



**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-0002021

Title:

2021 Weatherization Assistance Program

**13. Competition Identification Number:**

Title:

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

Michigan - Statewide

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

The Weatherization Assistance Program enables low-income families to permanently reduce their energy bills while making their homes more energy efficient, safe, and healthy.

**APPLICATION FOR FEDERAL ASSISTANCE SF-424**

Version 02

**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:

b. End Date:

**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
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372

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

No

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

I AGREE

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

**Authorized Representative:**

Prefix: Mr First Name: Christopher

Middle Name:

Last Name: Stickney

Suffix:

Title: Centralized Grant Management Specialist

Telephone Number: 5172844985

Fax Number:

Email: StickneyC@michigan.gov

Signature of Authorized Representative:

Date Signed:

**U.S. DEPARTMENT OF ENERGY**



**BUDGET JUSTIFICATION FOR FORMULA GRANTS**

Applicant: State of Michigan  
Award number: EE0007927

Budget period: -

**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>
Bureau Executive Director SAM 17	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 CSBG Act. The Executive Director oversees the Weatherization Assistance Program for Michigan by directing and managing the weatherization staff, monitoring staff (financial, programmatic, and technical), grant managers, weatherization training center, and support/admin staff within Bureau. The Executive Director reviews all monitoring reports and provides leadership for the weatherization assistance program directors and executive directors. 40% of the executive director's salary is charged to DOE admin. The remaining portion of the executive director's salary is charged to CSBG and LIHEAP grants.
Bureau Deputy Director	The deputy 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 CSBG Act. The Deputy Director assists the Executive Director in overseeing the Weatherization Assistance Program for Michigan by managing state programmatic monitoring staff, grant managers, and support staff within the Bureau. The Deputy Director holds an alternate regional representative position on the NASCSP weatherization board. A total of 35% is charged to DOE Admin costs. The rest is charged to CSBG and LIHEAP grants.
Financial Manager	Assists with fiscal aspects of monitoring. Provides 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 monitoring functions related to the Bureau. 50% of salary charged to DOE. Of that, 50% of total salary (30% Admin and 20% T&TA) is charged to DOE. The remaining salary is charged to CSBG and LIHEAP grants.
Weatherization Program Specialist 13	Works with the Policy Advisory Council (PAC) in recommending policy to the MDHHS with respect to the development and implementation of the MI 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. Lead on all special assignments related to WAP. 100% of this position salary is charged to DOE. 20% to admin and 80% to T & TA.

Weatherization Technical Quality Assurance Coordinator	Review program compliance, on-site and among assigned local weatherization operators. Provides training and technical assistance in the sphere of weatherization to ensure the maintenance of standards and workmanship. This position provides support to the Weatherization Specialist with providing training, scheduling training, monitoring trends in training, documenting training by subgrantee request, training required based on risk assessments or monitoring, and training of those working in the WAP program for subgrantees. Additionally, the analyst provides assistance 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. 100% of position is paid with DOE funds. 100% to T/TA.
Weatherization Technical Monitor 1	Review program compliance, on-site and among assigned local weatherization operators. Provides training and technical assistance in the sphere of weatherization to ensure the maintenance of standards and workmanship. 100% of salaries are charged to DOE T/TA.
Weatherization Technical Monitor 2	Review program compliance, on-site and among assigned local weatherization operators. Provides training and technical assistance in the sphere of weatherization to ensure the maintenance of standards and workmanship. 100% of salaries are charged to DOE T/TA.
Fiscal Analyst 1	Assists with fiscal aspects of monitoring. Provides 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 monitoring functions related to the Bureau. 50% of salary charged to DOE. Of that, 50% of total salary (30% Admin and 20% T&TA) is charged to DOE. The remaining salary is charged to CSBG and LIHEAP grants.
Fiscal Analyst 2	Assists with fiscal aspects of monitoring. Provides 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 monitoring functions related to the Bureau. 50% of salary charged to DOE. Of that, 50% of total salary (30% Admin and 20% T&TA) is charged to DOE. The remaining salary is charged to CSBG and LIHEAP grants.
Departmental Analyst - Grant Manager/Monitor 1	Reviews all budgets/plans for compliance with DOE regulations, and MDHHS policy and procedure for all assigned local weatherization operators. Monitors all billings, plan change requests, and production throughout program year. Conducts comprehensive monitoring on-site visits to each LWO each program year. 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 35% of total salary (25% Admin and 10% T&TA) is charged to DOE. The rest of salary is charged to CSBG and LIHEAP grants.

Department Analyst - Grant Manager/Monitor 2	Reviews all budgets/plans for compliance with DOE regulations, and MDHHS policy and procedure for all assigned local weatherization operators. Monitors all billings, plan change requests, and production throughout program year. Conducts comprehensive monitoring on-site visits to each LWO each program year. 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 35% of total salary (25% Admin and 10% T&TA) is charged to DOE. The rest of salary is charged to CSBG and LIHEAP grants.
Departmental Analyst - Grant Manager/Monitor 3	Reviews all budgets/plans for compliance with DOE regulations, and MDHHS policy and procedure for all assigned local weatherization operators. Monitors all billings, plan change requests, and production throughout program year. Conducts comprehensive monitoring on-site visits to each LWO each program year. 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 35% of total salary (25% Admin and 10% T&TA) is charged to DOE. The rest of salary is charged to CSBG and LIHEAP grants.
Department Analyst - Grant Manager/Monitor 4	Reviews all budgets/plans for compliance with DOE regulations, and MDHHS policy and procedure for all assigned local weatherization operators. Monitors all billings, plan change requests, and production throughout program year. Conducts comprehensive monitoring on-site visits to each LWO each program year. 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 35% of total salary (25% Admin and 10% T&TA) is charged to DOE. The rest of salary is charged to CSBG and LIHEAP grants.
Departmental Analyst - Grant Manager/Monitor 5	Reviews all budgets/plans for compliance with DOE regulations, and MDHHS policy and procedure for all assigned local weatherization operators. Monitors all billings, plan change requests, and production throughout program year. Conducts comprehensive monitoring on-site visits to each LWO each program year. 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 35% of total salary (25% Admin and 10% T&TA) is charged to DOE. The rest of salary is charged to CSBG and LIHEAP grants.
Department Analyst - Grant Manager/Monitor 6	Reviews all budgets/plans for compliance with DOE regulations, and MDHHS policy and procedure for all assigned local weatherization operators. Monitors all billings, plan change requests, and production throughout program year. Conducts comprehensive monitoring on-site visits to each LWO each program year. 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 35% of total salary (25% Admin and 10% T&TA) is charged to DOE. The rest of salary is charged to CSBG and LIHEAP grants.

Departmental Analyst - Grant Manager/Monitor 7	Reviews all budgets/plans for compliance with DOE regulations, and MDHHS policy and procedure for all assigned local weatherization operators. Monitors all billings, plan change requests, and production throughout program year. Conducts comprehensive monitoring on-site visits to each LWO each program year. 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 35% of total salary (25% Admin and 10% T&TA) is charged to DOE. The rest of salary is charged to CSBG and LIHEAP grants.
Department Analyst - Grant Manager/Monitor 8	Reviews all budgets/plans for compliance with DOE regulations, and MDHHS policy and procedure for all assigned local weatherization operators. Monitors all billings, plan change requests, and production throughout program year. Conducts comprehensive monitoring on-site visits to each LWO each program year. 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 35% of total salary (25% Admin and 10% T&TA) is charged to DOE. The rest of salary is charged to CSBG and LIHEAP grants.
Department Tech	Provides support to the Bureau director and Bureau staff including Grant Management document processing and monitoring reports for all monitors. Performs grant related administrative duties. 40% of salary is charged to DOE Admin. The remaining salary is charged to CSBG and LIHEAP.
Executive Secretary 10	Provides administrative support to all MDHHS-BCAEO staff, primarily BCAEO Director. 40% of salary is charged to DOE Admin. Remaining salary is charged to LIHEAP and CSBG.

