

## APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

1. Type of Submission:		2. Type of Application:		If Revision, select appropriate letter(s)	
<input type="checkbox"/> Preapplication		<input type="checkbox"/> New			
<input checked="" type="checkbox"/> Application		<input checked="" type="checkbox"/> Continuation		Other (specify):	
<input type="checkbox"/> Changed/Corrected Application		<input type="checkbox"/> Revision			
3. Date Received 02/15/2024			4. Applicant Identifier:		
5a. Federal Entity Identifier:			5b. Federal Award Identifier: DE-EE0009913		
<b>State Use Only:</b>					
6. Date Received by State:			7. State Application Identifier:		
<b>8. APPLICANT INFORMATION:</b>					
a. Legal Name:		STATE OF MONTANA			
b. Employer/Taxpayer Identification Number (EIN/TIN): 810302402			c. UEI: TR3DAXR9MCN8		
<b>d. Address:</b>					
Street 1:		1400 CARTER DRIVE			
Street 2:		P.O. Box 202956			
City:		HELENA			
County:		LEWIS AND CLARK County			
State:		MT			
Province:					
Country:		U.S.A.			
Zip / Postal Code:		596202956			
<b>e. Organizational Unit:</b>					
Department Name: Public Health and Human Services			Division Name: Human and Community Services Division		
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>					
Prefix: Mrs		First Name: Sara			
Middle Name:					
Last Name: Loewen					
Suffix:					
Title: Bureau Chief					
Organizational Affiliation:		State of Montana - Department of Public Health and Human Services			
Telephone Number: 4064474265		Fax Number: 4064474287			
Email: sloewen@mt.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.):**

State of Montana

**15. Descriptive Title of Applicant's Project:**

The Weatherization Assistance Program enables low-income families to permanently reduce their energy bills by making their homes more energy efficient. Since its inception in 1976, the U.S. Department of Energy 's (DOE) Weatherization Assistance Program has provided weatherization services to more than 7.4 million low-income families.

## APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

**16. Congressional District Of:**

a. Applicant: Montana At-Large Congressional District

b. Program/Project: MT-00

**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	3,388,279.00
b. Applicant	0.00
c. State	0.00
d. Local	0.00
e. Other	0.00
f. Program Income	0.00
g. TOTAL	3,388,279.00

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

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

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

No

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

 I AGREE

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

**Authorized Representative:**

Prefix: First Name: Jessie

Middle Name:

Last Name: Counts

Suffix:

Title: Division Administrator

Telephone Number: 4064440640

Fax Number:

Email: Jessie.Counts@mt.gov

Signature of Authorized Representative: Signed Electronically

Date Signed: 06/04/2024

**U.S. DEPARTMENT OF ENERGY**



**BUDGET JUSTIFICATION FOR FORMULA GRANTS**

Applicant: STATE OF MONTANA  
Award number: EE0009913

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>
IHSB Bureau Chief	Responsible for policy formulation and overall administration of food and nutrition, economic development, energy and homeless programs.
Program Manager	Performs weatherization, LIEAP, CSBG, HOPWA, REACH and ESG management functions, formulates program policy, develops and tracks budgets, develops and oversees IT applications and provides oversight of program monitoring and training and technical assistance activities.
Fiscal Officer	Prepares and submits accounting reports, monitors program expenditures, processes invoices, conducts financial management reviews and conducts financial management and procurement training for all Bureau programs.
Program Specialist	Assists in Weatherization, LIEAP, CSBG, ESG, and REACH management functions, provides policy guidance to subgrantees, provides training and technical assistance and monitors all aspects of subgrantee program operations.
Program Specialist	Assists in Weatherization, LIEAP, CSBG, ESG, and REACH management functions, provides policy guidance to subgrantees, provides training and technical assistance and monitors all aspects of subgrantee program operations.
Business Process Specialist	Assists in Weatherization, LIEAP CSBG, ESG and REACH management functions, provides policy guidance to subgrantees, provides training and technical assistance.

Direct Personnel Compensation:

<u>Position</u>	<u>Salary/Rate</u>	<u>Time</u>	<u>Direct Pay</u>
IHSB Bureau Chief	\$82,786.50	9.2385 % FT	\$7,648.23
Program Manager	\$69,596.80	25.0221 % FT	\$17,414.58
Fiscal Officer	\$71,905.60	2.0213 % FT	\$1,453.43
Program Specialist	\$59,945.60	25.0256 % FT	\$15,001.75
Program Specialist	\$56,264.00	25.0273 % FT	\$14,081.36
Business Process Specialist	\$69,056.00	7.7222 % FT	\$5,332.64
		Direct Pay Total	\$60,931.99

**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.

Included in fringe benefits are Medicare & FICA, Unemployment insurance, Workers Compensation, Public Employees' Retirement System and Health Insurance.

Benefitis Breakdown  
 Medicare & FICA 7.65%  
 Unemployment 0.55%  
 Work Comp 0.80%  
 Retirement 8.47%  
 Health Insurance 2.53%  
 Total 20.00%

Fringe Benefits Calculations

<u>Position</u>	<u>Direct Pay</u>	<u>Rate</u>	<u>Benefits</u>
IHSB Bureau Chief	\$7,648.23	26.7225 %	\$2,043.80
Program Manager	\$17,414.58	29.8816 %	\$5,203.76
Fiscal Officer	\$1,453.43	28.5724 %	\$415.28
Program Specialist	\$15,001.75	29.8626 %	\$4,479.91
Program Specialist	\$14,081.36	29.8535 %	\$4,203.78
Business Process Specialist	\$5,332.64	25.6246 %	\$1,366.47
		Fringe Benefits Total	\$17,713.00

**3. TRAVEL**

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

<u>Purpose of Trip</u>	<u>Number of Trips</u>	<u>Cost Per Trip</u>	<u>Total</u>
Travel to DOE meetings/conference. Travel restrictions relaxed intend to attend conferences.	4	\$4,500.00	\$18,000.00
Weatherization program monitoring, QCI travel, management and financial management T&TA.	12	\$2,250.00	\$27,000.00
Travel for Training, Roundtable meetings and Tech Committee Meetings. Admin/Programmatic training.	12	\$725.00	\$8,700.00
Monitoring Montana State University - Weatherization Training Center - Travel	1	\$844.00	\$844.00
		Travel Total	\$54,544.00

- 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.

Travel estimated based on historical data and state travel restrictions being relaxed to allow for out of state travel to attend conferences. In addition, the Technical Committee meetings are being expanded with subgrantee Weatherization Program staff. Staff will attend the following conferences as able.

- NASCSP 2024 Annual Training Conference
- NASCSP Winter Conference
- NEUAC Conference
- Energy OutWest Conference
- National Home Performance Conference and Trade Show
- Uniform Guidance Conference
- Building Performance Association Conference
- Community Action Partnership Conference

**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.

The grantee does not anticipate purchasing equipment with funds from this grant.

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

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

General Category	Cost	Justification of Need
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- 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.

Supplies are purchased through state-approved contractors. The Department of Administration procured and entered into a contract for supplies.

All costs included in Supplies are properly segregated from indirect costs to ensure there are not duplicate charges. All costs proposed are only being used in support of the WAP 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).

Name of Proposed Sub	Total Cost	Basis of Cost*
SERC Award District IX	\$230,000.00	Carryover SERC Grant awarded to District IX

Weatherization Sub-grantees	\$3,127,549.00	Weatherization Sub-grantees 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.
Montana Weatherization Training Center	\$250,000.00	Contract with MSU Weatherization Training Center to train WAP subgrantees, update SWS.
Contracts and Subgrants Total	\$3,607,549.00	

\*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
Dues	\$2,600.00	Used to pay NASCSP membership dues for weatherization.
Rent	\$3,000.00	Rent of State office space and meeting room for Weatherization Roundtable.
Legal Ads	\$2,369.00	Legal ads for public hearing and comment period.
Other Direct Costs Total	\$7,969.00	

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.

The funds allocated to other direct costs will be used to pay office space rent for the state Weatherization staff and to pay NASCSP membership dues.

All costs included in Other Direct Costs are properly segregated from indirect costs to ensure there are not duplicate charges.

All costs proposed are only being used in support of the WAP program.

Direct costs (including personnel) will be paid for by non-DOE funds.

**8. INDIRECT COSTS**

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

The grantee has an approved cost allocation plan. The date of approval (U.S. Department of Health and Human Services) letter is April 25, 2018.

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: Terri Johns

Phone Number: 4064445369

Indirect costs calculations:

Indirect Cost Account	Direct Total	Indirect Rate	Total Indirect
Cost Allocation	\$41,805.00	100.0000 %	\$41,805.00
		Indirect Costs Total	\$41,805.00

**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. EE0009913		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address STATE OF MONTANA 1400 CARTER DRIVE HELENA, MT 596202956		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. 2024 DOE Funds	81.042	\$ 402,233.00		\$ 3,388,279.00		\$ 3,790,512.00
2.						
3.						
4.						
5. TOTAL		\$ 402,233.00	\$ 0.00	\$ 3,388,279.00	\$ 0.00	\$ 3,790,512.00

**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	\$ 54,932.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 60,932.00
b. Fringe Benefits	\$ 15,713.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 17,713.00
c. Travel	\$ 0.00	\$ 0.00	\$ 54,544.00	\$ 0.00	\$ 54,544.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
f. Contract	\$ 0.00	\$ 338,828.00	\$ 250,000.00	\$ 249,000.00	\$ 3,607,549.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other Direct Costs	\$ 7,969.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 7,969.00
i. Total Direct Charges	\$ 78,614.00	\$ 338,828.00	\$ 304,544.00	\$ 249,000.00	\$ 3,748,707.00
j. Indirect Costs	\$ 41,805.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 41,805.00
k. Totals	\$ 120,419.00	\$ 338,828.00	\$ 304,544.00	\$ 249,000.00	\$ 3,790,512.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00



**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. EE0009913		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address STATE OF MONTANA 1400 CARTER DRIVE HELENA, MT 596202956		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		\$ 402,233.00	\$ 0.00	\$ 3,388,279.00	\$ 0.00	\$ 3,790,512.00

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) FINANCIAL AUDITS		
a. Personnel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 60,932.00	
b. Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 17,713.00	
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 54,544.00	
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
f. Contract	\$ 1,663,921.00	\$ 415,980.00	\$ 103,149.00	\$ 30,037.00	\$ 3,607,549.00	
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
h. Other Direct Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 7,969.00	
i. Total Direct Charges	\$ 1,663,921.00	\$ 415,980.00	\$ 103,149.00	\$ 30,037.00	\$ 3,748,707.00	
j. Indirect Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 41,805.00	
k. Totals	\$ 1,663,921.00	\$ 415,980.00	\$ 103,149.00	\$ 30,037.00	\$ 3,790,512.00	
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	

**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. EE0009913		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address STATE OF MONTANA 1400 CARTER DRIVE HELENA, MT 596202956		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		\$ 402,233.00	\$ 0.00	\$ 3,388,279.00	\$ 0.00	\$ 3,790,512.00

**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) Weatherization Readiness	(2) SERC Program Operations	(3) SERC Grantee Administration	(4) SERC Subgrantee Administration	
a. Personnel	\$ 0.00	\$ 0.00	\$ 6,000.00	\$ 0.00	\$ 60,932.00
b. Fringe Benefits	\$ 0.00	\$ 0.00	\$ 2,000.00	\$ 0.00	\$ 17,713.00
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 54,544.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
f. Contract	\$ 326,634.00	\$ 210,000.00	\$ 0.00	\$ 20,000.00	\$ 3,607,549.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other Direct Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 7,969.00
i. Total Direct Charges	\$ 326,634.00	\$ 210,000.00	\$ 8,000.00	\$ 20,000.00	\$ 3,748,707.00
j. Indirect Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 41,805.00
k. Totals	\$ 326,634.00	\$ 210,000.00	\$ 8,000.00	\$ 20,000.00	\$ 3,790,512.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

U.S. Department of Energy  
**WEATHERIZATION ASSISTANCE PROGRAM**  
**SUBGRANTEE INFORMATION**  
State: MT Grant Number: EE0009913 Program Year: 2024

