

**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

11/17/2023

## 4. Applicant Identifier:

## 5a. Federal Entity Identifier:

## 5b. Federal Award Identifier:

DE-SE0001832

**State Use Only:**

## 6. Date Received by State:

11/17/2023

## 7. State Application Identifier:

**8. APPLICANT INFORMATION:**

a. Legal Name: Mississippi State of

b. Employer/Taxpayer Identification Number (EIN/TIN):  
64-6000807c. UEI:  
KMWGGJN3EKF9**d. Address:**

Street 1: P.O. Box 352

Street 2: 200 Lamar Street

City: Jackson

County: HINDS

State: MS

Province:

Country: U.S.A.

Zip / Postal Code: 392050000

**e. Organizational Unit:**

## Department Name:

Mississippi Department of Human Services

## Division Name:

Division of Community Services

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

Prefix: Mr First Name: Robert

Middle Name: Gilmon

Last Name: Anderson

Suffix:

Title: Executive Director

Organizational Affiliation: Mississippi Department of Human Services

Telephone Number: 6013594457

Fax Number:

Email: bob.anderson@mdhs.ms.gov

**APPLICATION FOR FEDERAL ASSISTANCE SF-424**

Version 02

**9. Type of Applicant:**

A State Government

**10. Name of Federal Agency:**

U. S. Department of Energy

**11. Catalog of Federal Domestic Assistance Number:**

81.042

CFDA Title:

Weatherization Assistance Program

**12. Funding Opportunity Number:**

DE-WAP-0002025

Title:

2025 Weatherization Assistance Program (WAP) Funding

**13. Competition Identification Number:**

Title:

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

Statewide

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

Weatherization Assistance Program

## APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

## 16. Congressional District Of:

a. Applicant: Mississippi Congressional District 02

b. Program/Project: MS-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	2,784,895.00
b. Applicant	0.00
c. State	0.00
d. Local	0.00
e. Other	0.00
f. Program Income	0.00
g. TOTAL	2,784,895.00

## 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: Mr First Name: Robert

Middle Name: Gilmon

Last Name: Anderson

Suffix:

Title: Executive Director

Telephone Number: 6013594457

Fax Number:

Email: bob.anderson@mdhs.ms.gov

Signature of Authorized Representative: Signed Electronically

Date Signed: 09/09/2025

# U.S. DEPARTMENT OF ENERGY



## BUDGET JUSTIFICATION FOR FORMULA GRANTS

Applicant: Mississippi State of  
Award number: SE0001832

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

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
Program Specialist Team Leader/Grantee Admin	Assist in preparing the state application, Coordinate activities between the state and DOE, Soliciting, reviewing and negotiating contracts with subgrantees, Providing technical assistance training to subgrantees, and Ensure that subgrantees comply with program regulations. *The portion of staff salaries not paid by DOE are covered by other funds (CSBG, LIHEAP).
Program Specialist IV/ Grantee Admin	Duties: -Processing subgrantees close-out packages. -Soliciting, reviewing, and negotiating contracts with subgrantees. -Ensuring that subgrants and subgrantees comply with program regulations. -Reviewing statistical data. -Responding to correspondence as required. -Perform Quality Control Inspections of Homes Weatherized. *The portion of staff salaries not paid by DOE are covered by other funds (CSBG, LIHEAP).
Deputy Administrator Tier III/Admin	-Approving contracts with all subgrantees -Approving all correspondence to subgrantees and the Federal funding sources. -Ensuring that the state application is submitted to the Federal grant/or agency timely and in compliance with the applicable Federal regulations. The portions of staff salaries not paid by DOE are covered by other funds. (CSBG, LIHEAP) *The portion of staff salaries not paid by DOE are covered by other funds (CSBG, LIHEAP).
Program Specialist IV (T&TA)	-Reviewing monthly status reports. -Soliciting, reviewing, and negotiating contracts with subgrantees. -Ensuring that subgrants and subgrantees comply with program regulations. -Reviewing statistical data. -Responding to correspondence as required. *The portion of staff salaries not paid by DOE are covered by other funds (CSBG, LIHEAP).
Program Specialist Team Leader/Grantee T&TA	-Assist in preparing the state application, -Coordinate activities between the state and DOE -Soliciting, reviewing and negotiating contracts with subgrantees. -Provide technical assistance training to subgrantees; -Ensure the subgrantees comply with program regulations. -Responsible for day-to-day management of the Weatherization Program. *The portion of staff salaries not paid by DOE are covered by other funds (CSBG, LIHEAP).
Rounding Purpose	For rounding only

Direct Personnel Compensation:

Position	Salary/Rate	Time	Direct Pay
Program Specialist Team Leader/Grantee Admin	\$65,079.42	25.0003 % FT	\$16,270.05
Program Specialist IV/ Grantee Admin	\$56,862.75	25.0003 % FT	\$14,215.86
Deputy Administrator Tier III/Admin	\$99,000.00	5.0002 % FT	\$4,950.20
Program Specialist IV (T&TA)	\$56,862.75	25.0003 % FT	\$14,215.86
Program Specialist Team Leader/Grantee T&TA	\$65,079.42	25.0003 % FT	\$16,270.05

Rounding Purpose	\$0.00	25.0000 % FT	\$0.00
		Direct Pay Total	\$65,922.02

## 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 Department of Human Services process payroll via the Statewide Payroll and Human Resource System (SPAHRs), the agency makes the following deductions:

Retirement is 17.40% of gross Income

FICA is 6.20% of adjusted gross income

MCARE is 1.45% of adjusted gross income

Therefore the total amount the employee (DHS) pays is 25.05%

### Fringe Benefits Calculations

Position	Direct Pay	Rate	Benefits
Program Specialist Team Leader/Grantee Admin	\$16,270.05	25.5500 %	\$4,157.00
Program Specialist IV/ Grantee Admin	\$14,215.86	25.5500 %	\$3,632.15
Deputy Administrator Tier III/Admin	\$4,950.20	25.5500 %	\$1,264.78
Program Specialist IV (T&TA)	\$14,215.86	25.5500 %	\$3,632.15
Program Specialist Team Leader/Grantee T&TA	\$16,270.05	25.5500 %	\$4,157.00
Rounding Purpose	\$0.00		
		Fringe Benefits Total	\$16,843.08

## 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
Out of State (Grantee Admin.) It is anticipated that the Department of Energy (DOE) will conduct a meetings during this year program. A round trip from Jackson, Mississippi to destination chosen by DOE, including airfare, overnight lodging, meals, local transportation, and incidental expenses, is estimated at \$2,789.00 per person attending the meeting.	6	\$2,789.00	\$16,734.00
Grantee T&TA (Out of State Travel)- It is estimated that at least two (2) persons will attend meetings scheduled by DOE during PY2023-June 2024. Based on prior expenses.	4	\$2,789.00	\$11,156.00
Grantee T&TA (In-State)- It is estimated that at least two training or technical assistance and monitoring trips will be made to each subgrantees by the weatherization staff. Trips also include Lodging, meals, and incidental expenses.	16	\$687.20	\$10,995.20

In-State (Grantee Admin) It is estimated that at least two or more administrative trip will be made to each of the 6 subgrantees by the weatherization and fiscal staff. These trips are in privately owned automobiles from Jackson, Mississippi to subgrantees which includes mile, Lodging, meals, and incidental expenses.	12	\$2,360.90	\$28,330.80
Rounding	0	\$0.00	\$0.00
		Travel Total	\$67,216.00

- 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.

To carry out the objectives of the Weatherization program, local travel and out-of-state travel will be required. All travel incurred will be in accordance with the State's Travel Policy and the estimated expenses are based on past trips of a similar nature and airline ticket rates.

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

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

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

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

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

General Category	Cost	Justification of Need
Grantee Admin.	\$1,999.00	General office supplies and materials to carry out the program based on historical cost for items of paper, pens, calculator tape and ribbons, and other necessary items for day-to-day operational needs (to include a Desktop Computer and Laptop having an initial cost of less than \$5,000 per DOE guidance).
Grantee T&TA	\$10,060.00	Training supplies and printing for the weatherization staff will be necessary to develop training materials for subgrantees (as well as purchase portable combustion analyzers and blower doors having an initial cost of less than \$5,000 per DOE guidance). Based on prior expenditures, it is estimated that \$10,060 will be needed.
Materials and Supplies Total	\$12,059.00	

- 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.

Basis of material cost estimates are from historical data.

**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).

<b>Name of Proposed Sub</b>	<b>Total Cost</b>	<b>Basis of Cost*</b>
ENERGY AUDITS	\$290,657.00	Energy auditors will conduct the pre-inspection of the client homes.
Final Inspection	\$87,698.00	QCI will conduct the final inspections of the client homes.
Grantee T&TA (Monitoring)	\$108,431.00	Technical Monitoring- MDHS will contract with a DOE-approved training center/contractor to conduct the QCI home inspections required of the State. It is estimated the following cost will be incurred. PY 2025 homes - 10 10 homes x \$1,900 = \$19,000.00 Fiscal monitoring will be conducted by the Office of Monitoring, a division within the Mississippi Department of Human Services. The Division of Community Services will be paying the Office of Monitoring an estimated amount of \$15,615.00 for performing the required monitoring services. Mississippi Department of Human Services (MDHS) generally contracts with hotels, consultants or other training facilities to provide training rooms and other services for our seminars. It is estimated at \$30,278.00 will be needed to cover these expenses for the accommodations of all subgrantee staff in attendance.
Grantee Admin	\$117,312.00	General operating expenses to carry out the program will be required. These expenses will include telephone, postage, office rent, and equipment rent and repair. According to MDHS policy, rent phone, postage, etc. are considered contractual items. Therefore, we must include them under this category to account for them in our accounting system. These items can be listed under administration or grantee T&TA depending if it is for admin or program staff. Other contractual expenses are needed for administrative staff to participate in seminars and grants management training.
Subgrantees listed in annual file, section IV.1	\$1,824,101.00	These subgrantee funds will be subcontracted to six (6) Community Action Agencies and/or Human Resource Agencies (reference State Application and State Plan Data Sheet). Includes all funds allocated to: Subgrantees Administration, Subgrantee T&TA, Program Operations, Healthy and Safety, Liability insurance, Equipment, Financial Audits, and Weatherization Readiness Funds.
Client Eligibility/Intake	\$194,656.00	Case workers/managers will provide the intake process for each client to determine their eligibility for the WAP.
Contracts and Subgrants Total	\$2,622,855.00	

\*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
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- 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.

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.

**INDIRECT COST** - Replaced with a cost allocation plan (previously submitted). MDHS has a cost allocation plan approved through DHHS; whereas, each division within the department is charged for administrative services. DOE's administrative costs are allocated through the cost allocation process at a rate of 1.92%.

- 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: Tina Ruffin

Phone Number: (601)359-4768

Indirect costs calculations:

Indirect Cost Account	Direct Total	Indirect Rate	Total Indirect
Grantee T&TA	\$130,964.00	0.0000 %	\$0.00
For rounding purpose only	\$0.00	1.9200 %	\$0.00
Grantee Administration	\$178,032.00	0.0000 %	\$0.00
			\$0.00

**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. SE0001832		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address Mississippi State of P.O. Box 352 Jackson, MS 392050000		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		\$ 2,784,895.00		\$ 2,784,895.00
2.						
3.						
4.						
5. TOTAL		\$ 0.00	\$ 0.00	\$ 2,784,895.00	\$ 0.00	\$ 2,784,895.00

**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) GRANTEE ADMINISTRATI ON	(2) SUBGRANTEE ADMINISTRATI ON	(3) GRANTEE T&TA	(4) SUBGRANTEE T&TA	
a. Personnel	\$ 35,436.00	\$ 0.00	\$ 30,486.00	\$ 0.00	\$ 65,922.00
b. Fringe Benefits	\$ 9,054.00	\$ 0.00	\$ 7,789.00	\$ 0.00	\$ 16,843.00
c. Travel	\$ 45,065.00	\$ 0.00	\$ 22,151.00	\$ 0.00	\$ 67,216.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 1,999.00	\$ 0.00	\$ 10,060.00	\$ 0.00	\$ 12,059.00
f. Contract	\$ 117,312.00	\$ 208,868.00	\$ 108,431.00	\$ 287,487.00	\$ 2,622,855.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other Direct Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
i. Total Direct Charges	\$ 208,866.00	\$ 208,868.00	\$ 178,917.00	\$ 287,487.00	\$ 2,784,895.00
j. Indirect Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
k. Totals	\$ 208,866.00	\$ 208,868.00	\$ 178,917.00	\$ 287,487.00	\$ 2,784,895.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. SE0001832		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address Mississippi State of P.O. Box 352 Jackson, MS 392050000		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	\$ 2,784,895.00	\$ 0.00	\$ 2,784,895.00

SECTION B - BUDGET CATEGORIES					
6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) PROGRAM OPERATIONS	(2) HEALTH AND SAFETY	(3) LIABILITY INSURANCE	(4) FINANCIAL AUDITS	
a. Personnel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 65,922.00
b. Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 16,843.00
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 67,216.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 12,059.00
f. Contract	\$ 867,691.00	\$ 153,122.00	\$ 32,527.00	\$ 20,608.00	\$ 2,622,855.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other Direct Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
i. Total Direct Charges	\$ 867,691.00	\$ 153,122.00	\$ 32,527.00	\$ 20,608.00	\$ 2,784,895.00
j. Indirect Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
k. Totals	\$ 867,691.00	\$ 153,122.00	\$ 32,527.00	\$ 20,608.00	\$ 2,784,895.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. SE0001832		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address Mississippi State of P.O. Box 352 Jackson, MS 392050000		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	\$ 2,784,895.00	\$ 0.00	\$ 2,784,895.00

