

APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

1. Type of Submission:

- ☐ Preapplication
☒ Application
☐ Changed/Corrected Application

2. Type of Application:

- ☒ New
☐ Continuation
☐ Revision

If Revision, select appropriate letter(s)

Other (specify):

3. Date Received

04/18/2025

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

DE-SE0001831

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

a. Legal Name: STATE OF MINNESOTA

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

c. UEI:
W6J6NATNK6J5

d. Address:

Street 1: 85 7th Place East, Suite 280

Street 2:

City: St. Paul

County: RAMSEY County

State: MN

Province:

Country: U.S.A.

Zip / Postal Code: 551012198

e. Organizational Unit:

Department Name:
Department of Commerce

Division Name:
Division of Energy Resources

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

Prefix: First Name: Tracy

Middle Name: M.B.

Last Name: Smetana

Suffix:

Title: Energy Affordability Section Director

Organizational Affiliation: Minnesota Department of Commerce

Telephone Number: 6515391826

Fax Number:

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

APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

9. Type of Applicant:

A State Government

10. Name of Federal Agency:

U. S. Department of Energy

11. Catalog of Federal Domestic Assistance Number:

81.042

CFDA Title:

Weatherization Assistance Program

12. Funding Opportunity Number:

DE-WAP-0002025

Title:

2025 Weatherization Assistance Program (WAP) Funding

13. Competition Identification Number:

Title:

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

Statewide- Minnesota

15. Descriptive Title of Applicant's Project:

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

APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

16. Congressional District Of:

a. Applicant: Minnesota Congressional District 04

b. Program/Project: MN-Statewide

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

17. Proposed Project:

a. Start Date: 07/01/2025

b. End Date: 06/30/2026

18. Estimated Funding (\$):

a. Federal	13,609,286.00
b. Applicant	0.00
c. State	0.00
d. Local	0.00
e. Other	0.00
f. Program Income	0.00
g. TOTAL	13,609,286.00

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: Dr First Name: Peter

Middle Name:

Last Name: Wyckoff

Suffix:

Title: Deputy Commissioner, Energy Resources

Telephone Number: 6515391850

Fax Number:

Email: Pete.Wyckoff@state.mn.us

Signature of Authorized Representative: Signed Electronically

Date Signed: 07/28/2025

Authorized for Local Reproduction

Standard Form 424 (Revised 10/2005)
Prescribed by OMB Circular A-102

U.S. DEPARTMENT OF ENERGY



BUDGET JUSTIFICATION FOR FORMULA GRANTS

Applicant: STATE OF MINNESOTA

Budget period: 07/01/2025 - 06/30/2026

Award number: SE0001831

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:

Position	Description of Duties of Professionals
Weatherization Assistance Program Director	Admin Planning Director St. 30% (Admin). Supervises the MN WAP Program.
Assistant Commissioner	Provide leadership to the division.
Administrative Assistant	Support the work of the Director and the Commissioner. (Admin)
Training and Technical Assistance Specialist	Lead work for training and technical assistance activities. (Training)
Training and Outreach Specialist	Support training and outreach activities (Training)
Technical Field Monitor	Responsible for monitoring service providers, unit completions, and overall program performance. Provides technical assistance and support leveraging special projects. (Leveraging)
Technical Field Monitor	Responsible for monitoring service providers, unit completions, and overall program performance. Provides technical assistance as needed. (Leveraging)
Technical Field Monitor	Responsible for monitoring service providers, unit completions, and overall program performance. Provides technical assistance as needed. (Training)
Data Analyst	(Leveraging) Gathers, reports, and analysis data from the Weatherization Assistance Program.
Lead Projects Developer	Stand up new programs in partnership with WAP SME. (Leveraging)
Equity and Innovation Coordaintor	Oversee new resource development and equity service to clients. (Leveraging)
Weatherization Assistance Program Director	Admin Planning Director St. 30% (Leveraging). Supervises the MN WAP Program.
Technical Proficiency Supervisor	Oversee the field monitoring and technical aspects of the Weatherization Assistance Program. (Leveraging)
Weatherization Assistance Program Director	Admin Planning Director St. 30% (Training). Supervises the MN WAP Program.
Technical Field Monitor	Responsible for monitoring service providers, unit completions, and overall program performance. Provides technical assistance and support leveraging special projects. (Training)
Technical Proficiency Supervisor	Oversee the field monitoring and technical aspects of the Weatherization Assistance Program. (Training)
Energy Affordability Director	Provide leadership to WAP, EAP, and Innovative Programs. (Admin)
Energy Affordability Director	Provide leadership to WAP, EAP, and Innovative Programs. (Leveraging)

Direct Personnel Compensation:

Position	Salary/Rate	Time	Direct Pay
Weatherization Assistance Program Director	\$121,514.00	29.9990 % FT	\$36,452.98
Assistant Commissioner	\$167,027.00	15.0000 % FT	\$25,054.05
Administrative Assistant	\$102,000.00	10.0000 % FT	\$10,200.00
Training and Technical Assistance Specialist	\$73,560.00	100.0000 % FT	\$73,560.00

Training and Outreach Specialist	\$70,000.00	100.0000 % FT	\$70,000.00
Technical Field Monitor	\$98,232.00	10.0000 % FT	\$9,823.20
Technical Field Monitor	\$78,665.00	10.0000 % FT	\$7,866.50
Technical Field Monitor	\$98,232.00	80.0000 % FT	\$78,585.60
Data Analyst	\$102,000.00	70.0000 % FT	\$71,400.00
Lead Projects Developer	\$80,600.00	100.0000 % FT	\$80,600.00
Equity and Innovation Coordaintor	\$114,000.00	90.0000 % FT	\$102,600.00
Weatherization Assistance Program Director	\$121,514.00	30.0000 % FT	\$36,454.20
Technical Proficiency Supervisor	\$121,514.00	10.0000 % FT	\$12,151.40
Weatherization Assistance Program Director	\$121,514.00	35.0000 % FT	\$42,529.90
Technical Field Monitor	\$78,665.00	45.0000 % FT	\$35,399.25
Technical Proficiency Supervisor	\$121,514.00	55.0000 % FT	\$66,832.70
Energy Affordability Director	\$137,091.00	20.0000 % FT	\$27,418.20
Energy Affordability Director	\$137,091.00	9.9990 % FT	\$13,707.73
		Direct Pay Total	\$800,635.71

2. FRINGE BENEFITS

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

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

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

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

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

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

Fringe Benefits Calculations

Position	Direct Pay	Rate	Benefits
Weatherization Assistance Program Director	\$36,452.98	36.0000 %	\$13,123.07
Assistant Commissioner	\$25,054.05	20.0000 %	\$5,010.81
Administrative Assistant	\$10,200.00	40.0000 %	\$4,080.00
Training and Technical Assistance Specialist	\$73,560.00	50.0000 %	\$36,780.00
Training and Outreach Specialist	\$70,000.00	45.0000 %	\$31,500.00
Technical Field Monitor	\$9,823.20	41.0000 %	\$4,027.51
Technical Field Monitor	\$7,866.50	47.0000 %	\$3,697.26
Technical Field Monitor	\$78,585.60	41.0000 %	\$32,220.10
Data Analyst	\$71,400.00	40.0000 %	\$28,560.00
Lead Projects Developer	\$80,600.00	47.0000 %	\$37,882.00
Equity and Innovation Coordaintor	\$102,600.00	40.0000 %	\$41,040.00

Weatherization Assistance Program Director	\$36,454.20	36.0000 %	\$13,123.51
Technical Proficiency Supervisor	\$12,151.40	40.0000 %	\$4,860.56
Weatherization Assistance Program Director	\$42,529.90	36.0000 %	\$15,310.76
Technical Field Monitor	\$35,399.25	47.0000 %	\$16,637.65
Technical Proficiency Supervisor	\$66,832.70	40.0000 %	\$26,733.08
Energy Affordability Director	\$27,418.20	44.0000 %	\$12,064.01
Energy Affordability Director	\$13,707.73	44.0100 %	\$6,032.77
Fringe Benefits Total			\$332,683.09

3. TRAVEL

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

Purpose of Trip	Number of Trips	Cost Per Trip	Total
Agency visits for subgrantee monitoring, meetings, and training. Includes instate mileage, meals for day trips, and other costs (training)	175	\$200.00	\$35,000.00
Reimbursement for T&TA of Service Providers. Number of trips=total miles cost per trip=cost per mile. (.67 cents) Total=total miles x cost per mile (Training)	153	\$67.00	\$10,251.00
Direct in-person technical assistance on developing leveraged funds	20	\$500.00	\$10,000.00
Travel Total			\$55,251.00

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

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

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

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

Equipment	Unit Cost	Number	Total Cost	Justification of Need
-----------	-----------	--------	------------	-----------------------

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

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

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

General Category	Cost	Justification of Need
------------------	------	-----------------------

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

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

Supply costs are based on information from vendors.

