

APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		2. Type of Application: <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision		If Revision, select appropriate letter(s) Other (specify):	
3. Date Received			4. Applicant Identifier:		
5a. Fed Entity Identifier:		5b. Federal Award Identifier: DE-EE0007927			
State Use Only:					
6. Date Received by State:			7. State Application Identifier:		
8. APPLICANT INFORMATION:					
a. Legal Name: State of Michigan					
b. Employer/Taxpayer Identification Number (EIN/TIN): 386000134			c. Organizational DUNS: 113704139		
d. Address:					
Street 1: P.O. Box 30195					
Street 2: 333 S Grand Ave					
City: Lansing					
County: INGHAM County					
State: MI					
Province:					
Country: U.S.A.					
Zip / Postal Code: 489097695					
e. Organizational Unit:					
Department Name: Michigan Department of Health and Human Services			Division Name: Bureau of Community Action & Economic Opportunity		
f. Name and contact information of person to be contacted on matters involving this application:					
Prefix: Ms		First Name: Kris			
Middle Name:					
Last Name: Schoenow					
Suffix:					
Title: Bureau Director					
Organizational Affiliation: Michigan Department of Health and Human Services					
Telephone Number: 5173883085			Fax Number:		
Email: Schoenowk@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-0002018

Title:

2018 Weatherization Assistance Program Funding

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 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-08

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

17. Proposed Project:

a. Start Date: 07/01/2018

b. End Date: 06/30/2019

18. Estimated Funding (\$):

a. Federal	16,928,436.00
b. Applicant	0.00
c. State	0.00
d. Local	0.00
e. Other	0.00
f. Program Income	0.00
g. TOTAL	16,928,436.00

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: 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: Signed Electronically

Date Signed: 06/20/2018

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

(Grant Number: EE0007927, State: MI, Program Year: 2018)

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

V.1 Eligibility

V.1.1 Approach to Determining Client Eligibility

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

The Michigan Department of Health and Human Services, Bureau of Community Action and Economic Opportunity (MDHHS-BCAEO) uses a combined WAP DOE/LIHEAP application for the Weatherization Assistance Program (WAP).

Income definition description: A dwelling unit is eligible, under DOE funding, if it is occupied by a household whose income is at or below 200% of the most recent Federal Poverty Income Guidelines, is eligible, under LIHEAP funding, for assistance when income is at or below 150% of Federal Poverty Income Guidelines until September 30, 2018, or is eligible, under LIHEAP funding, for assistance when income is at or below 200% of Federal Poverty Income Guidelines starting October 1, 2018 as allowed by 10 CFR 440.22. 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. 88452, 42 U.S.C. § 2701 et seq. or applicable State or local law, is eligible for Weatherization Assistance Program (WAP) services.

In all cases, eligibility is determined by the statewide database software system called FACSPRO, including a weatherization tool developed by Michigan to determine income eligibility and to administer and manage the Weatherization Assistance Program.

Policy Link: http://www.michigan.gov/documents/dhs/CSPM_600_Series_215133_7.pdf

- Community Service Policy Manual 601 Income Eligibility Guidelines (Page1):

Describe what household eligibility basis will be used in the Program

Michigan will use 200% of poverty in determining eligibility under section 440.22(a). Michigan uses the most recent federal poverty guidelines as updated through the poverty guidelines released from the U.S. Department of Health & Human Services (usually January of each year).

Household eligibility documentation is available through the FACSPRO system, BCAEO website, and subgrantees. All weatherization requirements and changes are updated in FACSPRO to ensure weatherization assistance program compliance by all subgrantees. The FACSPRO system prevents weatherization approvals from being created until the household is determined to be eligible. The FACSPRO Eligibility Date is used to determine when a client becomes eligible for weatherization. This safeguard ensures that all households receiving weatherization services are eligible. No dwelling unit may be weatherized without documentation that the dwelling unit is an eligible unit. A standard weatherization application or FACSPRO intake/customer report is used by subgrantees. This application requires that all household income be calculated, per DOE (U.S. Department of Energy) requirements. It also requires that income and home ownership is verified by subgrantees staff. Income eligibility is determined by subgrantees using the statewide FACSPRO database system. Subgrantees 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 (an energy audit has not been initiated) within 12 months of the application certification date, which is also the same date as the eligibility date field in FACSPRO, the household's eligibility must be re-determined. During intake the standard application is evaluated by the subgrantees to determine the type of weatherization funding available to the household based on the household eligibility; 1.) DOE funding is available for household at or below 200% of poverty and 2.) LIHEAP only or LIHEAP and DOE combination funding is available for households at or below 150% of poverty until September 30, 2018. 3.) Starting October 1, 2018 and LIHEAP State Plan Approval, LIHEAP only or LIHEAP and DOE combination funding is available for households at or below 200% of poverty.

Michigan treats renters and owner occupied dwellings equally. The Michigan Community Services Policy Manual (CSPM) requires subgrantees to have procedures in place to ensure eligible households are served according to their priority, whether or not the eligible household rents or owns the dwelling. The subgrantees procedures are reviewed by BCAEO's monitors. Michigan's tenant eviction policy is specified in the Landlord Agreement. Within that document the landlord agrees not to evict the tenant(s) during the period of agreement, except for documented cause, and also agrees not to raise the rent as a result of increased value due to weatherization work completed.

Subgrantees work on a case-by-case basis with rental property owners to ensure and document that any WAP payment for a rental building or dwelling will be directed to eligible low income occupants receiving weatherization services. Any forms for written permission from the owner/landlord prior to the start of any weatherization activities and other requirements, including the dwelling energy audit, must be included in the work file. Renters have the right to appeal any rent increases they believe do not meet the requirements stated above. Any appeal must be stated in writing and must follow an appeal process as outlined in the Michigan's Community Services Policy Manual.

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

(Grant Number: EE0007927, State: MI, Program Year: 2018)

Policy Link: http://www.michigan.gov/documents/dhs/CSPM_600_Series_215133_7.pdf

- Community Service Policy Manual 606 - Program Requirements
- Community Service Policy Manual 610.1 - Landlord Agreement Sample
- Community Service Policy Manual 610.2 - Landlord Contributions
- Community Service Policy Manual 611 - Client Priority Selection Criteria

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

Procedures to determine units to weatherize

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.

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.

Subgrantees are required to retain records that allow them to determine which dwellings have been previously weatherized, including the date weatherization activities were completed. Except in rare exceptions of approved callbacks, as authorized under WPN 11-03, no dwellings weatherized after September 30, 1994 using DOE funds will receive additional weatherization services using DOE funds. The statewide FACSPRO system provides documentation of units that have been weatherized. Subgrantees are required to complete, prior to any weatherization activity, a State Historic Preservation (SHPO) review for units 50 years of age or older at the time the work takes place, units that are historic properties, or units that are in a designated historic area. Michigan’s SHPO Programmatic Agreement (PA) was extended until April 2020. BCAEO’s review of subgrantee household files includes verification of SHPO review and pre-weatherization status.

Eligible Dwelling Units

Structures eligible for weatherization include single family, manufactured housing (mobile homes), and both large (five + units) and small multifamily housing (two to four units). All structures must be stationary and have a specific mailing (street) address. Campers and nonstationary 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 application certification date for weatherization assistance: Cash assistance payments under Title IV (FIP) or, XVI of the Social Security Act, (SSI).
2. Occupying a qualified rental dwelling unit in accordance with CSPM Item 608.
3. Occupying a shelter, group home or transitional facility in accordance with CSPM Item 608.1.

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.

Eligibility Documentation (owner and renters):

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, DHS4283, including the Social Security numbers of all household members
- Signed FACSPRO weatherization disclaimer

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

(Grant Number: EE0007927, State: MI, Program Year: 2018)

- 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
- MDHHSBCAEO approval of self-declaration of zero income for the entire household (if applicable)

Policy Link: http://www.michigan.gov/documents/dhs/CSPM_600_Series_215133_7.pdf

- Community Service Policy Manual 605 – Re-weatherization of Dwelling (Page 14)
- Community Service Policy Manual 606 - Program Requirements (Page 16)
- Community Service Policy Manual 608 - Multi-Unity Building Eligibility
- Community Service Policy Manual 608.1 - Shelters, Group Homes and Transitional Facilities
- Community Service Policy Manual 612 - Applicant File Documentation (Page 63)
- Community Service Policy Manual 619 - State Historical Preservation Office (SHPO) Review (Page 108)

Describe Reweatherization compliance

Subgrantees are required to retain records of all weatherized dwellings, including the date weatherization activities were completed and a description of DOE and other funds used for weatherization in a particular dwelling. No dwellings weatherized after September 30, 1994 using DOE funds will receive additional weatherization using DOE funds. Dwellings weatherized prior to September 30, 1994 may be re-weatherized if the household in the dwelling is currently eligible and a current energy audit documents that additional cost effective work can be performed. Exception to the re-weatherization policy is allowed under Michigan's Disaster Plan as described in section V.9.

Subgrantees imported data in 2011 on previously weatherized homes into the FACSPRO system as far back as 1995. This record of previously weatherized dwelling units by address is maintained on FACSPRO by subgrantees or kept by the agency in their own database. 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 funds then it is eligible for re-weatherization, as defined 10 CFR 440. This policy is clarified in CSPM 605 and the house will not be weatherized. 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 subgrantee's total production each program year may represent re-weatherized 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.

Michigan will follow the requirements of CFR 440 10 CFR Part 440.18 stating 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. If the Disaster Plan is enacted, MDHHS-BCAEO will seek approval from the DOE Project Officer for permission to proceed with a determination of homes available for re-weatherized. 10 CFR Part 440.18 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. 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. In compliance with WPN 12-7 addressing Disaster Planning and Relief, if MI does utilize the Disaster Planning and Relief plan, homes which have been weatherized after 10/1/1994 can be weatherized due to natural disasters. Details of the MI Disaster Plan in CSPM 624.

Policy Link: http://www.michigan.gov/documents/dhs/CSPM_600_Series_215133_7.pdf

- Community Service Policy Manual 605 – Re-Weatherization of Dwelling Units (Page 14)
- Community Service Policy Manual 624 – Disaster Planning and Relief (Page 137)

Describe what structures are eligible for weatherization

Structures eligible for weatherization include single family, manufactured housing (mobile homes), and both large (five + units) and small multifamily housing (two to four units). Michigan has approved audits for single family (2016), manufactured homes (2016), and multifamily buildings (2011). All structures must be occupied prior to weatherization, stationary, and have a specific mailing (street) address.

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

(Grant Number: EE0007927, State: MI, Program Year: 2018)

Campers and nonstationary trailers are not eligible. Nontraditional dwelling types such as shelters and mixed use buildings, while allowed, must be approved by MDHHS-BCAEO prior to weatherization to ensure that the dwelling meets program regulations. If deemed necessary, MDHHS-BCAEO will seek approval from the DOE Project Officer for the weatherization of a nontraditional dwelling.

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

- Whose income is at or below 200 % 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: FIP or SSI.
- Occupying a qualified rental dwelling unit in accordance with Community Services Policy Manual (CSPM) Item 608.
- Occupying a shelter, group home, or transitional facility in accordance with CSPM Item 608.1.

State Historic Preservation Office Review (SHPO)

MDHHS-BCAEO and the Michigan State Housing Development Authority (MSHDA), have in place a programmatic agreement to ensure National Historic Act compliance with DOE funded activities, originally signed April 2010. Per 36 CFR 800.14 the agreement was extended along with 43 other state agreements for 10 years. CSPM 619 outlines the SHPO policy for Michigan subgrantees. This can be viewed at the CSPM link located at the bottom of this section. See agreement at this link: <http://energy.gov/eere/wipo/downloads/michiganstatehistoricpreservationprogrammaticagreement>

<http://energy.gov/eere/wipo/downloads/michiganstatehistoricpreservationprogrammaticagreement>

Multi-Unit Buildings

The subgrantee 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 unit, 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.

If the whole building qualifies for WAP, the vacant units should receive WAP services per the energy audit. The unit may also be counted as eligible if it will become income eligible within 180 days under a federal, state, or local government program for rehabilitating the building or making improvements to the building (CFR 440.22(b)(2)(ii)). In the event a vacant unit is counted as eligible but is then occupied by an ineligible family, the project becomes disallowed if the minimum eligibility requirements for the building as a whole, set forth in 10 CFR 440.22, are not met.

Rehabbed Multi-unit Buildings

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

1. The households have been determined eligible; and
2. The subgrantee is meeting or exceeding all the goals for elderly, disabled (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 subgrantee. These units cannot be given a priority just because they are a part of a rehab program.

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. Any potential multi-unit projects will be presented to the DOE Project Officer for approval.

Policy Link: http://www.michigan.gov/documents/dhs/CSPM_600_Series_215133_7.pdf

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

(Grant Number: EE0007927, State: MI, Program Year: 2018)

- Community Service Policy Manual 606 - Program Requirements (Page 16)
- Community Service Policy Manual 608 – Rental Unit and Multifamily Weatherization (Page 34)
- Community Service Policy Manual 608.1 – Shelters, Group Homes and Transitional Living Facilities (Page 43)
- Community Service Policy Manual 619 – State Historical Preservation Office (SHPO) Review (Page 108)

Describe how Rental Units/Multifamily Buildings will be addressed

Rental dwellings have equal access to WAP services as owner occupied dwellings.

Single family rental dwellings and multifamily buildings up to four units are addressed using the NEAT software.

Michigan follows all DOE Weatherization Program Notices (WPN) with regard to percentage requirements for multifamily buildings with five or more units.

Subgrantees are required to enter into an agreement with landlords of multifamily properties. The agreement must state that rent on properties weatherized with DOE funds cannot be raised as a result of the increase in property value provided by the weatherization for a number of years related to the life of the improvements.

Michigan uses the HUD case-by-case basis process when appropriate and otherwise uses the 66% percent eligible rule (50% for duplexes and four units) to determine eligibility and the amount allowed to be spent on multifamily buildings.

Except in cases where the landlord also qualifies for weatherization services, Michigan requires financial participation of a landlord for weatherization of a multifamily property. Except in cases where the landlord also qualifies for weatherization services, subgrantees may choose to require landlord contributions when weatherizing rental properties containing 2 to 4 units. Amount of financial participation is determined at the local level. Landlord participation can be used to buy down a SIR.

Landlord contributions for single family dwellings are not required but are optional and may be accepted.

Rental Units

The subgrantee has established procedures for dwellings which consist of a rental unit or rental units to ensure that:

- The benefits of WAP work accrue primarily to the low-income tenants.
- The rent will not be raised within 24 months after weatherization work has been completed unless it is clearly shown that any rent increase is not related to the weatherization work in any way.
- The Subgrantee has procedures in place to enforce the time period limits before there can be a rent increase.
- The weatherization work will not increase the value of the rental units to an undue or excessive amount.

The subgrantee will 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. Landlord agreements generally include all necessary information to allow the weatherization improvements to proceed in an expeditious and cost effective manor in accordance with DOE regulations and guidelines, as well as State of Michigan and local contract law. In addition to addressing basic guidelines, the landlord agreement typically includes:

1. The approval of signatures of the building owner(s) or legal representatives.
2. A description of the owner's obligations including any financial contributions;
3. A description of the Subgrantee's obligations including the scope of work and;
4. Rental clauses that allow rent increases only for specific causes or set limits on increases such as prorated share of increased property taxes, increased operating expense, or the prorated amortized cost of property improving outside the scope of WAP;
5. Protection against sale of property clause; and
6. A definition of a breach in the agreement and the remedies to be taken if such a breach occurs, including liquidated damages.

Any subgrantee customized document must contain the information on the sample agreement provided. See Attachment A for a sample Landlord Agreement.

Multi-Unit Rental Units:

HUD will qualify multifamily buildings on a case-by-case basis, as requested.

Shelters/Group Homes/Transitional Living

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

(Grant Number: EE0007927, State: MI, Program Year: 2018)

The subgrantee 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. Subgrantees 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. In that case, subgrantees will need to supply the following to BCAEO:

1. Weatherization Assistance Program Application for Shelters, Group Homes and Transitional Facilities, DHS4284
2. A signed statement from the facility operator attesting that the individuals/households residing in the facility are income eligible.
3. A copy of the organization's income guidelines or a copy of the organization's mission statement in lieu of individual resident income verification.
4. Documentation that the facility is a nonprofit organization and a copy of the organization's bylaws.
5. 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 a copy of the written approval by the MDHHS-BCAEO staff for the weatherization of any shelter, group home or transitional facility.

Building Owner Permission

As required in 10.CFR 440.22(b)(1), the subgrantee is required to obtain the written permission of the owner of the building or agent.

Demographics

Subgrantees must have procedures in place to ensure that priority is given to identify and provide weatherization assistance to: elderly persons, persons with disabilities, families with children, high residential users, and household with high energy burden. Subgrantees must obtain, verify, and maintain, as required, the proper documentation on demographics for the properties to be weatherized.

Generally, resident demographics must be reported on a unit-by-unit basis. However, in some cases, buildings with HUD approval may collect rent rolls or other such building owner records provided on an entire building or project basis are sufficient documentation to meet this requirement. This will be determined when the subgrantee request is made. Subgrantees are urged to initiate a landlord/tenant agreement to capture elements required by the regulations (e.g., benefits accrue to the tenants, tenants are not subjected to rent increases due to property improvements provided by WAP, what occurs if tenants are evicted or the building sold before a specific period of time has passed). This agreement should correspond to the type of subsidy the building receives.

Benefit Accrual to the Tenant

Instances in which a tenant does not pay for energy directly, subgrantees must ensure the weatherization benefits accrue to the low-income tenant. Any request for weatherization of eligible multi-unit buildings needs to demonstrate in sufficient detail to the subgrantee that the benefits of weatherization work accrue primarily to the low-income tenants.

To ensure this, subgrantees 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 (10CFR 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;
 - 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.

Subgrantees wishing to use their own policy must submit the draft policy to the Bureau for approval prior to implementation.

The table below is an "at-a-glance" to convey which potential benefits are valid for different utility payment arrangements.

Table 2: Accrual of Benefits

Potential Benefit	Tenant Pays Utilities	Utilities included in Rent
-------------------	-----------------------	----------------------------

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

(Grant Number: EE0007927, State: MI, Program Year: 2018)

Lower energy bills when seasonal temperatures are consistent with historic temperatures	Yes	No
“Lower than expected” energy bills in the event of hotter/colder weather than previous years	Yes	No
Longer term preservation of the property as affordable housing	Yes	Yes
Continuation of protection against rent increases beyond that required under the WAP regulations (10 CFR 440.22 (b)(3)(ii))	Yes	Yes
Investment of the energy savings in facilities or services that offer measureable direct benefits to tenants	Maybe requires description	Yes
Investment of the energy savings from the weatherization work in specific health and safety improvements with measureable benefits to tenants	Maybe requires description	Yes
Additional improvements, not related to weatherization, to heat and hot water distribution, and ventilation, to improve the comfort of residents	Yes	Yes
Establishment of shared savings program	Maybe requires description	Yes

Audit Runs

The WAP file for each building should contain at least the following information from the energy audit:

- The recommended statement of work including the savings to investment ratios (SIRs) of each measures and the total project SIR.
 - If any measures were brought down or otherwise leveraged the documentation must show the preleveraged SIRs of each individual measure and the preleveraged project SIR.
 - Documentation must include the other sources that funded each brought down measure.
- Either a printed file showing all of the building audit inputs and outputs or the immediately accessible electronic file that shows all audit inputs and outputs.
- Final installed costs of each measure and the total project costs. If the project went through the bidding process then all bid prices winning and losing bids must be in the file.
- All specifications defining each measure.