**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) WEATHERIZATI ON READINESS	(2) LEVERAGING	(3) ENERGY AUDITS	(4) Client Eligibility/Intake	
a. Personnel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 65,922.00
b. Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 16,843.00
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 67,216.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 12,059.00
f. Contract	\$ 253,798.00	\$ 0.00	\$ 290,657.00	\$ 194,656.00	\$ 2,622,855.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other Direct Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
i. Total Direct Charges	\$ 253,798.00	\$ 0.00	\$ 290,657.00	\$ 194,656.00	\$ 2,784,895.00
j. Indirect Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
k. Totals	\$ 253,798.00	\$ 0.00	\$ 290,657.00	\$ 194,656.00	\$ 2,784,895.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. SE0001832		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address Mississippi State of P.O. Box 352 Jackson, MS 392050000		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	\$ 2,784,895.00	\$ 0.00	\$ 2,784,895.00

**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	Grant Program, Function or Activity				Total
	(1) Final Inspection	(2)	(3)	(4)	(5)
a. Personnel	\$ 0.00				\$ 65,922.00
b. Fringe Benefits	\$ 0.00				\$ 16,843.00
c. Travel	\$ 0.00				\$ 67,216.00
d. Equipment	\$ 0.00				\$ 0.00
e. Supplies	\$ 0.00				\$ 12,059.00
f. Contract	\$ 87,698.00				\$ 2,622,855.00
g. Construction	\$ 0.00				\$ 0.00
h. Other Direct Costs	\$ 0.00				\$ 0.00
i. Total Direct Charges	\$ 87,698.00				\$ 2,784,895.00
j. Indirect Costs	\$ 0.00				\$ 0.00
k. Totals	\$ 87,698.00				\$ 2,784,895.00
7. Program Income	\$ 0.00				\$ 0.00

U.S. Department of Energy  
**WEATHERIZATION ASSISTANCE PROGRAM**  
**SUBGRANTEE INFORMATION**  
State: MS Grant Number: SE0001832 Program Year: 2025

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Name:	<b>LIFT, Incorporated (LIFT)</b>		Contact:	Dorothy Leasy, Executive Director	
			UEI:	S3SNK4WP3641	
			DUNS:	067721175	
Address:	Post Office Box 2399		Phone:	(662) 842-9511	
	2577 McCullough Blvd		Fax:	(662) 842-5575	
	Tupelo, MS 38803-0000		Email:	dleasy@liftcaa.org	
Counties served:	UNION County	Tentative allocation:	\$ 296,808.00	Congressional districts served:	CD
	PONTOTOC County	Planned units:	8		MS-01
	LEE County	Type of organization:	Local agency		
	MONROE County				
	ITAWAMBA County				
	LAFAYETTE County				
	CHICKASAW County				
	CALHOUN County				
		Source of labor:	Contractors		

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Name:	<b>Multi-County Community Action Service Agency (Multi-County)</b>		Contact:	Ron Collier, Executive Director	
			UEI:	VAF1CFKJRPJ5	
			DUNS:	037481470	
Address:	Post Office Box 905		Phone:	(601) 483-4838	
	2906 St. Paul Street		Fax:	(601) 482-9861	
	Meridian, MS 39302-0000		Email:	rcollier@multicountycsa.org	
Counties served:	SCOTT County	Tentative allocation:	\$ 571,931.00	Congressional districts served:	CD
	WAYNE County	Planned units:	34		MS-04
	SMITH County	Type of organization:	Local agency		MS-02
	STONE County				MS-03
	LEAKE County				
	NESHOBA County				
	NEWTON County				
	PEARL RIVER County				
	PERRY County				
	JACKSON County				
	JASPER County				
	JONES County				
	KEMPER County				
	LAMAR County				
	LAUDERDALE County				
	HANCOCK County				
	HARRISON County				
	FORREST County				
	GEORGE County				
	GREENE County				
	COVINGTON County				
	CLARKE County				
		Source of labor:	Contractors		

U.S. Department of Energy  
**WEATHERIZATION ASSISTANCE PROGRAM**  
**SUBGRANTEE INFORMATION**  
State: MS Grant Number: SE0001832 Program Year: 2025

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Name: **Northeast Mississippi Community Services**

Contact: Steve Gaines, Executive Director

UEI: ZTHQRMFEMU22

DUNS: 106303191

Phone: (662) 728-2118

Fax: (662) 728-8720

Email: sgaines@ms.metrocast.net

Address: Post Office Box 930  
801 Hatchie Street  
Booneville, MS 38829-0000

Counties served: BENTON County  
ALCORN County  
DESOTO County  
PANOLA County  
MARSHALL County  
PRENTISS County  
TATE County  
TIPPAH County  
TISHOMINGO County  
TUNICA County

Tentative allocation: \$ 298,757.00

Planned units: 11

Type of organization: Local agency

Congressional  
districts served:

CD  
MS-01

Source of labor: Contractors

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Name: **Prairie Opportunity, Inc.**

Contact: Dr. Fredrick Hickmon, Executive Director

UEI: H8MGJPVJH3G6

DUNS: 087638540

Phone: (662) 323-3397

Fax: (662) 323-8754

Email: lamarshall@bellsouth.net

Address: Post Office Box 1526  
501 Hwy. 12 West Suite 110  
Starkville, MS 39760-0000

Counties served: CLAY County  
CHOCTAW County  
CARROLL County  
ATTALA County  
GRENADA County  
MONTGOMERY County  
NOXUBEE County  
OKTIBBEHA County  
LEFLORE County  
LOWNDES County  
HOLMES County  
WEBSTER County  
WINSTON County  
YALOBUSHA County

Tentative allocation: \$ 302,205.00

Planned units: 11

Type of organization: Local agency

Congressional  
districts served:

CD  
MS-01  
MS-03  
MS-02

Source of labor: Contractors

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U.S. Department of Energy  
**WEATHERIZATION ASSISTANCE PROGRAM**  
**SUBGRANTEE INFORMATION**  
State: MS Grant Number: SE0001832 Program Year: 2025

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Name:	<b>SOUTH CENTRAL CAA</b>		Contact:	Sheletta Buckley, Director	
			UEI:	DKYABK6GWG84	
			DUNS:	110830325	
Address:	P.O. Box 6590		Phone:	(769) 235-8224	
	3891 I55-South Frontage Road		Fax:	(601) 847-5589	
	Jackson, MS 39282-0000		Email:	sbuckley@yoursccaa.com	
Counties served:	WILKINSON County	Tentative allocation:	\$ 636,596.00	Congressional	CD
	RANKIN County	Planned units:	26	districts served:	MS-02
	SIMPSON County	Type of organization:	Local agency		MS-04
	MADISON County				MS-03
	MARION County				
	LINCOLN County				
	PIKE County				
	COPIAH County				
	ADAMS County				
	AMITE County				
	LAWRENCE County				
	JEFFERSON DAVIS Count				
	HINDS				
	FRANKLIN County				
	WALTHALL County				
		Source of labor:	Contractors		

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Name:	<b>Warren-Washington-Issaquena-Sharkey Community Action Agenc</b>		Contact:	Jannis Williams, Executive Director	
			UEI:	QMKRU4S1D8N9	
			DUNS:	139611180	
Address:	Post Office Box 1813		Phone:	(662) 378-5857	
	1538 Old Leland Road		Fax:	(662) 378-5859	
	Greenville, MS 38702-0000		Email:	jcwilli@wwisca.org	
Counties served:	BOLIVAR County	Tentative allocation:	\$ 290,815.00	Congressional	CD
	CLAIBORNE County	Planned units:	12	districts served:	MS-02
	COAHOMA County	Type of organization:	Local agency		
	HUMPHREYS County				
	ISSAQUENA County				
	JEFFERSON County				
	QUITMAN County				
	SHARKEY County				
	SUNFLOWER County				
	TALLAHATCHIE County				
	WARREN County				
	WASHINGTON County				
	YAZOO County				
		Source of labor:	Contractors		

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U.S. Department of Energy

Weatherization Assistance Program (WAP)

WEATHERIZATION ANNUAL FILE WORKSHEET

Grant Number: SE0001832, State: MS, Program Year: 2025

Recipient: Mississippi State of

IV.1 Subgrantees

Subgrantee (City)	Planned Funds/Units
LIFT, Incorporated (LIFT) (Tupelo)	\$296,808.00 8
Multi-County Community Action Service Agency (Multi-County) (Meridian)	\$571,931.00 34
Northeast Mississippi Community Services (Booneville)	\$298,757.00 11
Prairie Opportunity, Inc. (Starkville)	\$302,205.00 11
SOUTH CENTRAL CAA (Jackson)	\$636,596.00 26
Warren-Washington-Issaquena-Sharkey Community Action Agency (Greenville)	\$290,815.00 12
Total:	\$2,397,112.00 102

IV.2 WAP Production Schedule

Weatherization Plans		Units
Total Units (excluding reweatherized)		102
Rewaterized 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	102
C	Total Units Reweatherized	0
D	Total Dwelling Units to be Weatherized and Reweatherized (B + C)	102
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	\$867,691.00
G	Total Dwelling Units to be Weatherized and Reweatherized (from line D)	102
H	Average Program Operations Costs per Unit (F divided by G)	\$8,506.77
I	Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J	Total Average Cost per Dwelling (H plus I)	\$8,506.77

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		102	29.3	2989
Prior Year Estimate		214	29.3	6270
Prior Year Actual		115	29.3	3370
Method used to calculate savings description:				

**U.S. Department of Energy**  
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The method used to estimate energy savings is the DOE WAP algorithm which uses results from national Weatherization Program evaluations to estimate energy savings per home. This method estimate of 29.3 MBTU will be used to calculate the total annual energy savings for each weatherized home in PY 2025.

Estimated 2024, number of homes 85 X 29.3 MBTU= Total estimated energy savings 2490.5 MBTU's resulting from DOE appropriated funds.

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

N/A

**IV.5 Policy Advisory Council Members**

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

Deona Allen	Type of organization: Indian Tribe Contact Name: Phone: 6016501665 Email: <a href="mailto:deona.allen@choctaw.org">deona.allen@choctaw.org</a>
Jarvis Gaddis	Type of organization: Utility Contact Name: Phone: 6019694850 Email: <a href="mailto:jgaddis@entergy.com">jgaddis@entergy.com</a>
Kenyada Blake-Washington	Type of organization: Unit of State Government Contact Name: Kenyatta Blake-Washington Phone: 6013594909 Email: <a href="mailto:kenyada.blake@mdhs.ms.gov">kenyada.blake@mdhs.ms.gov</a>
Lawrence Johnson	Type of organization: Utility Contact Name: Phone: 6019694830 Email: <a href="mailto:ljohns3@entergy.com">ljohns3@entergy.com</a>
Mr. Robert Lesley, Atmos - Customer Service	Type of organization: Utility Contact Name: Phone: 6012091932 Email: <a href="mailto:Robert.Lesley@atmosenergy.com">Robert.Lesley@atmosenergy.com</a>
Robbie Kemp	Type of organization: Utility Contact Name: Phone: 6019694850 Email: <a href="mailto:rkemp@entergy.com">rkemp@entergy.com</a>
Sally Allen	Type of organization: Indian Tribe Contact Name: Phone: 6016501665 Email: <a href="mailto:sally.allen@choctaw.org">sally.allen@choctaw.org</a>
Terry McInnis	Type of organization: Other Contact Name: Phone: 6017502873 Email: <a href="mailto:tmac2876@hotmail.com">tmac2876@hotmail.com</a>

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

Date Held	Newspapers that publicized the hearings and the dates the notice ran
04/15/2025	The State of Mississippi has prepared the FY 2025 Weatherization Assistance Program State Plan in accordance with Section 440.14 of 10 CFR Part 440. A public hearing was advertised in twelve (12) newspapers throughout the State and the hearing was held on September 10, 2024. The state application and Weatherization Program Production Schedule reflects the proposed weatherization activities, proposed subgrantees, and the allocations for each subgrantee, and the planned number of homes to be weatherized. Copies of the proposed State Plan is available to the general public and may be obtain from the Division of Community Services by calling (601) 359-4768 or 1-800-421-0762.

