06
Source of labor: Agency and Contractors				

Name:	07-Central Missouri Community Action	Contact:	Ben Burgett, Weatherization Director
		UEI:	P14FZC79DF69
		DUNS:	188596456
Address:	807-B North Providence Columbia, MO 65203-0000	Phone:	(573) 443-3500
		Fax:	(573) 443-3506
		Email:	benb@cmca.us

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: MO Grant Number: EE0009912 Program Year: 2024

Counties served:	OSAGE County MONITEAU County COOPER County BOONE County CALLAWAY County COLE County AUDRAIN County HOWARD County	Tentative allocation: \$ 438,905.00 Planned units: 65 Type of organization: Local agency	Congressional districts served:	<u>CD</u> MO-04 MO-03
Source of labor: Contractors				

Name:	08-Urban League of Metropolitan St. Louis	Contact:	Christopher Story, Weatherization Director
Address:	1408 N. Kingshighway Blvd. St. Louis, MO 63108-0000	UEI:	DWPPF2YZEVM8
		DUNS:	075912584
		Phone:	(314) 615-3628
		Fax:	(314) 531-7462
		Email:	christopher@urbanleague-stl.org
Counties served:	ST. LOUIS City	Tentative allocation: \$ 598,418.00 Planned units: 124 Type of organization: Non-profit organization Source of labor: Agency and Contractors	Congressional districts served: <u>CD</u> MO-01

Name:	09-Jefferson-Franklin Community Action Corporation	Contact:	Dave Rose, Weatherization Director
Address:	2 Merchants Drive Hillsboro, MO 63050-0000	UEI:	G7LGB3S26FK5
		DUNS:	088711205
		Phone:	(636) 789-2686
		Fax:	(636) 789-3548
		Email:	drose@jfcac.org
Counties served:	JEFFERSON County FRANKLIN County	Tentative allocation: \$ 342,557.00 Planned units: 55 Type of organization: Local agency Source of labor: Agency and Contractors	Congressional districts served: <u>CD</u> MO-08 MO-03 MO-02

Name:	11-Community Action Agency of St. Louis County	Contact:	Keith Robinson, Weatherization Director
Address:	2709 Woodson Road Overland, MO 63114-4817	UEI:	KVHVNJMKNKZ6
		DUNS:	071985667
		Phone:	(314) 446-4417
		Fax:	(314) 863-1252
		Email:	krobinson@caastlc.org
Counties served:	ST. LOUIS County	Tentative allocation: \$ 870,244.00 Planned units: 170 Type of organization: Local agency Source of labor: Contractors	Congressional districts served: <u>CD</u> MO-01 MO-02

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: MO Grant Number: EE0009912 Program Year: 2024

Name: **12-Missouri Ozarks Community Action, Inc.**

Contact: Melinda Smith, Weatherization Director

Address: 306 S. Pine Street
P.O. Box 69
Richland, MO 65556-0000

UEI: C5GGCLP6YQ84

DUNS: 164366502

Phone: (573) 765-3263

Fax: (573) 765-4426

Email: msmith@mocacaa.org

Counties served: MARIES County
LACLEDE County
GASCONADE County
PULASKI County
MILLER County
CRAWFORD County
PHELPS County
CAMDEN County

Tentative allocation: \$ 496,846.00

Planned units: 60

Type of organization: Local agency

Congressional districts served: CD
MO-08

MO-04

MO-03

Source of labor: Agency and Contractors

Name: **13-Missouri Valley Community Action Agency**

Contact: James Burton, Weatherization Director

Address: 1415 S. Odell
Marshall, MO 65340-0550

UEI: DGSBALFVF2B1

DUNS: 010661791

Phone: (660) 886-7476

Fax: (660) 831-0371

Email: burtonj@mvcaa.net

Counties served: SALINE County
LAFAYETTE County
RAY County
JOHNSON County
PETTIS County
CARROLL County
CHARITON County

Tentative allocation: \$ 275,765.00

Planned units: 25

Type of organization: Local agency

Congressional districts served: CD
MO-06

MO-05

MO-04

Source of labor: Agency and Contractors

Name: **14-North East Community Action Corporation**

Contact: Carla Potts, Deputy Director for Housing Dev

Address: 16 North Court Street
Bowling Green, MO 63334-0470

UEI: PTLZTCSMVH95

DUNS: 021513494

Phone: (573) 324-2231

Fax: (573) 324-6335

Email: cpotts@necac.org

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: MO Grant Number: EE0009912 Program Year: 2024

Counties served:	LEWIS County MONTGOMERY County ST. CHARLES County SHELBY County RANDOLPH County MACON County RALLS County PIKE County MONROE County MARION County LINCOLN County WARREN County	Tentative allocation: \$ 484,363.00 Planned units: 57 Type of organization: Local agency	Congressional districts served:	<u>CD</u> MO-03 MO-02 MO-06
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Source of labor: Agency and Contractors

Name: **15-Northeast Missouri Community Action Agency**

Contact: Eric Amini-Rad
UEI: JDCNYBK8ZXL1
DUNS: 098639297
Phone: (660) 665-9855
Fax: (660) 665-5542
Email: eamini-rad@capnemo.org

Address: 215 N. Elson
Kirksville, MO 63501-0000

Counties served:	SCOTLAND County KNOX County ADAIR County SCHUYLER County CLARK County	Tentative allocation: \$ 114,478.00 Planned units: 24 Type of organization: Local agency	Congressional districts served:	<u>CD</u> MO-06
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Source of labor: Agency and Contractors

Name: **16-Ozark Action, Inc.**

Contact: Terry Sanders, Executive Director
UEI: H42HDTQBPLL3
DUNS: 095490900
Phone: (417) 256-6147
Fax: (417) 256-0333
Email: tsanders@oaiwp.org

Address: 710 East Main Street
West Plains, MO 65775-0000

Counties served:	OZARK County DOUGLAS County WRIGHT County TEXAS County HOWELL County OREGON County	Tentative allocation: \$ 244,320.00 Planned units: 24 Type of organization: Local agency	Congressional districts served:	<u>CD</u> MO-08
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Source of labor: Agency and Contractors

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: MO Grant Number: EE0009912 Program Year: 2024

Name: **17-Ozarks Area Community Action Corporation** Contact: Todd Steinmann, Weatherization Director
Address: 215 South Barnes UEI: PUMANMHRRS98
Springfield, MO 65802-2204 DUNS: 076266576
Phone: (417) 865-7797
Fax: (417) 865-7542
Email: tsteinmann@oacac-caa.org

Counties served:	TANEY County GREENE County DALLAS County DADE County STONE County CHRISTIAN County BARRY County LAWRENCE County POLK County WEBSTER County	Tentative allocation: \$ 958,678.00 Planned units: 80 Type of organization: Local agency	Congressional districts served:	<u>CD</u> MO-04 MO-07
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Source of labor: Agency and Contractors

Name: **18-South Central Missouri Community Action Agency** Contact: Gary Nichols, Weatherization Director
Address: P.O. Box 6, Old Alton Road UEI: CLEHWHKKNMJ1
Winona, MO 65588-0000 DUNS: 876347097
Phone: (573) 325-4255
Fax: (573) 325-4542
Email: gnichols@scmcaa.org

Counties served:	CARTER County DENT County RIPLEY County BUTLER County WAYNE County REYNOLDS County SHANNON County	Tentative allocation: \$ 207,249.00 Planned units: 26 Type of organization: Local agency	Congressional districts served:	<u>CD</u> MO-08
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Source of labor: Contractors

Name: **19-West Central Missouri Community Action Agency** Contact: Chris Richardson-McQueen, Weatherization I
Address: 106 West 4th Street UEI: G3D2GQNEB4H7
Appleton City, MO 64724-0000 DUNS: 087765715
Phone: (660) 476-2185
Fax: (660) 476-5661
Email: crichardson@wcmcaa.org