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

Name of Proposed Sub	Total Cost	Basis of Cost*
Subrecipient Energy Audits	\$1,360,000.00	Historical Financial Reporting
DBA	\$220,000.00	Production Management Software Licenses and changes order as needed. (Admin)
Rate-based and Agency-Spec MNIT Services (Admin)	\$198,570.00	Department wide overhead IT costs, supplies, and agency indirect. \$25,000 pre FTE allocated MNIT, rent, supplies, etc. 36% space rental; 49.5% Rate-Based MNIT; 5% supplies; 5% agency indirect; 4.5% computer services(1576)
Subrecipient Liability Insurance	\$58,476.00	For local service providers to acquire liability insurance.
VoltraMetrics LLC	\$200,000.00	Solar Liaison to support Service Providers in implementing Solar in to WAP (Leveraging)
Subrecipient Formula Allocation: Weatherization Readiness Funds	\$1,140,723.00	Weatherization Readiness Funds (1578)
Association for Energy Affordability (AEA)	\$30,000.00	Training on Equip energy modeling software (1577)
Subrecipient Final Inspection	\$850,000.00	Historical Financial Reporting
Subrecipient Audits	\$51,260.00	For local service providers to pay for fiscal audits. (1578) In accordance with 2 CFR 200.425(a)(2), only those Subgrantees expending more than \$1,000,000 in total Federal Funding annually will receive financial audits funding identified in the Grantee's SF-424a Budget.
Subrecipient Health and Safety	\$749,958.00	Funds set aside for health and safety costs in individual units. (1578)
Everblue	\$6,000.00	Evercerts Learning Management System (Training)
DBA	\$150,000.00	Support the implementation of leveraging tracking software. (Leveraging)
Agile Mobile Soft	\$20,000.00	Consultant to support Production Management transition and archiving in PY25. (Admin)
Subrecipient Formula Allocation- Program Operations	\$2,782,408.00	Program Operations (1578)
Minnesota Home Energy Training Centers	\$588,828.00	All Tier 1 (Comprehensive) training and certifications including Building Analyst-Technical, Building Analyst-Professional, HEP Energy Auditor, HEP Quality Control Inspector as well as Multifamily EA and QCI. Additionally, the training will offer most Tier 2 (Specific) Technical Trainings, as well as Health and Safety Trainings. (Training)

Minnesota Home Energy Training Centers	\$160,387.00	Support the implementation of leveraging tracking software. (Leveraging)
Subrecipient Intake/Eligibility	\$510,000.00	Historical Financial Reporting
CHP	\$10,000.00	Repair and Refurbishment of the House of Pressure and the Heat, Air, and Moisture
Subrecipient Admin	\$1,347,552.00	To cover administrative costs by the local Service Provider. (1578)
106 Group	\$60,182.00	Cost to meet required State Historic Preservation Office review of all WAP projects.(1576)
Subrecipient Workforce Development funds	\$550,000.00	Funds to support individual service providers workforce development efforts
University of Minnesota	\$95,000.00	Improvements to WAPMAP (Leveraging)
Subrecipient Leveraging Funds	\$200,000.00	Funds to support individual service providers leveraging efforts (1579).
Subrecipient Training and Technical Assistance	\$746,974.00	Training and Technical Assistance allocation for training determined by the local Service Provider. (1578)
Contracts and Subgrants Total	\$12,086,318.00	

*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
Other Operating Costs (sponsorships/memberships)	\$40,000.00	Covers costs of NASCSP membership, Minnesota Energy Conference, and other related sponsorships/memberships. (Training)
Communications	\$2,000.00	Phone and communication costs. (Admin)
Printing	\$5,000.00	Cost of printing client education and other outreach materials. (Training)
Employee Development	\$25,000.00	State weatherization staff development and training for monitors and staff to meet USDOE specifications training. Conference fees for state staff training classes included. (Training)
Other Direct Costs Total	\$72,000.00	

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

All other direct costs are not covered elsewhere.

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

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

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

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

8. INDIRECT COSTS

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

The U.S. Department of Health and Human Services is the cognizant agency for Minnesota Department of Commerce. The most recent approved Indirect Cost Rate Agreement is from July 1, 2023. This indirect rate agreement will be in effect from 7/1/2023-6/30/2027. The approved fixed rate of 13.3% will apply until amended. A copy of the signed indirect agreement is attached.

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

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

Name: Amy Trumper

Phone Number: 6515391517

Indirect costs calculations:

Indirect Cost Account	Direct Total	Indirect Rate	Total Indirect
PY25 Indirect	\$1,860,138.00	13.3000 %	\$247,398.35
		Indirect Costs Total	\$247,398.35

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. SE0001831		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address STATE OF MINNESOTA 85 7th Place East, Suite 280 St. Paul, MN 551012198		4. Program/Project Start Date 07/01/2025	
		5. Completion Date 06/30/2026	

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Federal	81.042	\$ 0.00		\$ 13,609,286.00		\$ 13,609,286.00
2.						
3.						
4.						
5. TOTAL		\$ 0.00	\$ 0.00	\$ 13,609,286.00	\$ 0.00	\$ 13,609,286.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) GRANTEE ADMINISTRATI ON	(2) GRANTEE T&TA	(3) LEVERAGING	(4) SUBGRANTEE ADMINISTRATI ON	
a. Personnel	\$ 99,125.00	\$ 366,907.00	\$ 334,604.00	\$ 0.00	\$ 800,636.00
b. Fringe Benefits	\$ 34,278.00	\$ 159,182.00	\$ 139,223.00	\$ 0.00	\$ 332,683.00
c. Travel	\$ 0.00	\$ 45,251.00	\$ 10,000.00	\$ 0.00	\$ 55,251.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 0.00	\$ 15,000.00	\$ 0.00	\$ 0.00	\$ 15,000.00
f. Contract	\$ 498,753.00	\$ 634,828.00	\$ 605,387.00	\$ 1,347,556.00	\$ 12,086,318.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other Direct Costs	\$ 2,000.00	\$ 70,000.00	\$ 0.00	\$ 0.00	\$ 72,000.00
i. Total Direct Charges	\$ 634,156.00	\$ 1,291,168.00	\$ 1,089,214.00	\$ 1,347,556.00	\$ 13,361,888.00
j. Indirect Costs	\$ 80,328.00	\$ 96,071.00	\$ 70,999.00	\$ 0.00	\$ 247,398.00
k. Totals	\$ 714,484.00	\$ 1,387,239.00	\$ 1,160,213.00	\$ 1,347,556.00	\$ 13,609,286.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. SE0001831		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address STATE OF MINNESOTA 85 7th Place East, Suite 280 St. Paul, MN 551012198		4. Program/Project Start Date 07/01/2025	
		5. Completion Date 06/30/2026	

SECTION A - BUDGET SUMMARY						
Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.						
2.						
3.						
4.						
5. TOTAL		\$ 0.00	\$ 0.00	\$ 13,609,286.00	\$ 0.00	\$ 13,609,286.00

SECTION B - BUDGET CATEGORIES						
6. Object Class Categories	Grant Program, Function or Activity				Total	
	(1) SUBGRANTEE T&TA	(2) PROGRAM OPERATIONS	(3) HEALTH AND SAFETY	(4) LIABILITY INSURANCE	(5)	
a. Personnel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 800,636.00	
b. Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 332,683.00	
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 55,251.00	
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 15,000.00	
f. Contract	\$ 746,974.00	\$ 3,332,403.00	\$ 749,958.00	\$ 58,476.00	\$ 12,086,318.00	
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
h. Other Direct Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 72,000.00	
i. Total Direct Charges	\$ 746,974.00	\$ 3,332,403.00	\$ 749,958.00	\$ 58,476.00	\$ 13,361,888.00	
j. Indirect Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 247,398.00	
k. Totals	\$ 746,974.00	\$ 3,332,403.00	\$ 749,958.00	\$ 58,476.00	\$ 13,609,286.00	
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. SE0001831		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address STATE OF MINNESOTA 85 7th Place East, Suite 280 St. Paul, MN 551012198		4. Program/Project Start Date 07/01/2025	
		5. Completion Date 06/30/2026	

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.						
2.						
3.						
4.						
5. TOTAL		\$ 0.00	\$ 0.00	\$ 13,609,286.00	\$ 0.00	\$ 13,609,286.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) FINANCIAL AUDITS	(2) WEATHERIZATI ON READINESS	(3) SUBGRANTEE LEVERAGING	(4) ENERGY AUDITS	
a. Personnel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 800,636.00
b. Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 332,683.00
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 55,251.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 15,000.00
f. Contract	\$ 51,260.00	\$ 1,140,723.00	\$ 200,000.00	\$ 1,360,000.00	\$ 12,086,318.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other Direct Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 72,000.00
i. Total Direct Charges	\$ 51,260.00	\$ 1,140,723.00	\$ 200,000.00	\$ 1,360,000.00	\$ 13,361,888.00
j. Indirect Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 247,398.00
k. Totals	\$ 51,260.00	\$ 1,140,723.00	\$ 200,000.00	\$ 1,360,000.00	\$ 13,609,286.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. SE0001831		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address STATE OF MINNESOTA 85 7th Place East, Suite 280 St. Paul, MN 551012198		4. Program/Project Start Date 07/01/2025	
		5. Completion Date 06/30/2026	

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.						
2.						
3.						
4.						
5. TOTAL		\$ 0.00	\$ 0.00	\$ 13,609,286.00	\$ 0.00	\$ 13,609,286.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) FINAL INSPECTION	(2) INTAKE/ELIGIBI LITY	(3)	(4)	
a. Personnel	\$ 0.00	\$ 0.00			\$ 800,636.00
b. Fringe Benefits	\$ 0.00	\$ 0.00			\$ 332,683.00
c. Travel	\$ 0.00	\$ 0.00			\$ 55,251.00
d. Equipment	\$ 0.00	\$ 0.00			\$ 0.00
e. Supplies	\$ 0.00	\$ 0.00			\$ 15,000.00
f. Contract	\$ 850,000.00	\$ 510,000.00			\$ 12,086,318.00
g. Construction	\$ 0.00	\$ 0.00			\$ 0.00
h. Other Direct Costs	\$ 0.00	\$ 0.00			\$ 72,000.00
i. Total Direct Charges	\$ 850,000.00	\$ 510,000.00			\$ 13,361,888.00
j. Indirect Costs	\$ 0.00	\$ 0.00			\$ 247,398.00
k. Totals	\$ 850,000.00	\$ 510,000.00			\$ 13,609,286.00
7. Program Income	\$ 0.00	\$ 0.00			\$ 0.00

U.S. Department of Energy
Weatherization Assistance Program (WAP)
BUDGET INFORMATION REMARKS
Grant Number: SE0001831, **State:** MN
Recipient: STATE OF MINNESOTA

Remarks

The new optional budget categories were added by Minnesota to manage our Average Cost Per Unit. However, PAGE is not picking up these categories as Service Provider allocations, resulting in warnings about differences in the Annual File and the Budget during validation. Subgrantee Leveraging is also not being picked up.

