

Title18: Human Services

Part 20: Division of Community Services

Part 20 Chapter 1: Weatherization Assistance Program

Rule 20.1 Weatherization Assistance Program (WAP) State Plan

Source: Miss Code Annotated 43-1-2.

Weatherization Assistance Program (WAP) – 2025 DOE WX (Draft)

Application for Federal Assistance SF-424

Type of Submission: Pre-application
 Application
 Changed/Corrected Application

Type of Application: New
 Continuation
 Revision

Grantee: State of Mississippi **EIN:** 64-6000807

Organizational DUNS: 809399918

Catalog of Federal Domestic Assistance Number: 81.042

Federal Award Identifier: DE-EE0009911

Address: Mississippi Department of Human Services
Division of Community Services
Post Office Box 352
USA
Jackson, Mississippi 39205
601-359-4457

Name and contact of Person to be contacted on matters involving this application:

Mr. Robert Gilmon Anderson
Executive Director
Mississippi Department of Human Services
601-359-4457
bob.anderson@mdhs.ms.gov

Name of Federal Agency: U.S. Department of Energy

Congressional District of: Mississippi Congressional District 02

Proposed Project: Start Date: 07/01/2025 End Date: 06/30/2026

Estimated Funding:	Federal	\$2,522,504
	Applicant	\$0.00
	State	\$0.00
	Local	\$0.00
	Other	\$0.00
	Program Income	\$0.00
	Total	\$2,522,504

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 been selected by the State for review.
- c. Program is not covered by E.O. 12372

Is applicant Delinquent on any federal debt? (If yes, provide explanation) No

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:

Mr. Robert Gilmon Anderson
 Executive Director
 Mississippi Department of Human Services
 601-359-4457
bob.anderson@mdhs.ms.gov

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I. OVERVIEW

I.1 INTRODUCTION

This is the PY2025 Mississippi Weatherization Assistance Program (WAP) State Plan. The effective dates for PY2025 WAP are July 1, 2025, through June 30, 2026. The Mississippi Department of Human Services, Division of Community Services is the State administrative authority for the Weatherization Assistance Program. A network of **Six (6)** community action agencies delivers energy efficiency solutions for every county. Since the inception, WAP has reduced energy costs for thousands of Mississippi's households. The primary purpose of this program is energy efficiency.

II. APPLICATION FOR FEDERAL ASSISTANCE - STANDARD FORM 424

III. BUDGET

III.1 SF 424A Budget Preparation

III.2 Budget Categories - Section B

III.3 Budget Justification

III.4 Carryover Explanation

III.1

DOE F 4600.4

**U.S. Department of Energy
Federal Assistance Budget Information
OMB Burden Disclosure Statement**

OMB Control No.
1910-0400

(04-94)
Replaces EIA-459C
All Other Editions Are Obsolete

Public reporting burden for this collection of information is estimated to average 1.87 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Office of Information Resources Management Policy, Plans and Oversight, Records Management Division, HR-422 - GTN, Paperwork Reduction Project (1910-0400), U.S. Department of Energy, 1000 Independence Avenue, S.W., Washington, DC 20585; and to the Office of Management and Budget (OMB), Paperwork Reduction Project (1910-0400), Washington, DC 20503

1. Program/Project Identification No. EE0009911		2. Program/Project Title Weatherization Assistance for Low-Income Persons <u>2025</u>	
3. Name and Address State of Mississippi Division of Community Services Post Office Box 352 200 South Lamar Street Jackson, Mississippi 39201		4. Program/Project Start Date: July 1, 2025	
		5. Completion Date: June 30, 2026	

SECTION A – BUDGET SUMMARY

Grant Program Function Or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
2025 WAP	81.042			\$2,522,504		\$2,522,504
6. TOTALS				\$2,522,504		\$2,522,504

SECTION B – BUDGET CATEGORIES

OBJECT CLASS CATEGORIES	GRANT PROGRAM, FUNCTION OR ACTIVITY				TOTAL (5)
	(1) Grantee Administration	(2) Subgrantee Administration	(3) Grantee T &TA	(4) Subgrantee T &TA	
a. Personnel	35,436.00		30,486.00		65,922.00
b. Fringe Benefits	9,054.00		7,789.00		16,843.00
c. Travel	45,065.00		22,151.00		67,216.00
d. Equipment	\$0		\$0		\$0
e. Supplies	2,000.00		10,060.00		12,060.00
f. Contractual	94,069.00	189,188.00	60,478.00	287,487.00	2,354,384.00
g. Construction					
h. Others					
i. Total Direct Charges	185,624.00	189,188.00	130,964.00	287,487.00	2,516,425.00
j. Indirect Charges	3,564.00		2,515.00		\$6,079.00
k. Totals	189,188.00	189,188.00	133,479.00	287,487.00	\$2,522,504.00
7. Program Income					

**U.S. Department of Energy
 Federal Assistance Budget Information
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 1910-0400

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		Federal (c)	Non- Federal (d)	Federal (e)	Non- Federal (f)	Total (g)
2025 WAP	81.042			2,522,504		2,522,504
6. TOTALS				\$2,522,504		2,522,504

SECTION B – BUDGET CATEGORIES

OBJECT CLASS CATEGORIES	GRANT PROGRAM, FUNCTION OR ACTIVITY				TOTAL (5)
	(1) Programs Operations	(2) Health and Safety	(3) Vehicles and Equipment	(4) Liability Insurance	
a. Personnel					
b. Fringe Benefits					
c. Travel					
d. Equipment					
e. Supplies					
f. Contractual	670,201	118,271		29,014	
g. Construction					
h. Others					
i. Total Direct Charges	670,201	118,271		29,014	
j. Indirect Charges					
k. Totals	670,201	118,271		29,014	
7. Program Income					

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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)
2025 WAP	81.042			2,522,504		2,522,504
6. TOTALS						2,522,504

SECTION B – BUDGET CATEGORIES

OBJECT CLASS CATEGORIES	GRANT PROGRAM, FUNCTION OR ACTIVITY				TOTAL (5)
	(1) Financial Audit	(2) Readiness Funds	(3) Energy Audit	(4) Client Eligibility/Intake	
a. Personnel			224,721	173,756	
b. Fringe Benefits			50,643	46,900	
c. Travel			48,492	1,000	
d. Equipment					
e. Supplies					
f. Contractual	18,667	253,798			
g. Construction					
h. Others					
i. Total Direct Charges	18,667	253,798			
j. Indirect Charges					
k. Totals	18,667	253,798	323,857	221,656	
7. Program Income					

U.S. Department of Energy
Federal Assistance Budget Information
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1. Program/Project Identification No. EE0009911	2. Program/Project Title Weatherization Assistance for Low-Income Persons 2025
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	5. Completion Date: June 30, 2026