Leverage/Buy Down Agreements

Subgrantees are strongly encouraged to be innovative in attracting other resources into the WAP. The ultimate goal is to increase the number of low income households that can be served and/or permit additional cost effective measures to be installed in each dwelling unit.

Many WAP Programs use a combination of federal funds (e.g., WAP funds, Low Income Home Energy Assistance Program (LIHEAP) funds, and Community Development Block Grant Program (CDBG)) and nonfederal funds (e.g., utility investments from systems benefit charges or efficiency programs, state funds from special set asides, other rehabilitation funds, private funds from landlord contributions or foundations, and other private sources) to accomplish the scope of work on a building.

Only measures on a list of measures with a cumulative SIR of 1 or greater may be paid for in any portion with WAP funds.

In addition, landlords may contribute to the weatherization of their buildings. There are two mechanisms for landlord contributions: participation agreements that address broad Subgrantee requirements and specific measure buy downs. Subgrantees may establish and require participation agreements. They may allow buy downs. Funding sources other than landlord contributions may also be used for buy downs.

At Subgrantee discretion, building owners may also buy down measures they typically prioritize as needs – like furnace or boiler replacements or new fenestration – that do save energy but don’t achieve an SIR of 1 or greater as a standalone measure. This must be approved by BCAEO.

All associated health & safety costs incurred on a dwelling unit are generally treated outside the SIR when determining cost effectiveness. However, all energy related incidental repair measures associated with weatherizing the dwelling units are a part of the SIR when determining costs. Subgrantees have some flexibility in calculating the SIR for a specific measure when other funds can be used to offset some of the costs, thereby reducing the WAP investment on the remaining investment. It is not BCAEO’s intent, however, to participate in projects that do not demonstrate overall cost effectiveness in design and installation.

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

(Grant Number: EE0007927, State: MI, Program Year: 2018)

All Subgrantees will use this SIR calculation allowance only when the cost effectiveness for the entire investment in the property can still be substantiated. In other words, a measure can be bought down only when the overall SIR of the package of measures, including the full cost of the measure that would be bought down is 1.0 or greater.

Example: In order for a measure to qualify for the buy down, the package of measures, including the full cost (the pre-buy down cost) of the measure which is to be bought down, must have an SIR = 1.0.

For example, in the first case below the replacement windows would be eligible for a buy down in WAP; the replacement windows with a full cost measure SIR = 0.8 could be bought down so the after buy down DOE measure cost would have an SIR of at least 1.0 (and of course the post buy down DOE package SIR would increase).

In the second case the replacement windows would not be eligible for a buy down in WAP because the pre-buy down package SIR is below 1.0.

Energy Saving Economics Case 1 Buy-down Allowed in WAP			Energy Saving Economics Case 2 Buy-down Not Allowed in WAP		
Measure	SIR	Cumulative SIR	Measure	SIR	Cumulative SIR
Infiltration Reduction	1.3	1.3	Infiltration Reduction	1.3	1.3
Lighting Retrofits	7.4	1.7	Lighting Retrofits	7.4	1.7
Ceiling Insulation	2.4	1.9	Ceiling Insulation	2.4	1.9
Replacement Windows (pre-buy down)	0.8	1.1 (>1.0)	Replacement Windows (pre-buy down)	0.6	.9 (<1.0)

Further, it is not DOE's intent to "leapfrog" measures that are already cost effective in order to accommodate a measure that is included in the package of measures as a result of using the provisions of this guidance. All measures that were cost effective after the initial energy audit is conducted would remain a part of the list of measures to be completed on the building. Measures that did not attain the SIR of 1.0 can only be considered for buy down if all the cost effective measures in the initial audit are also installed.

The following steps are recommended in order to determine what other funding is necessary to leverage for a measure that would otherwise not meet WAP SIR Requirements:

1. It is expected that Subgrantees will use this SIR calculation allowance of the building to determine the package of measures that a combined SIR of 0 or greater, including measures that are not cost effective without leveraged resources.
2. Determine whether sufficient funds from other resources are available to bring any measures with individual SIRs below 1.0 in that package up to at least an SIR of 1.0.
3. Apply those other funds to that measure and include it in the package of measures.
4. Document the inclusion of the leveraged measure into the weatherization statement of work with the original energy audit and either
 - a. A summary of all costs associated with the weatherization of the building, including any or all resources to be used, or
 - b. A revised audit in which the leveraged price of the additional measure is used as the measure cost. This documentation will be part of the building's customer file along with the inputs and results of both energy audits.

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-unit, 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.

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

(Grant Number: EE0007927, State: MI, Program Year: 2018)

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.

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. 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 subgrantee is meeting or exceeding all the goals for elderly, and disabled, (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 subgrantee. These units cannot be given a priority just because they are a part of a rehab program.

Multi-unit DOE Funding

Per DOE WPN 16-5, 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.

Landlord Contributions

In the case of multi-family buildings, subgrantees must require financial participation, when feasible, from owners of such buildings.

Policy Link: http://www.michigan.gov/documents/dhs/CSPM_600_Series_215133_7.pdf

- Community Service Policy Manual 601 - Income Eligibility Guidelines
- Community Service Policy Manual 606 – Program Requirements (Page 15)
- Community Service Policy Manual 608 – Rental Unit and Multifamily Weatherization (Page 34)
- Community Service Policy Manual 608.1 – Shelters, Group Homes and Transitional Living Facilities (Page 43)

- Community Service Policy Manual 610.1 - Landlord Agreement Sample (Page 50)
- Community Service Policy Manual 610.2 - Landlord Contributions (Page 58)
- DHS-4284 - Application for Shelter

Describe the deferral Process

There are conditions or situations when an eligible dwelling unit should not be immediately weatherized . A determination may become evident during the eligibility process, during the audit or after work has begun. The decision to defer work in a dwelling is difficult, but at times necessary. This does not mean that

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

(Grant Number: EE0007927, State: MI, Program Year: 2018)

weatherization assistance will never be available, but that work should be postponed until the problems can be resolved and/or alternative resources are found.

Subgrantees are expected to pursue reasonable options on behalf of the dwelling owner, and to use good judgment in dealing with difficult situations. If the unsafe conditions cannot be corrected by the subgrantee due to funding constraints, cost limitations or because the complexity of the problem is considered beyond the scope of the weatherization; alternate funding should be recommended.

Subgrantees shall not simply defer service without pursuing other options and identifying other resources to address the identified hazard(s). Whenever appropriate, educational information on how to address the hazard shall be shared with the occupant. If corrections are made on a deferred dwelling that corrects the issue that led to the deferral, the Subgrantee may proceed with weatherization. Subgrantees are asked to maintain a list of deferred dwellings for that purpose.

Subgrantees may elect to defer a home from receiving weatherization services where health and safety hazards exist for the staff, contractors or clients, or where conditions that cannot be addressed by WAP prevent the safe and effective implementation of weatherization measures.

Each subgrantee is required to have a written walkaway (deferral) policy which is in the best interest for its service area.

Conditions where Subgrantees must not weatherize include:

- The dwelling was weatherized after September 30, 1994
- The building or dwelling unit is scheduled for demolition/redevelopment.
- The condition of the structure would make weatherization impossible or impractical (e.g. inability to meet SWS)
- If owners refuse cost effective measures as determined by the Weatherization Assistant (WA) software tool, Subgrantees must defer that dwelling per WPN 135 unless approval from BCAEO is requested and approved.

Conditions where a Subgrantees may defer, include, but are not limited to:

- The extent and condition of lead based paint in the house would potentially create further health and safety hazards.
- The building structure or its mechanical systems, including electrical, plumbing, sagging or rotted roof rafters, wall studs and floor joist deficiencies, are in such a state of disrepair that failure is imminent and the conditions cannot be resolved cost effectively.
- The house has been condemned or electrical, heating, plumbing, or other equipment has been "red tagged" by local or state building officials or utilities and the conditions cannot be resolved with WAP funds.
- Exterior dwelling deterioration.
- Electrical or plumbing hazards or structural failures that cannot be addressed/completed within Incidental Repair or Health and Safety (H&S) cost limitations.
- Standing water, excessive water/moisture damage, remnant of standing water issues, mold, radon, friable asbestos, deteriorated lead based paint surfaces, flaking lead paint, volatile organic compounds, or other hazardous materials that cannot be addressed by the weatherization work.
- Moisture problems are so severe they cannot be resolved under existing health and safety measures and with minor repairs.
- Unvented space heater(s) that may have a harmful effect on the air quality of the home.
- Dwellings where construction has not been completed.
- Major remodeling is in progress, which limits the proper completion of weatherization measures.
- Improperly stored chemicals, combustible materials, or other fire hazards that present a danger to the occupants or the workers.
- Evidence of infestations of rodents, insects, and/or other vermin.
- Unsecured pets that may prevent workers from safely completing their work.
- The presence of sewage or animal feces in or around the home.
- The home receives HUD funding and at the time of completion, the unit will not meet applicable HUD Lead Based Paint standards.
- Maintenance or housekeeping practices that limit the access of workers to the dwelling or create an unhealthy work environment.
- Dangerous conditions exist due to high carbon monoxide levels in combustion appliances, and cannot be resolved under existing health and safety measures.
- In the judgment of the energy auditor, any condition exists which may endanger the health and/or safety of the work crew or subcontractor, the work should not proceed until the condition is corrected.
- The client is uncooperative, abusive, or threatening to the crew, subcontractors, auditors, inspectors, or others who must work on or visit the house. Threat(s) of violence or abusive behavior to worker(s) or household member(s) during the weatherization process.
- The client/occupants has known health conditions that prohibit the installation of insulation and other weatherization materials.
- The illegal presence or use of any controlled substance in the home during the weatherization process. This includes marijuana.
- The building or dwelling unit is for sale or in foreclosure.

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

(Grant Number: EE0007927, State: MI, Program Year: 2018)

- Ownership cannot be confirmed due to a legal dispute. Clear title must be established before services can be provided.
- The cost to weatherize a home is so significant that it will negatively impact the Subgrantee's ability to meet the statewide average cost per dwelling (e.g. those homes that are more than 2x the state average). BCAEO must be notified in writing prior to deferring a dwelling for this reason.

When the auditor/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. Although Michigan has acknowledged marijuana as a legal substance, federal law does not recognize marijuana as legal. Therefore, federal law will prevail as the program is federally funded.

Subgrantees are required to have a written deferral 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. In cases where an individual client feels a deferral is unfairly determined, the individual client may appeal a decision to defer.

Walkaway (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 subgrantee'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.

Policy Link: http://www.michigan.gov/documents/dhs/CSPM_600_Series_215133_7.pdf

- Community Service Policy Manual 609 – Deferral Policy (Page 47)

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 the other low income persons within the state unless the applicant has made the recommendations provided in 10 CFR 440.12(b)(5). All eligible households, including those with Native American Indian members, are served equally without regard to race, color, national origin, gender or religion.

V.2 Selection of Areas to Be Served

Michigan serves all 83 counties in the state in order to provide equal access to WAP services for all eligible households. Services are based largely on Community Action Agencies (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.

In 2016, MDHHS-BCAEO conducted statewide procurement for WAP subgrantees with the intention of meeting federal procurement policy by showing fair and competitive bidding procedures. The Invitation to Bid (ITB) was posted on the State of MI Department of Technology, Management, and Budget on the Buy 4 Michigan website <https://www.buy4michigan.com/bsa/> and complied with federal and state procurement policy. The next bid is tentatively scheduled for 2026.

The state reserves the right to reallocate funding from one subgrantee to another, should any of the current subgrantees be unable, for whatever reason, to fulfill their obligations to implement the program in their service area. The term implement includes low production levels and quality work. Additionally, in an event

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

(Grant Number: EE0007927, State: MI, Program Year: 2018)

that an area is unserved, the MDHHS-BCAEO reserves the right to designate a provider for the service area until another Invitation to Bid is posted.

V.3 Priorities for Service Delivery

As required by federal regulation, Michigan prioritizes households with elderly or disabled family members, and families with children. Michigan Subgrantees also use high residential energy use and/or high energy burden in prioritizing households for WAP service. WAP staff uses the Michigan Energy Appraisal Winter Outlook Report for 2017-2018 prepared by the Michigan Agency for Energy to determine thresholds for high energy use/high energy burden on an annual basis. Subgrantees determine how to best serve the eligible population in their service territory. Subgrantees may choose to use oldest application approval date for positioning applicants with the same category. Subgrantees are required to have a written policy of their prioritization system. Subgrantees may not discriminate due to housing type where the eligible household lives.

Michigan utilizes a priority point system when delivering services to low income single family homes to meet 10CFR 440.

Mandatory priority categories are as follows:

- Households with elderly
- Households with disabled
- Households with children
- High Residential Energy User
- High Residential Energy Burden

Subgrantees utilize a statewide database which determines eligibility. Each agency has set up priority points for the WAP which aligns with the categories identified in this section. Applicants with no priority points remain at the end of the waiting list and will be served, oldest application date first, after all applicants with one (1) or more points are served. Applicants with tied points will also be served by oldest application date first. It is permissible to pull a client from the priority list out of order to engage with a leveraging opportunity, if the following guidelines are followed:

- Client is part of a group with an equal number of points at or near the top of the list, and;
- Leveraging opportunity is rare, and;
- Subgrantee can defend the selection of the client for leveraging over other clients on the list.

Policy Link: http://www.michigan.gov/documents/dhs/CSPM_600_Series_215133_7.pdf

- Community Service Policy Manual 611 – Client Priority Selection Criteria (Page 61)

V.4 Climatic Conditions

Michigan has large seasonal temperature changes and a significant north south temperature variance. There are 10 climate divisions established by the National Oceanic and Atmospheric Administration. The number of Heating degree Days (for a 10 year time span using the most recent available data) for each climate division in Michigan is used to determine the percentage of heating degree days is factored into the funding allocation formula. The heating degree day average was obtained from the Midwest Regional Climate Center data.

The National Energy Audit Tool (NEAT) 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 Climate Division (Source: <http://mrcc.isws.illinois.edu/>)

See attachment in SF424 for a breakout of data by climate division in MI.

V.5 Type of Weatherization Work to Be Done

V.5.1 Technical Guides and Materials

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

(Grant Number: EE0007927, State: MI, Program Year: 2018)

All weatherization work in Michigan is performed in accordance with DOE approved procedures, including the appropriate DOE approved energy audit (single family, multifamily, or mobile home), 10 CFR 440 Appendix A, and the Standard Work Specifications (SWS).

All subgrantee agreements and vendor contracts, active in Program Year 2015 and beyond, contain language which clearly documents the SWS specifications for work quality. Language matches that of WPN 15-4 Section 2. The signature on the contract serves as proof of receipt.

Also beginning in PY15 and as required by WPN 15-4, Subgrantees must include similar language in their contracts with contractors who perform work for WAP. Administrative monitors review contracts for compliance. Field monitors, through monitoring inspections, confirm conformance with the SWS.

Weatherization Guidance Online Access:

- **Technical Weatherization Guides include: State of Michigan Technical Weatherization Policy Manual**
http://www.michigan.gov/documents/mdhhs/36fd1Technical_Weatherization_Policy_Manual_eff_7-1-2015_512257_7.pdf
- **Retrofitting Michigan: Weatherization Field Guide**
The Michigan SWS aligned Field Guide will be found at our state website under the Bureau - Weatherization Field Manual link in the Program and Policy section (link will be updated in May 2018). Subgrantees access the field guide can be done on mobile devices in the field and from a hard copy, along with all other policy. The base field guide is being purchased from Saturn. MDHHS-BCAEO assembled a group of volunteers from the weatherization network to review and update the base guide. The Michigan Field Guide will be submitted May 1, 2018 to DOE for approval. The base guide can be found at <http://wxfieldguide.com/demo/#=SaturnWxFg%2FTitle%2FTitle.htm>.
- The following program updates, procedures manuals, and standards documents are available on BCAEO website (<http://www.michigan.gov/bcaeo>) and in the FACSPRO system:
 - NREL Standard Work Specifications link for the Standard Work Specifications for Home Energy Upgrades for Single Family, Manufactured Housing, and Multifamily Homes at <http://sws.nrel.gov>.
 - US 10CFR600
 - US 2CFR200
 - U.S. Department of Energy Weatherization Program Notices
 - U.S. Department of Energy Weatherization Memorandums
 - Community Services Policy Manual http://www.michigan.gov/mdhhs/0,5885,7-339-71551_45583_45584---,00.html
 - State of Michigan Department of Licensing and Regulatory Affairs (LARA) Policy LARA provides oversight for mechanical, construction, and safety laws. This department houses Michigan Occupational Safety and Health Administration (MIOSHA) which provides worker safety oversight and training.

All manuals and policy are provided to the network via the MDHHS-BCAEO website, the statewide database document center, and via email. When updates are made, the network is notified and all policy is updated online and in the database. MDHHS-BCAEO also provides updates in the BCAEO Update newsletter that is sent to the network.

Section 2.4 Credentials, of the WAP16 Contract states:

The subgrantee shall assure that appropriately credentialed or trained staff under its control, including subgrantee employees and/or subcontractors, shall perform functions under this Agreement. The subgrantee must provide crews and/or subcontractors with technical requirements for field work including: audits/testing, installation of energy conservation, health and safety and incidental repair measures; and final inspections. The subgrantee must confirm receipt of those requirements and provide follow up and clarification upon request. A signature on a contract can serve as proof of receipt. The technical requirements must be clearly communicated and the specifications for work to be inspected must be referenced in the subgrantee contracts. Contractors hired by the subgrantee must have agreements that include the same technical requirements as listed above. The work on the contract must be consistent with the subgrantee standards and field guides. All energy auditors, retrofit installers, crew leaders, and quality control inspectors must possess the knowledge, skills, and abilities in the National Renewable Energy Laboratory (NREL) Job Task Analysis (JTAs).

Weatherization Work

All is performed in accordance with DOE approved audit procedures and 10 CFR 440, Appendix A, Standard Work Specifications, and Michigan Rules and Regulatory policy.

Subgrantee will ensure that all weatherization activities not included in the list of categorical exclusion activities in Section 2.8 of WPN 18-1 require an Environmental Questionnaire submission for review.

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

(Grant Number: EE0007927, State: MI, Program Year: 2018)

The weatherization measures most commonly installed in eligible units are major bypass; 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, compact fluorescent (CFL) light bulbs, and LED bulbs. Domestic water heaters (DWH) are an electric base load measure being replaced under Energy Savings and/or Health & Safety on eligible dwelling units.

