

**APPLICATION FOR FEDERAL ASSISTANCE SF-424**

Version 02

<b>1. Type of Submission:</b> <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		<b>2. Type of Application:</b> <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision		<b>If Revision, select appropriate letter(s)</b>  <b>Other (specify):</b>	
<b>3. Date Received</b>			<b>4. Applicant Identifier:</b>		
<b>5a. Fed Entity Identifier:</b>		<b>5b. Federal Award Identifier:</b> DE-EE0006161 (SF424 revision 1)			
<b>State Use Only:</b>					
<b>6. Date Received by State:</b>			<b>7. State Application Identifier:</b>		
<b>8. APPLICANT INFORMATION:</b>					
<b>a. Legal Name:</b> State of Michigan					
<b>b. Employer/Taxpayer Identification Number (EIN/TIN):</b> 386000134			<b>c. Organizational DUNS:</b> 805340163		
<b>d. Address:</b>					
<b>Street 1:</b> P.O. Box 30037					
<b>Street 2:</b> 235 South Grand Avenue, Suite 1503					
<b>City:</b> Lansing					
<b>County:</b> INGHAM County					
<b>State:</b> MI					
<b>Province:</b>					
<b>Country:</b> U.S.A.					
<b>Zip / Postal Code:</b> 48933					
<b>e. Organizational Unit:</b>					
<b>Department Name:</b> Department of Human Services			<b>Division Name:</b> Bureau of Community Action & Economic Opportunity		
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>					
<b>Prefix:</b> Ms		<b>First Name:</b> Amy			
<b>Middle Name:</b>					
<b>Last Name:</b> Dillon					
<b>Suffix:</b>					
<b>Title:</b>					
<b>Organizational Affiliation:</b> MI Department of Human Services					
<b>Telephone Number:</b> 5172415116		<b>Fax Number:</b> 5173355042			
<b>Email:</b> Dillona1@michigan.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-0002014

Title:

2014 Weatherization Assistance Funding Opportunity

**13. Competition Identification Number:**

Title:

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

Statewide

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

The Weatherization Assistance Program enables low-income families to permanently reduce their energy bills by making their homes more energy efficient.

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**16. Congressional District Of:**

a. Applicant: Michigan Congressional District 08

b. Program/Project: MI-Statewide

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

**17. Proposed Project:**

a. Start Date: 07/01/2014

b. End Date: 06/30/2015

**18. Estimated Funding (\$):**

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

**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 on:
- 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 comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code Title 218, Section 1001)**

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 specific instructions.

**Authorized Representative:**

Prefix: Ms First Name: Maura  
Middle Name: D.  
Last Name: Corrigan  
Suffix:

Title: Director Michigan Department of Human Services

Telephone Number: 5173737904 Fax Number: 5173734865

Email: DHS-grants@michigan.gov

Signature of Authorized Representative: Signed Electronically Date Signed: 10/30/2014

**U.S. Department of Energy  
WEATHERIZATION ASSISTANCE PROGRAM (WAP)  
WEATHERIZATION ANNUAL FILE WORKSHEET**

**(Grant Number: EE0006161, State: MI, Program Year: 2014)**

**IV.1 Subgrantees**

<b>Subgrantee (City)</b>	<b>Planned Funds/Units</b>
Alger-Marquette Community Action Board (Marquette)	\$170,421.00 19
Allegan County Resource Development Committee Inc (Allegan)	\$234,398.00 28
Area Community Services Employment and Training Council (Grand Rapids)	\$877,700.00 117
Baraga-Houghton-Keweenaw CAA (Houghton)	\$167,242.00 19
Blue Water Community Action (Port Huron)	\$216,764.00 26
CAA of Jackson, Lenawee, Hillsdale (Jackson)	\$398,580.00 51
Capital Area Community Services Inc (Lansing)	\$580,903.00 76
Chippewa-Luce-Mackinac Community Action and (Sault Ste Marie)	\$291,039.00 36
Community Action Agency of South Central Michigan (Battle Creek)	\$481,124.00 63
Dickinson-Iron Community Services Agency (Iron Mountain)	\$143,872.00 16
Downriver Community Conference (Southgate)	\$455,625.00 59
EightCAP Inc (Greenville)	\$295,213.00 36
EightCAP, Inc. (Greenville)	\$535,267.00 70
FiveCAP Inc (Scottville)	\$241,120.00 29
Genesee County CAA (Flint)	\$421,589.00 54
Gogebic-Ontonagon CAA (Bessemer)	\$143,264.00 16
Human Development Commission (Caro)	\$263,042.00 32
Kalamazoo County Human Services Department (Nazareth)	\$419,408.00 54
Macomb County Community Services Agency (Clinton Township)	\$759,752.00 100
Menominee-Delta-Schoolcraft Community Action Agency and (Escanaba)	\$176,467.00 20
Mid Michigan CAA Inc (Farwell)	\$361,215.00 46
Monroe County Opportunity Program (Monroe)	\$169,928.00 19
Northeast Michigan Community Action Agency (Alpena)	\$303,361.00 38
Northwest Michigan Human Services Agency (Traverse City)	\$379,543.00 49

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Oakland Livingston Human Services Agency (Pontiac)	\$937,394.00 125
Ottawa County CAA (Holland)	\$275,780.00 34
Saginaw County Community Action Committee (Saginaw)	\$265,307.00 33
Southwest Michigan CAA (Benton Harbor)	\$403,914.00 52
Washtenaw County Human Services (Ypsilanti)	\$333,597.00 42
Wayne Metro Community Action Agency (Wyandotte)	\$1,930,367.00 260
Wayne Metropolitan Community Action Agency (Wyandotte)	\$1,083,633.00 143
<b>Total:</b>	<b>\$13,716,829.00 1,762</b>

**IV.2 WAP Production Schedule**

Weatherization Plans	Units
Total Units (excluding reweatherized)	1,727
Rewatherized Units	35

Note: Planned units by quarter or category are no longer required, no information required for persons.

Average Unit Costs, Units subject to DOE Project Rules		
<b>VEHICLE &amp; EQUIPMENT AVERAGE COST PER DWELLING UNIT (DOE RULES)</b>		
A	Total Vehicles & Equipment (\$5,000 or more) Budget	\$0.00
B	Total Units Weatherized	1,727
C	Total Units Rewatherized	35
D	Total Dwelling Units to be Weatherized and Rewatherized (B + C)	1,762
E	Average Vehicles & Equipment Acquisition Cost per Unit (A divided by D)	\$0.00
<b>AVERAGE COST PER DWELLING UNIT (DOE RULES)</b>		
F	Total Funds for Program Operations	\$10,502,686.00
G	Total Dwelling Units to be Weatherized and Rewatherized (from line D)	1,762
H	Average Program Operations Costs per Unit (F divided by G)	\$5,960.66
I	Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J	Total Average Cost per Dwelling (H plus I)	\$5,960.66

**IV.3 Energy Savings**

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

**Method used to calculate savings description:**

The WAP algorithm that Michigan uses is based on the most recent metaevaluation of the national DOE Weatherization Assistance Program. The report indicates the annual energy savings for gas-heated homes nationwide is estimated to be **30.5 million site BTUs**.

The Program Year (PY) 2014 estimate of energy savings for the DOE funding is: (1762 homes x 30.5 million site BTUs per home =) 53741 million site BTUs.

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Prior year (PY13) savings for DOE base funding: 1151 x 30.5 million site BTUs per home = 35105.5 million site BTUs

<b>This year estimated energy savings (MBtus):</b>	53,741	
<b>Prior year estimated energy savings (MBtus):</b>	49,349	<b>Actual:</b> <input type="text" value="00"/>

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

**IV.5 Policy Advisory Council Members**

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

Consumers Energy	Type of organization: Utility Contact Name: Ms. Teri L. VanSumeren Phone: (517)788-2067 Email: <a href="mailto:tlvansumeren@cmsenergy.com">tlvansumeren@cmsenergy.com</a>
Macomb County Community Services Agency	Type of organization: Unit of Local Government Contact Name: Mr. Steve Schuster Phone: 5864696329 Email: <a href="mailto:steve.schuster@macombcountymi.gov">steve.schuster@macombcountymi.gov</a>
Menominee-Delta-Schoolcraft Community Action Agency and Human Resource Authority	Type of organization: Local agency Contact Name: Mr. Joe Dehlin Phone: 9067867080 Email: <a href="mailto:jedhlin@mdscaa.org">jedhlin@mdscaa.org</a>
Michigan Community Action Agency Association Weatherization Committee	Type of organization: Non-profit (not a financial institution) Contact Name: Ms. Kate White Phone: 5173217500 Email: <a href="mailto:kwhite@mcaaaa.org">kwhite@mcaaaa.org</a>
Mid Michigan CAA Inc	Type of organization: Local agency Contact Name: Ms. Sarah Adkins Phone: 9893863805 Email: <a href="mailto:madkins@mmcaa.org">madkins@mmcaa.org</a>
Monroe County Opportunity Program	Type of organization: Non-profit (not a financial institution) Contact Name: Ms. Billie Jo Dye Phone: 7342412775 Email: <a href="mailto:billiejodye@gmail.com">billiejodye@gmail.com</a>
Oakland Livingston Human Services Agency	Type of organization: Local agency Contact Name: Mr. Gary Warsecke Phone: 2482092760 Email: <a href="mailto:garyw@olhsa.org">garyw@olhsa.org</a>
State of Michigan	Type of organization: Unit of State Government Contact Name: Tammy Bair Phone: 5173420030 Email: <a href="mailto:bairt@michigan.gov">bairt@michigan.gov</a>
Wayne Metro Community Action Agency	Type of organization: Non-profit (not a financial institution) Contact Name: Mr. Mike Locke Phone: 7342462280 Email: <a href="mailto:mlocke@waynemetrol.org">mlocke@waynemetrol.org</a>

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

Date Held	Newspapers that publicized the hearings and the dates the notice ran
05/15/2014	The Oakland Press, Muskegon Chronicle, Marquette Mining Journal
08/11/2014	Oakland Press 7/28/14, Muskegon Chronicle 7/24/14, Marquette Mining Journal 7/28/14

**IV.7 Miscellaneous**

Recipient Business Officer

**U.S. Department of Energy**  
**WEATHERIZATION ASSISTANCE PROGRAM (WAP)**  
**WEATHERIZATION ANNUAL FILE WORKSHEET**

**(Grant Number: EE0006161, State: MI, Program Year: 2014)**

Kris Schoenow, Director  
Bureau of Community Action & Economic Opportunity  
Michigan Department of Human Services  
235 S Grand Ave. Ste. 204  
Lansing, MI 48933  
(517)241-7911  
[SchoenowK@michigan.gov](mailto:SchoenowK@michigan.gov), [DHS-Grants@michigan.gov](mailto:DHS-Grants@michigan.gov)

**Recipient Principal Investigator**

Kris Schoenow, Director  
Bureau of Community Action & Economic Opportunity  
Michigan Department of Human Services  
235 S Grand Ave. Ste. 204  
Lansing, MI 48933  
(517)241-7911  
[Schoenowk@michigan.gov](mailto:Schoenowk@michigan.gov), [DHS-Grants@michigan.gov](mailto:DHS-Grants@michigan.gov)

**Subgrantee Network**

Muskegon Oceana Community Action Partnership (MOCAP): MDHS-BCAEO has terminated the Weatherization Assistance Program contract with service provider, MOCAP. MDHS-BCAEO is currently preparing an ITB (Invitation to Bid) for Muskegon and Oceana counties to provide weatherization services. The new entity will receive the grant allocation for PY13 as well as PY14.

Weatherization services have continued in the Muskegon Oceana counties by MOCAP using PY12 funding and LIHEAP dollars. These contracts end on June 30, 2014. There will be a delay in services to MOCAP during July and part of August while the state completes the ITB process. The state expects to have selected a vendor by mid-July. The MDHS contract unit will then execute the contract for the new provider. MDHS-BCAEO expects that the services will resume by mid-August in Muskegon and Oceana counties contingent on the State Plan approval. No funds will be distributed to any subgrantees for any service area until approval of the State Plan from DOE. The state will follow all federal and state procurement requirements, policies, and procedures to select a replacement for service areas identified as TBD.

**Program Year 2014 funds and Program Year 2013 Carry over Funds Distribution to Subgrantees:**

MDHS-BCAEO will distribute funds to Subgrantees (LWOs) for the Program year 2014 funding allocation once the State Plan has been approved. In August, once Statement of Expenditures for PY13 grant period have been analyzed, MDHS-BCAEO will then request a revision to the State Plan and once approved, will distribute PY13 carry over funds to the subgrantees.

**Policy Advisory Council:**

The Policy Advisory Council met at 11:00 a.m. on 4/28/14 to discuss the State Plan. The PAC meets quarterly, as needed. Per 10 CFR 440.17, PAC members are broadly representative of organizations and agencies, including consumer groups that represent low income persons, elderly and handicapped low income persons and Native Americans in Michigan.

**Health & Safety Policy - Ventilation**

Michigan will use ASHRAE 62.2-2013 for DOE funded units.

**MI DHS Allocation Plan**

The 2014 MI Department of Human Services Cost Allocation Plan has been submitted to HHS for approval. There has been no response as of DOE PY14 plan submission.

DOE F 540.5  
(08/05)

U.S. Department of Energy

OMB Control No: 1910-5127

**WEATHERIZATION ASSISTANCE PROGRAM  
SUBGRANTEE INFORMATION**

Expiration Date: 11/30/2016

State: MI Grant Number: EE0006161 Program Year: 2014

<p>Name: <b>Alger-Marquette Community Action Board</b></p> <p>Address: 1112 Commerce Drive Marquette, MI 49855-0000</p> <p>Counties served: ALGER County MARQUETTE County</p>	<p>Tentative allocation: \$ 170,421.00 Planned units: 19 Type of organization: Non-profit organization Source of labor: Agency</p>	<p>Contact: Ms. Amy Lerlie DUNS: 089585350 Phone: (906) 228-6522 Fax: (888) 906-7488 Email: ahlerlie@amcab.org</p>	<p>Congressional districts served: <u>CD</u> MI-01</p>
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<p>Name: <b>Allegan County Resource Development Committee Inc</b></p> <p>Address: 323 Water Street Allegan, MI 49010-0000</p> <p>Counties served: ALLEGAN County</p>	<p>Tentative allocation: \$ 234,398.00 Planned units: 28 Type of organization: Local agency Source of labor: Contractors</p>	<p>Contact: Mr. Christian Deuel DUNS: 069493229 Phone: (269) 673-5472 Fax: (269) 673-3795 Email: cdeuel@acrdc.org</p>	<p>Congressional districts served: <u>CD</u> MI-06</p>
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<p>Name: <b>Area Community Services Employment and Training Council</b></p> <p>Address: 1550 Leonard. N.E. Grand Rapids, MI 49505-0000</p> <p>Counties served: KENT County</p>	<p>Tentative allocation: \$ 877,700.00 Planned units: 117 Type of organization: Local agency Source of labor: Contractors</p>	<p>Contact: Mr. Roger Strickfaden DUNS: 072571888 Phone: (616) 336-4056 Fax: (616) 336-4193 Email: rstrickfaden@acset.org</p>	<p>Congressional districts served: <u>CD</u> MI-03 MI-06 MI-02</p>
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<p>Name: <b>Baraga-Houghton-Keweenaw CAA</b></p> <p>Address: 926 Dodge Street Houghton, MI 49931</p> <p>Counties served: KEWEENAW County HOUGHTON County BARAGA County</p>	<p>Tentative allocation: \$ 167,242.00 Planned units: 19 Type of organization: Local agency Source of labor: Contractors</p>	<p>Contact: Mr. Paul Hannula DUNS: 15-346-2288 Phone: (906) 482-5528 Fax: (906) 482-5512 Email: bhkcaa@att.net</p>	<p>Congressional districts served: <u>CD</u> MI-01</p>
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DOE F 540.5  
(08/05)