Subgrantee Leveraging	\$200,000.00
Energy Audits	\$1,360,000.00
Final Inspection	\$850,000.00
Intake Eligibility	\$510,000.00

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: MN Grant Number: SE0001831 Program Year: 2025

Name:	Arrowhead Economic Opportunity Agency, Inc.		Contact:	Scott Zahorik	
			UEI:	RA9MLHHQ94W3	
			DUNS:	082523713	
Address:	702 Third Avenue South		Phone:	(218) 748-7331	
	Virginia, MN 55792-2776		Fax:	(218) 749-2944	
			Email:	scott.zahorik@aeoa.org	
Counties served:	LAKE County ST. LOUIS County COOK County	Tentative allocation: \$ 732,149.00 Planned units: 30 Type of organization: Non-profit organization Source of labor: Agency and Contractors	Congressional districts served:		<u>CD</u> MN-08

Name:	Bi-County Community Action program, Inc.		Contact:	Jeff Farr	
			UEI:	TJGDJRBE72B3	
			DUNS:	087682670	
Address:	6603 Bemidji Ave. N		Phone:	(218) 444-7991	
	PO Box 579		Fax:	(218) 751-8452	
	Bemidji, MN 56619-0579		Email:	jeff.farr@bicap.org	
Counties served:	CASS County BELTRAMI County	Tentative allocation: \$ 405,987.00 Planned units: 16 Type of organization: Non-profit organization Source of labor: Contractors	Congressional districts served:		<u>CD</u> MN-08

Name:	Community Action Partnership of Ramsey & Washington Countie		Contact:	Brian Fisher	
			UEI:	DFPAEHTNJUE8	
			DUNS:	076523380	
Address:	450 North Syndicate Street		Phone:	(651) 444-5120	
	Saint Paul, MN 55104-0000		Fax:	(651) 482-9003	
			Email:	bfisher@caprw.org	
Counties served:	ANOKA County RAMSEY County WASHINGTON County	Tentative allocation: \$ 1,320,860.00 Planned units: 56 Type of organization: Non-profit organization Source of labor: Agency and Contractors	Congressional districts served:		<u>CD</u> MN-04 MN-02 MN-05 MN-06 MN-08 MN-03

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: MN Grant Number: SE0001831 Program Year: 2025

Name: Dakota County Community Development Agency		Contact: Lisa Alfson	
		UEI: EYVQRJLNKUC7	
		DUNS: 963108121	
Address: 1228 Town Centre Drive		Phone: (651) 675-4467	
Eagan, MN 55123-1066		Fax: (651) 628-7480	
		Email: lalfson@dakotacda.state.mn.us	
Counties served:	SCOTT County	Tentative allocation: \$ 495,251.00	Congressional <u>CD</u>
	DAKOTA County	Planned units: 20	districts served: MN-06
	CARVER County	Type of organization: Unit of local government	MN-02
		Source of labor: Contractors	
Name: Fond Du Lac Reservation Business Committee		Contact: Joan Markon	
		UEI: J37EL8RWMHK6	
		DUNS: 039582366	
Address: 1720 Big Lake Road		Phone: (218) 878-2658	
Cloquet, MN 55720-9702		Fax: (218) 879-4146	
		Email: joanmarkon@fdlrez.com	
Counties served:	ST. LOUIS County	Tentative allocation: \$ 62,278.00	Congressional <u>CD</u>
	CARLTON County	Planned units: 1	districts served: MN-08
		Type of organization: Indian tribe	
		Source of labor: Contractors	
Name: Inter-County Community Council		Contact: Paul Kaster	
		UEI: NPQXE2JK83D9	
		DUNS: 964802607	
Address: 207 Main Street		Phone: (218) 796-51223	
PO Box 189		Fax: (218) 796-5175	
Oklee, MN 56742-0189		Email: pkaster@intercountycc.org	
Counties served:	POLK County	Tentative allocation: \$ 225,761.00	Congressional <u>CD</u>
	PENNINGTON County	Planned units: 8	districts served: MN-07
	RED LAKE County	Type of organization: Non-profit organization	
	CLEARWATER County	Source of labor: Contractors	
Name: KOOTASCA Community Action, Inc.		Contact: Rozanne Casey	
		UEI: GNR2RU9M8WN4	
		DUNS: 168513919	
Address: 201 NW 4th Street		Phone: (218) 999-0830	
Suite 130		Fax: (218) 327-6733	
Grand Rapids, MN 55744-3984		Email: rozannec@kootasca.org	

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: MN Grant Number: SE0001831 Program Year: 2025

Counties served:	KOOCHICHING County ITASCA County	Tentative allocation: \$ 229,176.00 Planned units: 8 Type of organization: Non-profit organization Source of labor: Contractors	Congressional districts served:	<u>CD</u> MN-08
------------------	-------------------------------------	--	---------------------------------	--------------------

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

Contact: Allan Cekalla
UEI: KDTFQ38JYGV3
DUNS: 074217639
Phone: (320) 679-1800124
Fax: (320) 679-4139
Email: allan.cekalla@lakesandpines.org

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

Counties served:	KANABEC County ITASCA County CHISAGO County AITKIN County CARLTON County MILLE LACS County PINE County	Tentative allocation: \$ 584,079.00 Planned units: 24 Type of organization: Non-profit organization Source of labor: Agency and Contractors	Congressional districts served:	<u>CD</u> MN-08
------------------	--	--	---------------------------------	--------------------

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

Contact: Dan Josephson
UEI: C3KLVM2JD2D7
DUNS: 037473071
Phone: (218) 847-1385
Fax: (218) 847-1388
Email: djosephson@mahube.org

Address: 1125 West River Road
Detroit Lakes, MN 56502-0747

Counties served:	WADENA County HUBBARD County OTTER TAIL County BECKER County MAHNOMEN County	Tentative allocation: \$ 674,171.00 Planned units: 28 Type of organization: Non-profit organization Source of labor: Contractors	Congressional districts served:	<u>CD</u> MN-01 MN-08 MN-07
------------------	--	---	---------------------------------	--------------------------------------

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

Contact: Tracy Burr
UEI: KR5CGFZ5W2R4
DUNS: 043482988
Phone: (320) 532-4181
Fax: (320) 532-7546
Email: Tracy.Burr@millelacsband.com

Address: 43408 Oodena Drive
Onamia, MN 56359-0000

Counties served:	PINE County AITKIN County MILLE LACS County	Tentative allocation: \$ 66,163.00 Planned units: 1 Type of organization: Indian tribe Source of labor: Agency and Contractors	Congressional districts served:	<u>CD</u> MN-08
------------------	---	---	---------------------------------	--------------------

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: MN Grant Number: SE0001831 Program Year: 2025

Name: **Minnesota Valley Action Council**

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

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

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

Tentative allocation: \$ 495,178.00
Planned units: 20
Type of organization: Non-profit organization

Congressional districts served:

CD
MN-02
MN-07
MN-01

Source of labor: Agency and Contractors

Name: **Northwest Community Action, Inc**

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

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

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

Tentative allocation: \$ 160,366.00
Planned units: 5
Type of organization: Non-profit organization

Congressional districts served:

CD
MN-07

Source of labor: Contractors

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

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

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

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

Tentative allocation: \$ 169,946.00
Planned units: 5
Type of organization: Non-profit organization

Congressional districts served:

CD
MN-07

Source of labor: Contractors

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: MN Grant Number: SE0001831 Program Year: 2025

Name: Semcac		Contact: Melissa Feine	
		UEI: RLNGKXWT3C17	
		DUNS: 066860073	
Address:	204 South Elm Street	Phone: (507) 864-8204	
	PO Box 549	Fax: (507) 864-2440	
	Rushford, MN 55971-0549	Email: melissa.feine@semcac.org	
Counties served:	OLMSTED County	Tentative allocation: \$ 654,472.00	Congressional <u>CD</u>
	DODGE County	Planned units: 27	districts served: MN-01
	WINONA County	Type of organization: Non-profit organization	
	STEELE County		
	HOUSTON County		
	FREEBORN County		
	MOWER County		
	FILLMORE County		
Source of labor: Agency and Contractors			
Name: Sustainable Resources Center		Contact: Dan Roberts	
		UEI: NQEKET8NW1J3	
		DUNS: 121179774	
Address:	1081 Tenth Avenue SE	Phone: (612) 813-5524	
	Minneapolis, MN 55414-1312	Fax: (612) 870-0729	
		Email: d.roberts@src-mn.org	
Counties served:	HENNEPIN County	Tentative allocation: \$ 1,480,849.00	Congressional <u>CD</u>
		Planned units: 63	MN-03
		Type of organization: Non-profit organization	MN-06
			MN-05
Source of labor: Contractors			
Name: Three Rivers Community Action, Inc.		Contact: Brian Kopack	
		UEI: JNTGNQ33U378	
		DUNS: 797200748	
Address:	1414 North Star Drive	Phone: (507) 225-1869308	
	P.O. Box 47	Fax: (507) 993-4481	
	Zumbrota, MN 55992-1091	Email: bkopack@threeriverscap.org	
Counties served:	GOODHUE County	Tentative allocation: \$ 229,386.00	Congressional <u>CD</u>
	RICE County	Planned units: 8	districts served: MN-01
	WABASHA County	Type of organization: Non-profit organization	
Source of labor: Contractors			