LED bulbs

Michigan has been approved by the DOE project officer to use LED bulbs for the PY17 year.

Standards for Domestic Water Heater (DWH) Replacement

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 byproducts 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.

Grantees may install General Heat Waste reduction measures, known as Optional Weatherization Measures, on one to four unit dwellings. Optional Weatherization Measures are intended to be relatively low cost items that can be quickly and easily installed.

Grantees shall establish a local policy as to whether the installation of optional weatherization measures will be addressed and clearly define the parameters of when such measures can be installed.

Grantees must identify at the beginning of the program year if they will be utilizing optional measures and how they will determine when those measures are necessary. (Optional measures are turned on inside the audit, and must have an SIR of 1 or greater.)

Optional Measures Include:

- Setback Thermostat
- Water Heater Tank Insulation
- Water Heater Pipe Insulation
- Low Flow Showerheads
- Faucet Aerators

Energy Auditor Decertification/QC Inspector Suspension

Level One: Level One violations typically are defined as minor in nature. These types of violations will be reprimanded with a written warning to the certified Energy Auditor/QC Inspector that explains the violation along with the corrective action.

Level Two: Level Two violations typically are defined as major in nature or repeated violations and/or the lack of corrective action for minor violations. These types of violations will be reprimanded with a written warning to the certified Energy Auditor/QC Inspector that explains the violation along with the corrective

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

(Grant Number: EE0007927, State: MI, Program Year: 2018)

action. The Energy Auditor/QC Inspector is required to submit proof of corrective action in writing that the violation has been corrected. The warning and written response will become part of the record in the person's file. The review of the response and corrective action will be conducted to determine, if the person will be suspended or temporarily suspended.

Level Three: Level Three violations are defined as a serious violation that may result in the termination of the certification. The violation must be well documented and supported with proof the violation occurred by the Energy Auditor/QC Inspector. A written notice of the violation and the appeal date will be given to the certified Energy Auditor/QC Inspector. A formal hearing will be conducted within 30 business days of the receipt of the appeal request. The panel will inform the appeals applicant in writing of its decision.

The MDHHS-BCAEO may revoke, modify, condition, refuse to renew, or temporarily suspend, the certification of an Energy auditor and temporarily suspend a QC Inspector from conducting final inspections for the MDHHS-BCAEO Weatherization program if the Energy auditor/QC Inspector does any one or more of the following:

Level One:

1. Fails or refuses without good cause to exercise reasonable diligence in developing a home inspection report, preparing a report, or communicating a report;
2. Fails to perform work or improvement to a residence upon which the Energy Auditor/QC Inspector performed a home inspection within the previous 12 months;

Level Two:

1. Is responsible for citation of repeated findings in consecutive monitoring reports, fails to correct minor violations as identified in level 1/written warnings/reprimands;
2. Commits an act or acts of malpractice, gross negligence, or incompetence in the performance of home inspections;

Level Three:

1. Commits fraud or deceit with respect to any required license or permit application or an inspection report submitted to the subgrantee or MDHHS-BCAEO
2. Violates any state or federal law, rule, permit, or order relating to the inspection and/or installation of weatherization measures.
3. Makes a false or misleading statement in that portion of a written report that deals with professional qualification or in any testimony concerning professional qualifications;
4. Engages in an act or omission involving dishonesty, fraud, or misrepresentation with the intent to substantially benefit a home Energy auditor/QC inspector or other person or with the intent to substantially injure another person;
5. Engages in an act of fraud, misrepresentation, or deceit in the making of a home inspection;
6. Pays a finder's fee or a referral fee to a person in connection with an inspection of or work to be done on a residence;
7. Accepts a home inspection assignment when the employment itself is contingent upon the home
8. Energy Auditor/QC Inspector reporting a predetermined estimate, analysis, or opinion or when the fee to be paid is contingent upon the opinion, the conclusions, analysis, or report reached or upon the consequences resulting from the assignment;
9. Employs fraud, deceit, or misrepresentation in obtaining or attempting to obtain a license or renewal of a license including builder, mechanical, plumber, electrician, and maintenance and alteration licenses such as mobile home, insulator, window installer, etc.
10. Practices as a licensed home Energy auditor/QC inspector without a current SOM Energy Auditor/QC Inspector certification; or
11. Level 3 violations.

Formal Hearing:

Panel Review Process

The review process will include the following elements:

1. Convening of the panel
2. Panel members will select a panel spokesperson.
3. Panel will review any written documents submitted to date.

Presentation

MDHHS-BCAEO staff will present a summary regarding reason(s) for the recommended action. This summary may be presented to the panel in writing, in person, or via electronic communication. Panel members will communicate any points of clarification needed with the parties.

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

(Grant Number: EE0007927, State: MI, Program Year: 2018)

Deliberation and Decision

1. The panel will review summary presentations, documentation and clarifications provided and render a decision.
2. A decision based on simple majority will prevail.
3. The panel spokesperson will communicate the panel's decision to the appellant and the MDHHS-BCAEO Director in writing.

Decertification Period

Revocation of an Energy Auditor or suspension of QC Inspector's performing audits for the Michigan Weatherization Assistance program shall be for a minimum of 6 months from the date of notice of decertification, suspension, or of the appeals panel notice, whichever is later.

Decertified Energy Auditor or suspended QC Inspectors may request renewal of certification at the end of the decertification period. The decertified Energy Auditor/QC Inspector must have a network subgrantee agency sponsor this request. The decertified Energy Auditor or suspended QC Inspector must attend IREC accredited Energy Auditor or QC Inspector training and recertification training and testing prior to reinstatement of work.

In the event of a QC Inspector suspension, a letter outlining the suspension will be provided to Michigan Weatherization Policy Advisory Council, Department of Energy, and Michigan Community Action.

Policy Link: http://www.michigan.gov/documents/dhs/CSPM_600_Series_215133_7.pdf

- Community Service Policy Manual 618
- Community Service Policy Manual 618.1

V.5.2 Energy Audit Procedures

Audit Procedures and Dates Most Recently Approved by DOE

Single-Family : Single Family NEAT software on nonstandard homes. Approved by DOE September 8, 2016.

Manufactured Housing : Mobile Home MHEA software on manufactured homes. Approved by DOE September 8, 2016.

Multi-Family : Multi-Family (5 + unit or more) TREAT or any DOE approved multi-family audit. Approved by DOE November 17, 2011. Michigan may utilize MulTEA, the DOE approved audit, once it has been completed.

Comments

All dwellings scheduled for weatherization must have a comprehensive energy audit that treats the dwelling as a whole system (See Section V.7). Data from the audit is entered into the Weatherization Assistant (WA) software which then determines which energy conservation measures are cost effective for the dwelling. Weatherization measures for a dwelling are considered cost effective if the Savings to Investment Ratio (SIR) is 1 or greater for each measure and the job. In addition to DOE approved conservation measures, Michigan also installs health and safety and general (incidental) repair measures as dictated by the audit on each dwelling.

Michigan Energy Audit for single family homes and manufactured homes was approved September 8, 2016. Michigan will continue to comply with the DOE requirements of energy audit approval, as required, when applicable. Michigan multi-family dwelling units represent less than 20% of a subgrantee's building type. In the event that a subgrantee requests to complete a multi-family dwelling, they will submit documentation to BCAEO for review. Once approved by the MDHHS-BCAEO Director, the Weatherization Specialist will work with the DOE Project Officer to review material for approval prior to commencing weatherization on the building. MDHHS-BCAEO will also verify that the subgrantee requesting to weatherize a multi-family dwelling has qualified staff with the required training per WPN 15-4 to complete the unit.

Current MDHHS-BCAEO

Technical staff have received the multi-family QCI certification. New employees will be expected to attend training and receive their certification as well.

V.5.3 Final Inspection

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

(Grant Number: EE0007927, State: MI, Program Year: 2018)

Weatherization Final Inspection Process

The Michigan Technical Weatherization Policy Manual specifies the activities/tests that must be completed in a final inspection and the process for rework should the need arise. The final inspection will be conducted to confirm that all work was done to the SWS standards. Dwelling units may not be reported as complete until all work passes a final inspection and all required signatures are obtained on the required forms. Each Subgrantee is required to use a certified Quality Control Inspector (QCI) who is in good standing with the Building Performance Institute to conduct all final inspection of all dwelling units.

Michigan utilizes a separate Energy Auditor and Quality Control inspector (QCI) per WPN15-4 for each Weatherization job. As of January 2018, Michigan has 46 certified Quality Control inspectors. In the event that a subgrantee is not able to find a QCI, MDHHS-BCAEO will help subgrantees identify QCIs to assist. Subgrantees are also working together to share energy auditors and QCIs for the Program Year 2018 to ensure compliance, as needed.

All subgrantee final inspections are performed by a Quality Control Inspector as outlined in WPN 15-4. All subgrantees have contract language which they sign and return stating that all work performed requires the QCI. See

Section V.5.1 of Master File for contract language. Also, see sample contract uploaded to annual file.

Subgrantees will provide QCI certified inspections according to the following protocol:

Independent QCI: A final inspection on every home will be conducted by a QCI who had no involvement in the weatherization work on the home either as the auditor or as a member of the crew.

QCI Shortage: To meet production goals in a timely manner, Subgrantees are responsible for maintaining staff and/or contractual relationships with QCI certified inspectors. In the case of a shortage of QCI certified inspectors in the service territory, MDHHS-BCAEO may choose to allow the following, in accordance with WPN 15-4, Section 3.

The QCI certified auditor performs the audit and the final quality control inspection. The auditor is not involved in any of the actual work on the home. In this case a MDHHS-BCAEO certified QCI or a DOE approved representative will perform quality assurance reviews of at least 10 percent of all completed units as this model does not allow for an independent review of the audit on every home. Additionally, the Subgrantee will be required to develop and submit a quality assurance plan to ensure that the individual who is functioning as both the auditor and the quality control inspector is able to consistently perform both tasks and MDHHS-BCAEO may choose to reduce the respective Subgrantee T&TA allocation to cover the expense of increased monitoring.

Disciplinary Actions: If a QCI inspector is found to be negligent, either through repeat findings or gross negligence in their duties, MDHHS-BCAEO, with or without the support of a Subgrantee, may institute the following:

- Additional training
- Temporary suspension (e.g. six months)
- Permanent suspension and written notification to BPI

A complete audit and quality control inspection is required for each home weatherized. Audits include WA8 audit reviews as well as required testing. Quality control inspection approval is mandatory for a home to be considered a completion. Beginning July 1, 2014 all Quality Control Inspectors implemented a quality control checklist which they sign and date confirming that all work from the original audit was completed to required standards. The checklist is created by the energy auditor based on the energy audit results and provides the measure, the SWS item linked with the measure, and the CSPM or TWP reference policy item for that measure. No dwelling unit may be reported to DOE as completed until all weatherization material is installed and a final quality control inspection is performed. Policies and specifications are provided to each subgrantee through the TWP manual and the CSPM. An example of the quality control checklist has been uploaded and is available in the SF424. The Quality Control checklist is signed by the energy auditor, crew leader, and the quality control inspector through the various stages of weatherization. If the state monitor chooses the job to monitor, they sign the Quality Control checklist as well.

Completed Units

No dwelling unit is reported to DOE as complete until all weatherization measures have been installed and the subgrantee has performed a final inspection(s) including any mechanical work performed and certified work has been completed in a workmanlike manner and in accordance with the priority determined by the audit procedures required by 10 CFR 440.21.

Training and Technical Assistance

The Michigan field guide and standards are distributed to subgrantees and their contractors via the statewide database document center, through a link on the state's website, and through the Saturn Resource Management website. The Michigan field guide contains links to the SWS which can be accessed through an

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

(Grant Number: EE0007927, State: MI, Program Year: 2018)

internet browser or on a mobile device in the field. Subgrantees are responsible for ensuring that all of their contractors and crews have the Michigan field guide and standards.

Specific Training

- Attendance and completion of the **MDHHS-BCAEO IAQ (Indoor Air Quality) training** and testing is required for all MDHHS-BCAEO certified weatherization auditors/inspectors, contractors and crew members as Specific training.
- Attendance and completion of the **MDHHS-BCAEO LSW (Lead Safe Work Practices) training** and testing is required for all MDHHS-BCAEO certified weatherization auditors/inspectors as Specific training that have not received their Environmental Protection Agency (EPA) required Lead Renovator Repair Painting (LRRP) Certification otherwise it is optional. The LSW training is an introductory training for lead safety work practices with a focus on health and safety. It is highly recommended and should be periodically repeated by certified weatherization auditors/inspectors, contractors and crew members as Specific training.

Michigan does not currently have an accredited training center, so out of state travel is required for all JTA/HEP training and certifications. In Program Year 2018, Michigan will begin the transition from the out of state training to its newly established training center. Michigan will continue the partnership with INCAA to complete training in Michigan for JTA/HEP certifications.

State Monitoring

Weatherization technical monitoring is conducted at minimum of once a year. State monitors will perform quality assurance site reviews on at least 5% of all completed units and 10% quality assurance file reviews.

Small subgrantees with a minimum production level of 20 dwellings per program year may apply for a waiver to the 5% onsite monitoring and 10% file reviews, with appropriate justification. Such as an inability to obtain the separation of duties demonstrated in the work of the Energy Auditor and QC Inspector. If BCAEO approves the waiver, BCAEO's state monitors will perform quality assurance site reviews on at least 10% of all completed units and 20% quality assurance file reviews for that program year.

This monitoring includes review of selected units to determine compliance with file documentation, work standard, and quality standards. Audits and quality control inspections include Indoor Air Quality (IAQ) inspections. IAQ inspection requirements include completion of MDHHS-BCAEO forms 552 and 552A and ASHRAE 62.2 ventilation standard. Blower door testing of all homes is conducted during both the audit and inspection of the home by a MDHHS-BCAEO certified weatherization auditor/QCI or crew person/contractor. State of Michigan technical weatherization monitors have QCI certifications for single family and multifamily homes. They have also attended INCAA training for the other Home Energy Professional (HEP) categories. MDHHS-BCAEO will contract QCI work as needed. As of April 20, 2018, three technical monitoring positions have been posted.

Policy Link: http://www.michigan.gov/documents/dhs/CSPM_600_Series_215133_7.pdf

- Community Service Policy Manual 603
- Community Service Policy Manual 618

V.6 Weatherization Analysis of Effectiveness

MDHHS-BCAEO is currently working on the implementation of the Weatherization Change Vision that was developed to address the deficiencies addressed in the ACSI Survey Results. MDHHS-BCAEO goal is for a 5 ppt improvement in the overall satisfaction score.

We want to take Michigan's Weatherization Assistance Program to the next level by improving program performance and quality, expanding and enhancing support from the State Office, and creating and maintaining a training program that includes a state-of-the-art training facility in Michigan.

The change vision includes the following focus areas:

- Reorganization of the State Weatherization Office
- Training and Technical Assistance expansion and enhancement
- State monitoring stabilization and growth
- Stronger collaborations with partners to assist in the rebuilding efforts

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

(Grant Number: EE0007927, State: MI, Program Year: 2018)

· Comprehensive communication plan

To accomplish our goals in each of the focus areas, we will create small functional teams that will include national and local partners. Projects include selecting and updating a new Michigan Field Guide, setting up an IREC accredited training center, developing our new online training platform, streamlining the State Office policies and procedures, and executing our current training plan while we plan for future enhancements. The work will be led by the Weatherization Leadership Team.

ACSI Report shows the following results:

- Lowest score: 50% Development of the DOE State Plan

BCAEO should focus on high impact areas

- 71% Communication
 - Improve clarity of communications
 - Frequency of communications
- 70% Technical Assistance
 - Improve clarity and consistency of assistance
 - Improve timeliness of receiving requested information

Activities include:

- Development, implementation, and recognition of the DOE State Plan Development workgroup.
- 2 to 3 in person Regional Weatherization Manager Meetings (4 regions)
- Monthly updates in the BCAEO Update
- Monthly Weatherization Manager Webinars (as needed)
- 2 Conferences
 - Weatherization Manager Conference in July 2018
 - Weatherization Technical Conference in October 2018
- Improved Field Guide and better access to Field Guide
- Training on Field Guide
- Timing Monitoring Reports (feedback within 60 days)
- Streamlined and Updated tools for weatherization in the Statewide Database including the monitoring section and monitoring report creation for clarity
- Network volunteers for the following committee
 - FACSPRO (Statewide Database) improvement committee
 - PAC - adding contractors to the PAC for a diverse perspective
 - Training Center Partners Committee
 - Field Guide Reviewers
 - Weatherization Leadership Committee - Strategic Planning

MDHHS-BCAEO expects subgrantees to achieve 100% of their planned operational goals for fiscal expenditure, unit production, and client priorities. It is also expected that each subgrantee 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.

MDHHS-BCAEO will utilize all tools below to analyze the effectiveness of subgrantee weatherization, productivity, and energy savings between subgrantees, developing Training & Technical Assistance (T&TA) activities, and priorities for the network, continuously strengthening the Michigan Weatherization Assistance Program, tracking performance, and managing and monitoring of the program and each subgrantee. All monitoring tools have been updated to reflect any program changes or requirements.

Onsite Inspections of Weatherized and In Progress Units

MDHHS-BCAEO 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 (as resources permit). The in progress monitoring is intended to serve as training and technical assistance.

MDHHS- BCAEO technical staff monitor the effectiveness of Quality Control Inspectors by keeping a trend analysis for each agency. CSPM 618.1 has language stating that if it is found that a QCI is not performing to DOE program standards that the state has the right to suspend them from working in the program. There is also language as to how an inspector can appeal the process.

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

(Grant Number: EE0007927, State: MI, Program Year: 2018)

Inspector Certification

MDHHS-BCAEO will make available training opportunities for the subgrantee network to provide HEP Quality Control Inspector training and certification opportunities. Contract language with subgrantees requires the use of a HEP certified QCI for all final inspections and the use of a separate energy auditor and QCI on each job to be weatherized.

Program & Financial Monitoring Program and financial monitoring reviews are conducted with each subgrantee to evaluate the subgrantee's ability in the area of fiscal, administrative, and programmatic compliance with all applicable federal and MDHHS-BCAEO WAP rules and regulations. The monitoring reviews are a combination of onsite visits and desk reviews.

Audits

Each subgrantee required by the OMB Uniform Guidance to have a single audit performed and must submit the reporting package and an audit transmittal letter to the MDHHS Office of Quality Control and Internal Controls in accordance with the time frame established in the OMB Uniform Guidance. When findings are identified in the single audit, they are referred to the MDHHS-BCAEO office. MDHHS-BCAEO fiscal staff then reviews the proposed corrective action for the finding and issues a management decision upon approval from MDHHS-BCAEO Executive Director. Additionally, MDHHS-BCAEO 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 WAP funds are expended in a timely manner each program year. Productivity is monitored quarterly and quarterly desk reviews are sent to each subgrantee. If by the end of the second quarter, the subgrantee has low production, the subgrantee is required to submit a plan to MDHHS-BCAEO outlining their corrective action to meet the productivity requirements. It should be noted, when necessary, MDHHS-BCAEO may reallocate WAP funding from underperforming subgrantees and provide those dollars to subgrantees that are meeting or exceeding performance and the capacity to spend the funding out by the end of the program year.