## Direct Personnel Compensation:

<b>Position</b>	<b>Salary/Rate</b>	<b>Time</b>	<b>Direct Pay</b>
Bureau Executive Director SAM 17	\$135,405.00	40.0000 % FT	\$54,162.00
Bureau Deputy Director	\$99,968.00	35.0000 % FT	\$34,988.80
Financial Manager	\$83,836.00	50.0000 % FT	\$41,918.00
Weatherization Program Specialist 13	\$64,633.00	100.0000 % FT	\$64,633.00
Weatherization Technical Quality Assurance Coordinator	\$64,605.00	100.0000 % FT	\$64,605.00
Weatherization Technical Monitor 1	\$69,931.00	100.0000 % FT	\$69,931.00
Weatherization Technical Monitor 2	\$51,257.00	100.0000 % FT	\$51,257.00
Fiscal Analyst 1	\$70,921.00	50.0000 % FT	\$35,460.50
Fiscal Analyst 2	\$55,945.00	50.0000 % FT	\$27,972.50
Departmental Analyst - Grant Manager/Monitor 1	\$77,310.00	35.0000 % FT	\$27,058.50
Department Analyst - Grant Manager/Monitor 2	\$77,310.00	35.0000 % FT	\$27,058.50
Departmental Analyst - Grant Manager/Monitor 3	\$77,310.00	35.0000 % FT	\$27,058.50
Department Analyst - Grant Manager/Monitor 4	\$77,311.00	35.0000 % FT	\$27,058.85
Departmental Analyst - Grant Manager/Monitor 5	\$48,285.00	35.0000 % FT	\$16,899.75
Department Analyst - Grant Manager/Monitor 6	\$72,180.00	35.0000 % FT	\$25,263.00
Departmental Analyst - Grant Manager/Monitor 7	\$77,199.00	50.0000 % FT	\$38,599.50
Department Analyst - Grant Manager/Monitor 8	\$75,218.00	35.0000 % FT	\$26,326.30
Department Tech	\$56,393.00	40.0000 % FT	\$22,557.20
Executive Secretary 10	\$59,124.00	40.0020 % FT	\$23,650.78

Direct Pay Total	\$706,458.68
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## 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.

Attached to SF424 is the Michigan Department of Health and Human Services' (MDHHS) Public Assistance Cost Allocation Plan (PACAP) amendment effective January 1, 2021. The PACAP narrative amendment includes the following changes:

1. Minor organizational Changes in Organizational Unit 9: Children's Services Agency, Organizational Unit 18: Public Health Administration, and Organizational Unit 21: Aging and Adult Services Agency
2. Consolidation of certain functions allocated using the same method to simplify the CAP narrative
3. Addition of time tracking allocation methods where additional staff are time tracking to grants and information technology projects under an approved advance planning document
4. Updates to Part II: Accounting System Chart of Accounts to simplify the list of time tracking codes
5. Minor update to the FIS-ES Random Moment Time Study Funding Matrix

Additional changes in the PACAP include updates to cost pools and allocation methods due to organizational changes or changes in functions performed by staff and various formatting updates.

Changes are indicated in red font (additions) and strike-out (deletions) for easy identification. MDHHS does not foresee a material change in federal funding with any of these changes. DHHS is requesting that all changes in the PACAP Amendment become effective January 1, 2020 except as where noted otherwise in red font throughout the PACAP. A list of the changes DHHS is requesting be effective retroactive to a prior date is provided in Appendix E. At the time of the development of this State Plan, our budget manager shared that the 1st quarter cost allocation has not been posted.

The fringe benefit rate includes all retirement and insurance costs for each employee. Which includes social security + Medicare + retirement + person healthcare Fund + other employee retirement contributions + insurance costs. A fringe benefit rate of is based on the time (hours) each person will work in weatherization. The Bureau has four employees that work directly in the Weatherization Assistance Program. Other staff members split their time between other programs. Coding in the payroll system is used to track the amount of time each employee dedicates to the weatherization assistance program. This rate is applied to estimate budget amounts. [https://www.michigan.gov/leo/0,5863,7-336-94422\\_59886\\_27856-101032--,00.html](https://www.michigan.gov/leo/0,5863,7-336-94422_59886_27856-101032--,00.html)

### Fringe Benefits Calculations

<u>Position</u>	<u>Direct Pay</u>	<u>Rate</u>	<u>Benefits</u>
Bureau Executive Director SAM 17	\$54,162.00	71.0000 %	\$38,455.02
Bureau Deputy Director	\$34,988.80	61.8900 %	\$21,654.57
Financial Manager	\$41,918.00	27.2100 %	\$11,405.89
Weatherization Program Specialist 13	\$64,633.00	77.3800 %	\$50,013.02
Weatherization Technical Quality Assurance Coordinator	\$64,605.00	63.3000 %	\$40,894.96
Weatherization Technical Monitor 1	\$69,931.00	65.7300 %	\$45,965.65
Weatherization Technical Monitor 2	\$51,257.00	69.4700 %	\$35,608.24
Fiscal Analyst 1	\$35,460.50	81.3900 %	\$28,861.30
Fiscal Analyst 2	\$27,972.50	86.8500 %	\$24,294.12
Departmental Analyst - Grant Manager/Monitor 1	\$27,058.50	62.5500 %	\$16,925.09
Department Analyst - Grant Manager/Monitor 2	\$27,058.50	80.8300 %	\$21,871.39
Departmental Analyst - Grant Manager/Monitor 3	\$27,058.50	71.0500 %	\$19,225.06
Department Analyst - Grant Manager/Monitor 4	\$27,058.85	73.6700 %	\$19,934.25
Departmental Analyst - Grant Manager/Monitor 5	\$16,899.75	35.3300 %	\$5,970.68



Department Analyst - Grant Manager/Monitor 6	\$25,263.00	82.7900 %	\$20,915.24
Departmental Analyst - Grant Manager/Monitor 7	\$38,599.50	78.9100 %	\$30,458.87
Department Analyst - Grant Manager/Monitor 8	\$26,326.30	71.5900 %	\$18,847.00
Department Tech	\$22,557.20	61.5200 %	\$13,877.19
Executive Secretary 10	\$23,650.78	68.3400 %	\$16,162.94
		Fringe Benefits Total	\$481,340.48

### 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>
PY2021: Weatherization Program Management Training: It is expected that 2 to 3 staff will provide training throughout the program year at various locations. Approximately 4 trainings will be held. Expenses will be charged to T&TA.	12	\$197.00	\$2,364.00
PY2021: The Bureau will hold a training day for energy auditors and a training day for quality control inspectors. Approximately 5 staff will attend. Expenses will be charged to T&TA.	10	\$200.00	\$2,000.00
PY2021: The Bureau will hold a Weatherization Conference in the fall of 2021. Approximately 14 staff will attend. The State of Michigan has travel reimbursement guidelines that the Bureau must adhere to when in travel status. The guidelines never exceed federal guidelines. Expenses will be charged to T&TA.	14	\$800.00	\$11,200.00
PY2021: In State Weatherization Meetings: 1. Weatherization Regional Meetings (8 meetings, 8 staff) 2. State Association Meetings (6 meetings, 1 staff) 3. All Manager Annual Meeting (1 meeting, 6 staff) 4. Weatherization System Planning Meetings (5 meetings, 5 staff) 5. Weatherization State Plan Meetings (2 meetings, 5 staff) 6. Weatherization Leadership Meetings (4 meetings, 4 staff) 7. Field Guide and Transition to the NEAT in the Cloud Meetings (3 meetings, 8 staff) 8. Multi-Family Planning Meetings (1 meeting, 3 staff) 9. Other Meetings rescheduled from prior program year (19 meetings, 8 staff) Expenses will be charged to Grantee Admin.	306	\$150.00	\$45,900.00
PY2021: Weatherization National Conferences for the 5 key staff members: 1. Building Professional Association (BPA) 2. Energy Out West Conference 3. National Association for State Community Services Programs Conferences Annual Conference 4. National Association for State Community Services Programs Conferences Annual Conference 5. National Association for State Community Services Programs Conferences Mid Winter Conference 5 Conferences for all 5 staff at \$3,000 per conference Expenses will be charged to T&TA.	25	\$3,000.00	\$75,000.00