U.S. Department of Energy

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**WEATHERIZATION ASSISTANCE PROGRAM  
SUBGRANTEE INFORMATION**

Expiration Date: 11/30/2016

State: MI Grant Number: EE0006161 Program Year: 2014

<p>Name: <b>Blue Water Community Action</b></p> <p>Address: 302 Michigan St. Port Huron, MI 48060-0000</p> <p>Counties served: ST. CLAIR County</p>	<p>Contact: Ms Darlene Kramp DUNS: 062876743</p> <p>Phone: (810) 455-6418 Fax: (810) 982-7233 Email: Kramp.darlene@caascc.org</p> <p>Tentative allocation: \$ 216,764.00 Planned units: 26 Type of organization: Local agency Source of labor: Contractors</p>	<p>Congressional districts served: <u>CD</u> MI-10</p>
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<p>Name: <b>CAA of Jackson, Lenawee, Hillsdale</b></p> <p>Address: P. O. Drawer 1107 1214 Greenwood Jackson, MI 49204-0000</p> <p>Counties served: HILLSDALE County JACKSON County LENAWEE County</p>	<p>Contact: Mr. Paul Burnham DUNS: 120359559</p> <p>Phone: (517) 784-4800 Fax: (517) 784-5188 Email: pburnham@caajlh.org</p> <p>Tentative allocation: \$ 398,580.00 Planned units: 51 Type of organization: Local agency Source of labor: Contractors</p>	<p>Congressional districts served: <u>CD</u> MI-07</p>
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<p>Name: <b>Capital Area Community Services Inc</b></p> <p>Address: 101 East Willow Street Lansing, MI 48906-0000</p> <p>Counties served: INGHAM County EATON County CLINTON County SHIAWASSEE County</p>	<p>Contact: Mr. Bob Liss DUNS: 073689618</p> <p>Phone: (517) 393-1780 Fax: (517) 393-6631 Email: bliss@cacs wx.org</p> <p>Tentative allocation: \$ 580,903.00 Planned units: 76 Type of organization: Local agency Source of labor: Contractors</p>	<p>Congressional districts served: <u>CD</u> MI-08 MI-04 MI-07</p>
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<p>Name: <b>Chippewa-Luce-Mackinac Community Action and</b></p> <p>Address: P. O. Box 70 524 Ashmun Street Sault Ste Marie, MI 49783-0000</p> <p>Counties served: CHIPPEWA County LUCE County MACKINAC County</p>	<p>Contact: Ms. Holly Kibble DUNS: 116103888</p> <p>Phone: (906) 632-3363 Fax: (906) 632-4255 Email: hkibble@clmcaa.com</p> <p>Tentative allocation: \$ 291,039.00 Planned units: 36 Type of organization: Local agency Source of labor: Contractors</p>	<p>Congressional districts served: <u>CD</u> MI-01</p>
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**WEATHERIZATION ASSISTANCE PROGRAM  
SUBGRANTEE INFORMATION**

State: MI Grant Number: EE0006161 Program Year: 2014

<b>Name:</b>	<b>Community Action Agency of South Central Michigan</b>	<b>Contact:</b>	Ms. Amy Rose Wallace-Robinson
		<b>DUNS:</b>	020899480
<b>Address:</b>	PO Box 1026 175 Main Street Battle Creek, MI 49016-0000	<b>Phone:</b>	(269) 965-7766
		<b>Fax:</b>	(269) 966-4170
		<b>Email:</b>	amyw@caascsm.org
<b>Counties served:</b>	ST. JOSEPH County BARRY County BRANCH County CALHOUN County	<b>Tentative allocation:</b>	\$ 481,124.00
		<b>Planned units:</b>	63
		<b>Type of organization:</b>	Non-profit organization
		<b>Source of labor:</b>	Agency
		<b>Congressional districts served:</b>	<u>CD</u> MI-03 MI-07

<b>Name:</b>	<b>Dickinson-Iron Community Services Agency</b>	<b>Contact:</b>	Mr Don Tramontin
		<b>DUNS:</b>	556499234
<b>Address:</b>	800 Crystal Lake Boulevard Iron Mountain, MI 49801-0000	<b>Phone:</b>	(906) 774-2256
		<b>Fax:</b>	(906) 774-2257
		<b>Email:</b>	dtramontin@dicsami.org
<b>Counties served:</b>	DICKINSON County IRON County	<b>Tentative allocation:</b>	\$ 143,872.00
		<b>Planned units:</b>	16
		<b>Type of organization:</b>	Local agency
		<b>Source of labor:</b>	Contractors
		<b>Congressional districts served:</b>	<u>CD</u> MI-01

<b>Name:</b>	<b>Downriver Community Conference</b>	<b>Contact:</b>	Mr. Dan Kempe
		<b>DUNS:</b>	038783650
<b>Address:</b>	15100 Northline Road Southgate, MI 48195-0000	<b>Phone:</b>	(734) 362-7052
		<b>Fax:</b>	(734) 281-0276
		<b>Email:</b>	dan.kempe@dccwf.org
<b>Counties served:</b>	WAYNE County	<b>Tentative allocation:</b>	\$ 455,625.00
		<b>Planned units:</b>	59
		<b>Type of organization:</b>	Non-profit organization
		<b>Source of labor:</b>	Contractors
		<b>Congressional districts served:</b>	<u>CD</u> MI-14 MI-15 MI-13

<b>Name:</b>	<b>EightCAP Inc</b>	<b>Contact:</b>	Mr. Dan Peterson
		<b>DUNS:</b>	020892659
<b>Address:</b>	904 Oak Drive- Turk Lake Greenville, MI 48838-0000	<b>Phone:</b>	(616) 754-9315
		<b>Fax:</b>	(616) 225-8761
		<b>Email:</b>	danielp@8cap.org
<b>Counties served:</b>	GRATIOT County IONIA County ISABELLA County MONTCALM County	<b>Tentative allocation:</b>	\$ 295,213.00
		<b>Planned units:</b>	36
		<b>Type of organization:</b>	Local agency
		<b>Source of labor:</b>	Contractors
		<b>Congressional districts served:</b>	<u>CD</u> MI-04 MI-03

DOE F 540.5  
(08/05)

U.S. Department of Energy

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**WEATHERIZATION ASSISTANCE PROGRAM  
SUBGRANTEE INFORMATION**

Expiration Date: 11/30/2016

State: MI Grant Number: EE0006161 Program Year: 2014

<p>Name: <b>EightCAP, Inc.</b></p> <p>Address: 904 Oak Drive - Turk Lake Greenville, MI 49441-2241</p> <p>Counties served: MUSKEGON County OCEANA County</p>	<p>Contact: Mr. Daniel Peterson DUNS: 020892659</p> <p>Phone: (616) 754-9315 Fax: (616) 754-9310 Email: danielp@cap.org</p> <p>Tentative allocation: \$ 535,267.00 Planned units: 70 Type of organization: Non-profit organization Source of labor: Contractors</p>	<p>Congressional districts served: <u>CD</u> MI-02</p>
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<p>Name: <b>FiveCAP Inc</b></p> <p>Address: 302 North Main Street P. O. Box 37 Scottville, MI 49454-0000</p> <p>Counties served: MASON County LAKE County MANISTEE County NEWAYGO County</p>	<p>Contact: Ms. Mary Trucks DUNS: 047673603</p> <p>Phone: (231) 689-6688 Fax: (231) - Email: fivecap@fivecap.org</p> <p>Tentative allocation: \$ 241,120.00 Planned units: 29 Type of organization: Local agency Source of labor: Contractors</p>	<p>Congressional districts served: <u>CD</u> MI-01 MI-02</p>
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<p>Name: <b>Genesee County CAA</b></p> <p>Address: 601 N. Saginaw St., Ste. 1B Flint, MI 48502-0000</p> <p>Counties served: GENESEE County</p>	<p>Contact: Mr. Matthew Purcell DUNS: 078404738</p> <p>Phone: (810) 768-4675 Fax: (810) 762-0009 Email: mpurcell@co.genesee.mi.us</p> <p>Tentative allocation: \$ 421,589.00 Planned units: 54 Type of organization: Unit of local government Source of labor: Agency</p>	<p>Congressional districts served: <u>CD</u> MI-05</p>
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<p>Name: <b>Gogebic-Ontonagon CAA</b></p> <p>Address: 100 S. Mill St. Bessemer, MI 49911-1354</p> <p>Counties served: GOGEBIC County ONTONAGON County</p>	<p>Contact: Mr. Paul Janczak DUNS: 096826656</p> <p>Phone: (906) 667-0283 Fax: (906) 663-0356 Email: janczakp@gocaa.org</p> <p>Tentative allocation: \$ 143,264.00 Planned units: 16 Type of organization: Local agency Source of labor: Agency and Contractors</p>	<p>Congressional districts served: <u>CD</u> MI-01</p>
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SUBGRANTEE INFORMATION**

Expiration Date: 11/30/2016

State: MI Grant Number: EE0006161 Program Year: 2014

Name:	<b>Human Development Commission</b>	Contact:	Ms. Lori Ertman
		DUNS:	039630793
Address:	429 Montague Avenue Caro, MI 48723-0000	Phone:	(989) 673-4121
		Fax:	(989) 673-0646
		Email:	lorie@hdc-caro.org
Counties served:	TUSCOLA County SANILAC County LAPEER County HURON County	Tentative allocation:	\$ 263,042.00
		Planned units:	32
		Type of organization:	Local agency
		Source of labor:	Agency and Contractors
		Congressional districts served:	<u>CD</u> MI-05 MI-10

Name:	<b>Kalamazoo County Human Services Department</b>	Contact:	Ms. Amber Leverette
		DUNS:	957100217
Address:	P. O. Box 42 3299 Gull Road Nazareth, MI 49074-0042	Phone:	(269) 373-5058
		Fax:	(269) 373-5109
		Email:	arleve@kalcounty.com
Counties served:	KALAMAZOO County	Tentative allocation:	\$ 419,408.00
		Planned units:	54
		Type of organization:	Unit of local government
		Source of labor:	Contractors
		Congressional districts served:	<u>CD</u> MI-06

Name:	<b>Macomb County Community Services Agency</b>	Contact:	Mr. Steve Schuster
		DUNS:	074250242
Address:	VerKuilen Building, Suite 10 21885 Dunham Road Clinton Township, MI 48036-1030	Phone:	(586) 469-6329
		Fax:	(586) 469-5996
		Email:	steve.schuster@macombcountymi.gov
Counties served:	MACOMB County	Tentative allocation:	\$ 759,752.00
		Planned units:	100
		Type of organization:	Unit of local government
		Source of labor:	Agency and Contractors
		Congressional districts served:	<u>CD</u> MI-10 MI-09

Name:	<b>Menominee-Delta-Schoolcraft Community Action Agency and</b>	Contact:	Mr. Joe Dehlin
		DUNS:	192300858
Address:	507 First Avenue North Escanaba, MI 49829-3998	Phone:	(906) 786-7080
		Fax:	(906) 786-9423
		Email:	jdehlin@mdscaa.org
Counties served:	SCHOOLCRAFT County DELTA County MENOMINEE County	Tentative allocation:	\$ 176,467.00
		Planned units:	20
		Type of organization:	Non-profit organization
		Source of labor:	Contractors
		Congressional districts served:	<u>CD</u> MI-01

DOE F 540.5  
(08/05)

U.S. Department of Energy

OMB Control No: 1910-5127

**WEATHERIZATION ASSISTANCE PROGRAM  
SUBGRANTEE INFORMATION**

Expiration Date: 11/30/2016

State: MI Grant Number: EE0006161 Program Year: 2014

<p>Name: <b>Mid Michigan CAA Inc</b></p> <p>Address: 574 East Washington Road P.O. Box 768 Farwell, MI 48622-0768</p> <p>Counties served: OSCEOLA County MIDLAND County MECOSTA County CLARE County BAY County GLADWIN County</p>	<p>Tentative allocation: \$ 361,215.00 Planned units: 46 Type of organization: Local agency</p> <p>Source of labor: Contractors</p>	<p>Contact: Ms. Sarah Adkins DUNS: 069468080 Phone: (989) 386-3805 Fax: (989) 386-3277 Email: madkins@mmcaa.org</p>	<p>Congressional districts served: <u>CD</u> MI-05 MI-04</p>
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<p>Name: <b>Monroe County Opportunity Program</b></p> <p>Address: 1140 South Telegraph Road Monroe, MI 48161-4006</p> <p>Counties served: MONROE County</p>	<p>Tentative allocation: \$ 169,928.00 Planned units: 19 Type of organization: Local agency Source of labor: Contractors</p>	<p>Contact: Ms. Billie Jo Dye DUNS: 097226690 Phone: (734) 241-2775 Fax: (734) 457-0630 Email: bjdye@monroecountyop.org</p>	<p>Congressional districts served: <u>CD</u> MI-07</p>
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<p>Name: <b>Northeast Michigan Community Action Agency</b></p> <p>Address: 2375 Gordon Road Alpena, MI 49707-0000</p> <p>Counties served: ALPENA County ALCONA County ARENAC County CHEBOYGAN County CRAWFORD County IOSCO County MONTMORENCY County OSCODA County OTSEGO County OGEMAW County PRESQUE ISLE County</p>	<p>Tentative allocation: \$ 303,361.00 Planned units: 38 Type of organization: Non-profit organization</p> <p>Source of labor: Contractors</p>	<p>Contact: Mr. Robert Cain DUNS: 020905642 Phone: (989) 471-5110 Fax: (989) 471-2700 Email: cainr@nemcsa.org</p>	<p>Congressional districts served: <u>CD</u> MI-04 MI-01 MI-05</p>
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<p>Name: <b>Northwest Michigan Human Services Agency</b></p> <p>Address: 3963 Three Mile Road Traverse City, MI 49686-9164</p>	<p>Contact: Mr. Steve Taylor DUNS: 060177904 Phone: (231) 346-2136 Fax: () - Email: staylor@nmcaa.net</p>
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DOE F 540.5  
(08/05)

U.S. Department of Energy

OMB Control No: 1910-5127

**WEATHERIZATION ASSISTANCE PROGRAM  
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Expiration Date: 11/30/2016

State: MI Grant Number: EE0006161 Program Year: 2014

Counties served: MISSAUKEE County KALKASKA County LEELANAU County EMMET County GRAND TRAVERSE Coun BENZIE County CHARLEVOIX County ANTRIM County WEXFORD County ROSCOMMON County	Tentative allocation: \$ 379,543.00 Planned units: 49 Type of organization: Local agency	Congressional districts served:	<u>CD</u> MI-01
Source of labor: Contractors			

Name: <b>Oakland Livingston Human Services Agency</b>  Address: P.O. Box 430598 196 East Cesar E. Chevez Pontiac, MI 48343-0598	Contact: Mr. Gary Warsecke DUNS: 088746458  Phone: (248) 209-2760 Fax: (248) - Email: garyw@olhsa.org	Tentative allocation: \$ 937,394.00 Planned units: 125 Type of organization: Local agency	Congressional districts served: <u>CD</u> MI-08 MI-11 MI-09
Source of labor: Contractors			

Name: <b>Ottawa County CAA</b>  Address: 12251 James Street Suite 300 Holland, MI 49424-9661	Contact: Ms. Michelle Brothers DUNS: 085899011  Phone: (616) 393-5603 Fax: (616) 393-5612 Email: mbrothers@miottawa.org	Tentative allocation: \$ 275,780.00 Planned units: 34 Type of organization: Non-profit organization	Congressional districts served: <u>CD</u> MI-02
Source of labor: Contractors			