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: MO Grant Number: EE0009912 Program Year: 2024

Counties served:	MORGAN County BATES County VERNON County CASS County CEDAR County HENRY County BENTON County ST. CLAIR County HICKORY County	Tentative allocation: \$ 327,908.00 Planned units: 33 Type of organization: Local agency	Congressional districts served:	<u>CD</u> MO-04
Source of labor: Contractors				

Name:	36-Community Action Agency of Greater Kansas City	Contact:	Tim Sticha, Weatherization Manager	
		UEI:	FPW4E7NPNMD3	
		DUNS:	928126671	
Address:	6323 Manchester Avenue Kansas City, MO 64133-4717	Phone:	(816) 358-6868302	
		Fax:	(816) 358-0143	
		Email:	tsticha@caagkc.org	
Counties served:	JACKSON County PLATTE County CLAY County	Tentative allocation: \$ 1,107,959.00 Planned units: 240 Type of organization: Local agency Source of labor: Contractors	Congressional districts served:	<u>CD</u> MO-05 MO-06

U.S. Department of Energy
Weatherization Assistance Program (WAP)
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Recipient: State of Missouri

IV.1 Subgrantees

Subgrantee (City)	Planned Funds/Units
01-Community Services, Incorporated of Northwest Mo. (Maryville)	\$250,019.00 27
02-Delta Area Economic Opportunity Corporation (Sikeston)	\$287,115.00 31
03-East Missouri Action Agency (Park Hills)	\$343,993.00 30
05-Economic Security Corporation of Southwest Area (Joplin)	\$329,117.00 144
06-Green Hills Community Action Agency (Trenton)	\$158,687.00 15
07-Central Missouri Community Action (Columbia)	\$438,905.00 65
08-Urban League of Metropolitan St. Louis (St. Louis)	\$598,418.00 124
09-Jefferson-Franklin Community Action Corporation (Hillsboro)	\$342,557.00 55
11-Community Action Agency of St. Louis County (Overland)	\$870,244.00 170
12-Missouri Ozarks Community Action, Inc. (Richland)	\$496,846.00 60
13-Missouri Valley Community Action Agency (Marshall)	\$275,765.00 25
14-North East Community Action Corporation (Bowling Green)	\$484,363.00 57
15-Northeast Missouri Community Action Agency (Kirksville)	\$114,478.00 24
16-Ozark Action, Inc. (West Plains)	\$244,320.00 24
17-Ozarks Area Community Action Corporation (Springfield)	\$958,678.00 80
18-South Central Missouri Community Action Agency (Winona)	\$207,249.00 26
19-West Central Missouri Community Action Agency (Appleton City)	\$327,908.00 33
36-Community Action Agency of Greater Kansas City (Kansas City)	\$1,107,959.00 240
Total:	\$7,836,621.00 1,230

IV.2 WAP Production Schedule

Weatherization Plans	Units
Total Units (excluding reweatherized)	1,200
Rewatherized Units	30
Average Unit Costs, Units subject to DOE Project Rules	
VEHICLE & EQUIPMENT AVERAGE COST PER DWELLING UNIT (DOE RULES)	

U.S. Department of Energy
Weatherization Assistance Program (WAP)
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A	Total Vehicles & Equipment (\$5,000 or more) Budget	\$0.00
B	Total Units Weatherized	1,200
C	Total Units Reweatherized	30
D	Total Dwelling Units to be Weatherized and Reweatherized (B + C)	1,230
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	\$4,286,133.00
G	Total Dwelling Units to be Weatherized and Reweatherized (from line D)	1,230
H	Average Program Operations Costs per Unit (F divided by G)	\$3,484.66
I	Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J	Total Average Cost per Dwelling (H plus I)	\$3,484.66

IV.3 Energy Savings

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

	Units	Savings Calculator (MBtus)	Energy Savings
This Year Estimate	1230	29.3	36039
Prior Year Estimate	1286	29.3	37680
Prior Year Actual	832	29.3	24378

Method used to calculate savings description:

The Missouri Weatherization Assistance Program is utilizing the DOE estimated savings algorithm.

IV.4 DOE-Funded Leveraging Activities

Federal regulations allow weatherization funds to be used for leveraging activities. Under leveraging, subgrantees work at developing relationships with utility companies, businesses, and other entities that generate non-federal resources for the program. Examples of some of the leveraging partnerships are donations from some local/national hardware and lumber stores, local realtors, etc. All Weatherization subgrantees participate in leveraging and partnership activities, although not all of them charge expenditures to the leveraging category for these activities.

Subgrantees may budget up to, but no more than, 5 percent of their grant allocation for leveraging activities. A leveraging plan is required to be submitted with each subgrantee budget if leveraging funds are to be utilized. Leveraging activities include paying for agency staff or hiring consultant staff to explore and develop partnerships with utility companies, businesses, and other entities that generate non-federal resources for the resources for the program. Other allowable activities include: holding leveraging meetings; preparing technical materials/briefs or facilitating voluntary match funds from a non-federal source. The leverage resources should expand energy efficiency services and/or increase the number of DOE-eligible dwelling units weatherized. All leveraged funds will be used in accordance with DOE WPN 22-9 and WPN 22-12. Leveraging efforts will not always be successful, but subgrantees should aim to produce more than one dollar leveraged for each DOE dollar expended.

IV.5 Policy Advisory Council Members

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

14-North East Community Action Corporation	Type of organization: Local agency Contact Name: Carla Potts, Deputy Director for Housing Development Prog Phone: 5733242231 Email: cpotts@necac.org
16-Ozark Action, Inc.	Type of organization: Local agency Contact Name: Terry Sanders, Executive Director Phone: 4172566147 Email: tsanders@oaiwp.org
	Type of organization: Local agency

U.S. Department of Energy
Weatherization Assistance Program (WAP)
WEATHERIZATION ANNUAL FILE WORKSHEET
Grant Number: EE0009912, State: MO, Program Year: 2024
Recipient: State of Missouri

17-Ozarks Area Community Action Corp	Contact Name: Mr. Todd Steinmann, Weatherization Director Phone: 4178657797 Email: tsteinmann@oac.ac
Ameren Missouri	Type of organization: Utility Contact Name: Connie Sanchez Phone: 3145405895 Email: csanchez@ameren.com
Columbia Water & Light	Type of organization: Utility Contact Name: Todd McVicker Phone: 5738175012 Email: todd.mcvicker@como.gov
Department of Social Services	Type of organization: Unit of State Government Contact Name: Dione Pashia, Performance Unit Manager Phone: 6367979737 Email: dione.f.pashia@dss.mo.gov
Missouri Public Service Commission	Type of organization: Unit of State Government Contact Name: Amy Eichholz Phone: 5735221773 Email: amy.eichholz@psc.mo.gov
Renew Missouri	Type of organization: Non-profit (not a financial institution) Contact Name: Philip Fracica Phone: 8167526630 Email: philip@renewmo.org
Spire Energy, Inc.	Type of organization: Utility Contact Name: Paul Englert, Weatherization Specialist Phone: 3142306050 Email: paul.englert@spireenergy.com
United Way of Greater St. Louis	Type of organization: Non-profit (not a financial institution) Contact Name: Cathy Vaisvil Phone: 3142421885 Email: cathy.vaisvil@stl.unitedway.org

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

Date Held	Newspapers that publicized the hearings and the dates the notice ran
04/16/2024	A public hearing regarding the Program Year 2024 DOE Weatherization State Plan for Missouri was held on April 16, 2024, in Jefferson City, Missouri. Notices for the public hearing were published on April 6, 2024, in the following newspapers: Jefferson City Tribune and the Columbia Daily Tribune. In addition, the notice for the public hearing and the State Plan documents were sent via e-mail on April ??, 2024, to the Missouri Weatherization Policy Advisory Council and Missouri's Weatherization network of subgrantees. The MWPAC members met on April 8, 2024 and April 16, 2024, to review and approve the state plan. On April ??, 2024, the documents were also uploaded to Missouri's Weatherization web page at: https://energy.mo.gov/assistance-programs/liwap/facts#wxopmanual