PY2021: Programmatic, financial, and technical quality assurance monitoring of 24 subgrantees: Monitoring visits are combined with other grant monitoring when possible to reduce the travel costs. Travel costs may vary due to the location of the agencies and homes being monitored. All travel costs are approved by the monitors supervisor to ensure accurate costs are charged to the grant. Monitors conduct desk reviews when possible. All safety precautions due to COVID-19 is now being implemented. Monitors may visit an agency more than once if deficiencies are identified. The number of days per agency will vary on the size of the agency and their production levels. The budget is an estimate of the costs will be based on 30 agency visits at 7+ days for the following types of monitoring (average 2.25 days per monitoring type for each agency). BCAEO Monitoring Staff: 1. Programmatic monitors (8 staff) 2. Financial monitors/manager (3 staff) 3. Quality Control Inspectors (3 staff) Expenses will be charged to T&TA.

210	\$200.00	\$42,000.00
Travel Total		\$178,464.00

- 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.

DOE expects Grantees to budget adequate funds to allow key staff to participate in national and regional conferences, as well as participate on related planning committees, task forces, and other scheduled and related meetings. The state of Michigan has travel regulations that must be adhered to by state employees when in travel status. The regulations provide state rates for reimbursement for meals, mileage, and accommodations. These rates never exceed federal travel regulation limits.

BCAEO employees submit travel through the online state travel system, MI HR Self-Service. Details of the travel such as mileage, travel locations, meals, overnight accommodations, tolls, etc. are added individually into the system. Once entered, the employee submits the travel reimbursement request. The request is then reviewed by the Bureau Director and approved then sent to the MDHHS Accounting for review and approval. Receipts for all meals, accommodations, and any other charges must be submitted to the MDHHS Accounting office via email before the final approval for reimbursement is approved.

All travel costs are consistent with the State of Michigan Standard Travel Regulations. These regulations are available at [http://www.michigan.gov/dtmb/0,5552,7-150-9141\\_13132---,00.html](http://www.michigan.gov/dtmb/0,5552,7-150-9141_13132---,00.html)

**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.

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

<u>Equipment</u>	<u>Unit Cost</u>	<u>Number</u>	<u>Total Cost</u>	<u>Justification of Need</u>
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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.

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

<u>General Category</u>	<u>Cost</u>	<u>Justification of Need</u>
Office supplies and materials	\$38,804.00	Office supplies and materials to support the operations of the Bureau. Ordinary and historical costs of program operations (\$6,000 Admin and \$5,000 T&TA). Diagnostic supplies include the purchase of 3 blower doors, infrared cameras, ladders, tools, and other supplies to build 3 complete monitoring tool kits (\$8,804 per kit T&TA). Additional protective COVID-19 safety wear will be purchased this year to work in weatherized homes. (\$25,000 Admin)
Computer hardware and software	\$75,000.00	Computer hardware and software upgrades to reduce non-essential face to face meetings. Upgrades will improve the quality of services the Bureau offices the LWO in administering the weatherization assistance program. Admin expenditures (upgrades for 19 staff \$75,000 split costs with other programs - pandemic delayed this upgrade)
Materials and Supplies Total	\$113,804.00	

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

Historical pricing has determined the costs for the day to day office supplies used in the Weatherization Assistance Program. Additional office supplies will be for the Weatherization Conferences and regional trainings. The State of Michigan follows OMB rules and regulations. All costs included in the Supplies line item are properly segregated from indirect costs to ensure there are not duplicate charges. All costs proposed are only being used of the WAP program and are allocated when relevant and possible among other funding sources. Technology upgrades and/or new systems will be procured using the State of Michigan contracting rules and regulations.

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

<u>Name of Proposed Sub</u>	<u>Total Cost</u>	<u>Basis of Cost*</u>
Subgrantee Vehicle Purchase	\$25,000.00	Estimated one subgrantee will purchase a vehicle during PY21 for use in the WAP. 1 x \$35,350.
Weatherization System Development	\$1,500,000.00	The Weatherization System Development Planning phase will occur in due to the current FACSPRO system being retired. A Data Solutions Workgroup has been formed to prepare recommendations on a new statewide system. The Weatherization Leadership workgroup will develop recommendations for the weatherization portion of the statewide data solution. An RFI and RFP will be conducted to identify vendors, products, or developers. Budget amount is a base total to start the process but it is expected that additional funds will be needed for the full data solution package for weatherization. (\$100,000 Admin, \$1,000,000 T&TA) expenditures
Financial Audits	\$26,250.00	Single Audit requirement for subgrantees as required per OMB Regulations. 25 subgrantees x approximately \$1,050.00.

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Monitoring Contract and Statewide Program Expansion - MPHI	\$1,000,000.00	Weatherization Coordination and administrative support. QCI State Monitoring will include at least 5% of all completed units and 10% file reviews. Flat fee per QCI inspection that will incorporate the 10% file review requirement, as well as the typical costs for the work such as mileage, hotel, meals, salary/wages, etc. Conduct 26+ final QCI inspections on behalf of the State of Michigan. As Michigan moves into multifamily work, additional contracts to help with monitoring is being considered. Inspections will be onsite as needed. A statewide EA and QCI team will be established to provide support to the agencies.
Liability Insurance	\$52,500.00	Subgrantee Liability Insurance. 25 subgrantees x \$2,100.00

Michigan Weatherization Training Center - MPH  
Training Center

\$2,500,000.00

Michigan Training and Education Center (MiTEC) is a weatherization training center that was established within the Bureau of Community Action and Economic Opportunity (BCAEO). MiTEC will become accredited by the Interstate Renewable Energy Council (IREC) as an energy efficiency training program in PY20. IREC Training Center Accreditation is nationally recognized and provides a wide range of clean energy training programs that can be used to improve the quality and performance of the weatherization assistance program. The following Weatherization Job Task Analyses represent the core curriculum to be offered by the Michigan Weatherization Training Center. • Retro Fit Installer Technician • Energy Auditor • Crew Leader • Quality Control Inspector The Weatherization Training Center has hired highly qualified instructors. The training center is mobile and uses facilities in many part of the state. A year round training schedule and opportunities including certification testing, special props/tools for the classroom, and hands-on learning is a signature of the training center. Demo houses for students to experience learning from the field enhances the experience. Policies and Procedures that meet IREC standards are followed by the Weatherization Training Center's staff. Staff includes the following full time affiliate positions: Training Director, Training Deputy Director, Senior Instructor (vacant), 3 Instructors, 2 Weatherization Coordinators (vacant), 2 Program Assistants, and 2 to 4 Interns/Student Researchers. Until MiTEC is accredited, a Training Contract with New Mexico and New York Training Centers will be executed to provide comprehensive training in Michigan under MiTEC. The training center staff will participate in all Weatherization Assistance Program's committees, team projects, field guide and audit tool reviews, conferences, webinars, and meetings that will support implementation of the annual U.S. Department of Energy's approved State Plan. Training center staff will either participate in or have knowledge of annual risk assessments, monitoring, corrective action, follow-up activities, policy updates, state plan, and technical assistance that is managed by BCAEO. Information from these activities are the basis for annual curriculum development, course work enhancements, and new classes. The training center staff will be known as and considered as a BCAEO state employee. All computer equipment, email ids, cell phone, and access to systems will be provided by the Michigan Department of Health and Human Services. Each staff person will have a State of Michigan title and will represent BCAEO's Weatherization Program. Most training staff