Section 3.2 Performance Evaluation and Monitoring contract language states:

3.2. Performance Evaluation and Monitoring

The services provided by the Subgrantee under this Agreement shall be evaluated and assessed at least annually by MDHHS-BCAEO on the basis of the criteria outlined in Section 2.6.

MDHHS-BCAEO shall perform grant monitoring through activities such as:

- Conducting onsite monitoring.
- Current level of expenditures for all active weatherization related programs.
- Depth of existing waiting list.
- Financial and program management capacity.

If carryover funds are available, funds will be distributed to eligible subgrantees based upon the approved allocation formula. Subgrantees on a Quality Improvement Plan (QIP) or fail to utilize 90% of their award, based on the subgrantees original allocation, at closeout will not be eligible to receive carryover funding.

Trend Analysis/Performance Reviews

The MDHHS-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 MDHHS-BCAEO staff use this information to make policy and procedure changes as appropriate and to assess network training needs throughout the program year. All technical monitoring is done within our statewide database which allows MDHHS-BCAEO to track past years findings and training and technical assistance provided to the agency. 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.

MDHHS-BCAEO has recently upgraded the statewide database reporting to allow for annual trend analysis and long term trend analysis to be created for each subgrantee. The report includes narrative and graphs showing the number of homes weatherized by county, by contractor, etc. The number of monitoring observations by contractor, Energy Auditor, QCI, the number of call backs and reasons for each, deferral trends, etc.

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

(Grant Number: EE0007927, State: MI, Program Year: 2018)

Risk Assessments

MDHHS-BCAEO will conduct risk assessments (or more if needed) for each subgrantee prior to the start of a grant agreement.

Corrective Action

If MDHHS-BCAEO determines that the subgrantee administrative and/or financial operations are consistently out of compliance with program requirements and/or the subgrantee is not improving at an agreed upon plan, the subgrantee 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, MDHHS-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 subgrantee have been made. 10 CFR 400.15 will be followed in selecting a permanent replacement provider.

In the event the statewide Request for Weatherization subgrantees results in some areas not being served, MDHHS-BCAEO may appoint a provider for those areas until another competitive bidding process is scheduled for the WAP.

The subgrantee may be requested to provide corrective action as part of a Quality Improvement Plan (QIP) to MDHHS-BCAEO for programmatic reports, showing both completed and in-progress units, indicating achievement by quarter:

- First Quarter 25% of minimum production
- Second Quarter 60% of minimum production
- Third Quarter 75% of minimum production or 85% for subgrantees with minimum production over 200 units

MDHHS-BCAEO reserves the right to redistribute funds if a subgrantee is not able to meet production goals outlined in the subgrantee approved serviced plan. Any reallocation will be in an attempt to ensure proper utilization of WAP funds. Subgrantees eligible for redistributed funds will be determined based on, but not limited to, the following criteria:

- Current level of expenditures for all active weatherization related programs
- timely and accurate submission of reports and Statement of Expenditures
- depth of existing waiting list (in progress jobs)
- met self-imposed benchmarks (identified in subgrantee production plan)
- financial and program management capacity

Utility Usage Data

MDHHS-BCAEO will work with the Michigan Public Service Commission (MPSC) and Michigan Agency for Energy (MAE), 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, MDHHS-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. The process of data collection has begun in the statewide database and will continue to grow. In PY18, MDHHS-BCAEO will be working with our statewide vendor to make improvements to the system that will give the subgrantees an ability to easily collect pre and post utility data. At this point continued conversations and training is needed to move this item forward.

MDHHS-BCAEO staff continues to work toward an open door policy with the network of subgrantees. After training and monitoring, a customer service survey is sent to the subgrantees to help staff better meet the needs of the network while maintaining compliance with the program. Training needs for the network are identified through surveys, conference evaluations, weatherization training committee, feedback at regional meetings and monthly weatherization management meetings, and monitoring recommendations.

Policy Link: http://www.michigan.gov/documents/dhs/CSPM_600_Series_215133_7.pdf

- Community Service Policy Manual 603
- Community Service Policy Manual 618.1

V.7 Health and Safety

The Michigan Health & Safety plan is based on 15% of Program Operations. An estimated 14.95% of program operations budget is placed in the allocation

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

(Grant Number: EE0007927, State: MI, Program Year: 2018)

charts to the subgrantees to stay within the limit. To ensure that program services concentrate on energy efficient measures, Health and Safety (H&S) measures must not total more than 50% of the total job cost. If health and safety costs of a job do exceed more than 50% of the total job costs, without review and permission from a MDHHS-BCAEO technical monitor prior to weatherization. The subgrantee is responsible for documenting the approval from the technical staff and including it with the file documentation. Buildings that cannot be weatherized without the H&S measures shall be deferred. H&S measures are not considered as part of the cumulative SIR and do not need an SIR to install.

The Health and Safety Plan is also attached in SF424.

The Health and Safety plan and policy can be found in the TWP and the CSPM 600 Series which have been uploaded under SF424.

Health and Safety funds may be used for:

- The elimination of energy related H&S hazards, that are necessary before or because of the installation of weatherization measures and,
- Health and Safety spending is limited to 50% of the total job cost, and the limit is reasonable in light of the primary energy conservation purpose of the Weatherization Assistance Program.

DOE funds shall not be used to meet code compliance. Health & Safety measures do not require an SIR and are not included in the Average Cost per Unit. Health & Safety measures are billed to their own line item. Subgrantees ask a series of questions during intake and energy audit related to occupant health conditions to capture any preexisting conditions. Some subgrantees have implemented a pre-assessment visit to homes which allow a trained Weatherization staff to look for common issues for health and safety or deferral.

The DHS-552 Weatherization Health and Safety Assessment Findings notification document is a required document completed by the subgrantee and signed by the client. The form includes client name, address, dates of audit/assessment, and when the client was informed of the potential problem. Subgrantees review the form and then explain and observations found during the energy audit. A copy of the form has been uploaded for review. It should also be noted that Michigan's 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 compliance is outlined in the TWP and the CSPM (606 and 614) and on the H&S document uploaded in SF424.

MDHHS-BCAEO provides ASHRAE 62.2 version 2016 training as a Tier 2 training to the network annually and as needed. Michigan will utilize ASHRAE 62.2 version 2016 Weatherization H&S training is conducted in an ongoing manner during technical monitoring, inquiries throughout the year, as requested by subgrantees via the training survey, and as changes are made to the rules and regulations. OSHA requirements are enforced by the Michigan OSHA office. MDHHS-BCAEO hosts an annual weatherization conference and the Michigan OSHA office conducts training at the conference.

Sources:

http://www.michigan.gov/documents/dhs/Technical_Weatherization_Policies_Manual_215832_7.pdf?

20130911094855

http://www.michigan.gov/dhs/0,4562,71245455_

7199_45583_45584,

00.htm

Policy Link: http://www.michigan.gov/documents/dhs/CSPM_600_Series_215133_7.pdf

- Community Service Policy Manual 606
- Community Service Policy Manual 614

V.8 Program Management

V.8.1 Overview and Organization

The Weatherization Assistance Program is managed by the Michigan Department of Health and Human Services (MDHHS), Bureau of Community Action & Economic Opportunity (BCAEO) which is under the Bureau of Community Services Division. The MDHHS mission is to provide opportunities, services, and

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

(Grant Number: EE0007927, State: MI, Program Year: 2018)

programs that promote a healthy, safe, and stable environment for residents to be self-sufficient. The vision of the Department is to develop and encourage measurable health, safety, and self-sufficiency outcomes that reduce and prevent risks, promote equity, foster health habits, and transform the health and human services system to improve the lives of Michigan families.

The MDHHS-BCAEO was created by the state legislature to oversee activities of Michigan Community Action Agencies (CAAs) and administer the U.S. Department of Energy Weatherization Assistance Program and the U.S. Department of Health and Human Services Community Services Block Grant. CAA services include programs that address education, emergency services, employment, health, housing, income management, linkages, nutrition, and self-sufficiency. CAAs are the primary subgrantees for the Weatherization Assistance Program in Michigan.

MDHHS-BCAEO is responsible for the administration and oversight of the WAP in accordance with the conditions set forth in the approved DOE State Plan. In addition to WAP, MDHHS-BCAEO administers LIHEAP Weatherization funds, the Community Services Block Grant, and the LIHEAP Crisis Assistance Deliverable Fuel program. Responsibilities include statewide programmatic and fiscal planning and development, training and technical assistance (T&TA), monitoring, evaluation, and reporting. MDHHS-BCAEO annually contracts for program delivery activities with approximately twenty nine local CAAs. Twenty six of the twenty nine CAAs are weatherization subgrantees. Michigan anticipates no changes to the network of subgrantees in PY18. MDHHS-BCAEO staff oversee several contracts and provide written policy and procedures for these various program areas. They 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. MDHHS-BCAEO staff conduct annual programmatic, technical, and financial monitoring reviews for each subgrantee. The MDHHS-BCAEO Executive Director, Kris Schoenow, and MDHHS-BCAEO Deputy Director, Melanie Sanford, oversees all personnel within the MDHHS-BCAEO. Personnel include grant managers, financial monitors, programmatic monitors, technical weatherization monitors, a CSBG specialist, a weatherization specialist, and administrative support staff.

The MDHHS-BCAEO Organizational Chart has been attached to SF424.

Michigan's WAP funds are distributed via an allocation formula that was revised to reflect the current conditions and energy conservation needs in Michigan based on the 2010 census. It uses a formula that includes a population factor and a heating degree day factor.

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. Subgrantees receive an allocation of 5% of the total DOE WAP allocation for administrative costs. This 5% is allocated to 26 subgrantees by the funding formula. Subgrantees who receive less than \$350,000 in DOE funds will receive up to an additional 5% for administrative purposes. The additional funds will come from subgrantees' program allocation and will be inversely prorated according to the amount of DOE funds received.

V.8.3 Monitoring Activities

The overall goals of monitoring are to ensure compliance with federal and state rules, policies and the efficiency, quality and effectiveness of subgrantee operations. An additional goal is to identify and correct issues that have the potential to cause major program deficiencies. Because work with subgrantees has a broader focus than compliance, T&TA dollars may fund activities in this area.

General monitoring strategies include the following:

- Desk monitoring: Desk monitoring includes ongoing reviews of monthly programmatic and fiscal data submitted by subgrantees. Programmatic data from each household served is available and reviewed from the statewide database FACSPRO system. Examples FACSPRO data include estimated and final cost data by measure and by job, mechanical test results, and blower door readings. A sample of the subgrantee's monthly expenses and invoices are reviewed as well as allocations. Fiscal review also includes audit review and financial reconciliation.
- Subgrantee visits: Each Subgrantee receives at least one onsite field visit per year, monitoring a minimum of 5% of all weatherized households statewide, unless a waiver is approved from BCAEO to monitor 10% of all weatherized households in a select service area. In addition, each Subgrantee receives a minimum of one administrative (programmatic and financial) monitoring onsite visit per grant cycle (typically once every three years with desk reviews in-between onsite visits).
- A risk assessment called STAR (State Technical Assessment Report) is conducted at the start of the program year or prior to the start of a new grant contract (and modified throughout the year as needed), as a risk based approach to monitoring; to determine priority in monitoring, to setup a monitoring schedule, to prepare the monitoring plan, and to establish custom subgrantee training and technical assistance. For both field and administrative monitoring, additional visits are scheduled, as needed, to address specific Subgrantee issues as they arise.

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

(Grant Number: EE0007927, State: MI, Program Year: 2018)

- Inspections of completed dwellings are conducted to determine compliance with federal and state requirements, client satisfaction and work quality.
- MDHHS-BCAEO also may choose to visit "in progress" jobs. All MDHHS-BCAEO household inspections are completed by a certified Quality Control Inspector.
- MDHHS-BCAEO has developed both a field, programmatic, and financial monitoring tool. The programmatic and financial tools were updated in PY17. These tools are used to ensure that planned monitoring reviews are completed consistently in the field and appropriately document the results. The tools are available for the Project Officer to review during DOE monitoring visits.
- MDHHS-BCAEO has developed an electronic monitoring tool for technical monitoring in the FACSPRO system. This tool tracks each dwelling monitored with any issues discovered during the visit. MDHHS-BCAEO is able to track individual issues with this tool which is then aggregated into statewide trends in the field. If needed, training on any of these issues can then be added to the training schedule. This tool also tracks the date and number of all visits by the monitor.
- Household file reviews: MDHHS-BCAEO staff reviews data and household files for compliance using subgrantee data, forms, signatures, bids, invoices, and other documentation. The file review sample may include those dwellings that are selected for onsite inspection. In depth household file reviews are conducted by field monitors prior to inspection. Programmatic and financial monitors randomly sample files during onsite visits to demonstrate compliance with DOE, MDHHS-BCAEO, and local Subgrantee policy.
- Subgrantees are required to upload files of dwellings to be inspected by MDHHS-BCAEO field monitors the secure FACSPRO system.
- Programmatic and Financial Monitoring: These reviews include follow-up on issues raised by the pre-monitoring planning and the STAR Assessment Monitoring Plan as well as any other administrative and/or financial issues as needed, including but not limited to:
 - Program overview
 - Equipment/Inventory/Materials
 - Client/Household eligibility
 - Distribution of services between renters and owners
 - Distribution between counties within the Subgrantee service territory
 - Reporting compliance
 - Internal controls related to financial management and operations
 - Fiscal Audits
 - Payroll/Personnel
 - Vehicles and equipment
 - Subawards/Subgrantee monitoring
 - Invoicing
 - Records retention
 - Staff qualifications and training
 - How monitoring results are handled and required follow-up procedures
 - Inventory records
 - Contractor/crew qualifications
 - Procurement procedures
 - Outreach efforts to incorporate minority and disadvantaged contractors
 - Field Monitoring visits: All MDHHS-BCAEO field inspections are conducted by a certified Quality Control Inspector who will ensure compliance with the Standard Work Specifications. These reviews include follow-up on issues raised in desk monitoring, prior monitoring reports, as well as any other issues as needed, including but not limited to:
 - Administrative field work (Client file review, Work orders, Audit reporting)
 - Energy audits
 - Training & Technical Assistance activities and needs
 - Weatherization of units
 - Health and safety
 - Final inspections and verification that all inspections are performed by a QCI
 - How monitoring results are handled and required follow-up procedures
 - Lead safe work practices Quality Assurance
 - Compliance with Standard Work Specifications (SWS)

Monitoring

All monitoring is conducted in accordance with the guidance in WPN (Weatherization Program Notice) 16-4. The combined program compliance monitoring and technical monitoring will satisfy the DOE monitoring requirements. All monitoring tools have been updated to reflect DOE program requirements. The combined programmatic/financial compliance monitoring and technical monitoring will satisfy the DOE monitoring requirements.

Monitoring reviews 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 subgrantee's Executive Director with any observations they have found and suggested corrective action. Depending on the type of monitoring (programmatic, technical, financial) the subgrantee has a specified amount of days to complete the corrective action and provide proof of correction 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

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

(Grant Number: EE0007927, State: MI, Program Year: 2018)

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. If it is found that a subgrantee has significant deficiencies, MDHHS-BCAEO will establish a Quality Improvement Plan (QIP) for the subgrantee and increase monitoring to address said deficiencies until the MDHHS-BCAEO determines the agency has improved. It is expected that with the implementation of the in progress monitoring, that MDHHS-BCAEO will be able to identify deficiencies earlier, rather than later for each subgrantee, if they exist. In progress reviews will be planned when MDHHS-BCAEO is fully staffed. MDHHS-BCAEO monitors also utilize Technical Assistance Plans (TAP) and Corrective Action Plans (CAP) as part of monitoring to improve subgrantee performance. The CSPM provides a policy for monitoring.

Technical Monitoring

Technical monitoring will be performed to ensure compliance with all DOE WAP, U.S. Health and Human Services (HHS) regulations and guidance, and SOM and MDHHSBCAEO 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 subgrantee)
- NEAT/MHEA mdb production shall be provided by subgrantee (wdz files may be submitted subsequently on a quarterly basis)
- Contractor licensing, certifications, and insurance requirements
- Work specifications (e.g. FACSPRO SIR generated IWC Work Order(s) including change orders)
- Quality control procedures
- Approved audit Inspection, Work Order, Cost Center (IWC) completeness and storage in FACSPRO
- Financial reconciliation for all job cost and invoicing reported on the 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

Technical Monitoring Reviews will be completed onsite for at least 5%, or more if appropriate or approved through a waiver (10%), of the completed units. File selection and review will be via FACSPRO and based upon 10% of scheduled production. For technical monitoring, a weatherization monitoring report, including observations, findings, and corrective action requirements, is completed by the technical staff. After agency technical responses have been received, a Quality Assurance letter is composed and includes all outstanding observations and findings. Any Health and Safety issues that are identified at that time, particularly if they present an imminent danger to occupants, will be addressed immediately by the subgrantee. This document is reviewed by supervisory staff, approved by the MDHHS-BCAEO Executive Director, and then forwarded to the agency's Executive Director with a copy to the weatherization manager/coordinator.

All MDHHS-BCAEO technical monitors providing monitoring for WAP file and site visits must have a QCI certification. MDHHS-BCAEO Technical staff is required to perform all diagnostic testing along with monitoring all installed measures to ensure they have been correctly installed. The technical staff takes photographs during monitoring and also conducts file reviews to ensure subgrantee compliance. Weatherization technical monitoring will be conducted for each subgrantee 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.

Programmatic and Financial Monitoring

The programmatic and financial monitors will compose a monitoring report, including administrative recommendations, findings, and best practices that is also shared with the agency's Executive Director and Subgrantee's Board Chair. This document is reviewed by supervisory staff, approved by the MDHHS-BCAEO Executive Director, and then forwarded to the agency's Executive Director with a copy to the weatherization manager/coordinator.

Weatherization programmatic compliance and financial monitoring will be conducted with the subgrantee a minimum of once a year. The monitor prepares for the monitoring by reviewing 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. Subgrantees are required to have a single audit performed in accordance with OMB Uniform Guidance, as applicable. The subgrantees are responsible for obtaining their own audit services. MDHHS-BCAEO receives a copy of the audit report and prepares management decisions as needed.

Monitoring Reports (Technical, Programmatic, and Financial)

MDHHS-BCAEO will issue monitoring reports within 30 days after each monitoring review. A written response to corrective action will be required of subgrantee's within 30 days of receipt of the monitoring report. MDHHS-BCAEO utilizes a monitoring module, for technical monitoring responses, in the

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

(Grant Number: EE0007927, State: MI, Program Year: 2018)

statewide database which expedites feedback and correction. MDHHS-BCAEO also has a custom Grants Management and Monitoring Database that tracks all monitoring activities and follow-up until closeout.

Follow-Up and Monitoring

Additional visits and/or reviews will be conducted for subgrantees that are determined to have significant deficiencies.