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<b>Name: Action for Eastern Montana</b>		Contact: Clint Wynne	
Address: 2030 North Merrill		UEI: L3FTXA5RQ9B5	
P.O. Box 1309		DUNS:	
Glendive, MT 59330-1309		Phone: (406) 377-3564	
Counties served: MCCONE County		Fax: (406) 377-3570	
LIBERTY County		Email: c.wynne@aemt.org	
DAWSON County		Tentative allocation: \$ 344,030.00	Congressional districts served: <u>CD</u>
BLAINE County		Planned units: 20	MT-00
ROOSEVELT County		Type of organization: Local agency	
PHILLIPS County			
TREASURE County			
PRAIRIE County			
RICHLAND County			
CARTER County			
FALLON County			
WIBAUX County			
SHERIDAN County			
ROSEBUD County			
DANIELS County			
CUSTER County			
GARFIELD County			
POWDER RIVER County			
VALLEY County			
Source of labor: Agency and Contractors			

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<b>Name: District IX HRDC</b>		Contact: Heather Grenier	
Address: 32 South Tracy		UEI: WTTZVC2S4FQ7	
Bozeman, MT 59715-0000		DUNS:	
Counties served: GALLATIN County		Phone: (406) 585-4891	
MEAGHER County		Fax: (406) 585-3538	
PARK County		Email: hgrenier@hrdc9.org	
Tentative allocation: \$ 344,031.00		Congressional districts served: <u>CD</u>	
Planned units: 22		MT-00	
Type of organization: Local agency			
Source of labor: Agency and Contractors			

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U.S. Department of Energy  
**WEATHERIZATION ASSISTANCE PROGRAM**  
**SUBGRANTEE INFORMATION**  
State: MT Grant Number: EE0009913 Program Year: 2024

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Name: <b>District VI HRDC</b>	Contact: Cathy Seilstad	
	UEI: LL21B8L4LN16	
	DUNS:	
Address: Centennial Plaza Suite 203	Phone: (406) 535-7488	
300 First Avenue North	Fax: (406) 535-2843	
Lewistown, MT 59457-0000	Email: cseilstad@hrdc6.org	
Counties served: FERGUS County	Tentative allocation: \$ 62,550.00	Congressional districts served: <u>CD</u>
MUSSELSHELL County	Planned units: 4	MT-00
GOLDEN VALLEY County	Type of organization: Local agency	
PETROLEUM County		
WHEATLAND County		
JUDITH BASIN County		
	Source of labor: Agency and Contractors	

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Name: <b>District VII HRDC</b>	Contact: Denise Jordan	
	UEI: CXR3JHWLM587	
	DUNS:	
Address: Box 2016	Phone: (406) 247-4732	
7 North 31st Street	Fax: (406) 248-2943	
Billings, MT 59103-0000	Email: djordan@hrdc7.org	
Counties served: SWEET GRASS County	Tentative allocation: \$ 531,684.00	Congressional districts served: <u>CD</u>
YELLOWSTONE County	Planned units: 34	MT-00
BIG HORN County	Type of organization: Local agency	
STILLWATER County		
CARBON County		
	Source of labor: Agency and Contractors	

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Name: <b>District XI HRC</b>	Contact: Ruth Burke	
	UEI: M3UVT7ELFDY9	
	DUNS:	
Address: 1801 South Higgins Avenue	Phone: (406) 728-3710	
Missoula, MT 59801-0000	Fax: (406) 728-7680	
	Email: rut@hrcxi.org	
Counties served: MISSOULA County	Tentative allocation: \$ 469,133.00	Congressional districts served: <u>CD</u>
MINERAL County	Planned units: 27	MT-00
RAVALLI County	Type of organization: Local agency	
	Source of labor: Agency and Contractors	

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U.S. Department of Energy  
**WEATHERIZATION ASSISTANCE PROGRAM**  
**SUBGRANTEE INFORMATION**  
State: MT Grant Number: EE0009913 Program Year: 2024

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<b>Name:</b> District XII HRC	<b>Contact:</b> Margie Secomb	
	<b>UEI:</b> HTZNHCDYD1J8	
	<b>DUNS:</b>	
<b>Address:</b> 25 West Silver Street	<b>Phone:</b> (406) 533-6855	
Box 3486	<b>Fax:</b> (406) 533-6883	
Butte, MT 59702-0000	<b>Email:</b> msecomb@hrc12.org	
<b>Counties served:</b> POWELL County	<b>Tentative allocation:</b> \$ 218,928.00	<b>Congressional districts served:</b> <u>CD</u>
DEER LODGE County	<b>Planned units:</b> 13	MT-00
MADISON County	<b>Type of organization:</b> Local agency	
SILVER BOW County		
BEAVERHEAD County		
GRANITE County		
	<b>Source of labor:</b> Agency	

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<b>Name:</b> Northwest Montana Resource Council	<b>Contact:</b> Tracy Diaz	
	<b>UEI:</b> L62KDTABLW35	
	<b>DUNS:</b>	
<b>Address:</b> P.O. Box 8300	<b>Phone:</b> (406) 752-6565	
214 Main Street	<b>Fax:</b> (406) 752-6582	
Kalispell, MT 59904-8300	<b>Email:</b> tdiaz@capnwmmt.org	
<b>Counties served:</b> SANDERS County	<b>Tentative allocation:</b> \$ 531,684.00	<b>Congressional districts served:</b> <u>CD</u>
FLATHEAD County	<b>Planned units:</b> 35	MT-00
LAKE County	<b>Type of organization:</b> Local agency	
LINCOLN County		
	<b>Source of labor:</b> Agency and Contractors	

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<b>Name:</b> Opportunities Incorporated	<b>Contact:</b> Karla Seaman	
	<b>UEI:</b> FKP5BYH8HEM9	
	<b>DUNS:</b>	
<b>Address:</b> P.O. Box 2289	<b>Phone:</b> (406) 761-0310	
905 First Avenue North	<b>Fax:</b> (406) 761-0363	
Great Falls, MT 59403-0000	<b>Email:</b> karlas@gfoppinc.org	
<b>Counties served:</b> TOOLE County	<b>Tentative allocation:</b> \$ 406,581.00	<b>Congressional districts served:</b> <u>CD</u>
PONDERA County	<b>Planned units:</b> 27	MT-00
CASCADE County	<b>Type of organization:</b> Local agency	
HILL County		
GLACIER County		
TETON County		
CHOUTEAU County		
	<b>Source of labor:</b> Agency	

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U.S. Department of Energy  
**WEATHERIZATION ASSISTANCE PROGRAM**  
**SUBGRANTEE INFORMATION**  
State: MT Grant Number: EE0009913 Program Year: 2024

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Name: **Rocky Mountain Development Council**

Contact: Lori Ladas  
UEI: WH8RKE4MXBM5  
DUNS:  
Phone: (406) 457-7377  
Fax: (406) 447-1629  
Email: lladas@rmdc.net

Address: 200 South Cruse Ave  
P.O. Box 1717  
Helena, MT 59624-0000

Counties served: JEFFERSON County  
BROADWATER County  
LEWIS AND CLARK Cour

Tentative allocation: \$ 218,928.00  
Planned units: 14  
Type of organization: Local agency  
Source of labor: Contractors

Congressional districts served:

CD  
MT-00

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**SERC Subgrantee(s)**

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Name: **District IX HRDC**

Contact: Heather Grenier

UEI: WTTZVC2S4FQ7

DUNS:

Address: 32 South Tracy

Phone: (406) 585-4891

Bozeman, MT 59715-0000

Fax: (406) 585-3538

Email: hgrenier@hrdc9.org

Counties GALLATIN County

Tentative allocation: \$ 230,000.00

Congressional

CD

served: MEAGHER County

Planned units: 6

districts served:

MT-00

PARK County

Type of organization: Local agency

Source of labor: Contractors

Remarks:

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**IV.1 Subgrantees**

<b>Subgrantee (City)</b>	<b>Planned Funds/Units</b>
Action for Eastern Montana (Glendive)	\$344,030.00 20
District IX HRDC (Bozeman)	\$344,031.00 22
District VI HRDC (Lewistown)	\$62,550.00 4
District VII HRDC (Billings)	\$531,684.00 34
District XI HRC (Missoula)	\$469,133.00 27
District XII HRC (Butte)	\$218,928.00 13
Northwest Montana Resource Council (Kalispell)	\$531,684.00 35
Opportunities Incorporated (Great Falls)	\$406,581.00 27
Rocky Mountain Development Council (Helena)	\$218,928.00 14
<b>Total:</b>	<b>\$3,127,549.00</b> <b>196</b>

**IV.2 WAP Production Schedule**

		Units
Weatherization Plans		
Total Units (excluding reweatherized)		196
Reweatherized Units		0
Planned SERC Units *		6
Average Unit Costs, Units subject to DOE Project Rules		
<b>VEHICLE &amp; EQUIPMENT AVERAGE COST PER DWELLING UNIT (DOE RULES)</b>		
A	Total Vehicles & Equipment (\$5,000 or more) Budget	\$0.00
B	Total Units Weatherized	196
C	Total Units Reweatherized	0
D	Total Dwelling Units to be Weatherized and Reweatherized (B + C)	196
E	Average Vehicles & Equipment Acquisition Cost per Unit (A divided by D)	\$0.00
<b>AVERAGE COST PER DWELLING UNIT (DOE RULES)</b>		
F	Total Funds for Program Operations	\$1,663,921.00
G	Total Dwelling Units to be Weatherized and Reweatherized (from line D)	196
H	Average Program Operations Costs per Unit (F divided by G)	\$8,489.39
I	Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J	Total Average Cost per Dwelling (H plus I)	\$8,489.39

**IV.3 Energy Savings**



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Method used to calculate savings: <input checked="" type="checkbox"/> WAP algorithm <input type="checkbox"/> Other (describe below)			
	Units	Savings Calculator (MBtus)	Energy Savings
This Year Estimate	196	29.3	5743
Prior Year Estimate	191	29.3	5596
Prior Year Actual	153	29.3	4483
<b>Method used to calculate savings description:</b>			

**IV.4 DOE-Funded Leveraging Activities**

The Grantee does not anticipate utilizing weatherization funds for leveraging.

**IV.5 Policy Advisory Council Members**

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

HRDC, District 7	Type of organization: Non-profit (not a financial institution) Contact Name: Anthony Mullen Phone: 4068692588 Email: <a href="mailto:tmullen@hrdc7.org">tmullen@hrdc7.org</a>
Montana Dept of Environmental Quality	Type of organization: Unit of State Government Contact Name: Sam Hall Phone: 4064444960 Email: <a href="mailto:sam.hall@mt.gov">sam.hall@mt.gov</a>
MSU-Weatherization Training Center	Type of organization: Other Contact Name: Aaron Mugaas Phone: 4065860004 Email: <a href="mailto:Aaron.mugaas@montana.edu">Aaron.mugaas@montana.edu</a>
NorthWestern Energy	Type of organization: Utility Contact Name: Pamela Hanson Phone: 4064973343 Email: <a href="mailto:pamela.hanson@northwestern.com">pamela.hanson@northwestern.com</a>
Opportunities Incorporated	Type of organization: Non-profit (not a financial institution) Contact Name: David Trapp Phone: 4062163055 Email: <a href="mailto:davidt@gfoppinc.org">davidt@gfoppinc.org</a>

**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
04/10/2024	Billings Gazette Bozeman Daily Chronicle Butte Standard Great Falls Tribune Independent Record

**IV.7 Miscellaneous**

Recipient Business Officer:  
Sara Loewen  
[sloewen@mt.gov](mailto:sloewen@mt.gov)  
(406) 447-4265

Recipient Principal Investigator:  
Marc Burr  
[marc.burr@mt.gov](mailto:marc.burr@mt.gov)  
(406) 439-1427

**IV.1 Subgrantees**

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Salish & Kootenai is unable to execute services this program year, For the program year 2024, Community Action Partnership of Northwest Montana (CAPNM) will provide services to the Salish & Kootenai service areas in Lake County this year. Salish & Kootenai is planning on providing services again in program year 2025.

II.8 Policy Advisory Members	Association Affiliation
Pamela Hanson	Northwestern Energy
David Trapp	Opportunities Incorporated
Tony Mullen	HRDC, District 7
Aaron Mugaas	MSU-Weatherization Training Center
Sam Hall	Montana Department of Environmental Quality

All members represent elderly, Native American and the handicapped as well as the low income population of Montana in their respective positions and daily duties. The PAC responds to Department requests concerning low income energy policy, the LIHEAP, LIHWAP, and Universal Systems Benefit (USB) programs as issues arise. The PAC committee members advocate for the low income, elderly, Native Americans and the handicapped as a daily course of business. Each of the members is busy with their respective duties and as such the PAC meets on an ad-hoc basis.