		members will be very mobile and will complete work assignment in multiple locations including their home work station. In addition, a work space will be available in Lansing for training staff.
Subgrantee Program Operations Funds	\$18,140,645.00	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.
Subgrantee Health & Safety	\$4,418,177.00	To cover energy-related health and safety expenses. MI currently has LIHEAP funds which will be shared with DOE funding on weatherized homes. Any unspent Health & Safety will be used toward Program Operations. MI does not regularly receive LIHEAP WAP funds and often the funding timeframe is different than DOE WAP funds. Based on past history, it is estimated that MI will utilize 20% of total program operations for Health and Safety.
Subgrantee Training and Technical Assistance	\$2,584,326.00	Allocation is distributed using the funding formula Percent for each subgrantee. Funding used to meet WPN 15-4 and WPN 19-4 requirements and assist with training costs to out of state IREC accredited training centers. Dollars also used to attend national conferences that will strengthen the WAP in MI. Subgrantees are instructed to put any unused funds back into Program Operations. Additional training will be needed due to prior year's travel restriction from COVID-19.
Client Education/energy efficiency, T&TA, data analysis, and research - MPHI	\$250,000.00	Curriculum development for JTAs and client education. A contract will be setup to assist in the developments of the training center. Both online training courses and classroom coursework will be developed for comprehensive and specific trainings. Funding used to meet WPN 15-4 and WPN 19-4 requirements. A contract for training and technical assistance on evaluating data to determine the a data collection model for energy efficiency. An expert in energy efficiency evaluation is needed this your to start reporting results from the data. (\$100,000 Admin and \$150,000 T&TA)
Subgrantee Administrative Funds	\$1,940,394.00	The base amount of admin (7.5%) is allocated using the PY21 new funding formula and (5%) admin for carryover funding formula among all subgrantees. Subgrantees that are allocated less than \$350,000 may receive additional admin (up to 5%). This has not been applied.
	Contracts and Subgrants Total	\$32,437,292.00

\*For example, Competitive, Historical, Quote, Catalog

**7. OTHER DIRECT COSTS** - Other direct costs are direct cost items required for the project which do not fit clearly into other categories. These direct costs may not be duplicative of costs included in the indirect pool that is the basis of the indirect rate applied for this project. Examples are: conference fees, subscription costs, printing costs, etc.

a. Please provide a General Description, Cost and Justification of Need.

<u>General Description</u>	<u>Cost</u>	<u>Justification of Need</u>
Dues and subscriptions	\$7,845.00	NASCSP (\$2,500), Energy Efficiency (\$500), GOTO Webinar (\$500), Survey Monkey (\$500), Home Energy Magazine (\$45), Efficiency First (as needed), International Code (as needed), and DBA FacsPro (\$6,200).
Printing	\$10,759.00	Printing brochures, sessions descriptions, field guides, policy, and handouts for conferences and regional meetings. (3,615 T&TA)
Program promotion	\$12,000.00	Items for Weatherization Day, Conferences, Events, and Public Information Campaigns.
Telecommunications	\$30,000.00	Costs related to cellular phone services, conference calls, and other cellular services to manage a remote work force. Upgrades to support social distancing. Grantee Admin will cover 100% of costs.
Public Hearing Posting-Multiple Media Sources	\$5,000.00	Cost of media company to post public hearing announcement in multiple newspapers throughout the state at least 10 days prior to the hearing to meet DOE regulations.
Other Direct Costs Total	<u>\$65,604.00</u>	

- 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 Conferences and regional trainings, program promotion, and dues and subscriptions. The cellular phone service company is chosen by the State of Michigan following OMB rules and regulations. All costs included in Other Direct Costs are properly segregated from indirect costs to ensure there are not duplicate charges. All costs proposed are only being used of the WAP program and are allocated when relevant and possible among other funding sources.

**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 includes DHHS 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 MDHHS Bureau of Community Action & Economic Opportunity (BCAEO) administers the DOE weatherization assistance program grant. The indirect cost rate paid by Weatherization is .7213% for PY19 of total salaries in BCAEO and .9946% for PY20. The indirect cost rate paid by weatherization is 1.07% for PY21 of total salaries in BCAEO. BCAEO staff charges time directly to the grant via time tracking so the only indirect costs is what gets allocated in the cost allocation process. So in order to get the indirect rate simply divide the cost allocation results by the direct charges.

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

Name: Susan Kangas Phone Number: 5173737787

Indirect costs calculations:

<u>Indirect Cost Account</u>	<u>Direct Total</u>	<u>Indirect Rate</u>	<u>Total Indirect</u>
PY2020: Total Direct Wages x .9946	\$706,458.00	1.0700 %	\$7,559.10
		Indirect Costs Total	\$7,559.10

**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. EE0007927		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address State of Michigan P.O. Box 30195 Lansing, MI 489097695		4. Program/Project Start Date	
		5. Completion Date	

**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	\$ 3,500,000.00		\$ 30,486,907.00		\$ 33,986,907.00
2.						
3.						
4.						
5. TOTAL		\$ 3,500,000.00	\$ 0.00	\$ 30,486,907.00	\$ 0.00	\$ 33,986,907.00

**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) GRANTEE ADMINISTR ATION	(2) SUBGRANTE E ADMINISTR ATION	(3) GRANTEE T&TA	(4) SUBGRANTE E T&TA	
a. Personnel	\$ 368,606.00	\$ 0.00	\$ 337,853.00	\$ 0.00	\$ 706,459.00
b. Fringe Benefits	\$ 251,608.00	\$ 0.00	\$ 229,732.00	\$ 0.00	\$ 481,340.00
c. Travel	\$ 45,900.00	\$ 0.00	\$ 132,564.00	\$ 0.00	\$ 178,464.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 100,000.00	\$ 0.00	\$ 13,804.00	\$ 0.00	\$ 113,804.00
f. Contract	\$ 600,000.00	\$ 1,940,394.00	\$ 4,650,000.00	\$ 2,584,326.00	\$ 32,437,292.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other Direct Costs	\$ 61,989.00	\$ 0.00	\$ 3,615.00	\$ 0.00	\$ 65,604.00
i. Total Direct Charges	\$ 1,428,103.00	\$ 1,940,394.00	\$ 5,367,568.00	\$ 2,584,326.00	\$ 33,982,963.00
j. Indirect Costs	\$ 3,944.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,944.00
k. Totals	\$ 1,432,047.00	\$ 1,940,394.00	\$ 5,367,568.00	\$ 2,584,326.00	\$ 33,986,907.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00



**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. EE0007927		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address State of Michigan P.O. Box 30195 Lansing, MI 489097695		4. Program/Project Start Date	
		5. Completion Date	

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		\$ 3,500,000.00	\$ 0.00	\$ 30,486,907.00	\$ 0.00	\$ 33,986,907.00