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: MN Grant Number: SE0001831 Program Year: 2025

Name: Tri-County Action Programs, Inc. (SC)		Contact: Lisa Drew	
		UEI: XJWKGJEEU4A6	
		DUNS: 017972688	
Address: 1210 23rd Avenue South		Phone: (320) 257-4486	
PO Box 683		Fax: (320) 255-1612	
Waite Park, MN 56387-0000		Email: Lisa.drew@tricap.org	
Counties served:	STEARNS County	Tentative allocation: \$ 569,372.00	Congressional <u>CD</u>
	SHERBURNE County	Planned units: 23	districts served: MN-07
	BENTON County	Type of organization: Non-profit organization	MN-06
		Source of labor: Contractors	
Name: Tri-County Community Action, Inc. (LF)		Contact: Jason Foy	
		UEI: W6NFBMU2DY7	
		DUNS: 070262365	
Address: 501 LeMieur Street		Phone: (320) 632-0561	
Little Falls, MN 56345-0368		Fax: (320) 632-3695	
		Email: Jason.foy@tccaction.com	
Counties served:	TODD County	Tentative allocation: \$ 402,191.00	Congressional <u>CD</u>
	CROW WING County	Planned units: 16	districts served: MN-07
	MORRISON County	Type of organization: Non-profit organization	MN-08
		Source of labor: Contractors	
Name: United Community Action Partnership		Contact: Jeff Gladis	
		UEI: V2JFSMAUTU75	
		DUNS: 037473485	
Address: 1400 S. Saratoga St		Phone: (507) 537-14162136	
Marshall, MN 56258-3114		Fax: (507) 537-1849	
		Email: jeff.gladis@unitedcapmn.org	
Counties served:	MURRAY County	Tentative allocation: \$ 609,919.00	Congressional <u>CD</u>
	RENVILLE County	Planned units: 25	districts served: MN-07
	ROCK County	Type of organization: Non-profit organization	MN-01
	JACKSON County		
	REDWOOD County		
	LINCOLN County		
	LYON County		
	KANDIYOHI County		
	COTTONWOOD County		
	MEEKER County		
	MCLEOD County		
	PIPESTONE County		
	NOBLES County		
		Source of labor: Contractors	

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: MN Grant Number: SE0001831 Program Year: 2025

Name:	West Central Minnesota Communities Action, Inc.		Contact:	Toby Weigand	
			UEI:	SYEMLLVWWVG5	
			DUNS:	020494852	
Address:	411 Industrial Park Boulevard		Phone:	(218) 685-7089	
	Elbow Lake, MN 56531-4213		Fax:	(218) 685-6741	
			Email:	tobyw@wcmca.org	
Counties served:	STEVENS County NORMAN County DOUGLAS County POPE County CLAY County TRAVERSE County GRANT County WILKIN County	Tentative allocation: \$ 460,737.00 Planned units: 18 Type of organization: Non-profit organization	Congressional districts served:		CD MN-07
		Source of labor: Contractors			

Name:	White Earth Reservation Tribal Council		Contact:	Francis Oakgrove	
			UEI:	GR1MGDM3ZSV7	
			DUNS:	042348081	
Address:	3303 US Hwy 59		Phone:	(218) 935-6418	
	Waubun, MN 56589-9001		Fax:	(218) 983-3641	
			Email:	francis.oakgrove@whiteearth-nsn.gov	
Counties served:	BECKER County MAHNOTMEN County CLEARWATER County	Tentative allocation: \$ 110,439.00 Planned units: 3 Type of organization: Indian tribe	Congressional districts served:		CD MN-07 MN-08
		Source of labor: Contractors			

Name:	Wright County Community Action, Inc.		Contact:	Jay Brenny	
			UEI:	LZ6CXQEL6ES8	
			DUNS:	782088215	
Address:	130 West Division Street		Phone:	(320) 963-6501233	
	P.O. Box 787		Fax:	(320) 963-5745	
	Maple Lake, MN 55358-4575		Email:	jbrenny@wccaweb.com	
Counties served:	WRIGHT County	Tentative allocation: \$ 208,620.00 Planned units: 7 Type of organization: Non-profit organization	Congressional districts served:		CD MN-06
		Source of labor: Contractors			

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: MN Grant Number: SE0001831 Program Year: 2025

SERC Subgrantee(s)

Name:	Arrowhead Economic Opportunity Agency, Inc.		Contact:	Scott Zahorik
			UEI:	RA9MLHHQ94W3
			DUNS:	082523713
Address:	702 Third Avenue South		Phone:	(218) 748-7331
	Virginia, MN 55792-2776		Fax:	(218) 749-2944
			Email:	scott.zahorik@aeoa.org
Counties served:	LAKE County ST. LOUIS County COOK County	Tentative allocation: \$ 85,611.00 Planned units: 2 Type of organization: Non-profit organization Source of labor: Agency and Contractors	Congressional districts served:	<u>CD</u> MN-08
Remarks:				

Name:	Lakes and Pines Community Action Council, Inc.		Contact:	Allan Cekalla
			UEI:	KDTFQ38JYGV3
			DUNS:	074217639
Address:	1700 Maple Avenue East		Phone:	(320) 679-1800124
	Mora, MN 55051-1227		Fax:	(320) 679-4139
			Email:	allan.cekalla@lakesandpines.org
Counties served:	CHISAGO County ITASCA County KANABEC County AITKIN County PINE County MILLE LACS County CARLTON County	Tentative allocation: \$ 85,610.00 Planned units: 2 Type of organization: Non-profit organization Source of labor: Agency and Contractors	Congressional districts served:	<u>CD</u> MN-08
Remarks:				

Name:	Semcac	Contact:	Melissa Feine
		UEI:	RLNGKXWT3C17
		DUNS:	066860073
Address:	204 South Elm Street	Phone:	(507) 864-8204
	PO Box 549	Fax:	(507) 864-2440
	Rushford, MN 55971-0549	Email:	melissa.feine@semcac.org

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: MN Grant Number: SE0001831 Program Year: 2025

Counties served:	WINONA County MOWER County DODGE County HOUSTON County FILLMORE County OLMSTED County FREEBORN County STEELE County	Tentative allocation: \$ 85,610.00 Planned units: 2 Type of organization: Non-profit organization	Congressional districts served:	<u>CD</u> MN-01
Source of labor: Agency and Contractors				
Remarks:				

Name:	Sustainable Resources Center	Contact:	Dan Roberts	
		UEI:	NQEKET8NW1J3	
		DUNS:	121179774	
Address:	1081 Tenth Avenue SE Minneapolis, MN 55414-1312	Phone:	(612) 813-5524	
		Fax:	(612) 870-0729	
		Email:	d.roberts@src-mn.org	
Counties served:	HENNEPIN County	Tentative allocation: \$ 338,484.00 Planned units: 7 Type of organization: Non-profit organization	Congressional districts served:	<u>CD</u> MN-03 MN-06 MN-05
Source of labor: Contractors				
Remarks:				

Name:	Tri-County Community Action, Inc. (LF)	Contact:	Jason Foy	
		UEI:	W6NFBMQU2DY7	
		DUNS:	070262365	
Address:	501 LeMieur Street Little Falls, MN 56345-0368	Phone:	(320) 632-0561	
		Fax:	(320) 632-3695	
		Email:	Jason.foy@tccaction.com	
Counties served:	MORRISON County CROW WING County TODD County	Tentative allocation: \$ 214,025.00 Planned units: 5 Type of organization: Non-profit organization	Congressional districts served:	<u>CD</u> MN-07 MN-08
Source of labor: Contractors				
Remarks:				

Name:	United Community Action Partnership	Contact:	Jeff Gladis
		UEI:	V2JFSMAUTU75
		DUNS:	37473485
Address:	1400 South Saratoga Street Marshall, MN 56258-3114	Phone:	(507) 537-14162136
		Fax:	() -
		Email:	jeff.gladis@unitedcapmn.org

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: MN Grant Number: SE0001831 Program Year: 2025

Counties served:	LINCOLN County COTTONWOOD County ROCK County MCLEOD County JACKSON County NOBLES County KANDIYOHI County MEEKER County REDWOOD County RENVILLE County MURRAY County PIPESTONE County LYON County	Tentative allocation: \$ 85,610.00 Planned units: 2 Type of organization: Non-profit organization	Congressional districts served:	<u>CD</u> MN-07 MN-01
Source of labor: Contractors				

Remarks:

Name:	West Central Minnesota Communities Action, Inc.	Contact:	Toby Weigand	
		UEI:	SYEMLLVWWVG5	
		DUNS:	020494852	
Address:	411 Industrial Park Boulevard Elbow Lake, MN 56531-4213	Phone:	(218) 685-7089	
		Fax:	(218) 685-6741	
		Email:	tobyw@wcmca.org	
Counties served:	POPE County CLAY County GRANT County STEVENS County TRAVERSE County WILKIN County DOUGLAS County NORMAN County	Tentative allocation: \$ 85,610.00 Planned units: 2 Type of organization: Non-profit organization	Congressional districts served:	<u>CD</u> MN-07
Source of labor: Contractors				