Name: <b>Saginaw County Community Action Committee</b>  Address: 2824 Perkins Saginaw, MI 48601-0000	Contact: Ms. Lillie Williams DUNS: 138775994  Phone: (989) 753-7741 Fax: (989) 753-2439 Email: liwilliams@saginawcac.org	Tentative allocation: \$ 265,307.00 Planned units: 33 Type of organization: Local agency	Congressional districts served: <u>CD</u> MI-05 MI-04
Source of labor: Agency and Contractors			

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Expiration Date: 11/30/2016

State: MI Grant Number: EE0006161 Program Year: 2014

<b>Name:</b>	<b>Southwest Michigan CAA</b>	<b>Contact:</b>	Mr. Art Fenrick
		<b>DUNS:</b>	002009442
<b>Address:</b>	185 East Main Street Suite 200 Benton Harbor, MI 49022-0000	<b>Phone:</b>	(269) 925-9077
		<b>Fax:</b>	(269) 925-9271
		<b>Email:</b>	afenrick@smcaa.com
<b>Counties served:</b>	VAN BUREN County BERRIEN County CASS County	<b>Tentative allocation:</b>	\$ 403,914.00
		<b>Planned units:</b>	52
		<b>Type of organization:</b>	Local agency
		<b>Source of labor:</b>	Contractors
		<b>Congressional districts served:</b>	<u>CD</u> MI-06

<b>Name:</b>	<b>Washtenaw County Human Services</b>	<b>Contact:</b>	Mr. Aaron Kraft
		<b>DUNS:</b>	020111969
<b>Address:</b>	301 W. Michigan Ave. Suite 400 Ypsilanti, MI 48197-0915	<b>Phone:</b>	(734) 544-2947
		<b>Fax:</b>	(734) 544-6731
		<b>Email:</b>	Kraft@ewashtenaw.org
<b>Counties served:</b>	WASHTENAW County	<b>Tentative allocation:</b>	\$ 333,597.00
		<b>Planned units:</b>	42
		<b>Type of organization:</b>	Unit of local government
		<b>Source of labor:</b>	Contractors
		<b>Congressional districts served:</b>	<u>CD</u> MI-12 MI-07

<b>Name:</b>	<b>Wayne Metro Community Action Agency</b>	<b>Contact:</b>	Mr. Mike Locke
		<b>DUNS:</b>	053258109
<b>Address:</b>	2121 Biddle Wyandotte, MI 48211-0000	<b>Phone:</b>	(734) 246-2280
		<b>Fax:</b>	(734) 246-2288
		<b>Email:</b>	mlocke@waynemetrol.org
<b>Counties served:</b>	WAYNE County	<b>Tentative allocation:</b>	\$ 1,930,367.00
		<b>Planned units:</b>	260
		<b>Type of organization:</b>	Non-profit organization
		<b>Source of labor:</b>	Agency
		<b>Congressional districts served:</b>	<u>CD</u> MI-14 MI-13

<b>Name:</b>	<b>Wayne Metropolitan Community Action Agency</b>	<b>Contact:</b>	Mr. Mike Locke
		<b>DUNS:</b>	053258109
<b>Address:</b>	2121 Biddle Suite 102 Wyandotte, MI 48192-0000	<b>Phone:</b>	(313) -
		<b>Fax:</b>	(734) -
		<b>Email:</b>	mlocke@waynemetrol.org
<b>Counties served:</b>	WAYNE County	<b>Tentative allocation:</b>	\$ 1,083,633.00
		<b>Planned units:</b>	143
		<b>Type of organization:</b>	Non-profit organization
		<b>Source of labor:</b>	Contractors
		<b>Congressional districts served:</b>	<u>CD</u> MI-11 MI-13 MI-14 MI-12

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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

Michigan will use 200 percent of poverty in determining eligibility under section 440.22(a). Michigan uses the most recent federal poverty guidelines.

Applications received must have eligibility determined within 30 calendar days from the date all documents for eligibility determination are received. If the documents needed to determine eligibility are not received within 90 days of the application date, the application is denied and the client notified.

If weatherization activities do not begin within one year from the date of eligibility determination, a new application is required. It should be noted that the date "weatherization activities" start is the date materials are installed.

Income refers to total cash receipts before taxes from all sources, with the exceptions noted below.

**Income includes:**

1. Money, wages and salaries before any deductions. This includes wages from assistantships, work-study, and stipends. This includes self-employment income. See Self-Employment Income section below.
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. Self-Employment Income for each type of self-employment activity or business (see Income Computations: Self-Employment Income and Self-Employment Expenses).
4. Regular payments from Social Security (gross benefits, including any Medicare premium and/or state supplemental payments), railroad retirement, unemployment compensation, strike benefits from union funds, worker's compensation, veteran's payments, public assistance (including Family Independence Program-FIP, Supplemental Security Income-SSI, and State Disability Assistance-SDA), training stipends, alimony, and military family allotments

**Note:** Retroactive lump sum payments for Social Security or Railroad Retirement Benefits should be prorated on a 12-month basis so that only benefits covering the three-month calculation period are included.

5. Private pensions, government employee pensions (including military retirement pay), and regular insurance or annuity payments
6. Income from individual retirement accounts (IRAs) received during the three-month calculation period, whether as monthly or lump-sum withdrawals

**Note:** Lump-sum IRA withdrawals should be prorated on a 12-month basis, and three months of the prorated amount should be included in the calculation.

7. Dividends, interest, net rental income, net royalties, periodic receipts from estates or trusts, and net gambling or lottery winnings
8. Any lump sum payments received by Native Americans, such as from Casino income or other tribal income

**Income excludes:**

1. Combat zone pay
2. Capital gains
3. Any assets drawn down as withdrawals from a bank, the sale of property, a house, or a car
4. One time payments from a welfare agency to a family or a person who is in temporary financial difficulty
5. Tax refunds, gifts, loans, lump-sum inheritances, one-time insurance payments, or compensation for injury
6. Non-cash benefits such as the employer paid or union paid portion of health insurance or other employee fringe benefits (including the imputed value of health insurance for domestic partners), food or housing received in lieu of wages, the value of food and fuel produced and consumed on farms, the imputed value of rent from owner-occupied non-farm or farm housing, and such federal non-cash benefit programs such as Medicare (Medicare premiums are **not** excluded), Medicaid, food stamps (including cash received in lieu of food stamps), school lunches, and housing assistance
7. College scholarships and grants
8. Foster care payments, child support and adoption subsidies
9. Income earned by a child age 18 and under **and** attending school



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**NOTE:** "Earnings" do not include program benefits such as Social Security, Supplemental Security Income, etc.; these **are** included in the total household income.

Subgrantees are required to notify the applicant in writing of their eligibility status within 30 calendar days from the date of eligibility determination.

Subgrantees are required to keep all eligibility documentation and a signed application for each home weatherized.

Subgrantees are required to keep an electronic copy of the file in the statewide database.

Michigan will also use a look-back period of three months to determine income eligibility.

In addition, any household that contains a member who has received cash assistance payments during the preceding twelve month-period under Titles IV and XVI of the Social Security Act, Pub.L. No. 88-452, 42 U.S.C. § 2701 *et seq.* or applicable State or local law, is eligible for WAP (Weatherization Assistance Program) services.

Michigan requires that each client file must contain the following eligibility documents:

- Signed FACSPro Customer report or standard application form DHS-4283, including social security numbers of all household members.
- Signed FACS Pro Weatherization disclaimer.
- Income eligibility (Pay stubs, award letters, etc.)
- Written notification to client
- Priority criteria selection
- Home ownership documentation (including rental units)
- Landlord agreement (if applicable)
- Documentation of landlord contributions (if applicable)
- Utility usage documentation
- BCAEO (Bureau of Community Action & Economic Opportunity) approval of self declaration of zero income for the entire household (if applicable)
- Any other documents the Grantee has reason to believe will fully verify the income of the applicant household.

Community Services Policy Manual Item 601

[http://www.michigan.gov/documents/dhs/CSPM\\_600\\_Series\\_215133\\_7.pdf?20140325124132](http://www.michigan.gov/documents/dhs/CSPM_600_Series_215133_7.pdf?20140325124132)

Describe what household Eligibility basis will be used in the Program

**Automatic Income Eligibility**

A household is automatically income eligible if any household member received any of the following payments at any time during the 12-month period preceding the determination of eligibility for weatherization assistance:

- Cash assistance payments under Title IV (FIP) or, XVI of the Social Security Act (SSI), or
- State Disability Assistance (SDA)

**NOTE:** The receipt of these benefits in the previous twelve months must be documented in the case file. The State's quarterly SSI payments do not need to be documented, but must be included in the calculation.

No dwelling unit, with the exception noted below, may be weatherized without documentation that the dwelling unit is an eligible unit. A standard weatherization application is used by local weatherization operators (LWOs.) This application requires that all household income be calculated, per DOE (Department of Energy) requirements. It also requires that income and home ownership is verified by LWO staff. Income eligibility is determined using web-based FACSPro database system.

LWOs are required to maintain a signed weatherization program application or FACSPro client report. All other documentation of client eligibility is uploaded to FACSPro.

If weatherization services do not begin within 12 months of the eligibility determination date, the household's eligibility must be redetermined.

Priorities are described in Section V.5.

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Community Services Policy Manual (CSPM) 600 Series:  
[http://www.michigan.gov/documents/dhs/CSPM\\_600\\_Series\\_215133\\_7.pdf?20140325124132](http://www.michigan.gov/documents/dhs/CSPM_600_Series_215133_7.pdf?20140325124132)

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

Michigan will follow the policies outlined in "Summary of Immigrant Eligibility Restrictions Under Current Law as of 2/25/2009" in the HHS guidelines, when determining eligibility of qualified and nonqualified aliens.

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

Procedures to determine that units weatherized have eligibility documentation

Pursuant to 10 CFR Part 440.1: the weatherization program is to increase the energy efficiency of dwellings owned or occupied by low income persons.

10 CFR 440.3 defines a dwelling unit as a house, including stationary mobile home, an apartment, a group of rooms, or a single room occupied as a separate living quarters.

Per 10 CFR Part 440.16(a): No dwelling unit may be weatherized without documentation that the unit is an eligible unit as provided in 440.22.

#### **Eligible Dwelling Units:**

Structures eligible for weatherization include single-family, manufactured housing (mobile homes), and both large (5+ units) and small multi-family housing (2-4 units). All structures must be stationary and have a specific mailing (street) address. Campers and non-stationary trailers are not eligible.

All dwellings to be weatherized must be owner or renter occupied, and occupied by a household:

1. Whose income is at or below 200 percent of the poverty level established by the U.S. Department of Health and Human Services, or
2. Which contains a member who has received any one of the following at any time during the 12-month period preceding the date of application for weatherization assistance:
  - Cash assistance payments under Title IV (FIP) or, XVI of the Social Security Act, (SSI) or
  - State Disability Assistance (SDA)
3. Occupying a qualified rental dwelling unit in accordance with CSPM (Community Services Policy Manual) Item 608.
4. Occupying a shelter, group home or transitional facility in accordance with CSPM Item 608.1.

#### **Eligibility Documentation:**

The following documents must be uploaded to FACSPRO using the document link on the customer intake screen:

- Signed FACSPRO Customer Report or Standard Application Form, DHS-4283, including the Social Security numbers of all household members
- Signed FACSPRO Weatherization disclaimer
- Income eligibility documentation (pay stubs, award letters, etc.) Written notification to client
- Priority criteria selection
- Home ownership documentation (including rental units) Landlord Agreement (if applicable)
- Documentation of landlord contributions (if applicable) Utility usage documentation
- BCAEO approval of self-declaration of zero income for the entire household (if applicable)
- Any other documents the Grantee has reason to believe will fully verify the income of the applicant household.

If energy savings cannot be realized due to the condition of a home, these conditions shall be documented in the electronic file and the home shall not be weatherized. Such conditions shall be brought to the attention of the client with referrals to other help sources available.

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**Shelters/Group Homes/Transitional Living**

The Grantee may weatherize a shelter, group home or similar facility for long- or short- term residents, provided the owner or organization and residents of the dwelling units meet prescribed building and income eligibility requirements. Prior, written approval by the DHS BCAEO (Department of Human Services- Bureau of Community Action & Economic Opportunity staff is required for the weatherization of any shelter, group home or transitional facility. The documentation materials included below should be submitted to the DHS-BCAEO email for review and approval. Include in the subject line: "*Shelter, Group Home, Transitional Living facility application approval request*"

Grantees will document individual resident income verification unless there is such a high rate of turnover among residents that documentation of individual resident eligibility is impractical.

When documentation of individual resident income eligibility is impractical, operators of eligible facilities must complete the *Weatherization Assistance Program Application for Shelters, Group Homes and Transitional Facilities, DHS-4284*, with the following supporting documentation:

1. A signed statement from the facility operator attesting that the individuals/households residing in the facility are income eligible.
2. A copy of the organization's income guidelines or a copy of the organization's mission statement in lieu of individual resident income verification.
3. Documentation that the facility is a non-profit organization.
4. Proof of benefit accrual to the low-income tenant(s).

Job files must include all applicable client file information required in Items 601 and 612, as well as the following documentation:

1. Verification of individual resident's income eligibility (if applicable)
2. A copy of the DHS-4284, Weatherization Assistance Program Application for Shelters, Group Homes and Transitional Facilities, with the following supporting documentation:
  1. A signed statement from the facility operator attesting that individuals/households residing in the facility are income eligible.
  2. A copy of the organization's income guidelines or a copy of the organization's mission statement in lieu of individual resident income verification.
  3. Written statement providing proof of benefit accrual to the low-income tenant(s).
  4. A copy of the written approval by the DHS BCAEO staff for the weatherization of any shelter, group home or transitional facility.

Michigan does not weatherize commercial properties, i.e. businesses.

**Describe Reweathering compliance**

Michigan will follow the requirements of CFR 440:

10 CFR Part 440.18(e)(2)(ii) states that a dwelling unit that has been previously weatherized under the Weatherization Assistance Program may receive additional weatherization services if such dwelling unit has been damaged by fire, flood, or act of God and repair of the damage to weatherization materials is not paid for by insurance.

10 CFR Part 440.18(e)(2)(iii) states that dwelling units partially weatherized under this part or under other Federal programs during the period of September 30, 1975 through September 30, 1994, may receive further financial assistance for weatherization under this part. While DOE will continue to require these homes to be reported separately, States may count these homes as completions for the purposes of compliance with the per home expenditure limit in §440.18. Each dwelling unit must receive a new energy audit which takes into account any previous energy conservation improvements to the dwelling.

A record of previously weatherized dwelling units by address is maintained on FACSPRO. The address is checked prior to scheduling a household for service to see whether that the house has been previously weatherized. If the house has been previously weatherized before 9/30/1994 with DOE (Department of Energy) funds then it is eligible for re-weatherization, as defined 10 CFR 440.18. This policy is clarified in item 605 of the CSPM (Community Services Policy Manual) and the house will not be weatherized unless the DOE regulations revise the re-weatherization date. If the house is eligible for re-weatherization, the subgrantee makes a determination whether or not to re-weatherize the house based on a number of factors including the energy usage of the house as well as the number of other households currently on the waiting list.

A maximum of 50 percent of a Grantee's total production each program year may represent reweatherized units that meet the criteria above. Each dwelling to be weatherized is required to receive a new energy audit that takes into account any previous energy conservation improvements to the dwelling.

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Describe what structures are eligible for weatherization

Structures eligible for weatherization include single family, manufactured housing, and both large and small multifamily housing. All structures must be stationary and have a specific mailing (street) address. Campers and non-stationary trailers are not eligible.

**Eligible Dwelling Units**

Structures eligible for weatherization include single-family, manufactured housing (mobile homes), and both large (5+ units) and small multi-family housing (2-4 units). All structures must be stationary and have a specific mailing (street) address. Campers and non-stationary trailers are not eligible.