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

**V.1 Eligibility**

**V.1.1 Approach to Determining Client Eligibility**

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

Montana's Low Income Home Energy Assistance Program (LIHEAP) guidelines are used to determine eligibility for Weatherization. Household members applying for these programs must meet the following eligibility criteria:

1. income is at or below 200 percent of the poverty level or 60% of the median income whichever is higher;
2. all members of the household receive cash assistance payments under the Supplemental Nutritional Assistance Program (SNAP) or are eligible to receive SNAP;
3. all members of the household receive Title IV of the Social Security Act (Temporary Assistance for Needy Families) or Title XVI of the Social Security Act (Supplemental Security Income) or;
4. in accordance with applicable state or local law during the determination of eligibility for weatherization/fuel assistance.

Weatherization applications must re-certify every year. Income is calculated in accordance with 10 CFR 440.22(a) and with DOE's most current WPN related to income. Income eligibility is determined by the Low-Income Energy Assistance eligibility workers. Income guidelines are updated at the beginning of the "heating season", which is September for deliverable fuels and October for natural gas and electricity.

In order to ensure that no dwelling unit is weatherized without documentation that the unit is an eligible dwelling unit all households must complete an annual application for services. The link to the Low Income Home Energy Assistance (LIHEAP) Policy and Procedure manual is <http://dphhs.mt.gov/hcsd/energyassistance>.

Describe what household eligibility basis will be used in the Program

Applicants complete an application for Home energy assistance under the Low Income Home Energy Assistance Program (LIHEAP). Eligibility for weatherization and fuel (energy) assistance is based on household income and resources. To be eligible for LIHEAP, the household must make no more than 60 percent of estimated Montana state median income for 2024, if the household consists of nine (9) or fewer members or 150 percent of the 2023 federal poverty level for households with ten (10) or more members. If the household receives benefits from Supplemental Nutritional Assistance Program (SNAP), Supplemental Security Income (SSI), or the Temporary Assistance to Needy Families (TANF) program, the household may qualify automatically for weatherization and fuel assistance.

To be eligible for weatherization only assistance, the applicant must make no more than 200 percent of the 2024 federal poverty level. Both homeowners and renters may apply for these programs.

Resource limits also apply.

Applicants are required to recertify annually to have their weatherization eligibility documentation updated.

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

It is the responsibility of the applicant to provide Social Security Number, verification of citizenship, proof of lawful permanent residency (LPR), or qualified alien status. To verify Lawful Entry into the United States as a "Qualified Alien" the following documents are obtained:

Certificate of Naturalization (DHS Forms N550 or N570); Certification of U.S. Citizenship (DHS Forms N560 or N561); Certification of Birth Abroad of a U.S. Citizen (Form FS240 or FS545); U.S. Citizen Identification Card (Form I197); Alien Registration Receipt Card (Form I551); Arrival Departure Record (Form I94); Temporary Resident Card (Form I688); or other proof of Qualified Alien status as provided by the Department of Homeland Security. This verification must be requested and provided.

The social security number of each household member is electronically submitted to the social security administration for verification.

Individuals of households who refuse to submit social security numbers, proof of citizenship, proof of lawful permanent residency (LPR), or qualified alien status

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will be deemed ineligible members of the household.

An ineligible household member of legal age may apply for benefits on behalf of eligible household members.

In households consisting of eligible and ineligible household members, the income of all household members (eligible and ineligible) will be counted when determining eligibility. Only the eligible household members will be counted toward the total “number in the household” when counting the number of household members for benefit calculation purposes. However, the total number of combined eligible and ineligible members will be considered for weatherization purposes. All members of the household are counted for weatherization due to the ASHRAE requirements.

Marriage to a U.S. citizen has no effect on an ineligible member’s eligibility for weatherization. A person does not automatically become a lawful permanent resident or a U.S. citizen by marrying a U.S. citizen. The marriage has no effect on the person’s weatherization eligibility.

### V.1.2 Approach to Determining Building Eligibility

Procedures to determine that units weatherized have eligibility documentation

Households must be Low Income Home Energy Assistance Program (LIHEAP) eligible or “Weatherization Only” eligible to receive weatherization services. Dwellings must be on the priority list supplied by the Grantee, or the subgrantee must determine the weatherization priority.

Prioritization for weatherization services is based on energy burden (defined as energy cost/income) with special consideration for high residential energy users, or households comprised of elderly persons, or persons with disabilities, and families with children. Households with the same energy burden are prioritized by highest usage.

**INCOME TYPES:** Applicants must provide information related to the gross income of all members of the household for the month prior to the month of application.

Income eligibility is based on the household’s earned and unearned income in the month immediately preceding the month of application. Income is then annualized to estimate the household’s annual income.

Sources of earned and unearned income include, but are not limited to: • TANF (Includes Tribal) • SNAP/Food Stamps • Supplemental Security Income (SSI) • VA • Social Security • Self-Employment • Wages/Tips • Unemployment • Interest/Dividend Income • Child Support • Retirement Income/Pension/Annuity • Property Income • Alimony Payments • Worker’s Compensation • Section 8 Utility Payments • Educational Grants • Loans • Monetary Gifts • Odd Job Income • Tribal Income • Per Capita Payments • Other

A household which is otherwise LIHEAP eligible but does not meet the LIHEAP income eligibility may be eligible for “Weatherization Only” services. To be eligible, an otherwise “LIHEAP qualified” household whose income is no more than 200% of the Federal Poverty Level would be eligible for “Weatherization Only” services.

Tribal weatherization households must be determined eligible for the Tribal Low Income Home Energy Assistance Program (LIHEAP). Tribal Indian Households are defined in the Memorandum of Understanding (MOU) between the State of Montana and the Tribe as residing within the boundaries of the reservation. Indian households on the reservation may be eligible for weatherization through the Grantee.

Subgrantees that provide weatherization services for Tribal clients must use information provided by the Tribal Low Income Home Energy Assistance Program to determine the priority for weatherization services. Montana treats eligible tribal members the same as nontribal members.

Weatherization client files must include a priority number or reason for deviating from the priority list. The priority number is proof that the household is eligible for weatherization services.

The subgrantee is required to notify every household of their rights to a Fair Hearing.

**CIRCUMSTANCES UNDER WHICH FAIR HEARINGS ARE GRANTED** – Any claimant who is aggrieved by any action of the grantee is entitled to a Fair Hearing, including all rights to review and appeal provided by the Fair Hearing process.

Describe Reweathering compliance

A home is eligible for reweatherization services funded with DOE funds if fifteen (15) years have passed since the date of the previous weatherization completion.

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**Tracking:**

Weatherization dates for all funding sources are tracked using Montana's Computerized Energy Audit (CEA). Addresses for all weatherized units are maintained in Montana's CEA. The CEA calculates and displays the date the home is eligible for 'reweatherization'.

All Energy Auditors and weatherization workers are trained to do an address search for previously weatherized homes before scheduling the dwelling for weatherization. This ensures a subgrantee will only weatherize or reweatherize eligible dwellings.

Each reweatherized dwelling unit receives a new energy audit which takes into account any previous energy conservation improvements to the dwelling.

To qualify a unit for reweatherization, the household must reapply and be determined eligible for assistance. A new energy audit must be completed to determine which measures and materials should be installed based on current standards.

Describe what structures are eligible for weatherization

Subgrantees will perform weatherization services on single family, site built, manufactured, and four-unit dwellings where the occupants (owners or renters) have been determined eligible for the Low Income Home Energy Assistance Program (LIHEAP) and/or weatherization program.

Subgrantees may weatherize four-unit buildings from the weatherization priority list if not less than 50% of the dwellings in the building are eligible dwelling units. Each dwelling unit must be entered as a separate audit in the Computerized Energy Audit (CEA).

Subgrantees must receive permission from the Department of Energy to weatherize buildings larger than four (4) units.

Subgrantee Owned Dwellings: All subgrantee owned dwelling units to be weatherized require grantee oversight and pre-approval in order to ensure that no conflict of interest is present. The grantee will review eligibility and approve weatherization measures prior to work being done.

1. The grantee will review the LIHEAP application of tenants in agency owned dwellings to verify weatherization eligibility.
2. Once weatherization eligibility is confirmed, the grantee will review and approve the proposed weatherization measures. Documentation of approval will be provided via the pre-approval process already established in CDS Energy Audit. The pre-approval reason is "Agency Owned Dwelling".

Note: The tenants will not be subject to rent increases unless those increases are demonstrably related to matters other than the weatherization work performed.

Subgrantee may weatherize shelters or group homes. The number of dwellings that exist in a shelter or group home is based upon either eight hundred (800) square feet of the shelter/group home as a dwelling unit or each floor of the shelter/group home.

Subgrantees must determine eligibility for weatherizing the shelter or group home based upon the occupants at the time of application. Each occupant must complete an application for assistance, including the manager if the manager lives in the dwelling. Eligibility is based upon the application and verification provided by each occupant.

Weatherizing of shelters or group homes will be discussed with and approved by the DOE Project Officer prior to weatherization.

**Ineligible Homes**

The building structure is in such a state of failure or imminent failure and the conditions cannot be cost effectively resolved. Homes with building structure and roofing conditions that require more than an Incidental Repair Measure (IRM) or Health and Safety Minor Repair limit of \$500 are not eligible for weatherization. Monitor approval to exceed the \$500 Minor Repair limit may be granted. Approval is based on reasonable costs. Building rehabilitation is beyond the scope of the Weatherization Assistance Program.

The weatherization of nonstationary RV campers and trailers are not eligible for weatherization because of the mobility of the dwelling.

Properties greater than 50 years old are considered for Historic Preservation. Historic Preservation is defined as the act or process of applying measures necessary to sustain the existing form, integrity, and materials of a historic property. Prior to the expenditure of federal funds to alter any structure or site, the subgrantee is required to comply with Section 106 of the National Historic Preservation Act (NPA). Section 106 applies to historic properties or sites that are listed on or eligible for listing on the National Register of Historic Places.

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In order to fulfill the requirements of Section 106, the subgrantee must contact the State Historic Preservation Officer (SHPO) to coordinate the Section 106 review as set forth in 36 C.F.R. Part 800.

The SHPO agreement between the U.S. Department of Energy, the Montana Department of Public Health and Human Services and the Montana State Historic Preservation Office regarding WAP undertakings was extended to December 31, 2030. SHPO agreement is attached to the plan.

Programmatic Agreement do not cover work on Tribal land. As a result, any proposed work on Tribal land will require prior review and approval from DOE. The Historic Preservation Worksheet is to be used when work is planned on homes or buildings located on Tribal land that are forty-five (45) years or older.

Describe how Rental Units/Multifamily Buildings will be addressed

If at least fifty percent of the units in a duplex or a four-unit building are eligible for weatherization, and one of the units is prioritized high enough to be scheduled for service, all the units in the building, including units not eligible for weatherization, will be weatherized to avoid nonproductive costs.

No weatherization work will begin on a dwelling until the occupant and/or owner of the rental unit completes the DPHHS-EAP-013: Montana Weatherization Assistance Program(s) Access Agreement". Copies of the signed DPHHS-EAP-013 must be provided to the occupant and/or owner of the dwelling and the original signed copy must be maintained in the subgrantee's weatherization file. The DPHHS-EAP-013 form is intended to:

1. Grant permission to enter the dwelling and install weatherization measures.
2. Assure the primary beneficiary of the weatherization shall be the low income tenant or any successor tenant.
3. Inform the landlord that the amount of rent shall not be raised within five (5) years of the weatherization work because of any increase in value due to weatherization assistance. The amount of rent charged the tenant may, however, be raised to reflect matters other than the weatherization work performed.
4. Assure the landlord will not evict, terminate, or institute any court action for possession against any covered tenancy following the completion of work except in accordance with Montana law.
5. Ensure that no undue or excessive enhancement shall occur to the value of the dwelling unit.

**A SINGLE DWELLING UNIT WITHIN A MULTIFAMILY BUILDING:**

A single family unit within a multifamily building can only be weatherized in consultation with the Department of Energy's Project Officer in instances where the following conditions are met:

- The unit is self contained, without sharing an attic or basement with adjacent units, and has its own individual heating and cooling systems,
- The unit has been audited with a current, approved energy audit tool and protocol that is able to adequately address a single unit within a larger structure, and
- The scope of work is specific to allowable measures within the eligible unit(s).

**MULTIFAMILY**

**BUILDINGS OF FIVE OR MORE UNITS:**

In situations involving multifamily dwellings consisting of more than four units, Montana's Computerized Energy Audit and separate engineering analyses will be submitted to DOE and utilized to acquire DOE permission prior to initiating DOE funded weatherization work.

Agencies may weatherize multi-family dwelling units from the weatherization priority list if not less than 66% (50% for duplexes and four-unit buildings and certain eligible types of large multifamily buildings) of the dwellings in the building are eligible dwelling units.