SECTION A – BUDGET SUMMARY

Grant Program Function Or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non- Federal (d)	Federal (e)	Non- Federal (f)	Total (g)
2025 WAP	81.042			2,522,504		2,522,504
6. TOTALS						2,522,504

SECTION B – BUDGET CATEGORIES

OBJECT CLASS CATEGORIES	GRANT PROGRAM, FUNCTION OR ACTIVITY				TOTAL (5)
	(1) Final Inspection	(2) Leveraging	(3)	(4)	
a. Personnel	57,188				
b. Fringe Benefits	21,009				
c. Travel	9,501				
d. Equipment					
e. Supplies					
f. Contractual					
g. Construction					
h. Others					
i. Total Direct Charges					
j. Indirect Charges					
k. Totals	87,698				
7. Program Income					

III.3

**BUDGET EXPLANATION PAGE
2025 DOE-WEATHERIZATION ASSISTANCE PROGRAM -\$2,522.504.00**

GRANTEE ADMINISTRATION- \$189,188.00

A. PERSONNEL - \$35,435.55 = (\$35,436.00)

The title, duties, annual salary range, amount of compensation to be paid and the approximate percentage of time that each staff person will devote to the DOE Weatherization Program are listed below:

<u>Title of Position</u>	<u>Annual Salary Range</u>	<u>% of Time</u>	<u>To Be Paid From Budget</u>
Deputy Administrator Administrator – Tier III	\$99,000.00	5%	\$4,950.00

- Duties: -Approving contracts with all subgrantees
-Approving all correspondence to subgrantees and the Federal funding source.
-Ensuring that the state application is submitted to the Federal grant/or agency timely and in compliance with the applicable Federal regulations.

*The portion of staff salaries not paid by DOE are covered by other funds (DOE IIJA, CSBG, LIHEAP).

<u>Title of Position</u>	<u>Annual Salary Range</u>	<u>% of Time</u>	<u>To Be Paid From Budget</u>
Program Specialist IV	\$56,862.75	25%	\$14,215.69

- Duties: -Soliciting, reviewing, and negotiating contracts with subgrantees.
-Processing subgrantees' close-out packages.
-Ensuring that subgrants and subgrantees comply with program regulations.
-Reviewing statistical data.
-Responding to correspondence as required.

*The portion of staff salaries not paid by DOE are covered by other funds (DOE IIJA, CSBG, LIHEAP).

<u>Title of Position</u>	<u>Annual Salary Range</u>	<u>% of Time</u>	<u>To Be Paid From Budget</u>
Program Specialist Team Leader	\$65,079.42	25%	\$16,269.86

Duties: -Assisting in preparing the state application
 -Coordinate activities between the state and DOE.
 -Soliciting, reviewing and negotiating contracts with subgrantees
 -Providing technical assistance training to subgrantees.
 -Ensure that subgrantees comply with program regulations

*The portion of staff salaries not paid by DOE are covered by other funds (DOE IJA, CSBG, LIHEAP).

B. FRINGE BENEFITS - \$9,054.00

Fringe benefits charged to the grant will be the employer's share of Social Security, unemployment insurance, workers' compensation, retirement, and health insurance. Fringe benefits will total approximately 25.55 percent of staff salaries.

$$\$35,435.55 \times 25.55\% = \$9,053.78 = (\$9,054.00)$$

C. TRAVEL \$45,065.00

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

1. In-State - \$28,331.00 (for PAGE—12 trips at \$2,360.92 cost per trip)

It is estimated that two or more administrative-related trips will be made to each subgrantee by the weatherization and fiscal staff. These trips are in privately owned automobiles from Jackson, Mississippi to subgrantees reimbursed at .70 cents per mile X 25,185.71 miles = \$17,630.00. Lodging, meals, and incidental expenses = \$10,701.00.

2. Out-of-State - \$16,734.00

It is anticipated that the Department of Energy (DOE) will conduct a meeting during this program year. A round trip from Jackson, Mississippi to destination chosen by DOE, including airfare, overnight lodging, meals, local transportation, and incidental expenses, is estimated at \$2,789.00 per person attending the meeting.

\$2,789 X 2 meetings X 3 persons = \$16,734.00

The estimated expenses per trip are itemized as follows:

Registration -\$500
Airfare - \$675
Local/Taxi - \$ 40
Subsistence, Lodging & Incidental - \$1,574

D. EQUIPMENT – \$0

DCS does not request funding for equipment at this time to be used toward the purchase of equipment for the Weatherization administrative staff. Estimates are based on prior expenditure:

E. SUPPLIES AND MATERIALS - \$2,000.00

General office supplies and materials to carry out the program based on historical cost for items of paper, pens, calculator, tape, ribbons, and other necessary items for day-to-day operational needs (to include a Desktop Computer and Laptop having an initial cost of less than \$5,000 per DOE guidance). It is estimated that \$2,000.00 will be needed.

F. CONTRACTUAL SERVICES - -\$2,293,906.00

1. Other Than Subgrantee Awards - \$94,069.00

General operating expenses to carry out the program will be required. These expenses will include telephone, postage, office rent, equipment rent, and repair, and are estimated as follows:

Telephone @ \$3,800
Advertisement, Dues & Postage @ \$3,600
Office Rent @ \$4,000 per month X 12 mos. = \$48,000 X 25% = \$12,000.00

MDHS generally contracts with hotels, consultants or other training facilities to provide training rooms and other services for our seminars/grants management training for State Administrative Staff. It is estimated that \$30,570.00 will be needed to cover these expenses.

Fiscal monitoring will be conducted by the Division of Monitoring within the Mississippi Department of Human Services. The Division of Community Services will be paying the Office of Monitoring an estimated amount of \$44,099.00 for performing the required monitoring services.

2. Subgrant Awards- \$2,199,837.00

The subgrantee funds will be subcontracted to six (6) Community Action Agencies and/or Human Resource Agencies (reference State Application and State Plan Data Sheet). We will provide Financial Audit in accordance with 2 CRF 200.501, only those Subgrantees expending more than \$1,000,000 in total Federal Funding annually will receive Financial Audits funding identified in the Grantee's SF-424a Budget.

Subgrantee Administration	\$ 189,188
Energy Audit (Pre)	\$ 323,857
Client Eligibility/Intake	\$ 221,656
Final Inspection (Post-QCI)	\$ 87,698
Program Operations	\$ 670,201
Health and Safety	\$ 118,271
Financial Audits	\$ 18,667
Liability Insurance	\$ 29,014
Equipment (\$10,000 or more)	\$ -0-
<u>Subgrantee T&TA Awards</u>	<u>\$ 287,487</u>

A. In-State- \$152,383.00 (PAGE-\$4,761.97 x 32 trips= \$152,383.04)

It is estimated that at least two T&TA trips will be made by subgrantee staff to designated training sites. Subgrantees will be reimbursed at .70 cents per mile.