All dwellings to be weatherized must be owner or renter occupied, and occupied by a household:

1. Whose income is at or below 200 percent of the poverty level established by the U.S. Department of Health and Human Services, or which contains a member who has received any one of the following at any time during the 12-month period preceding the date of application for weatherization assistance: Cash assistance payments under Title IV (FIP) or, XVI of the Social Security Act, (SSI) or State Disability Assistance (SDA).
1. Occupying a qualified rental dwelling unit in accordance with CSPM (Community Services Policy Manual) Item 608.
1. Occupying a shelter, group home or transitional facility in accordance with CSPM Item 608.1.

**Multi Unit Buildings:**

The Grantee may weatherize rental dwelling units in a multi-unit building when the property owner has signed a landlord agreement authorizing the weatherization work, accepting conditions protecting the interests of low-income tenants and for those units where the tenant does not pay for energy directly, the property owner agrees to specifically demonstrate that the benefits of the weatherization accrue primarily to the tenant.

Not less than 66 percent (50 percent for duplexes and four-plexes, and certain eligible types of multi-unit buildings) of the resident households of the building meet the eligibility requirements cited in 10 CFR Part 22(b)(2) and (3) above. The 66 percent/50 percent rule applies to multi-unit buildings. If the building is located in a complex, **each** building is to be considered separately when determining the 66 percent/50 percent eligibility.

A vacant unit may be weatherized in a multi-unit building only where;

- Not less than 50 percent of the dwelling units in the building are eligible dwelling units for duplexes and four-unit buildings; or
- Not less than 66 percent of the dwelling units in the building are eligible dwelling units for five-unit or more buildings.

A vacant unit is considered an ineligible unit in the 66 percent/50 percent calculation, unless the vacant unit(s) is a part of a Federal, State, or local government program for rehabilitation and will be occupied by eligible families within 180 days.

A vacant building may be weatherized only if the building is part of a Federal, State, or local government rehabilitation program. The units must be occupied within 180 days with eligible families. A notation will be made in the file regarding the date(s) of occupancy.

**Multi-unit Buildings as identified by the Department of Housing and Urban Development (HUD) and the Department of Agriculture (USDA):**

DOE (Department of Energy) has posted three lists of properties supplied by HUD and USDA. Properties identified on these lists have been determined to meet **certain** eligibility criteria under WAP. The lists will reduce the review and verification necessary to weatherize the identified buildings through WAP.

**List #1:**

Properties identified on list #1 have been determined to comply with the requirements that:

- A minimum of 66% of the dwelling units in the building are occupied by a family unit that meets the income requirement (as required under 10 CFR 440.22(b)(2));
- For a reasonable period of time after weatherization work has been completed, the eligible dwelling unit will not be subject to rent increases as a result of the weatherization (as required under 10 CFR 440.22(b)(3)(i)); and

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No undue or excessive enhancement has occurred to the value of the dwelling unit

(as required under 10 CFR 440.22(b)(3)(i)).

For list #1, see Website at:

[http://www.eere.energy.gov/wip/docs/10\\_cfr\\_440\\_22\\_b\\_4\\_i\\_list.xls](http://www.eere.energy.gov/wip/docs/10_cfr_440_22_b_4_i_list.xls)

**List #2:**

Properties identified on list #2 have been determined to comply with the requirements that:

A minimum of 66% of the dwelling units in the building are occupied by a family unit that meets the income requirement (as required under 10 CFR 440.22(b)(2));  
and

No undue or excessive enhancement has occurred to the value of the dwelling unit (as required under 10 CFR 440.22(b)(3)(i)).

For List #2, see Website at:

[http://www.eere.energy.gov/wip/docs/10\\_cfr\\_440\\_22\\_b\\_4\\_ii\\_list.xls](http://www.eere.energy.gov/wip/docs/10_cfr_440_22_b_4_ii_list.xls)

**List #3:**

(USDA List of Multifamily Units) Properties identified on List #3 have been determined to comply with the requirement that:

A minimum of 66% of the dwelling units in the building are occupied by a family unit that meets the income requirement (as required under 10 CFR 440.22(b)(2))

For List #, see Website at:

[http://www1.eere.energy.gov/wip/docs/rd\\_mfh\\_low\\_and\\_very\\_low.xls](http://www1.eere.energy.gov/wip/docs/rd_mfh_low_and_very_low.xls)

The buildings identified on the lists must still meet all other applicable eligibility requirements.

Note: The final DOE rule (WPN 10-15) does not:

Result in automatic eligibility for identified buildings, but rather, it only addresses a subset of eligibility requirements, or

Establish a priority for the weatherization of the identified buildings. States are not required to establish a particular prioritization with regard to the weatherization of multi-unit buildings.

**Benefit Accrual to the Tenant**

In instances in which a tenant does not pay for energy directly, LWOs must ensure the weatherization benefits accrue to the low-income tenant. To ensure this, LWOs have the option of:

Requiring a landlord agreement for a minimum period of five years, or

Developing an agency policy describing a combination of several categories of benefits that can be used to demonstrate that the benefits of the weatherization accrue primarily to the tenant.

Benefits that could be combined, include, but are not limited to:

Longer term preservation of the property as affordable housing;

Continuation of protection against rent increases beyond that required under the WAP regulations (10 CFR 440.22(b)(3)(ii));

Investment of the energy savings in facilities or services that offer measurable direct benefits to tenants;

Investment of the energy savings from the weatherization work in specific health and safety improvements with measureable benefits to tenants;

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Improvements to ventilation and to heat and hot water distribution to improve the comfort of residents; and

Establishment of a shared savings program.

Generic assertions such as "tenant services will be improved" or "weatherization will improve health and safety" are **not** sufficient to demonstrate that the accrual of benefits requirement is met.

LWOs wishing to use their own policy(ies) must submit the draft policy to the Bureau for approval prior to implementation. Draft policy review requests should be emailed to: DHS-BCAEO@michigan.gov with a copy to the grant manager.

**Rehabbed Multi-Unit Buildings**

Weatherization funds may be used to weatherize a dwelling being rehabbed such as Habitat for Humanity rehabs or MHSDA (Michigan State Housing Development Authority) rehabs (cannot be used on new construction) if the dwelling fits the following:

1. the households have been determined eligible; and
2. the grantee is meeting or exceeding all the goals for elderly, disabled, and Native Americans (or the household falls into one of these categories); and
3. the waiting list of eligible applicants is followed based on the priorities established by the grantee. These units can not be given a priority just because they are a part of a rehab program.

**Multi-Unit DOE Funding:**

Per DOE WPN 10-01, when addressing multi-unit buildings with DOE funds, multiply the total number of income-eligible units in the multi-unit buildings by the current statewide average cost per unit to determine the amount of DOE funding available for weatherizing the building. All units in the building can be served and all units should be reported to DOE.

The maximum amount of DOE funds that can be used will be the lesser of either one of the following:

The percentage of low-income eligible units times the total allowable weatherization costs (estimated in the initial audit).

The number of eligible units multiplied by the maximum average allowable cost per unit.

All units in the building **MUST** be similarly served and all units separately reported to DOE. All units, whether having income eligible occupants or not, must be weatherized, along with common areas, and tenants (eligible or not, having applied or not) cannot opt out of audit determined energy savings measures.

**Multi-Unit Restrictions**

If a multi-unit building is not determined eligible, no single unit may be weatherized. Example: In a 10-unit building there are four eligible units and six ineligible units weatherization cannot be performed in any of the ten units.

**Describe how Rental Units/Multifamily Buildings will be addressed**

**Rental Units:**

In order to ensure the benefits of weatherization accrue primarily to the low-income tenants, subgrantees are required to have a Landlord Tenant Agreement (consistent with Community Services Policy Manual) and may have a written landlord contribution policy. Further, each subgrantee is required to ensure a landlord agreement is completed for each building containing a rental dwelling unit to be weatherized, prior to the weatherization of any rental unit. A Tenant Synopsis must be signed by the tenant receiving weatherization services. The Landlord Agreement must state:

*In consideration for the weatherization improvements, The Owner does covenant and agree that the monthly rental fee of the premises, as shown on Exhibit A, shall not be increased for a period of two years from the commencement date, unless such rental increase can be fully justified due to significant increases in actual operating costs.*

The Owner agrees to maintain the weatherization materials installed under this Agreement, in accordance with all relevant codes regarding maintenance.

The Owner agrees not to evict, terminate, or institute any court action for possession against any eligible dwelling unit tenant for the 12 months following the commencement date, except for: failure to pay rent; violating the terms of the lease (other than to surrender possession upon proper notice); causing substantial damage to the premises; permitting a nuisance; carrying on unlawful business.

The Owner agrees that the terms, premises, and obligations of the Agreement shall supersede and be superior to any inconsistent provision of any oral or written lease agreement affecting the rent collected for the eligible dwelling units identified in Exhibit A."

The Tenant's Synopsis lists the stipulations in the Landlord Agreement and includes the landlord's name and the date the landlord signed the Landlord Agreement.

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The landlord agreement language has been clarified as follows: "...shall not be increased for a period of two years from the date weatherization activities were completed on said unit."

The CSPM item also includes the following language:

"Subgrantees are advised to inform the clients of the terms of the landlord agreement. Subgrantees are advised to call upon the assistance of available service organizations (legal aid; nonprofit tenant-landlord mediation services, etc.) when complaints are received."

**Multi Unit Rental Units:**

Per, 10 CFR Part 440.22(b)(3), a subgrantee may weatherize a building containing rental dwelling units...where:

(i) The benefits of weatherization assistance in connection with such rental units where the tenants pay for their energy through their rent, will accrue primarily to the low-income tenants residing in such units;

(ii) Rents shall not be raised because of the increased value of dwelling units due solely to weatherization assistance provided under this part; and

(iii) No undue or excessive enhancement shall occur to the value of the dwelling unit.

The property owner has signed a landlord agreement authorizing the weatherization work, accepting conditions protecting the interests of low-income tenants and for those units where the tenant does not pay for energy directly, the property owner agrees to specifically demonstrate that the benefits of the weatherization accrue primarily to the tenant. Not less than 66 percent (50 percent for duplexes and four-plexes, and certain eligible types of multi-unit buildings) of the resident households of the building meet the eligibility requirements cited in 10 CFR Part 22(b)(2) and (3) above. The 66 percent/50 percent rule applies to multi-unit buildings. If the building is located in a complex, each building is to be considered separately when determining the 66 percent/50 percent eligibility.

A vacant unit may be weatherized in a multi-unit building only where; Not less than 50 percent of the dwelling units in the building are eligible dwelling units for duplexes and four-unit buildings; or not less than 66 percent of the dwelling units in the building are eligible dwelling units for five-unit or more buildings.

A vacant unit is considered an ineligible unit in the 66 percent/50 percent calculation, unless the vacant unit(s) is a part of a Federal, State, or local government program for rehabilitation and will be occupied by eligible families within 180 days.

A vacant building may be weatherized only if the building is part of a Federal, State, or local government rehabilitation program. The units must be occupied within 180 days with eligible families. A notation will be made in the file regarding the date(s) of occupancy.

Multi-unit Buildings as identified by the Department of Housing and Urban Development (HUD) and the Department of Agriculture (USDA):

DOE has posted three lists of properties supplied by HUD and USDA. Properties identified on these lists have been determined to meet **certain** eligibility criteria under WAP. The lists will reduce the review and verification necessary to weatherize the identified buildings through WAP.

**List #1:** Properties identified on list #1 have been determined to comply with the requirements that:

- A minimum of 66% of the dwelling units in the building are occupied by a family

unit that meets the income requirement (as required under 10 CFR 440.22(b)(2));

- For a reasonable period of time after weatherization work has been completed, the

eligible dwelling unit will not be subject to rent increases as a result of the

weatherization (as required under 10 CFR 440.22(b)(3)(i)); and

No undue or excessive enhancement has occurred to the value of the dwelling unit

(as required under 10 CFR 440.22(b)(3)(i)).

For list #1, see Website at:

[http://www.eere.energy.gov/wip/docs/10\\_cfr\\_440\\_22\\_b\\_4\\_i\\_list.xls](http://www.eere.energy.gov/wip/docs/10_cfr_440_22_b_4_i_list.xls)

**List #2:**

Properties identified on list #2 have been determined to comply with the

requirements that:

A minimum of 66% of the dwelling units in the building are occupied by a family

unit that meets the income requirement (as required under 10 CFR 440.22(b)(2));

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and

No undue or excessive enhancement has occurred to the value of the dwelling unit (as required under 10 CFR 440.22(b)(3)(i)).

For List #2, see Website at:

[http://www.eere.energy.gov/wip/docs/10\\_cfr\\_440\\_22\\_b\\_4\\_ii\\_list.xls](http://www.eere.energy.gov/wip/docs/10_cfr_440_22_b_4_ii_list.xls)

**List #3:**

(USDA List of Multifamily Units) Properties identified on List #3 have been determined to comply with the requirement that:

A minimum of 66% of the dwelling units in the building are occupied by a family

unit that meets the income requirement (as required under 10 CFR 440.22(b)(2))

For List #, see Website at:

[http://www1.eere.energy.gov/wip/docs/rd\\_mfh\\_low\\_and\\_very\\_low.xls](http://www1.eere.energy.gov/wip/docs/rd_mfh_low_and_very_low.xls)

The buildings identified on the lists must still meet all other applicable eligibility requirements.

Note: The final DOE rule (WPN 10-15) does not:

Result in automatic eligibility for identified buildings, but rather, it only addresses a subset of eligibility requirements, or

Establish a priority for the weatherization of the identified buildings. States are not required to establish a particular prioritization with regard to the weatherization of multi-unit buildings.

**Benefit Accrual to the Tenant**

In instances in which a tenant does not pay for energy directly, LWOs must ensure the weatherization benefits accrue to the low-income tenant. To ensure this, LWOs have the option of:

Requiring a landlord agreement for a minimum period of five years, or

Developing an agency policy describing a combination of several categories of benefits that can be used to demonstrate that the benefits of the weatherization accrue primarily to the tenant.

Benefits that could be combined, include, but are not limited to:

Longer term preservation of the property as affordable housing;

Continuation of protection against rent increases beyond that required under the WAP regulations (10 CFR 440.22(b)(3)(ii));

Investment of the energy savings in facilities or services that offer measurable direct benefits to tenants;

Investment of the energy savings from the weatherization work in specific health and safety improvements with measurable benefits to tenants;

Improvements to ventilation and to heat and hot water distribution to improve the comfort of residents; and

Establishment of a shared savings program.

Generic assertions such as "tenant services will be improved" or "weatherization will improve health and safety" are **not** sufficient to demonstrate that the accrual of benefits requirement is met.

LWOs wishing to use their own policy(ies) must submit the draft policy to the Bureau for approval prior to implementation. Draft policy review requests should be emailed to: DHS-BCAEO@michigan.gov with a copy to the grant manager.

Multi-Unit Application Process A client file must be retained for every unit in the building. See CSPM Item 612 for Client File requirements. An application must be completed for every unit in the building.

Exception:

For units in a building(s) included in one of the three DOE posted listings of eligible properties, individual household applications (DHS-4283) are not required. In lieu of this application, completion of the Michigan Department of Human Services BCAEO Multi-Family Property Intake Form, DHS-4283-M, is required. A client file is not required for these units. A building file must be retained for each building and must include required documents as described in CSPM Item 612.



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**Income Verification**

Units on DOE Listing

For multi-unit buildings included on one of the three DOE posted listings of eligible properties, income eligibility is satisfied for 66% in each multi-unit building. To ensure as much DOE funding as possible is available for each project, LWOs can opt to document income eligibility for all units in the building. The required documentation can be obtained from the property management office and should include verification of the annual household income for each unit. This information must be included in all client files.

Note: The income eligibility determination must have been made within the last 12 months.

This information must be included in all building files. See CSPM Item 601 for Income Eligibility Guidelines. See CSPM Item 612 for building file requirements.