SECTION B - BUDGET CATEGORIES					
6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) PROGRAM OPERATIONS	(2) HEALTH AND SAFETY	(3) LIABILITY INSURANCE	(4) FINANCIAL AUDITS	
a. Personnel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 706,459.00
b. Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 481,340.00
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 178,464.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 113,804.00
f. Contract	\$ 18,140,645.00	\$ 4,418,177.00	\$ 52,500.00	\$ 26,250.00	\$ 32,437,292.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other Direct Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 65,604.00
i. Total Direct Charges	\$ 18,140,645.00	\$ 4,418,177.00	\$ 52,500.00	\$ 26,250.00	\$ 33,982,963.00
j. Indirect Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,944.00
k. Totals	\$ 18,140,645.00	\$ 4,418,177.00	\$ 52,500.00	\$ 26,250.00	\$ 33,986,907.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. EE0007927		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address State of Michigan P.O. Box 30195 Lansing, MI 489097695		4. Program/Project Start Date	
		5. Completion Date	

**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		\$ 3,500,000.00	\$ 0.00	\$ 30,486,907.00	\$ 0.00	\$ 33,986,907.00

**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) VEHICLES AND EQUIPMENT	(2) LEVERAGING	(3)	(4)	
a. Personnel	\$ 0.00	\$ 0.00			\$ 706,459.00
b. Fringe Benefits	\$ 0.00	\$ 0.00			\$ 481,340.00
c. Travel	\$ 0.00	\$ 0.00			\$ 178,464.00
d. Equipment	\$ 0.00	\$ 0.00			\$ 0.00
e. Supplies	\$ 0.00	\$ 0.00			\$ 113,804.00
f. Contract	\$ 25,000.00	\$ 0.00			\$ 32,437,292.00
g. Construction	\$ 0.00	\$ 0.00			\$ 0.00
h. Other Direct Costs	\$ 0.00	\$ 0.00			\$ 65,604.00
i. Total Direct Charges	\$ 25,000.00	\$ 0.00			\$ 33,982,963.00
j. Indirect Costs	\$ 0.00	\$ 0.00			\$ 3,944.00
k. Totals	\$ 25,000.00	\$ 0.00			\$ 33,986,907.00
7. Program Income	\$ 0.00	\$ 0.00			\$ 0.00

Table 2: Carryover

## Michigan DOE WAP Grant EE0007927 PY 2021 Budget Period State Plan Application - Carryover Explanation (Overall)

Budget Column Heading	Total Carryover Available from Prior Years (PY 2017, 2018, 2019 & 2020)	* Proposed Carryover Allocations in PY 2021	Notes
Grantee Administration	\$499,112	\$0	
Grantee T & TA	\$3,941,664	\$2,941,664	
Leveraging	\$82,484	\$0	
<b>Grantee Carryover Subtotal:</b>	<b>\$4,523,260</b>	<b>\$2,941,664</b>	
Subgrantee Administration	\$639,593	\$508,347	
Subgrantee T & TA	\$784,326	\$1,784,326	Includes carryover of \$200,000 Grantee T&TA
Program Operations	\$6,523,827	\$7,731,716	
Health & Safety	\$2,388,955	\$1,926,892	
Liability Insurance	\$106	\$0	
Financial Audits	-\$685	\$0	
Vehicle	\$33,563	\$0	
<b>Subgrantee Carryover Subtotal:</b>	<b>\$10,369,685</b>	<b>\$11,951,281</b>	
<b>TOTAL GRANTEE + SUBGRANTEE CARRYOVER:</b>	<b>\$14,892,945</b>	<b>\$14,892,945</b>	

**Reason for Carryover:** Approximately \$14,892,945 is projected to be carried forward into PY21 due to the program suspension from the COVID-19 Pandemic in PY20. In addition, as the weatherization professionals entered into the field, COVID-19 continued to become barriers to work. Crew members, agency employees, and clients delayed work due to being exposed to COVID-19 or isolated from being diagnosed with COVID-19. Training goals were delayed as well due to the state's restrictions on face to face contact. All agencies have been impacted by the pandemic delays in the field.

Additional barriers have been identified that is impacting meeting goals, the main issue is the lack of certified energy auditors, quality control inspectors, and contractors. Now that we have an accredited training center, we expect to increase capacity of these JTAs and expand. As the housing market is increasing, many contractors are shifting to outside of weatherization. When work can get scheduled, delays in supplies and material at the job site is impacting meeting goals. Michigan is has a high deferral rate that is being addressed with flexible language in the LIHEAP state plan for the \$6 million dollar given to WAP annually (4% of Michigan's LIHEAP Allocation) and a state deferral pilot identified in the Governor's budget. Client applications are low which is causing some delays in some areas of the state.

**Justification for carryover amount:** Grantee administration, leveraging, and other line items are moved to subgrantee program operations to complete more homes. To complete more homes and take on multifamily units, the remaining balances from line items will be moved to subgrantee administration, health and safety (as outlined in WPN 17-7 limits), and program operations. As Michigan is working on training more people from the delay caused by the pandemic, MDHHS-BCAEO is requesting that grantee training and technical assistance line item remain with grantee training and technical assistance line item minus \$1,000,000 that will be

**\* Subgrantee carryover subtotal in proposed allocations corresponds to Subgrantee carryover subtotal in the "Subgrantee Allocations Breakout."**

U.S. Department of Energy  
**WEATHERIZATION ASSISTANCE PROGRAM**  
**SUBGRANTEE INFORMATION**  
State: MI Grant Number: EE0007927 Program Year: 2021

Name:	<b>Allegan County Resource Development Committee Inc</b>	Contact:	Ms. Lisa Evans
		DUNS:	069493229
Address:	323 Water Street Allegan, MI 49010-0000	Phone:	(269) 673-5472
		Fax:	(269) 673-3795
		Email:	levans@communityactionallegan.org
Counties served:	ALLEGAN County	Tentative allocation:	\$ 362,593.00
		Planned units:	28
		Type of organization:	Non-profit organization
		Source of labor:	Agency and Contractors
		Congressional districts served:	<u>CD</u> MI-06
Name:	<b>Area Community Services Employment and Training Council</b>	Contact:	Mr. Roger Strickfaden
		DUNS:	072571888
Address:	121 Franklin Street SE Suite 110 Grand Rapids, MI 49507-0000	Phone:	(616) 632-7950
		Fax:	(616) 632-7955
		Email:	roger.strickfaden@kentcountymi.gov
Counties served:	KENT County	Tentative allocation:	\$ 0.00
		Planned units:	0
		Type of organization:	Unit of local government
		Source of labor:	Contractors
		Congressional districts served:	<u>CD</u> MI-06 MI-03 MI-02
Name:	<b>Baraga-Houghton-Keweenaw CAA</b>	Contact:	Mr. Paul Hannula
		DUNS:	153462288
Address:	926 Dodge Street Houghton, MI 49931-0000	Phone:	(906) 482-5528
		Fax:	(906) 482-5512
		Email:	bhkcaawx@att.net
Counties served:	KEWEENAW County BARAGA County HOUGHTON County	Tentative allocation:	\$ 542,058.00
		Planned units:	42
		Type of organization:	Non-profit organization
		Source of labor:	Contractors
		Congressional districts served:	<u>CD</u> MI-01
Name:	<b>Blue Water Community Action</b>	Contact:	Ms Darlene Kramp
		DUNS:	062876743
Address:	302 Michigan St. Port Huron, MI 48060-0000	Phone:	(810) 455-6418
		Fax:	(810) 982-7233
		Email:	DKramp@bwcaa.org
Counties served:	ST. CLAIR County	Tentative allocation:	\$ 443,744.00
		Planned units:	36
		Type of organization:	Non-profit organization
		Source of labor:	Contractors
		Congressional districts served:	<u>CD</u> MI-10