Rental units may not be weatherized without first obtaining the written permission of the owner or authorized agent. The Weatherization Assistance Program Landlord Agreement (available from the Grantee upon request), includes provisions that rents will not be raised because of the increased value of the unit due solely to weatherization assistance, that tenants will not be evicted for the purpose of collecting higher rents, and that the present tenant or any successor tenant is the intended beneficiary of the agreement and shall have a right of enforcement. No undue or excessive enhancement to the value of the unit shall result through this program.

HUD assisted dwellings are treated the same as other multi-family units. The subgrantees follow the Grantee supplied priority list.

**Complaints and Administrative Relief:** Eligibility notices contain instructions on how to apply for an administrative review or a fair hearing. Administrative

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Rules of Montana (ARM) at 37.71.106 allow any person aggrieved by an adverse grantee action to request a fair hearing. ARM 37.71.602 adopts and incorporates by reference 10 CFR 440, the grantee's Weatherization Assistance Program (WAP) Policy Manual and National Renewable Energy Laboratory (NREL) Standard Work Specifications effective July 1, 2023.

Describe the deferral Process

The weatherization of a dwelling can be deferred (postponed until a later date) by the Subgrantee if providing weatherization services would pose a threat to the health and safety of the occupants, Subgrantee staff or contractors. Weatherization will be postponed until the conditions that pose a threat to health and safety have been resolved.

Household eligibility must be verified and current prior to weatherization proceeding, following a deferral.

Health and safety circumstances that justify the deferral of weatherization services include, but are not limited to:

- The occupant has a known health condition that prohibits the installation of insulation or other weatherization materials.
- The building structure or the mechanical systems within the dwelling, including electrical and plumbing, are in such a state of failure or imminent failure and the conditions cannot be cost effectively resolved. (Building integrity creates an inability to practically or effectively weatherize.)
- The dwelling has sewage or other sanitary problems that would further endanger occupants, Subgrantee staff or contractors if weatherization work was performed.
- The dwelling has been condemned or electrical, plumbing or other equipment has been condemned ('red-tagged') by local or state building officials or utilities.
- There are moisture problems in the dwelling that are so severe they cannot be cost-effectively resolved under existing health and safety measures or minor energy-related repairs. Minor repairs are allowed up to \$500 if the costs are going to exceed \$500 pre-approval is required.
- Dangerous conditions exist due to high carbon monoxide levels in combustion appliances within the dwelling which cannot be resolved under existing health and safety measures.
  - It is recommended that the Subgrantee address the high carbon monoxide levels or provide the client with information on how to address the issue.
  - If the Subgrantee identifies high carbon monoxide levels during the "end of the day CAZ depressurization and spillage test", the Subgrantee must address and resolve the high carbon monoxide issues.
- The occupant/owner is uncooperative, abusive or threatening to Subgrantee staff and/or contractors who must visit the dwelling to perform weatherization related measures or services.
- The extent and condition of lead-based paint, mold or asbestos located in the dwelling would potentially create further health and safety risks.
- In the judgment of the Grantee or weatherization Subgrantee, any condition exists which may endanger the health and or safety of the occupant, Subgrantee staff or contractor.
- Partial weatherization of a dwelling is not allowable. All measures identified in the audit as being cost effective must be able to be done. Client must agree to meeting ASHRAE 62.2 requirements.
- Unsafe secondary heating units, including space heaters, must be repaired, or removed and disposed of, or deferral is required. Secondary unvented space heaters are considered unsafe if they:
  - are not listed and labeled as meeting ANSI Z21.11.2;
  - have an input rating of more than 40,000 BTU/hour;
  - are in a bedroom and have an input rating of more than 10,000 BTU/hour;
  - are in a bathroom and have an input rating of more than 6,000 BTU/hour;
  - are operating in an unsafe manner (e.g., high carbon monoxide (CO) readings, too close to combustible materials, lack sufficient combustion air volume);
  - or are not permitted by the Authority Having Jurisdiction (AHJ).
- If the completed dwelling unit will be heated with an unvented combustion space heater as the primary heat source, deferral is required.
- If the primary heating system is unsafe, inoperable, or nonexistent following weatherization deferral is required
- If an occupant will not allow the removal of an unsafe combustion appliance from the home, deferral is required.
- Fireplace or woodstove venting that is left operational after weatherization must meet current local or national standards or the home must be deferred.

The reasons for the deferral of a weatherization project must be documented in the weatherization case file. The subgrantee must provide the occupant/owner with a copy of a completed DPHHS-EAP-020 Health and Safety Walk Away or Deferral Notice. This form lists the health and safety conditions that must be addressed by the occupant or owner prior to weatherization work beginning or continuing the dwelling. The form requests that the subgrantee be notified when these conditions have been corrected. A copy of this completed form is given to the occupant, a copy to the owner and a copy is retained in the weatherization case file.

Once the subgrantt has been notified that the reasons for deferral have been resolved the subgrantee must verify the household is still eligible (i.e., on the current priority list, LIHEAP eligible or weatherization only eligible.) before proceeding with the weatherization work.

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Any charges incurred on a deferred dwelling may be charged to the DOE grant, but the deferred dwelling will not be counted as a completion.

**Tracking Deferrals:**

Deferrals are tracked using the CDS Energy Audit, the weatherization priority list, and the Audit/Fuel Switch report. CDS Energy Audit is being enhanced to allow for documenting deferral remediation and the remediation method.

Sub-grantees send deferred households to other local funding sources such as USDA Rural Development "504 Grant or Loan Program" to address deferrals. Often local charities, places of worship, and volunteers are available to provide the needed assistance to alleviate the deferral.

The Weatherization Readiness Funds are tracked in each dwelling unit, by measure, repair, and associated costs. The percentage of Weatherization Readiness funds allocated to subgrantees is determined by the Weatherization Formula Grant allocation to Subgrantees using the multi-year demographic information from the American Community Survey. Monitoring will include a sample of units that received WRF as part of the minimum 5% QCI.

**Weatherization Readiness Assistance**

Subgrantees are "walking away" or "deferring" low-income weatherization assistance in residences because the dwelling is not "weatherization ready".

Regardless of the cause, deferrals create "sunk costs" – the cost of sending field staff out to evaluate a home that cannot ultimately be treated because the Program is unable to address the repairs of the building. DOE Weatherization readiness funding can be used to address issues that are stopping weatherization work.

Weatherization Readiness funds are distributed to subgrantees proportional to the ratio of its low-income residents relative to the population of low-income residents in the service area. All remediation of issues associated with weatherization readiness funds must be completed in the program year. Invoicing associated with weatherization readiness funds must be submitted no later than 30 days after the end of the program year. These funds are designated for use by Grantees in addressing structural and health and safety issues of homes that are currently in the queue to be weatherized, but at risk of deferral.

Since weatherization is the goal of the weatherization readiness assistance a dwelling must be currently eligible and on the current weatherization priority list. The homeowners or renters **must agree** to receive weatherization assistance once the weatherization-related barriers are removed. When DOE Readiness funds are used the unit must result in a DOE completion defined as, "A dwelling on which a DOE-approved energy audit or priority list has been applied and weatherization work has been completed." At least one DOE-funded energy conservation measure is a requirement. The completion must happen in the same program year. Subgrantees are not allowed to braid DOE Weatherization Readiness funded projects with DOE WAPBIL funds.

Addressing the issue that prevents the dwelling from receiving weatherization assistance and then not weatherizing the dwelling would conflict with the objective of the weatherization readiness assistance.

**Allowable costs will include, but not limited to:**

- Costs for work associated with remediation of issues that prevent the dwelling from being weatherized
  - Measures must correlate with an energy conservation measure.
    - The measure targeted for readiness funds must prevent weatherization energy conservation measures from being completed.
  - Average Cost per Unit is \$10,000
  - Costs that will exceed \$10,000 will need prior IHSB approval.
- All remediation of issues associated with weatherization readiness funds must be completed in PY24.
- Nature of repairs needed which prohibit weatherization. Where applicable, identify multiple repairs or remediation reasons for a single building. This is not an exhaustive list and Grantees may add repairs as needed. Roof repair , Wall repair (interior or exterior) , Ceiling repair , Floor repair , Foundation or subspace repair , Exterior drainage repairs (e.g., landscaping or gutters) , Plumbing repairs , Electrical repair , Clean-up or remediation beyond typical scope of WAP • Lead paint • Asbestos (confirmed or suspected, including vermiculite), mold and/or moisture
- Measures not listed under allowable readiness funding source can be reviewed on a case-by-case basis.
- Full roof replacement with approval from IHSB

**Unallowable costs will include, but not limited to:**

- Replacement of cook stove, refrigerator
- Sewer replacement

The agency must enter weatherization readiness expenditures in CDS Energy Audit. In addition, the "Data Tracking Sheet" must be uploaded in CDS Energy Audit under "Manage Documents" and maintained in the client file.



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**V.1.3 Definition of Children**

Definition of children (below age): **18**

**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.

There are seven Indian reservations in Montana. Weatherization services on the Flathead Reservation, Fort Belknap, Northern Cheyenne, Fort Peck, Rocky Boy's, Blackfeet and Crow Reservations will be provided by Human Resource Development Councils. Low Income Native Americans, who are enrolled tribal members, residing on the reservations will receive weatherization benefits equivalent to the assistance provided to other low income persons within Montana.

**V.2 Selection of Areas to Be Served**

Funds for the operation of Weatherization Assistance Programs will be allocated to Human Resource Development Councils (HRDC's) in the Governor's twelve (12) Planning Districts. The DOE funds are allocated to the subgrantees using multi-year demographics information from the American Community Survey.

The service areas of the Human Resource Development Councils (HRDC's) encompass the entire State of Montana. Each county within a subgrantee service area receives weatherization services proportional to the ratio of its low-income residents relative to the population of low-income residents in the service area.

For more details refer to attachment Subgrantee Selected Master File V2.

**V.3 Priorities**

Households must be on the priority list supplied by the grantee, or the subgrantee must determine the weatherization priority. In determining which eligible households will receive weatherization services and in what order, households in each of the governor's substate planning districts will be ranked according to priority based on the following:

1. The highest priority is given to households with the highest energy burden.
  - a. When calculating the energy burden of households containing any of the following the energy usage shall be multiplied by 1.25:
    - i. an elderly household member (age 60 or older);
    - ii. a disabled household member; or
    - iii. a household with a member who is a child under age 18.
2. Households with the same energy burden are prioritized by highest usage.
3. If the household has a primary space heat or primary water heat emergency, they may be moved to the top of the current priority list. The emergency must be documented in the client file.
4. High residential energy users may be moved to the top of the current priority list.

Subgrantees that provide weatherization services for Tribal clients must use information provided by the Tribal Low Income Home Energy Assistance Program to determine the priority for weatherization services.

Households can apply for summer weatherization-only services during the non-LIHEAP heating season (May 1 – September 30). These households will not be

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reflected on the grantee generated priority list, but the subgrantee can determine the weatherization priority using the factors described above.

Determine the household's energy usage priority by using the household's energy burden. If there is a household member who is age sixty (60) or older, disabled (determined under the federal Social Security Administration (SSA) Title II or Title XVI criteria) or a child under age eighteen (18), the energy usage is multiplied by 1.25. This gives a priority number preference to households that contain an elderly, a member with a disability or a child under age eighteen (18).

**Example:** A household with a member who has a disability has an annual energy consumption of \$2,500 with an annual income of \$12,000.

Annual Energy Consumption x 1.25 because of the household member with a disability= \$3,125

$\$2,500 \times 1.25 = \$3,125$

Annual Energy Consumption ÷ Annual Income = Energy Burden

$\$3,125 \div \$12,000 = .26$

Twenty-six percent (26%) is the household's energy burden. The household would receive the priority number just after the household with a twenty-seven percent (27%) energy burden.

The subgrantee then must compare the calculated priority number to the grantee generated priority list to determine when the household will be weatherized.

A household on the priority list will remain eligible for weatherization services until the new priority list is generated by the grantee. The subgrantee priority list is generated for eligible LIHEAP households' a couple times per program year. Households must be weatherized in order of priority. Subgrantees can move a household up on the priority list based upon an emergency, travel considerations (e.g., subgrantee's next weatherization project is out of town; another dwelling with a lower priority number in the same area would also be weatherized by the subgrantee during the program year; both dwellings can be weatherized by the subgrantee to save on travel costs).