IV.7 Miscellaneous

<p>Recipient Business Officer:</p> <p>Jenn Stockman</p> <p>jenn.stockman@dnr.mo.gov</p> <p>573-751-5955</p> <p>Recipient Principal Investigator:</p> <p>Emily Wilbur</p> <p>emily.wilbur@dnr.mo.gov</p> <p>573-751-2254</p>
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U.S. Department of Energy
Weatherization Assistance Program (WAP)
WEATHERIZATION ANNUAL FILE WORKSHEET
Grant Number: EE0009912, **State:** MO, **Program Year:** 2024
Recipient: State of Missouri

Weatherization Program Manager:

Daniel E. McDowell

daniel.mcdowell@dnr.mo.gov

573-526-4209

Technical Program Supervisor, Weatherization:

R. Alan Bock

alan.bock@dnr.mo.gov

573-751-6630

Missouri Weatherization Policy Advisory Council:

The Missouri Weatherization Policy Advisory Council (MWPAC) membership shall reflect the relevant groups whom the program represents, in particular low-income households, especially those that include the elderly, the physically disadvantaged and families with children. Membership shall include, but not limited to, advocates of the Low-Income Weatherization Assistance Program clientele who manage or deliver WAP program services, or who participate in or have a history of activities advocating low-income interests or are recipients or eligible recipients of the Low-Income Weatherization Assistance Program. Considerations shall be given to geographic and equitable representation of the state.

Technical Work Group:

The state, working with the Professional Alliance, formed a Technical Work Group. This group will advise the state on various technical matters. The Technical Work Group is represented by:

Alan Bock, DE

Daniel E. McDowell, DE

Tyler Allison, DE

Kaden Zimmerman, DE

Terry Sanders, Ozark Action, Inc., West Plains

Todd Steinmann, Ozarks Area Community Action Corporation, Springfield

Keith Anderson, Missouri Ozarks Community Action, Richland

Otha Thompson, Urban League of Metropolitan St. Louis, St. Louis

Matt Daniel, Economic Security Corporation of Southwest Area, Joplin

The Technical Work Group will make technical recommendations regarding the Missouri Weatherization Program.

ACSI Survey:

The ACSI survey was sent to all subgrantees on November 15, 2019. Subgrantees were requested to provide feedback, comments, and suggested actions for program improvement by December 31, 2019. No feedback, comments, or suggested actions were received.

Based on the comments contained within the 2019 ACSI Survey, DE is in the process of implementing:

Recommendation: to hold collaborative meetings between all Weatherization funding agencies (Missouri WAP, utilities, and other funding stakeholders) to discuss possibilities to expand the scope of the Weatherization programs at the subgrantee level.

Weatherization Readiness Funds (WRF):

Funds will be distributed to the subrecipient agencies based on the same proportionate share utilized

U.S. Department of Energy
Weatherization Assistance Program (WAP)
WEATHERIZATION ANNUAL FILE WORKSHEET
Grant Number: EE0009912, **State:** MO, **Program Year:** 2024
Recipient: State of Missouri

for regular Weatherization funding. Subrecipients will utilize the funds to address structural and health and safety issues of homes that would currently be in the queue to be weatherized, but are at risk of deferral. This funding is specifically targeted to provide repairs outside of the scope of weatherization, and repair measures shall be implemented/installed before the weatherization services can commence. Services include, but are not limited to, roof repair or replacement, mold or pest remediation, removal of hoarded materials, etc.

Units receiving WRF must result in a DOE completion.

It has been determined that the maximum spend amount of WRFs is not to exceed \$25,000.00 per home, and homes that are likely to exceed \$15,000.00 should be submitted to the Program for review and additional guidance or case-by-case approval.

Subgrantees will be monitored on their progress of expending WRFs to determine if funding should be reallocated to ensure all monies are utilized.

Desk monitoring is completed on each home that has WRFs assigned during monthly reimbursement reviews, on-site monitoring will be aligned with Formula Grant and BIL percentage requirements.

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: EE0009912, **State:** MO, **Program Year:** 2024
Recipient: State of Missouri

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

In accordance with the federal Low-Income Weatherization Assistance Program (WAP) regulations, income eligibility level for the program is established at 200 percent of federal poverty level. The annual revision of poverty income guidelines was made available in Weatherization Program Notice (WPN) 24-3 and became effective January 24, 2024. The Expansion of Client Eligibility in the Weatherization Assistance Program was specifically addressed through the release of WPN 22-5 with and effective date of December 8, 2021, and serves to streamline the WAP intake process by expanding WAP's categorical income eligibility to include U.S. Department of Housing and Urban Development's (HUD) means-tested programs' income qualifications at or below 80% of Area Median Income. (examples of HUD programs include but not limited to Community Service Block Grant (CSBG), HOME Investment Partnerships Program (HOME), Lead Hazard Control & Healthy Homes Program (OLHCHH), etc.).

Codified in 10 CFR 440.22(a)(3), the WAP already has a provision to allow the inclusion of households that are income eligible for the U.S. Department of Health and Human Services' (HHS) Low-Income Home Energy Assistance Program (LIHEAP). Missouri intends to implement categorical eligibility as outlined in WPN 22-5 to support and enhance the guidance provided in WPN 24-3. The State Program Office informed each subgrantee of the new income guidelines upon the release of WPN 24-3 and informs each Subgrantee when new revisions are made available.

Included in WPN 24-3 is the requirement that we do not include the earned income or unemployment compensation for minors under the age of 18 (or full-time high school students) at the time of the application for services.

Describe what household eligibility basis will be used in the Program

Weatherization Program Notice (WPN) 22-5, Expansion of Client Eligibility in the Weatherization Assistance Program, issued by the U.S. Department of Energy (DOE), serves to streamline the WAP intake process by expanding WAP's categorical income eligibility to include U.S. Department of Housing and Urban Development's (HUD) means-tested programs' income qualifications at or below 80% of Area Median Income. (examples of HUD program but not limited to Community Development Block Grants (CDBG), HOME Investment Partnerships Program (HOME), Lead Hazard Control & Healthy Homes Program (OLHCHH), etc.).

WAP already has a provision, codified in 10 CFR 440.22(a)(3), to allow inclusion of households that are income eligible for the U.S. Department of Health and Human Services' (HHS) Low Income Home Energy Assistance Program (LIHEAP). DOE anticipates Grantee implementation of categorical eligibility for HUD means-tested programs would be similar to existing eligibility that DOE WAP currently has with Health and Human Services (HHS) Low-Income Households Energy Assistance Program (LIHEAP).

All household income for a minimum of three consecutive calendar months prior to the date of the application must be recorded by the subgrantee, unless an accepted categorical eligibility through HUD or LIHEAP (as further outlined in WPN 22-5) can be established, to verify the applicant's income eligibility. Income documentation is required for all wage earners who reside in the home. If an individual adult (over the age of 19) claims no income, a written statement declaring such, which is signed by that individual, is sufficient documentation and must be kept in the client file as well as uploaded to the online reporting system called MoWAP. If no one in the home claims any income, a notarized zero-income form must be completed and signed by the applicant. Households that have been deemed income eligible for LIHEAP assistance may use their LIHEAP eligibility as verification of income.

Missouri WAP intends to adopt the process to certify that applicants have met the income requirements of HUD means-tested programs through mechanisms including, but not limited to, applicant documentation, interagency lists of recipients, shared system databases, etc. Method of verification of eligibility must be included in client file.