Remarks:

U.S. Department of Energy
Weatherization Assistance Program (WAP)
WEATHERIZATION ANNUAL FILE WORKSHEET
Grant Number: SE0001831, **State:** MN, **Program Year:** 2025
Recipient: STATE OF MINNESOTA

IV.1 Subgrantees

Subgrantee (City)	Planned Funds/Units
Arrowhead Economic Opportunity Agency, Inc. (Virginia)	\$732,149.00 30
Bi-County Community Action program, Inc. (Bemidji)	\$405,987.00 16
Community Action Partnership of Ramsey & Washington Counties (Saint Paul)	\$1,320,860.00 56
Dakota County Community Development Agency (Eagan)	\$495,251.00 20
Fond Du Lac Reservation Business Committee (Cloquet)	\$62,278.00 1
Inter-County Community Council (Oklee)	\$225,761.00 8
KOOTASCA Community Action, Inc. (Grand Rapids)	\$229,176.00 8
Lakes and Pines Community Action Council, Inc. (Mora)	\$584,079.00 24
Mahube-OTWA Community Action Partnership, Inc. (Detroit Lakes)	\$674,171.00 28
Mille Lacs Band of Ojibwe Indians (Onamia)	\$66,163.00 1
Minnesota Valley Action Council (Mankato)	\$495,178.00 20
Northwest Community Action, Inc (Badger)	\$160,366.00 5
Prairie Five Community Action Council, Inc. (Montevideo)	\$169,946.00 5
Semcac (Rushford)	\$654,472.00 27
Sustainable Resources Center (Minneapolis)	\$1,480,849.00 63
Three Rivers Community Action, Inc. (Zumbrota)	\$229,386.00 8
Tri-County Action Programs, Inc. (SC) (Waite Park)	\$569,372.00 23
Tri-County Community Action, Inc. (LF) (Little Falls)	\$402,191.00 16
United Community Action Partnership (Marshall)	\$609,919.00 25
West Central Minnesota Communities Action, Inc. (Elbow Lake)	\$460,737.00 18
White Earth Reservation Tribal Council (Waubun)	\$110,439.00 3
Wright County Community Action, Inc. (Maple Lake)	\$208,620.00 7
Total:	\$10,347,350.00 412

U.S. Department of Energy
Weatherization Assistance Program (WAP)
WEATHERIZATION ANNUAL FILE WORKSHEET
Grant Number: SE0001831, **State:** MN, **Program Year:** 2025
Recipient: STATE OF MINNESOTA

IV.2 WAP Production Schedule

Weatherization Plans	Units
Total Units (excluding reweatherized)	412
Rewatherized Units	0

Average Unit Costs, Units subject to DOE Project Rules		
VEHICLE & EQUIPMENT AVERAGE COST PER DWELLING UNIT (DOE RULES)		
A	Total Vehicles & Equipment (\$5,000 or more) Budget	\$0.00
B	Total Units Weatherized	412
C	Total Units Rewatherized	0
D	Total Dwelling Units to be Weatherized and Rewatherized (B + C)	412
E	Average Vehicles & Equipment Acquisition Cost per Unit (A divided by D)	\$0.00
AVERAGE COST PER DWELLING UNIT (DOE RULES)		
F	Total Funds for Program Operations	\$3,332,403.00
G	Total Dwelling Units to be Weatherized and Rewatherized (from line D)	412
H	Average Program Operations Costs per Unit (F divided by G)	\$8,088.36
I	Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J	Total Average Cost per Dwelling (H plus I)	\$8,088.36

IV.3 Energy Savings

Method used to calculate savings: <input checked="" type="checkbox"/> WAP algorithm <input type="checkbox"/> Other (describe below)				
		Units	Savings Calculator (MBtus)	Energy Savings
	This Year Estimate	412	29.3	12072
	Prior Year Estimate	603	29.3	17668
	Prior Year Actual	355	29.3	10402

Method used to calculate savings description:

IV.4 DOE-Funded Leveraging Activities

As a state agency, Minnesota Department of Commerce is deeply committed to helping Service Providers maximize and leverage their weatherization funds to enhance the impact of energy efficiency services for low-income households in Minnesota.

Two positions will provide primary support for leveraging objectives for the Minnesota Weatherization Assistance Program in PY25:

- Equity and Innovation Coordinator will use data and stakeholder engagement to identify inequities within the current program design. Additionally, they will leverage partnerships and pursue additional funding, resulting in increased resources and innovative project development.
- Lead Projects Developer will focus on implementing funding opportunities and developing partnerships with stakeholders. This includes collaborating on grant proposals and leveraging additional funds.

MN WAP leveraging activities will consist of the following components:

1. Service Provider Leveraging Assistance Support Fund (LASF)

The Leveraging Assistance Support Fund (LASF) will continue to support WAP Service Providers undertaking local leveraging activities through direct grants. Activities can include work necessary to research, develop, and pursue leveraged funding and design, implement, and manage programs which use leveraged funding. Minnesota staff will provide ongoing support to Service Providers as technology to support leveraging and an outreach toolkit are developed.

U.S. Department of Energy
Weatherization Assistance Program (WAP)
WEATHERIZATION ANNUAL FILE WORKSHEET
Grant Number: SE0001831, **State:** MN, **Program Year:** 2025
Recipient: STATE OF MINNESOTA

Examples of eligible LASF activities include:

- Meeting with utility or other organizations' personnel to discuss the usage of existing leveraged funds or to jointly develop a newly funded program.
- Administrative work to account for and report the use of leveraged funds on WAP homes.
- Partnerships with Clean Energy Resource Teams – or other service-based organizations to assist in developing in-kind contributions to increase client education or other services.
- Grant writing to foundations to meet program gaps or address program inequities.
- Time spent implementing and tracking other locally driven partnerships.
- Implementing WAPMAP and other tools to support equitable services.
- Hiring and paying a development staff to build on the activities mentioned above.

2. Advancing Solar as a measure in MN WAP

Minnesota will increase the implementation of solar PV as a weatherization measure by working with WAP service providers and solar installers statewide.

Minnesota will support a Solar Technical Assistance Liaisons (STAL). This individual will facilitate the wider adoption of solar energy within WAP. By providing one-on-one expertise and technical support for implementing solar, Minnesota has found this role instrumental in expanding the number of Service Providers implementing this measure and technology. Additionally, the STAL will explore opportunities with utility or other partnerships to offset system costs and leverage the \$1 million WAP set-aside from MN Solar for All to support the state's efforts in implementing solar energy in low-income households.

3. Increase equity-based program access throughout Minnesota

Minnesota has developed the WAPMAP tool to help Service Providers identify service gaps in specific census tract areas. Training on using the WAPMAP will be offered to Service Providers and other stakeholders. Additionally, the WAPMAP will continue to be developed and expanded as new tools are created for end users. The goal is for Service Providers to make data-driven decisions to efficiently allocate resources for underserved communities.

4. Technology to Support Leveraging

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

Minnesota's WAP BIL budget has some funding for technological systems to support weatherization production. As WAPLink (Minnesota's new Energy Modeling and Production Management Software) comes online, we anticipate, the addition of a module that allows for tracking and reporting on leveraging efforts through this Leveraging Plan.

IV.5 Policy Advisory Council Members

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

CenterPoint Energy	Type of organization: Utility Contact Name: Carter Dedolph Phone: 6123214412 Email: carter.dedolph@centerpointenergy.com
Citizens Utility Board	Type of organization: Non-profit (not a financial institution) Contact Name: Brian Edstrom Phone: 65130047016 Email: briane@cubminnesota.org
Clean Energy Resource Teams	Type of organization: Non-profit (not a financial institution) Contact Name: Joel Haskard Phone: 6126258759 Email: haska004@umn.edu
Energy Conservatory	Type of organization: For-profit or Corporate (not a financial institution or utility) Contact Name: Jake McAlpine Phone: 6122542186 Email: jmcalpine@energyconservatory.com
Fond Du Lac Reservation Business Committee	Type of organization: Indian Tribe Contact Name: Joan Markon Phone: 2188782658 Email: joanmarkon@fdlrez.com

U.S. Department of Energy
Weatherization Assistance Program (WAP)
WEATHERIZATION ANNUAL FILE WORKSHEET
Grant Number: SE0001831, **State:** MN, **Program Year:** 2025
Recipient: STATE OF MINNESOTA

Great River Energy	Type of organization: Utility Contact Name: Jeff Haase Phone: 7634456106 Email: jhaase@greenergy.com
Home Performance Strategies	Type of organization: For-profit or Corporate (not a financial institution or utility) Contact Name: Kevin Brauer Phone: 6128680365 Email: kevinbrauermn@gmail.com
Lutheran Social Service of MN	Type of organization: Non-profit (not a financial institution) Contact Name: Melissa Grimmer Phone: 6513109443 Email: melissa.grimmer@lssmn.org
Prairie Five Community Action Council, Inc.	Type of organization: Non-profit (not a financial institution) Contact Name: Laura Milbrandt Phone: 3202696578 Email: Laura.Milbrandt@prairiefive.org
State of Minnesota	Type of organization: Unit of State Government Contact Name: anthony Fryer Phone: 6515391858 Email: anthony.fryer@state.mn.us
State of Minnesota	Type of organization: Unit of State Government Contact Name: Katherine Teiken Phone: 6512967610 Email: katherine.teiken@state.mn.us
State of Minnesota	Type of organization: Unit of State Government Contact Name: Tracy M.B. Smetana Phone: 6515391826 Email: tracy.m.b.smetana@state.mn.us
Tri-County Community Action, Inc. (LF)	Type of organization: Non-profit (not a financial institution) Contact Name: Jason Foy Phone: 3206320561 Email: Jason.foy@tccaction.com
United Community Action Partnership	Type of organization: Non-profit (not a financial institution) Contact Name: Jeff Gladis Phone: 50753714162136 Email: jeff.gladis@unitedcapmn.org
Xcel Energy	Type of organization: Utility Contact Name: David Hueser Phone: 6123306581 Email: david.a.hueser@xcelenergy.com

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

Date Held	Newspapers that publicized the hearings and the dates the notice ran
04/10/2025	On April 1, 2025, notice of a virtual State Plan public hearing was sent to all WAP Service Providers and subscribers of the Conservation Improvement Program newsletter, which focuses on utilities (10,500+). The draft copy of the PY25 State Plan was posted on the Commerce website on April 1, 2025, and a link to the posting was included in the notice. A virtual Public Hearing took place on April 10, 2025, at 9:00 AM via TEAMS Webinar to comply with the annual state plan hearing requirement in 10 CFR 440.14. See attached public hearing notes and transcripts.