Units with Rent Based on Income

For multi-unit buildings not on one of the three DOE listings, where tenant rent is based on household income, income eligibility verification documentation may be collected from the property management office if the following information is verified and documented:

1. Rental fees are based on household income.
2. An annual income verification process is conducted for every unit.
3. The annual income verification has occurred within the last 12 months. The look back period starts with the application date and back 12 months.
4. The management office collects verification documents for all income sources reported. Self-certification statements will not satisfy this requirement.

This information must be included in all building files. See CSPM Item 601 for Income Eligibility Guidelines. See CSPM Item 612 for building file requirements.

All Other Units

For multi-unit buildings that do not fall under the two categories above, individual applications and income eligibility verifications must be obtained for each unit. This information must be included in all client files. See CSPM Item 601 for Income Eligibility Guidelines. See CSPM Item 612 for client file requirements.

**Rehabbed Multi-Unit Buildings:**

Weatherization funds may be used to weatherize a dwelling being rehabbed such as Habitat for Humanity rehabs or MHSDA rehabs (cannot be used on new construction) if the dwelling fits the following:

1. the households have been determined eligible; and
2. the grantee is meeting or exceeding all the goals for elderly, disabled, and Native Americans (or the household falls into one of these categories); and
3. the waiting list of eligible applicants is followed based on the priorities established by the grantee. These units can not be given a priority just because they are a part of a rehab program.

**Multi-Unit DOE Funding:**

Per DOE WPN 10-01, when addressing multi-unit buildings with DOE funds, multiply the total number of income-eligible units in the multi-unit buildings by the current statewide average cost per unit to determine the amount of DOE funding available for weatherizing the building. All units in the building can be served and all units should be reported to DOE.

The maximum amount of DOE funds that can be used will be the lesser of either one of the following:

The percentage of low-income eligible units times the total allowable weatherization costs (estimated in the initial audit).

The number of eligible units multiplied by the maximum average allowable cost per unit.

All units in the building MUST be similarly served and all units separately reported to DOE. All units, whether having income eligible occupants or not, must be weatherized, along with common areas, and tenants (eligible or not, having applied or not) cannot opt out of audit determined energy savings measures.

**Multi-Unit Restrictions**

If a multi-unit building is not determined eligible, no single unit may be weatherized. Example: In a 10-unit building there are four eligible units and six ineligible units. Weatherization cannot be performed in any of the ten units.

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Describe the deferral Process

Each subgrantee is required to have a written walk-away (deferral) policy which is in the best interest for its service area. Examples of reasons to walk away from a unit scheduled to be weatherized include:

- Standing water, mold, friable asbestos, deteriorated lead-based paint surfaces or other hazardous materials that cannot be addressed by the weatherization work.
- Evidence of infestations of rodents, insects, and/or other vermin.
- Unvented space heater(s) that may have a harmful effect on the air quality of the home.
- Unsecured pets that may prevent workers from safely completing their work.  
The presence of sewage or animal feces in or around the home.
- Improperly stored chemicals, combustible materials, or other fire hazards that present a danger to the occupants or the workers.
- Maintenance or housekeeping practices that limit the access of workers to the dwelling or create an unhealthy work environment.
- Major remodeling is in progress, which limits the proper completion of weatherization measures.
- The home receives HUD funding and at the time of completion, the unit will not meet applicable HUD Lead-Based Paint standards.
- Electrical or plumbing hazards or structural failures that cannot be addressed/completed within Incidental Repair or Health and Safety cost limitations.
- Threat(s) of violence or abusive behavior to worker(s) or household member(s) during the weatherization process.
- Presence or use of any controlled substance in the home during the weatherization process.
- Occupant has known health conditions that prohibit and/or limit the installation of insulation or other weatherization materials.
- The building or dwelling unit is for sale or in foreclosure.
- Ownership cannot be confirmed due to a legal dispute. Clear title must be established before services can be provided.
- The building or dwelling unit is scheduled for demolition/redevelopment.

Note: When the inspector or any other weatherization employee encounters an unsafe or inoperable heating appliance during the heating season, weatherization work should not proceed until the condition is corrected.

Grantees are required to have a written walk-away policy that outlines the procedures to be followed when making a deferral decision and notifying the customer. It should include guidelines for establishing a time period for correction and an identification of resources and options to assist the applicant.

When service is deferred, the owner or occupant should be given a reasonable timeframe to correct/eliminate the problem. Examples of reasonable timeframes would be 30 days for housekeeping concerns or 90 days for major remodeling work.

**Walk-away (Deferral) Notification Requirements**

Upon the decision to defer weatherization program services, the customer must be notified in writing within five working days. The notice must include the reason for the deferral, and the means by which the applicant can rectify the situation so the weatherization measures can be performed. The requirements for rectifying the deferral must be reasonable and appropriate to the severity of the situation being addressed. Any eligible applicant that complies fully with these requirements shall be reinstated in the Grantee's work system so weatherization work can progress as soon as reasonably possible.

There is no time extension for the eligibility period due to a deferral. If the dwelling cannot be reported as complete within the eligibility period, the customer must reapply for weatherization assistance. On a deferred unit, photographs documenting the reason for deferral (mold or other problems) are required and shall be part of the client file. If photographs are unobtainable, the reason(s) must be documented in the client file.

(Community Services Policy Manual, 600 Series)

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**V.1.3 Definition of Children**

Definition of children (below age): **19**

**V.1.4 Approach to Tribal Organizations**

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

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

In accordance with 10 CFR 440.16(f), low-income members of an Indian tribe will receive benefits equivalent to the assistance provided to other low-income persons within the state.

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

All 83 counties are served; the state contracts with primarily Community Action Agencies (CAAs) to provide services throughout the state. Each CAA or local subgrantee serves one or more counties (except Wayne Metropolitan Community Action Agency and Downriver Community Conference - each services parts of Wayne County). Services are based largely on CAAs historical geographical boundaries and past performance. This enables the CAAs to use their existing outreach structure to inform low-income persons about the program and to take applications. Each State of Michigan local weatherization subgrantee is a CAA or other public or nonprofit entity.

As mentioned in the annual file, misc. section: The State of MI will hold a statewide procurement for Weatherization Assistance Program operators with the intention of meeting federal procurement policy by showing fair and competitive bidding procedures. The Invitation to Bid (ITB) posting will go through the State of MI Department of Technology, Management, and Budget on the Buy 4 Michigan website <https://www.buy4michigan.com/bsa/> and will comply with all federal and state procurement policy. BCAEO is currently working with upper management to determine the best way to implement the ITB.

Muskegon Oceana Community Action Partnership (MOCAP): MDHS-BCAEO has terminated the Weatherization Assistance Program contract with service provider, MOCAP. MDHS-BCAEO is currently preparing an ITB (Invitation to Bid) for Muskegon and Oceana counties to provide weatherization services. The new entity will receive the grant allocation for PY13 as well as PY14.

Weatherization services have continued in the Muskegon Oceana counties by MOCAP using PY12 funding and LIHEAP dollars. These contracts end on June 30, 2014. There will be a delay in services to MOCAP during July and part of August while the state completes the ITB process. The state expects to have selected a vendor by mid-July. The MDHS contract unit will then execute the contract for the new provider. MDHS-BCAEO expects that the services will resume by mid-August in Muskegon and Oceana counties contingent on the State Plan approval timeline. No funds will be distributed to any subgrantees for any service area until approval of the State Plan from DOE. The state will follow all federal and state procurement requirements, policies, and procedures to select a replacement for service areas identified as TBD.

**V.3 Priorities for Service Delivery**

Michigan utilizes a priority point system when delivering services to low income homes to meet 10 CFR 440.16(b) (1-5).

Mandatory priority categories are as follows:

- Families with Children: Family Independence Program (FIP-Cash Assistance),
- Disabled Adults: State Disability Assistance (SDA)
- Supplemental Security Income (SSI)
- Elderly
- Disabled
- Native American
- High Residential Energy Users –The Michigan Department of Licensing and Regulatory Affairs Public Service Commission, publishes an annual report titled “Michigan Energy Appraisal.” High Residential Energy User households are defined as meeting or exceeding the normalized heating fuel consumption identified in the Michigan Energy Appraisal by ten percent or more. Use the chart below to determine whether the household is eligible for this priority.
- Households with a High Energy Burden- defined as follows: any household that pays more than 20% of its total annual household income toward annual energy costs.

FIP, and SDA are all low income programs in Michigan. The Family Independence Program is the state federally funded cash assistance program which is for low income families with children or pregnant. This is an eligible priority point, per 10 CFR 440.16, stating priority is given to families with children. The State Disability Assistance (SDA) program is disability program that provides cash assistance to eligible low income disabled adults, and SSI is the federal Supplemental Security Income program which provides income to disabled adults and children. Per 10 CFR 440.16, SDA and SSI are eligible priority points as they are persons with disabilities. These priorities are used pursuant to CSPM 611.

[http://www.michigan.gov/dhs/0,4562,7-124-5455\\_7199\\_45583\\_45584---,00.html](http://www.michigan.gov/dhs/0,4562,7-124-5455_7199_45583_45584---,00.html)

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**V.4 Climatic Conditions**

Michigan has large seasonal temperature changes and a significant north south temperature variance. The number of Heating Degree Days (for a 30 year time span using the most recent available data) for each LWO (Local Weatherization Operator) is listed below. The percentage of heating degree days is factored into the funding allocation formula. The heating degree days percentage was obtained from weatherization service data.

The NEAT (National Energy Audit Tool) program is adjusted by area of the state for the heating degree days. When a NEAT audit is completed in the upper peninsula, it may call for more insulation than a NEAT audit completed in the southernmost part of the state.

HEATING DEGREE DAYS BY AGENCY (Source: <http://www.wrcc.dri.edu/htmlfiles/mi/mi.hdd.html>):

ASCET 6834; Alger Marquette 8650; Allegan County RDC 6759; Baraga Houghton Keweenaw 9195; CAA of South Central MI 66694; Capital Area 7014; City of Detroit 6427; Chippewa Luce Mackinac 9117; Dickinson Iron 8699; EightCAP 7020; Five CAP 7087; Genesee County CAA 6975; Gogebic Ontonagon CAA 9202; Human Development Comm 7057; Kalamazoo County 6292; Macomb County CSA 6633; Menominee Delta Schoolcraft 8524; Mid-Michigan CAA 6945; Monroe County Opp 6281; Muskegon Oceana CAAPE 6852; Northeast MI CSA 8195; Northwest MI HSA 7688; Oakland Livingston HSA 6670; Ottawa County CAA 6491; CAA of JLH 6774; Saginaw County CAC 7156; Blue Water Community Action Agency 6652; Southwest CAA 6592; Washtenaw County CSA 6555; Wayne Metro CSA 6427; Downriver CC 6355.

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

**V.5.1 Technical Guides and Materials**

**Technical Guides include:**

SOM Technical Weatherization Policies Manual

[http://www.michigan.gov/documents/dhs/Technical\\_Weatherization\\_Policies\\_Manual\\_215832\\_7.pdf?20130911094855](http://www.michigan.gov/documents/dhs/Technical_Weatherization_Policies_Manual_215832_7.pdf?20130911094855)

The Standard Work Specifications for Home Energy Upgrades for Single Family, Manufactured Housing, and Multifamily Homes

<http://sws.nrel.gov>

US 10-CFR-440

US 10-CFR-600

US DOE Program Notices

[www.waptac.org](http://www.waptac.org)

Community Services Policy Manual

[http://www.michigan.gov/dhs/0,4562,7-124-5455\\_7199\\_45583\\_45584---,00.html](http://www.michigan.gov/dhs/0,4562,7-124-5455_7199_45583_45584---,00.html)

Michigan Weatherization Field Guide

It should be noted that Michigan is currently requesting proposals for a Field Guide specific to Michigan which will meet the requirements of WPN14-4 to be distributed to the network. The field guide is expected to be available mid-PY14 to MI LWOs.

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For PY14, Per WPN14-4, Michigan will implement the Quality Work Plan requirements which mandate that each agency utilize the Standard Work Specifications (SWS) and have them available for each unit being weatherized. Agencies will also be required to have a checklist for each job with a pre and post unit completion signature insuring that all work has been completed an aligned with SOM policy and SWS. The checklists will be generated by each agency from FACSPRO and a record of each checklist will be kept in the database. Policy requires that subgrantees upload the signed checklists for each job with the client file. There is also a signature line for MDHS-BCAEO technical weatherization monitors to sign if they perform a site visit on any completed units. A document providing an overview of the checklist process is available as a file uploaded in SF-424.

**Weatherization Work**

All is performed in accordance with DOE-approved audit procedures and 10 CFR 440, Appendix A.

The weatherization measures most commonly installed in eligible units are major bypasses; duct sealing, repair, replacement and insulation; attic and wall insulation; and health and safety measures. Michigan has also added cost-effective electric base load measures including refrigerator replacement and compactfluorescent (CFL) light bulbs. Domestic water heaters (DWH) are an electric base load measure being replaced under Energy Savings and/or Health & Safety on eligible dwelling units.

Requires Water Heater Replacement:

- Excessive tank corrosion has caused irreparable water leaks. Prolonged water leaks have caused floor damage that requires repair.

-Missing parts are no longer available. For example, an original equipment replacement cannot be located for a draft hood and the carbon monoxide level cannot be adjusted to acceptable levels with a generic draft hood.

-Water heater tank is full of corrosion and sediment that cannot be flushed . As a result, the water heater cannot provide an adequate amount of hot water for the household. Upon inspection, the sacrificial anode has corroded away.

-When venting into approved chimney cannot emit gases safely from dwelling area.

Does Not Require Water Heater Replacement

Carbon monoxide readings exceed the threshold because:

- Combustion by-products are not venting to the outside properly. Blocked chimneys, vents terminating inside the living space, and back-drafting can be identified and remedied without having to replace the existing water heater. The flame is being impinged. The baffle or other parts may have been knocked out of position. These can be adjusted so that the flame is no longer impinged.

-The water heater has the wrong burner nozzle for the fuel type. The nozzle can be replaced with one appropriate for the current fuel type.

-Combustion air and gas pressure settings are out of adjustment. Air and pressure settings are out of adjustment. Air and pressure can be adjusted to reduce carbon monoxide to acceptable levels.

-Atmospherically vented natural gas, propane, or oil water heater is located in a bedroom, which violates the building code. If the water heater location prohibits the ability to weatherize a dwelling, the crew or contractor could move the existing water heater for a fairly modest cost.

Optional Measures

The Furnace Clean/Tune/Repair, Programmable Thermostat, DWH tank insulation, Low-flow showerhead measures shall be evaluated on each dwelling when the auditor determines them to benefit the occupants' energy savings.

Optional Weatherization Measures shall be evaluated on each home based upon the following conditions :

Furnace Clean/Tune/Repair

With the current Mechanical Licensing requirement that all mechanical air handling appliances are to be evaluated by a licensed Technician, a Certified Weatherization Auditor/Pre-Inspector can request all mechanical equipment be evaluated for energy efficiency & safe operation.

Programmable Thermostat

Based upon client lifestyle and capacity to understand technical operation instructions a Programmable Thermostat, the Certified Weatherization Auditor may recommend that a Programmable Thermostat be installed.

DHW tank insulation including insulating the first 6 feet of both supply lines

When the manufacturers' instructions prohibit the installation of fiberglass insulation blanket , and/or the appliance would be placed in an area of the home and the material would be compromised by the occupants (children). The auditor has the responsibility to identify whether to install or not install the measure.

Low-flow showerhead.

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When the occupants have a very low water pressure, the low-flow showerhead would further impede the water flow. The auditor has the responsibility to identify whether to install or not install the measure.

\*\*Optional Weatherization Measure -can be turned on as an agency option to measure its SIR (Savings Investment Ratio) in relation to the other measures the agency is utilizing. Optional measures turned on by a LWO must be performed if justified by SIR.