Multifamily-Specific Guidance

WAP Providers generally encounter three types of multifamily properties assisted by HUD: (1) housing owned and operated by HUD Public Housing Agencies (PHAs), (2) privately-owned multifamily buildings receiving project-based assistance, and (3) privately-owned multifamily buildings that house residents who receive tenant-based (housing voucher) assistance.

Housing owned and operated by PHAs: WAP providers shall consider all such buildings managed by the PHAs referenced in the [HUD Web page](#) (linked in WPN 22-5) to be 100 percent income eligible.

Privately owned multifamily buildings receiving project-based assistance: WAP providers should refer to these [lists](#) (also linked in WPN 22-5) to determine the percentage of the units in each building that are income eligible.

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Privately-owned multifamily buildings that house residents receiving tenant-based assistance: WAP providers will determine the percentage of income eligible residences by either contacting the building owner/manager to obtain such Section 8 Housing Choice Voucher records (from HUD's Tenant Based Rental Assistance Program [TBRA]) or by individually verifying which residents hold such vouchers.

Additional changes in procedures directly related to verification of families receiving HUD assistance in multifamily buildings and how those buildings will be qualified going forward will be included in updated FAQs, available through the respective DOE Project Officers. U.S. Department of Agriculture (USDA) and Low-Income Housing Tax Credit (LIHTC) Properties: The certification procedures outlined in this Guidance do not apply to LIHTC properties, or for properties with USDA guaranteed loans. The LIHTC and USDA lists of income-eligible properties are no longer valid and will no longer be updated; WAP providers should follow standard procedures for verifying individual resident incomes for USDA and LIHTC properties.

Extending WAP categorical eligibility to applicants who meet HUD's income eligibility requirements better facilitates referral services for low-income households, reducing burden on both intake agencies and impacted households trying to obtain services. Better coordination and alignment encourages leveraging (or braiding) of multiple funding sources, reduces complexity, and results in further energy efficiency upgrades and savings for low-income households.

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

As instructed by the U.S. Department of Energy (DOE), the State of Missouri will follow guidance provided by the U.S Department of Health and Human Services (HHS) under the Low Income Home Energy Assistance Program (LIHEAP) to ensure that "Qualified Aliens" are eligible for weatherization benefits.

"Qualified Aliens" are defined in section 431 of Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA), commonly known as the welfare reform law. The Act covers the larger groups of legal immigrants (legal permanent residents, refugees, asylees, individuals paroled into the U.S. for a period of at least 1 year, individuals whose deportation has been withheld, individuals granted conditional entry, and certain individuals who are victims of domestic abuse). Qualified aliens are eligible to receive assistance and services under the WAP program so long as they meet other WAP program requirements.

V.1.2 Approach to Determining Building Eligibility

Procedures to determine that units weatherized have eligibility documentation

No dwelling unit may be weatherized without documentation that the dwelling unit is an eligible unit. All household income must be calculated per DOE requirements, and income and home ownership documented.

Describe Reweathering compliance

Dwelling units weatherized (including dwelling units partially weatherized) under this part, or under other Federal programs (in this paragraph referred to as 'previous weatherization'), may not receive further financial assistance for weatherization under this part until the date that is 15 years after the date such previous weatherization was completed. This paragraph does not preclude dwelling units that have received previous weatherization from receiving assistance and services (including the provision of information and education to assist with energy management and evaluation of the effectiveness of installed weatherization materials) other than weatherization under this part or under other Federal programs, or from receiving non-Federal assistance for weatherization.

Describe what structures are eligible for weatherization

1. **Single Family:** Single-family rental or owner-occupied units remain a priority for weatherizing as multi-family units tend to not consume as much energy per family as single-family units.
2. **Multi-Family:** Multi-family dwellings that receive WAP services must follow the single family average cost per unit limitations.
3. **Shelters:** A shelter is defined in 10 CFR Part 440.3 as a dwelling unit or units whose principal purpose is to house, on a temporary basis, individuals who may or may not be related to one another and who are not living in nursing homes, prisons, or similar institutional care facilities. Subgrantees are authorized to weatherize shelters for the homeless, group homes or homes providing transitional living if the buildings are owned or rented by a not-for-profit agency and are used exclusively to provide temporary living quarters for the homeless, battered women or other WAP-eligible people as defined under 10 CFR Part 440.3.

State Historic Preservation Officer (SHPO) Programmatic Agreement

Section 106 of the National Historic Preservation Act of 1966 stipulates that all federally funded projects be reviewed to take into account the effect the

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proposed project will have on any property that is included in, or eligible for inclusion in the National Register of Historic Places. In order to comply with Section 106, DE has signed an Interagency Agreement dated 12/10/2020 with the Missouri State Historic Preservation Office ("SHPO") (See Attachment 6.1 in the Missouri Technical Manual). This policy addresses operational changes to the Low-Income Weatherization Assistance Program that resulted from the agreement. Subgrantees are responsible for compliance with 36 CFR 800. Subgrantees may request advice, counsel or assistance from the State Historic Preservation Office or Division of Energy.

Describe how Rental Units/Multifamily Buildings will be addressed

The Missouri Department of Natural Resources' Division of Energy - Weatherization (Program) permits rental units to be weatherized using special considerations. Benefits for weatherizing rental units include lowering energy bills when tenants pay utilities, longer-term preservation of properties as affordable housing and providing additional improvement to comfort of residents. When work is performed on any type of rental unit, the Program recognizes a potential for owners to receive undue enhancement benefits.

A building containing rental units may be weatherized if it is in compliance with income criteria and:

- 1) The subgrantee has written permission from the owner or their agent.
- 2) Not less than 66 percent (50 percent for duplexes and four-unit buildings, and certain eligible types of large multi-family buildings) of the dwelling units in the building:
 - a) are eligible dwelling units;
 - b) will become eligible dwelling units within 180 days under a local government, state, or federal program for rehabilitating a building, or making similar improvements, to the building.

In the Final Rule, published in the Friday, December 8, 2000, Federal Register/Vol. 65, No. 237, DOE offered flexibility by adding certain eligible types of large multi-family buildings to the list of dwellings that are exempt from the requirement that at least 66 percent of the units must be occupied by income eligible persons. In these large multi-family buildings, as few as 50 percent of the units, would have to be certified as eligible before Weatherization can be offered. This exception would apply only to those large multi-family buildings where an investment of DOE funds would result in a significant energy-efficiency improvement as a result of the upgrades to equipment, energy systems, common space, or the building shell. The eligibility of these large multi-family buildings will be reviewed on a case-by-case basis by the Program. By providing this flexibility, local agencies will be better able to select the most cost-effective investments and enhance their partnership efforts in attracting leveraged funds and/or landlord contributions. This flexibility does not apply to any other type of multifamily unit.

The Program recognizes a potential for landlords to receive undue enhancement benefits. Landlords are encouraged to provide a minimum of a 5 percent cash contribution of estimated labor and material project costs before weatherization work begins on a home. The amount of suggested contribution above the 5 percent cash contribution is left to the judgment of the subgrantee. For multifamily structures with 5 or more units, the state has determined government owned and not-for-profit owned structures will not be required to provide a contribution towards the weatherization of the units. However, for-profit landlords will be required to contribute a minimum of 20 percent of the estimated weatherization project cost.

Undue enhancement is any work performed on a dwelling that cannot be expected to directly result in energy savings or the preservation of agency installed work related to energy savings. Subgrantees should only perform weatherization work that is based on the use of computerized audits as described in the Master Plan, Section V.5.1 weatherization measures, the Priority List as described in WPN 22-8, any identified necessary health and safety measures, as well as limiting repairs to the definition of incidental repairs.

All rental units will have a landlord agreement signed by the landlord for permission before commencing work. This agreement also states the household will not be subjected to rent increases for a minimum of two years without just cause.