**U.S. Department of Energy**  
Weatherization Assistance Program (WAP)  
**WEATHERIZATION ANNUAL FILE WORKSHEET**  
**Grant Number:** SE0001832, **State:** MS, **Program Year:** 2025  
**Recipient:** Mississippi State of

**IV.7 Miscellaneous**

**List below are the contact information on the Business Officer and Principal Investigator:**

**Recipient Business Officer**

Mr. Robert Gilmon Anderson  
Executive Director  
Mississippi Dept. of Human Services  
P.O. Box 352  
200 South Lamar Street  
  
Jackson, Mississippi 39201  
(601) 359-4457

[robert.anderson@mdhs.ms.gov](mailto:robert.anderson@mdhs.ms.gov)

**Recipient Principal Investigator**

Tennille Collins, Acting Director  
Division of Community Services  
Mississippi Dept. of Human Services  
P.O. Box 352  
200 South Lamar Street  
  
Jackson, Mississippi 39201  
(601) 576-9327

[tennille.collins@mdhs.ms.gov](mailto:tennille.collins@mdhs.ms.gov)

**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES  
DIVISION OF COMMUNITY SERVICES**

**Public Hearing Advertisement Process:**

1. Division Director sets the Public Hearing date, time and location for the CSBG and LIHEAP Programs, and the Staff Officer I sets the date, time and location for the DOE WX Program.
2. Deputy Director determines the date(s) the state plans have to be filed with the Secretary of State (SOS) Office (20 days before the public hearing).
3. Deputy Director generates Legal Ad Notice for the Public Hearing, a memo requesting publication of Legal Notice (and proof of advertisement), and submit the request (and Word document) to the Division of Budgets & Accounting, Office of Procurement Services contact person for processing.
4. Office of Procurement Services contact person sets up Purchase Order (1343) and submit the requested information to the MS Press Services via email.
5. MS Press Services emails a "draft" of the requested information along with the quote for advertisement to the Office of Procurement Services contact person and from there, Procurement Services emails the "draft" document to Community Services' Deputy Director for proofing.
6. Deputy Director approves documents to run on set date(s) listed in the requested memo and forwards email back to Procurement Services contact person.
7. Procurement Services contact person forwards the email to MS Press Services to move forward with the advertisement.
8. Deputy Director (CSBG/LIHEAP) or Staff Officer, I (DOE WX) - also verifies advertisement of hearing by checking on-line and/or the papers.

**New for WX only:**

- I. Deputy Director contacts a Court Reporting Company and request a quote for services to transcribe the minutes of the Public Hearing.
- II. Deputy Director accepts quote and forward the quote to the Administrative Assistant to set up

**U.S. Department of Energy**  
Weatherization Assistance Program (WAP)  
**WEATHERIZATION ANNUAL FILE WORKSHEET**  
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a Purchase Order for payment.

**MISSISSIPPI DOE WEATHERIZATION ASSISTANCE PROGRAM (MSWAP) WEATHERIZATION READINESS FUNDS GUIDANCE**  
**(WRF)**

**Purpose:** To reduce the frequency of deferred homes that require services that are outside the scope of weatherization, before the weatherization services can commence.

**Objective:** Ensure that WRF will bring the dwelling into weatherization readiness by addressing structural and health and safety issues. In addition, provide guidance on MSWAP use of WRF. Also, ensuring that the programmatic, and expenditures of WRF are in accordance with guidance provided by the State Office in accordance with [WPN 24-9](#).

**Guidance:** Grantees must have an approved WRF Plan and provide guidance to Subgrantees expending WRF. Grantees are responsible for monitoring WRF usage as part of the Grantee's annual monitoring of Subgrantees, ensuring Subgrantees are expending funds in accordance with the Grantee's WRF Plan for purposes approved by DOE, resulting in completed DOE units. Grantees must track funds for each building and unit and, at a minimum, collect measures/repairs details and associated costs for reporting purposes. Grantees must also track WRF funded projects to ensure they result in a DOE completed weatherization unit.

WRF can only be used in homes that will receive weatherization services following the deficit correction within the current program year. The MSWAP Subgrantee must conduct a thorough inspection of the dwelling to identify all deferral issues to avoid multiple deferrals. The MSWAP Subgrantee will prioritize households for WRF based on the complexity of the job, the cost related to the issue, and must not pose significant threat, endangerment, or create a significant health concern. Also, MSWAP will execute the following:

**WRF Plan:** WRF Plans are to address repairs outside the scope of WAP retrofit measures. The Use of WRF must result in an DOE Formula grant or DOE IJA grant dwelling- unit completion defined in [WPN 24-1](#) as:

*A dwelling on which a DOE-approved energy audit has been applied, at least one DOE-funded allowable energy conservation measure is installed, and weatherization work has been completed. As funds allow, the measures installed this unit and paid for with DOE funds have a Savings-to-Investment Ratio (SIR) of 1.0 or greater, but also may include any necessary energy-related health and safety measures, in accordance with [10 CFR 440.21\(d\)](#): "The cost of incidental repairs must be included in the cost of the package of measures installed in a dwelling and receives a final inspection."*

If the Subgrantee has a wait list of deferred homes in a service area, these homes are encouraged to be considered immediately for WRF. Eligible applicants should be contacted and scheduled for assessment. These applicants are encouraged to be considered priority for WRF.

For a new client that is being assessed for weatherization services, if there are serious issues identified (at the initial site date or energy audit) that are beyond the scope of eligible conservation and health and safety recommendations (utilizing the funds available), this home would be categorized as deferred until the deficiency is corrected.

The Subgrantee must sign a contract for services or engage with a crew to do the work so that the dwelling would be then eligible for weatherization work. WRF work needs to be identified by each measure with the client file.

Once the Readiness work is complete, the client must sign off on a detailed list of the measures installed and then be scheduled as soon as possible for weatherization services.

The QCI must verify that all measures were installed and sign off on the appropriate documentation.

**Client files for each Readiness job must include the following:**

- a. Readiness measures installed (material receipts and accompanying narrative if receipts do not fully and clearly explain the work completed).
- b. Cost of Readiness measures (material receipts)
- c. Inspection information for these funds (verification that the QCI inspected the work)
- d. Procurement documentation of services (following State and Federal rules).

WRF can be carried forward into subsequent budget periods only within the same grant cycle, however, they cannot be carried out in a new award cycle.

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Weatherization Assistance Program (WAP)  
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MSWAP WRF does not need to result in a DOE-funded completion with the same program year (PY). However, they must be completed within the same grant cycle as awarded.

When installing measures utilizing WRF homes must be completed within sixty (60) days of completion of installed measures.

MSWAP will not exceed the ***“Average Cost Per Unit”*** of **\$8,547.00**

MSWAP will track WRF for each building and unit at a minimum, capture measures/repairs and associated costs for reporting purposes utilizing the MSWAP Deferral Tracking form.

**WRF funds are evenly divided between the six (6) WAP Subgrantees. (See the distribution list).**

**MSWAP must capture the following unit information when utilizing WRF.**

- WAP Intake Date.
- Date (s) Deferred (If previously deferred by WAP)
- Date Weatherization Ready
- Date Weatherized
- Year Built
- Client name, address, job number, and phone number
- Housing Type (site-built single family, manufactured housing, multifamily).
- Nature of repairs needed which prohibit weatherization. Where applicable, identify multiple repairs or remediation reasons for a single building. *This is not an exhaustive list* and MSWAP will add repairs as needed.
- Roof repair/replacement
- Wall repair (interior or exterior)
- Ceiling repair
- Floor repair
- Foundation or subspace repair
- Exterior drainage repairs (e.g., landscaping or gutters)
- Plumbing repairs
- Electrical repair
- Clean-up or remediation beyond typical scope of WAP
- Lead paint
- Asbestos (confirmed or suspected, including vermiculite), mold and/or moisture
- Other – please specify
  
- DOE WRF expenditure per annual formula unit and building
- DOE WRF expenditure per DOE IJA unit and building; and
- Leveraged fund expenditure per unit and building (i.e., funds such as Low-Income Home Energy Assistance Program, Housing and Urban Development, non-federal, etc. braided with WRF to make building weatherization ready).

Subgrantees may utilize funds from other funding sources (*such as LIHEAP, LIHEAP WX, CSBG, HUD, USDA, Utilities*) to augment these WRF funds.

- The WRF Report must be submitted electronically by the third (3rd) of each month.

**Restrictions:**

WRF will not be utilized for homes that exhibit dangerous conditions that may pose a significant threat, endangerment, or can create significant health concern to the Subgrantee’s staff, contractors, and/or crews.

***The WRF shall not exceed \$8,547.00 per unit.***

**Subgrantees must receive prior approval from MSWAP before beginning a WRF project.**

- ***Dwellings with issues or repairs that alter the value of a dwelling will not be permitted.***

**U.S. Department of Energy**  
Weatherization Assistance Program (WAP)  
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**Monitoring**

The WRF will be monitored through the Monthly Homes Completed Reporting Spreadsheet. Subgrantees will be required to indicate and identify the homes where WRF was utilized on their Monthly Reporting Spreadsheet.

Additionally, the WRF will be monitored during yearly remote and onsite monitoring. The Subgrantee will be responsible for submitting documentation (e.g. invoices, etc.) with Monthly Homes Completed Reporting Spreadsheet.

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.

**U.S. Department of Energy**  
Weatherization Assistance Program (WAP)  
STATE PLAN / MASTER FILE WORKSHEET  
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This worksheet should be completed as specified in Section III of the Weatherization Assistance Program Application Package.

**V.1 Eligibility**

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

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

**Eligibility-** The State of Mississippi Weatherization Assistance Program (MSWAP) requires that every dwelling weatherized must meet the eligibility requirements.

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

Per regulation 10 CFR 440.22(a) and stated per 10 CFR 440.14(c) (6) (xii), the definition of "low income" for determining client eligibility for MSWAP has been established at or below 200% of the current federal poverty guideline.

In accordance with 440.16 (a), MSWAP requires each applicant household requesting WAP assistance complete an application intake process to determine client eligibility through the Virtual ROMA client tracking system. The process consists of documenting household demographics, income verification, needs assessment, identity verification and other documentations as required.

Describe what household eligibility basis will be used in the Program

**Virtual ROMA (Results -Oriented Management and Accountability) System**

Virtual ROMA is MDHS/DCS web-based client tracking system, which is used by all of the Community Action Agencies in our network to determine the eligibility of all potential clients for the division's programs. Virtual ROMA has a dedicated Weatherization Portal (T.H.R.I.V.E.) with functionality within the system to allow WX Subgrantees to process referrals and set appointments for weatherization services. Furthermore, T.H.R.I.V.E. automatically puts the eligible client on a wait list for each agency which is prioritized by the automated WX selection tool programmed in T.H.R.I.V.E.

**INCOME VERIFICATION Per 10 CFR 440.22**

Through Virtual ROMA, MSWAP will ensure that a dwelling unit is eligible for assistance and is occupied by a family unit, whose income is at or below 200% of the poverty level determined in accordance with criteria established by the Director of the Office of Management and Budget (OMB), except that the Secretary may establish a higher level if the Secretary, after consulting with the Secretary of Agriculture and the Secretary of Health and Human Services, determines that such a higher level is necessary to carry out the purposes of this part and is consistent with the eligibility criteria established for the weatherization program under Section 222(a)(12) of the Economic Opportunity Act of 1964; Pub. L. No. 88-452, 42 U.S.C. § 2701 *et seq*;

Applicants applying for weatherization that are on the waiting list or for other reasons must have their eligibility documentation updated at least annually.

**\*\*Application Eligibility does not expire but after 12 months from certification date if work on dwelling unit (Energy Audit) has not been initiated, the client will have to be re-certified.**

Priority is given to the elderly, people with disabilities and families with children. Live-in attendants' income can be excluded if it is determined that (1) the live-in is essential to the care and well-being of the person; and (2) would not be living in the unit except to provide the necessary supportive services. All household members' status will be documented and maintained in Virtual ROMA 2.0, and individual client files for future references.

The following documents are acceptable when determining eligibility:

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Weatherization Assistance Program (WAP)  
STATE PLAN / MASTER FILE WORKSHEET  
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**INCOME(S)**

Income means Cash Receipts earned and/or received by the applicant before taxes

during applicable tax year(s) **but not Income Exclusions** listed below. Gross Income is to be used, not Net Income.

**Cash Receipts include the following:**

1. Money, wages, and salaries before any deductions;
2. Net receipts from non-farm or farm self-employment (receipts from a person's own business or from an owned or rented farm after deductions for business or farm expenses);
3. Regular payments from social security, railroad retirement, unemployment compensation, strike benefits from union funds, worker's compensation, veteran's payments, training stipends, alimony, and military family allotments.
4. Private pensions, government employee pensions (including military retirement pay), and regular insurance or annuity payments;
5. Dividends and/or interest;
6. Net rental income and net royalties;
7. Periodic receipts from estates or trusts; and
8. Net gambling or lottery winnings.

**Income Exclusions:** The following Cash Receipts **are not** considered sources of Income for the purposes of determining applicant eligibility:

1. Capital gains;
2. Any assets drawn down as withdrawals from a bank;
3. Money received from the sale of a property, house, or car;
4. One-time payments from a welfare agency to a family or person  
who is in temporary financial difficulty;
5. Tax refunds;
6. Gifts, loans, or lump-sum inheritances;
7. College scholarships;
8. One-time insurance payments, or compensation for injury;
9. Non-cash benefits, such as the employer-paid or union-paid portion of health insurance;
10. Employee fringe benefits, food or housing received in lieu of  
wages;
11. The value of food and fuel produced and consumed on farms;
12. The imputed value of rent from owner-occupied non-farm or farm housing;
13. Depreciation for farm or business assets;
14. Federal non-cash benefit programs such as Medicare, Medicaid,

Food Stamps, school lunches, and housing assistance;

15. Combat zones pay to the military;
16. Child support, as defined below
17. Reverse mortgages; and
18. Payments for the care of Foster Children.

*\*\*Other documents may be necessary as required by Agency\*\**

**WPN 22-5: Extended Categorical Income Eligibility to HUD Means Tested Programs:** This WPN simplifies (and supersedes) procedures previously outlined in WPN 17-4.