IV.7 Miscellaneous

Recipient Business Officer: Prefix: Ms. First Name: Amy Last Name: Trumper

U.S. Department of Energy
Weatherization Assistance Program (WAP)
WEATHERIZATION ANNUAL FILE WORKSHEET
Grant Number: SE0001831, **State:** MN, **Program Year:** 2025
Recipient: STATE OF MINNESOTA

Title: Chief Financial Officer

Organization Affiliation: Department of Commerce/Div. of Energy Resources

Telephone Number: (651) 5391517

Fax: (651) 5390109

Email: amy.trumper@state.mn.us

Recipient Principal Investigator:

Prefix: Ms.

First Name: Suzy

Last Name: Meneguzzo

Title: Weatherization Assistance Program Director

Organization Affiliation: Department of Commerce/Div. of Energy Resources

Telephone Number: (651) 5391791

Email: suzy.meneguzzo@state.mn.us

Minnesota, through funding from the state braided with Department of Energy Formula funds, has strived to support overall workforce development for the Weatherization Assistance Program. Our work has targeted both weatherization staff (auditors, QCIs, admin, etc.) and contractors.

1. Workforce development pipeline placement

One of the most significant barriers to expansion of weatherization services or addition of new measures is the recruitment of staff and contractors. In support of “grow our own” approach, WAP will work in partnership with the Minnesota Home Energy Training Centers (MHETC) launching in 2025 to support placement opportunities, with concentrated efforts to communities with contractor and staff shortages.

2. Workforce Development Retention Initiatives

One of the most significant barriers to expansion of weatherization services or addition of new measures is the recruitment of staff and contractors. In considering how best to address this concern in Minnesota, the WAP program looked to other WAP programs for models. Specifically, Vermont and Kentucky have initiated Workforce Development activities associated with their DOE State Plan.

Based on what Minnesota learned from reviewing these models, MN proposed (and was approved for) retention activities in PY24. This program year, we will build on the Vermont/Kentucky models as well as our own experience.

During PY24, Minnesota implemented this retention initiative and found early success and reception from subgrantees. Program participants shared that they would like to see the program implemented for a second full year to fully understand the impacts. Now that several agencies have successfully implemented these initiatives, the subgrantee network has framework to share to support those looking to participate in PY25.

1. **Contractor Retention Bonus**

The weatherization program aims to retain and encourage contractors by offering retention bonuses. Contractors, whether existing or new to the program, will be eligible for bonuses based on their commitment duration. Specifically:

i. **Contractor Bonuses:** Contractors who are existing or new to the weatherization program will receive bonuses based on the duration of their commitment:

U.S. Department of Energy
Weatherization Assistance Program (WAP)
WEATHERIZATION ANNUAL FILE WORKSHEET
Grant Number: SE0001831, **State:** MN, **Program Year:** 2025
Recipient: STATE OF MINNESOTA

- Sign-on bonus: one-time payment of up to \$300
- **1Year Bonus:** \$500
- **3Year Bonus:** \$1,000
- **5Year Bonus:** \$1,500

ii. Eligibility Criteria:

- To qualify for a sign-on bonus, contractors must complete all required documentation and Service Providers must input data into administrative monitoring tracking tool.
- To qualify for a retention bonus, contractors must complete 15% of the unit Production Goal Amount outlined in the state plan within the retention year.
- Contractors serving multiple subgrantees will only receive one bonus.

iii. Attracting New Contractors:

- The program aims to attract new contractors into the network.
- Contractors serving the network may find these bonuses appealing, encouraging them to join and remain in the weatherization network.

iv. Expanding the Contractor Network

- These efforts align with the state's Training for Residential Energy Contractors (TREC) program which focuses on increasing the number of qualified residential energy contractors in the energy efficiency workforce. WAP contractors will be invited to participate in upskilling opportunities as Minnesota rolls out the Empowering Contractors in Energy Professions (ECEP) portion of TREC funds in 2025.

v. Tracking and Oversight:

- Commerce will collaborate with Service Providers to monitor incentives and retention rates among contractors.
- Bonuses will be factored into program operations and contribute to the ACPU.

This approach seeks to enhance contractor engagement and support existing contractors within the weatherization workforce.

2. Support workforce development with a Career Path Ladder

To encourage Energy Auditors (EAs) and Quality Control Inspectors (QCIs) to obtain certification, and longevity to the program benefits for WAP staff, we propose a career path ladder with incentives. Additionally, we aim to attract new crew members and retain existing staff through sign-on and retention bonuses:

i. Certification Incentives:

- **Sign-On Bonuses:** New crew members (including RIT, crew leads, EAs, and QCIs) will receive a \$250 sign-on bonus upon joining. Service Providers will include a retention policy in place for the bonus.
 - **Retention Bonuses:** We recognize commitment over time:
 - 12 Month Bonus: \$500
 - 2 Year Bonus: \$750
 - 5 Year Bonus: \$1,250

ii. Legacy Staff:

- Existing staff members will be included, ensuring they are eligible for retention bonuses.
- These bonuses will be granted after the successful inspection completion of the subgrantee's first DOE unit.
- Calculation of length of service may include experience from other professional WAP roles outside of the current role.

iii. Financial Considerations:

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

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

U.S. Department of Energy
Weatherization Assistance Program (WAP)
WEATHERIZATION ANNUAL FILE WORKSHEET
Grant Number: SE0001831, **State:** MN, **Program Year:** 2025
Recipient: STATE OF MINNESOTA

Needs across Minnesota vary widely for contractors and staff in WAP. Subgrantees may opt-out of the program following procedure outlined by Minnesota. Subgrantees may also choose to offer less than the specified amount for each bonus type, but no more than what is outlined. Subgrantees are encouraged to evaluate and implement bonuses based on their individual priority workforce support needs.

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001831, **State:** MN, **Program Year:** 2025
Recipient: STATE OF MINNESOTA

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

V.1 Eligibility

V.1.1 Approach to Determining Client Eligibility

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

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

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

Describe what household eligibility basis will be used in the Program

A dwelling unit is eligible for Weatherization services if it is occupied by a household whose income is at or below 200% of Federal Poverty Income Guidelines or is eligible for assistance under the LIHEAP income limit of 50% of State Median Income, whichever is greater, as allowed by 10 CFR 440.22 and required under Minnesota 2009 Session Laws, Chapter 138, Article 2, Subd. 4.

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

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

V.1.2 Approach to Determining Building Eligibility

Procedures to determine that units weatherized have eligibility documentation

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

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

Owner Occupied Dwellings Proof of Ownership:

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

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001831, **State:** MN, **Program Year:** 2025
Recipient: STATE OF MINNESOTA

Proof of ownership documentation includes:

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

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

Rental Dwelling Income Documentation Requirements:

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

Multifamily Rental Requirements:

Service Providers may weatherize multifamily buildings containing two or more units. Weatherization is designed to occur on the whole building as a systems approach. A single unit within a multi-unit building may not be weatherized.

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

- Have income eligible households in the dwelling units, or;
- Will have income eligible households in the dwelling units within 180 days under Federal/State program for rehabilitating the building.
- Meet the WAP Multifamily Specific categorical eligibility criteria as outlined in the MN Weatherization Multifamily Procedures Guide and below.

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

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

Describe Reweatherization compliance

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

Describe what structures are eligible for weatherization

Structures that are eligible for weatherization include single family, manufactured homes, and multifamily buildings. Minnesota has approved audits for single family (2026), manufactured homes (2026), and multifamily buildings (2029). Nontraditional dwelling types such as shelters, and mixed-use buildings may be allowed but must be reviewed and approved by Minnesota prior to weatherization to ensure that the dwelling meets program regulations. (Section 3.4 of the Minnesota Weatherization Assistance Program Policy Manual addresses mixed-use buildings.) If deemed necessary, Minnesota will seek approval from the USDOE Project Officer for the weatherization of a nontraditional dwelling. Single family structures must be occupied prior to weatherization. The weatherization of nonstationary campers and trailers that do not have a mailing address associated with the eligible applicant is not allowed per DOE regulation.

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

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001831, **State:** MN, **Program Year:** 2025
Recipient: STATE OF MINNESOTA

previous weatherization status in sampled household files. Minnesota has just initiated a conversation with our new Project Officer about renewing our Programmatic Agreement (PA).