Estimated 117,690 miles x .70 cents = \$82,383.00

Lodging, meals, incidentals estimated at \$70,000.00

B. Out-of-State - \$100,404.00

It is anticipated that a meeting/training for subgrantees scheduled by the Department of Energy during Program Year 2025-2026 to update state on changes and on-going issues. Estimated travel expenses for DOE training or conferences are as follows:

\$2,789.00 x 2 meetings x 18 persons = \$100,404.00

The estimated expenses are itemized as follows:

Registration	-\$500
Airfare	-\$675
Local/Taxi	-\$ 40
Subsistence, Lodging & Incidental	-\$1,574

C. Weatherization Equipment - \$34,700.00

DCS is requesting to use some of the T&TA funds in the amount of \$34,700.00 for Subgrantees to purchase new weatherization equipment to replace old equipment that is not working or not working properly.

3. Weatherization Readiness Funds - \$ 253,798.00

Funds set aside to minimize the number of deferral homes throughout the program year. The funds will be used to bring deferred homes up to standards in order to perform weatherization measures

NOTE: Only 7.5 percent will be set aside for Subgrantee administration based on limited funding available.

G. INDIRECT COST - Replaced with a cost allocation plan (previously submitted).

MDHS has a cost allocation plan approved through DHHS; whereas, each division within the department is charged for administrative services. DOE's administrative costs are allocated through the cost allocation process at the rate of 1.92%. The estimated amount for Program Year 2025 is \$3,563.98 = **(\$3,564.00)**.

BUDGET EXPLANATION

GRANTEE TRAINING AND TECHNICAL ASSISTANCE - \$133,479.00

A. PERSONNEL - \$30,485.55 = (\$30,486.00)

The title, annual salary range, amount of compensation to be paid and the approximate percentage of time that each staff person will devote to the DOE Weatherization Training and Technical Assistance Program are listed below:

<u>Title of Position</u>	<u>Annual Salary Range</u>	<u>% of Time</u>	<u>To Be Paid From Budget</u>
Program Specialist IV	\$56,862.75	25%	\$14,215.69

Duties: -Reviewing monthly status reports.

- Soliciting, reviewing, and negotiating contracts with subgrantees.
- Ensuring that subgrants and subgrantees comply with program regulations.
- Reviewing statistical data.
- Responding to correspondence as required.

*The portion of staff salaries not paid by DOE are covered by other funds (DOE IIJA, CSBG, LIHEAP).

<u>Title of Position</u>	<u>Annual Salary Range</u>	<u>% of Time</u>	<u>To Be Paid From Budget</u>
Program Specialist Team Leader	\$65,079.42	25%	\$16,269.86

Duties: -Assisting in preparing the state application

- Coordinate activities between the state and DOE
- Soliciting, reviewing and negotiating contracts with subgrantees
- Providing technical assistance training to subgrantees.
- Ensure that subgrantees comply with program regulations

*The portion of staff salaries not paid by DOE are covered by other funds (DOE IIJA, CSBG, LIHEAP).

B. FRINGE BENEFITS - \$7,789.00

Fringe benefits charged to the grant will be the employer's share of Social Security, unemployment insurance, workers' compensation, retirement, and health insurance. Fringe benefits will total approximately 25.55 percent of staff salaries.
 $\$30,485.55 \times 25.55\% = \$7,789.06 = (\$7,789.00)$

C. TRAVEL - \$22,151.00

All travel incurred will be **in accordance with the State's Travel Policy** and the estimated expenses are based on past trips of a similar nature and airline ticket rates.

The following breakdown is based on past expenditures incurred in operating the program.

1. In-State - \$10,995.00

It is estimated that at least one training or technical assistance and monitoring trip will be made to each subgrantee by the weatherization staff. These trips are in privately owned automobiles from Jackson, Mississippi to various subgrantees and reimbursed at .70 cents per mile.

$8,850 \text{ miles} \times \$0.70 \times 1 \text{ trip} = \$6,195.00$

Lodging, meals, and incidental expenses estimated = \$4,800.00

(for PAGE---Estimated # of trips is 16 at an estimated cost per trip of \$687.19)
 $\$687.19 \times 16 \text{ trips} = 10,995.04$

2. Out-of-State - \$11,156.00

It is anticipated that there will be a meeting/training for State WX staff and subgrantees scheduled by the Department of Energy during Program Year 2025 to update states on changes and on-going issues. Estimated travel expenses for DOE training or conference are as follows:

$\$2,789 \times 2 \text{ meetings} \times 2 \text{ people} = \$11,156.00$

(for PAGE-cost of trip x # of trips--- $\$2,789 \times 4 = \$11,156.00$)

The estimated expenses are itemized as follows:

Registration	-\$500
Airfare	-\$675
Local/Taxi	-\$40
Subsistence, Lodging & Incidental	- \$1,574

D. EQUIPMENT - \$ -0-

DCS is not requesting funding for equipment at this time to be used toward the purchase of equipment to be used in the field for Weatherization Grantee staff. All equipment will be used for training of weatherization subgrantees, in office and field training. Estimates are based on prior expenditure:

E. TRAINING SUPPLIES AND MATERIALS - \$10,060.00

Training supplies and printing for the weatherization staff will be necessary in order to develop training materials for subgrantees (as well as purchase portable combustion analyzers and blower doors having an initial cost of less than \$10,000 per DOE guidance). Based on prior expenditures, it is estimated that \$10,060.00 will be needed.

F. CONTRACTUAL SERVICES - \$60,478.00

Technical Monitoring- MDHS will contract with a DOE- approved training center/contractor to conduct the QCI homes inspections required of the State. It is estimated the following cost will be incurred:

PY 2025 Homes – 8
(8 Homes x \$1,900= \$15,200)

MDHS generally contracts with hotels, consultants or other training facilities to provide training rooms and other services for our seminars. It is estimated that \$30,278.00 will be needed to cover these expenses for the accommodations of all subgrantee staff in attendance.

Fiscal monitoring will be conducted by the Office of Monitoring, a division within the Mississippi Department of Human Services. The Division of Community Services will be paying the Office of Monitoring an estimated amount of \$15,000.00 for performing the required monitoring services.