Additional necessary steps to ensure proper documentation:

- Completed applications must be obtained from each of the clients in the rental units, or
- Customer (Property Owner or Manager) must fill out applications and all forms to sign for tenants since they have the information on file
- Current copies of gas and/or electric bills from a portion of rental units or supplied by management to prove utility service

Describe the deferral Process

There are some situations in which a subgrantee should not weatherize an otherwise eligible unit. In order to deal with these situations, each subgrantee must adopt and adhere to this minimum deferral policy that has been developed by the Missouri Department of Natural Resources' Division of Energy - Weatherization (Program). When implemented, this policy allows weatherization staff to defer a dwelling unit due to conditions or circumstances that may be outside the scope of the WAP or hazardous to the health and safety of the occupant(s) and/or weatherization workers. A subgrantee may choose to expound on this minimum policy and develop a subgrantee specific deferral policy to meet the needs of the service area. If the policy is expounded upon, documentation of this expounded policy must be located at the subgrantee office and applied equally and without discrimination to all homes addressed in the subgrantees service area.

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The following is the required minimum deferral policy. It is intended to list the more common conditions and situations a subgrantee may encounter while preparing to deliver weatherization services. This list is not intended to be all inclusive of those instances in which a subgrantee may choose not to weatherize a unit. In some instances, corrective measures by the client/owner may allow program services to proceed. In addition, the subgrantee may use alternative funding that is not administered by DOE WAP, to assist the client with corrective measures to allow the home to be weatherized. Health and safety remediation completed by another non-for-profit organization coordinated with weatherization work is allowable.

Weatherization Readiness Fund (WRF) monies have been set-aside as part of the Program Operations funds specifically attributed to the Annual DOE Formula Grant. These funds are intended to be used to prevent an otherwise eligible dwelling from being placed on deferral, or to correct a deferral situation that is encountered or arises during the normal weatherization process. Aligning with WPN 23-4, WRFs can be expended at any time during the 3-year grant cycle, provided the funds are fully expended prior to the end of the final year of the cycle. DOE has determined that is appropriate and acceptable to apply WRFs to the DOE-BIL grant funded homes, however, if the funds have been applied during the final months of the Formula Grant final year, these homes should result in a completed home within 90 days of applying WRFs. It has been determined that the maximum spend amount of WRFs is not to exceed \$25,000.00 per home, and homes that are likely to exceed \$15,000.00 should be submitted to the Program for review and additional guidance or case-by-case approval. Subgrantees will be monitored on their progress of expending WRFs to determine if funding should be reallocated to ensure all monies are utilized.

1. Required Minimum Deferral Policy

A subgrantee must withhold weatherization services under the following conditions:

- a. A single-family dwelling unit is vacant.
- b. A dwelling unit is for sale or in foreclosure.
- c. A dwelling unit is scheduled for demolition.
- d. A dwelling unit is found to have structural problems that would make weatherization impossible, impractical, or would inhibit the installation of significant weatherization measures. Structural problems include, but are not limited to:
 1. Dwelling unit(s) lacking proper interior sheathing (drywall, paneling or lathe and plaster) on ceilings or exterior walls.
 2. Dwelling unit(s) lacking exterior sheathing (siding, sheathing, brick, etc.) that is designed and sold for exterior use. If the product manufacturer recommends paint or other finish to be applied to the exterior sheathing, this finish must be applied prior to weatherization.
 3. A mobile home that is improperly installed (for example inadequate supports, not level, not anchored down, etc.).
 4. The dwelling unit or parts thereof are being remodeled and this remodeling would inhibit or alter the installation of any weatherization measures.
 5. Unsafe wiring found in the dwelling that cannot be corrected as a part of weatherization and would inhibit the installation of weatherization measures or pose a threat to the health or safety of the crew, subcontractor or client.
 6. Major water or moisture issues found in the dwelling unit that cannot be corrected as a part of weatherization. These would include, but are not limited to plumbing leaks, roof leaks, and standing water in foundation areas.
 7. Severe mold issues that are beyond the scope of weatherization. These would include, but are not limited to, moldy areas larger than about 10ft², mold in HVAC system or mold caused by sewage or other contaminated water.
 8. The dwelling unit is deemed by the auditor to pose a threat to the health or safety of the crew, subcontractor or client and will not be remediated by weatherization work or another program in conjunction with weatherization.
- e. A dwelling unit is uninhabitable (for example, a burned-out apartment), condemned or there are "red tagged" health and safety conditions that cannot be corrected as a part of weatherization.
- f. The client, or family member, is uncooperative with the weatherization subgrantee, either in demanding that certain work be done, refusing priority work which is needed that is not deemed as a legitimate refusal by the subgrantee, by being physically or verbally abusive to the work crew or subcontractor, or by being unreasonable in allowing access to the unit. Every attempt should be made to explain the program and the benefits of the work.
- g. Obvious discrepancies are found between the information supplied by the client on the application and observed conditions at the time of weatherization. The subgrantee must resolve these discrepancies before weatherization work can continue.
- h. If at any time the subgrantee determines that the client is no longer eligible or subgrantee personnel believe that circumstances may have changed, the unit shall not be weatherized until updated information can be obtained from the client.
- i. There is an infestation of rats, bats, roaches, reptiles, insects or other vermin.
- j. There are existing health or safety hazards, to the weatherization workers, that must be corrected before weatherization services may begin. These may include, but are not limited to:
 1. There are animals on the premises that are not appropriately contained.
 2. The presence of animal feces and/or other excrement.
 3. Unvented space heaters are present in the home and the unvented space heater regulations outlined in the Technical Manual, Section III, Subsection G, Topic 2 cannot or will not be met.
 4. Excessive garbage, trash or debris that may pose a health and safety risk or would prevent the installation of weatherization measures.
 5. The presence of hoarding prevents the installation of weatherization measures.
- k. Diagnostic tests cannot be performed at the initial audit. Reasons for this would include the dwelling unit lacking fuel or electric at the time or lack of cooperation from the client.
- l. There are illegal drugs or illegal activities occurring on the premises.

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- m. The eligible household members move from the dwelling unit where weatherization activities and services are in progress. In such a case, the subgrantee must determine whether to complete the work and the circumstances must be documented in the client file. It is recommended to contact the Program prior to making this determination.

2. Documentation

In the event that a subgrantee defers a dwelling unit, the subgrantee must notify the client and owner/authorized agent in writing. The notification needs to be signed by the client and a copy of the signed notification shall be provided to the client and a copy kept in the client file. Alternatively, a certified letter with the notification may be mailed to the client and a copy of the notification and return receipt shall be kept in the client file. If the client cannot be notified in writing as described above, contact the Program for further guidance. All correspondence justifying the decision to defer the dwelling unit must be kept in the client file.

The notification must include the following items:

- a. The nature and extent of the problem(s) and how the problem(s) relate to the determination to defer the unit.
- b. Any and all corrective actions required before weatherization services can be considered.
- c. A time limit for correcting problems so that weatherization services may be rescheduled. A minimum time frame of 30 days for correction of the problems must be provided; however, more time may be granted depending on the circumstances.

The right of appeal and whom the client may contact from the subgrantee with an appeal.

MOWAP is used to track deferrals prior to weatherization. The Program utilizes DOE's deferral tracking tool and WRFs are tracked through the use of the DOE deferral tool. Monthly desk review of homes with WRFs assigned are completed for all reimbursements submitted. On-site monitoring percentages are aligned with the Formula grant and BIL requirements.

V.1.3 Definition of Children

Definition of children (below age): **20**

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.

Subgrantees will provide assistance to low-income Native Americans and other low-income persons on an equal basis.