Tribal subgrantees will prioritize households for weatherization services at the time of eligibility determination. Tribal subgrantees will prioritize eligible households based on energy burden (defined as energy cost/income) with special consideration for households comprised of elderly persons, or persons with disabilities, and families with children. Households with the same energy burden are prioritized by highest usage.

Montana does not give additional priority points for "high residential energy users" and "households with high energy burdens".

#### V.4 Climatic Conditions

An averaged Heating Degree Day and Cooling Degree Day data are downloaded from the National Centers for Environmental Information (NCEI) website at: <https://www.ncdc.noaa.gov/>. Currently, NCEI updates this information in June of years ending in one (1), like June 2011 and June 2021. When the information is updated, it is automatically downloaded and imported into interface tables in the database. At that time, a user with the IHSB Administrator role clicks the Update Climate Station Information button to make the data available for the CDS EA application.

HDD and CDD information entered on each individual computerized energy audit is used in the cost-effective calculations for that dwelling. The weatherization case file must contain the documentation for the use of the HDD and CDD information.

A spreadsheet that contains all the heating degree days (HDDs) and cooling degree days (CDDs) throughout the state of Montana is attached to the plan. This data is uploaded into CDS Energy Audit.

Climatic conditions vary considerably from region to region in Montana. The western portion of the State is mountainous. The eastern half of Montana consists of vast area of prairie, farm, and ranch land. Most communities in the State are situated in valleys and along river bottoms where the climate is somewhat more moderate. Annual precipitation ranges from eleven (11) inches in portions of Eastern Montana, to twenty-five (25) inches in the west and northwest.

#### V.5 Type of Weatherization Work to Be Done

##### V.5.1 Technical Guides and Materials

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The Montana Weatherization Policy Manual serves as a guide for weatherization policy and procedural requirements and can be viewed at:  
<http://dphhs.mt.gov/hcsd/energyassistance.aspx>.

Montana has adopted and incorporated the Standard Work Specifications (SWS) tool on the National Renewable Energy Laboratory (NREL) web site. The link to the NREL web site is: <https://sws.nrel.gov/>. Prior to adoption, the Montana Weatherization Technical Committee members comprised of representatives from the state weatherization monitoring staff, the Weatherization Training Center, subgrantee weatherization program managers, and weatherization workers undertook an extensive review of the SWS for Single Family Homes. The SWS review identified two (2) specifications for which Montana's installation procedures vary. The variances are outlined in the attached 2023 Quality Work Plan.

The WAP subgrantee contracts (Attached) require the subgrantee provide the assurances outlined in the Quality Work Plan (QWP). The assurances include the acknowledgement that all work funded by DOE will be accomplished as specified in the SWS; that all workers, including contractors have been advised of the requirements; and that any contract initiated for the completion of weatherization work will require the work comply with the SWS. The MT Weatherization Assistance Program subgrantee contract states all work is being performed in accordance with the DOE approved energy audit procedures and 10 CFR 440 Appendix A. The subgrantee acceptance and signature on the contract which provides the DOE funding to the subgrantee serves as proof of receipt of the SWS and the updated MT Weatherization Policy Manual. Excerpts from the subgrantee Department of Energy contract are:

**Section 2 Purpose:**

"The weatherization activities shall be done in accordance with the DOE approved energy audit procedures and 10 CFR, Part 440 Appendix A.

**Section 5 Services to be provided:**

"(C) The contractor shall: (5) ensure every home funded entirely or in part by the Department of Energy, will undergo a final inspection performed and signed off by a Building Performance Institute (BPI) certified Quality Control Inspector (QCI). Final Inspections will verify the weatherization job has been accomplished in a manner consistent with the SWS and the Montana Weatherization Policy and Procedures."

"(F) The contractor shall ensure that all persons and entities, including its employees and approved subcontractors that will provide services under this Task Order, have been advised of the SWS requirements; will complete weatherization work in accordance with the SWS; and have been appropriately trained, licensed, certified and credentialed as required by the Department of Energy and law. "

"(G) The contractor shall ensure any contract/agreement initiated by the subgrantee agency for the completion of weatherization work, must include the requirement that the worker(s) will complete weatherization installations in accordance with the SWS."

**Signature Page:**

Acceptance of and signature on the contract providing DOE PY2023 funding to the subgrantee agency, will serve as proof of receipt of the SWS and the updated Montana Weatherization Policy and Procedure guidance.

The Montana Weatherization Training Center has developed a user friendly Manufactured Homes field guide and a Single Family field guide. These field guides include the most common measures performed on manufactured housing and single family homes in the State of Montana as well as photographic guidance supporting those measures.

The Montana Field Guides (Single Family and Manufactured Home) have been approved by DOE along with two (2) variance requests that have been incorporated into the Field Guides. The Manufactured Home Guide was distributed at the Weatherization Roundtable and a supply of the Single Family Guide was sent to each subgrantee in July 2021. Both guides (Single Family and Manufactured Home) are available upon request from the Weatherization Training Center or the State of Montana.

SingleFamily: Single Family Field Guide was approved by DOE 7/26/2021 and will expire 7/26/2026.

Manufactured Housing: Manufactured Housing Field Guide was approved 7/26/2021 and expires 7/26/2026.

Montana isn't planning on developing a field guide for multifamily units with 5 units or more at this time. Historically, Montana has not weatherized multifamily units with 5 or more units. The subgrantees have been instructed to use the Standard Work Specification on the NREL site for multifamily units with 5 units or more as needed. DOE approval will be obtained before any multifamily units with 5 units or more are weatherized.

All Montana weatherization activities are categorically excluded from further National Environmental Policy Act (NEPA) review.

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Field guide types approval dates

Single-Family: 7/26/2021 Manufactured Housing: 7/26/2021 Multi-Family:
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**V.5.2 Energy Audit Procedures**

Audit Procedures and Dates Most Recently Approved by DOE

Audit Procedure: Single-Family Audit Name: CDS (Montana) Approval Date:
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Audit Procedure: Manufactured Housing Audit Name: Other (specify) <table border="1"><tr><td>Montana Computerized Energy Audit was approved on March 23, 2016. In accordance with WPN 19-4 the Montana submitted the request to DOE for reapproval of the Montana's Energy Audit on September 10, 2020. Approval was not granted.</td></tr></table> Approval Date:	Montana Computerized Energy Audit was approved on March 23, 2016. In accordance with WPN 19-4 the Montana submitted the request to DOE for reapproval of the Montana's Energy Audit on September 10, 2020. Approval was not granted.
Montana Computerized Energy Audit was approved on March 23, 2016. In accordance with WPN 19-4 the Montana submitted the request to DOE for reapproval of the Montana's Energy Audit on September 10, 2020. Approval was not granted.	

Audit Procedure: Multi-Family Audit Name: Approval Date:
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Comments

Montana is working on implementing WxPro.  Montana hasn't weatherized multi-family dwellings over four units, due to the current Montana Computerized Energy Audit. An estimated 3% of the dwellings weatherized are multi-family units composed of two to four units.
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**V.5.3 Final Inspection**

<p>Every home reported to DOE as a "completed unit" will receive a final inspection performed by a BPI- certified Quality Control Inspector to ensure that all work meets the specifications outlined in the SWS.</p> <p>The Quality Control Inspector will certify the unit has received a final inspection and that all work meets the SWS by signing the final inspection form. The final inspection form must be included in the client file.</p> <p>The final inspection must include review and assessment of the original audit to confirm the measures performed were those appropriate for the home and were completed in accordance with the Montana Energy Audit protocols.</p> <p>Montana subgrantees will utilize a combination of methods to ensure each completed unit funded by DOE receives a final inspection performed by an independent BPI certified QCI. The larger subgrantees across Montana have one or more individuals who have been certified by BPI as Quality Control Inspectors (QCI's).</p> <p>For the smaller subgrantees whose weatherization program consists of one or two individuals the subgrantee may contract with another subgrantee or an independent quality control inspector for the performance of the final inspections. This will allow these subgrantees to ensure the final inspection has been performed by an independent QCI. Montana has two final inspection forms one for stick-built homes and one for manufactured homes, both the final inspection forms are an attachment to the plan.</p> <p><u>Unit Inspections During Grantee Monitoring of Sub-Grantee Agencies</u></p>
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The minimum number of homes upon which BPI-certified QCI Field Monitors will perform final inspections will be either 5 or 10 percent of the homes reported as DOE completions. As described above, the agency's ability to perform independent final inspections using a BPI-certified QCI will vary.

The CDS Energy Audit (EA) system will track the individual who performed the final inspection and whether the inspection was performed by an independent BPI-certified QCI. The Auditor who performed the audit is currently recorded in the Energy Audit (EA) system. Tracking the QCI in the CDS Energy Audit will enable Field Monitor to determine whether an independent final inspection was conducted. Having this data available in the EA system will also assist the monitors when planning the monitoring visit.

**Findings, Repeat Findings, Corrective Actions and/or Deficiencies for Failure to comply with Weatherization Program Requirements**

Based on routine State monitoring, reviews, or investigations related to specific complaints or allegations, the Field Monitor may determine that an agency has failed to comply with the terms of an agreement, the State plan, or to meet a Weatherization Program requirement. The Field Monitor's determination may be based on the agency's failure to follow policy or regulation that requires an action to correct. The Field Monitor will document the basis for such determination and the specific findings, repeat findings, corrective actions and/or deficiencies that must be corrected.

**Communication of Findings, Repeat Findings, Corrective Actions and/or Deficiencies**

When a Field Monitor has determined that an agency has a specific finding, repeat finding, corrective action and/or deficiency, the Field Monitor must communicate the finding, repeat finding, corrective action and/or deficiency to the agency and require the agency to correct the finding, repeat finding, corrective action and/or deficiency. To establish compliance with the requirements of the Weatherization Program, records of correspondence or other communications related to a finding, repeat finding, corrective action and/or deficiency are maintained.

**Training and Technical Assistance**

The Field Monitor will offer training and technical assistance, if appropriate, to help an agency address recommendations and/or correct identified findings, repeat findings, corrective actions and/or deficiencies to meet Weatherization Program requirements. Training and technical assistance may be offered concurrently with the notification of a recommendation, finding, repeat finding, corrective action or deficiency and should focus on the specific issues of the agency to the extent possible.

The Field Monitor may determine that training and technical assistance are not appropriate. The Field Monitor will document reasons that training and technical assistance are not appropriate. Some examples of situations in which a Field Monitor may determine that training and technical assistance are not appropriate may include, but are not limited, to the following:

1. A finding, repeat finding, corrective action or deficiency for which the agency has the expertise and skills available within the organization to correct without assistance;
2. A finding, repeat finding, corrective action, or deficiency for which a Field Monitor has previously provided training and technical assistance;
3. Multiple, widespread, findings, repeat findings, corrective actions and/or serious deficiencies that cannot feasibly be addressed through training and technical assistance;
4. A finding, repeat finding, corrective action or deficiency that involves evidence of fraud, waste and abuse of funds, or other evidence of criminal wrongdoing.
5. Repeated failure of a Quality Control Inspector to adequately inspect weatherization jobs using the approved DOE field guide.

**Quality Improvement Plan**

If the monitoring process results in the identification of repeat findings, corrective actions, or deficiencies, a Quality Improvement Plan (QIP) including appropriate metrics and timeline for required action may be requested from the agency. The IHSB staff will consider the seriousness of the identified issue(s) and may exercise discretion on whether a Quality Improvement Plan is appropriate or necessary. Examples include, but are not limited to the following:

- A repeat finding, corrective action or deficiency that has not been resolved within a reasonable timeframe;
- Failure of a Quality Control Inspector to adequately inspect weatherization jobs using the approved DOE field guide;
- Failure of the agency to sufficiently monitor sub-recipients
- A deficiency involving waste or abuse

The agency will have 60 days after the request to develop and submit their Quality Improvement Plan. The QIP should list actions that will be taken to correct the identified issue(s), staff responsible, and the amount of time required to reasonably implement the actions or resolve the issue(s).

The submitted Quality Improvement Plan will be reviewed by IHSB monitoring staff to ensure that it addresses appropriate actions to remedy or resolve the identified issue(s). A decision on whether the plan is approved or not will be issued within 14 days. This notification will specify the specific reason why the

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plan was not approved as well as the information and actions necessary for acceptance. Discretion will be exercised based on specific circumstances.

Agencies engaged in a Quality Improvement Plan will be identified as medium or high risk for the duration of the plan.