MSWAP understands that Subgrantees may certify that applicants have met the income requirements of HUD means-tested programs through mechanisms including, but not limited to:

1. Applicant documentation,
2. Interagency lists of recipients,
3. Shared system databases, etc.

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Weatherization Assistance Program (WAP)  
STATE PLAN / MASTER FILE WORKSHEET  
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**Note:** *Method of verification of eligibility must be included in the client file.*

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

- Housing owned and operated by PHAs: MSWAP Subgrantees shall consider all such buildings managed by the PHAs referenced in this HUD Web page ([https://www.hud.gov/program\\_offices/public\\_indian\\_housing/pha/contacts](https://www.hud.gov/program_offices/public_indian_housing/pha/contacts)) to be 100 percent income eligible.
- Privately owned multifamily buildings receiving project-based assistance: MSWAP Subgrantees should refer to WPN17-4 lists to determine the percentage of the units in each building that are income eligible.
- Privately-owned multifamily buildings that house residents receiving tenant-based assistance: MSWAP Subgrantees will determine the percentage of income eligible residences by either contacting the building owner/manager to obtain such Section 8 Housing Choice Voucher records (from HUD's Tenant Based Rental Assistance Program [TBRA]) or by individually verifying which residents hold such vouchers.

**PROOF OF ELIGIBILITY:** MSWAP understands that proof of income eligibility must be clearly identified in the client file.

1. **Availability of Supporting Documentation:** For purposes of review and audit, each client file must contain an application from the client that contains the required demographics and income for the entire family living in the residence. The client file must also contain evidence provided by the Subgrantee that the client is eligible to receive Weatherization Assistance Program (WAP) services. This evidence may include, but is not limited to, a memorandum from a third-party certification office stipulating the income levels of the family or source documentation for each income source listed on the application. These documents can be stored electronically or retained in hard copy for each client.

2. **Eligibility Determined by Outside Agency/Program:** If income eligibility is determined by an outside agency or program, i.e. Low-Income Home Energy Assistance Program (LIHEAP) or the U.S. Department of Housing and Urban Development (HUD), any document used to determine eligibility, such as a copy of LIHEAP eligibility or a copy of the HUD eligibility (e.g., Section 8 or Public Housing eligibility) will suffice as evidence of client eligibility. This document and any related documents must be retained in the client file

3. **Self-Certification:** After all other avenues of documenting income eligibility are exhausted, self-certification is allowable. However, evidence of the various attempts at proving eligibility must be contained in the client file, including a notarized statement signed by the potential applicant indicating that the applicant has no other proof of income.

**CHILD SUPPORT:** Child Support payments, whether received by the Payee or paid by the Payor, are not considered Sources of Income to be added to the payee income or deducted from the payor income for the purposes of determining applicant eligibility.

1. **Payee:** Where an applicant receives Child Support from any state program or individual during an applicable tax year, such assistance is not considered income for the purposes of determining eligibility (i.e., where an applicant receives Child Support, he or she does not add that amount to his or her calculation of income for purposes of determining eligibility).

2. **Payor:** Where an applicant pays Child Support through a state program and/or to an individual, such assistance is not considered a deduction to Income for the purposes of determining eligibility (i.e., where an applicant pays Child Support, he or she may not deduct said assistance from his or her calculation of Income for the purposes of determining eligibility).

**ANNUALIZATION OF INCOME:** Where an applicant only provides income verification for a portion of the applicable tax year, their partial income may be annualized to determine eligibility.

**Example:** Applicant A only provides income verification for January, February and March. The method of annualizing income to determine eligibility could be to multiply the verified income by four to determine the amount of income received during the year.

MSWAP understands that the method of calculating annualized income is to be determined by the Grantee and must be applied uniformly by all Subgrantees.

**RE-CERTIFICATION:** An applicant must be re-certified when eligibility lapses due to the length of time the applicant was waiting to receive Weatherization services. As a reminder, re-certification of eligibility must occur at least every 12 months. The applicant must re-certify through our Virtual ROMA system. The re-certification process will be the same as the initial eligibility process for the services.

**PHOTO ID(S)**

1. Photo Driver's license, US Passport
2. State-issued photo ID

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3. Employment ID
4. School, college or university ID
5. US Military ID
6. Tribal ID, Alien registration/Permanent residence card, temporary residence card

**SOCIAL SECURITY CARD(S)**

1. Certified Copies
2. Card for all household members regardless of age

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

**Qualified Aliens Eligibility for Benefits**

If the Head of Household is an undocumented Individual, the application should be denied for the entire household.

If an individual within a household is an undocumented Individual, does not disclose citizenship or establish satisfactory immigration status, ineligibility exists only for the individual member and not the entire household. The remaining household members should have eligibility determined. During the application process, any individuals within the household who do not wish to comply with citizenship and documented status requirements are considered "non-applicants" and should not be questioned about citizenship/document status. However, these individuals must disclose and verify income and other information needed to establish the eligibility of the household. Eligibility cannot be determined when a non-applicant fails to disclose income, therefore, the application should be denied for the entire household. If adequate documentation of immigration status is subsequently provided for the non-applicant, the worker shall act upon the reported change in accordance with appropriate timeliness standards.

Most undocumented Individual who has entered the United States legally have in their possession documents that were issued by the United States Citizenship and Immigration Services (USCIS) which contains the person's immigration status and the date that person entered the country or adjusted to the status shown on the card. It is the responsibility of the applicant to provide the USCIS documents prior to eligibility determination. If the applicant does not provide documents establishing documented status on a timely basis or if documented status is questionable, the eligibility of the remaining household members shall be determined.

The most common documents used to verify alien status include, but are not limited to:

- Form 1-551- Resident Alien Card and Conditional Resident Alien Card
- Form 1-151- Alien Registration Receipt Card
- Form 1-94- Arrival-Departure Record (Annotated with Section 207 or refugee, asylum, or paroled)
- Form 1-688- Temporary Resident Card
- Unexpired foreign passport when it contains an endorsement "Processed for 1-551. Temporary Evidence of Lawful Admission for Permanent Residence"

When a household or person indicates inability or unwillingness to provide documentation of alien status for any household member, that (non-applicant) member should be classified as "Ineligible", not illegal. Workers are cautioned that a determination that a person is Ineligible is not equivalent to a determination that a person is an illegal alien.

A person will be reported to the appropriate U.S. Citizenship and Immigration Service (USCIS) Office under the following circumstances:

1. The applicant, another household member or the authorized representative admits that undocumented Individual (s) are present in the household.
2. USCIS documents presented by the household during the application process are determined to be forged;
3. A formal order of deportation or removal is presented by the household during the application process.

**V.1.2 Approach to Determining Building Eligibility**

Procedures to determine that units weatherized have eligibility documentation

**Approach to Determining Building Eligibility**

In accordance with WPN 24.3, To meet the purpose of the Weatherization Assistance Program, MSWAP will ensure weatherization services are

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provided to low-income people that live in *all* types of housing (i.e. single-family and manufactured housing units).

MSWAP and Subgrantees shall ensure that weatherization takes place with a whole dwelling as a system approach (10 CFR 440.22(b)). A single unit within a multi-unit dwelling is not categorically excluded, but due to the rare instances when this is allowable, MSWAP shall seek prior approval from the Project Officer (PO).

MSWAP requires that dwelling eligibility is established before any weatherization commences. Dwelling eligibility is confirmed prior to the start of an energy audit. Proof of ownership must be established regardless of who is living in the dwelling (required for both owner-occupied, and rental units). *Lifetime estates are to be treated as owner occupied dwellings. The following documents are acceptable as proof of ownership and eligibility:*

**RESIDENCE VERIFICATION**

1. Lease Agreement
2. Copy of Deed;
3. Statement from the Office of the Tax Assessor or Chancery Clerk.
4. Copy of Mortgage or Mortgage Payment Book;
5. Property Tax Receipts (must show address of property to be weatherized)

Describe Reweatherization compliance

**Re-Weatherization: MSWAP shall adhere to the following:**

In accordance with the Consolidated Appropriation Act of 2021, amended to read as follows:

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

This provision gives Subgrantees the flexibility to revisit those homes weatherized 15 years prior that may not have received the full complement of Weatherization services, including the use of an advanced energy audit or addressing health and safety concerns.

All homes previously weatherized regardless of *other Federal programs*, all Federal funds including LIHEAP, HUD, or USDA weatherization activities will be documented via Virtual ROMA and Excel Reporting Spreadsheets:

- Subgrantee must ensure that homes seeking re-weatherization must meet the criteria stated above.
- **Subgrantees must ensure that any re-weatherization project will receive a current energy audit prior to re-weatherization.**
- Subgrantees must reference applicant's names, social security number, and address utilizing Virtual ROMA and excel reporting spreadsheets.
- Subgrantee must perform a QCI final inspection and provide the case worker and partnering agency with the final status, which must be documented in the client Virtual ROMA file reflecting that the dwelling(s) was weatherized.
- If upon pre-inspection of a dwelling it is determined that the home was previously weatherized, subgrantee must document the address of dwelling referencing Virtual ROMA and the Excel data spread sheet.
- WX subgrantee must complete and submit to DCS the WX monthly reports, which includes the client list (names, address, phone etc.) via excel spread sheet. This is checked monthly by the state weatherization staff for compliance.

***NOTE: The term "Reweatherization" applies only to those units which fall into the timeframe indicated above and described under 10 CFR §440.18.***

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Describe what structures are eligible for weatherization

**Eligible Structures:**

MSWAP will address the following structures:

- Single-Family - owned or rental
- Manufactured housing - own or rental
- Multi-Family housing - own or rental
- ***Non-traditional dwelling units such as shelters or apartments over business etc. MSWAP will consult with the Project Officer to ensure that program regulations are met, and whether the unit is, in fact, eligible.***
- Non-stationary campers and trailers that do not have a mailing address associated with the eligible applicants are not allowed. The use of a post office box for non-stationary campers or trailers does not meet this requirement.

Describe how Rental Units/Multifamily Buildings will be addressed

**Rental Procedures (WPN 22-13)**

The MSWAP will utilize a rental agreement which follows and addresses the requirements of 10 CFR 440.22(b)(3) and 10 CFR 440.22(c)-(e). The restriction regarding the time when an owner can increase the cost of the unit is two (2) years.

Before the weatherization of any dwelling is allowable, proof of ownership must be established regardless of who is living in the dwelling (required for both owner-occupied and rental units). Lifetime estates are to be treated as owner occupied dwellings. The following documents are acceptable as proof of ownership:

- 1) Lease Agreement
- 2) Tenant/Landlord Agreement

If a dwelling is to be weatherized for a client who is not the owner of the dwelling, an agreement must be entered into between the landlord and the subgrantee agency. The agreement must be signed before work can begin on the weatherization project. **Landlord participation is encouraged but not mandatory.** Participation may be provided through donated materials, monetary assistance or a combination of the two. The condition of the agreement includes the agreement not to raise the tenant's rent for two (2) years (some exceptions apply) beginning on the date of the weatherization projection completion (that is the approved post inspection date). Additionally, the owner cannot evict the tenant without cause during that period. Should the owner choose to violate the agreement, he or she may be billed for the pro-rated share of cost of the weatherization project.

The allowable exceptions to the prohibition of the two (2) year rent increase include increases due to higher property taxes, insurance premiums, necessary replacement (or extensive repairs) to appliances, plumbing, or wiring. These allowable costs must be spread over the period of one (1) year.

The owner agrees that the dwelling is not presently being offered for sale and agrees to give the subgrantee agency thirty (30) days' notice of the sale should the property be offered for sale prior to the expiration of the rental agreement. At least ten (10) days prior to the sale, the owner agrees to obtain a notarized statement of the purchaser's consent to assume the rental agreement obligation. If this consent is not obtained, the owner agrees to pay the full cost of the weatherization project based on the pro-rated number of months remaining in the rental agreement. Should the property be transferred via a will or heirship, the same obligations would be placed on the new owners.

Additionally, the owner agrees that the terms and obligations of the rental agreement shall supersede any inconsistent provision of any oral or written lease or other agreement affecting the rent collected for the eligible dwelling unit.

**Multi-Family Dwellings Per WPN 22-12:**

In order to meet the purpose of the WAP, MSWAP will ensure weatherization services are being provided to low-income persons that live in all types of housing (i.e. single family, manufactured housing units, and multi-family buildings). It is noted that in qualifying a multi-family building for weatherization, MSWAP understands that 10 CFR 440.22 (b)(2) requires that a building containing rental dwelling units is eligible for WAP funds were "Not less than 66 percent (50

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percent) for duplexes and four-unit buildings, and certain eligible types of large multi-family buildings) of the dwelling units in the building:

(i) Are eligible dwelling units, or

(ii) Will become eligible dwelling units within 180 days under a Federal, State, or local government program for rehabilitating the building or making similar improvements to the building.

MSWAP understands that certain buildings containing rental units may comply with the income eligibility requirements when 50 percent of those dwelling units are eligible dwelling units rather than the established 66 percent identified in the regulation, 10 CFR 440.22(b)(2). The buildings that are subject to the 50 percent threshold are duplexes, four-unit buildings, and certain eligible types of large multi-family buildings. MSWAP will follow 65 Fed. Reg 77210, Dec. 8, 2000, when determining what types of large multi-family buildings may be subject to the 50 percent threshold.

MSWAP understands that “certain eligible types of large multi-family buildings” are those buildings for which an investment of DOE funds would result in a significant energy-efficiency improvement because of the upgrades to equipment, energy systems, common space, or the building shell. MSWAP do not have a DOE-approved audit and procedures for multi-family buildings, therefore, the following actions will be taken:

MSWAP will follow Weatherization Program Notice 22-12 when addressing requirements for determining eligibility of certamulti0family buildings and will seek guidance from the Project Officer when addressing the above state criteria.