G. INDIRECT COST -Mississippi Department of Human Services has a U.S. Department of Health and Human Services approved cost allocation plan; whereas each division within this department is charged for administrative services that are provided. DOE's administrative costs are allocated through the cost allocation process at a rate of 1.92% (plan previously submitted). The estimated amount for the weatherization T&TA activity is \$2,514.51 = (\$2,515.00)

IV. ANNUAL FILE

IV.1 Subgrantees

Name: Lift, Inc.
 Address: P.O. Box2399
 2577 McCullough Blvd.
 Tupelo, MS 38803

Contact: Dorothy Leasy, Executive Director
 Phone: (662)842-9511
 Fax: (662)842-5575
 Email: dleasey@liftcaa.org

Allocation		Counties Served:		Congressional Districts
Tentative allocation:	\$275,655	Calhoun	Monroe	1
Planned units:	6	Chickasaw	Pontotoc	
Type of organization:	CAA	Itawamba	Union	
Labor source:	Subcontractors	Lafayette	Lee	

Name: Multi-County CSA
 Address: P.O. Box 905
 2906 St. Paul Street
 Meridian, MS 39302

Contact: Ron Collier, Executive Director
 Phone: (601)483-4838
 Fax: (601)482-9861
 Email: rcollier@multicountycsa.org

Allocation		Counties Served:		Congressional Districts
Tentative allocation:	\$486,287	Clarke	Neshoba	2
Planned units:	24	Jasper	Newton	3
Type of organization:	CAA	Kemper	Scott	4
Labor source:	Subcontractors	Lauderdale	Smith	
		Leake	Wayne	
		Perry	Greene	
		George	Hancock	
		Harrison	Jackson	
		Pearl River	Stone	
		Convington	Jones	
		Forrest	Lamar	

Name: Northeast CS
 Address: P.O. Box 930
 801 Hatchie Street
 Booneville, MS 38829

Contact: Steve Gaines, Executive Director
 Phone: (662)728-2118
 Fax: (662)728-8720
 Email: sgaines@maxxsouth.net

Allocation		Counties Served:		Congressional Districts
Tentative allocation:	\$270,911	Alcorn	Benton	1
Planned units:	8	Marshall	Tippah	
Type of organization:	CAA	Prentiss	Desoto	
Labor source:	Subcontractors	Tishomingo	Tate	
		Panola	Tunica	

Name: Prairie Opportunity, Inc.
 Address: 501 Hwy. 12 West
 Suite 110
 Starkville, MS 39759

Contact: Dr. Fredrick Hickmon, Executive Director
 Phone: (662)323-3397
 Fax: (662)323-8754
 Email: fhickmon@prairieopportunity.org

Allocation		Counties Served:		Congressional Districts
Tentative allocation:	\$335,258	Choctaw	Webster	1
Planned units:	9	Clay	Winston	2
Type of organization:	CAA	Attala	Carroll	3
Labor source:	Subcontractors	Lowndes	Grenada	
		Noxubee	Holmes	
		Oktibbeha	Leflore	
		Yalobusha	Montgomery	

Name: South Central CAA
 Address: P.O. Box 6590
 3891 I-55 S. Frontage Rd.
 Jackson, MS 39212

Contact: Sheletta Buckley, Executive Director
 Phone: (769)235-8224
 Fax: (769)251-1017
 Email: sbuckley@yoursccaa.com

Allocation		Counties Served:		Congressional Districts
Tentative allocation:	\$571,065	Adams	Amite	2
Planned units:	21	Simpson	Copiah	3
Type of organization:	CAA	Franklin	Hinds	4
Labor source:	Subcontractors	Jefferson Davis	Lincoln	
		Pike	Marion	
		Lawrence	Rankin	
		Madison	Walthall	
		Wilkinson		

Name: WWISCAA, Inc.
 Address: P.O. Box 1813
 1165 S. Raceway Road
 Greenville, MS 38702

Contact: Jannis Williams, Executive Director
 Phone: (662)378-5857
 Fax: (662)224-8142
 Email: jcwilli@wwiscaa.org

Allocation		Counties Served:		Congressional Districts
Tentative allocation:	\$260,661	Bolivar	Coahoma	2
Planned units:	10	Humphreys	Issaquena	
Type of organization:	CAA	Jefferson	Quitman	
Labor source:	Subcontractors	Sharkey	Sunflower	
		Tallahatchie	Claiborne	
		Warren	Washington	
		Yazoo		

IV.2 PRODUCTION SCHEDULE

	Annual Total
Weatherized Units (total)	78
Reweatherized Units	0

Vehicles and Equipment \$5,000 or more Average cost per Dwelling Unit (DOE Rules)

A.	Total of vehicles and Equipment Budget	0
B.	Total units to be Weatherized from Production Schedule above.....	78
C.	Units to be Reweatherized, from Production Schedule above.....	0
D.	Total Units to be Weatherized, plus Planned Reweatherized Units From Production Schedule above (B and C)	78
E.	Average Vehicles and Equipment Cost per Dwelling Unit (A divided by D)	0
	Average Cost per Dwelling Unit (DOE Rules)	
F.	Total of Funds for Program Operations.....	\$670,201
G.	Total Units to be Weatherized, plus Planned Reweatherized units from Production Schedule above (total from D above)	78
H.	Average Cost per Dwelling Unit, less Vehicles and Equipment (F Divided by G)	\$8,547
I.	Average Cost per Dwelling Unit for Vehicles and Equipment (total From E)	0
J.	Total Average Cost per Dwelling Unit (H plus I)	\$8,547

IV.3 ENERGY SAVINGS

METHOD USED TO CALCULATE ENERGY SAVINGS: WAP ALGORITHM: OTHER
(Describe below)

Estimated energy savings (Mbtus):

Other Energy Savings Method Description

IV.4 DOE-FUNDED LEVERAGING ACTIVITIES

N/A

IV.5 ENERGY ADVISORY COUNCIL

Prior to the expenditure of any grant funds, the State Policy Advisory Council shall be established by a State or by the Operations Office Manager as specified in 440.17 a (1), (2), & (3).

The State Policy Advisory Council has been established in accordance with 440.17 a. The members of this council have been chosen because of their special qualifications with respect to solving problems of low-income persons, including the weatherization and energy conservation problems of these persons. The members of this council represent a broad cross-section of organizations and agencies that deal with problems of the poor, particularly the elderly and disabled persons and low-income Native Americans. The State Policy Council last meeting was convened on October 14, 2024.

Energy Advisory Committee Members:

KenYada Blake Washington	Sally Allen
Jean Marie Hill	Terry McInnis
Lawrence Johnson	Robbie Kemp
Robert Lesley	

IV.6 State Plan Hearing and Transcript

Hearing Dates: April 15, 2025	Newspapers that publicized the hearings and the dates that the notice ran.
	The Clarion-Ledger March 12, 2025 and April 1, 2025

The State of Mississippi has prepared the FY 2025 Weatherization Assistance Program State Plan in accordance with Section 440.14 of 10 CFR Part 440. A public hearing will be advertised in twelve (12) newspapers throughout the State and the hearing will be held on **April 15, 2025**. The state application and Weatherization Program Production Schedule reflects the proposed weatherization activities, proposed subgrantees, and the allocations for each subgrantee, and the planned number of homes to be weatherized. Copies of the proposed State Plan will be made available to the public.