U.S. Department of Energy  
**WEATHERIZATION ASSISTANCE PROGRAM**  
**SUBGRANTEE INFORMATION**  
State: MI Grant Number: EE0007927 Program Year: 2021

<b>Name:</b>	<b>Capital Area Community Services Inc</b>	<b>Contact:</b>	Mr. Bob Liss	
		<b>DUNS:</b>	076389618	
<b>Address:</b>	101 East Willow Street Lansing, MI 48906-0000	<b>Phone:</b>	(517) 393-1780	
		<b>Fax:</b>	(517) 393-6631	
		<b>Email:</b>	bliss@cacsww.org	
<b>Counties served:</b>	INGHAM County SHIAWASSEE County EATON County CLINTON County	<b>Tentative allocation:</b>	\$ 1,261,823.00	<b>Congressional districts served:</b>
		<b>Planned units:</b>	120	CD
		<b>Type of organization:</b>	Non-profit organization	MI-08
				MI-07
				MI-04
		<b>Source of labor:</b>	Contractors	
<b>Name:</b>	<b>Chippewa-Luce-Mackinac Community Action and</b>	<b>Contact:</b>	Ms. Jessica Johnston	
		<b>DUNS:</b>	116103888	
<b>Address:</b>	P. O. Box 70 524 Ashmun Street Sault Ste Marie, MI 49783-0000	<b>Phone:</b>	(906) 632-3363	
		<b>Fax:</b>	(906) 632-4255	
		<b>Email:</b>	jjohnston@clmcaa.com	
<b>Counties served:</b>	CHIPPEWA County MACKINAC County LUCE County	<b>Tentative allocation:</b>	\$ 533,613.00	<b>Congressional districts served:</b>
		<b>Planned units:</b>	45	CD
		<b>Type of organization:</b>	Non-profit organization	MI-01
		<b>Source of labor:</b>	Contractors	
<b>Name:</b>	<b>Community Action Agency of South Central Michigan</b>	<b>Contact:</b>	Mr. Charles Asher	
		<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>	charlesa@caascsm.org	
<b>Counties served:</b>	BARRY County CALHOUN County BRANCH County ST. JOSEPH County KALAMAZOO County	<b>Tentative allocation:</b>	\$ 1,503,158.00	<b>Congressional districts served:</b>
		<b>Planned units:</b>	145	CD
		<b>Type of organization:</b>	Non-profit organization	MI-06
				MI-07
				MI-03
		<b>Source of labor:</b>	Contractors	
<b>Name:</b>	<b>Dickinson-Iron Community Services Agency</b>	<b>Contact:</b>	Mr Don Tramontin	
		<b>DUNS:</b>	556499234	
<b>Address:</b>	1238 Carpenter Ave 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>	\$ 402,738.00	<b>Congressional districts served:</b>
		<b>Planned units:</b>	32	CD
		<b>Type of organization:</b>	Non-profit organization	MI-01
		<b>Source of labor:</b>	Contractors	

U.S. Department of Energy  
**WEATHERIZATION ASSISTANCE PROGRAM**  
**SUBGRANTEE INFORMATION**  
State: MI Grant Number: EE0007927 Program Year: 2021

Name:	<b>EightCAP Inc</b>	Contact:	Mr. Kyle Welter
		DUNS:	020892659
Address:	904 Oak Drive- Turk Lake Greenville, MI 48838-0000	Phone:	(616) 754-9315
		Fax:	(616) 225-8761
		Email:	kylew@8cap.org
Counties served:	MONTCALM County GRATIOT County ISABELLA County MUSKEGON County OCEANA County IONIA County	Tentative allocation:	\$ 1,511,159.00
		Planned units:	146
		Type of organization:	Non-profit organization
		Congressional districts served:	CD MI-03 MI-04 MI-02
		Source of labor:	Agency and Contractors

Name:	<b>FiveCAP Inc</b>	Contact:	Ms. Mary Trucks
		DUNS:	047673603
Address:	302 North Main Street P. O. Box 37 Scottville, MI 49454-0000	Phone:	(231) 689-6688
		Fax:	(231) 757-9669
		Email:	fivecap@fivecap.org
Counties served:	NEWAYGO County MASON County MANISTEE County LAKE County	Tentative allocation:	\$ 721,945.00
		Planned units:	65
		Type of organization:	Non-profit organization
		Congressional districts served:	CD MI-01 MI-02
		Source of labor:	Contractors

Name:	<b>Genesee County CAA</b>	Contact:	Mr. Jason Jones
		DUNS:	099662942
Address:	601 N. Saginaw St., Ste. 1B Flint, MI 48502-0000	Phone:	(810) 762-4893
		Fax:	(810) 762-0009
		Email:	JJones2@co.genesee.mi.us
Counties served:	GENESEE County	Tentative allocation:	\$ 940,361.00
		Planned units:	87
		Type of organization:	Unit of local government
		Congressional districts served:	CD MI-05
		Source of labor:	Agency

Name:	<b>Gogebic-Ontonagon CAA</b>	Contact:	Mr. Paul Janczak
		DUNS:	096826656
Address:	100 S. Mill St. Bessemer, MI 49911-1354	Phone:	(906) 667-0283
		Fax:	(906) 663-0356
		Email:	janczakp@gocaa.org
Counties served:	ONTONAGON County GOGEBIC County	Tentative allocation:	\$ 382,049.00
		Planned units:	30
		Type of organization:	Non-profit organization
		Congressional districts served:	CD MI-01
		Source of labor:	Contractors

U.S. Department of Energy  
**WEATHERIZATION ASSISTANCE PROGRAM**  
**SUBGRANTEE INFORMATION**  
State: MI Grant Number: EE0007927 Program Year: 2021

Name:	<b>Human Development Commission</b>	Contact:	Ms. Lori Offenbecher
		DUNS:	039630793
Address:	429 Montague Avenue Caro, MI 48723-0000	Phone:	(989) 673-4121
		Fax:	(989) 673-0646
		Email:	lorio@hdc-caro.org
Counties served:	LAPEER County HURON County TUSCOLA County SANILAC County	Tentative allocation:	\$ 863,043.00
		Planned units:	79
		Type of organization:	Non-profit organization
		Source of labor:	Agency
		Congressional districts served:	CD 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@kalcouny.com
Counties served:	KALAMAZOO County	Tentative allocation:	\$ 0.00
		Planned units:	0
		Type of organization:	Unit of local government
		Source of labor:	Contractors
		Congressional districts served:	CD MI-06
Name:	<b>KENT, COUNTY OF (INC)</b>	Contact:	Roger Strickfaden
		DUNS:	187501866
Address:	121 Franklin Street SE Suite 110 Grand Rapids, MI 49507-0000	Phone:	(616) 632-7950
		Fax:	(616) 632-7955
		Email:	roger.strickfaden@kentcountymi.gov
Counties served:	KENT County	Tentative allocation:	\$ 1,047,847.00
		Planned units:	98
		Type of organization:	Unit of local government
		Source of labor:	Contractors
		Congressional districts served:	CD MI-03 MI-02
Name:	<b>Macomb County Community Services Agency</b>	Contact:	Mr. Steve Schuster
		DUNS:	957867120
Address:	VerKuilen Building, Suite 10 21885 Dunham Road Clinton Township, MI 48036-1030	Phone:	(586) 469-6329
		Fax:	(586) 469-5996
		Email:	steve.schuster@macombgov.org
Counties served:	MACOMB County	Tentative allocation:	\$ 1,332,637.00
		Planned units:	128
		Type of organization:	Unit of local government
		Source of labor:	Contractors
		Congressional districts served:	CD MI-09 MI-10