OSHA requirements: BCAEO has sent a memo to the MI Weatherization network providing them with the website and information on OSHA Hazard Communication.

### V.5.2 Energy Audit Procedures

Audit Procedures and Dates Most Recently Approved by DOE

**Single-Family :** Single-Family NEAT software on non-standard homes. Approved by DOE November 17, 2011.

**Manufactured Housing :** Mobile Home MHEA software on manufactured homes. Approved by DOE November 17, 2011.

**Multi-Family :** Multi-Family (5 + unit or more) TREAT or any DOE-approved multi-family audit. Approved by DOE November 17, 2011.

Comments

Michigan has implemented a policy per the DHS Community Services Policy Manual whereby all LWOs (Local Weatherization Operators) will be using the National Energy Audit Tool (NEAT) and Manufactured Home Energy Audit (MHEA) software package (Version 8.6.0.4 or newer) on all homes of one to four unit dwellings.

The DOE approved audit TREAT (Targeted Retrofit Energy Analysis Tool) may be used for auditing multifamily buildings (with 5 or more units).

### V.5.3 Final Inspection

A complete audit and Quality Control (QC) inspection are required for each home weatherized. Audits include NEAT audit reviews as well as required testing. QC inspection approval is mandatory for a home to be considered a completion. Beginning July 1, 2014 (PY14) all Quality Control inspectors will sign and date a checklist confirming that all work from the original audit was completed to required standards. No dwelling unit may be reported to DOE as completed until all weatherization material is installed and a final QC inspection is performed. Policies and specifications are provided to each LWO through the Technical Weatherization Policy (TWP) manual and the Community Services Policy Manual (CSPM).

Weatherization technical monitoring is done a minimum of once a year. This monitoring includes review of selected units to determine compliance with file documentation, work standard and quality standards. Audits and QC inspections include Indoor Air Quality (IAQ) inspections. IAQ inspection requirements include completion of DHS forms 552 and 552A and ASHRAE 62.2 ventilation standard.

Attendance and completion of the DHS IAQ (Indoor Air Quality) and LSW (Lead Safe Work Practices) training and testing is required for all DHS-certified weatherization auditors/inspectors, contractors and crew members as Tier 2 training. In PY13, training and testing has been administered using an on-line DHS training/testing program. Training is given via webinars using Go to Webinar program and the testing is done by using the State Of Michigan Department of Human Services online training/testing website. Beginning July 1, 2015 all Quality Control Inspectors must be certified by an IREC (International Renewable Energy Council) certified training center.

Blower door testing of all homes is conducted during both the audit and inspection of the home by a DHS-certified weatherization auditor/ QC inspector or crew person/contractor who has successfully completed a Blower door manufacturer's training. Certification of the completion of this training is required. The blower door test will be considered invalid without proof of Manufacturer's certification of training. No other documentation is necessary for DHS- auditor/QC inspector certification status.

### V.6 Weatherization Analysis of Effectiveness

BCAEO expects all LWOs to achieve 100% of their planned operational goals for fiscal expenditure, unit production and client priorities. It is also expected that each LWO (Local Weatherization Operator) will demonstrate adequate financial management controls to assure the accountability of its program effort. The following evaluation system has been developed to analyze current subgrantee performance and to assess viability for continued participation in the program.

BCAEO will utilize all tools below to analyze the effectiveness of subgrantee weatherization, productivity and energy savings between subgrantees, developing T&TA (Training & Technical Assistance) activities and priorities for the network, continuously strengthening the MI WAP (Michigan Weatherization Assistance Program), tracking performance, and managing and monitoring of the program and each subgrantee.

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**On-site Inspections of Weatherized and In-Progress Units**

BCAEO (Bureau of Community Action & Economic Opportunity) technical monitors inspect between 5%-10% of completed units for each subgrantee. In addition to monitoring completed units, monitors inspect units in progress to identify best practices and/or shortfalls early in the process and to allow for onsite training and technical assistance opportunities in lieu of potential disallowed costs.

**Inspector Certification**

Michigan will provide training opportunities for the LWO network to provide IREC (International Renewable Energy Council) accredited inspector certification opportunities. Language has also been added to the contracts requiring that in PY15 all LWO's use a QCI (Quality Control Inspector).

**Program & Financial Monitoring**

An annual monitoring review is conducted with each subgrantee to evaluate the subgrantee's ability in the area of fiscal, administrative and programmatic compliance with all applicable federal and state BCAEO WAP rules and regulations. The monitoring reviews are a combination of onsite visits and desk reviews.

**Audits**

Each subgrantee required by OMB Circular A-133 to have a single audit performed must submit the reporting package and an audit transmittal letter to the DHS (Department of Human Services Office of Quality Control and Internal Controls) in accordance with the time frame established in the OMB Circular. When findings are identified in the single audit, they are referred to the WAP office. BCAEO WAP fiscal staff then reviews the proposed corrective action for the finding and issues a management decision. Additionally, BCAEO WAP fiscal staff reviews the single audits as a part of the fiscal monitoring process.

**Productivity**

Each subgrantee must maintain a rate of production to ensure that all DOE (Department of Energy) WAP funds are expended in a timely manner each program year.

**Trend Analysis/Performance Reviews**

The BCAEO technical monitors are responsible for the development and maintenance of a trend analysis for each subgrantee. This information includes a collection of all observations, questioned costs, and/or best practices identified during monitoring visits and the staff and/or contractors directly responsible. This information is used to identify training and technical assistance needs, to identify and inform subgrantees of repeated performance issues with specific staff/contractors, and to identify and inform the network of trends that must be addressed. The WAP BCAEO staff use this information to make policy and procedure changes as appropriate and to assess network training needs throughout the program year.

Monitors prepare for each monitoring review by reviewing prior year's reports and corrective action plans. The reports contain problem areas (corrective action plans) that must be reviewed during the current monitoring evaluation. Monitoring reports will identify past monitoring findings in the prior findings section of the report for any previous findings. The monitor will then provide narrative on progress.

**Corrective Action**

If BCAEO determines that the LWO's administrative and/or financial operations are consistently out of compliance with program requirements and/or the LWO is not improving at an agreed upon plan, the LWO's grant may be terminated in accordance with 10 CFR 440.15(3)(e).

In order to ensure that there are not extended periods without service to any area, BCAEO may appoint an interim provider until such time that the public process for identification of a permanent provider can be accomplished or corrections identified by the LWO have been made. 10 CFR 400.15 will be followed in selecting a permanent replacement provider.

**Utility Usage Data**

BCAEO will work with the Michigan Public Service Commission (MPSC), utilities, and the FACSPRO system administrator to facilitate a dialogue between the entities to develop the process for collection of accurate utility usage data on the Michigan homes weatherized. These discussions have begun, and through continued work, BCAEO will ensure that data necessary to accurately assess the reduction in utility usage, as it relates to weatherization activities, becomes a reality in Michigan.

**V.7 Health and Safety**

The Michigan Health & Safety plan is estimated to use 18% of program operations budget. Health and Safety per unit maximum shall not exceed \$2000.00 and cannot exceed 50% of the total job costs. The Health and Safety plan and policy can be found in the Technical Weatherization Policy and the Community Services Policy Manual 600 Series which have been uploaded under SF-424. The Health and Safety Plan is also attached in SF-424. Michigan will first distribute the Program Year 2014 and when actual carry over dollars have been determined, a state plan revision will be made to reflect accurate amounts and updates to the budget will be made. Program Year 2013 Carry over will be distributed in August when BCAEO is able to determine the actual carry over amounts remaining based on final Statement of Expenditures submitted for PY13 funds from LWOs. BCAEO will then update contracts and have LWOs submit a new budget which includes the carry over funds. BCAEO will revise the state plan when the actual carry over funds have been determined.

Health and Safety funds may be used for:

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- The elimination of energy related health and safety hazards, that are necessary before or because of the installation of weatherization measures and,
- Lead Safe Weatherization (LSW).

To ensure that program services concentrate on energy efficient measures, any H&S measures must be modeled with a NEAT/MHEA energy audit and not exceed \$2000.00 and cannot exceed 50% of the total job cost. Those costs must be included in the building's Savings to Investment Ratio (SIR), and the building SIR must be 1.0 or greater. Ventilation costs for indoor air quality are exempt when calculating the \$2,000. Buildings that cannot be weatherized without the H&S measures shall be deferred. Carbon Monoxide alarms, smoke alarms, and dryer vents are exempt from the SIR requirement.

The Grantee may submit a waiver request to technical staff on a case by case basis for the following:

- H&S costs that exceed the \$2,000 per building limit.
- Any job that exceeds 50% per unit cost of the job cost.
- Building SIR less than 1.0

Waiver requests for SIR less than 1.0 that consist exclusively of "Baseload" measure costs shall not be approved.

It should be noted that incidental repairs are determined by the SIR. Costs are monitored using the DOE approved auditing tools and are capped when using the SIR. When the incidental repair exceeds the value of the SIR, a non DOE fund can be used to buy into the incidental repair costs leaving the energy conservation measured value at 1 or greater. The incidental costs are used toward the average unit cost of the job.

It should also be noted that Michigan climate does not warrant air conditioning replacement/installation, or repair.

If energy savings cannot be realized due to the condition of a home, these conditions shall be documented in the electronic file and the home shall not be weatherized. Such conditions shall be brought to the attention of the client with referrals to other help sources available.

ASHRAE 2013 compliance is outlined in the Technical Weatherization Policy and the Community Services Policy Manual and on the Health and Safety Document uploaded in SF-424

A memo has been sent to grantees informing them of the OSHA Hazard Communication Plan along with links and information.

Sources:

[http://www.michigan.gov/documents/dhs/Technical\\_Weatherization\\_Policies\\_Manual\\_215832\\_7.pdf?20130911094855](http://www.michigan.gov/documents/dhs/Technical_Weatherization_Policies_Manual_215832_7.pdf?20130911094855)  
[http://www.michigan.gov/dhs/0,4562,7-124-5455\\_7199\\_45583\\_45584---,00.html](http://www.michigan.gov/dhs/0,4562,7-124-5455_7199_45583_45584---,00.html)

## **V.8 Program Management**

### **V.8.1 Overview and Organization**

The Weatherization Program is managed by the Michigan Department of Human Services (DHS). Within DHS, the program administration falls under the Bureau of Community Action and Economic Opportunity (BCAEO). The BCAEO was created by the state legislature to oversee many of the activities of the Michigan Community Action Agencies (CAAs). CAA services include programs that address education, emergency services, employment, health, housing, income management, linkages, nutrition, and self sufficiency. 29 CAAs and one limited purpose agency provide weatherization services to the state's low-income population.

Bureau staff oversee several federal contracts with CAAs and provide written policy and procedures for these various program areas. Staff also provide training to CAA staff on contract related policy, eligibility issues, etc. and technical weatherization staff deliver training and conduct review for state inspector certification. Bureau staff conduct annual monitoring visits to each LWO.

The BCAEO Organizational Chart has been attached to SF-424.

### **V.8.2 Administrative Expenditure Limits**

Per 10 CFR 440.1818(d), not more than 5% of the grant can be used for administrative purposes by the state.

Standard allowed administrative allocation is 5% of subgrantees total allocation. Subgrantees receiving less than \$350,000 receive additional administrative dollars based on the limits below:

- Grant of \$200,000 or less - 5%
- Grant of \$200,000 to \$249,000 - 3%
- Grant of \$250,000 to \$299,000 - 2%
- Grant of \$300,000 to \$349,000 - 1%

CSPM 402.2 provides subgrantee policy regarding administrative expenditure limits.



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**V.8.3 Monitoring Activities**

Attached to the SF-424 are the following:

Fiscal Monitoring Tool  
Programmatic Monitoring Tool  
Sample Technical Monitoring Tool  
Bureau Technical Monitoring Plan  
Bureau Programmatic and Financial Monitoring Plan

All monitoring is conducted in accordance with the guidance in WPN (Weatherization Program Notice) 12-5. The combined program compliance monitoring and technical monitoring will satisfy the DOE monitoring requirements. For PY13 we estimate that a minimum of 30% of T&TA (Training & Technical Assistance) funds will be spent on monitoring.

The BCAEO has two technical monitors, two programmatic monitors (one programmatic is currently vacant) and two fiscal monitors (one fiscal is currently vacant). Technical monitors and program compliance monitors will monitor the weatherization program. BCAEO monitoring policy requires the offer of an exit interview with the executive director and/or designated staff after each monitoring visit. For technical monitoring, a weatherization monitoring report, including observations and corrective action requirements, is completed by the technical staff. After agency Technical responses have been received, a Quality Control Letter is composed and includes all outstanding Observations and Findings. This document is reviewed by supervisory staff and forwarded to the agency's executive director with a copy to the weatherization coordinator. (A copy of the program compliance monitoring report is also shared with the Agency Board Chair.) DHS will issue a report within 30 days after each monitoring visit. A written response to corrective action will be required of agencies within 45 days of receipt of the monitoring report.

The combined program compliance monitoring and technical monitoring will satisfy the DOE monitoring requirements.

The agency to be monitored is normally, but not always, informed prior to the visit by contacting the executive director or his/her designee.

Weatherization technical monitoring will be conducted at each LWO (Local Weatherization Operator) a minimum of once a year for the following: review of materials for compliance with audit specifications, review of quality control system and procedures, inspection of selected houses to determine compliance with file documentation work standards and quality standards, check of jobs in progress, safe work practices and mandatory training requirements. Contractor licensing, insurance and training requirements are also reviewed. Additional visits will be conducted for LWOs that are determined to have significant deficiencies. Additional days may be added to the agency visit if monitoring results in a need for additional T&TA for the agency. Reviews will be completed on-site for at least five percent of the completed units.

Weatherization compliance and financial monitoring will be conducted with the LWO a minimum of once a year. Additional reviews will be conducted for LWOs that are determined to have significant deficiencies. The monitor prepares for the field visit by reviewing contract files to determine the reporting and financial status of the agency. Previous monitoring reports, including corrective action requirements, correspondence, and new items are reviewed. The monitor reviews files for completeness and accuracy of eligibility documentation, programmatic compliance, and financial compliance.

To the extent possible, some monitoring activities will be done by desk review using the statewide FACSPRO database.

LWOs are required to have a single audit performed in accordance with OMB Circular A133, as applicable. The LWOs are responsible for obtaining their own audit services. BCAEO receives a copy of the audit report and performs audit resolution.

The agency to be monitored is normally, but not always, informed prior to the visit by contacting the executive director or his/her designee. Site visits are coordinated through agency staff. Tentative monitoring schedules are set early in the Program Year.

Monitors may leave an unofficial copy of the report with the agency Executive Director with any observations they have found and suggested corrective action. Depending on the type of monitoring (programmatic, technical, fiscal) the agency has a specified amount of days to complete the corrective action and provide proof to the monitor. The amount of days for response varies depending on the type of monitoring. Upon response from the agency, the monitor has so many days to ensure the corrective action has been made and to respond as to whether they accept the actions or not and if any further/additional assistance or information is needed.

The Community Services Policy Manual (CSPM) provides policy for monitoring.