V.2 Selection of Areas to Be Served

Services will be offered throughout the State of Missouri. Current service areas are based on the geographic boundaries of the state's Community Action Agencies (CAAs). The Missouri Department of Natural Resources (department) administers federal funds through their Division of Energy - Weatherization Program Office (Program) to seventeen regional Community Action Agencies, and one not-for profit organization.

Using recommendations provided by the Missouri Weatherization Policy Advisory Council (MWPAC), the allocation methodology is based upon a \$40,000 base for each subgrantee, a separate subgrantee Training and Technical Assistance (T&TA) allocation, with the remainder of the funds allocated to the subgrantees based on the U.S. Census poverty/population data.

V.3 Priorities

Priority will be given to low-income elderly, persons with disabilities, and families with children. High Energy User and High Energy Burden are allowed criteria, but not mandatory. If a subgrantee chooses to use High Energy User or High Energy Burden as a priority criterion, they will be required to report this information to the Program. Program staff will report all subgrantee High Energy User and High Energy Burden information to DOE on the quarterly program report. The Missouri Low-Income Weatherization Assistance Program Operations Manual details client selection criteria including program priorities.

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V.4 Climatic Conditions

See V.4 Climatic Conditions Attachment, also see Missouri Priority List Map Attachment; that identifies the alignment of Regionally recognized climate zone differences.

V.5 Type of Weatherization Work to Be Done

V.5.1 Technical Guides and Materials

The State is committed to providing quality weatherization services on each client's home. With limited resources available, funds must be used to provide services that will result in the greatest savings per dollar. The State believes it is essential to use a process that correctly identifies energy conservation measures (ECMs) that provide the greatest chance to reduce energy consumption, maximize savings, and increase client comfort. It is also important that the selection of ECMs does not compromise the health and safety of the client(s) or Weatherization workers. All work being performed will be in accordance with the DOE-approved energy audit procedures or Regional Priority List(s) (WPN 22-8) and 10 CFR 440 Appendix A, as outlined in the Missouri WAP operations manuals.

Types of work that may be done include (but are not limited to):

- Air leakage reduction
- Attic insulation
- Floor insulation
- Foundation insulation
- Wall insulation
- SPF as insulating material and for air-sealing purposes
- Door repair/replacement
- Storm door repair/replacement
- Window repair/replacement
- Storm window installation, repair/replacement
- Duct insulation, repair, and replacement
- Heating system clean and tune, repair, and replacement/install
- Air Conditioning (central air system, heat pump, ductless mini-split, window a/c unit) clean and tune, repair, and replacement/install
- Health and safety measures (in approved H&S plan)
- LED lighting retrofits
- Water heater repair/replacement
- Water heater insulation
- Water supply line insulation
- Low-flow showerhead install/replacement
- Low-flow faucet aerator(s) install/replacement
- Low-flow toilet(s) replacement
- Refrigerator Replacement
- Social Cost of Carbon Reduction (outlined in WPN 22-10)
- Solar Photo Voltaic (PV) Systems (outlined in WPN 23-6)

Distribution of Field Guides and Standard Work Specifications to all subgrantees for all staff and contractors were made available digitally in the fourth quarter of PY2020 updates to the Program Procedural Operational Manual and the Program Technical Operational Manual were distributed and reviewed during the state annual training in August 2023. The grantee will ensure that subgrantees have a copy of the field guide as a part of the entrance interview during technical monitoring.

All subgrantee agreements and vendor contracts will contain language that document the Standard Work Specifications for work quality outlined in WPN 22-4, and as outlined in the Missouri Weatherization Assistance Program Operational Manual. All work being performed must be in accordance with the DOE-approved energy audit procedures and 10 CFR 440 Appendix A. All subgrantee contracts with their work providers are required to contain the following clause:

"All work performed with funding administered by the Department of Natural Resources' Division of Energy - Weatherization Program must meet the objectives and specifications outlined in the Standard Work Specifications for Home Energy Upgrades and the Missouri Weatherization Assistance Program Technical Manual. All work will be inspected and validated by a Building Performance Institute (BPI) certified Quality Control Inspector (QCI) before being submitted for reimbursement."

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Signed subgrantee contracts with their work providers are reviewed annually during on-site monitoring to ensure contracts are current and in compliance with all required contract clauses.

Field Guide Expiration Dates:

Single Family: 2/27/2025

Manufactured Housing: 2/27/2025

Multi-Family: 2/27/2025

Field guide types approval dates

Single-Family: 2/27/2020

Manufactured Housing: 2/27/2020

Multi-Family: 2/27/2020

V.5.2 Energy Audit Procedures

Audit Procedures and Dates Most Recently Approved by DOE

Audit Procedure: Single-Family

Audit Name: NEAT

Approval Date: 2/27/2020

Audit Procedure: Manufactured Housing

Audit Name: MHEA

Approval Date: 2/27/2020

Audit Procedure: Multi-Family

Audit Name:

Approval Date:

Comments

Approximately 10 percent of units weatherized in Missouri are multi-family units. Multi-family buildings of 2 to 4 units will be evaluated using the NEAT audit. Low-Rise Multi-family buildings of 5 to 25 units (3 stories or less above grade) that are individually heated and cooled will be evaluated using the NEAT audit, or the DOE approved Priority List (outlined in WPN 22-8), and submitted to DOE for approval prior to work commencing. Large Multi-family buildings of greater than 25 units or buildings with 5 or more units that are not individually heated and cooled (or more than 3 stories above grade) will require the audit of the building to be completed using a DOE and DE approved multi-family audit assessment (MulTEA, TREAT, EA-QUIP or an engineering assessment). ALL Large Multi-family buildings of 5 or more units audited using a DOE and DE approved multi-family audit assessment, or an engineering assessment, must be submitted to DOE and DE for approval prior to work commencing.

V.5.3 Final Inspection

No dwelling unit may be reported to DOE as completed until all weatherization measures have been installed according to the work plan, or as documented in a change order request, in a workmanlike manner and in accordance with the priority determined by the energy audit procedures, required by 10 CFR 440.21 and the Subgrantee, or its authorized representative has performed the final inspection. In addition, DE also requires that all invoices associated with a dwelling unit have been received by the subgrantee. Units with estimated expenses will not be reimbursed.

All units will have a final inspection performed by a certified Quality Control Inspector (QCI). Missouri will validate the QCI credentials of each person performing a QCI inspection. The QCI will include an assessment of the original audit and confirm that the measures called for on the work order were appropriate and in accordance with Missouri and approved protocols, as given in the Master File V.5.1: Technical Guides and Materials. Homes that are not adequately inspected to the approved protocols will not be considered complete and will not be eligible for reimbursement as a completed home. Missouri will adhere to the DOE Prescribed QCI policy as described in WPN 22-4, using both the Independent QCI and Independent Auditor/QCI.

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All subgrantees without a certified QCI on staff must provide an Action Plan to the grantee detailing how the subgrantee will ensure that all final inspections are performed by a certified QCI.

Missouri will perform QA monitoring on the QCI to ensure inspections of units are being followed according to standards adopted by the state and consistent with the Standard Work Specifications (SWS). The inspection forms that will be used by grantee monitors to ensure that work is completed in accordance with WPN 22-4 are attached [QCI_TMF.pdf]. If it is determined that subgrantee QCI process is inadequate the procedures as outlined in the Master File V.8.3 will be followed.

V.6 Weatherization Analysis of Effectiveness

The Missouri Department of Natural Resources' (department) General Terms and Conditions for Federal Subgrants, subgrant Scope of Services, and Subgrant Assistance Agreement detail criteria deemed necessary for a subgrantee to be considered in contract compliance with the Weatherization Assistance Program (WAP) regulations, requirements and expectations. Performance evaluations will be conducted throughout the grant period.