IV.7 Miscellaneous

Recipient Business Officer

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

Recipient Principal Investigator

Tina M. Ruffin, Director
Division of Community Services
Mississippi Dept. of Human Services
P.O. Box 352
200 South Lamar Street
Jackson, Mississippi 39201
(601) 359-4768

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

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

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

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

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

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

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

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

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

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

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

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

Client files for each Readiness job must include the following:

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

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

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

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

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

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

MSWAP must capture the following unit information when utilizing WRF.

- WAP Intake Date.
- Date (s) Deferred (If previously deferred by WAP)
- Date Weatherization Ready
- Date Weatherized
- Year Built
- Client name, address, job number, and phone number
- Housing Type (site-built single family, manufactured housing, multifamily).
- Nature of repairs needed which prohibit weatherization. Where applicable, identify multiple repairs or remediation reasons for a single building. *This is not an exhaustive list* and MSWAP will add repairs as needed.
- Roof repair/replacement
- Wall repair (interior or exterior)
- Ceiling repair
- Floor repair
- Foundation or subspace repair
- Exterior drainage repairs (e.g., landscaping or gutters)
- Plumbing repairs
- Electrical repair
- Clean-up or remediation beyond typical scope of WAP
 - a) Lead paint
 - b) Asbestos (confirmed or suspected, including vermiculite), mold and/or moisture
 - c) Other – please specify

- DOE WRF expenditure per annual formula unit and building
- DOE WRF expenditure per DOE IJJA unit and building; and
- Leveraged fund expenditure per unit and building (i.e., funds such as Low-Income Home Energy Assistance Program, Housing and Urban Development, non-federal, etc. braided with WRF to make building weatherization ready).

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

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

Any other possible issue or repair not mentioned above will require the Subgrantee to record via the WRF Reporting Spreadsheet and notify DCS prior to utilizing WRF.

Restrictions:

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

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

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

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

Monitoring

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

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

V. MASTER FILE

V.1 Eligibility- The State of Mississippi Weatherization Assistance Program (MSWAP) requires that every dwelling weatherized must meet the eligibility requirements.

V.1.1 Approach to Determining Client Eligibility

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

In accordance with 440.16 (a), MSWAP requires each applicant household requesting WAP assistance complete an application intake process to determine client eligibility. The process consists of documenting household demographics,

income verification, needs assessment, identity verification and other documentations as required.

INCOME VERIFICATION Per 10 CFR 440.22

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

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

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

The following documents are acceptable when determining eligibility:

INCOME(S)

Income means Cash Receipts earned and/or received by the applicant before taxes during applicable tax year(s) **but not Income Exclusions** listed below. Gross Income is to be used, not Net Income.

Cash Receipts include the following:

1. Money, wages, and salaries before any deductions;
2. Net receipts from non-farm or farm self-employment (receipts from a person's own business or from an owned or rented farm after deductions for business or farm expenses);
3. Regular payments from social security, railroad retirement, unemployment compensation, strike benefits from union funds, worker's compensation, veteran's payments, training stipends, alimony, and military family allotments;

4. Private pensions, government employee pensions (including military retirement pay), and regular insurance or annuity payments;
5. Dividends and/or interest;
6. Net rental income and net royalties;
7. Periodic receipts from estates or trusts; and
8. Net gambling or lottery winnings.

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

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

Other documents may be necessary as required by Agency

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

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

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

Note: Method of verification of eligibility must be included in the client file.

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

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

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

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

2. **Eligibility Determined by Outside Agency/Program:** If income eligibility is determined by an outside agency or program, i.e. Low-Income Home Energy Assistance Program (LIHEAP) or the U.S. Department of Housing and Urban Development (HUD), any document used to determine eligibility, such as a copy of LIHEAP eligibility or a copy of the HUD eligibility (e.g., Section 8 or Public Housing eligibility) will suffice as evidence of client eligibility. This document and any related documents must be retained in the client file
3. **Self-Certification:** After all other avenues of documenting income eligibility are exhausted, self-certification is allowable. However, evidence of the various attempts at proving eligibility must be contained in the client file, ***including*** a notarized statement signed by the potential applicant indicating that the applicant has no other proof of income.

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

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

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

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

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

RE-CERTIFICATION: An applicant must be re-certified when eligibility lapses due to the length of time the applicant was waiting to receive Weatherization services. As a reminder, re-certification of eligibility must occur at least every 12 months. The Grantee must outline the method of determining re-certification in their Annual Plan for approval by DOE.

PHOTO ID(S)

1. Photo Driver's license, US Passport
2. State-issued photo ID
3. Employment ID
4. School, college or university ID
5. US Military ID
6. Tribal ID, Alien registration/Permanent residence card, temporary residence card

SOCIAL SECURITY CARD(S)

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

Qualified Aliens Eligibility for Benefits

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

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

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

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

- Form 1-551- Resident Alien Card and Conditional Resident Alien Card
- Form 1-151- Alien Registration Receipt Card

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

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

A person will be reported to the appropriate USCIS office under the following circumstances:

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

V.1.2 Approach to Determining Building Eligibility

In accordance with WPN 24.3, To meet the purpose of the Weatherization Assistance Program, MSWAP will ensure weatherization services are provided to low-income people that live in *all* types of housing (i.e. single-family, manufactured housing units, and multifamily buildings).

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

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

RESIDENCE VERIFICATION

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

Re-Weatherization: MSWAP shall adhere to the following:

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

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

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

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

- Subgrantee must ensure that homes seeking re-weatherization must meet the criteria stated above.
- **Subgrantees must ensure that any re-weatherization project will receive a current energy audit prior to re-weatherization.**
- Subgrantees must reference applicant’s names, social security number, and address utilizing Virtual ROMA and excel reporting spreadsheets.
- Subgrantee must perform a QCI final inspection and provide the case worker and partnering agency with the final status, which must be documented in the client Virtual ROMA file reflecting that the dwelling(s) was weatherized.

- If upon pre-inspection of a dwelling it is determined that the home was previously weatherized, subgrantee must document the address of dwelling referencing Virtual ROMA and the Excel data spread sheet.
- WX subgrantee must complete and submit to DCS the WX monthly reports, which includes the client list (names, address, phone etc.) via excel spread sheet. This is checked monthly by the state weatherization staff for compliance.