Technical monitoring will be performed to ensure compliance with all DOE WAP, HHS (Health and Human Services) regulations and guidance, and DHS (Department of Human Services) policies. Technical monitoring will include, but is not limited to a review of the following areas:

- Any outstanding findings, previous year's findings, and required corrective actions
- Program requirements for all funding sources
- Materials standards and specifications
- NEAT/MHEA setup libraries (copies of each shall be provided by Grantee)

NEAT/MHEA mdb production shall be provided by Grantee (wdz files may be submitted subsequently on a quarterly basis)

- Contractor Licensing, Certifications, and Insurance requirements

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- Work specifications (e.g. FACSPRO SIR generated IWC Work Order(s) including change orders)
- Quality control procedures
- Approved audit (IWC) completeness and storage in the BCAEO Excel format using FACSPRO
- Financial reconciliation for all job cost and invoicing reported on IWC Cost Center TAB
- Compliance with blower door testing requirements
- Combustion Appliance testing protocol
- Correct audit selection & completion
- Optional: An in progress site visit with the Contractor/crew (working)
- Trend analysis of best practices, observations, questioned costs or findings

File selection and review will be via FACSPRO and based upon 10% of scheduled production. Site review will be based upon 5% or more if appropriate, of scheduled production and/or one completed site visit per contractor/crew

To provide adequate oversight, it is the Grantee's responsibility to train and provide information to the subcontractors on the Weatherization Assistance Program policies to ensure that subcontractors perform in accordance with weatherization standards and comply with all rules and regulations.

To provide oversight, the Grantee is required to have, at a minimum:

- Procedures to ensure that agreements are entered into only with competent subcontractors.
- A system for monitoring subcontractors and dwelling units.
- A system to provide technical assistance to subcontractors as needed.
- Documentation of all monitoring and technical assistance provided, to include at a minimum, who was trained on what subject on what date.
- A system to track grantee and BCAEO monitoring findings and observations by auditor/inspector, contractor, and/or worker to ensure that repeated program deficiencies observed are addressed appropriately and swiftly.

Source:

Community Services Policy Manual 600 Series  
[http://www.michigan.gov/dhs/0,4562,7-124-5455\\_7199\\_45583\\_45584---,00.html](http://www.michigan.gov/dhs/0,4562,7-124-5455_7199_45583_45584---,00.html)

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

In preparation for WPN (Weatherization Program Notice) 14-4, BCAEO has completed the following:

WPN 14-4 Section 1: Definition of Quality Guidelines and Standards

To prepare for the implementation of WPN 14-4, BCAEO has updated the MI Technical Weatherization Policy Manual (TWP) and moved many non-measure specific policy items to the Community Services Policy Manual (CSPM). BCAEO has identified Standard Work Specifications (SWS) items that associate with our technical weatherization measures outlined in our policy and have linked them into our statewide database. A pdf of policy and SWS linkages has been combined to create the MI field standards for the subgrantees.

BCAEO has combined current technical policy measures with the standards which includes expectations of scope of work and quality. BCAEO is currently in the process of gathering bids from resources suggested by DOE (Department of Energy) and by the WAP (Weatherization Assistance Program) Trainers Consortium. BCAEO will evaluate the proposals from entities and will follow required procurement to determine which company MI will choose to purchase a comprehensive field guide for use in the MI Weatherization Assistance Program. BCAEO has already, with the assistance of LWOs that volunteered for the work group, identified the SWS items that are relevant for Michigan to include in the chosen Field Manual. BCAEO will have the manual available in paper form and online. Michigan will meet the goal of having purchased and distributed field guides to LWOs that conform to the SWS by April 1, 2015.

WPN 14-4 Section 2: Communication of Guidelines & Standards

Subgrantee contracts have been amended to include language documenting the specifications for work including updated MI Technical Weatherization Policy & Standard Work Specifications and the Community Service Policy Manual. The training requirements and expectations for PY14 and PY15 have been included in the contract per WPN14-4 guidance. All documents have been uploaded under SF-424.

Subgrantees are amending contracts with their contractors to include language from Section 2 of WPN14-4 to ensure that all LWOs and their Weatherization Assistance Program workers are aware of the guidelines and standards. BCAEO has instructed CAAs to confirm in their planning documents that they have received the new policy, standard work

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specifications, and technical requirements for field work to comply with the program notice.

BCAEO will meet the requirement of having updated contracts and letting the subgrantee network know of the specifications for work as outlined in this section of WPN14-4.

**WPN14-4 Section 3: Inspection and Monitoring of Work Using Guidelines and Standards**

DHS has purchased an update to the statewide database Weatherization module which allows for the creation of a Quality Control Checklist for each job. Each subgrantee is required to complete an energy audit on each home that is to be weatherized. Measures are determined by the SIR (Savings Investment Ratio). The statewide database then imports the audit information and the auditor creates a checklist from the measures that are eligible for completion. Each measure is connected to policy and the associated SWS item. This checklist is to be created by the initial auditor and signed and dated. Once the Quality Control Inspector (QCI) goes to the house to inspect the home, he/she will check off items confirming they are done and sign and date the checklist. The completed checklist will then be scanned into the statewide database. The checklist also has a signature line for the state monitor to sign and date if the home is chosen for a site visit. The technical monitoring tool has been updated to include monitoring for the Quality Control (QC) checklist.

BCAEO Weatherization staff will begin training the network on how to use the checklist and the requirements for the checklist June 2014 in order to be prepared for the July 1, 2014 effective date. Weatherization staff will utilize webinars and onsite training (if necessary) to train the LWO (Local Weatherization Operator) network.

BCAEO policy has been updated to include mandatory use of the checklist for PY14 and training requirements for PY15. This is available under SF-424 in the CSPM 600 series.

DHS Technical Monitors attended QCI training in December 2013. The timeline for the monitors for completion of the QCI certification has been set as follows:

- May 2014: Must complete credentialing process with BPI (Building Performance Institute).
- June 2014: Must have test dates scheduled. Test dates contingent on travel approval process within BCAEO.
- August 2014: State monitors will have completed the QCI testing

A timeline for training has been developed by BCAEO in order to assist the network in meeting these goals. Training is identified in the next section. BCAEO has also requested a detailed training outline from each subgrantee in the PY14 planning documents submitted by each LWO.

**WPN 14-4 Section 4: Provide Training to Implement and Maintain Guidelines/Standards**

BCAEO has created the following comprehensive training plan for PY14 which include both Tier 1 and Tier 2 identified training. This training plan will ensure that all Tier 1 training paid for with WAP T&TA funds must meet requirements of this section.

**Tier 1 Training Efforts:**

June 2014 (Tier 1): With PY13 funding, BCAEO is sending 8 candidates that volunteered, each from different LWOs, to go to QCI training in Indiana. BCAEO will pay the tuition for the 8 candidates. Michigan does not have an IREC (Interstate Renewable Energy Council) accredited training center so all training and certifications will take place outside of the state. Ohio and Indiana are the closest training centers and both will be utilized. LWO's are responsible for travel fees for the training and the testing. LWOs are responsible for paying testing expenses for the return trip to take the QCI test.

August/September 2014 (Tier 1): BCAEO will pay tuition for another 8 volunteers, each from different LWOs, for QCI training in Indiana. LWO's are responsible for travel fees and have committed to pay travel and testing expenses for the return trip to take the QCI test.

September/October 2014 (Tier 1): BCAEO will hold the annual MI Weatherization conference. BCAEO will contract with INCAA (Indiana Community Action Association Intelligent Weatherization) or COAD (Corporation for Appalachian Development) to provide Tier 1 training that includes a comprehensive, occupation specific training which follows a curriculum aligned with the JTAs and any other Tier 1 training necessary to strengthen the Michigan WAP (Weatherization Assistance Program). Training needs will be identified through the trend analysis created by each technical monitor and quarterly training survey results. Federal and state procurement policy will be followed.

November/December 2014 (Tier 1): BCAEO will contract with an IREC accredited training center to provide Home Energy Auditor training/testing for the LWO network. It is possible BCAEO will provide 2 training sessions, this will be determined by network need. Federal and state procurement policy will be followed.

**Tier 2 Training:**

BCAEO will also provide Tier 2 training not only at the conference, but throughout the year as needed. Technical monitors will continue to provide quarterly Lead Safe Work Practices (LSW) training and Indoor Air Quality (IAQ) training to the network. They will also provide statewide database training, NEAT/MHEA training, Policy update training and monitoring update training. Technical monitors will utilize trend analysis to identify areas of training an agency may need.

BCAEO will work with training centers within the state that are qualified to provide SWS, Blower Door, Combustion Appliance Zone (CAZ), Job Task Analysis (JTAs), ASHRAE (American Society of Heating, Refrigeration and Air Conditioning Engineers) 62.2 - 2013, Health & Safety, and any other training identified as needed by the network in quarterly training surveys.

Additionally, BCAEO staff will provide training such as BCAEO financial, DHS policy, fiscal/grant monitoring training, income eligibility training, and any other training that is identified by the network including T&TA through monitoring. BCAEO will also contract with a company to provide customer service/customer interaction based training to strengthen client relations. Federal and state procurement policy will be followed.

BCAEO provides training in many formats including online, on-site, teleconference, and webinar.

All training needs are determined by several methods including but not limited to:

- Review of subgrantee deficiencies
- Subgrantee direct training requests

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- Involvement of T/TA subcontractor
- Formal and Informal quarterly training survey needs
- Recommendations resulting from external entities (DOE staff, contractors, auditors, etc.)
- Changes in DOE Requirements.

Attendance at state-sponsored training may be required on a case-by-case basis to help correct program deficiencies or to ensure competence in specific areas. In such cases, subgrantee and delegate attendance will be required as a matter of program compliance.

Additionally, Michigan has increased direct T&T/A funds for each LWO from \$6,000 to \$10,000 to assist with additional training costs to meet certification requirements.

All contracted training will comply with federal and state procurement guidance and policy.

BCAEO technical monitors attended QCI training in December 2013. The timeline for the monitors for completion of the QCI certification has been set as follows:

- May 2014: Must complete credentialing process with BPI.
- June 2014: Must have test dates scheduled. Test dates contingent on travel approval process within BCAEO.
- August 2014: State monitors will have completed the QCI testing.

#### **Client Education**

T&T/A is also used to provide Client Education to the WAP client. The Client Education is outlined in the Community Services Policy Manual 600 Series and guides subgrantees as to the proper methods of Client Education. Below is an excerpt:

Client energy education begins with intake. This is where the applicant is initially introduced to the weatherization assistance program, the goal statement, the partnership concept, and the applicant is advised of his/her role.

The following minimum steps related to intake must be included in the Grantee's Energy Education Plan.

1. Introduce the Weatherization Assistance Program. Explain the concept of the program, what work may be done, and expectations for the applicant's participation.
2. Complete the application in FACSPRO or the paper Application for Weatherization Assistance, DHS-4283. Retain the signed WAP application or signed FACSPRO client intake report with the Weatherization disclaimer in the client file.
3. Determine eligibility and prioritize the applicant. See CSPM Item 611 regarding the client priority system.
4. Notify the applicant of the eligibility determination.
5. Ask the applicant to prepare for the audit by:
  - Making a list of energy questions and concerns
  - Making the attic, basement, and crawl space accessible
  - Making the perimeter accessible
  - Securing pets
  - Planning to be home and ready to participate

#### **Home Energy Audit**

It is important that the client be involved in the home energy audit process. Client involvement is encouraged through commitment in writing to the goal statement and a minimum of *three energy action steps*. These energy action steps are to be placed in the client file and to be included with all documentation given to anyone who goes to the client's home.

The following minimum steps related to the audit process must be included in the Grantee's Energy Education Plan.

1. Explain the Weatherization Assistance Program, stressing what each partner will do during each step.
2. Explain the agenda of the audit and what the client will need to do.

Explain how the house loses heat. Inquire about the heating system. Talk with the client about whether some rooms seem warmer while others are cooler. Show the client how to adjust heat flow to different areas to save energy and provide more comfort. Point out areas where the client could take action to save energy and money.

3. Complete the audit.
  1. Summarize the results of the audit for the client. 1) Explain the nature of the work that may be done on the home. 2) If the client is actively participating, agree on three energy action steps for the client to do. 3) If the client is actively participating, the Client Plan of Action should be signed by the client and auditor. A copy is to be provided to the client and the original must be uploaded to the FACSPRO Weatherization Module under the Weatherization Application Documents tab.

**U.S. Department of Energy**  
**WEATHERIZATION ASSISTANCE PROGRAM (WAP)**  
**STATE PLAN/MASTER FILE WORKSHEET**

**(Grant Number: EE0006161, State: MI, Program Year: 2014)**

Weatherization Work

When the crew or contractor is at the client's home, he/she should take advantage of every opportunity to reinforce the client's Energy Action Plan (E.A.P.). The theme of partnership and the goal statement need to be a part of the crew or contractor's interaction with the client for continued success.

The following minimum steps must be included in the Grantee's Energy Education Plan.

1. Introduce the contractor or crew to the client.
2. Complete a quick survey of the home, accompanied by the client. Reinforce the energy conservation work already done by the client.
3. Discuss the work plan for the day and proposed work for the client. Reinforce the three energy action steps to which the client committed.
4. Complete the work. Summarize the day's work for the client.
5. Explain the next step- inspection.

Inspection

Reinforce the partnership between the Grantee and the client. Stress the importance of both the weatherization work and the client's action steps, and explain that a breakdown of either could result in less than adequate comfort and savings to the client.

The following minimum steps must be included in the Grantee's Energy Education Plan.

1. Ask the client about the weatherization work.
2. If appropriate, ask about the client's three energy action steps.
3. Inspect the work.
4. Follow up on referrals.
5. If follow up is provided, explain the next step.

The Grantee may wish to develop a Client Education Package to include the following items.

1. A generic letter introducing the Weatherization Assistance Program. See page 5.
2. An illustrated step-by-step energy savings guide. This could be distributed with the letter of introduction.
3. The client plan of action (required to be retained in the client file) and examples of energy action steps and the potential savings. See page 6 and 7.
4. A list of weatherization measures, which includes information relative to the contractor, if applicable. See page 9.
5. A generic letter to be provided to the client after the weatherization measures are completed. See page 10.
6. An illustrated guide for maintaining the weatherization measures installed.
7. A follow up survey.

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

Michigan will not use any grant funds for energy crisis relief during the 2014 Program Year.