The Missouri Department of Natural Resources' Division of Energy - Weatherization Program Office (Program) evaluates subgrantee agencies to determine actual homes weatherized versus planned goals. Expenditures are reviewed to ensure a proper rate of grant expenditure. The reviews also evaluate both housing quality and procedural monitoring findings from on-site visits. In addition, Program staff will evaluate each subgrantee to help ensure that WAP funds are being used efficiently and effectively to serve the public.

If production and/or expenditures are deemed insufficient, the Program may recapture and redistribute funds to other, high performing subgrantees. The Program will offer assistance, as resources allow, to help subgrantees increase production to successful performance levels. This assistance may include specific technical and/or administrative training for subgrantee staff.

In an ongoing effort to help subgrantee production and expenditure rates, Program staff will provide additional hands-on training and continue to develop a web page listing WAP technical training courses available from providers throughout the state. Program technical staff continue to train subgrantee personnel to more fully and correctly weatherize homes. Additionally, the Program provides comprehensive and specific training in accordance with WPN 22-4.

The Missouri Low-Income Weatherization Assistance Program Operations Manual details terms for probation and procedures to terminate a weatherization subgrantee in accordance with 10 CFR 440.15.

A monitoring tool has been developed and used to evaluate technical error rates after monitoring visits and to evaluate compliance. This monitoring tool remains under constant review for effectiveness.

V.7 Health and Safety

See Health and Safety Plan Attachment

V.8 Program Management

V.8.1 Overview and Organization

The Missouri Department of Natural Resources' Division of Energy (DE) is designated as the State Energy Office (SEO) for Missouri. As a result, the DE administers DOE-funded programs such as State Energy Program (SEP), Energy Efficiency and Conservation Block Grant (EECBG), State Heating Oil and Propane Program (SHOPP), multiple Bipartisan Infrastructure Law (BIL) and Inflation Reduction Act (IRA) initiatives, etc.

The DE administers the federal WAP statewide in Missouri through the Weatherization Program Office (Program). The Program is provided with a 10% transfer of Missouri's Low-Income Heating and Energy Assistance Program (LIHEAP) funding through an agreement with the Missouri Department of Social Services (DSS). These LIHEAP funds are utilized to provide supplemental weatherization services and are not used for traditional LIHEAP purposes (Energy Assistance or Energy Crisis Intervention Program payments). The DE is organized into sections to provide measurable public benefit services to the citizens of the State of Missouri and that also contribute greatly to WAP. The Program section contains program management, programmatic and technical staff, who are responsible for the day-to-

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day operation of WAP including procedural and financial monitoring and technical monitoring of weatherized homes. The staff reviews and implements guidance and regulations regarding the WAP. The technical staff are also responsible for performing on-site inspections of completed homes and providing technical assistance and other necessary support to the subgrantees. In addition, contract monitoring staff may be used as necessary. The SEP section intervenes in utility rate cases to leverage more funding for the WAP. The fiscal unit provides financial assistance in completion of the application for funding, subgrant assistance agreements, invoice processing, data collection and reporting, and other divisional fiscal oversight.

Energy costs consume a far greater percentage of income in low-income households. In 2010, weatherized homes nationally saved \$2.1 billion. At current prices, home energy savings average \$283 each year. This allows low-income households to have more affordable energy bills and makes available more money for food, medicine, transportation and other necessities.

The WAP reduces energy consumption and utility bills, keeps money in the local economy, has a positive impact on the household's promptness of utility payments and reduces environmental pollution.

WAP Goals:

- Effective management of state and federal weatherization funds.
- Continuation of improved weatherization services. Increased energy-efficient housing, long-term reduction in utility bills and the comfort and safety of those served.

Close working relationships with local weatherization agencies and others that are engaged in delivery of services to citizens of the State of Missouri.

V.8.2 Administrative Expenditure Limits

Each program year, DE allocates at least 7.5 percent of new funding to be allocated as administrative funds to the WAP agencies. Subgrantees are asked to submit budgets that reflect what they plan to spend in the upcoming year with supporting documentation. DE reviews each subgrantee budget and will approve budgets that have justified WAP costs. DE then uses the approved subgrantee budgets to determine state-wide budget categories. Per DOE guidelines, the state may authorize additional administrative funds up to 5 percent of an agency's budget for Subgrantees with less than \$350,000 of allocation of federal WAP funds. To request this higher amount, a Subgrantee must document a need for additional administrative funds for WAP-related issues and obtain prior approval from DE. These costs will be monitored by the DE.

V.8.3 Monitoring Activities

See Attachment V.8.3 FY25-PY24 Monitoring Activities.pdf

V.8.4 Training and Technical Assistance Approach and Activities

The goals of the Missouri Weatherization Assistance Program (WAP) are to provide effective management of federal, state and local funding; continuation of improved weatherization services, increased energy efficient housing, long-term reduction in utility bills and comfort and safety of those served.

Training and Technical Assistance (T&TA) is an essential strategy to meet the goals of the Missouri Low-Income Weatherization Assistance Program (LIWAP/WAP). The following details training activities:

A. Assessment of Training Needs for Local Weatherization Agencies:

Monitoring oversight and agency reporting are indicators of local agency productivity and quality of weatherization retrofit. Training needs are identified through this monitoring oversight and addressed when needed. Additionally, training needs will be identified as needed to reflect feedback from the U.S. Department of Energy (DOE) Project Office monitoring visits, internal state audits, Inspector General Reports, etc.

Personnel inventories and surveys are used to determine the type of training required and the best means of providing instruction. Inventory and analysis of agency personnel, equipment, advanced technologies and protocols are used to determine the status of each agency's efforts in implementing new technologies; identifying agencies that are available to assist others in implementing new or advanced technologies.

T&TA meetings are held quarterly with the weatherization directors and the Energy Housing Professional Alliance Group (EHPA). The Technical Work

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Group Committee meets as needed to discuss updates and changes needed to stay current with policy. Regional trainings are provided by Missouri's Department of Natural Resources' Division of Energy - Weatherization (Program) staff annually and when needed due to programmatic changes or if other training needs are identified on a statewide level.

Subgrantees and contractors will be checked at least annually for compliance with certification requirements such as Quality Control Inspector (QCI), Lead Safe Renovator, OSHA 10 (required within 60 days of hire for crew members), OSHA Confined Space for Construction, and Weatherization Related Mold and Mildew training. Credentials are tracked by the Program from staffing updates being reported from the subgrantees. The worksite will be checked for compliance with required health and safety materials, personal protection equipment, and reference materials. Training will be targeted to ensure necessary fulfillment and maintenance of the credentials and the implementation of Program guidance and DOE expectations and requirements. If T&TA funds are used to train contractors at the subgrantee level, a retention agreement should be obtained in exchange for the training.

B. Productivity of Agencies and Development of T&TA Activities and Priorities:

Monitoring oversight and agency reporting are indicators of local agency productivity and quality of weatherization retrofit. Advanced energy audit modeling procedures through the Weatherization Assistant (WA/WAWeb) v10, (National Energy Audit Tool (NEAT)) or DOE approved Single Family (SF) Priority List(s) (WPN 22-8) are used for qualified site-built dwelling units and Manufactured Home Energy Audit (MHEA) or DOE approved Manufactured Home (MH) Priority List(s) (WPN 22-8) are used for qualified mobile home dwelling units. Qualifying Low-Rise Multi-family (LRMF) buildings (5 to 25 units, 3 stories or less above grade and individually heated and cooled) may have the approved DOE LRMF Priority List (WPN 22-8) applied to direct services. Advanced energy audits approved by the U.S. DOE and the Program are used for multi-family dwelling units. A minimum cumulative savings-to-investment ratio (SIR) of 1.0 is used as a threshold for the application of recommended energy conservation measures (ECMs).