Training and Technical Assistance

A system to track subgrantee and MDHHS-BCAEO monitoring findings and observations by auditor/inspector, contractor, and/or worker to assist in planning training and technical assistance activities. Additional days may be added to the agency visit if monitoring results an identifying need for additional T&T/A for the agency.

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

MDHHS-BCAEO Monitoring Staff and Funding Description

The MDHHS-BCAEO has three technical monitors (2 vacant positions as of January 2018), two programmatic monitors and two financial monitors (one vacant position as of January 2018). Technical monitors, programmatic monitors, and financial monitors provides oversight and compliance reviews for the weatherization program. MDHHS-BCAEO monitoring policy requires the offer of an entrance and exit interview with the Executive Director and/or designated staff for each monitoring review.

Technical monitor positions are funded 100% with T&TA funding. All travel is 100% DOE funding unless other funding is available such as LIHEAP. If LIHEAP is available during the program year, the expenses are shared depending on the activity. This is tracked by Personal Activity Reports (PARS) submitted by staff to the MDHHS Federal Reporting office. Program and financial monitor positions are funded approximately 40% of their salary with DOE Admin funds and 10% with T/TA funding. Travel for monitoring purposes is shared between all active grants which can include LIHEAP, CSBG, and DOE. To the extent possible, monitoring activities will be done by desk. This is a cost effective way of monitoring. MDHHS-BCAEO will request an exception to MDHHS travel rules which require a monitor travel more than 100 miles before having permission to spend the night. The exception request will ask for permission of overnights stays for monitors at 50 miles or more from the designated work location. This will allow monitoring to be completed in full 8 hour work days rather than 56 hour work days with 34 hours a day dedicated to commuting. This will allow for more efficient monitoring in a timelier manner. Grant managers positions are funded with approximately 40% of their salary with DOE Admin funding and 10% T/TA funding. This amount can change yearly depending on funding awarded to the MDHHS-BCAEO from other funding sources. The rest of their salary is compensated with Community Services Block Grant (CSBG) and LIHEAP funding. The weatherization program specialist position is funded with approximately 70% DOE admin and 10% DOE T/TA for training and technical assistance planning. The MDHHS-BCAEO executive director position salary is funded by 50% of total salary with DOE admin and 20% DOE T/TA for the monitoring oversight and training. The MDHHS-BCAEO monitoring schedule is available in SF424.

Attached to the SF424 are the following:

- MDHHS-BCAEO Fiscal Monitoring Tool
- MDHHS-BCAEO Programmatic Monitoring Tool
- MDHHS-BCAEO Technical Monitoring Tool
- MDHHS-BCAEO Tentative Technical, Programmatic and Financial Monitoring Plan

Policy Link:

- http://www.michigan.gov/documents/dhs/CSPM_600_Series_215133_7.pdf
 - Community Service Policy Manual 603
- http://www.michigan.gov/documents/mdhhs/CSPM_1300_Series_503778_7.pdf

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

(Grant Number: EE0007927, State: MI, Program Year: 2018)

V.8.4 Training and Technical Assistance Approach and Activities

Training and Technical Assistance activities (T&TA) for both Subgrantee and MDHHS-BCAEO WAP staff are instrumental in the provision of weatherization services to low income households in Michigan. MDHHS-BCAEO will offer Comprehensive training through IREC accredited providers and Specific training through a combination of qualified State staff, industry professionals, and certified trainers. T&TA activities increase the efficiency, quality, and effectiveness of the Michigan WAP.

Michigan Weatherization Training Center:

BCAEO will establish a Michigan Weatherization Training Center that will become accredited by the Interstate Renewable Energy Council (IREC) as an energy efficiency training program. 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.

Job Task Analysis (JTA): Job Task Analyses establish the foundation upon which strong training and certifications are built.

- Retro Fit Installer Technician
- Energy Auditor
- Crew Leader
- Quality Control Inspector

BCAEO will establish a high quality Weatherization Training Center with:

- Qualified Instructors
- High Quality Facilities up to 4 locations in Michigan
- Complete IREC certified curriculum
- Year round training opportunities
- Certification testing
- Props/Tools for the classroom projects and hands-on learning
- Demo houses for students to experience learning from the field
- Policies and Procedures that meet IREC standards

Weatherization Training Center's staffing includes the following seven full time affiliate positions and one contractor position. Through a contract with the Michigan Public Health Institute.

- Training Director
- Training Deputy Director
- Senior Trainer
- 2 to 3 Trainers
- Executive Secretary 10
- Contractors to assist with the accreditation process, curriculum development, Weatherization (NASCSF) training, and site partners.

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

(Grant Number: EE0007927, State: MI, Program Year: 2018)

The Michigan Training Center will be a state entity. Staff for the Training Center will be hired through the Michigan Public Health Institute to function as State of Michigan affiliate staff in accordance with a contract between the Michigan Public Health Institute and the Michigan Department of Health and Human Services. Federal and state procurement policies will be followed for the purchase of all relevant goods and services.

The BCAEO Executive Director will supervise the training center staff. 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 addresses, 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 and in Benton Harbor for training center staff.

In PY18, the Michigan Weatherization Training Center will implement the new online training platform. Weatherization professionals will be able to register for upcoming classes, take online classes, and track their performance and certifications. The first course to be developed as an online course and test will be the LSW training.

MDHHS-BCAEO is currently working with the Michigan Rehabilitation Services (MRS) Michigan Career Technical Institute (MCTI) and Wayne Metropolitan Community Action Agency in a partnership to use their training facility for Weatherization training. In addition, a pending partner is Northern Michigan University. The facility is equipped with Weatherization training demos which would allow MDHHS-BCAEO to provide more efficient training to workers.

The following objectives will be conducted starting PY2018.

- Develop, implement and establish the BCAEO Training Center. This includes hiring training center staff, coordinating and establishing two to four training facilities, coordinate with federal, state, and local partners, establish policies and procedures for the training center, and evaluate trainers/contractors/training sessions to improve performance.
 - Develop, recommend, and implement the policies and procedures of the training center.
 - Develop and recommend Facility Plan. Students will need a learning environment for classroom lectures, discussions, projects, and a hands-on experience in lab environments. They will also need to be exposed to a variety of actual equipment and mock up situations designed to prepare them for fieldwork.
 - Implement approved Facility Plan. Ensure all training sites are configured with the same equipment, tools, props, and technology needed to conduct courses, unless a special need has been approved.
 - Hire Staff
- Develop and recommend Training Plan. Implement approved training plan.
 - Develop and recommend Training Plan for PY18 that aligns with the DOE PY18 State Plan, the needs of the network, and incorporates performance improvement recommendations from monitoring.
 - Implement approved training plan for PY18.
- Develop and update Quality Control Inspector and Energy Auditor courses with Michigan's work specifications. Schedule and offer courses. Evaluate trainers/contractors/training sessions to improve performance.
 - Coordinate a Weatherization Technical Team to develop Quality Control Inspector Curriculum based on 2018 BPI Quality Control Inspector's JTA updates.
 - Coordinate a Weatherization Technical Team to develop Energy Auditor Curriculum.
- Begin the IREC accreditation process based on the Quality Control Inspector and Energy Auditor courses.
 - Submit IREC Eligibility Form to IREC when the Quality Control Inspector and Energy Auditor courses have been developed and scheduled.
 - Upon completion of the courses. The training center evaluates and updates the courses for performance improvements.
 - Submit the IREC Certification Application for 2 JTAs; Quality Control Inspector and Energy Auditor

T&TA Activities:

All T&TA activities have at least one of the following objectives:

- Maintain and increase the efficiency, quality and effectiveness of the Weatherization Assistance Program at all levels.
- Maximize energy savings.
- Ensure the health/safety of low income households/weatherization workers

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

(Grant Number: EE0007927, State: MI, Program Year: 2018)

- Increase the effectiveness of client education
- Minimize production costs/Maximize production efficiencies
- Improve the quality of weatherization work on dwellings.
- Improve program management/administrative procedures.

While Subgrantees are not required to attend all T&TA activities, they are responsible to know and implement any technical and policy content covered in those T&TA activities. The State verifies, through the Subgrantee's training activities and certifications are sufficient for the appropriate staff. MDHHS-BCAEO does not require specific certification of Subgrantee staff prior to hire. It is the responsibility of the Subgrantee to ensure the qualifications of its hires. Auditors must, within the first year of work, successfully complete the Building Analyst or Quality Control Inspector certification from the Building Performance Institute. An equivalent certification may be used with preapproval by MDHHS-BCAEO. New energy auditor's work must be closely supervised during the course of their training and prior to meeting certification requirements to ensure compliance to program guidelines. All inspectors must be Quality Control Inspector certified prior to completing inspections. MDHHS-BCAEO will offer continuing education credits where possible at state trainings. MDHHS-BCAEO will also make Subgrantees aware of additional resources for continuing education. MDHHS-BCAEO staff must have all required DOE certifications that directly relate to their job duties.

T&TA funds may be used to pay for wages of Subgrantee weatherization workers for training events. Subgrantee T&TA funds may be used to train contractors, including providing a reasonable stipend to contractors who attend WAP training at the request of the Subgrantee. All such contractors must sign a retention agreement in accordance with DOE guidelines. T&TA funds may also be used for Subgrantee administrative staff to attend Weatherization related training.

Individual Subgrantee T&TA needs are assessed in three ways:

- Monitoring activities (dwelling inspections, fiscal/administrative, desk monitoring, DOE inspections, and all other types) are used to identify specific areas where improvement is needed. Specific T&TA activities that address identified problems may be completed during monitoring visits or at a later date depending on the complexity of the need. In addition, informal conversations with Subgrantee personnel, not connected to monitoring, are used as a means of identifying specific T&TA needs at the Subgrantee level.
- Subgrantees assess their own T&TA needs and objectives via the submission of a work plan as a part of their budget. Each Subgrantee's work plan and budget are reviewed as part of the contract submission process, and are evaluated during monitoring activities.
- An updated Training Activities/Certification Report is filled out by each Subgrantee and uploaded in FACSPRO which includes a list of training taken by each employee. MDHHS-BCAEO is transition to an online training platform to future training activities.

On a broader level, T&TA needs, including client education, are assessed in a number of ways:

- MDHHS-BCAEO staff members compile and compare individual Subgrantee monitoring results to determine network needs and trends. A trend analysis report is generated from the FACSPRO system.
- Subgrantee surveys are used to collect input for not only general policy/procedural issues but also T&TA needs.
- The State Association Director's Meetings provides another source of input and feedback regarding T&TA.
- The Policy Advisory Council (PAC) is used to collect input from partners within the state.
- Cooperation with other energy program units within the MDHHS provides sharing of information about energy conservation issues, some of which may be addressed by T&TA activities.

T&TA effectiveness is assessed as follows:

- State field and financial monitoring visits are used to evaluate T&TA training effectiveness and to determine specific training that may be necessary.
- Evaluation forms are distributed as a part of every group T&TA event. The completed evaluations provide information about the effectiveness of the workshop, class or other group activity. Evaluations may also prompt MDHHS-BCAEO to consider additional training.
- The results of these evaluations become part of future T&TA opportunities.

PY18 Training Plan Overview

PY18 Comprehensive trainings include JTA aligned Energy Auditor and Quality Control Inspector trainings to reflect industrywide initiatives and broaden the skills to successfully maintain quality work in the WAP. MDHHS-BCAEO plans to establish a training center in Michigan to increase the offerings in the State and to improve field performance. Specific trainings will focus on mechanical systems and CAZ testing among other topics. The State staff will meet in quarter four of PY17 to plan out all training and monitoring visits for the year. The coordination of monitoring and training schedules allows feedback from field monitors to have an impact of training offerings. Once the training schedule is completed, coordination to offer the trainings will begin. In PY18, MDHHS-BCAEO Weatherization, Monitoring, and Training Center Staff will meet quarterly to review the training schedule and cross reference it with federal and state monitoring reports, the Training Activities and Certifications, and any other relevant indicators to determine if the training plan is on track and effective. Analysis of Training Needs for Weatherization workers is ongoing.

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

(Grant Number: EE0007927, State: MI, Program Year: 2018)

Michigan Weatherization Training Center:

Comprehensive Training:

Quality Control Inspector (QCI)

As of April 6, 2018 Michigan has 44 QCI certified individuals in its statewide network. All Subgrantees currently have access to a QCI through direct employment or a contractual agreement. There are 4 QCI certified individual's (9%) whose certification will expire during PY17. The need for QCI training/recertification is high. After the establishment of the training center, staff will revised the requirements of the training needed in the field, that includes the frequency, testing, and certifications.

Quality Control Inspector: This five day JTA aligned training with BPI certification testing included will provide new auditors and inspectors the opportunity to become QCI certified.

Recertification for current Quality Control Inspector: A one day refresher and field testing will be offered for all current QCI certified individuals whose certification will expire in PY18.

Comprehensive QCI Training: 3 to 4 sessions annually

Comprehensive QCI Refresher Training: 4 to 6 sessions

Comprehensive QCI Field Training: 1 or more pilot sessions

Requirements: Certified QCIs will be expected to test every 3 years and take a refresher class as needed.

Energy Auditor (EA)

In PY13 & PY14 auditors were encouraged to attend the QCI training and a large number of auditors statewide are crossed trained and certified as QCIs. Michigan currently have 12 certified energy auditors. In PY17, two one-week Crew Leader training was offered for 16 people. Individuals have identified a need for HEP Energy Auditor training. The need for EA training was low to moderate during the first part of the program year. But the need is increasing due to the anticipated certification requirements by DOE.

Energy Auditor: This five day JTA aligned training with course completion testing included will provide auditors a comprehensive energy auditor focused training.

Comprehensive EA Training: 3 to 4 sessions annually

Requirements: Certified EAs will be required to take testing every 3 years and a refereshers class as needed

Crew Leader (CL) and Retrofit installer (RI)

For building shell work, Michigan has 5 crew based Subgrantees, the remaining are contractor based. One agency is looking into moving from contractor to crew based. In PY17, a one-week Crew Leader training was offered for 8 people and two on-week Retrofit Installer Shell training was offered for 18 people. In PY18, an anticipated 8 or more crew members from both crew based and contractor based service providers will attend crew leader training. The need for CL and RI training is moderate.

Crew Leader Training & Testing: This five day JTA aligned training with course completion testing included will be provided for crew and contractor lead workers.

Comprehensive CL Training: 2 to 3 sessions annually

Comprehensive RI Training: 3 to 4 sessions annually

Requirements: CL and RI will take classes every 3 years

Multifamily: all four job titles

In PY17, state staff became certified to conduct Quality Control Inspections on multifamily buildings. The need for multifamily Comprehensive training is low. Additional policy review and training is needed to help increase the need for training and certification for multifamily.

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

(Grant Number: EE0007927, State: MI, Program Year: 2018)

Multifamily QCI: This three day JTA aligned training with course completion testing included will be provided for auditors and inspectors who plan on working on multifamily buildings.

Comprehensive Multifamily QCI GAP Training: 2 sessions annually

Requirements: Every three years Certified Multifamily QCIs will take a test and refresher class, as needed

Specific Training:

Mechanical Systems/ CAZ training: A two to three day course covering topics such as refrigeration, combustion and CAZ depressurization testing, and multifamily HVAC will be offered to service providers utilizing the Michigan state WAP specific training materials and training facility. Additional classes will be CAZ Field Training, CAZ Pressure Diagnostics, and Combustion Analysis.

Introduction to Weatherization Assistant 8.10 Software: This one to two day course is a complete overview of the Weatherization Assistant Software.

Weatherization Audit Training: NEAT & MHEA and will be offered quarterly.

Requirement: As needed and recommended by subgrantee or MDHHS-BCAEO

Advanced Weatherization Assistant 8.10 Software: This one to two day course is an in depth overview of the setup libraries and backend data base functions of the Weatherization Assistant Software (NEAT & MHEA). It will be offered quarterly.

Policy Changes Introduction and Implementation: Tools for a Successful and Seamless Program Year. This one to two day offering will provide a thorough overview of all policy changes and will be offered at the beginning of PY18 at the Weatherization Regional Manager Meetings.

Administrative Training for New and Seasoned Program and Fiscal Directors: Training on administrative and fiscal topics such as the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, budgets, expense plans, FSRs and cash requests. This will be offered at the Summer Conference.

Additional Specific training anticipated for PY18:

- Applying ASHRAE 62.2 version 2016
- Daily Safety Test Out
- Gas Furnace Inspection
- Heating System Airflow
- Indoor Air Quality
- FACSPro – Weatherization System WxPro Training
- Zone Pressure Diagnostics
- Lead Safe Work Training

MDHHS-BCAEO's subgrantees will be responsible for costs related to:

- Travel and labor related to state sponsored Comprehensive and Specific training
- Lead Renovator training and certification
- Continuing education credits for any relevant certifications (e.g. QCI or Building Analyst)
- Additional Comprehensive and Specific training not available through MDHHS-BCAEO
- Contractor stipends, if any Subgrantee will provide a T&TA budget as part of the contracting process that communicates a thorough plan to expend all T&TA funds in an effective manner.

Section 4: Provide Training to Implement and Maintain Guidelines/Standards MDHHS-BCAEO has created the following comprehensive training plan for PY17 which include both Comprehensive and Specific identified training. This training plan will ensure that all Comprehensive training paid for with WAP T&TA funds must meet requirements of this section. Dates are subject to change based on trainer availability and network need. Michigan has 43 certified Quality Control inspectors (QCI) in Michigan. Two of those are MDHHS-BCAEO employees. 43/26 subgrantees = 1.65 QCI's per agency. Subgrantees and their contractors complete retention agreements prior to the subgrantee paying for training for contractors.

July 2018:

MDHHS-BCAEO will hold the MI Weatherization Manager conference. MDHHS-BCAEO will have NASCSP, the trainers, to provide Weatherization Management Training to strengthen the Michigan WAP. Training needs will be identified through the ACSI Survey, Weatherization manager survey, and

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

(Grant Number: EE0007927, State: MI, Program Year: 2018)

Weatherization conference evaluations. Federal and state procurement policy will be followed.

October 2018:

MDHHS-BCAEO will hold the annual MI Weatherization conference. MDHHS-BCAEO will have INCAA, NASCSP, and others, the contracted trainers, to provide Comprehensive training which includes a comprehensive, occupation specific training which follows a curriculum aligned with the JTAs and any other Comprehensive training necessary to strengthen the Michigan WAP. Training needs will be identified through the trend analysis created by each technical monitor and training survey results. Federal and state procurement policy will be followed.

Specific Training: MDHHS-BCAEO will also provide Specific training not only at the annual Weatherization conference, but also throughout the year as needed. Technical monitors will continue to provide LSW training and 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.

MDHHS-BCAEO's Weatherization Training Center will provide SWS, blower door, combustion appliance zone (CAZ), JTAs, ASHRAE 62.2, Health & Safety, FACSPRO, Policy updates, and managing weatherization training throughout the year. Additionally, MDHHS-BCAEO staff will provide training such as MDHHS-BCAEO financial, MDHHS-BCAEO policy, fiscal/grant monitoring training, income eligibility training, and any other training that is identified by the network including T&TA through monitoring. Contracted trainers will be from INCAA, NASCSP, and others identified to support the efforts of the WAP. Federal and state procurement policy will be followed. MDHHS-BCAEO provides training in many formats including online, onsite, teleconference, and webinar. MDHHS-BCAEO Financial monitors will provide WAP financial training at the annual state Weatherization conference.