Describe the deferral Process

**DEFERRAL STANDARDS**

MSWAP understands that the decision to walk away from a dwelling without providing weatherization services is difficult but necessary in some cases. Many problems encountered in low-income housing are beyond the scope of the Weatherization Assistance Program. Deferrals does not mean that assistance will never be available, but that any work deemed beyond the scope of WAP must be postponed until the problems can be resolved, and alternative sources of help be found, as necessary. Subgrantees Coordinator(s) must follow the deferral guidelines included in the Health and Safety Plan. Subgrantees must complete and have on file, the Walk Away/Deferral WRF Tracking form when determining deferrals. Subgrantees must submit to DCS all monthly deferral via the Deferral/WRF Reporting Spreadsheet, which is reviewed by DCS WX staff. *(See Attachments)*

**Weatherization Deferrals/Readiness Funds (WRF) (WPN 24-9)**

MSWAP understands that, Per H.R. 2471, the Consolidated Appropriations Act, 2022 MSWAP can address necessary repairs (e.g., health and safety issues structural issues) in dwellings that have been deferred from receiving weatherization services. Deferrals occur in WAP for two key reasons: regulatory (10 CFR 440) limitations and/or management decisions at the state and local levels. Regardless of the cause, deferrals create “sunk costs” – the cost of sending field staff out to evaluate a home that cannot ultimately be treated because the Program is unable to address the repairs of the building.

When using WRF, MSWAP will follow the provided guidance *(See Miscellaneous)* and complete the Deferral/WRF tracking form. *(See Attachment)*

*WRF funds are evenly distributed between the subgrantees (see distribution list)*

*The WRF shall not exceed \$8,547.00 per unit.*

**NOTE: ALL WRF projects must have written approval from DCS before work can begin or the Subgrantee will be subject to disallowed costs.**

**V.1.3 Definition of Children**

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Definition of children (below age): 19

#### V.1.4 Approach to Tribal Organizations

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

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

The low-income members of tribal organizations shall be entitled to apply and receive weatherization assistance, as provided to other low-income persons in the State, through the normal channels of the State of Mississippi Weatherization Assistance Program (MSWAP) in accordance with 10 CFR440.16 (f).

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

##### Selection of Areas to be Served

In accordance with 10 CFR 440.14 (c) (6) (ii), preference is given to Community Action Agencies and other public or private nonprofit entities. MSWAP will enter into an agreement with six (6) subgrantees statewide for PY-2025, which allows all 82 counties to be served in a timely and effective manner. If an agency cannot fulfill the terms of the contract, the state will award the funding of that agency to another performing agency to carry out the terms.

Every weatherization subgrantee will be a community action agency or other public or private nonprofit entity with a track record of implementing similar low-income programs and will be in accordance with 10 CFR 440.14 (c)(6)(ii). The subgrantees experience and performance in weatherization or housing rehabilitation activities and experience in providing assistance to low-income persons in the service area in accordance with 440.15 (a) (2) (I) (ii) (iii) and ability to implement a timely and effective weatherization program, through timely submission of Monthly Progress Reports, as well as planned versus actual homes weatherized are also factors which will be considered. Preference is also given to entities that achieve weatherization goals, perform work according to the Standard Work Specifications (SWS) and have sufficient staff capabilities in accordance with 440.15(a)(3)(I)(ii)(iii)(iv).

Should it become necessary to terminate, downsize, or select subgrantees, it will be discussed at a hearing in accordance with 440.14 (a) and upon the basis of the criteria provided in 440.15(a).

#### V.3 Priorities

##### Priorities

In accordance with 10 CFR 440.16 (b), priority is given to elderly, disabled, families with children, high-energy users, and high-energy burden as describe in 10 CFR 440.3. The State of Mississippi requires that the Weatherization Assistance Selection Tool (Form WX-7) be completed on all eligible applicants prior to the selection for assistance. The Selection Tool is programmed into Virtual ROMA and automatically places eligible clients on a wait list prioritized by the selection tool. The automated process using the following categories to prioritize each client:

- Elderly Persons
- Families with children
- Persons with Disabilities
- High Energy Burden (10 CFR 440.3) - *low-income household whose residential energy burden (residential expenditures divided by the annual income of that household) exceeds the median level of energy burden for all low-income households in the State. This selection process will allow clients that apply to be placed on the service list according to the selection tool ranking. (See Attachment for Selection Tool)*
- High Energy Users- *low-income household whose residential energy expenditures exceed the median level of residential expenditures for all low-income households in the State.*

Consideration of “high residential energy users” 10 CFR 440.3 and “households with a high energy burden” (as defined in 10 CFR 440.3) may be in combination with other priority categories of the elderly, persons with disabilities, or families with children.

This selection process will be incorporated into the Virtual ROMA System, allowing clients that apply to be placed on the service list according to the selection tool ranking. **(See Attachment for Selection Tool)**

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The monthly and quarterly reports capture required data relating to High Energy Burden and High Energy Users. Reporting on these areas, MSWAP will utilize the PAGE reporting system.

V.4 Climatic Conditions

According to the State Climatologist Office at Mississippi State University, Mississippi is located in the humid subtropical climate region, characterized by temperate winters; long, hot summers; and rainfall that is fairly evenly distributed through the year. However, the state is subject to periods of both drought and flood, and the climate rarely seems to bring "average" conditions. More typical would be an expectation of "feast or famine" with regard to weather events as the climate delivers energy and moisture in subtropical latitudes between a large landmass to the north and the Gulf of Mexico to the south.

Prevailing southerly winds provide moisture for high humidity and potential discomfort from May through September. Locally violent and destructive thunderstorms are a threat on an average of about 60 days each year. Eight hurricanes have struck Mississippi's coast since 1895, and tornadoes are a particular danger, especially during the spring season.

Normal mean annual temperatures range from 62F in the north to 68F along the coast. Low temperatures have dropped to 16F below zero while high temperatures exceed 90F over 100 days each year. Temperatures routinely exceed 100F at many places in the state each year and drop to zero or lower an average of once in five years in the state. Freezing temperatures reach the Gulf coast almost every winter. Normal precipitation ranges from about 50 to 65 inches across the state from north to south. Measurable snow or sleet falls on some part of the state in 95% of the years.

In essence, Mississippi has a climate characterized by absence of severe cold in winter but by the presence of extreme heat in summer. The ground rarely freezes and outdoor activities are generally planned year-round. Cold spells are usually of short duration and the growing season is long. Rainfall is plentiful, but so are dry spells and sunshine.

The State of Mississippi is divided into three climatic regions. Listed below is a comparison of 2024 to 2023 Heating and Cooling Degree Days according to the National Weather Service and the Weather Data Depot (<http://www.weatherdatadepot.com/>) per region.

	2023	2024	+/-	2023	2024	+/-
Region	Heating Degree Days (HDD)	Heating Degree Days (HDD)	Comparison % Increase/Decrease Days	Cooling Degree Days (CDD)	Cooling Degree Days (CDD)	Comparison % Increase/Decrease Days
Tupelo (Region # 1) <i>North MS</i>	1342	1556	16%	3438	3615	5%
Jackson (Region # 2) <i>Central MS</i>	1027	1115	9%	3991	4010	0%
Gulfport (Region # 3) <i>South MS</i>	582	701	20%	4579	4513	-1%

These climatic variances within the State affect how the weatherization program is designed and targets the number of units weatherized. It also affects energy savings realized in different regions, as well as energy usage and cost (labor/material).

V.5 Type of Weatherization Work to Be Done

V.5.1 Technical Guides and Materials

Table 1 – FG Approvals

Installation Standards/Field Guide Type

Approval Expires

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Site-Built Single-Family Housing	6/3/2026
Manufactured Housing	6/3/2026
Large Multifamily Housing	N/A

**Table 1 - Audit Approvals**

Tool	Building Type	Expiration Date
WA v8.9 (NEAT)	Site-Built Housing (SBH) (1-4 Units)	4/13/2025* currently under review
WA v8.9 (MHEA)	Manufactured Housing (MH)	4/13/2025* currently under review
N/A	Small Multifamily (SMF) (5-24 Units) -SMF requires case-by-case DOE approval	
N/A	Large Multifamily (LMF) (25+ Units)- SMF requires case-by-case DOE approval	

MSWAP will utilize the Mississippi Weatherization Field Guide, SWS's, 10 CFR 440 Appendix A and the NEAT/MHEA Audits, to ensure that all work is being performed in accordance to the DOE approved energy audit procedures.

MSWAP provides a Notification of Funds Availability (NOFA) to subgrantees, which is use to formulate and submit a contract proposal. The NOFA consist of WAP fiscal, programmatic, and technical requirements that must be adhered to in order to administer the Weatherization Assistance Program. To ensure that subgrantee are in receipt of the Field Guide and other requirements, MSWAP requires the following along with subgrantee contract proposal:

- **Subgrantee Weatherization Field Guide Acceptance Form** *(See attached form 11)* - This form certifies that said organization will comply with the provisions of WPN 22-4. Subgrantee agrees to ensure that all tasks performed on client(s) homes meet the specifications, objectives and desired outcome for Home Energy Upgrades Standard Work Specifications (SWS) where applicable. Applicable tasks are those tasks addressed in the Standard Work Specifications for Home Energy Upgrades for Single Family, Multi-Family, and or Manufactured Homes. Furthermore, subgrantee will ensure training to all contractors/vendors on the Weatherization Field Guide and Standard Work Specifications (SWS) prior to the commencement of weatherization work. In addition, confirm that subgrantee have read and received both, the link to the online version and hard copy of the Mississippi Weatherization Field Guide and Standard Work Specifications. Subgrantee must *ensure that all tasks performed on client(s) homes meet the specifications, objectives and desired outcome for Home Energy Upgrades Standard Work Specifications (SWS) where applicable. Applicable tasks are those tasks addressed in the Standard Work Specifications for Home Energy Upgrades for Single Family, Multi-Family, and or Manufactured Homes*
- **Contractors Weatherization Field Guide Acceptance Form** *(See attached form 12)* - This form certifies that the contractor/vendor will comply with the provisions of WPN 22-4 *(The contractor agrees to ensure that all tasks performed on client(s) homes meet the specifications, objectives and desired outcome for Home Energy Upgrades Standard Work Specifications (SWS) where applicable. Applicable tasks are those tasks addressed in the Standard Work Specifications for Home Energy Upgrades for Single Family, Multi-Family, and or Manufactured Homes. The contractor further agrees, and understand that compensation will only occur once the job passes inspection by the agency representative/QCI on final post inspection.* Furthermore, the contractor confirm that the subgrantee agency have provided training on the Mississippi Weatherization Field Guide and Standard Work Specifications. In addition, confirm that he/she have read and received both, the link to the online version and hard copy of the Mississippi Weatherization Field Guide.
- **Certifications Data Form** *(See attachment)*-subgrantees must provide a list of all WX Staff certifications.
- **Link to Field Guide** - <https://wxfieldguide.com/ms>

MS WAP plans to transition to the approved DOE Priority Measures List, once DOE review and approval is given. Use of the NEAT/MHEA will continue until priority measures list is approved.

Field guide types approval dates

Single-Family: 6/3/2021
Manufactured Housing: 6/3/2021
Multi-Family:

## V.5.2 Energy Audit Procedures

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## Audit Procedures and Dates Most Recently Approved by DOE

Audit Procedure: Single-Family  
Audit Name: NEAT  
Approval Date:

Audit Procedure: Manufactured Housing  
Audit Name: MHEA  
Approval Date:

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

## Comments

Table 1 – FG Approvals	
Installation Standards/Field Guide Type	Approval Expires
Site-Built Single-Family Housing	6/3/2026
Manufactured Housing	6/3/2026
Large Multifamily Housing	N/A

Table 1 - Audit Approvals

Tool	Building Type	Expiration Date
WA v8.9 (NEAT)	Site-Built Housing (SBH) (1-4 Units)	4/13/2025
WA v8.9 (MHEA)	Manufactured Housing (MH)	4/13/2025
N/A	Small Multifamily (SMF) (5-24 Units)	SMF requires case-by-case DOE approval
N/A	Large Multifamily (LMF) (25+ Units)	SMF requires case-by-case DOE approval

MSWAP will utilize the NEAT/MHEA Audits when addressing dwellings. **MSWAP will comply with 10CFR 440.21 (i) when submitting for audit approval.**

**Single Family/Manufactured Housing (April 13, 2020) (Expires 4/30/2025)**

**WAweb NEAT/MHEA starting July 1, 2025 must be performed to ensure that a favorable SIR is determined before any measure is performed.**

NEAT/MHEA must be performed to ensure that a favorable SIR is determined before any measure is performed.

**Multi-Family Dwellings**

MSWAP does not have a DOE-approved audit, nor a policy and procedures manual for multi-family buildings, therefore, DOE must approve on a case-by-case basis. In order to submit a project for approval the following actions will be taken:

- MSWAP will follow Weatherization Program Notice 22-12, when addressing requirements for determining eligibility of certain multi-family buildings as identified by the Department of Housing and Urban Development (HUD) and the Department of Agriculture (USDA).
- MSWAP understands that the Project Officer will review and approve project(s) on a case-by-case basis in the absence of a multi-family energy audit. MSWAP will submit to the Project Officer the necessary materials needed to seek approval of the multi0family project prior commencing weatherizing the building (e.g. engineering assessment, audit input /output).