Describe how Rental Units/Multifamily Buildings will be addressed

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

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

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

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

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

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

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

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

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

There are three methods that can be used to demonstrate household eligibility for multifamily projects.

1. The first method is to use the eHEAT software to demonstrate the income eligibility of individual households within the multifamily project. This method is the same as for single-family weatherization projects.

2. The second method is for the building owners to demonstrate household eligibility through HUD means tested programs (WPN 22-5). US DOE in partnership with HUD provides several lists that contain buildings that are or may be eligible. These include:

- Public Housing Buildings Qualified List, which contains a list of HUD Public Housing that is categorically eligible (at least 66% occupants qualify);
- Public Housing Further Verification Required List, which contains a list of HUD operated multifamily buildings which may be eligible for WAP services need verification;
- Assisted Multifamily Properties List, which are privately owned multifamily buildings that are likely eligible for WAP services. Eligibility must be verified;
- USDA Eligible Building List; and

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001831, **State:** MN, **Program Year:** 2025
Recipient: STATE OF MINNESOTA

- HUD 1 & 2 Family Categorical Eligibility List, which are HUD managed properties that are categorically eligible for weatherization. This list is provided to Service Providers via secure communication.

3. The third method is for the Service Provider to determine eligibility through income information supplied by the property owner. This information will be reviewed by Commerce to confirm eligibility

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

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

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

- Have income eligible households in the dwelling units, or;
- Will have income eligible households in the dwelling units within 180 days under a Federal/State program for rehabilitating the building.
- Meet the WAP Multifamily Specific categorical eligibility criteria as outlined in in the MN Weatherization Multifamily Procedures Guide (Appendix C).

Describe the deferral Process

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

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

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

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

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

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

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

- The dwelling is in the process of being sold;
- The dwelling is in the process of being remodeled;
- The owners have refused cost effective measures determined by the energy modeling software tool. Service Providers must then defer that dwelling per WPN 23-6 attachment 8 unless approval from Minnesota is requested and approved;
- The building structure or its mechanical systems (including electrical and plumbing), are in such a state of disrepair that failure is imminent, and the conditions cannot be resolved cost-effectively;
- The house has sewage or other sanitary problems that would further endanger the client and or weatherization installers if weatherization work were performed;
- The house has been condemned or a major household system (electrical, heating, plumbing, or other equipment) has been "red tagged" by a local or state building official or a utility, and the unacceptable conditions cannot be resolved with WAP funds;
- The dwelling has severe moisture problems that cannot be resolved under existing health and safety measures and with minor repairs;

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001831, **State:** MN, **Program Year:** 2025
Recipient: STATE OF MINNESOTA

- The dwelling has dangerously high carbon monoxide levels in combustion appliances that cannot be resolved under existing health and safety measures;
- The extent and condition of lead-based paint in the house would potentially create further health and safety hazards;
- The energy auditor determines a condition(s) exists which may endanger the health or safety of the work crew or subcontractor, requiring that the work not proceed until the unsafe condition is corrected;
- The client has a known health condition(s) that prohibits the installation of insulation and other weatherization materials;
- Dwellings which contain vermiculite insulation, as all vermiculite insulation is assumed to contain asbestos;
- The cost to weatherize a home is so significant that it will negatively impact the Service Provider's ability to meet the statewide average cost per dwelling and/or healthy and safety average. Service Providers are to document the reasoning and justification to utilize pre-weatherization or readiness dollars to bring the home into weatherization-ready status.

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

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

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

A client whose home is deferred must be informed of their right to appeal. Per the client appeals policy outlined in policy Minnesota Weatherization Assistance Policy Manual Section 1.6, clients submit the initial appeal to the Service Provider. If the client is not satisfied with the outcome, then the appeal is submitted to Commerce.

Weatherization Readiness Funds (WRF)

Weatherization Readiness Funds (WRF) are used in Minnesota to reduce the number of deferrals by providing flexibility to our subgrantees to address weatherization barriers at the local level. Weatherization Readiness Funds allow Service Providers to address the variety of unique and vexing issues present in clients' homes that lead to an inability to provide weatherization services.

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

The spending cap is \$20,000 per household. There is no pre-approval required if the measure(s) are on the Allowable Measures Chart (AMC) and under the \$20,000 per household cap. If the measure(s) are not on the AMC or above \$20,000, then prior approval by Commerce is required.

Minnesota seeks to allow local subgrantees appropriate flexibility in managing Weatherization Readiness Funds. Because homes and circumstances are unique, this flexibility will allow subgrantees to address the varied situations that arise in the most cost-effective manner possible with the most benefit to the homeowner. Service Providers will use the following factors to determine which dwellings receive WRF:

- WRF should be used in homes which cannot be made weatherization ready using other means.
- The total cost of required repairs in each home will be considered in deciding which homes will receive WRF to manage overall costs and benefit the widest range of eligible homeowners.

WRF may be used to complete measures in one PY with the audit measures being completed in the following PY. The project must be completed within a reasonable period. A "reasonable period" is defined as six months, or longer with documented mitigating circumstances.

Minnesota monitors WRF projects alongside our overall field monitoring in weatherized homes. Field Monitors visually inspect the WRF measures determining if the measure is complete and installed in a manner that meets quality expectations for the Weatherization Readiness Program.

V.1.3 Definition of Children

Definition of children (below age): 19

V.1.4 Approach to Tribal Organizations

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001831, **State:** MN, **Program Year:** 2025
Recipient: STATE OF MINNESOTA

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

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

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

V.2 Selection of Areas to Be Served

Minnesota serves all 87 counties in the state and provides equal access to WAP services for all eligible households. The Minnesota Weatherization Assistance Program serves these 87 counties via a network of 22 sub-grantees we refer to as Service Providers. Service Providers are either Community Action Partners, Tribal Nations, Counties, or other nonprofit organizations.

In the event that a Service Provider relationship with Commerce and the Weatherization Assistance Program is ended, regardless of the reason, a temporary provider will be identified from among the existing group of Service Providers. Commerce will identify the temporary provider and invite them into a short-term agreement with Commerce.

At the same time, Commerce will initiate a Request for Proposal Process following all DOE regulations and state requirements and processes. At the conclusion of this process, a permanent provider will be identified, and Commerce will follow usual contracting and funding processes.

V.3 Priorities

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

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

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

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

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

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

V.4 Climatic Conditions

Minnesota has a continental type of climate, subject to frequent outbreaks of continental polar air during the cold season and periods of prolonged heating during summer, particularly in the southern portion of Minnesota. Mean annual temperatures range from 38° F in the extreme north to 45° F along the

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001831, **State:** MN, **Program Year:** 2025
Recipient: STATE OF MINNESOTA

Mississippi River in the southeast. State temperature extremes range from -60 to 115° F. Monthly average temperatures vary from 81° F (July) to -13° F (December). Mean temperatures during January in the northern portions of the State average near 5° F.

Minnesota is located in International Energy Conservation Code Climate Zones 6 and 7. Minnesota uses energy modeling software that adjusts for client's specific climatic conditions and fuel costs as appropriate.

Annual	Heating Degree Days	Cooling Degree Days
Duluth	8031	230
International Falls	8447	229
Minneapolis	5940	883
Rochester	6431	543

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

V.5 Type of Weatherization Work to Be Done

V.5.1 Technical Guides and Materials

All weatherization work in Minnesota is performed in accordance with DOE approved procedures, including the appropriate DOE approved energy audit (single family, multifamily,

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

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

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

Minnesota WAP Sub-Grantee Contracts

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

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

1. There is written agreement with all contractors specifying the terms and conditions under which work will be performed, including consequences for noncompliance or underperformance
2. Contracts confirm terms, conditions, and specification of the agreement.

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001831, **State:** MN, **Program Year:** 2025
Recipient: STATE OF MINNESOTA

3. Contractors complete work that is in accordance with the policies in this manual.

4. Service Provider must either maintain the contractor file documentation for sub-contractors hired by a contractor or include documentation in their contracts with the general contractor that it is the Contractor's responsibility to maintain that documentation.

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

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

- Grantee-administered fuel switching authority 2/10/2016
- LED lighting approved by DOE 4/8/2016
- Spray foam as an insulation material 9/4/2018
- NEAT/MHEA ECM lifetimes 3/20/2019.
- Refrigerators 7/9/2019
- Domestic hot water (DHW) heater replacements 7/9/2019
- Single-Family Solar photovoltaics (PV) as a pilot 9/5/2019
- ECM Furnace Motor Replacements 4/13/2021
- Photovoltaic Systems (PV) within the constraints of the NEPA waiver 7/26/2021

Field guide types approval dates

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

V.5.2 Energy Audit Procedures

Audit Procedures and Dates Most Recently Approved by DOE

Audit Procedure: Single-Family

Audit Name:

Approval Date: 2/10/2021

Audit Procedure: Manufactured Housing

Audit Name:

Approval Date: 2/10/2021

Audit Procedure: Multi-Family

Audit Name:

Approval Date: 7/3/2024

Comments

Audit Procedures and Dates Most Recently Approved by DOE

Audit Procedure: Site-Built (includes Priority List)

Audit Name: NEAT (current) and WAPLink (pending approval)

Expiration Date: 2/10/2026

Audit Procedure: Manufactured Housing (includes Priority List)

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001831, **State:** MN, **Program Year:** 2025
Recipient: STATE OF MINNESOTA

Audit Name: MHEA (current) WAPLink (pending approval)

Expiration Date: 2/10/2026

Audit Procedure: Multifamily (includes 2-4, Low-Rise, High-Rise, and Priority List)

Audit Name: EA-Quip (approved) and WAPLink (pending approval)

Expiration Date: 7/3/2029

All dwellings scheduled for weatherization must have a comprehensive energy audit that treats the dwelling as a whole system. On December 31, 2024, Minnesota submitted for approval to the Department of Energy a request to use WAv10 via an API using a 3rd party software entitled WAPLink.