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

- Review of subgrantee deficiencies
- Subgrantee direct training requests
- 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 will provide T&TA funds for each LWO directly assist with additional training costs to meet certification requirements. Also, to ensure funding so that staff can attend DOE approved national weatherization related conferences. Subgrantees are encouraged to utilize the funding for training needs, but any dollars not used for training must go back into program operations.

MDHHS-BCAEO requires that all weatherization workers complete IAQ training within 90 days of hire. Subgrantees maintain certifications and training for staff in the statewide database, FACSPRO. This process will transition to the online training platform. The subgrantees also maintain contractor files which hold all required certifications. This is monitored by MDHHS-BCAEO monitoring staff annually. MDHHS-BCAEO will utilize online training and testing initially for LSW, IAQ, and add courses such as Client Education, and Weatherization Management along the way. As MDHHS-BCAEO continues to move forward with updates to our Weatherization statewide database which will allow energy savings for each household to be measured and to tell a better story of the success of Weatherization in Michigan.

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 CSPM 612.4:

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 subgrantee's energy education plan.

1. Introduce the WAP. 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, DHS4283.
 3. Retain the signed WAP application or signed FACSPRO client intake report with the Weatherization disclaimer in the client file.
-
1. Determine eligibility and prioritize the applicant. See CSPM Item 611 regarding the client priority system.
 2. Notify the applicant of the eligibility determination.

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

(Grant Number: EE0007927, State: MI, Program Year: 2018)

3. Ask the applicant to prepare for the audit by:
 - a. Making a list of energy questions and concern
 - b. Making the attic, basement, and crawl space accessible
 - c. Making the perimeter accessible
 - d. Securing pets
 - e. 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 subgrantee's energy education plan.

1. Explain the WAP, stressing what each partner will do during each step.
2. Explain the agenda of the audit and what the client will need to do.
3. Explain how the house loses heat. Inquire about the heating system.
4. Talk with the client about whether some rooms seem warmer while others are cooler.
5. Show the client how to adjust heat flow to different areas to save energy and provide more comfort.
6. Point out areas where the client could take action to save energy and money.
7. Complete the audit.
8. 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, auditor, and other trained weatherization staff, if applicable.

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. 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 subgrantee'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. Reinforce the partnership between the subgrantee 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 subgrantee'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 subgrantee may wish to develop a Client Education Package to include the following items.

1. A generic letter introducing the Weatherization Assistance Program.
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.
4. A list of weatherization measures, which includes information relative to the contractor, if applicable.
5. A generic letter to be provided to the client after the weatherization measures are completed.
6. An illustrated guide for maintaining the weatherization measures installed.
7. A follow up survey.
8. Productivity vs. Energy Savings

MDHHS-BCAEO has implemented changes in the statewide database to determine energy savings by household, subgrantee, and energy auditor. BCAEO has been working with neighboring states to determine the best method for Michigan. ASHRAE 62.2 version 2016.

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

(Grant Number: EE0007927, State: MI, Program Year: 2018)

Subgrantee/Subgrantee Training Tracking System

All training completions, dates, staff, and certifications for the Weatherization Assistance Program (WAP) are to be entered by each subgrantee into FACSPRO. A transition plan will be developed in PY18 to move this process to the online training platform. Each subgrantee is required to inform BCAEO of any agency contractor/staff that achieves any of the Home Energy Professional certifications. Subgrantees can inform BCAEO by emailing the mailbox and including the Agency name, certified staff/contractor, type of certification, and date of certification.

Policy Link: http://www.michigan.gov/documents/dhs/CSPM_600_Series_215133_7.pdf

- Community Service Policy Manual 611 – Client Priority Selection Criteria
- Community Service Policy Manual 612.4 – Applicant File Documentation Client Energy Education
- Community Service Policy Manual 618 – Technical Weatherization Training

V.9 Energy Crisis and Disaster Plan

PURPOSE

To provide guidance on allowable activities using Department of Energy (DOE) Weatherization Assistance Program (WAP) resources to low income individuals and families in the event of disasters as declared by the President of the United States or the State of Michigan Governor.

POLICY

All subgrantees of the Weatherization Assistance Program (WAP) must adhere to the following policy if considering requesting weatherization funding toward disaster planning and relief. Disaster relief funds are to be used only in the event of a declared emergency at the state or federal level and shall be used only to provide emergency services to low income individuals and families in the designated disaster area. WAP has a very limited role in any disaster response plan. DOE funds are very limited to eligible weatherization activities and the purchase and delivery of weatherization materials. To the extent services are in support of eligible weatherization (or permissible re-weatherization) work for eligible households, such expenditure is allowable. Allowable expenditures under WAP include:

- The cost of incidental repairs to an eligible dwelling unit if such repairs are necessary to make the installation of weatherization materials effective.
- The cost of eliminating health and safety hazards, elimination of which is necessary before the installation of weatherization materials.
- Weatherization personnel can be paid from DOE funds to perform functions related to protecting the DOE investment. Such activities include: securing weatherization materials, tools, equipment, weatherization vehicles, or protection of local agency weatherization files, records and the like during the initial phase of the disaster response.
- Local agencies may use weatherization vehicles and/or equipment to help assist in disaster relief provided the WAP is reimbursed according to the DOE regulations.

The use of DOE funds for relief efforts is limited to the following:

- The total allowance for relief efforts limited to allowance of \$6500 per dwelling unit.
- The total allowance for incidental repairs in support of installation of weatherization materials is limited to the current maximum reimbursement for minor envelope repairs per contract and policy language.
- The total allowance for installation of each weatherization measure if limited to the current maximum reimbursement Subgrantee contract. To the extent that the services are in support of eligible weatherization (or permissible reweatherization) work, such expenditure would be allowable. For example, debris removal at a dwelling unit so that the unit can be weatherized would be an allowable cost. Debris removal from a dwelling unit that is not to be weatherized would not be an allowable cost. As such, using DOE funds to pay for weatherization personnel to perform relief work in the community as a result of a disaster is not allowable.

Reprioritization of Weatherization requests

For reprioritization of weatherization requests coming from the disaster area, WAP rules require that priority be given to identifying and providing weatherization assistance to elderly persons, persons with disabilities, families with children, high residential energy users, and households with high energy burdens (10 CFR 440.16(b)). However, it would be permissible to consider households located in the disaster area a priority as long as the households are eligible and meet one of the priorities established in regulation and are free and clear of any insurance claim or other form of compensation resulting from damage incurred from the disaster.

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

(Grant Number: EE0007927, State: MI, Program Year: 2018)

Reweathering work In the event of a declared federal or state disaster, weatherization crews may return to a unit reported as a completion to DOE that has been “damaged by fire, flood, or act of God, to be re-weatherized, without regard to the date of weatherization”. 10 CFR 440.18(f)(2)(ii). Local authorities must deem the dwelling unit(s) salvageable as well as habitable and the damage to the materials is not covered by insurance or other form of compensation. Subgrantee Requests for Disaster Relief Funds

If funding is available, MDHHS-BCAEO will consider all requests from Subgrantees for disaster relief funds that meet the outlined criteria. The requests must include the following components:

- Overview of disaster
- Date disaster was declared a federal or state disaster
- Additional funding requested, if applicable
- How weatherization funds/weatherization work will be utilized to enhance disaster relief funds in the federal or state defined disaster area. Subgrantees must submit requests to the MDHHSBCAEO@michigan.gov mailbox. Once submitted, MDHHSBCAEO will review with the assistance of the DOE.

Funding for Disaster Planning and Relief

If MDHHS-BCAEO approves a subgrantee disaster relief plan, an agency can dedicate current year allocation and funding to the identified disaster area, and serve that area as priority over other areas. In the event the subgrantee requests additional funding for the disaster relief efforts, MDHHSBCAEO, with the approval of DOE via the state plan, can allocate additional funds to a designated disaster site during a reallocation process throughout the year.

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

(Grant Number: EE0007927, State: MI, Program Year: 2018)

IV.1 Subgrantees

Subgrantee (City)	Planned Funds/Units
Allegan County Resource Development Committee Inc (Allegan)	\$200,091.00 20
Area Community Services Employment and Training Council (Grand Rapids)	\$675,625.00 73
Baraga-Houghton-Keweenaw CAA (Houghton)	\$227,795.00 23
Blue Water Community Action (Port Huron)	\$248,510.00 25
Capital Area Community Services Inc (Lansing)	\$668,626.00 72
Chippewa-Luce-Mackinac Community Action and (Sault Ste Marie)	\$276,359.00 28
Community Action Agency of South Central Michigan (Battle Creek)	\$486,996.00 52
Dickinson-Iron Community Services Agency (Iron Mountain)	\$210,609.00 21
EightCAP Inc (Greenville)	\$754,605.00 81
FiveCAP Inc (Scottville)	\$487,985.00 53
Genesee County CAA (Flint)	\$593,140.00 64
Gogebic-Ontonagon CAA (Bessemer)	\$196,252.00 20
Human Development Commission (Caro)	\$436,846.00 47
Kalamazoo County Human Services Department (Nazareth)	\$361,269.00 37
Macomb County Community Services Agency (Clinton Township)	\$865,361.00 93
Menominee-Delta-Schoolcraft Community Action Agency and (Escanaba)	\$385,483.00 40
Mid Michigan CAA Inc (Farwell)	\$353,081.00 31
Monroe County Opportunity Program (Monroe)	\$583,078.00 63
Northeast Michigan Community Action Agency (Alpena)	\$732,847.00 82
Northwest Michigan Human Services Agency (Traverse City)	\$763,421.00 85
Oakland Livingston Human Services Agency (Pontiac)	\$1,145,772.00 124
Ottawa County CAA (Holland)	\$288,712.00 29
Saginaw County Community Action Committee (Saginaw)	\$432,505.00 46
Southwest Michigan CAA (Benton Harbor)	\$466,751.00 50

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

(Grant Number: EE0007927, State: MI, Program Year: 2018)

Washtenaw County Human Services (Ypsilanti)	\$351,271.00 36
Wayne Metropolitan Community Action Agency (Detroit)	\$2,928,310.00 321
Total:	\$15,121,300.00 1,616

IV.2 WAP Production Schedule

Weatherization Plans	Units
Total Units (excluding reweatherized)	1,606
Rewatherized Units	10

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		
<i>VEHICLE & EQUIPMENT AVERAGE COST PER DWELLING UNIT (DOE RULES)</i>		
A	Total Vehicles & Equipment (\$5,000 or more) Budget	\$54,983.00
B	Total Units Weatherized	1,606
C	Total Units Rewatherized	10
D	Total Dwelling Units to be Weatherized and Rewatherized (B + C)	1,616
E	Average Vehicles & Equipment Acquisition Cost per Unit (A divided by D)	\$34.02
<i>AVERAGE COST PER DWELLING UNIT (DOE RULES)</i>		
F	Total Funds for Program Operations	\$11,732,419.00
G	Total Dwelling Units to be Weatherized and Rewatherized (from line D)	1,616
H	Average Program Operations Costs per Unit (F divided by G)	\$7,260.16
I	Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$34.02
J	Total Average Cost per Dwelling (H plus I)	\$7,294.18

IV.3 Energy Savings

Method used to calculate savings: <input checked="" type="checkbox"/> WAP algorithm <input type="checkbox"/> Other (describe below)			
	Units	Savings Calculator (MBtus)	Energy Savings
This Year Estimate	1616	29.3	47349
Prior Year Estimate	1309	29.3	38354
Prior Year Actual	725	29.3	21242
Method used to calculate savings description:			
<p>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.</p> <p>The Program Year (PY) 2018 estimate of energy savings for the DOE funding is: (1,428 homes x 29.3 million site BTUs per home = 41,840.4 million site BTUs.</p> <p>The Program Year (PY) 2017 estimate of energy savings for the DOE funding is: (1,218 homes x 29.3 million site BTUs per home =) 35,687.4 million site BTUs.</p>			

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

(Grant Number: EE0007927, State: MI, Program Year: 2018)

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: tlvansumeren@cmsenergy.com
Macomb County Community Services Agency	Type of organization: Unit of Local Government Contact Name: Mr. Steve Schuster Phone: 5864696329 Email: steve.schuster@macombgov.org
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: nfletcher@mdscaa.org
Michigan Community Action Agency Association Weatherization Committee	Type of organization: Non-profit (not a financial institution) Contact Name: Ms. Kate White Phone: 5173217500 Email: kwhite@mcaaaa.org
Monroe County Opportunity Program	Type of organization: Non-profit (not a financial institution) Contact Name: Ms. Billie Jo Dye Phone: 7342412775 Email: billiejodye@gmail.com
Oakland Livingston Human Services Agency	Type of organization: Non-profit (not a financial institution) Contact Name: Mr. Gary Warsecke Phone: 2482092760 Email: garyw@olhsa.org
SEMCO Energy Gas Company	Type of organization: Utility Contact Name: Christina Beckwith Phone: 8883005064 Email: chrissy.beckwith@semcoenergy.com
State of Michigan	Type of organization: Unit of State Government Contact Name: Susan Corbin Phone: 5172845182 Email: CorbinS@michigan.gov
State of Michigan	Type of organization: Unit of State Government Contact Name: Kris Schoenow Phone: 5173738896 Email: Schoenowk@Michigan.gov
State of Michigan	Type of organization: Unit of State Government Contact Name: Maddy Kamalay Phone: 8552756424 Email: kamalaym@michigan.gov
State of Michigan	Type of organization: Unit of State Government Contact Name: Tammy Bair Phone: 5173420030 Email: bairt@michigan.gov
Wayne Metro Community Action Agency	Type of organization: Non-profit (not a financial institution) Contact Name: Mr. John Carmody Phone: 7342462280 Email: jcarmody@waynemetrol.org

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
-----------	--

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

(Grant Number: EE0007927, State: MI, Program Year: 2018)

04/04/2017	Lansing State Journal: 4/4/18 Marquette Mining Journal: 4/4/18 Oakland Press: 4/4/18
------------	--

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

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

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 always allocated 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 no way to determine if funds will be allocated or not.

Cost Allocation Plan for Michigan Department of Health & Human Services

The State of Michigan submitted a Cost Allocation Plan to U.S. Health & Human Services for approval. Due to the size and complexity of our Department as a result of the merger of Department of Community Health and the Department of Human Services in 2015. The MDHHS has made updates and resubmitted as needed and continues to work with U.S. HHS to update and receive approval for our cost allocation. This has been uploaded.

Policy Advisory Council (PAC):

The PAC met on February 8, 2017 and approved the state plan for submission. The minutes to the PAC meeting have been uploaded.

MDHHS Single Audit

The MDHHS Single Audit for FY15 has been uploaded. MDHHS is currently undergoing our FY16 audit. The FY15 Single Audit indicates a finding for MDHHS related to the department cost allocation plan. In March 2016, MDHHS implemented a new Cost Allocation Section within the Bureau of Budget. This centralized unit is intended to enhance the effectiveness and quality of the MDHHS Cost Allocation development, implementation, and maintenance process. Details are in the response that was sent to Floris Weston, DOE Program Officer, 8/16/2016. The MDHHS FY16 Single Audit will be submitted once it is complete.

State Plan Public Hearing:

Documentation attached to SF-424 indicates MI is in compliance with posting notice of the public hearing and to inform subgrantees how they can obtain a copy of the State Plan. The notice was publicized in three different newspapers across Michigan shown in the attached documentation. Also, MDHHS-BCAEO emailed the information to the subgrantees. The public hearing is scheduled February 21, 2017. Minutes of the hearing and publications are attached.

Health & Safety Policy - Ventilation

Michigan will use ASHRAE 62.2 for DOE funded units and will comply with any new Health and Safety policy when released.

DOE WAP Materials

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

(Grant Number: EE0007927, State: MI, Program Year: 2018)

Michigan intends to submit a memo to the DOE Project Officer requesting to use the approved items outlined in WPN 16-7 during PY17 with the intend of implementing the use of materials in PY18.

Training & Technical Assistance

MDHHS BCAEO will provide quarterly training and technical assistance. The currently scheduled T/TA is found in the master file and in the budget. In addition to what is outlined in the master file and budget, other training will be made available as subgrantee needs are identified. A sample of the July/August training schedule has been uploaded.