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### V.5.3 Final Inspection

#### Final Inspection

Listed below are the procedures utilized to ensure that no dwelling unit is reported to DOE as completed until all weatherization measures have been installed and the Subgrantee, or its authorized representative, has performed a final inspection(s) including any mechanical work performed and certified that the work has been completed in accordance with the WAwab 10 (NEAT/MHEA Audits), Standard Work Specifications (SWS) and audit procedures required by 10 CFR 440.21 and 10 CFR440 Appendix A.

- All home inspections, pre and post, must be accompanied by before and after pictures.
- When reporting homes as completed, subgrantees must submit for review, the following documentation:

1. Pre-Inspection Audit
2. NEAT/MHEA Work Order (s) (HVAC, Contractors and  
Change orders)
3. Pre-Audit photos
4. NEAT/MHEA Audit
5. Audit Input Report
6. Invoices/Receipts
7. Contractors ' Agreements
8. Post-Inspection Audit

#### 9. Post-Audit Photos

- Pictures must be made available for all Pre and Post Readings (pictures must show reading on the equipment).
- Agencies are required to conduct a mandatory pre and post-test on dwelling.
- The same Coordinator who conducts the pre-test cannot conduct the post test.
- All Post Inspections (WPN 22-4) **must be** completed by a ***Certified Quality Control Inspector***. If one is not on staff, subgrantees ***must contract*** the post inspections out to a certified QCI or partner with a local CAP Agency that has certified staff to perform inspections.
- The Pre and Post-test must include all diagnostic testing where applicable.
- When the Post Inspector (QCI Final Inspector) finds work that needs to be re-addressed the contractor must be contacted and provided with corrective action documentation on areas that must be re-addressed. In cases where there is a third party, Local CAP, or State QCI, reports must be submitted to the agency for execution of corrective actions. Upon completion of work, the Post Inspector (QCI) must follow up to ensure work was performed in accordance with the SWS's before payment is rendered. QCI must perform diagnostic testing to ensure the health and safety of the project.
- MSWAP requires that QCI final inspection must ensure that all materials were utilized in accordance with the approved work scope. If all materials were not installed, subgrantees must complete a Materials Transfer Form, which identifies the unused materials and return items to the agency for proper adjustments. This form must be signed by the Executive Director and maintained in the client file. Materials returned to the vendor must be documented on a Change Order Form for proper processing and filed in the client's file. Additional materials needed to complete a measure requires a new work scope and material list must be created and maintained in client file. A final post-inspection must take place after completion of all the work.
- If it is determined that materials are missing or not used on the job, the agency must investigate and provide a report to DCS. The individuals involved will be immediately terminated from participation in the Weatherization Program.

All Quality Control Inspections must be in accordance with SWS and Field Guide. Failure to comply may result in the following:

1. DCS will provide subgrantees with written notice concerning the QCI

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- area of concern.
2. DCS will require that the Subgrantee provide a written plan of action, which must follow the suggested training plan.
  3. DCS will follow up with additional monitoring of the QCI assigned jobs.
  4. Failure to comply may result in termination of the QCI or suspension of the program for non-compliance.

**V.6 Weatherization Analysis of Effectiveness**

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**Weatherization Analysis of Effectiveness (per 10 CFR 440.14 (c) (6) (i))**

MSWAP has established the policy of evaluating subgrantees program effectiveness. A quality rating (*Good, Fair, and Poor*), shall be established by consideration of factors including, but not limited to:

**Program Administration**

1. Program files and accuracy and timely completion/submission of reports.
2. Work quality and oversight.
3. Monitoring reports.
4. Proper invoicing techniques.
5. The practice of using DOE funds to return to previously completed homes to adjust or include additional measures not done on the initial visit and after unit was reported to DOE as completed.
6. Proper designation of allowable administrative expenses between administration and program support categories.

**Performance Analysis**

1. Proper documentation of determining eligibility.
2. Number of Elderly, Disabled, Children, High Energy User, and

Households with High Energy Burden served.

3. Expenditures versus number of dwellings weatherized. Production quotas and expenditures.
4. Carbon Monoxide, Blower Door, Refrigerator testing.
5. Client education.
6. Health and Safety Practices.
7. Referrals from LIHEAP/CSBG.
8. Securing of additional funding from other agencies and programs.
9. Proper use of Priority Measures/Weatherization measures selected.
10. Pre-Inspection.
11. Final inspection/Re-inspections and follow-up.
12. Lead safe weatherization work practices and mold and moisture checklist.
13. Personnel training.
14. Required signatures.
15. Program files, accuracy, and timely completion/submission of reports.
16. Work quality and oversight.
17. Monitoring reports.

MSWAP measures productivity via weekly and monthly subgrantee reporting. The Subgrantees are required to submit the following:

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**Bi-Weekly Report:**

- EA/QCI Audit Report – Subgrantees must report bi-weekly on the number of homes that were audited the previous weeks. Reports are due by noon every 3rd Monday. Demographic information must be included.

**Monthly Reports:**

- Final report on homes completed (*Along with required documentation. See V.4*)
- Final report on types of fuel
- Final demographics report
- Final Monthly Expenditures, and
- Energy savings report
- WRF Report

- **Quarterly Reports:**
- T&TA Reports

The above reports will be compared monthly/quarterly to ensure cost effectiveness, accountability, quality of service and adequate training is provided.

If the findings are determined based on flagrant and/or frequent noncompliance, this is considered to be a serious impact on the agency's ability to continue to operate the program effectively. Steps will be taken to suspend or terminate funding.

Once an agency is placed on special conditions, either a conditional plan of action will be put in place or as stated above funding will be suspended or terminated. The decision for removal of special conditions will be based on the following:

- The nature of the findings yielding the special conditions (are the same findings recurring?)
- The agency's responsiveness to the special conditions (were the findings resolved promptly? Completely? With attention to the cause of the finding?)
- The Program Manager's assessment of the agency's potential for improving overall performance to an acceptable level.

**V.7 Health and Safety**

(See Attachments for Health and Safety Plan)

**V.8 Program Management**

**V.8.1 Overview and Organization**

**Overview and Organization**

The Mississippi Weatherization Assistance Program (MSWAP) is in the Division of Community Services (DCS), which is a division of the Mississippi Department of Human Services. Attached is a copy of the Division of Community Services Organizational Chart. The chart provides job titles such as Deputy Administrator-Tier III, Program Specialist Team Leader, Program Specialist IV and admin staff.

As well as the Weatherization Assistance Program, the Division of Community Services administers the Low-Income Home Energy Assistance Program (LIHEAP) and the Community Services Block Grant (CSBG).

MSWAP will utilize six subgrantees to administer weatherization services across eighty-two counties.

*MS WAP as implemented Average Cost Per Unit Cap Limits for Program Year 2025*

*DOE Formula – shall not exceed \$8,547.00 per unit*

*DOE IIJA (Formerly BIL) – shall not exceed \$8,547.00 per unit*

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*LIHEAP (Regular or WX) – shall not exceed \$10,000 per unit\**

*Weatherization Readiness Funds (WRF) – shall not exceed \$8,547.00\**

*Health and Safety Measures – shall not exceed \$1,516.29*

**\*Requires prior written approval from DCS before funds can be spent**

## V.8.2 Administrative Expenditure Limits

### Administrative Expenditure Limits

Under 10 CFR 440.18(e) for administrative purposes -- no more than 7.5 percent of the new PY allocation will be used by the state, and not less than 7.5 percent will be made available to Subgrantees. DCS understands that Subgrantees with allocations of less than \$350,000 may be eligible to receive an additional 5 percent of administrative funds based on criteria developed by DCS. Should DCS elect this option, DCS will describe the procedures used for approval to provide additional administrative funds to qualified Subgrantees as specified in 10 CFR 440.18 (d). DCS will take caution and only use the **new PY total allocation funds** in determining the administrative allowances.

The State of Mississippi/DCS will ensure that funds are allocated to areas based on relative need for the project. Funds will be allocated to subgrantees based on the level of poverty as determined by the most recent census statistics in accordance with 440.15(b). Financial assistance will be used to supplement and not supplant state or local funds in accordance with 440.16 (c). The Subgrantees will be required to coordinate with other programs to the maximum extent possible in accordance with 440.16 (d). DCS is a participant in a comprehensive planning group designed to provide the greatest benefit to the client while mutually accommodating the involved parties via referrals and leveraged activities.

## V.8.3 Monitoring Activities

In accordance with 10 CFR 440.23, the Grantee has the responsibility to perform monitoring and oversight of the program implementation and work performed by its Subgrantees.

MSWAP will utilize WPN 20-4 and (10 CFR 440.23) when establishing a monitoring plan to ensure quality workmanship, financial and programmatic accountability, and adherence to federal/state regulations as well as contractual agreements.

In accordance with WPN 20-4, the state will utilize an Independent Contractor (CHP) when addressing the comprehensive monitoring reviews of client files and subgrantees' records, as well as inspection of at least ten (10) percent of each subgrantees DOE-funded completed units.

The programmatic monitoring system has been designed to provide a systematic method of identifying program strengths and weaknesses, a basis for assisting agencies by improving program operations and for continuing the flow of information between the subgrantee level and DCS which is necessary for problem identification and resolution.

### Technical Monitoring

DCS has the responsibility for on-site monitoring of all WAP Subgrantee agencies. DCS will have at least one Quality Control Inspector on staff or use a third party Independent QCI or outside agency to perform quality assurance reviews on at least 10 percent of all completed units. In accordance with 10 CFR 440 and WPN 16-4, DCS, as grantee of the DOE Weatherization Assistance Program (WAP), has an established monitoring system for evaluating Subgrantee performance regardless of funding source.

Monitoring functions will be the state's principal method of determining Subgrantee compliance with the regulations contained in 10 CFR 440, applicable OMB circulars, DOE Assistance Rule 10 CFR 200 (with DOE specific regulations codified in 2 CFR 910), Weatherization Program Notices and any other procedures that DOE may issue. Additionally, monitoring activities will ensure the evaluation of actual accomplishments against planned activities and determining the effectiveness of WAP policy. Monitoring also provides objective reporting to and from Subgrantees and makes recommendations to address program and administrative deficiencies and needs. To fulfill this requirement, DCS will conduct a comprehensive monitoring of each Subgrantee at least once a year.

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Each Subgrantee will be visited by a technical representative at least once a year to review completed units.

A monthly desk review for each Subgrantee must be performed. Budget expenditures and completion rates will be compared to planned rates. Minimum and maximum cost averages for total dwelling, Health and Safety expenditures will be monitored for compliance with WAP guidelines and contract limitations. Materials, labor, and program support cost averages will be monitored to ensure they are maintained at acceptable program levels. Additionally, DCS WAP staff will review invoices for timeliness of submission and compliance with Weatherization Program Policy.

**Phase I**

DCS staff will notify the Subgrantee of upcoming monitoring visits and make available all the necessary forms for completion. The Subgrantee will supply DCS with a list of completed projects for the period to be monitored. DCS staff reserves the right to impromptu checks of Subgrantee weatherization programs to ensure a continually high-performance level on the part of the weatherization staff. During these visits, client files and on-site reviews will be conducted and the day-to-day activities of the Subgrantee will be captured.

The weatherization staff's monitoring activities include:

- Monitoring 10% of the completed units. DCS will plan a monitoring schedule for each program year.
- Inspect a sample of the dwellings completed by the Subgrantee for each funding source (Regular DOE, DOE IIJA, & LIHEAP WX).
- Reviewing program operations to ensure proper administration of allocated funds.
- Evaluating Subgrantee for achieving performance standards based on criteria set forth by DCS.
- Determining training and technical assistance needs to push Tier I and Tier II training.

**Phase II**

DCS staff will randomly select the units to be inspected and on-site files to be reviewed.

On-site monitoring will attempt to focus on inspections, since desk monitoring will try to satisfy most administrative reviews, including financial examinations. A key component of on-site monitoring will be to provide timely training and technical assistance during the course of on-site monitoring.

- Combustion Safety Monitoring will be performed on-site. Units that are completed or in progress will be monitored. Workers, assessors and inspectors and all combustion safety related work will be specifically reviewed for program adherence to all combustion safety related guidance, guidelines and standards.
- Diagnostic testing is performed, including blower-door test, combustion safety tests, and pressure differential tests. The test results are compared with those noted in the client file.
- Inspection of completed units, with the Subgrantee auditor/inspector, provides the opportunity for on-site technical assistance. Various installation techniques, quality control issues and test procedures may be discussed during the course of performing the inspection.
- The set-up values of the NEAH/MHEA audit tool are checked to ensure they are current and accurate. Subgrantee staff will be tested for proficiency in the use of the NEAT/MHEA audit tool, and the utilization of the audit tool is being used as directed by DCS.
- Crew Health and Safety procedures will be checked for compliance with the DCS Health and Safety plan as contained in the DOE State Plan.
- Client interviews will be performed to assess worker behavior, workmanship and client satisfaction.

An exit interview will be conducted with the Subgrantee's executive director, weatherization director/coordinator and other appropriate staff at the conclusion of the monitoring visit to present and discuss preliminary findings, observations and concerns.

A final written monitoring report to the Subgrantee will be issued within 30 days of any completed monitoring visit. The report will contain a description of the monitoring findings, observations and recommendations for corrective action.