Should the agency not comply with or work through the Quality Improvement Plan, additional actions may be taken which could include:

- Additional desk or on-site monitoring as well as increased depth of monitoring
- Final notice for demonstrating improvement and metrics defined with timeframe
- De-certification from performing Final Inspections, Remedial training, written reprimand, and on the job training/oversite by a qualified QCI until such time as the disqualified QCI can demonstrate proficiency and be recertified (retake QCI Certification).
- Notification to BPI, employer and/or other impacted parties (Sub-grantee, State and/or Contractor) that despite remedial training efforts and repeated warnings, QCI has failed to perform and will be prohibited from performing any Final Inspections within the state's current Weatherization program for the remainder or the grant period or 1 year whichever is less or permanently depending upon circumstances.

The status of a subgrantee can improve, or decline based on how the agency complies with repeat findings, deficiencies and a corrective action plan. Once repeat findings, deficiencies or a corrective action plan has been resolved the agency's status can be restored.

**Please see the document attached to the plan called Quality Improvement Sequence.**

#### V.6 Weatherization Analysis of Effectiveness

Analysis of subgrantee weatherization productivity and effectiveness is conducted using a combination of the following methods:

- Annual monitoring of all subgrantees.
  - Monitors for the state which possess BPI certification as quality control inspectors (QCI) perform inspection of up to 10% of DOE completions.
  - The monitoring process is designed to ensure production goals are effectively reached and training and technical assistance activities are appropriately designed and delivered.
  - The monitoring of the subgrantees is the principal method by which areas of potential improvement are identified.
  - All required recommendations, findings, repeat findings, corrective actions, and serious deficiencies for improvement are discussed with the subgrantee on site, during the exit interview with the subgrantee director and in writing as part of the monitoring report.
- Monthly desk reviews of subgrantee weatherization status reports to ensure subgrantee production and expenditures are on schedule and within budget;
- Annual survey of subgrantees to assess training and technical assistance activities and ensure training and technical assistance needs are addressed; and
- Ongoing energy savings evaluations to assess the effectiveness of energy conservation measures, energy audit calculations and procedures, and training and technical assistance activities.
- The Grantee incorporates monitoring feedback during the periodic Weatherization Roundtable meetings and in the written subgrantee monitoring reports.

Montana has a Weatherization Desk Monitoring report that is used to compare energy savings, blower door CFM reductions, and weatherization measures Subgrantee to Subgrantee and Subgrantee to state wide data.

One management mechanism that is being implemented to affect improvement is to track weatherization expenditures and completions quarterly. Subgrantees will be required to spend 40% of the funds at 50% of the contract period and 70% of the funds at 75% of the contract period. Subgrantees who are not spending the funds and submitting completions timely may need to submit reasonable justification or the funds may be reallocated.

#### V.7 Health and Safety

Montana will budget 20 percent of DOE funds for health and safety measures.

Health and safety funds represented in this application are earmarked to eliminate Health and Safety hazards deemed necessary to effectively perform weatherization work, or when necessary, because of weatherization activities.

- Dwelling Unit Ventilation – Including ASHRAE 62.2.2016
- Local Ventilation – (Bath fans/Rangehoods)
- Dry Venting

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- Earthquake Straps
- Asbestos Pipe/Duct Wrap Encapsulation (TSI only)
- Combustion Range/Oven Tune-ups
- Smoke Detectors
- Pressure relief valves
- Replace Broken Glass
- Fire barrier
- Lead Safety Measures
- Asbestos sampling
- End of Day Worst Case Combustion Appliance Zone Testing
- Repair of Secondary Heat Source
- Furnace Replacement (The furnace may be considered for H&S replacement only after it is determined that the measure is not cost-effective by the energy audit and there is a documentable imminent threat to health or safety (example, cracked heat exchanger).)
- Water Heater Replacement

In addition to the items above, Montana also includes the following Health and Safety “minor repair” items in the per-unit average H&S percentage calculation. These H&S minor repair items are restricted to a \$500 limit (in aggregate) without seeking state preapproval.

- Electrical System minor repair
- Plumbing minor repair
- Pests minor repair (when it prevents weatherization)
- Injury Prevention (stairs/handrailing) minor repair
- Moisture Related (barrier/gutters minor repair
- Stand Alone Electric Space Heaters minor repair
- Biologicals and Unsanitary minor repair (sewage)
- Building Structure and Roofing minor repair (Roof, door and window repairs when resolving bulk water intrusion with visible biological growth per WPN 19-5)
- Fuel Leaks minor repair
- Hazardous Materials – Removal

When a heating system replacement can be cost-justified, in the DOE approved Energy Audit, the replacement **must** be treated as an ECM. The furnace may be considered for H&S replacement only after it is determined that the measure is not cost-effective by the energy audit and there is a documentable imminent threat to health or safety (example, cracked heat exchanger). The measure may be considered for H&S replacement only after it is determined that the measure is not cost-effective by the energy audit.

All other combustion appliances will be replaced with other funding as Montana’s Computerized Energy Audit is not set up to cost-justify other combustion appliances. Updating Montana’s Computerized Energy Audit is not an option at this time.

Any funds earmarked for energy related health and safety measures not utilized for that purpose shall be transferred to the “program operation” budget category and utilized to install cost effective energy conservation measures and increase the number of homes weatherized. It is important that sub-grantees be aware of potential hazards associated with the weatherization process. Health and safety standards followed by the Montana Weatherization Assistance Program are contained in the Standard Work Specifications (SWS), the Site Built and Manufactured Homes Field Guides and in the Weatherization Policy Manual.

The contracts the state has with the local weatherization offices have a Health and Safety line item that caps the amount each agency can spend in Health and Safety.

The Weatherization Health and Safety Plan is included as a separate attachment to the SF-424 in PAGE.

## V.8 Program Management

### V.8.1 Overview and Organization

DOE's Weatherization Assistance Program for Montana is situated in the Energy and Community Assistance Section of the Intergovernmental Human Services Bureau (IHSB) which is part of the Human and Community Services Division (HCSD). (The HCSD IHSB Organizational Chart is attached.) The Human and Community Services Division is one of nine divisions within the Montana Department of Public Health and Human Services. Program activities within the Human and Community Services Division include public assistance, Medicaid eligibility, employment and training, Supplemental Nutritional Assistance Program (SNAP), emergency solutions, commodities distribution, energy assistance and weatherization assistance.

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The Intergovernmental Human Services Bureau consists of the Food Distribution Section; the Energy and Community Assistance Section; and the AmeriCorps Volunteers In Service to America (VISTA). Food Distribution Section programs include Food Distribution on Indian Reservations, Nutrition for the Elderly, Emergency Food Assistance, and Charitable Institutions. In addition to the Weatherization Assistance Program the Energy and Community Assistance Section's responsibilities include the Community Services Block Grant Program, the Low Income Home Energy Assistance Program, Low Income Home Water Assistance Program, Housing Opportunities for People With Aids (HOPWA), Emergency Rental Assistance -Housing Stability Services, and Emergency Solutions Grants Program. Weatherization activities are provided in Montana's single congressional districts.

### V.8.2 Administrative Expenditure Limits

The grantee shall use no more than seven and a half (7.5) percent of U.S. Department of Energy funds for administrative purposes. To effectively implement administrative requirements established by DOE, subgrantees receiving less than \$350,000 of DOE funds will be provided up to an additional five (5) percent of their sub-grants for grant administration.

### V.8.3 Monitoring Activities

Montana will comply with WPN 20-4 or the most current version thereof.

Two (2) Field Monitors are responsible for subgrantee compliance with U.S. Department of Energy and State of Montana rules and regulations. The Field Monitors are programmatic, administrative, financial and technical monitors. These monitors are paid out of the Grantee Training and Technical Assistance budget category. Two additional monitors are primarily responsible for monitoring LIHEAP compliance which includes weatherization eligibility.

One of the grantee monitors is an experienced weatherization professional. This grantee monitor is a certified renovator and a certified BPI Quality Control Inspector.

In addition, there is one (1) individual who monitors the Montana Weatherization Training Center.

The intent of monitoring is to identify training and technical assistance needs; assure that measures contained in Montana's Computerized Energy Audit reflect the State's housing stock, and climate; and assure that programs are in full compliance with applicable rules. This in turn, contributes to the grantee and subgrantee's ability to provide effective and timely weatherization assistance to eligible households in Montana.

Monthly desk monitoring is an important component of quality control in Montana. Desk monitoring will include routine analysis of the computerized energy audits, energy audit summary reports and Quarterly Energy Conservation Programs Status Reports. Information contained in these reports will enable the grantee to ensure the statewide average cost per home does not exceed U.S. Department of Energy funding source limits.

A minimum of one (1) onsite or remote (as allowed) review of each subgrantee is conducted during the program year (see the monitoring schedule contained at the bottom of this section). Additional field reviews may be conducted to address potential problems and ensure compliance with required corrective actions. Monitoring will also address subgrantee program administration and production. The review of program administration will cover financial management, personnel management, property management, inventory control, record keeping, client file documentation, labor and materials procurement, and reporting and compliance documentation.

At a minimum, the Field Monitor, Fiscal Officer, Program Manager, and Bureau Chief review the annual audits for the nine (9) subgrantees. Any audit recommendations, findings, repeat findings, corrective actions and/serious deficiencies are reviewed and discussed to determine the appropriate action (e.g. additional monitoring of specific areas, additional internal controls needed, etc.).

The monitoring process allows selection of weatherization jobs for audits based on the measures being performed, the cost of the audit, whether higher than average or perhaps lower which could indicate missed opportunities. A report containing information about the subgrantee weatherization jobs provides detail on the percentage of homes receiving measures and how that compares with the subgrantee performance the previous year as well as comparisons to statewide performance.

Once weatherization jobs have been selected for monitoring the state monitor requests copies of the subgrantee paper files to supplement the information contained in the Computerized Energy Audit system. The paper files must include those items listed in the weatherization Client File Checklist which includes work orders and invoices/tracking for the weatherization work. Sample timesheets and fiscal files are pulled to verify charges. Updates to verify whether subgrantee weatherization staff are receiving training required to meet their JTA is requested.



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The review covers energy audit procedures, quality of workmanship and adherence to Standard Work Specifications (SWS), compliance with ASHRAE 62.2.2016, verification that final home inspection was conducted by a BPI-certified Quality Control Inspector (QCI), review of program support expenditures, production goals, compliance with State and Federal material standards, monitoring of procurement for labor and materials by subgrantees, and monitoring of the accuracy of subgrantee pre- and post-work inspections.

The Montana Weatherization Monitoring tool (attached to the plan) is used during the annual onsite or remote reviews.

Each on-site or remote monitoring review consists of the following elements:

1. Telephone contact is made with the subgrantee director.
2. A letter of confirmation is sent informing the subgrantee of arrival and departure times or video conference details is provided.
3. An entry in-person conference or video conference is held informing subgrantee staff of the scope of the review.
4. The Field Monitor will verify BPI Quality Control Inspector(s) credentials before or during the annual onsite or remote monitoring visit.

All BPI Quality Control Inspectors are entered into CDS Energy Audit along with the date the inspector's credentials expire. The QCI must sign off on any DOE funded completion. The Energy Audit system will not allow a QCI to sign off on a completion if the BPI QCI's credentials have expired. In addition, the BPI QCI's Credentials will be validated by:

1. Searching [http://www.bpi.org/individual\\_locator.aspx](http://www.bpi.org/individual_locator.aspx) for certified Home Energy Professionals by name or state.
2. Obtaining a copy of the BPI QCI certificates from the Weatherization Training Center or
3. Obtaining a copy of the BPI QCI certificates while onsite monitoring
  1. Request a copy of the BPI QCI certificates during remote monitoring.
4. Referencing the Training Spreadsheet maintained by the Grantee.

The Grantee requires that all weatherization subgrantees have staff or contractors who are BPI QCI certified to perform all final DOE inspections.