Significant Changes for PY17

- DOE Allocation - federal appropriations for FY17 is not available. Per DOE guidance, this plan was created using the same allocation amount for MI as PY2016. The funding levels could change at a later date but the methodology used to allocate subgrantee funds will remain the same.
- Updated process for allocating administrative funds to subgrantees
- Added policy related to ensure that estimations of efficiency on furnaces and appliances is not an acceptable practice.
- Updated priority point language
- Increased average cost per unit

DOE F 540.5
(08/05)

U.S. Department of Energy

OMB Control No: 1910-5127

**WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION**

Expiration Date: 02/29/2020

State: MI Grant Number: EE0007927 Program Year: 2018

<p>Name: Allegan County Resource Development Committee Inc</p> <p>Address: 323 Water Street Allegan, MI 49010-0000</p> <p>Counties served: ALLEGAN County</p>	<p>Contact: Ms. Lisa Evans DUNS: 069493229</p> <p>Phone: (269) 673-5472 Fax: (269) 673-3795 Email: levans@communityactionallegan.org</p> <p>Tentative allocation: \$ 200,091.00 Planned units: 20 Type of organization: Non-profit organization Source of labor: Contractors</p>	<p>Congressional districts served: <u>CD</u> MI-06</p>
--	--	--

<p>Name: Area Community Services Employment and Training Council</p> <p>Address: 121 Franklin Street SE Suite 110 Grand Rapids, MI 49507-0000</p> <p>Counties served: KENT County</p>	<p>Contact: Mr. Roger Strickfaden DUNS: 072571888</p> <p>Phone: (616) 632-7950 Fax: (616) 632-7955 Email: roger.strickfaden@kentcountymi.gov</p> <p>Tentative allocation: \$ 675,625.00 Planned units: 73 Type of organization: Unit of local government Source of labor: Contractors</p>	<p>Congressional districts served: <u>CD</u> MI-02 MI-03 MI-06</p>
--	---	--

<p>Name: Baraga-Houghton-Keweenaw CAA</p> <p>Address: 926 Dodge Street Houghton, MI 49931-0000</p> <p>Counties served: HOUGHTON County BARAGA County KEWEENAW County</p>	<p>Contact: Mr. Paul Hannula DUNS: 153462288</p> <p>Phone: (906) 482-5528 Fax: (906) 482-5512 Email: bhkcaawx@att.net</p> <p>Tentative allocation: \$ 227,795.00 Planned units: 23 Type of organization: Non-profit organization Source of labor: Contractors</p>	<p>Congressional districts served: <u>CD</u> MI-01</p>
---	---	--

<p>Name: Blue Water Community Action</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: DKramp@bwcaa.org</p> <p>Tentative allocation: \$ 248,510.00 Planned units: 25 Type of organization: Non-profit organization Source of labor: Contractors</p>	<p>Congressional districts served: <u>CD</u> MI-10</p>
---	---	--

DOE F 540.5
(08/05)

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION

OMB Control No: 1910-5127
Expiration Date: 02/29/2020

State: MI Grant Number: EE0007927 Program Year: 2018

Name:	Capital Area Community Services Inc	Contact:	Mr. Bob Liss
		DUNS:	076389618
Address:	101 East Willow Street Lansing, MI 48906-0000	Phone:	(517) 393-1780
		Fax:	(517) 393-6631
		Email:	bliss@cacswx.org
Counties served:	EATON County CLINTON County SHIAWASSEE County INGHAM County	Tentative allocation:	\$ 668,626.00
		Planned units:	72
		Type of organization:	Non-profit organization
		Source of labor:	Contractors
		Congressional districts served:	<u>CD</u> MI-08 MI-04 MI-07

Name:	Chippewa-Luce-Mackinac Community Action and	Contact:	Mr. Eric Rowell
		DUNS:	116103888
Address:	P. O. Box 70 524 Ashmun Street Sault Ste Marie, MI 49783-0000	Phone:	(906) 632-3363
		Fax:	(906) 632-4255
		Email:	erowell@clmcaa.com
Counties served:	MACKINAC County LUCE County CHIPPEWA County	Tentative allocation:	\$ 276,359.00
		Planned units:	28
		Type of organization:	Non-profit organization
		Source of labor:	Contractors
		Congressional districts served:	<u>CD</u> MI-01

Name:	Community Action Agency of South Central Michigan	Contact:	Mr. Charles Asher
		DUNS:	020899480
Address:	PO Box 1026 175 Main Street Battle Creek, MI 49016-0000	Phone:	(269) 965-7766
		Fax:	(269) 966-4170
		Email:	charlesa@caascsm.org
Counties served:	BARRY County BRANCH County CALHOUN County ST. JOSEPH County	Tentative allocation:	\$ 486,996.00
		Planned units:	52
		Type of organization:	Non-profit organization
		Source of labor:	Contractors
		Congressional districts served:	<u>CD</u> MI-07 MI-03

Name:	Dickinson-Iron Community Services Agency	Contact:	Mr Don Tramontin
		DUNS:	556499234
Address:	1238 Carpenter Ave Iron Mountain, MI 49801-0000	Phone:	(906) 774-2256
		Fax:	(906) 774-2257
		Email:	dtramontin@dicsami.org
Counties served:	IRON County DICKINSON County	Tentative allocation:	\$ 210,609.00
		Planned units:	21
		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
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION

OMB Control No: 1910-5127
Expiration Date: 02/29/2020

State: MI Grant Number: EE0007927 Program Year: 2018

Name:	EightCAP Inc	Contact:	Ms. Stephanie Rockafellow
		DUNS:	020892659
Address:	904 Oak Drive- Turk Lake Greenville, MI 48838-0000	Phone:	(616) 754-9315
		Fax:	(616) 225-8761
		Email:	stephanier@8cap.org
Counties served:	MONTCALM County OCEANA County IONIA County ISABELLA County GRATIOT County MUSKEGON County	Tentative allocation:	\$ 754,605.00
		Planned units:	81
		Type of organization:	Non-profit organization
		Congressional districts served:	<u>CD</u> MI-04 MI-03
		Source of labor:	Contractors

Name:	FiveCAP Inc	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:	MANISTEE County MASON County LAKE County NEWAYGO County	Tentative allocation:	\$ 487,985.00
		Planned units:	53
		Type of organization:	Non-profit organization
		Congressional districts served:	<u>CD</u> MI-01 MI-02
		Source of labor:	Contractors

Name:	Genesee County CAA	Contact:	Mr. Dan Newcombe
		DUNS:	099662942
Address:	601 N. Saginaw St., Ste. 1B Flint, MI 48502-0000	Phone:	(810) 762-4893
		Fax:	(810) 762-0009
		Email:	DNewcombe@co.genesee.mi.us
Counties served:	GENESEE County	Tentative allocation:	\$ 593,140.00
		Planned units:	64
		Type of organization:	Unit of local government
		Source of labor:	Agency
		Congressional districts served:	<u>CD</u> MI-05

Name:	Gogebic-Ontonagon CAA	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:	\$ 196,252.00
		Planned units:	20
		Type of organization:	Non-profit organization
		Source of labor:	Agency and 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: 02/29/2020

State: MI Grant Number: EE0007927 Program Year: 2018

<p>Name: Human Development Commission</p> <p>Address: 429 Montague Avenue Caro, MI 48723-0000</p> <p>Counties served: SANILAC County TUSCOLA County HURON County LAPEER County</p>	<p>Tentative allocation: \$ 436,846.00 Planned units: 47 Type of organization: Non-profit organization Source of labor: Agency and Contractors</p>	<p>Contact: Ms. Lori Offenbecher DUNS: 039630793 Phone: (989) 673-4121 Fax: (989) 673-0646 Email: lorio@hdc-caro.org</p>	<p>Congressional districts served: <u>CD</u> MI-10 MI-05</p>
---	--	--	--

<p>Name: Kalamazoo County Human Services Department</p> <p>Address: P. O. Box 42 3299 Gull Road Nazareth, MI 49074-0042</p> <p>Counties served: KALAMAZOO County</p>	<p>Tentative allocation: \$ 361,269.00 Planned units: 37 Type of organization: Unit of local government Source of labor: Contractors</p>	<p>Contact: Ms. Amber Leverette DUNS: 957100217 Phone: (269) 373-5058 Fax: (269) 373-5109 Email: arleve@kalcountry.com</p>	<p>Congressional districts served: <u>CD</u> MI-06</p>
---	--	--	--

<p>Name: Macomb County Community Services Agency</p> <p>Address: VerKuilen Building, Suite 10 21885 Dunham Road Clinton Township, MI 48036-1030</p> <p>Counties served: MACOMB County</p>	<p>Tentative allocation: \$ 865,361.00 Planned units: 93 Type of organization: Unit of local government Source of labor: Contractors</p>	<p>Contact: Mr. Steve Schuster DUNS: 957867120 Phone: (586) 469-6329 Fax: (586) 469-5996 Email: steve.schuster@macombgov.org</p>	<p>Congressional districts served: <u>CD</u> MI-10 MI-09</p>
--	--	--	--

<p>Name: Menominee-Delta-Schoolcraft Community Action Agency and</p> <p>Address: 507 First Avenue North Escanaba, MI 49829-3998</p> <p>Counties served: SCHOOLCRAFT County ALGER County MENOMINEE County DELTA County MARQUETTE County</p>	<p>Tentative allocation: \$ 385,483.00 Planned units: 40 Type of organization: Non-profit organization Source of labor: Contractors</p>	<p>Contact: Ms. Naomi Fletcher DUNS: 192300858 Phone: (906) 786-7080 Fax: (906) 786-9423 Email: nfletcher@mdscaa.org</p>	<p>Congressional districts served: <u>CD</u> MI-01</p>
---	---	--	--

DOE F 540.5
(08/05)

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: MI Grant Number: EE0007927 Program Year: 2018

OMB Control No: 1910-5127
Expiration Date: 02/29/2020

Name: Mid Michigan CAA Inc	Contact: Ms. Jill Sutton	DUNS: 069468080	
Address: 1574 East Washington Road P.O. Box 768 Farwell, MI 48622-0768	Phone: (989) 386-3805	Fax: (989) 386-3277	
Counties served: GLADWIN County MECOSTA County OSCEOLA County CLARE County BAY County MIDLAND County	Tentative allocation: \$ 353,081.00 Planned units: 31 Type of organization: Non-profit organization	Congressional districts served:	<u>CD</u> MI-04 MI-05
Source of labor: Contractors			

Name: Monroe County Opportunity Program	Contact: Ms. Billie Jo Dye	DUNS: 097226690	
Address: 1140 South Telegraph Road Monroe, MI 48161-4006	Phone: (734) 241-2775	Fax: (734) 457-0630	
Counties served: MONROE County LENAWEE County HILLSDALE County JACKSON County	Tentative allocation: \$ 583,078.00 Planned units: 63 Type of organization: Non-profit organization	Congressional districts served:	<u>CD</u> MI-07
Source of labor: Contractors			

Name: Northeast Michigan Community Action Agency	Contact: Ms. Lisa Bolen	DUNS: 020905642	
Address: 2375 Gordon Road Alpena, MI 49707-0000	Phone: (989) 329-3664	Fax: (989) 471-2700	
Counties served: OTSEGO County OSCODA County CRAWFORD County PRESQUE ISLE County OGEMAW County ARENAC County ALCONA County CHEBOYGAN County MONTMORENCY County IOSCO County ALPENA County	Tentative allocation: \$ 732,847.00 Planned units: 82 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: Mr. Steve Taylor	DUNS: 060177904	
Address: 3963 Three Mile Road Traverse City, MI 49686-9164	Phone: (231) 346-2136	Fax: () -	
Email: staylor@nmcaa.net			

DOE F 540.5
(08/05)

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION

OMB Control No: 1910-5127
Expiration Date: 02/29/2020

State: MI Grant Number: EE0007927 Program Year: 2018

Counties served:	MISSAUKEE County CHARLEVOIX County BENZIE County ANTRIM County ROSCOMMON County LEELANAU County GRAND TRAVERSE Coun EMMET County WEXFORD County KALKASKA County	Tentative allocation: \$ 763,421.00 Planned units: 85 Type of organization: Non-profit organization	Congressional districts served:	CD MI-01
------------------	--	---	---------------------------------	-------------

Source of labor: Agency

Name:	Oakland Livingston Human Services Agency	Contact:	Mr. Gary Warsecke
		DUNS:	088746458
Address:	P.O. Box 430598 196 East Cesar E. Chevez Pontiac, MI 48343-0598	Phone:	(248) 209-2760
		Fax:	(248) -
		Email:	garyw@olhsa.org

Counties served:	OAKLAND County LIVINGSTON County	Tentative allocation: \$ 1,145,772.00 Planned units: 124 Type of organization: Non-profit organization	Congressional districts served:	CD 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@mottotawa.org

Counties served:	OTTAWA County	Tentative allocation: \$ 288,712.00 Planned units: 29 Type of organization: Unit of local government	Congressional districts served:	CD MI-02
------------------	---------------	--	---------------------------------	-------------

Source of labor: Contractors

Name:	Saginaw County Community Action Committee	Contact:	Ms. Lillie Grays
		DUNS:	138775994
Address:	2824 Perkins Saginaw, MI 48601-0000	Phone:	(989) 753-7741
		Fax:	(989) 753-2439
		Email:	lgrays@saginawcac.org

Counties served:	SAGINAW County	Tentative allocation: \$ 432,505.00 Planned units: 46 Type of organization: Non-profit organization	Congressional districts served:	CD MI-05 MI-04
------------------	----------------	---	---------------------------------	----------------------

Source of labor: Agency and Contractors

DOE F 540.5
(08/05)

U.S. Department of Energy

OMB Control No: 1910-5127

**WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION**

Expiration Date: 02/29/2020

State: MI Grant Number: EE0007927 Program Year: 2018

Name:	Southwest Michigan CAA	Contact:	Ms. Sandra Klank
		DUNS:	002009442
Address:	185 East Main Street Suite 200 Benton Harbor, MI 49022-0000	Phone:	(269) 925-9077
		Fax:	(269) 925-9271
		Email:	sklank@smcaa.com
Counties served:	CASS County BERRIEN County VAN BUREN County	Tentative allocation:	\$ 466,751.00
		Planned units:	50
		Type of organization:	Non-profit organization
		Source of labor:	Contractors
		Congressional districts served:	<u>CD</u> MI-06

Name:	Washtenaw County Human Services	Contact:	Mr. Aaron Kraft
		DUNS:	020111969
Address:	PO Box 915 415 W. Michigan Ave, Ste 2200 Ypsilanti, MI 48197-0915	Phone:	(734) 544-2947
		Fax:	(734) 544-6731
		Email:	Krafta@ewashtenaw.org
Counties served:	WASHTENAW County	Tentative allocation:	\$ 351,271.00
		Planned units:	36
		Type of organization:	Unit of local government
		Source of labor:	Contractors
		Congressional districts served:	<u>CD</u> MI-07 MI-12

Name:	Wayne Metropolitan Community Action Agency	Contact:	Mr. Mike Locke
		DUNS:	053258109
Address:	7310 Woodward Ave Suite 800 Detroit, MI 48202	Phone:	(313) 873-6000
		Fax:	(313) 873-6066
		Email:	mlocke@waynemetrometro.org
Counties served:	WAYNE County	Tentative allocation:	\$ 2,928,310.00
		Planned units:	321
		Type of organization:	Non-profit organization
		Source of labor:	Contractors
		Congressional districts served:	<u>CD</u> MI-12 MI-11 MI-14 MI-13

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 07/01/2018	5. Completion Date 06/30/2019

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	\$ 2,956,193.00		\$ 16,928,436.00		\$ 19,884,629.00
2.						
3.						
4.						
5. TOTAL		\$ 2,956,193.00	\$ 0.00	\$ 16,928,436.00	\$ 0.00	\$ 19,884,629.00

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	\$ 420,444.00	\$ 0.00	\$ 329,687.00	\$ 0.00	\$ 750,131.00
b. Fringe Benefits	\$ 238,890.00	\$ 0.00	\$ 176,411.00	\$ 0.00	\$ 415,301.00
c. Travel	\$ 34,600.00	\$ 0.00	\$ 79,750.00	\$ 0.00	\$ 114,350.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 107,367.00	\$ 0.00	\$ 30,500.00	\$ 0.00	\$ 137,867.00
f. Contract	\$ 13,460.00	\$ 1,259,221.00	\$ 3,154,851.00	\$ 300,000.00	\$ 18,344,594.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other Direct Costs	\$ 43,499.00	\$ 0.00	\$ 15,500.00	\$ 0.00	\$ 58,999.00
i. Total Direct Charges	\$ 858,260.00	\$ 1,259,221.00	\$ 3,786,699.00	\$ 300,000.00	\$ 19,821,242.00
j. Indirect Costs	\$ 35,528.00	\$ 0.00	\$ 27,859.00	\$ 0.00	\$ 63,387.00
k. Totals	\$ 893,788.00	\$ 1,259,221.00	\$ 3,814,558.00	\$ 300,000.00	\$ 19,884,629.00
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 07/01/2018		
	5. Completion Date 06/30/2019		

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		\$ 2,956,193.00	\$ 0.00	\$ 16,928,436.00	\$ 0.00	\$ 19,884,629.00

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	\$ 750,131.00	
b. Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 415,301.00	
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 114,350.00	
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 137,867.00	
f. Contract	\$ 11,732,419.00	\$ 1,751,660.00	\$ 52,000.00	\$ 26,000.00	\$ 18,344,594.00	
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
h. Other Direct Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 58,999.00	
i. Total Direct Charges	\$ 11,732,419.00	\$ 1,751,660.00	\$ 52,000.00	\$ 26,000.00	\$ 19,821,242.00	
j. Indirect Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 63,387.00	
k. Totals	\$ 11,732,419.00	\$ 1,751,660.00	\$ 52,000.00	\$ 26,000.00	\$ 19,884,629.00	
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 07/01/2018	5. Completion Date 06/30/2019

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		\$ 2,956,193.00	\$ 0.00	\$ 16,928,436.00	\$ 0.00	\$ 19,884,629.00

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				\$ 750,131.00
b. Fringe Benefits	\$ 0.00				\$ 415,301.00
c. Travel	\$ 0.00				\$ 114,350.00
d. Equipment	\$ 0.00				\$ 0.00
e. Supplies	\$ 0.00				\$ 137,867.00
f. Contract	\$ 54,983.00				\$ 18,344,594.00
g. Construction	\$ 0.00				\$ 0.00
h. Other Direct Costs	\$ 0.00				\$ 58,999.00
i. Total Direct Charges	\$ 54,983.00				\$ 19,821,242.00
j. Indirect Costs	\$ 0.00				\$ 63,387.00
k. Totals	\$ 54,983.00				\$ 19,884,629.00
7. Program Income	\$ 0.00				\$ 0.00



BUDGET JUSTIFICATION FOR FORMULA GRANTS

Applicant: State of Michigan
Award number: EE0007927

Budget period: 07/01/2018 - 06/30/2019

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

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

Position	Description of Duties of Professionals
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 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 weatherization staff, monitoring staff (fiscal, programmatic, technical), grant managers, weatherization training center, and support/admin staff within the Bureau. The Executive Director reviews all monitoring reports and provides leadership for the WAP Directors and Executive Directors. 50% of salary is charged to DOE Admin costs. The rest is charged to CSBG and LIHEAP grants.
Departmental Analyst - Grant Monitor 1	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 50% of total salary (40% Admin and 10% T&TA) is charged to DOE. The rest of salary is charged to CSBG and LIHEAP grants.
Departmental Analyst - Grant Manager 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. Provides training related to file maintenance, income eligibility, MDHHS Community Service Policy Manual upon request and/or upon results of annual monitor report. Other salary is paid by CSBG and LIHEAP (when available) 50% of total salary (40% Admin and 10% T&TA) is charged to DOE. The rest of salary is charged to CSBG and LIHEAP grants.
Fiscal Analyst 1	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. 50% of salary charged to DOE. Of that, 50% of total salary (40% 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 rest of salary is charged to CSBG and LIHEAP.
Weatherization Technical Monitor 1	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. 100% of salaries are charged to DOE T/TA.

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. 70% to admin and 30% to T & TA.
Executive Secretary 10	Provides administrative support to all MDHHS-BCAEO staff, primarily BCAEO Director. 30% of salary is charged to DOE Admin. Remaining salary is charged to LIHEAP and CSBG.
Weatherization Analyst	The Weatherization analyst 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.
Departmental Analyst - Grant Monitor 2	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 50% of total salary (40% Admin and 10% T&TA) is charged to DOE. The rest of salary is charged to CSBG and LIHEAP grants.
Departmental Analyst- Grant Manager 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. Provides training related to file maintenance, income eligibility, MDHHS Community Service Policy Manual upon request and/or upon results of annual monitor report. Other salary is paid by CSBG and LIHEAP (when available) 50% of total salary (40% Admin and 10% T&TA) is charged to DOE. The rest of salary is charged to CSBG and LIHEAP grants.
Departmental Analyst- Grant Manager 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. Provides training related to file maintenance, income eligibility, MDHHS Community Service Policy Manual upon request and/or upon results of annual monitor report. Other salary is paid by CSBG and LIHEAP (when available) 50% of total salary (40% Admin and 10% T&TA) is charged to DOE. The rest of salary is charged to CSBG and LIHEAP grants.
Departmental Analyst- Grant Manager 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. Provides training related to file maintenance, income eligibility, MDHHS Community Service Policy Manual upon request and/or upon results of annual monitor report. Other salary is paid by CSBG and LIHEAP (when available) 50% of total salary (40% Admin and 10% T&TA) is charged to DOE. The rest of salary is charged to CSBG and LIHEAP grants.