**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. EE0006161		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address State of Michigan P.O. Box 30037 Lansing, MI 48933		4. Program/Project Start Date 07/01/2014	5. Completion Date 06/30/2015

**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	\$ 4,090,443.00		\$ 11,897,905.00		\$ 15,988,348.00
2.						
3.						
4.						
5. TOTAL		\$ 4,090,443.00	\$ 0.00	\$ 11,897,905.00	\$ 0.00	\$ 15,988,348.00

**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) GRANTEE ADMINISTR ATION	(2) SUBGRANTE E ADMINISTR	(3) GRANTEE T&TA	(4) SUBGRANT EE T&TA	
a. Personnel	\$ 252,683.93	\$ 0.00	\$ 113,560.00	\$ 0.00	\$ 366,243.93
b. Benefits	\$ 241,998.88	\$ 0.00	\$ 84,023.04	\$ 0.00	\$ 326,021.92
c. Travel	\$ 14,596.00	\$ 0.00	\$ 56,904.00	\$ 0.00	\$ 71,500.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 6,586.50	\$ 0.00	\$ 4,918.96	\$ 0.00	\$ 11,505.46
f. Contract	\$ 0.00	\$ 781,530.00	\$ 1,375,895.00	\$ 465,000.00	\$ 15,092,725.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other	\$ 8,000.00	\$ 0.00	\$ 9,400.00	\$ 0.00	\$ 17,400.00
i. Total Direct Charges	\$ 523,865.31	\$ 781,530.00	\$ 1,644,701.00	\$ 465,000.00	\$ 15,885,396.31
j. Indirect	\$ 71,029.69	\$ 0.00	\$ 31,922.00	\$ 0.00	\$ 102,951.69
k. Totals	\$ 594,895.00	\$ 781,530.00	\$ 1,676,623.00	\$ 465,000.00	\$ 15,988,348.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. EE0006161		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address State of Michigan P.O. Box 30037 Lansing, MI 48933	4. Program/Project Start Date 07/01/2014		
	5. Completion Date 06/30/2015		

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		\$ 4,090,443.00	\$ 0.00	\$ 11,897,905.00	\$ 0.00	\$ 15,988,348.00

SECTION B - BUDGET CATEGORIES						
6. Object Class Categories	Grant Program, Function or Activity				Total (5)	
	(1) PROGRAM OPERATION S	(2) HEALTH AND SAFETY	(3) LIABILITY INSURANCE	(4) FINANCIAL AUDITS		
a. Personnel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 366,243.93	
b. Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 326,021.92	
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 71,500.00	
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 11,505.46	
f. Contract	\$ 10,502,686.00	\$ 1,872,614.00	\$ 60,000.00	\$ 35,000.00	\$ 15,092,725.00	
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
h. Other	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 17,400.00	
i. Total Direct Charges	\$ 10,502,686.00	\$ 1,872,614.00	\$ 60,000.00	\$ 35,000.00	\$ 15,885,396.31	
j. Indirect	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 102,951.69	
k. Totals	\$ 10,502,686.00	\$ 1,872,614.00	\$ 60,000.00	\$ 35,000.00	\$ 15,988,348.00	
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	

**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. EE0006161		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address State of Michigan P.O. Box 30037 Lansing, MI 48933		4. Program/Project Start Date 07/01/2014	5. Completion Date 06/30/2015

**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		\$ 4,090,443.00	\$ 0.00	\$ 11,897,905.00	\$ 0.00	\$ 15,988,348.00

**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) VEHICLES AND EQUIPMENT	(2)	(3)	(4)	
a. Personnel	\$ 0.00				\$ 366,243.93
b. Benefits	\$ 0.00				\$ 326,021.92
c. Travel	\$ 0.00				\$ 71,500.00
d. Equipment	\$ 0.00				\$ 0.00
e. Supplies	\$ 0.00				\$ 11,505.46
f. Contract	\$ 0.00				\$ 15,092,725.00
g. Construction	\$ 0.00				\$ 0.00
h. Other	\$ 0.00				\$ 17,400.00
i. Total Direct Charges	\$ 0.00				\$ 15,885,396.31
j. Indirect	\$ 0.00				\$ 102,951.69
k. Totals	\$ 0.00				\$ 15,988,348.00
7. Program Income	\$ 0.00				\$ 0.00



**U.S. DEPARTMENT OF ENERGY**



**BUDGET JUSTIFICATION FOR FORMULA GRANTS**

Applicant: State of Michigan  
Award number: EE0006161

Budget period: 07/01/2014 - 06/30/2015

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

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

<u>Position</u>	<u>Description of Duties of Professionals</u>
Departmental Analyst (2) - Grant Monitor	Conducts comprehensive monitoring on-site visits to each LWO each program year. Provides onsite training and/or recommendations related to monitor visit observations and/or findings. Provides written monitor report for each LWO. Makes recommendations on policy clarifications and trainings that would serve best to address shortfalls observed during monitoring process.
Weatherization Analyst	The Weatherization analyst provides support to the Weatherization Specialist with reporting, data tracking, trend analysis, and special projects for the MI WAP program. The analyst also works directly with LWOs to assist in training support/coordination. 70% of salary for this position is charged to Grantee Admin. 10% of salary is charged to T&TA.
Secretary A	Provides support to the Bureau director. Performs secretarial duties. Provides clerical support to bureau staff and commission members.
Weatherization Program Specialist 13	Works with the Policy Advisory Council (PAC) in recommending policy to the DHS with respect to the development and implementation of our weatherization program. Functions as the co-chair of the PAC Training Committee. Develops and prepares the state plan and all subsequent amendments; responsible for federal reporting, policy clarification, and general oversight of the program; oversees the activities of the programmatic compliance; evaluates statutes, program needs, problems and opportunities that would provide a more comprehensive view of the program. The specialist plans the annual weatherization conference and coordinates training for the network. The specialist reviews WAP monitoring and monitoring reports to ensure follow up and timelines are met. 80% of this position is charged to admin and 20% of this position is charged to T/TA for the monitoring oversight.
Bureau Executive Director SAM 17 (1)	As required in state legislation, the executive director supervises and coordinates: state activities to reduce poverty, implement community social and economic programs, designate community action agencies pursuant to Section 8 of the Act, provide assistance to units of local governments, contract (with public and private non-profit agencies as well as non-profit organizations) for demonstration programs and other services necessary to implement the Act, to serve as an advocate within the executive branch to remove administrative barriers to self-sufficiency services and to seek additional resources for anti-poverty strategies. The Executive Director oversees the Weatherization Assistance Program for Michigan by overseeing state monitoring staff (fiscal, programmatic, technical), grant managers, and support/admin staff within the Bureau. The Executive Director reviews all monitoring reports and sends reports directly to the the WAP Directors and Executive Directors. 30% of salary is charged to Admin costs and 20% of salary is charged to T & TA.
Weatherization Building Code Inspectors (2) (Technical Specialists)	Review program compliance, on-site, among assigned local weatherization operators. Provide training and technical assistance in the sphere of weatherization to ensure the maintenance of standards and workmanship.

Departmental Analyst (3) Grant Manager	Reviews all budgets/plans for compliance with DOE regs, and DHS policy and procedure for all assigned local weatherization operators. Reviews all billings, plan change requests, and production throughout program year. Provides training related to file maintenance, income eligibility, DHS Community Service Policy Manual upon request and/or upon results of annual monitor report.
Financial Analyst 12 (2) (Financial Monitor)	Assists with fiscal aspects of monitoring. Provide support and technical assistance to agencies experiencing financial crisis and/or agencies that have new fiscal staff at the local level. Assists with the review and comment on audit resolutions, and review the Form 990s submitted by the CAAs. Participates in a full on-site review/assessment of CAAs. Performs all financial functions related to the Bureau.
Secretary B	Provides administrative support to all weatherization-related activities.

## Direct Personnel Compensation:

<u>Position</u>	<u>Salary/Rate</u>	<u>Time</u>	<u>Direct Pay</u>
Departmental Analyst (2) - Grant Monitor	\$118,507.60	30.0000 % FT	\$35,552.28
Weatherization Analyst	\$46,835.00	80.0000 % FT	\$37,468.00
Secretary A	\$38,076.89	20.0000 % FT	\$7,615.38
Weatherization Program Specialist 13	\$33,000.00	100.0000 % FT	\$33,000.00
Bureau Executive Director SAM 17 (1)	\$99,044.00	50.0000 % FT	\$49,522.00
Weatherization Building Code Inspectors (2) (Technical Specialists)	\$133,600.00	85.0000 % FT	\$113,560.00
Departmental Analyst (3) Grant Manager	\$158,569.80	30.0000 % FT	\$47,570.94
Financial Analyst 12 (2) (Financial Monitor)	\$123,167.40	25.0000 % FT	\$30,791.85
Secretary B	\$37,211.20	30.0000 % FT	\$11,163.36
		Direct Pay Total	\$366,243.81

**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.

Fringe benefits vary by employee. Actual costs are reflected in this budget. For budgeting purposes, our internal budget has been rounded to the nearest dollar therefore resulting in a possible difference in amounts.

## Fringe Benefits Calculations

<u>Position</u>	<u>Direct Pay</u>	<u>Rate</u>	<u>Benefits</u>
Departmental Analyst (2) - Grant Monitor	\$35,552.28	100.0000 %	\$35,552.28
Weatherization Analyst	\$37,468.00	80.0000 %	\$29,974.40
Secretary A	\$7,615.38	100.0000 %	\$7,615.38
Weatherization Program Specialist 13	\$33,000.00	99.4500 %	\$32,818.50
Bureau Executive Director SAM 17 (1)	\$49,522.00	100.0000 %	\$49,522.00
Weatherization Building Code Inspectors (2) (Technical Specialists)	\$113,560.00	73.9900 %	\$84,023.04
Departmental Analyst (3) Grant Manager	\$47,570.94	94.3200 %	\$44,868.91

Financial Analyst 12 (2) (Financial Monitor)	\$30,791.85	99.0000 %	\$30,483.93
Secretary B	\$11,163.36	100.0000 %	\$11,163.36
		Fringe Benefits Total	\$326,021.80

### 3. TRAVEL

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

<u>Purpose of Trip</u>	<u>Number of Trips</u>	<u>Cost Per Trip</u>	<u>Total</u>
National Conferences for 3 people twice a year	6	\$1,680.00	\$10,080.00
Michigan will conduct its annual WAP conference in the fall of PY13. A minimum of four staff will attend.	4	\$112.00	\$448.00
Regional Training travel for 3 staff funded by T&TA for 8 regional trainings sessions. Training will include Tier 2 technical training including statewide database WAP module training, Work Order training, Lead Safe Work Practices training, and any additional training identified using results of the quarterly survey sent by BCAEO to the LWO network. Training topics also are determined by direct request from the LWO to state Weatherization Specialist.	24	\$125.00	\$3,000.00
State Association Weatherization meetings and conference for 3 staff at 3 events	12	\$75.00	\$900.00
WAP PAC Meetings for 2 at 4 quarterly meetings	8	\$120.00	\$960.00
Staff will attend various weatherization trainings including: Training at INCAA or COAD for staff Tier 1 training and certification requirements, national technical trainings for required certifications and to stay up to date with changes on the technical side of WAP. It should be noted that Michigan does not have an IREC Accredited training center in Michigan so we will utilize the closest available which is Indiana or Ohio.	8	\$1,425.00	\$11,400.00
2 technical monitors 4 days of travel with project officer upon visit to Michigan.	8	\$110.00	\$880.00
One 2-day fiscal and programmatic monitoring will be conducted at each of the 31 LWO agencies throughout the year. Approximately 30% of costs will be charged to this grant.	62	\$92.00	\$5,704.00
Administrative travel to WAP related meetings	12	\$61.25	\$735.00
Travel for two admin funded staff at eight regional WAP trainings which may include Tier 2 training such as LSW, statewide database training, monitoring training, and financial training. Training needs are determined by a quarterly survey sent to the LWO network and by direct request by an LWO to the Weatherization Specialist.	16	\$138.00	\$2,208.00
Follow-up one-day technical monitoring visits, when needed.	31	\$160.00	\$4,960.00
Program monitoring/T&TA visits will be conducted at each of the 31 LWO agencies. A minimum of 5% of production DOE WAP production will be monitored. Length of visits depend on agency production and travel distance.	93	\$325.00	\$30,225.00
		Travel Total	\$71,500.00

- 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.

The grant provides travel funds for activities associated with the weatherization program. Travel is charged to the grant on a trip basis as identified on the monthly Travel Expense Voucher. All travel costs are consistent with the State of Michigan Standard Travel Regulations. These regulations are available upon request. Historically, technical monitors provide 2 day on site monitoring at each agency. Michigan does not have an IREC accredited training facility so out of state travel is required to meet the WPN 14-4 standards.

**4. EQUIPMENT** - Equipment is generally defined as an item with an acquisition cost greater than \$5,000 and a useful life expectancy of more than one year. Further definitions can be found in 10 CFR 600.

- 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 \$5,000 or less and a useful life expectancy of less than one year. Supplies are generally consumed during the project performance. Further definitions can be found in 10 CFR 600.

- 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
office supplies, training supplies, maintenance	\$2,905.46	day-to-day operations, ordinary cost of program operations
Computer Upgrades- Windows XP no longer applicable	\$8,600.00	All Wx Staff computers currently are running Windows XP which is no longer supported by Microsoft. The current computers are not compatible with programs that use Microsoft applications regularly. This fee will covers upgrade costs for BCAEO Wx Staff.
Materials and Supplies Total	\$11,505.46	

- 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.

Historical costs; prior purchase. Information uploaded in SF-424

**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 II.3).

Name of Proposed Sub	Total Cost	Basis of Cost*
LWO Training and Technical Assistance	\$465,000.00	\$15,000.00 for each LWO. This amount increased from last program year to assist the network in meeting WPN 14-4 requirements and assist with training costs to out of state IREC accredited training centers.
LWO Health & Safety	\$1,872,614.00	To cover energy-related health and safety expenses.
LWO Administrative Funds	\$781,530.00	Capped based on program rules and amount of program funds per LWO. Grantees under \$350,000 can use up to 5% additional based on sliding scale.
Liability Insurance	\$60,000.00	Traditional coverage historically provided.

Trainer contracts for technical training throughout the program year/Annual conference	\$1,370,895.00	Michigan does not have an IREC accredited training facility. Therefore, in order to assist the network in meeting the WPN 14-4 requirements, we will contract with the closest training centers (COAD and INCAA) to provide Tier 1 training to our network. This will include auditor training, QCI training, CAZ training, Blower Door Training, SWS training, Client Education/interaction, ASHRAE 62.2 2013, JTA's, and Health & Safety training and any other training identified as needed by the network from the results of the quarterly training survey. Funds in this category will also be used to cover conference facility fees, meeting room fees, materials, staff hotel rooms and meals for the annual Michigan WAP conference and regional trainings given by MI Technical staff (Tier 2 training) when needed. Trainings topics are expected to consist of the following: TWP/CSPM policy updates, FACS Pro (statewide database) training, QM/QCI Rollout/expectations including Quality Control Checklist, IAQ, LSW, Income Eligibility, Monitoring training, and any additional training that may be identified by the quarterly training survey sent to the network.
Financial Audits	\$35,000.00	Single Audit Act requirement for subgrantees
Field Guide Manual (WPN-14-4 Requirement)	\$5,000.00	Contract with a company to create a Michigan field guide/manual for the MI WAP Program that serves as a how to guide for weatherization homes in MI. The guide will also provide photographs and procedural information for measures.
LWO Program Operations Carry Over	\$3,304,755.00	Carryover funds from Program Year 2013
LWO Wx Program Funds	\$7,197,931.00	State allocation formula to provide weatherization services by county taking into account census information. Please refer to section II.3 of the annual file for individual agency DOE funding amounts.
<b>Contracts and Subgrants Total</b>	<b>\$15,092,725.00</b>	

\*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
International Code Books	\$200.00	Cost of annual updates.
Program promotion	\$1,000.00	Tied to Wx Day & Public Information Campaign activities
Printing	\$3,500.00	Printing for brochures, session descriptions, and handouts for WAP conference and regional trainings. Field guides and policy for LWOs
Telecommunications	\$3,000.00	Costs related to cellular phone service, and conference calls conducted on a bi-monthly basis as needed with the LWO network.
Dues and subscriptions	\$9,700.00	NASCSP dues, GoTo Meeting subscription, Survey Monkey subscription, DBA FACSPro subscription and weatherization publications subscription costs.
<b>Other Direct Costs Total</b>	<b>\$17,400.00</b>	

- 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.

Historical pricing has determined the costs for printing information for the Weatherization conference and regional trainings, program promotion, and dues and subscriptions. The cellular phone service company is chosen by the State of Michigan using proper procurement measures.

**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.

- 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 indirect cost rate has been submitted to HHS by the State Department of Human Services for approval. A response has not been received to date. The indirect cost rate includes DHS central office functions benefiting the DOE program, including: Central Office Administration, Office of Monitoring & Internal Control, Contract Management, Central Office Facilities and IT services. The DHS Bureau of Community Action & Economic Opportunity administers the DOE weatherization grant. The indirect cost rate is computed by taking the Bureau's total allowable indirect costs (annual amount) and dividing by the Bureau's total wages (annual amount). See Indirect Cost Breakout document uploaded under SF-424. Please note for state internal budgeting purposes, the amount has been rounded to the nearest dollar. Grantee Admin: \$251,872.00 x 28.11% = \$70,802.00  
 TA: \$152,594.00 x 28.11% = \$42,895.00  
 Total indirect costs: \$113,697.00

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

Name: Kris Schoenow Phone Number: 5172410478

Indirect costs calculations:

<b>Indirect Cost Account</b>	<b>Direct Total</b>	<b>Indirect Rate</b>	<b>Total Indirect</b>
Total Direct Wages times 28.11%	\$366,244.00	28.1100 %	\$102,951.19
		Indirect Costs Total	\$102,951.19