The Subgrantee must provide a written Corrective Action Plan to DCS within ten (10) business days of the issuance of the letter. The next steps are covered in Mississippi WAP Technical Monitoring Corrective Action Policy and Procedures.

**Corrective Action Policy and Procedures**

**Corrective Action Policy**

Corrective action will be taken when a subgrantee fails to meet compliance or performance in any following areas:

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- Achieving performances measures or milestones as outlined in the statement or scope of work and/or fidelity to the program design in the subgrant proposal.
- Significant monitoring findings and/or not working to address and/or close findings promptly, including but not limited to:

**Corrective Action Process**

The following outlines the progressive way DCS WAP staff will address the program performance, financial reporting and monitoring deficiencies and in addition to any Subgrant Agreement or performance policy language contained within any individual agreement.

1. If a deficiency in a Subgrant Agreement, compliance or performance is identified, DCS will send a letter noting the area(s) of deficiency to the Subgrantee's Board Chairperson, Executive Director and the agency's Weatherization Coordinator.
2. The Subgrantee must provide a written Corrective Action Plan to DCS within ten **(10)** business days of the issuance of the letter. The plan must address how the deficiency(ies) will be corrected and must include the following:
  - The finding or concern,
  - Cause for the finding or concern,
  - An Action Plan to correct the deficiency, and
  - The target date of correction or dates of action steps towards completion.
  - Request for technical assistance from DCS, if needed.
- a. If the Subgrantee does not respond within the ten (10) business days, they will automatically be placed on a 60-day probationary period and any further disbursement of funds will be withheld until the issue(s) are resolved.
- b. On the **eleventh (11th) business day**, DCS will send a **FINAL NOTICE** Letter to the Agencies Board Chairperson and Executive Director explaining that if corrective action is not implemented within the 60-day probationary period, DCS will terminate the Subgrantee's current weatherization contract and all subsequent DCS weatherization contracts for a period of at least two (2) years. This termination may also include repayment of any weatherization costs that were not satisfactorily resolved.
  - This final notice will also remind the Subgrantee of their rights and ensure they are aware of their contractual right to dispute any grievances through the Mississippi Department of Human Services, Subgrant Manual.
- c. If the Subgrantee responds within the ten (10) business days, they shall have no more than **fifteen (15) business days from the date of the Corrective Action Plan's submission to DCS** to correct a deficiency unless DCS has previously agreed to an extension beyond this date. Upon receiving any response, DCS may request a follow-up meeting with the Subgrantee to discuss performance or compliance issues and any technical assistance that may be necessary to address the issue.
3. Should the Subgrantee resolve the monitoring findings within the probationary period, DCS will remove the probationary status, but the Subgrantee will remain a high-risk Subgrantee and be placed on cost reimbursement for the remainder of the current program year. All high-risk agencies will have additional oversight and monitoring.

In the event that a Subgrantee has repeat monitoring findings for two (2) years in a row, even if monitoring findings are resolved satisfactorily within the allowed timeframe, DCS will take the following additional action:

  - I. Notify the Subgrantee that they have been placed on a cost reimbursement status as part of the monitoring corrective action effective for one year starting 30 days from their monitoring report date.
    - The Subgrantee cost reimbursement will remain in effect until the next monitoring report reflects no repeat findings.
    - Should the repeat findings be found again a third time, DCS will consider program termination followings Steps 2 – 3 below.
  - II. If repeat monitoring findings involve questioned or disallowed costs, the Subgrantee will be notified that they are being placed on a probationary period for the remainder of any current contracts, in addition to being placed on a cost reimbursement status. The Subgrantee will be asked to submit a letter explaining why they had repeated monitoring findings, what is being done to correct the issue so that it does not occur again, and why they should continue to operate the program.

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III. After receiving the Subgrantee's letter, DCS will review the nature of the monitoring findings and the Subgrantee's letter to determine whether program termination is necessary due to continued poor performance.

**Findings (examples)**

1. Any of the following criteria generally constitutes a Finding:

- a) Violation of eligibility guidelines.
- b) A health or safety condition that affects clients, subgrantee staff and subgrantee subcontractors, or the integrity of the building structures that was created by, exacerbated by, or not corrected by the delivery of Weatherization services.
- c) The omission of a required measure or technique with major energy savings potential.
- d) Work not performed to the standard work specifications (SWS).
- e) Expenditure of Weatherization Assistance Program funds on measures that are not approved under the Weatherization Assistance Program or required for health or safety reasons.
- f) Major expenditure of funds on measures that do not yield a NEAT or MHEA generated savings-to-investment ratio of one or greater.
- g) False documentation on pre and post audits.
- h) Failure to track unused materials.
- i) Failure to maintain client file documentation according to procedures.

2. An Onsite Assessments Report that contains a Finding:

- a) Requires an immediate response from the subgrantee.
- b) Requires corrective action to be taken.
- c) May result in disallowed costs.
- d) May result in an increased assessment/monitoring rate.
- e) May result in the requirement of additional training for the subgrantee personnel and contractors.
- f) May result in the recommendation for High-Risk Status for the subgrantee.
- g) Continued Findings of this type may result in termination of DCS Weatherization Assistance Program Award to the subgrantee and/or disbarment of contractors.

**Trends for Concern**

1. The following criterion generally constitutes a Trend for Concern:

- a) Any other areas of noncompliance with the Mississippi Weatherization

Field Guide/Standards, Mississippi Weatherization State Plan, Standard Work

Specifications (SWS) or any other guidance issued by the Division of

Community Services not considered a Finding

2. An Onsite Assessments Report that contains a Trend for Concern:

- a) Requires immediate action to eliminate any future occurrences.
- b) May require corrective action to be taken if similar future situations relating to

Major energy savings measures, documentation requirements, or health and

safety measures are found to be repeated.

- c) May be reclassified as a Finding if repeated, that is, if similar situations are

found on consecutive assessment visits.

- d) May result in the requirement of additional training for the subgrantee

personnel or contractors.

**TENTATIVE MONITORING SCHEDULE**

PERIOD	AGENCY
FIRST QUARTER	TBA by 3rd Party Contractor
SECOND QUARTER	TBA by 3rd Party Contractor

**ATTACHMENT-PROGRAM, FISCAL  
MONITORING AND AUDIT**

Statutory reference 2605 (b)(10)

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THIRD QUARTER	<b>TBA by 3rd Party Contractor</b>
FOURTH QUARTER	<b>TBA by 3rd Party Contractor</b>

**Fiscal, Accounting and Tracking Requirements**

The State requires Subgrantees requesting DOE WX funds to submit Monthly Cost Worksheets in Smartsheet. These Cost Worksheets show expenditures such as Program Operations, Health & Safety, Energy Audit, Client Eligibility/Intake, Final Inspection, Audit, Liability Insurance, T&TA, Weatherization Readiness Funds, and Administration. Subgrantees are required to submit Claim Support Forms (to request funds) based on Current Needs. Federal funds made available to the State under this title will disburse administrative and programmatic funds to Subgrantees in accordance with the DOE WX guidance, and the overall contractual allocation for each subgrantee regulates the maximum allowable expenditures. The draw down requests and expenditures reports are reviewed, processed and tracked in the Division of Community Services. The SF-425 Federal Fiscal Reports (FFR) are generated in the MDHS – Division of Budgets & Accounting as well as the monthly Budget Status reports for DCS verification and tracking. Procedural manuals are in place which covers a range of fiscal and accounting rules and regulations with which Subgrantees must comply. Also, to further account for DOE WX federal funds, all 6 DCS WX Subgrantees use the same accounting software, GMS, which allows tracking through Virtual ROMA. It allows easy access in training new personnel, as well as existing personnel in the effective use of the GMS software and DCS requirements.

Subgrantees are required to have and submit an annual audit performed annually by an independent Certified Public Accountant. Also, the State complies with the Single Audit Act requirement.

The State continuously provides training and technical assistance to the subgrantees on program and fiscal management to enhance program compliance and quality service delivery to eligible households, and special training for new staff to ensure program compliance. Periodic reviews to the subgrantee, both announced and unannounced, will be conducted by the Division of Community Services. Subgrants will be monitored annually by the Division of Monitoring.

**ATTACHMENT – COMPLIANCE MONITORING**

**Division of Monitoring**

**Overview**

The Division of Monitoring is tasked with ensuring that all subgrants of the Mississippi Department of Human Services (MDHS) are administered in compliance with laws and regulations applicable to Federal financial assistance programs, agency policies and in accordance with the terms of the subgrant agreement and the Subgrant Manual in its entirety. Monitoring is a review process used in determining a Subgrantee's compliance with the requirements of MDHS and/or Federal programs, adhering to applicable laws and regulations, and measuring progress toward stated results and outcomes. The Division of Monitoring along with the Funding Divisions are responsible for oversight of the development of appropriate monitoring instruments specifically designed to ensure compliance with program requirements, cost principles, and federal regulations.

Subgrants will be monitored annually by the Division of Monitoring.

The Director of Monitoring reviews and approves audit findings received from the Monitoring Supervisor. Audit findings are addressed on the monitoring report.

MDHS monitoring reviews are performed in accordance with 2 C.F.R. §200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

**For additional guidance, please refer to Title 18 of the Administrative Code, Part 8, Chapter 8, Monitoring at <https://www.sos.ms.gov/adminsearch/ACCode/00000325c.pdf>.**

**ATTACHMENT – CLIENT FAIR HEARINGS AND APPEALS PROCESSES**

**MDHS Administrative Hearings Office Fair Hearing Process**

**Fair Hearing & Appeal Process Policy**

An applicant or recipient has the right to request a Hearing or Appeal if they are dissatisfied with the denial, delay, cancellation, or any adverse decision related to your application for services.

A. Types of Hearings

1. Appeal (Agency Level)

i. Basis for an Appeal

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- Incorrect bill submitted
- Information provided is insufficient to determine eligibility
- Requested additional information not returned within ten (10) calendar days
- Non-compliance with CSBG Case Management Plan
- Threatening behavior toward staff
- Your claim for assistance was not acted upon with reasonable promptness

If a client submits a Fair Hearing request for any of the above-mentioned reasons their request will be automatically denied.

- ii. The client must submit a **request for an appeal** within **thirty (30) calendar days** of the denial or adverse action.

The request must be submitted on <https://virtualroma.mdhs.ms.gov/> and include all of the following:

Name of Community Service Agency

Full Name and Address

Date of Denial or Adverse Action Notice

Stated Reason(s) for Denial or Action

Reason(s) for Appeal Request

The client's request will be submitted to the Executive Director and Board Chair. **The Executive Director and Board Chair will have 15 calendar days to contact the client to schedule an appeal. After scheduling and hearing the grievance, the Executive Director and Board Chair will then have 15 calendar days to make a final determination in regard to the appeal.**

2. Fair Hearing (MDHS Level)

i. Basis for a Fair Hearing

- If the client was denied at the agency level and has met all the criteria for a complete application, but still feels they are eligible for services for the following reasons:
  - Disagreement with the denial itself
  - Incorrect information or assessment
  - Procedural error
  - Discrimination
  - Failure to make a timely decision
  - Changes in circumstances
  - Other \_\_\_\_\_

ii. Requesting a Fair Hearing

The client can request a fair hearing by calling 601-359-4921 or by completing a MDHS Programmatic Appeal Request form at

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<https://www.mdhs.ms.gov/wp-content/uploads/2023/12/MDHS-OIG-200-Programmatic-Appeal-Request-Form.pdf>).

iii. Submitting a Fair Hearing Request

The client can submit a MDHS Programmatic Appeal Request form by:

Email: [admin.hearings@mdhs.ms.gov](mailto:admin.hearings@mdhs.ms.gov)

Fax: 601-359-5047

Mail: Mississippi Department of Human Services

Office of the Inspector General

Administrative Hearings

P.O. Box 352

Jackson, MS 39201

After a client requests a fair hearing, they will receive a notice letting them know a date and time for their fair hearing. Usually, fair hearings are conducted over the phone.

During the hearing, the client will be given the opportunity to present their position fully and explain why they believe that the decision made by Agency was wrong. The client may bring any evidence that they believe supports their position. MDHS may also present information about why the agency believes the decision was correct.

After hearing from both sides, the hearing officer will make a decision about whether the agency's decision was wrong and should be changed or the agency's decision was correct and should not be changed.

**Important Information**

If at any point during the appeals process, the initial denial or adverse action is reversed, appropriate corrective actions, including processing payments or reinstating services, will be taken by the Community Service Agency in a timely manner.

Please note: **Lack of available funding** in your county is not subject to a Fair Hearing. In such cases, subgrantees should:

1. Refer applicants to other service providers,
2. Utilize non-federal funds where possible,
3. Maintain a waitlist of applicants to prioritize once funds become available.

**Contact Information**

If the client has questions about this notice or the appeals process, please have them to contact the local **Community Service Agency/Human Resource Agency** or the **Mississippi Department of Human Services** at [admin.hearings@mdhs.ms.gov](mailto:admin.hearings@mdhs.ms.gov).

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

**Training & Technical Assistance**

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**Client Education-**

Each Subgrantee must provide Client Notification Education. For occupied homes, the Auditor, crew, or contractor must have an adult tenant or homeowner sign an acknowledgement of Radon, Lead and Mold pamphlets.