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Name:	<b>Menominee-Delta-Schoolcraft Community Action Agency and</b>	Contact:	Ms. Naomi Fletcher
		DUNS:	192300858
Address:	507 First Avenue North Escanaba, MI 49829-3998	Phone:	(906) 786-7080
		Fax:	(906) 786-9423
		Email:	nfletcher@mdscaa.org
Counties served:	SCHOOLCRAFT County DELTA County MARQUETTE County MENOMINEE County ALGER County	Tentative allocation:	\$ 930,647.00
		Planned units:	86
		Type of organization:	Non-profit organization
		Source of labor:	Contractors
		Congressional districts served:	<u>CD</u> MI-01

Name:	<b>Mid Michigan CAA Inc</b>	Contact:	Mr. Justin Walls
		DUNS:	069468080
Address:	1574 East Washington Road P.O. Box 768 Farwell, MI 48622-0768	Phone:	(989) 386-3805
		Fax:	(989) 386-3277
		Email:	jwalls@mmcaa.org
Counties served:	MECOSTA County MIDLAND County CLARE County GLADWIN County OSCEOLA County BAY County	Tentative allocation:	\$ 1,238,170.00
		Planned units:	118
		Type of organization:	Non-profit organization
		Source of labor:	Agency and Contractors
		Congressional districts served:	<u>CD</u> MI-04 MI-05

Name:	<b>Monroe County Opportunity Program</b>	Contact:	Ms. Sandra Wilson
		DUNS:	097226690
Address:	1140 South Telegraph Road Monroe, MI 48161-4006	Phone:	(734) 241-2775
		Fax:	(734) 457-0630
		Email:	swilson1140@gmail.com
Counties served:	JACKSON County LENAWEE County MONROE County HILLSDALE County	Tentative allocation:	\$ 1,136,065.00
		Planned units:	108
		Type of organization:	Non-profit organization
		Source of labor:	Contractors
		Congressional districts served:	<u>CD</u> MI-07

Name:	<b>Northeast Michigan Community Action Agency</b>	Contact:	Mr. Douglas Tallant
		DUNS:	020905642
Address:	2375 Gordon Road Alpena, MI 49707-0000	Phone:	(989) 329-3664
		Fax:	(989) 471-2700
		Email:	tallantd@nemcsa.org



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Counties served:	OSCODA County OGEMAW County ARENAC County ALPENA County OTSEGO County CHEBOYGAN County MONTMORENCY County ALCONA County IOSCO County CRAWFORD County PRESQUE ISLE County	Tentative allocation: \$ 1,667,271.00 Planned units: 162 Type of organization: Non-profit organization	Congressional districts served:	<u>CD</u> MI-04 MI-05 MI-01
Source of labor: Contractors				

Name:	Northwest Michigan Human Services Agency	Contact:	Ms. Lisa Ritter	
		DUNS:	060177904	
Address:	3963 Three Mile Road Traverse City, MI 49686-9164	Phone:	(231) 346-2136	
		Fax:	() -	
		Email:	lritter@nmcaa.net	
Counties served:	GRAND TRAVERSE Coun ROSCOMMON County EMMET County ANTRIM County WEXFORD County KALKASKA County CHARLEVOIX County MISSAUKEE County BENZIE County LEELANAU County	Tentative allocation: \$ 1,611,802.00 Planned units: 157 Type of organization: Non-profit organization	Congressional districts served:	<u>CD</u> MI-01 MI-04
Source of labor: Contractors				

Name:	Oakland Livingston Human Services Agency	Contact:	Mr. Ryan Mitchell	
		DUNS:	088746458	
Address:	P.O. Box 430598 196 East Cesar E. Chevez Pontiac, MI 48343-0598	Phone:	(248) 209-2760	
		Fax:	() -	
		Email:	ryanm1@olhsa.org	
Counties served:	LIVINGSTON County OAKLAND County	Tentative allocation: \$ 1,826,991.00 Planned units: 179 Type of organization: Non-profit organization	Congressional districts served:	<u>CD</u> MI-14 MI-09 MI-11 MI-08
Source of labor: Contractors				

Name:	Ottawa County CAA	Contact:	Ms. Michelle Brothers	
		DUNS:	085899011	
Address:	12251 James Street Suite 300 Holland, MI 49424-9661	Phone:	(616) 393-5603	
		Fax:	(616) 393-5612	
		Email:	mbrothers@miottawa.org	

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Counties served:	OTTAWA County	Tentative allocation: \$ 490,299.00 Planned units: 40 Type of organization: Unit of local government Source of labor: Contractors	Congressional districts served:	<u>CD</u> MI-02
Name:	<b>Saginaw County Community Action Committee</b>	Contact: Mr. Jeffrey Mitchell DUNS: 138775994	Address:	2824 Perkins Saginaw, MI 48601-0000
Counties served:	SAGINAW County	Tentative allocation: \$ 574,278.00 Planned units: 49 Type of organization: Non-profit organization Source of labor: Agency and Contractors	Congressional districts served:	<u>CD</u> MI-05 MI-04
Name:	<b>Southwest Michigan CAA</b>	Contact: Ms. Sandra Klank DUNS: 002009442	Address:	185 East Main Street Suite 200 Benton Harbor, MI 49022-0000
Counties served:	BERRIEN County VAN BUREN County CASS County	Tentative allocation: \$ 928,087.00 Planned units: 86 Type of organization: Non-profit organization Source of labor: Contractors	Congressional districts served:	<u>CD</u> MI-06
Name:	<b>Washtenaw County Human Services</b>	Contact: Mr. Aaron Kraft DUNS: 020111969	Address:	PO Box 915 415 W. Michigan Ave, Ste 2200 Ypsilanti, MI 48197-0915
Counties served:	WASHTENAW County	Tentative allocation: \$ 603,089.00 Planned units: 52 Type of organization: Unit of local government Source of labor: Contractors	Congressional districts served:	<u>CD</u> MI-07 MI-12
Name:	<b>Wayne Metropolitan Community Action Agency</b>	Contact: Mr. Mike Locke DUNS: 053258109	Address:	7310 Woodward Ave Suite 800 Detroit, MI 48202

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Counties served:	WAYNE County	Tentative allocation:	\$ 4,331,824.00	Congressional districts served:	<u>CD</u>
		Planned units:	438		MI-11
		Type of organization:	Non-profit organization		MI-14
					MI-13
					MI-12
		Source of labor:	Contractors		

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**IV.1 Subgrantees**

<b>Subgrantee (City)</b>	<b>Planned Funds/Units</b>
Allegan County Resource Development Committee Inc (Allegan)	\$362,593.00 28
Area Community Services Employment and Training Council (Grand Rapids)	\$0.00 0
Baraga-Houghton-Keweenaw CAA (Houghton)	\$542,058.00 42
Blue Water Community Action (Port Huron)	\$443,744.00 36
Capital Area Community Services Inc (Lansing)	\$1,261,823.00 120
Chippewa-Luce-Mackinac Community Action and (Sault Ste Marie)	\$533,613.00 45
Community Action Agency of South Central Michigan (Battle Creek)	\$1,503,158.00 145
Dickinson-Iron Community Services Agency (Iron Mountain)	\$402,738.00 32
EightCAP Inc (Greenville)	\$1,511,159.00 146
FiveCAP Inc (Scottville)	\$721,945.00 65
Genesee County CAA (Flint)	\$940,361.00 87
Gogebic-Ontonagon CAA (Bessemer)	\$382,049.00 30
Human Development Commission (Caro)	\$863,043.00 79
Kalamazoo County Human Services Department (Nazareth)	\$0.00 0
KENT, COUNTY OF (INC) (Grand Rapids)	\$1,047,847.00 98
Macomb County Community Services Agency (Clinton Township)	\$1,332,637.00 128
Menominee-Delta-Schoolcraft Community Action Agency and (Escanaba)	\$930,647.00 86
Mid Michigan CAA Inc (Farwell)	\$1,238,170.00 118
Monroe County Opportunity Program (Monroe)	\$1,136,065.00 108
Northeast Michigan Community Action Agency (Alpena)	\$1,667,271.00 162
Northwest Michigan Human Services Agency (Traverse City)	\$1,611,802.00 157
Oakland Livingston Human Services Agency (Pontiac)	\$1,826,991.00 179
Ottawa County CAA (Holland)	\$490,299.00 40
Saginaw County Community Action Committee (Saginaw)	\$574,278.00 49