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

Disaster Planning and Relief (WPN 12-7):

MSWAP understands that weatherization has a very limited role in any disaster response plan. Therefore, the State ensures that WPN12-7 will be adhered to when addressing disasters.

Eligible Structures:

MSWAP will address the following structures:

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

Historic Preservation

MSWAP has a programmatic agreement between the Department of Energy, Mississippi Development Authority, and Mississippi Department of Archive & History regarding EECBG, SEP, and WAP Undertaking. The PA is in affect from December 31, 2021 – December 31, 2030. *(See Attachment)*

Multi-Family Dwellings Per WPN 22-12: Multi-Family Dwellings are not eligible for services until the State of Mississippi seeks and receives an approved DOE WX Multi-Family Audit and MSWAP staff, subgrantees and contractors are trained and certified to perform audits and WX services on multi-family buildings.

Rental Procedures (WPN 22-13)

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

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

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

If a dwelling is to be weatherized for a client who is not the owner of the dwelling, an agreement must be entered into between the landlord and the subgrantee agency. The agreement must be signed before work can begin on the weatherization project. ***Landlord participation is encouraged but not mandatory.*** Participation may be provided through donated materials, monetary assistance or a combination of the two. The condition of the agreement includes the agreement not to raise the tenant's rent for two (2) years (some exceptions apply) beginning on the date of the weatherization projection completion (that is the approved post inspection date). Additionally, the owner cannot evict the tenant without cause during that period. Should the owner choose to violate the agreement, he or she may be billed for the pro-rated share of cost of the weatherization project. The allowable exceptions to the prohibition of the two (2) year rent increase include increases due to higher property taxes, insurance premiums, necessary replacement (or extensive repairs) to appliances, plumbing, or wiring. These allowable costs must be spread over the period of one (1) year.

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

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

DEFERRAL STANDARDS

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

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

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

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

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

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

V.1.3 Definition of Children

In accordance with 10 CFR 440.3 and required by 10CFR 440.14 (c) (6) (xiii), MSWAP defines children as household members that are under the age of nineteen (19) years old who have not been emancipated from minor status through marriage or assumed the responsibility of an adult as provided by law and is a member of the household at the time of application.

This procedure is consistent with the eligibility requirements for the Low-Income Home Energy Assistance Program and is applied on a statewide basis.

All household members' status will be documented and maintained in Virtual Roma and individual client files for future references.

V.1.4 Approach with Tribal Organizations

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

V.2 Selection of Areas to be Served

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

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

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

V.3 Priorities

In accordance with 10 CFR 440.16 (b), priority is given to elderly, disabled, families with children, high-energy users and high-energy burden as describe in 10CFR 440.3. The State of Mississippi requires that the Weatherization Assistance Selection Tool (Form WX-7) be completed on all eligible applicants prior to the selection for assistance. This form allows subgrantees to rank potentially eligible applicants, taking into consideration the following:

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

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

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

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

V.4 Climatic Conditions

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

Prevailing southerly winds provide moisture for high humidity and potential discomfort from May through September. Locally violent and destructive thunderstorms are a threat on an average of about 60 days each year. Eight hurricanes have struck Mississippi's coast since 1895, and tornadoes are a particular danger, especially during the spring season. Normal mean annual temperatures range from 62F in the north to 68F along the coast. Low temperatures have dropped to 16F below zero while high temperatures exceed 90F over 100 days each year. Temperatures routinely exceed 100F at many places in the state each year and drop to zero or lower an average of once in five years in the state. Freezing temperatures reach the Gulf coast almost every winter.

Normal precipitation ranges from about 50 to 65 inches across the state from north to south. Measurable snow or sleet falls on some part of the state in 95% of the years.

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

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

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

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

V.5 Type of Weatherization Work to be done.

V.5.1 Technical Guide and Materials

MSWAP will utilize the Mississippi Weatherization Field Guide, SWS's, 10 CFR 440 Appendix A and the NEAT/MHEA Audits (Approved April 13, 2020), to ensure that all work is being performed in accordance with the DOE approved energy audit procedures.

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

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

V.5.2 Energy Audit Procedures- Per Memorandum 113, MSWAP intent is to transition to WAweb starting July 1, 2025.

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

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

MSWAP will utilize the WAweb NEAT/MHEA Audits starting **July 1, 2025**, when addressing dwellings. **MSWAP will comply with 10CFR 440.21 (i) when submitting for audit approval.**

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

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

Multi-Family Dwellings - Multi-Family Dwellings are not eligible for services until the State of Mississippi seeks and receives an approved DOE WX Multi-Family Audit and MSWAP staff, subgrantees and contractors are trained and certified to perform audits and WX services on multi-family buildings.

V.5.3 Final Inspection

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

- All home inspections, pre and post, must be accompanied by before and after pictures.
- When reporting homes as completed, subgrantees must submit for review, the following documentation:
 1. Pre-Inspection Audit
 2. NEAT/MHEA Work Order (s) (HVAC, Contractors and Change orders)
 3. Pre-Audit photos
 4. NEAT/MHEA Audit
 5. Audit Input Report
 6. Invoices/Receipts
 7. Contractors ‘ Agreements
 8. Post-Inspection Audit
 9. Post-Audit Photos
- Pictures must be made available for all Pre and Post Readings (pictures must show reading on the equipment).
- Agencies are required to conduct a mandatory pre and post-test on dwelling.
- The same Coordinator who conducts the pre-test cannot conduct the post test.
- All Post Inspections (WPN 22-4) **must be** completed by a ***Certified Quality Control Inspector***. If one is not on staff, subgrantees ***must contract*** the post inspections out to a certified QCI or partner with a local CAP Agency that has certified staff to perform inspections.
- The Pre and Post-test must include all diagnostic testing where applicable.
- When the Post Inspector (QCI Final Inspector) finds work that needs to be re-addressed the contractor must be contacted and provided with corrective action documentation on areas that must be re-addressed. In cases where there is a third party, Local CAP, or State QCI, reports must be submitted to the agency for execution of corrective actions. Upon completion of work, the Post Inspector (QCI) must follow up to ensure work was performed in accordance with the SWS’s before payment is rendered. QCI must perform diagnostic testing to ensure the health and safety of the project.
- MSWAP requires that QCI final inspection must ensure that all materials were utilized in accordance with the approved work scope. If all materials were not installed, subgrantees must complete a Materials Transfer Form, which identifies the unused materials and return items to the agency for proper adjustments. This form must be signed by the Executive Director and maintained in the client file. Materials returned to the vendor must be documented on a Change Order Form for proper processing and filed in the client’s file. Additional materials needed to complete a measure requires a new work scope and material list must be created and maintained in client file. A final post-inspection must take place after completion of all the work.