Although the Program does not compare the effectiveness and energy savings achieved between subgrantees (each subgrantee has a different housing stock and Missouri ranges between two different climate zones which makes it difficult to compare the effectiveness and energy savings between subgrantees) the Program does however track the subgrantees target infiltration reduction compared to the actual infiltration reduction. Program staff then provides training for those subgrantees with significant discrepancies between the target and actual reductions.

Inventory and analysis of agency personnel, equipment, advanced technologies and protocols are used in a variety of ways including:

- Determining the status of each agency's efforts in implementing new technologies.
- Identifying agencies that are available to assist others in implementing new or advanced technologies.
- Development of priorities within annual training plans.

C. Anticipated T&TA Activities:

DOE requires comprehensive and specific training for grantee and subgrantee staff, as outlined in WPN 22-4, and WAP Memorandum 034. To comply with the comprehensive training requirements, Missouri currently has a contract with Everblue for comprehensive training for PY2024 with options of renewal through PY2027. Everblue will provide comprehensive International Renewable Energy Council (IREC) accredited training for the National Renewable Energy Lab (NREL) Job Task Analysis (JTAs) (Quality Control Inspector and Energy Auditor). Missouri intends to have a minimum of two comprehensive trainings per year pertaining to the NREL JTAs; however, training frequency may vary, as training needs are determined. All subgrantee staff with job duties covered by the NREL JTAs must receive comprehensive training over a four-year period. The adoption of the Installer Badges Toolkit to align with the training and skills recognition for WAP RITs and Crew Leaders, as outlined in WPN 22-4, along with targeted in-person specific training, are intended to meet these requirements. The focus of the training will be tailored to the needs of the subgrantees by determination as described earlier in this document.

To comply with the specific training requirements of WPN 22-4 and implementation of the health and safety plan, Missouri anticipates providing a statewide training in PY2024 that will coincide with the update of the Missouri Weatherization Operations Manual(s). Additional regional trainings are anticipated for subgrantee technical staff and on-site technical and procedural training as needed. All subgrantees are highly encouraged to attend the Program provided trainings. If subgrantees do not attend the Program trainings, on-site trainings will be conducted as needed.

Program staff training will include the Building Performance Association; National Home Performance Conference (NHPC), the Energy Out West Conference and the National Association for State Community Services Programs (NASCSPP) Annual Conference, NASCSPP Winter Leadership Training. Additional training for Program staff will be determined on an as needed basis.

D. Client Education:

Client education is an effective method of improving the impact of weatherization measures. These efforts include fact sheets, brochures, the Missouri Department of Natural Resources' (department) WAP website, and one-on-one communication. Subgrantees play a vital role in expanding client education activities at the local level. Local activities include client workshops, providing Energy Saver Booklets, client interviews and instruction when auditing and final inspecting the home, the explanation of information found in the Lead, Radon, and Mold EPA pamphlets, local newspaper articles, and radio and

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television spots.

Percent of overall trainings:

Comprehensive Trainings: 50

Specific Trainings: 50

Breakdown of T&TA training budget:

Percent of budget allocated to Auditor/QCI trainings: 50

Percent of budget allocated to Crew/Installer Trainings: 35

Percent of budget allocated to Management/Financial trainings: 15

Percent of overall trainings

Comprehensive Trainings:

Specific Trainings:

Breakdown of T&TA training budget

Percent of budget allocated to Auditor/QCI trainings:

Percent of budget allocated to Crew/Installer trainings:

Percent of budget allocated to Management/Financial trainings:

V.9 Energy Crisis and Disaster Plan

Declaration of a disaster for WAP purposes is determined by a Presidential or Gubernatorial order declaring either a federal or state emergency. It may be the result of natural or man-made factors. WAP, through its subgrantee network, will assist state and community authorities in normalizing areas affected by a disaster by providing WAP resources, in a limited capacity, to assist Missouri low-income citizens in recovering and rebuilding after the disaster. As per DOE WPN 24-1, the use of DOE WAP funds is limited to eligible weatherization activities and the purchase and delivery of weatherization materials. WAP will adhere to the following guidelines when responding to any disasters in which the low-income population has been affected. These guidelines are intended to maximize the assistance we are able to provide while protecting the limited resources of the program.

Disaster-mitigation planning activities shall be implemented as soon as practical after the declaration of a disaster. A WAP subgrantee shall not commit WAP resources (labor or financial) until it receives approval from the DE.

DOE WAP funds used for disaster-related activities will be allocated based on the extent of the disaster in each subgrantee area. WAP disaster funds may be utilized from the subgrantee's or DE's unspent allocation. Funds must supplement, not supplant, other local, state or federal funds available for disaster assistance. All funds received by the client to cover damages must be considered prior to the allocation of WAP resources. Attachment 2-2, the Disaster Certification form located in the Missouri Weatherization Program Operational Manual, should be completed for each client requesting disaster assistance. Safety measures, such as levees or other protections, should be in place prior to mitigation activities. Agency staff should consult with local utilities to ensure electric, gas and sewer hazards have been corrected or repaired.

A. Allowable Disaster Activities

Allowable expenditures under WAP include:

- 1) The cost of incidental repairs to an eligible dwelling unit if such repairs are necessary to make the installation of weatherization materials effective and,
- 2) The cost of eliminating health and safety hazards, elimination of which is necessary before the installation of weatherization materials (10 CFR 440.18(d)(9); 10 CFR 440.18(d)(15)). To the extent that the services are in support of eligible weatherization (or permissible re-weatherization) work, such expenditure would be allowable. For example, debris removal at a dwelling unit so that the unit can be weatherized would be an allowable cost. Debris removal from a dwelling unit that is not to be weatherized would not be an allowable cost. Please note that the \$8,250 per dwelling unit limit continues to apply.

NOTE: Permissible re-weatherization as per DOE guidelines state: In the event of a declared federal or state disaster, weatherization crews may return to a unit reported as a completion to DOE that has been "damaged by fire, flood or act of God to be re-weatherized, without regard to date of weatherization". 10 CFR 440.18(f)(2)(ii). Local authorities must deem the dwelling unit(s) salvageable as well as habitable and if the damage to the materials is not covered by insurance or other form of compensation.

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

4) Local agencies may use weatherization vehicles and/or equipment to help assist in disaster relief provided the WAP is reimbursed according to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards 2 CFR Part 200.

B. Eligibility Requirements

WAP subgrantees must ensure that applicants for disaster assistance

1) Meet the current eligibility requirements,

2) Are located within the designated disaster area and

3) Have been directly affected by the disaster. Homes located in a Federal Emergency Management Agency (FEMA)-sanctioned area are not eligible for assistance.

Applicant homes must be certified as habitable, and a disaster certification form must be completed, signed and retained in the client file. The owner of a rental unit must list the property with Section 8 or provide other proof that the unit will remain exclusively for the low-income. The standard landlord contribution will be requested or required, as applicable. Client income eligibility may be based on one month's income if all other income documentation was lost in the disaster. WAP rules 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 (10 CFR 440.16(b)). However, it would be permissible to consider households located in the disaster area, as a priority as long as the households are eligible and meet one of the priorities established in regulation and are free and clear of any insurance claim or other form of compensation resulting from damage incurred from the disaster.

C. Procurement of Equipment and Weatherization Materials

All purchased items must meet minimum energy-efficiency ratings as detailed in 10 CFR 440, Appendix A. Subgrantees must comply with all requirements specified in 2 CFR 200 and 10 CFR 440 and the requirements specified in the DE General Terms and Conditions for Federal Subgrants, Missouri Weatherization Operational Program Manual's Competitive Procurement Standards.

D. Additional Non-DOE WAP Funding

If additional funds are received from the state or other non-DOE fund sources, a subgrantee may allocate up to \$10,000 per unit.

E. Disaster Expenditures Accountability and Reporting

Disaster expenditures must be accounted for and reported separately from other costs. The monthly MoWAP reimbursement must show these expenses under "disaster". The costs will be included in the averages.