The pamphlets can also be sent by certified mail with a receipt to be placed in the customer file. In multi-unit housing, subgrantees must:

Provide written notice to each affected unit (notice must describe general nature and locations of the planned renovation activities; the expected starting and ending dates; statement of how occupant can get pamphlet at no charge); or

Post informational signs (signs must describe general nature and locations of the renovation and the anticipated completion date) and post the EPA pamphlet. (If pamphlet is not posted, then subgrantees are required to provide information on how interested occupants can review a copy of the pamphlet or obtain a copy at no cost from the Weatherization Program).

Delivery to owner/occupant. Owner and/or occupant's signature with acknowledgment or certificate of mailing. The owner/occupant must acknowledge receipt of the EPA pamphlet prior to start of renovation that contains the address of unit undergoing renovation, name and signature of owner or occupant, and the date of signature. It must be in same language as "contract for renovation" for an owner-occupied (or the same language as the lease for occupant of non-owner occupied) target housing.

If the Weatherization Program cannot get a signed acknowledgment (either the occupant is not home or refuses to sign the form), then the self-certification section of the form must be signed to prove delivery.

The acknowledgement form must be filed and remain with the client file for Three years from date of signature. In addition to providing a copy of the pamphlet to owners and occupants, designated local subgrantee staff (e.g., intake specialist, auditor, crew chief) must discuss the hazards associated with lead-based paint and lead dust, and describe how they will conduct LSW in the home. The following forms must also be completed during client notification/education:

- 1) Client Health and Condition Form
- 2) Notification of Health & Safety Form
- 3) Radon acknowledgement form

**Training and Technical Assistance – Approach**

T&TA activities are intended to maintain or increase the efficiency, quality, and effectiveness of the Weatherization Program at all levels. Such activities will be designed to maximize energy savings, minimize production costs, improve program management and operational efficiencies, contractor work quality, increase client satisfaction, and to reduce the potential for waste, fraud, abuse and mismanagement.

T&TA funds are given directly to subgrantees to address training. Subgrantees will follow the MDHS Subgrant/Agreement Manual. Funds may be used to obtain and maintain certifications, training, training support, and providing or receiving programmatic and technical assistance. T&TA funds may also be used to train contractors participating in the program provided a retention agreement is obtained.

The MSWAP will use the following methods to provide Programmatic, Administrative, and T&TA:

- On-site visits provide an excellent opportunity to assess the technical needs of subgrantees through the notation of program deficiencies.
- The Independent Contractor (CHP) will provide specific T&TA on WAweb audit inspection procedures as a regular component of the on-site Programmatic and Management and production monitoring visits.
- DCS Weatherization staff will provide T&TA through onsite, written, and telephone communication with Subgrantee staff.
- DCS staff will provide on-site, or offsite T&TA as needed. Need may be identified by the Subgrantee staff, Office of Compliance monitoring visits, DOE Project Officer monitoring visits, internal state audits, IG reports, or by DCS staff as the result of observation for resolution of problems, or to meet updates required by DOE.
- DCS will provide Subgrantees staff programmatic training quarterly and require subgrantees staff to participate in national activities as they become available. MSWAP and subgrantees staff will attend these meetings and will encourage subgrantees staff to take advantage of all programmatic, administrative and technical training opportunities.

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- MSWAP management staff will attend DOE mandated activities/events, NASCSP events, State Weatherization Directors' meetings, national DOE sponsored conferences, and other staff development training as needed or required. Continuing education and conference attendance ensure Grantee effectiveness in administering and implementing the grant.
- Quarterly Weatherization Network Meetings will address areas of common concern regarding Administrative, Programmatic, and Technical Training addressing initiatives and future program requirements. (See training schedule)
- MSWAP will utilize the QCI on-site assessment tool to analysis deficiencies of the work performed on dwelling.
- MSWAP will utilize the results of the analysis to rate areas of deficiencies and effectiveness of subgrantee.
- Based on the ratings of deficiencies, MSWAP will develop a score card to determine training opportunities.
- Field Guides and Standards will be provided to subgrantees via the Notification of funds Availability (NOFA).
- Each Subgrantee and Subgrantee Contractor(s) will be provided with T&TA to address the Field Guide and Standards.

In accordance with WPN 22-4, T&TA activities for MSWAP field staff will consist of Comprehensive or Specific training. MSWAP will collaborate with Community Housing Partners (CHP), and Everblue Weatherization Training Centers to provide training in accordance with the following:

**Comprehensive Training:** Occupation-specific training, which is part of an overall curriculum, aligned with the topics within the given JTA being trained. Comprehensive training must be administered by, or in cooperation with, a training program that is accredited by a DOE-accepted credentialing body for the JTA being taught.

**Specific Training:** Single-issue, short-term training to address technical skills or knowledge gaps. Conference training and any training not aligned with a Home Energy Professional JTA are included in this category.

**Job Task Analyses (JTAs):** JTAs define and catalogue the knowledge, skills, and abilities a practitioner needs to perform a given job effectively and safely. JTAs are used by training providers to develop coursework that can be verified and accredited by a third-party organization.

MSWAP field staff are only those technical staff members directly employed by DCS and Subgrantee agencies, such as auditors and inspectors. *Contract auditors and inspectors are not explicitly included but may be eligible for T&TA funded training as long as a **retention agreement is obtained**.* T&TA funds may also be used to train contractors at the Subgrantee level participating in the WX Program. The use of T&TA funds to reimburse contractors is limited to T&TA that supports the four Home Energy Professionals occupations.

- **Retrofit Installer/Technician (RIT):** A residential energy efficiency professional who installs energy efficiency upgrades in dwelling units.
- **Crew Leader:** A Crew Leader is responsible for supervising and assisting in the retrofitting activities specified in the scope of work. The Crew Leader is responsible for quality control, interacting with the client, managing personnel and materials, and ensuring a safe and efficient job site.
- **Energy Auditor:** An experienced professional who evaluates the health and safety issues, durability, comfort, and energy use of a residential building. The Energy Auditor (EA) conducts advanced diagnostic tests, gathers and analyzes data, and creates energy models to draw conclusions and make recommendations to the client for improvements.
- **Quality Control Inspector (QCI):** A certified residential energy-efficiency expert who ensures the completion, appropriateness, and quality of energy upgrade work by conducting a methodical inspection of the building and performing safety and diagnostic tests.

*In making the determination to pay for the contractors' training, MSWAP Subgrantees **must secure a retention agreement** in exchange for training. The retention agreement must require that the contractors work in the Program for a specific amount of time, which must align with the cost of the T&TA provided.*

MSWAP will ensure that each worker will be afforded the opportunity to acquire knowledge and skills needed to perform the specific job task. In addition, each Subgrantee will be required to have on staff **at least one BPI Certified Quality Control Inspector & Energy Auditor**. Subgrantees replacing or hiring new staff must ensure that the candidate(s) for employment be certified or have the knowledge, skills and abilities to meet the JTA's requirements for Retrofit Inspector, Energy Auditor, or QCI. All staff will be required to **secure their certification** within **Twenty-four (24) months**. Training plans will be structured in the manner best suited for each agency. Subgrantees must provide Action Plans addressing the following:

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- QCI, EA, CL and RIT- provide a plan ensuring training every three years or when needed, for maintaining certifications.
- Subgrantees must provide a plan to address New Hires according to the above criteria.
- Subgrantees must provide DCS with all documentation of certifications obtained by Subgrantees WAP Staff, within thirty (30) days of completion.

**Note: It is the responsibility of the Subgrantee to ensure staff and/or subcontractors complete the training. DCS will monitor Subgrantee progress and track credentials. Weatherization staff may not function unsupervised until training and certification requirements are met.**

Comprehensive training must be provided by a DOE approved accredited training program. Currently, *IREC accredited training centers are the only training centers that meet this requirement.* MSWAP training will be provided by the contracted training provider in the manner best suited for the situation. MSWAP will continue to collaborate with Community Housing Partners (CHP) and Everblue to provide Comprehensive & Specific training.

Specific training will be obtained on an as-needed basis and on a rolling basis to fulfill certification CEU requirements. Specific training is considered but not limited to single issues, short-term, *training to address acute deficiencies in the field*, concerns found during on-site reviews by DCS T&TA Staff, Division of Monitoring Staff, DOE Project Officer, and Desk reviews. In cases of on-site visits, DCS will provide technical assistance in the field.

Other required or approved training will cover topics such as Health & Safety, using the NEAT/MHEA software, creating-cost effective job work scopes, heating system diagnostics, performing post inspections, materials installation, air sealing, and pressure diagnostics. The goal of this training is also to introduce or significantly improve the knowledge and expertise of the WAP Network.

MSWAP will collaborate with CHP and Everblue to execute the following training to ensure that each worker is afforded the opportunity to acquire the knowledge and skills needed to perform the specific job task: **(All trainings will be Mandatory)**

**First Quarter (July-September 2025):**

Training	Comp./Spec.	Date of Training
MSWAP Network Meeting	Specific training	July/August/Sept.
Introduction to ASHRAE 62.2	Specific training	July
QCI Training	Specific training	July/August
QCI Certification Training	Comprehensive	July/August
WaWeb Training	Comp	September
NASCSP	Specific training	Sept 22-26

**Second Quarter (October-December 2025):**

Training	Comp./Spec.	Date of Training
MSWAP Network Meeting	Specific training	Oct/Nov/Dec.
ASHRAE 62.2/Zonal Diagnostics	Specific training	October
WaWeb Training	Specific training	November

**Third Quarter (January- March 2026)**

Training	Comp./Spec.	Date of Training
MSWAP Network Meeting	Specific training	Jan/Feb/March
Installation Field Mentoring	Specific training	March
WaWeb Training	Comp	Jan/Feb/March

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On-site T&TA	Specific training	TBA
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**Fourth Quarter (April-June 2026)**

Training	Comp./Spec.	Date of Training
MSWAP Network Meeting	Specific training	April/May/June
Installation Field Mentoring	Specific training	April/May/June
WaWeb Training	Specific training	April-June
On-site T&TA	Specific training	TBA

DCS requires the following Specific/Comprehensive training courses to be taken:

**1st Phase of Training**

1. Weatherization 101 – Everblue Training
2. Lead-Safe Weatherization – CHP
3. Math Refresher Course - CHP
4. HVAC Fundamentals - CHP
5. Envelope and Duck Leakage Testing – CHP
6. Manufactured Housing Fundamentals – CHP
7. Energy Auditor – CHP
8. Quality Control Inspector – CHP
9. OSHA Confined Spaces Overview – CHP
10. Client Education – CHP
11. Weatherization Management – CHP
12. Introduction to ASHRAE 62.2 - Everblue

**2nd Phase of Training**

1. BPI Building Science Principles (Certificate) – Everblue Training
2. NEAT/MHEA Audit Training – Everblue Training
3. WX Assistance (WaWeb) v 10 - Everblue Training
4. ASHRAE 62.2/Zonal Diagnostics - CHP

**3rd Phase of Training**

1. HEAT/MHEA Training\*
2. WaWeb Comprehensive Training\*\*
3. Energy Auditor Training (Certification)
4. Quality Control Inspector (Certification)
5. BPI Infiltration & Duct Leakage (Certification) \*- Everblue Training
6. Lead Inspector (Certification) – MSU
7. Lead Risk Assessor (Certification) – MSU
8. Multifamily QCI Training (Certificate)\* – Everblue Training

*\*Optional*

Percent of overall trainings

Comprehensive Trainings:	40.0
Specific Trainings:	60.0

Breakdown of T&TA training budget

Percent of budget allocated to Auditor/QCI trainings:	65.0
Percent of budget allocated to Crew/Installer trainings:	15.0

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Percent of budget allocated to Management/Financial trainings: 20.0

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

**State of Mississippi  
Weatherization Assistance Program  
Disaster Relief Plan**

In accordance with DOE's Weatherization Program Notice 12-07, the declaration of a disaster by the President or Governor is sufficient cause for the State of Mississippi WAP to implement a series of amended procedures in those affected areas to allow the WAP Subgrantee agencies to address the needs of the WAP eligible or previously weatherized low-income families affected by disaster conditions. The State of Mississippi recognizes that WAP has a very limited role in any disaster response plan. The use of DOE WAP funds is limited to eligible weatherization activities and the purchase and delivery of weatherization materials.

**Allowable expenditures under WAP include:**

- a. The purchase, delivery, and installation of weatherization materials and,
- b. The cost of incidental repairs to an eligible dwelling unit if such repairs are necessary to make the installation of weatherization materials effective and,
- c. The cost of eliminating health and safety hazards, elimination of which is necessary before the installation of weatherization materials.

All materials utilized must be listed in 10 CFR Part 44 Appendix A. To the extent that the services are in support of eligible weatherization (or permissible re-weatherization) work, such expenditure would be allowable.

The use of WAP funds to pay personnel to perform functions related to protecting the DOE investment. Such activities include securing weatherization materials, tools, equipment, weatherization vehicles, or protection of local agency weatherization files, records and the like during the initial phase of the disaster response. ***Using WAP funds to pay for weatherization personnel to perform relief work in the community because of a disaster is not allowable.***

**Eligible Population:** Any person or household, (*residence of Mississippi*), meeting income eligibility based on 200% of the federal poverty guidelines. Priority will be given to elderly, persons with disabilities, families with children, high residential energy users, and households with high energy burdens (10CFR 440.16(b)) However, it would be permissible to consider in households located in the disaster area, as a priority as long as the households are eligible and meet one of the priorities established in regulation and are free and clear of any insurance claim or other form of compensation resulting from damage incurred from the disaster.