- If it is determined that materials are missing or not used on the job, the agency must investigate and provide a report to DCS. The individuals involved will be immediately terminated from participation in the Weatherization Program.

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

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

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

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

Program Administration

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

Performance Analysis

1. Proper documentation of determining eligibility.
2. Number of Elderly, Disabled, Children, High Energy User, and Households with High Energy Burden served.
3. Expenditures versus number of dwellings weatherized. Production quotas and expenditures.
4. Carbon Monoxide, Blower Door, Refrigerator testing.
5. Client education.
6. Health and Safety Practices.

7. Referrals from LIHEAP/CSBG.
8. Securing of additional funding from other agencies and programs.
9. Proper use of Priority Measures/Weatherization measures selected.
10. Pre-Inspection.
11. Final inspection/Re-inspections and follow-up.
12. Lead safe weatherization work practices and mold and moisture checklist.
13. Personnel training.
14. Required signatures.
15. Program files, accuracy, and timely completion/submission of reports.
16. Work quality and oversight.
17. Monitoring reports.

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

Weekly Report:

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

Monthly Reports:

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

Quarterly Reports:

- T&TA Reports

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

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

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

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

V.7 Health & Safety (WPN 22-7) (See Attachments for Health and Safety Plan)

V.8 Program Management

V.8.1 Overview and Organization

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

As well as the Weatherization Assistance Program, the Division of Community Services administers the Low-Income Home Energy Assistance Program (LIHEAP) and the Community Services Block Grant (CSBG). MSWAP has memorandum of understandings (MOU's) with both CSBG, LIHEAP, which assist with heat, cooling, and areas that fall outside the scope of weatherization.

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

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

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

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

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

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

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

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

V.8.2 Administrative Expenditure Limits

Under 10 CFR 440.18(e) for administrative purposes -- no more than 7.5 percent of the new PY allocation will be used by the state, and not less than 7.5 percent will be made available to Subgrantees. DCS understands that Subgrantees with allocations of less than \$350,000 may be eligible to receive an additional 5 percent of administrative funds based on criteria developed by DCS. Should DCS elect this

option, DCS will describe the procedures used for approval to provide additional administrative funds to qualified Subgrantees as specified in 10 CFR 440.18(d). DCS will take caution and only use the **new PY total allocation funds** in determining the administrative allowances.

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

V.8.3 Monitoring Activities (WPN 20-4)(10 CFR 440.23)

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

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

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

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

Technical Monitoring

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

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

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

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

Phase I

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

The weatherization staff's monitoring activities include:

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

Phase II

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

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

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

- Client interviews will be performed to assess worker behavior, workmanship and client satisfaction.

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

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

The Subgrantee must provide a written Corrective Action Plan to DCS within **five (5) business days** of the issuance of the letter. The next steps are covered in Mississippi WAP Technical Monitoring Corrective Action Policy and Procedures.

Corrective Action Policy and Procedures

Corrective Action Policy

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

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

Corrective Action Process

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

1. If a deficiency in a Subgrant Agreement, compliance or performance is identified, DCS will send a letter noting the area(s) of deficiency to the Subgrantee's Board Chairperson, Executive Director and the agency's Weatherization Coordinator.
2. The Subgrantee must provide a written Corrective Action Plan to DCS within **five (5) business days** of the issuance of the letter. The plan must address how the deficiency(ies) will be corrected and must include the following:
 - The finding or concern,

- Cause for the finding or concern,
 - An Action Plan to correct the deficiency, and
 - The target date of correction or dates of action steps towards completion.
 - Request for technical assistance from DCS, if needed.
- a. If the Subgrantee does not respond within the five (5) business days, they will automatically be placed on a 60-day probationary period and any further disbursement of funds will be withheld until the issue(s) are resolved.
 - b. On the **sixth (6) business day**, DCS will send a **FINAL NOTICE** Letter to the Agencies Board Chairperson and Executive Director explaining that if corrective action is not implemented within the 60-day probationary period, DCS will terminate the Subgrantee's current weatherization contract and all subsequent DCS weatherization contracts for a period of at least two (2) years. This termination may also include repayment of any weatherization costs that were not satisfactorily resolved.
 - This final notice will also remind the Subgrantee of their rights and ensure they are aware of their contractual right to dispute any grievances through the Mississippi Department of Human Services, Subgrant Manual.
 - c. If the Subgrantee responds within the five (5) business days, they shall have no more than **fifteen (15) business days** from the date of the Corrective Action Plan's submission to DCS to correct a deficiency unless DCS has previously agreed to an extension beyond this date. Upon receiving any response, DCS may request a follow-up meeting with the Subgrantee to discuss performance or compliance issues and any technical assistance that may be necessary to address the issue.
3. Should the Subgrantee resolve the monitoring findings within the probationary period, DCS will remove the probationary status, but the Subgrantee will remain a high-risk Subgrantee and be placed on cost reimbursement for the remainder of the current program year. All high-risk agencies will have additional oversight and monitoring.

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

- I. Notify the Subgrantee that they have been placed on a cost reimbursement status as part of the monitoring corrective action effective for one year starting 30 days from their monitoring report date.

- The Subgrantee cost reimbursement will remain in effect until the next monitoring report reflects no repeat findings.
 - Should the repeat findings be found again a third time, DCS will consider program termination followings Steps 2 – 3 below.
- II. If repeat monitoring findings involve questioned or disallowed costs, the Subgrantee will be notified that they are being placed on a probationary period for the remainder of any current contracts, in addition to being placed on a cost reimbursement status. The Subgrantee will be asked to submit a letter explaining why they had repeated monitoring findings, what is being done to correct the issue so that it does not occur again, and why they should continue to operate the program.
- III. After receiving the Subgrantee’s letter, DCS will review the nature of the monitoring findings and the Subgrantee’s letter to determine whether program termination is necessary due to continued poor performance.

Findings (examples)

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

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

2. An Onsite Assessments Report that contains a Finding:

- a) Requires an immediate response from the subgrantee.
- b) Requires corrective action to be taken.
- c) May result in disallowed costs.

- d) May result in an increased assessment/monitoring rate.
- e) May result in the requirement of additional training for the subgrantee personnel and contractors.
- f) May result in the recommendation for High-Risk Status for the subgrantee.
- g) Continued Findings of this type may result in termination of DCS Weatherization Assistance Program Award to the subgrantee and/or disbarment of contractors.