5. The Field Monitor will verify Renovation, Repair and Painting certifications before or during the annual onsite or remote monitoring visit. The Training spreadsheet tracks the weatherization workers who need to recertify their Certified Renovator credentials.
6. The Field Monitor will verify OSHA 10 certifications before or during the annual onsite or remote monitoring visit. The Training spreadsheet tracks the weatherization workers who need OSHA 10 training.
7. The following will be reviewed during the onsite or remote monitoring visit to ensure the subgrantee is performing quality control inspections in an impartial and complete manner during the annual onsite or remote monitoring visit. The Grantee requires that all weatherization subgrantees have staff or contractors who are BPI certified QCI to perform all final DOE inspections.
  - Describe the individuals performing the quality control inspections
    - If the individuals are independent QCI?
      - The QCI is an individual that is not involved in the prior work on the home either as the auditor as a member of the crew. The Grantee or an DOE approved representative (for example, a certified QCI employed by a third-party)
      - A Field Monitor who is a BPI certified QCI or BPI certified QCI employed by a third-party will review at least five percent (5%) of all completed Department of Energy (DOE) Units.
      - The QCI will be tracked on each audit via the CDS Energy Audit.
    - If the individual audits the home:
      - The auditor performs the audit, creates the work order, and performs the final quality control inspection. The auditor is not involved in any of the actual work on the home.
      - This model does not allow for an independent review of the audit on every home, a Field Monitor who is a BPI certified QCI or a BPI certified QCI employed by a third-party must inspect at least ten percent (10%) of all completed Department of Energy (DOE) Units.
      - The Field Monitor will ensure the individual who is functioning as both the auditor and the QCI is able to consistently perform both tasks.
      - The QCI will be tracked on each audit via the CDS Energy Audit.
    - If the individual worked on the crew:
      - The quality control inspection was not performed in an impartial and complete manner.
      - The Field Monitor will implement disciplinary action.
      - The QCI will be tracked on each audit via the CDS Energy Audit.
      - The Field Monitor or a BPI certified QCI employed by a third-party will perform the QCI inspections including diagnostic testing.
      - All dwellings monitored by the Grantee will have two quality control inspection forms in the client file one for each quality control inspection.
8. Determine if the subgrantee installed all weatherization measures using the approved Standards Work Specifications via a client file review, work order review and inspection of the dwelling.

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9. Every DOE WAP client file has a final inspection (completed by a QCI) that certifies that the unit had a final inspection and that all work met the required standards.
10. All the weatherization measures, including Health and Safety, called for in the work order were appropriate and were in accordance with the CDS Energy Audit.
11. Monitors will monitor in progress work to ensure safe work practices are being followed.
12. Subgrantee financial management, personnel management, inventory control, property management, procurement, and compliance documentation will be reviewed. This section of the monitoring includes a review of fiscal expenditures, items procured, travel claims and timesheets.
13. An exit interview will be held to inform subgrantee staff of recommendations, findings, repeat findings, corrective actions and serious deficiencies.
14. If any Health and Safety issues are found during the onsite or remote visit that places the occupants in danger, the subgrantee is directed to resolve the issue immediately.
15. A written monitoring report will be prepared outlining recommendations, findings, repeat findings, corrective actions and serious deficiencies.
16. Copies of the monitoring report will be sent, within 30 days of the onsite or remote visit, to the subgrantee.
17. All recommendations, findings, repeat findings and corrective actions are tracked by the Field Monitor until final resolution.
18. Recommendations, findings, repeat findings, corrective actions, and serious deficiencies are detailed on the Montana Weatherization Monitoring tool for cumulative and long-term analysis.

**Recommendations** are based on best practices. Best practices are the working standards that provide the most effective or best course of action in a given situation.

#### **Corrective Actions for Failure to comply with Weatherization Program Requirements**

Based on routine State monitoring, reviews, or investigations related to specific complaints or allegations, the Field Monitor may determine that an agency has failed to comply with the terms of an agreement or a State plan, or to meet a Weatherization Program requirement. The Field Monitor's determination may be based on the subgrantee's failure to provide services, or to meet appropriate standards, goals, and other requirements established by the State, including Quality Control Inspections. The Field Monitor will document the basis for such determination and the specific finding, repeat finding, corrective action, or deficiency that must be corrected.

#### **Communication of Findings, Repeat Findings, Corrective Action Requirements and Deficiencies**

When a Field Monitor has determined that an subgrantee has a specific finding, repeat finding, corrective action, or deficiency, the Field Monitor must communicate the finding, repeat finding, corrective action or deficiency to the subgrantee and require the subgrantee to correct. To establish compliance with the requirements of the Weatherization Program, records of correspondence or other communications related to a finding, repeat finding, corrective action or deficiency are maintained.

#### **Corrective Action Plan**

If the Field Monitor determines that a subgrantee needs to develop and implement a corrective action plan, the Field Monitor will allow the subgrantee to develop and implement their plan within 60 days after being informed of a repeat finding, or corrective action requirements. The corrective action plan should identify actions that will be taken to correct the repeat finding or corrective action requirements within a reasonable period as determined by the Field Monitor. The Field Monitor will review the corrective action plan and issue a decision on whether the plan is approved as quickly as possible. If the Field Monitor does not accept the plan, the Field Monitor must specify the reasons why the proposed plan cannot be approved. The Field Monitor may exercise discretion based on the specific circumstances. The Field Monitor will increase the frequency and depth of monitoring.

#### **Serious Deficiency**

The Field Monitor will consider the seriousness of the deficiency and the time reasonably required to correct the deficiency. Examples of Serious Deficiencies may include, but are not limited to the following:

- A recommendation will not be considered a deficiency.

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- A deficiency for which a subgrantee has previously instituted a corrective action plan and has repeated findings;
- A deficiency that involves evidence of fraudulent reporting or use of funds, or other evidence of criminal wrongdoing and therefore presents a risk requiring immediate action.

**Training and Technical Assistance to Correct Deficiencies**

The State of Montana will ensure that weatherization activities are performed by properly trained workers who have received comprehensive training that is aligned with DOE's Job Task Analysis (JTA's).

The Field Monitor will offer training and technical assistance, if appropriate, to help a subgrantee correct identified findings, repeat findings, corrective actions or deficiencies. Technical assistance may be offered concurrently with the notification of a finding, repeat finding, corrective action or deficiency and should focus on the specific issues of the subgrantee to the extent possible.

The grantee monitor may determine that training and technical assistance are not appropriate. The Field Monitor will document reasons that training and technical assistance are not appropriate may include, but are not limited, to the following:

1. A finding, repeat finding, corrective action or deficiency for which the subgrantee has the expertise and skills available within the organization to make correct without assistance.
2. A finding, repeat finding, corrective action or deficiency for which a Field Monitor has previously provided training and technical assistance.
3. Multiple, widespread, findings, repeat findings, corrective actions and/or serious deficiencies that cannot feasibly be addressed through training and technical assistance.
4. A finding, repeat finding, corrective action or deficiency that involves evidence of fraud, waste and abuse of funds, or other evidence of criminal wrongdoing.
5. Repeated failure of a Quality Control Inspector or adequately inspect weatherization jobs using the DOE approved field guide.

**Quality Improvement Plan**

The Field Monitor will consider the seriousness of the finding, repeat finding, corrective action or deficiency and the amount of time required to reasonably resolve.

Examples of instances in which a Field Monitor may exercise discretion on whether a corrective action plan is appropriate or necessary may include, but are not limited to the following:

- A finding, repeat finding, corrective action or deficiency that has not been resolved.
- Failure of a Quality Control Inspector to adequately inspect weatherization jobs using the DOE approved field guide.
- A finding, repeat finding, corrective action or deficiency that involves evidence of fraud waste and abuse of funds, or other evidence of criminal wrongdoing.

If the Field Monitor determines that a agency needs to develop and implement a corrective action plan, the Field Monitor will allow the subgrantee to develop and implement their plan within 60 days after being informed of a repeat finding, corrective action requirements or deficiency. The corrective action plan should identify actions that will be taken to correct the repeat finding, corrective action requirements or deficiency within a reasonable period of time as determined by the Field Monitor which may include:

Notification of increase in frequency and depth of monitoring.

- Final notice for demonstrating improvement and metrics defined with timeframe.
- De-certification from performing Final Inspections, Remedial training, written reprimand, and on the job training/oversite by a qualified QCI until such time as the disqualified QCI can demonstrate proficiency and be recertified (retake QCI Certification).
- Notification to BPI, employer and/or other impacted parties (Sub-grantee, State and/or Contractor) that despite remedial training efforts and repeated warnings, QCI has failed to perform with will be prohibited from performing any final inspections within the state's current Weatherization program for the remainder of the grant period or one (1) year, whichever is less; or permanently depending on the circumstances.

The Field Monitor will review the corrective action plan and issue a decision on whether the plan is approved as quickly as possible. If the Field Monitor does not accept the plan, the Field Monitor must specify the reasons why the proposed plan cannot be approved. The Field Monitor may exercise discretion based on the specific circumstances.

The status of a subgrantee can improve, or decline based on how the subgrantee complies with repeat findings, deficiencies and corrective action plan requirements. Once repeat findings, deficiencies or a corrective action plan has been resolved the subgrantee's status can be restored.

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**Quality Improvement Sequence:**

1. Recommendation: Training and Technical Assistance; and Best Practices. A recommendation is not considered a deficiency.
2. Finding: Required Action; Training and Technical Assistance and Go-backs
3. Repeat Finding: Training and Technical Assistance; Required Action; Corrective Action Plan; and Increase in frequency and depth of monitoring
4. Corrective Action Plan: Training and Technical Assistance; Required Action; Corrective Action Plan; Increase in frequency and depth of monitoring; Metrics defined with timeframe; and Final notice for demonstrating improvement
5. Serious Deficiency: Funding Reduction; Contract Termination; and Notify subgrantee of failure to perform

Percentage of ADMIN and/or T&TA is budgeted for MONITORING ACTIVITIES:

66% T&TA Funds

34 % ADMIN Funds

**2024-2025 Technical, Programmatic, and Administrative Tentative Monitoring Schedule:**

Action for Eastern Montana	May 25
District IV HRDC	May 25
Opportunities Inc	September 25
District 6 HRDC	June 25
District VII HRDC	July 25
Rocky Mountain Development Council	June 25
District IX HRDC	August 25
Community Action Partnership Northwest Montana	April 25
District XI HRDC	August 25
Action, Inc.	September 25

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**V.8.4 Training and Technical Assistance Approach and Activities**

Training and technical assistance funds will be used by the grantee and subgrantees to maintain and improve the overall efficiency, quality and effectiveness of the Weatherization Program at all levels. Activities are designed to increase energy savings, ensure the safety of clients and workers, minimize production costs, improve program management, improve crew/contractor quality of work, and reduce the potential for waste, fraud, abuse, and mismanagement. The training and technical assistance needs of subgrantees are assessed annually and during periodic weatherization round tables; onsite or remote monitoring visits; and desk reviews of subgrantees.

**QCI Certification:**

Workforce credentials are tracked using the computerized energy audit and the Weatherization Training Center. All BPI Quality Control Inspectors are entered into CDS Energy Audit along with the date their credentials expire. The QCI must sign off on any DOE funded completion. The Energy Audit system will not allow a QCI to sign off on a completion if the BPI QCI credentials have expired. In addition, the BPI QCI Credentials will be validated by:

1. Searching [http://www.bpi.org/individual\\_locator.aspx](http://www.bpi.org/individual_locator.aspx) for certified Home Energy Professionals by name or state.
2. Obtaining a copy of the BPI QCI certificates from the Weatherization Training Center.
3. Obtaining a copy of the BPI QCI certificates while onsite monitoring.
  1. Request a copy of the BPI QCI certificates during remote monitoring.
4. Referencing the Training Spreadsheet maintained by the Grantee.

The Grantee requires that all weatherization subgrantees have staff or contractors who are BPI QCI certified to perform all final DOE inspections.

All training and technical assistance activities are evaluated by the grantee and trainees to assure that training and technical assistance funds are being expended efficiently and effectively. Training and technical assistance evaluations are maintained on file by the Weatherization Training Center and tracked by the Grantee.

The grantee delivers training and technical assistance activities through the framework of the continuing education/certification programs developed by the Montana State University Extension Service, Weatherization Training Center (WTC). The WTC is an IREC-accredited Weatherization Training Center. The WTC is a partner in the WAP initiative to standardize and teach home energy upgrade skills. Core courses taught at the WTC are based on the WAP standardized curricula and train students to the industry knowledge and procedures covered in the NREL developed Job Task Analyses.

Montana Weatherization Training Center provides training for all 4 NREL Job Task Analyses developed by DOE.

- Home Energy Professional – Crew Leader
- Home Energy Professional – Energy Auditor
- Home Energy Professional – Retrofit Installer Technician
- Home Energy Professional – Quality Control Inspector

To ensure that all employees in the WAP program have been trained to the Job Task Analysis (JTA) required for their job designation, Montana State University Weatherization Training Center (WTC) has been charged with the task of reviewing training records and evaluating students for performance. The Grantee tracks training received by each individual worker via the Training Spreadsheet. The subgrantees are required to report trainings completed by each employee annually. Sufficient classes are offered to accommodate new employees throughout the year. Specific Training (previously called "Tier 2 training") are also scheduled throughout the year. Additional Specific Training will be offered should continual monitoring of the subgrantee necessitate it or, should a subgrantee specifically cite a valid need.