Departmental Analyst- Grant Manager 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. Provides training related to file maintenance, income eligibility, MDHHS Community Service Policy Manual upon request and/or upon results of annual monitor report. Other salary is paid by CSBG and LIHEAP (when available) 50% of total salary (40% Admin and 10% T&TA) is charged to DOE. The rest of salary is charged to CSBG and LIHEAP grants.
Fiscal Analyst 2 - vacant	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. 50% of salary charged to DOE. Of that, 50% of total salary (40% Admin and 10% T&TA) is charged to DOE. The rest of salary is charged to CSBG and LIHEAP grants.
Weatherization Technical Monitor 2 - Vacant	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. 100% of salaries are charged to DOE T/TA.
Weatherization Technical Monitor 3 - Vacant	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. 100% of salaries are charged to DOE T/TA.
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 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 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 40% is charged to DOE Admin costs. The rest is charged to CSBG and LIHEAP grants.

Direct Personnel Compensation:

Position	Salary/Rate	Time	Direct Pay
Bureau Executive Director SAM 17	\$124,206.72	50.0000 % FT	\$62,103.36
Departmental Analyst - Grant Monitor 1	\$72,251.52	50.0000 % FT	\$36,125.76
Departmental Analyst - Grant Manager 1	\$72,251.52	50.0000 % FT	\$36,125.76
Fiscal Analyst 1	\$63,169.92	50.0000 % FT	\$31,584.96
Department Tech	\$52,694.40	30.0000 % FT	\$15,808.32
Weatherization Technical Monitor 1	\$65,345.28	100.0000 % FT	\$65,345.28
Weatherization Program Specialist 13	\$52,821.12	100.0000 % FT	\$52,821.12
Executive Secretary 10	\$54,384.00	30.0000 % FT	\$16,315.20
Weatherization Analyst	\$54,595.20	100.0000 % FT	\$54,595.20
Departmental Analyst - Grant Monitor 2	\$72,251.52	50.0000 % FT	\$36,125.76
Departmental Analyst- Grant Manager 2	\$72,251.52	50.0000 % FT	\$36,125.76
Departmental Analyst- Grant Manager 3	\$72,251.52	50.0000 % FT	\$36,125.76

Departmental Analyst- Grant Manager 4	\$72,251.52	50.0000 % FT	\$36,125.76
Departmental Analyst- Grant Manager 5	\$72,251.52	50.0000 % FT	\$36,125.76
Fiscal Analyst 2 - vacant	\$63,169.92	50.0000 % FT	\$31,584.96
Weatherization Technical Monitor 2 - Vacant	\$65,345.00	100.0000 % FT	\$65,345.00
Weatherization Technical Monitor 3 - Vacant	\$65,345.28	100.0000 % FT	\$65,345.28
Deputy Director	\$91,006.08	40.0000 % FT	\$36,402.43
		Direct Pay Total	\$750,131.43

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, 2018, with the required certification. Changes are indicated in red for additions and strikeout (deletions) for easy identification. MDHHS does not foresee a material change in federal funding with any of these changes. This amendment includes some organizational changes and the final FY18 indirect Cost Rate (CR) proposal for the Population Health Administration which was formally submitted to CAS on November 21, 2017. As a technical correction allocation methods referencing head count are now identified as hours with hours defined as the actual number of hours worked by employees in a particular segment of the department. This change resulted from the implementation of the State's new Enterprise Resource Planning System SIGMA, on October 1, 2017. Although we did not reflect the change from head count to hours in our first quarter amendment, we ask that this change be made retroactive to the beginning of State Fiscal 2018. In addition, at the request of CMS the RMTS Procedure Manuals for all four time studies have been modified to describe MDHHS' procedures for addressing nonresponses.

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 Cost A fringe benefit rate of 55.2% is used to calculate the fringe benefit cost projections for members without a pension and a fringe benefit rate of 52.32% is used to calculate the fringe benefit cost projections for staff members with a pension.

Sample of staff member Fringe Benefits Calculation

Position	Total Salary	Salary Breakdown by Admin & T&TA	Fringe Calculation by Person
Dept Analyst	\$72,251.52	Admin: 40% x 72,251.52 = \$28,900.61 T&TA: 10% x 72,251.52 = \$ 7,225.15	28,900.61 x 58.52% = \$16,912.64 7,225.15 x 58.52% = <u>\$ 4,228.16</u> Fringe Benefit Amount \$21,140.79
Dept Analyst	\$54,595.20	T&TA: 100% x 54,595.20 = \$ 54,595.20	54,595.20 x 52.32% = <u>\$28,564.21</u> Fringe Benefit Amount \$28,564.21

Fringe Benefits Calculations

Position	Direct Pay	Rate	Benefits
Bureau Executive Director SAM 17	\$62,103.36	52.3200 %	\$32,492.48
Departmental Analyst - Grant Monitor 1	\$36,125.76	58.5200 %	\$21,140.79
Departmental Analyst - Grant Manager 1	\$36,125.76	58.5200 %	\$21,140.79
Fiscal Analyst 1	\$31,584.96	58.5200 %	\$18,483.52
Department Tech	\$15,808.32	58.5200 %	\$9,251.03
Weatherization Technical Monitor 1	\$65,345.28	52.3200 %	\$34,188.65
Weatherization Program Specialist 13	\$52,821.12	52.3200 %	\$27,636.01
Executive Secretary 10	\$16,315.20	52.3200 %	\$8,536.11
Weatherization Analyst	\$54,595.20	52.3200 %	\$28,564.21
Departmental Analyst - Grant Monitor 2	\$36,125.76	58.5200 %	\$21,140.79

Departmental Analyst- Grant Manager 2	\$36,125.76	58.5200 %	\$21,140.79
Departmental Analyst- Grant Manager 3	\$36,125.76	58.5200 %	\$21,140.79
Departmental Analyst- Grant Manager 4	\$36,125.76	58.5200 %	\$21,140.79
Departmental Analyst- Grant Manager 5	\$36,125.76	58.5200 %	\$21,140.79
Fiscal Analyst 2 - vacant	\$31,584.96	58.5200 %	\$18,483.52
Weatherization Technical Monitor 2 - Vacant	\$65,345.00	52.3200 %	\$34,188.50
Weatherization Technical Monitor 3 - Vacant	\$65,345.28	52.3200 %	\$34,188.65
Deputy Director	\$36,402.43	58.5200 %	\$21,302.70
		Fringe Benefits Total	\$415,300.91

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>
Michigan will conduct its annual WAP Manger conference July 2018. It is expected that 15 staff will attend. This is the cost of travel (hotel, mileage, meals) for all staff. The State of Michigan has travel reimbursement guidelines that BCAEO must adhere to when in travel status. The guidelines never exceed federal guidelines.	15	\$550.00	\$8,250.00
Cost for BCAEO WAP staff to attend National Conferences. HPC Conference - 4 staff- \$2,500.00/ea Midwest Energy Energy Out West Conference - 4 staff \$2,500.00/ea Conference - 4 staff- \$2,500.00/ea NASCSP Annual Conference - 4 staff - \$2,500.00/ea NASCSP Mid-Winter Training - 5 staff- \$2,500.00 Costs may vary and are estimates of overall out of state travel costs for each person. All travel must be approved by department upper management. Not all out of state travel is approved. The State of Michigan has travel regulations that all state employees (BCAEO staff) must adhere to. The travel limits are never more than the allowable federal government travel limits. Costs will be allocated across funding sources, as appropriate.	24	\$2,500.00	\$60,000.00
Michigan will conduct its annual WAP conference October 2018. It is expected that 10 staff will attend. This is the cost of travel (hotel, mileage, meals) for all staff. The State of Michigan has travel reimbursement guidelines that BCAEO must adhere to when in travel status. The guidelines never exceed federal guidelines.	10	\$350.00	\$3,500.00

<p>Monitoring and Meetings: Programmatic, financial, and technical monitoring for all 26 Weatherization Grantees. Monitoring travel is combined with other grant monitoring when possible. Travel costs may vary and is determined by the monitor and approved by supervisor to ensure that charges are accurate. Monitoring is charged to T/TA and to Admin. This entry represents the planned admin portion of the monitoring expenses. Monitors conduct desk reviews for monitoring when possible. Monitors visit an agency more than once if deficiencies are identified upon monitoring or upon review of the annual risk assessment. This amount is an estimate of costs. BCAEO has 2 programmatic monitors, 1 financial monitors, 2 QCIs and a vacancy. Some Grantee visits may require 2 monitors depending on size of agency and WAP. Programmatic: 15 days for 26 Grantees Breakout of estimated visits is below: Tech staff in progress: 26 trips Tech staff Complete: 26 trips Financial Monitoring: 22 trips Programmatic Monitoring: 26 Trips The state of MI has a state cars available for use for all state agencies. Although cars may not always be available. A charge for the vehicle is determined by the state cost pool and varies depending on size and timeframe of using state car. If a personal car is used for travel, costs of standard and premium mileage vary based on pre authorization from the State of MI. State travel guidelines do not exceed federal guidelines. Monitoring is charged to all active grants as applicable. This amount is charged to T/TA or admin as appropriate and amounts charged may vary but will not exceed approved budget. It should be noted that the State of MI has travel policy that must be adhered so this amount is an estimate based on need of travel and allowable travel costs. The state allowable travel guidelines never exceed allowable federal travel guidelines. Expenses are for T&TA.</p>	100	\$350.00	\$35,000.00
<p>Cost for BCAEO staff to attend WAP related meetings. WAP PAC Meetings (7 staff), WAP regional meetings with Program Managers (7 staff), Attend State Association Weatherization Meetings and conference (7 staff), WAP Regional Training (7 staff).</p>	38	\$200.00	\$7,600.00
		Travel Total	\$114,350.00

- 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

All cost estimations have been updated to reflect the most recent historical information available pertaining to costs. Costs will be allocated appropriately among multiple funding sources if applicable and correctly allocated to admin or T/TA as applicable. BCAEO has a number of new staff and expects more travel this year to ensure proper training and enforcement of WAP. BCAEO staff will conduct desk reviews when possible and provide remote training when possible.

Michigan does not have an IREC accredited training facility so out of state travel is required to meet the WPN 15-4 standards. MI is in the process of becoming accredited to train HEP - Retrofit Installer.

All travel, salaries, benefits, are supplemented with CSBG funding and LIHEAP funding for BCAEO Grant Managers, Financial Monitors, Programmatic Monitors and Administrative staff. BCAEO uses Personal Activity Reports (PARS) which allocates time in 15 minute intervals which is used to properly charge costs to the correct funding source. This is managed by the MDHHS Accounting Office.

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.

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

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

5. SUPPLIES - Supplies are generally defined as an item with an acquisition cost of \$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.

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

Computer Software Updates/Programs Admin	\$55,500.00	The expected costs is based on technology updates needed for new training center staff and current staff (to ensure proper use of statewide databases, availability to work remotely, and online training system is able to function without error \$55,500). Costs also include licensing costs for programs used for training and for administering WAP.
Carryover - Software implmentation and upgrades	\$47,367.00	Complete the online training platform implementation and cover the costs for the updates FACSPro System.
Office supplies, training supplies, maintenance	\$35,000.00	Day-to-day operations, ordinary cost of program operations (\$10,000 Admin + \$25,000 T/TA). Historical costs have shown that typically admin costs around \$1,500 and T/TA costs equal to about \$2,500. We expect increases this year due to the establishment of the Training Center, more training, addition of a conference, new field guide, and comprehensive communication plan. The increase in the T/TA costs for this program year is a result of estimating the supply/maintenance need at the WAP Training Center site. BCAEO will be holding most specific trainings at the site and will provide all supplies as needed for the contractors providing training. The increase and reason is a new addition to our budget. This is an estimate and the actual costs.
Materials and Supplies Total	\$137,867.00	

- 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 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 IV.1).

<u>Name of Proposed Sub</u>	<u>Total Cost</u>	<u>Basis of Cost*</u>
-----------------------------	-------------------	-----------------------

Michigan Weatherization Training Center - MPHI Training Center	\$2,540,883.00	<p>Bureau of Community Action and Economic Opportunity (BCAEO) will establish a Michigan Weatherization Training Center that is accredited by the Interstate Renewable Energy Council (IREC) as an energy efficiency training program. 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. Job Task Analysis (JTA): Job Task Analyses establish the foundation upon which strong training and certifications are built. • Retro Fit Installer Technician • Energy Auditor • Crew Leader • Quality Control Inspector</p> <p>BCAEO will establish a high quality Weatherization Training Center with: • Qualified Instructors • High Quality Facilities up to 4 locations in Michigan • Complete IREC certified curriculum • Year round training opportunities • Certification testing • Props/Tools for the classroom projects and hands-on learning • Demo houses for students to experience learning from the field • Policies and Procedures that meet IREC standards</p> <p>Weatherization Training Center's staffing includes the following seven full time affiliate positions and one contractor position. See the attached organization chart. • Training Director • Training Deputy Director • Senior Trainer • 2 Trainers • Executive Secretary 10 • Limited Term Contractor Position to assist with the accreditation process. The BCAEO Executive Director will supervise the training center staff. 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. Additional dollars from carryover will be used to establish the training center. (\$1,340,882)</p>
--	----------------	---

Training and Technical Assistance	\$300,000.00	\$300,000 is distributed using the funding formula Percent for each subgrantee. Funding used to meet WPN 15-4 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.
Subgrantee Health & Safety	\$1,751,660.00	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 14.95% of total program operations for Health and Safety.
Vehicle	\$54,983.00	Eight CAP (\$27,491) and Wayne Metro (\$27,492) are in the process of vehicle purchases. Appropriate documentation will be submitted to DOE for prior approval before funds can be used.
Subgrantee Administrative Funds	\$1,259,221.00	The base amount of admin (5%) is allocated using the funding formula among all subgrantees. Subgrantees that are allocated less than \$350,000 can receive additional admin (up to 5%).
MCTI - Training	\$15,000.00	Training contract at the Michigan Career & Technical Institute to provide a training facility for current training plan prior to the establishment of the training center.
Liability Insurance	\$52,000.00	Subgrantee Liability Insurance. 26 subgrantees x \$2000.00
NASCSP Training and Technical Assistance Contract/Other Training Contracts	\$24,524.00	Funding used to meet WPN 15-4 requirements. Dollars also used to receive training and technical assistance to strengthen the WAP in MI. Admin - \$24,524
Subgrantee Program Operations Funds	\$11,732,419.00	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.
Financial Audits	\$26,000.00	Single Audit requirement for subgrantees as required per OMB Regulations. 26 subgrantees x \$1000.00.

Training Contracts	\$424,444.00	<p>Michigan does not currently have an IREC accredited training facility. Therefore, in order to assist the network in meeting the WPN 15-4 requirements until establishment of the training center, MI contracts with INCAA and other training center partners (procured following OMB guidelines) to provide Comprehensive training to our network. Training is provided in Michigan and also out of state as needed. Subgrantees have the opportunity to go to any training center based on their need but the contract with MI and INCAA includes training prices for any Michigan's Subgrantees. This will include Quality Control Inspector, Energy Auditor, Crew Leader, and Retrofit Installer trainings. Specific training will include any training identified in the quarterly training survey sent to the network, requests from agencies, T/TA needs identified based on Monitoring findings. These can include CAZ training, WA8, Blower Door Training, SWS training, Client Education/interaction, ASHRAE 62.2 2016, JTA's, and Health & Safety, TWP/CSPM policy updates, FACS Pro (statewide database) training, Quality Control Checklist, IAQ, LSW, Income Eligibility, Monitoring training and any other training identified as needed by the network from the results of the quarterly training survey, purchase online training program, begin process for establishing accreditation process and rental space for training center in MI, staffing- i.e. trainers, certification process. Energy Auditor, Quality control Inspector, Retrofit Installer, Crew Leader, WAP Conference Trainer, WAP Financial Training, ASHRAE 62.2 2016, Peer to Peer Training Program, WAP Regional Update Meetings, WAP Conference, FACSPRO Statewide Database Updates, Online Training Program Maintenance, MI Utility/LIHEAP/WAP Study, WAP Tech Staff CEUs, and Regional WA8 Training. Additional, training contracts will be setup with the partners working with the Training Center. The contracts will include the costs to use facilities, classrooms, technology, instructors, labs, and demonstration props. In addition, costs may include equipment, tools, and upgrades to a demo house.</p>
Curriculum Development Consultant Contract	\$13,460.00	<p>Curriculum development will be a primary focus in PY2018. A contract will be setup to assist in the developments through a contract. Both online training courses and classroom coursework will be developed for comprehensive and specific trainings.</p>
Monitoring Contract	\$150,000.00	<p>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 80+ final QCI inspections on behalf of the State of Michigan. Inspections will be onsite.</p>
Contracts and Subgrants Total	\$18,344,594.00	

*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>
Printing	\$19,999.00	Printing for brochures, session descriptions, and handouts for WAP conference and regional training. Field guides and policy for subgrantees. Admin \$9,999 T&TA \$10,000
Telecommunications	\$21,000.00	Costs related to cellular phone service T&TA - \$12,500 Admin - \$8,500. Also conference calls conducted on a bi-monthly basis as needed with the Weatherization Network. Technical monitors and Training Center Staff use cell phones only and do not have landlines as they travel often. Costs for staff to work remotely.
Public Hearing Posting-Multiple Media Sources	\$3,000.00	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. 100% Admin
Dues and subscriptions	\$10,000.00	NASCSP (\$2,500), Energy Efficiency (\$500), GOTO Webinar (\$500), Survey Monkey (\$500), Home Energy Magazine (\$45), Efficiency First Membership (as needed), International Code (As needed), DBA FACSPRO (\$6,200), Software to create mobile apps for policy (as needed) and weatherization publications subscriptions costs. Costs for memberships are allocated across funding sources when relevant and applicable.
Program promotion	\$5,000.00	Tied to Weatherization Day, Conferences, events, and Public Information Campaign activities. \$5,000 T&TA
Other Direct Costs Total	\$58,999.00	

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

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 for 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 has been submitted to the Michigan DHHS by the State of Michigan DHHS for approval. Michigan DHHS is waiting for response.

The indirect cost rate includes DHHS central office functions benefitting 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 grants. The indirect cost rate paid by Weatherization is 8.45% in PY16 and 5.38% in PY17 off total salaries in BCAEO. Please note for state internal budgeting purposes, the amount has been rounded to the nearest dollar.

Indirect Rates

PY16

Total Spending 7.70%

Total Less T&TA: 9.62%

Total Less T&TA (but including T&TA S&W): 8.45%

PY2017

Total Spending 4.77%

Total Less T&TA: 5.71%

Total Less T&TA (but including T&TA S&W): 5.38%

PY2018

Rate 8.45% (staffing level increased and new accounting system implementation will be completed)

5.38% 8.45% (staffing level increased)

Supporting documentation is uploaded in SF424

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:

Indirect Cost Account	Direct Total	Indirect Rate	Total Indirect
Total Direct Wages x 8.45	\$750,131.00	8.4501 %	\$63,386.82
		Indirect Costs Total	\$63,386.82