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Southwest Michigan CAA (Benton Harbor)	\$928,087.00 86
Washtenaw County Human Services (Ypsilanti)	\$603,089.00 52
Wayne Metropolitan Community Action Agency (Detroit)	\$4,331,824.00 438
<b>Total:</b>	<b>\$27,187,291.00</b> <b>2,556</b>

**IV.2 WAP Production Schedule**

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

Weatherization Plans	Units
Total Units (excluding reweatherized)	2,500
Reweatherized Units	56

Average Unit Costs, Units subject to DOE Project Rules

**VEHICLE & EQUIPMENT AVERAGE COST PER DWELLING UNIT (DOE RULES)**

A Total Vehicles & Equipment (\$5,000 or more) Budget	\$25,000.00
B Total Units Weatherized	2,500
C Total Units Reweatherized	56
D Total Dwelling Units to be Weatherized and Reweatherized (B + C)	2,556
E Average Vehicles & Equipment Acquisition Cost per Unit (A divided by D)	\$9.78

**AVERAGE COST PER DWELLING UNIT (DOE RULES)**

F Total Funds for Program Operations	\$18,140,645.00
G Total Dwelling Units to be Weatherized and Reweatherized (from line D)	2,556
H Average Program Operations Costs per Unit (F divided by G)	\$7,097.28
I Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$9.78
J Total Average Cost per Dwelling (H plus I)	\$7,107.06

**IV.3 Energy Savings**

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

	Units	Savings Calculator (MBtus)	Energy Savings
This Year Estimate	2556	29.3	74891
Prior Year Estimate	0	29.3	0
Prior Year Actual	0	29.3	0

**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 29.3 million site BTUs.

The Program Year (PY) 2021 and PY 2020 estimate of energy savings for the DOE funding (PY21 new funding + PY20 carry over) is: 2,556 homes x 29.3 million site BTUs per home = 74,890.8 million site BTUs.

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**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. Yvonne K. Lewis Phone: 5172626245 Email: <a href="mailto:Yvonne.Lewis@cmsenergy.com">Yvonne.Lewis@cmsenergy.com</a>
Menominee-Delta-Schoolcraft Community Action Agency and Human Resource Authority	Type of organization: Non-profit (not a financial institution) Contact Name: Ms. Naomi Fletcher Phone: 9067867080 Email: <a href="mailto:nfletcher@mdscaa.org">nfletcher@mdscaa.org</a>
Michigan Community Action Agency Association Weatherization Committee	Type of organization: Non-profit (not a financial institution) Contact Name: Ms. Chong-Anna Canfora Phone: 5176796400 Email: <a href="mailto:ccanfora@micommunityaction.org">ccanfora@micommunityaction.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>
R&L Fire and Water Restoration	Type of organization: For-profit or Corporate (not a financial institution or utility) Contact Name: Tom McLain Phone: 2483796763 Email: <a href="mailto:mlfirewater@aol.com">mlfirewater@aol.com</a>
State of Michigan	Type of organization: Unit of State Government Contact Name: Kris Schoenow Phone: 5173738896 Email: <a href="mailto:Schoenowk@Michigan.gov">Schoenowk@Michigan.gov</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>
State of Michigan	Type of organization: Unit of State Government Contact Name: Maddy Kamalay Phone: 8552756424 Email: <a href="mailto:kamalaym@michigan.gov">kamalaym@michigan.gov</a>
State of Michigan	Type of organization: Unit of State Government Contact Name: Carin Speidel Phone: 5172844819 Email: <a href="mailto:SpeidelC@michigan.gov">SpeidelC@michigan.gov</a>
State of Michigan	Type of organization: Unit of State Government Contact Name: Brad Banks Phone: 5172848118 Email: <a href="mailto:BanksB1@michigan.gov">BanksB1@michigan.gov</a>
University of Michigan	Type of organization: Non-profit (not a financial institution) Contact Name: Tony G. Reames Phone: 7346473916 Email: <a href="mailto:treames@umich.edu">treames@umich.edu</a>
Wayne Metro Community Action Agency	Type of organization: Non-profit (not a financial institution) Contact Name: Mr. John Carmody Phone: 7342462280 Email: <a href="mailto:jcarmody@waynemetro.org">jcarmody@waynemetro.org</a>

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

Date Held Newspapers that publicized the hearings and the dates the notice ran

04/08/2021 Lansing State Journal: 03/25/2021 Marquette Mining Journal: 03/25/2021 Oakland Press: 03/25/2021 MiTEC Website: 3/25/21 MDHHS SharePoint

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**WEATHERIZATION ANNUAL FILE WORKSHEET**

**(Grant Number: EE0007927, State: MI, Program Year: 2021)**

Site: 3/25/21

**IV.7 Miscellaneous**

**Recipient Business Officer**

Kris Schoenow, Executive Director  
Bureau of Community Action and Economic Opportunity  
Michigan Department of Human Services  
235 S Grand Ave. Ste. 204  
Lansing, MI 48933  
(517)373-8896  
[SchoenowK@michigan.gov](mailto:SchoenowK@michigan.gov)

**Recipient Principal Investigator**

Maddy Kamalay Weatherization Specialist  
Bureau of Community Action and Economic Opportunity  
Michigan Department of Human Services  
235 S Grand Ave. Ste. 204  
Lansing, MI 48933  
(517)241-5116  
[Kamalaym@michigan.gov](mailto:Kamalaym@michigan.gov)

**Average Cost Per Unit (ACPU)**

Michigan utilizes the maximum average cost per unit allowable by DOE. A few subgrantee's experience high counts of poor housing stock that lead to high cost completions or deferrals which results in a higher ACPU. Although as a state, the average is not and has not been exceeded.

**Other Funding Sources for WAP**

Low Income Energy Assistance Program (LIHEAP) funds are not allocated at the level they are in most other states to the MI WAP. The funding period for LIHEAP is different than DOE. DOE grant period is 7/1 - 6/30. The LIHEAP grant period is 10/1 - 9/30. At the time of plan submission, there is a floor amount of \$6,000,000 annually (\$12,000,000 during the project period) to be allocated to the Michigan WAP for FY21 (10/1/2019 - 9/30/2021).

**Health & Safety Policy - Ventilation**

Michigan will use ASHRAE 62.2 2016 for DOE funded units and will comply with WPN 17-7 for Health and Safety policy.

**DOE Extended Measure Lifetimes**

Michigan has received approval from DOE on extended measure lifetimes as guided in WPN 19-4. Michigan implemented these extended lifetimes in PY19 and continue to utilize them in PY20.

**DOE WAP Materials**

As outlined in WPN 19-4, Michigan has received approval from DOE to utilize LED bulbs, two part sprayfoam as insulation, refrigerators and hot water heaters in WAP dwellings.