**2024 Planned Training Activities:**

Online classes are available to the Montana Weatherization Assistance Program Network. The online courses are informational only, and on topics that are not directly related to the certifications we offer. The core offerings of Energy Auditor, Quality Control Inspector, Crew Leader, and Retrofit Installer Technician--all accredited by IREC--are still 100% in the classroom. We have set up placeholders for these courses in our learning management system (LMS), but at present we utilize these only as repositories for optional document sharing during classroom delivery.

Energy Audit and Quality Control Inspector online training videos were completed in December 2022. The WTC received IREC accreditation January 2024 for the online training videos.

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All Comprehensive Training (previously called “Tier 1 Training”) and Specific Training (previously called “Tier 2 Training”) courses include discussion and/or demonstration of SWS appropriate to the topic(s) of the course. Classes specifically focused on review of the SWS are also being offered.

**Comprehensive Training:** Occupation-specific training which follows a curriculum aligned with the JTA for that occupation. Comprehensive Training is administered by the Montana Weatherization Training Center.

**Retrofit Installer Technician:** A residential energy efficiency professional who installs energy efficiency upgrades indwelling units.

- Retrofit Installer: Building Shell (Available Online)
- Retrofit Installer: Mechanic Systems
- Mobile Home Weatherization
- Renovation, Repair and Painting
- OSHA 10 or 30
- Electrical Principles, Equipment Grounding and Jobsite Safety

**Crew Leader:** A crew leader is responsible for supervising and assisting in the retrofitting activities specified in the scope of work. The crew leader is responsible for quality control, interacting with the client, managing personnel and materials, and ensuring a safe and efficient job site.

- Mobile Home Weatherization
- Retrofit Installer: Building Shell (Available Online)
- Retrofit Installer: Mechanic Systems
- Renovation, Repair and Painting
- Basic Furnace and Heat Pumps (Available Online)
- OSHA 10 or 30
- Weatherization Crew Leader- Advanced Skills (Available Online)
- Healthy Housing Principles
- Advanced Pressure Diagnostics
- Troubleshooting Equipment with Modern Multimeters

**Energy Auditor:** An experienced professional who evaluates the health and safety issues, durability, comfort, and energy use of a residential building. The Energy Auditor (EA) conducts advanced diagnostic tests, gathers, and analyzes data, and creates energy models to draw conclusions and make recommendations to the client for improvements.

All the Crew Leader classes, plus:

- Intro to Energy Auditing (Available Online)
- Energy Auditor & Written Exam
- Certified Residential Thermographer

**Quality Control Inspector:** A certified residential energy-efficiency expert who ensures the completion, appropriateness, and quality of energy upgrade work by conducting a methodical inspection of the building and performing safety and diagnostic tests.

All the Energy Auditor classes, plus:

- Quality Control Inspector

**Specific Training:** Short-term training to address technical skills or acute deficiencies in the field, single-issue, training, conferences, and program management or leadership training is considered Specific Training since they do not align with a Home Energy Professional JTA.

- Lead Inspector/Risk Assessor – Initial
- Lead Risk Assessor - Refresher
- Respiratory Protection/Fit Testing
- Insulation Systems and Applications (Available Online)
- Montana Asbestos Inspector Certification
- Adult First Aid, CPR and AED
- ASHRAE 62.2 Residential Ventilation (Available Online)
- Infrared Thermography
- Advance Furnace – Electric
- Advance Furnace Low Pressure Boilers

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- Occupational Electrical Safety
- Digital Multimeters in Practice
- Whole House Assessment for Weatherization Professionals
- Home Energy Professional Skillset Review
- Advanced Pressure Diagnostics (Available Online)
- Advanced Combustion Testing (Available Online)
- Outfit Your Van or Truck: A Hands-On Workshop (Available Online)

Additionally, the WTC has received Interstate Renewable Energy Council (IREC) accreditation which allows them to be a BPI test center. Review classes and testing dates have been developed to allow for certification of additional individuals as BPI-certified Energy Auditors and Quality Control Inspectors.

**Online Classes:**

- Trainable Moments
- Doors and Windows for Crews
- Pressure Diagnostics for Auditors
- Combustion Testing for Crews
- Dense Pack Insulation for Crews
- Baseload & Energy Calculations
- Attic Inspection & Preparation
- Worker Safety & COVID-19
- Design & Installation of Residential Ventilation Systems
- Attic Insulation for Crews
- Indoor Air Quality: Review of Assessment Tools
- Proper Use of PPE: Donning and Doffing
- Optimizing the Remote Energy Audit
- Tour of Nine Heating Systems
- Internet of Things: A Review of If This Then That, a web-based freeware
- HVAC Filters and How They Work
- Meet the Expert: Allison Bailes on HVAC Filtration
- Energy Analysis and the B.E.A.S.T.
- Weatherization Crew Leader
- Retrofit Installer Technician Building Shell (Wx 101)
- Air Sealing Showdown
- Energy Auditor
- Quality Control Inspector
- Healthy Home Evaluator
- Winter Safety in Weatherization
- Evaluating and Documenting Wall Cavities
- ASHRAE Calculations from Audit to Final
- Infrared Imaging for Insulation Jobs
- Window Installation - Tips on ordering and Installation
- Door Adjustments
- Duct Sealing in Mobile Homes
- Furnace and Fire

The link to the Weatherization Training Center calendar is: <https://weatherization.org/calendar.html>.

Subgrantee staff must complete comprehensive energy auditor training prior to conducting energy audits. Subgrantee staff must also complete furnace training prior to inspecting completed furnace work and prior to prescribing furnace improvement or replacement measures. Subgrantee staff is also required to attend CDS Energy Audit training prior to being allowed to access the automated energy audit system.

Subgrantee staff may at the discretion of the respective program manager, attend training sessions more than once. Attendance at other training and technical assistance activities will be left to the discretion of field monitors and program managers.

Other training and technical assistance activities undertaken by the grantee will include publishing client education information and improving and maintaining the computer audit and reporting systems. The grantee has allocated Department of Energy training and technical assistance funds to subgrantees with the recommendation that funds be used to ensure that conservation measures are understood and protected. Subgrantee training and technical assistance plans are submitted to the grantee for approval prior to subgrantee expenditure of these funds. Examples of acceptable subgrantee training and technical assistance

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activities include:

- Attend State and/or national training workshop.
- Contract for local training.
- Provide educational materials to low income families.
- Demonstrate weatherization techniques to low-income families, organizations, etc.
- Purchase materials for educational purposes or to enhance the technical capabilities of the program.
- Pursue nonfederal weatherization funds.
- Review weatherization and program management techniques utilized by other subgrantees.

The Grantee compares the effectiveness of each of the weatherization subgrantees by review of the energy savings achieved as detail on a report generated by the Computerized Database System. The report allows the Grantee to compare the statewide average of weatherization measures and energy savings with each individual subgrantee. The findings are reviewed with the subgrantee during monitoring reviews and at the Roundtable meetings. These comparisons are used to identify training and technical assistance needs and priorities. Some training and technical assistance is provided during the onsite or remote monitoring visits and during the weatherization Roundtables.

Montana has provided Comprehensive Training, both virtually and classroom formats, to weatherization staff and contractors across nine (9) weatherization subgrantees. Montana will continue to send staff to Comprehensive Trainings as needed. Montana is prioritizing Comprehensive Training within the Energy Auditor job function as defined by the NREL Job Task Analysis to provide certifications for any staff seeking Auditor certifications. Additional courses will be prioritized for the Crew Leader and Retrofit Installer Technician job functions as training requirements for Energy Auditor are met.

The training center provides Energy Auditor training, as defined by NREL Job Task Analysis, to certify those seeking QCI certification for the first time or when renewing their QCI certification. The Weatherization Training Center has an in-house proctor for field exams.

Subgrantee staff are required to complete a minimum of 120 hours of IREC accredited Comprehensive Training for their specific job function. New staff hired will begin Comprehensive Training within 90 days of achieving permanent full-time employee status. Staff may not function unsupervised until training and certification requirements are met.

Subgrantee weatherization staff may not function unsupervised until 120 hours of training and certification requirements are met for Energy Auditor and Quality Control Inspectors. Weatherization staff hired as material installers and crew leaders will receive training, including on the job training, on Montana's material installation requirements and techniques.

#### **Lead Training Certification**

Renovator, Repair and Painting (RRP) training is required of all new hires within ninety (90) days of permanent employee status. All subgrantees must have at least two (2) EPA Certified Lead Renovators on staff. All contractors providing services with DOE funds must have at least one (1) EPA Certified Lead Renovator on staff to ensure compliance with current DOE guidance. RRP certifications need to be recertified every five (5) years. The field monitor will verify RRP certifications before or during the annual onsite or remote monitoring visit.

There are currently fifteen (15) QCI-certified Inspectors in Montana's Weatherization network of eleven (11) subgrantees, one (1) state monitor and three (3) individuals at the Weatherization Training Center. In addition, most subgrantees have more than one (1) Quality Control Inspector. Two (2) subgrantees use contractors to complete their QCI inspections.

#### **OSHA 10 Requirement:**

The Department requires the OSHA 10 class for all weatherization workers. The Field Monitor will verify OSHA 10 certifications before and during the annual onsite or remote monitoring visit.

#### **Training Assessment**

Montana Weatherization Training Center will produce and maintain permanent training records for all subgrantee staff that includes date of hire, course work, course date and training provider. Weatherization Training Center will provide an updated subgrantee training inventory worksheet to DPHHS and the subgrantee's Weatherization Directors on a quarterly basis.

The subgrantees are required to submit T&TA work plans and budgets annually before T&TA funds can be expended. Training needs are outlined by the subgrantees in the required T&TA work plans. Subgrantees ensure in their budgets and work plans that all weatherization workers receive regular Comprehensive Training every 5 years.

Additionally, Training and Technical Assistance needs are noted and discussed during annual subgrantee on-site or remote monitoring visits,



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meetings/conferences and upon request from subgrantees. Field monitors also provide individualized training during onsite or remote monitoring visits. These trainings are determined based on the needs identified during the monitoring process and specific requests from the coordinators, auditors and crews.

**Training Priority Development**

The State of Montana assesses subgrantee productivity on a quarterly basis. Any anomalies noted in energy audits will allow for additional individualized training in both the energy audit tool and in providing weatherization services to weatherization recipients.

The current priorities for training are as follows:

1. Once per year quality assurance reviews of participant files;
2. Annual review of trends observed during annual onsite or remote monitoring;
3. Discussion of trends with Weatherization Manager network to share best practices and ensure standards and program guidance are implemented consistently throughout Montana; and
4. The WTC will also coordinate training and technical assistance events on an individual subgrantee basis, as deemed necessary based on monitoring results and/or at the subgrantee's request.

Client education is covered by the subgrantees' auditor, crews and final inspector beginning at the audit and ending at the final inspection. Client education includes reviewing required documents, discussion of the work to be completed and maintenance after the job is completed.

Program year 2025 training plan uploaded as a attachment with estimated courses, participants and expenses.

Percent of overall trainings

Comprehensive Trainings:	74.0
Specific Trainings:	26.0

Breakdown of T&TA training budget

Percent of budget allocated to Auditor/QCI trainings:	35.0
Percent of budget allocated to Crew/Installer trainings:	45.0
Percent of budget allocated to Management/Financial trainings:	20.0

**V.9 Energy Crisis and Disaster Plan**

The State acknowledges that the use of WAP funds during a disaster is limited, as outlined in WPN 12-7.

The Department has a Continuity of Operations Plan (COOP) whose primary purpose is to address disaster emergencies through a general Disaster Response Plan. When a disaster strikes, the COOP is enacted which includes an effort to identify and secure any resources that may be available to assist.

DOE funds have a limited role in any disaster response plan. In Montana, DOE funds may be used at any time to weatherize a dwelling that has been damaged by fire, flood, or act of God if the damage to weatherization materials will not be paid for by insurance.

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.

Allowable expenditures 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.

Note: 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.

**U.S. Department of Energy**  
Weatherization Assistance Program (WAP)  
STATE PLAN / MASTER FILE WORKSHEET  
**Grant Number:** EE0009913, **State:** MT, **Program Year:** 2024  
**Recipient:** STATE OF MONTANA

Reprioritization of weatherization requests coming from the disaster area.

The State of Montana requires 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. However, Montana allows households located in the disaster area to be considered for weatherization, 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.

All associated DOE rules and regulations must be adhered to, such as, average cost per completion, minor repair limit of \$500, incidental repairs, dwelling selection (priority) and use of vehicles.

Community relief work, because of a disaster, is not allowable use of DOE funds.