Weatherization measures for a dwelling are considered cost effective if the Savings to Investment Ratio (SIR) is 1.0 or greater for each measure and for the job as a whole. In addition to DOE approved conservation measures, Minnesota WAP Service Providers also install health and safety and incidental repair measures as dictated by the audit on each dwelling. Minnesota also uses WAPLink for multifamily audits of all buildings up to four units, townhomes treated as single-family, and low-rise multifamily buildings that meet the Regional Priority List requirements.

Multifamily buildings that do not qualify for Regional Priority List option, are entered into EA-Quip software for modeling and entered into WAPLink for work order creation, tracking, and reporting purposes.

V.5.3 Final Inspection

The Minnesota Weatherization Policy Manual specifies the activities and tests that must be completed in a final inspection and the process for rework should the need arise (MN WAP Policy Manual 4.6). Final inspections on weatherized homes are conducted to confirm that all work was done to the SWS standards and in a workmanlike and professional manner. Dwelling units may not be reported as complete until all work passes a final inspection, and all required signatures are obtained on the required forms.

Each Service Provider or its authorized representative is required to use a certified Quality Control Inspector (QCI) who is in good standing with the Building Performance Institute to conduct all final inspection of all dwelling units. The QCI may oversee and signoff on final inspection duties conducted by non-QCI certified staff related to NEAT data entry, fiscal entry, etc.

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

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

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

Independent QCI: A final inspection on every home will be conducted by a QCI who was not involved in the weatherization work on the home, either as the auditor or as a member

of the crew. State field monitoring will be done through Minnesota by a certified QCI. Minnesota will conduct field monitoring visits of at least five percent of all completed units per SP.

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

QCI Shortage: To meet production goals in a timely manner, Service Providers are responsible for maintaining staff and/or contractual relationships with QCI certified inspectors. In the case of a shortage of QCI certified inspectors in the service territory, Minnesota may choose to allow the following, in accordance with WPN 24-4:

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

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001831, **State:** MN, **Program Year:** 2025
Recipient: STATE OF MINNESOTA

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

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

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

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

V.6 Weatherization Analysis of Effectiveness

Weatherization Analysis of Effectiveness

Minnesota evaluates the effectiveness of Weatherization in two primary ways: evaluation of weatherization results in homes and incremental quality improvements of Service Provider delivery and Minnesota support of the program.

Results

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

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

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

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

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

Quality Improvement

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

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

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

When monitoring issues are found (compliance or finding, dependent on level of severity), Minnesota notes that in the Monitoring Report with a required action

U.S. Department of Energy

Weatherization Assistance Program (WAP)

STATE PLAN / MASTER FILE WORKSHEET

Grant Number: SE0001831, State: MN, Program Year: 2025

Recipient: STATE OF MINNESOTA

associated. The Monitoring Report remains open until the Service Provider satisfactorily addresses the initial concern and provides appropriate documentation. When all issues have been addressed, the Monitoring Report is closed and that is communicated to the Service Provider.

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

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

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

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

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

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

V.7 Health and Safety

See Attachment

V.8 Program Management

V.8.1 Overview and Organization

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

In addition to USDOE funds, Minnesota manages LIHEAP and Propane funds for weatherization. USDOE funds are governed by the WAP State Plan. LIHEAP funds are governed by the LIHEAP State Plan and Propane funds are governed by relevant Minnesota statute. Minnesota manages State-allocated Pre-Weatherization (deferral mitigation) funds.

WAP staffing consists of a Program Director, the Program Coordinator, Program Administrator, two Administrative Monitors, Training and Technical Assistance Principal, Training and Outreach Specialist, Technical Proficiency Unit Supervisor, Technical Proficiency Coordinator, seven Field Monitors, Equity and Innovation Coordinator, and Lead Projects Developer (Organization Chart attached to SF424). The Energy Affordability Director oversees the Weatherization team.

Minnesota annually contracts for program delivery activities with 22 local Service Providers. These Service Providers include Community Action Agencies, Tribal nations, a private nonprofit agency, and a community development authority.

V.8.2 Administrative Expenditure Limits

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001831, **State:** MN, **Program Year:** 2025
Recipient: STATE OF MINNESOTA

In PY25, Commerce will retain 5.25% of USDOE Program Year funds for statewide program administration. The remaining 9.75% will be allocated to subgrantees by the allocation formula.

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

V.8.3 Monitoring Activities

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

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

Monitoring strategies include the following:

Weatherization Inbox

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

Desk monitoring

Desk monitoring includes ongoing review of monthly programmatic data submitted by Service Providers. Examples of reviewed data include number of units completed, number of units in progress, Average Cost Per Unit, invalid audit events, work orders paid before inspection and blower door test results. Fiscal data is also reviewed and includes Service Provider monthly expenses and cash requests against allocations.

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

Administrative Monitoring

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

Field Monitoring

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

As described in V.5.3 Final Inspection section, Minnesota operates under an Independent Quality Control Inspection model. Therefore, the technical monitoring team is responsible for monitoring no less than 5% of completed units weatherized with DOE funds.

PY25 Monitoring Visit Details and Tentative Schedule

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

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

Administrative Monitoring

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

1. Pre-monitoring Review

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001831, **State:** MN, **Program Year:** 2025
Recipient: STATE OF MINNESOTA

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

In addition, the monitor reviews household files, contractor/crew files, and various reports from the energy modeling software.

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

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

2. Review

During the monitoring visit, Administrative Monitors review the pre-visit information with the Weatherization staff of each Service Provider as well as discuss production, spending, workflow, staffing, training and other relevant processes. These reviews include follow up on issues raised in desk monitoring and prior monitoring reports, as well as any other issues as needed, including but not limited to:

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

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

3. Monitoring Report

Monitors review all site documentation, discuss outstanding issues with the monitoring team, and generate a monitoring report. This report includes any findings, compliance issues, observations, or best practices. Workflow indicates that monitors will have those to the Service Provider within 30 days of the Site visit. The Service Provider is then asked to respond within an additional 30 days.

4. Issue Resolution

Once the Service Providers response is in, the Administrative Monitor creates a Responses and Outcomes document to analyze if the Service Provider resolved each pending issue from the report and document that resolution. When it is determined that the Service Provider has resolved all pending issues, the Response and Outcomes document is sent to them via email, concluding the administrative portion of the Service Provider's review.

Field Monitoring:

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

1. Pre-visit Review

Field Monitors review household files for required data, forms, signatures, bids, invoices, and other documentation. Field Monitors also review audits for the households monitored including data inputs and audit library checks to determine if they are current.

2. Review

Field Monitors review the pre-visit information with Weatherization staff at each Service Provider. These reviews include follow up on issues raised in desk monitoring and prior monitoring reports, as well as any other issues as needed, including but not limited to:

- Administrative field work (Client file review, Work orders, Audit reporting)
- Energy audits, including inputs and outputs
- Fuel costs library accuracy
- Training & Technical Assistance activities and needs
- Weatherization of units
- Health and safety
- Final inspections and verification that all inspections are performed by a QCI

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001831, State: MN, Program Year: 2025
Recipient: STATE OF MINNESOTA

- How monitoring results are handled and required follow-up procedures
- Lead safe work practices Quality Assurance
- Compliance with Standard Work Specifications (SWS)

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

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

3. Post Visit Report Field Monitoring Reports

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

4. Issue Resolution

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

In the interest of consistency and impartiality, all monitors bring their results of their monitoring visits before their peers for review. These discussions deepen the teams understanding of policies and how they are applied in real world settings while continually improving the quality of our monitoring visits.

Corrective Action/Removal

If a Service Provider remains out of compliance following monitoring or other interventions, Minnesota will follow the Corrective Action Process outlined in the Minnesota Weatherization Program Policy Manual Section 8.3 and as noted below.

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

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

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

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

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

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

V.8.4 Training and Technical Assistance Approach and Activities

See Attachment

Percent of overall trainings

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001831, **State:** MN, **Program Year:** 2025
Recipient: STATE OF MINNESOTA

Comprehensive Trainings:	65.0
Specific Trainings:	35.0

Breakdown of T&TA training budget

Percent of budget allocated to Auditor/QCI trainings:	60.0
Percent of budget allocated to Crew/Installer trainings:	35.0
Percent of budget allocated to Management/Financial trainings:	5.0

V.9 Energy Crisis and Disaster Plan

The purpose of the Minnesota Disaster Plan is to allow the WAP program to respond quickly and effectively to disasters that affect the lives and dwellings of low-income households. This plan reflects the requirements of WPN 25-1 and will be implemented whenever and wherever there is a federal or state disaster designation. For weatherization purposes, a disaster is determined by a Presidential or Gubernatorial order declaring either a Federal or State Emergency.

Goal: In the event of a disaster, low-income households often incur the greatest hardship and have the least available resources to assist them in recovery. Minnesota's WAP goal is to assist eligible households, within the confines of WPN 25-1, in restoring their dwellings to the pre-disaster state.

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

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

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

Either:

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

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

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

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

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

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

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001831, **State:** MN, **Program Year:** 2025
Recipient: STATE OF MINNESOTA

have passed a Quality Control Inspection by Service Provider staff.

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

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

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

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

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