Trends for Concern

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

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

Field Guide/Standards, Mississippi Weatherization State Plan, Standard Work Specifications (SWS) or any other guidance issued by the Division of Community Services not considered a Finding

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

- a) Requires immediate action to eliminate any future occurrences.
- b) May require corrective action to be taken if similar future situations relating to Major energy savings measures, documentation requirements, or health and safety measures are found to be repeated.
- c) May be reclassified as a Finding if repeated, that is, if similar situations are found on consecutive assessment visits.
- d) May result in the requirement of additional training for the subgrantee personnel or contractors.

TENTATIVE MONITORING SCHEDULE	
PERIOD	AGENCY
FIRST QUARTER	TBA by CHP
SECOND QUARTER	TBA by CHP
THIRD QUARTER	TBA by CHP
FOURTH QUARTER	TBA by CHP

ATTACHMENT-PROGRAM, FISCAL MONITORING AND AUDIT

Statutory reference 2605 (b)(10)

Fiscal, Accounting and Tracking Requirements

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

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

The State continuously provides training and technical assistance to the subgrantees on program and fiscal management to enhance program compliance and quality service delivery to eligible households, and special training for new staff to ensure program compliance.

Subgrants will be monitored no less frequently than every two (2) years by the Division of Monitoring. Periodic reviews to the subgrantee, both announced and unannounced, will be conducted by the Division of Community Services.

The Director of Monitoring reviews and approves audit findings and received from the Monitoring Supervisor and provides the draft report for review to the Division of Community Services prior to submitting to the subgrantee. Audit findings are addressed on the monitoring report.

Attachment – Compliance Monitoring Division of Monitoring

Overview

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

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

1. Ensure accountability and compliance with applicable Federal and State laws applicable to Federal financial assistance programs.
2. Ensure funds awarded to Subgrantees are used for authorized purposes.
3. Ensure compliance with the terms of the subgrant agreement.
4. Identify technical assistance and training needs.
5. Ensure follow-up on issues and implementation of corrective actions.
6. Provide guidance to Subgrantees in establishing and maintaining sound business accounting procedures; and
7. Safeguard federal funds against fraud, waste, and abuse.

In general, the Subgrant monitoring procedures will consist of the following:

1. Notification of a monitoring review via a schedule letter.
2. Entrance Conference.
3. Examination of fiscal and programmatic requirements.
4. Exit Conference.
5. Initial Findings Letter.
6. Corrective Action Response and/or follow-up.
7. Final Decision Letter; and
8. Administrative Hearings as required.

Monitoring of fiscal and programmatic requirements includes but is not limited to:

1. Reviewing expenditures to ensure funds are expended in line with the approved budget narrative.
2. Reviewing claims submitted by the Subgrantee.
3. Reviewing documentation supporting expenses reported under MDHS subgrants.
4. Reviewing the Subgrantee's single audit and/or program-specific audit results and evaluating audit findings and the Subgrantee's corrective action plan; and
5. Performing desk and/or on-site reviews of the fiscal and programmatic records and observing Subgrantee operations.

Risk Assessment

As required by 2 C.F.R. §200.332, Requirements for Pass-Through Entities, the extent of monitoring imposed on each Subgrantee shall be determined on the risk of noncompliance. The following factors are taken into consideration when assessing risk level of Subgrantees:

1. Subgrantee's prior experience with the same or similar sub-awards.
2. Subgrantee's suspension and debarment compliance.
3. Amount of award.
4. Results of previous audits, which include whether Subgrantee receives a Single Audit in accordance with 2 C.F.R. §200 Subpart F (Audit Requirements) and the extent to which the same or similar sub-award has been audited as a major program.
5. Prior experience of the Subgrantee operating subgrants supported by Federal funds.
6. Results of previous desk and/or on-site fiscal monitoring and programmatic reviews.
7. Significant and/or substantial instances of fraud.
8. Statement of work and deliverables of the Subgrantee.
9. Subgrantee's compliance with property requirements.
10. Whether the Subgrantee has new personnel or the Subgrantee has recently substantially changed systems.
11. Subgrantee's accounting and procurement systems; and
12. The extent and results of Federal awarding agency monitoring.

All Subgrantees who are identified as a new Subgrantee and/or high risk will receive a technical assistance visit from the Division of Monitoring. The visit will be conducted within the first three (3) months of the subgrant period.

Reference 2 C.F.R. §200.332

Monitoring Reviews for Program and Fiscal Compliance

The Division of Monitoring will conduct on-site and/or desk reviews of MDHS subgrants for programmatic and fiscal compliance. The reviews may be performed on any subgrant at any time and may be repeated as often as deemed necessary by MDHS. Subgrantees will receive a Schedule Letter as notification of the impending monitoring review at a minimum of fourteen (14) calendar days prior to the monitoring review. The Schedule Letter requests information and documentation from the Subgrantee required to complete the monitoring review. MDHS reserves the right to conduct unannounced reviews at its discretion.

Each review will conclude with an exit conference in which the monitor(s) will discuss with the Subgrantee signatory official (or designee) and other appropriate staff whether any documentation remains outstanding and answer any questions.

The Division of Monitoring will issue an Initial Findings Letter after the exit conference. The letter will generally be issued within thirty (30) calendar days of the conclusion of the monitoring visit; however, a longer timeframe may be appropriate based on workload, whether additional documentation is received after the exit conference and/or the complexity of issues at hand. The monitoring report will provide a description of each finding of noncompliance, identified questioned costs, and any required corrective action(s) to be taken by the Subgrantee.

If the 30th calendar day falls on the weekend, the report will be issued the following Monday. If the due date falls on a state holiday, the report will be issued the following business day.

Corrective Action Procedures

The Initial Findings Letter is provided to the Subgrantee via electronic mail correspondence. The Division of Monitoring uses the current contact information included in the subgrant agreement. It is the responsibility of the Subgrantee to notify the Division of Monitoring if the correspondence should be submitted to a different individual within the Subgrantee organization. Copies of all correspondence submitted to the Subgrantee are also provided to the applicable MDHS Funding Division.

The Subgrantee is required to provide a written response and/or payments for questioned costs to the Division of Monitoring after receipt of the Initial Findings Letter, unless otherwise indicated. Any extensions to providing documentation **must** be requested in writing and submitted **before** the final due date. The corrective action plan must be specific and include:

1. A statement of whether the Subgrantee agrees with the finding or not.

2. A detailed plan of how the Subgrantee will correct each individual finding to prevent this or similar finding in the future or justification for the Subgrantee's disagreement with the finding(s).
3. Any Subgrantee documents, forms, policy changes, reports, accounting tools, time sheets, data collection forms, etc. that ensure the Subgrantee has corrected the finding(s)
4. If the Subgrantee disagrees with a finding(s) identified in the report, detailed documentation must also be submitted to refute the questioned finding(s) and/or costs.
5. If the Subgrantee agrees with the findings, the Subgrantee must repay funds identified as questioned costs to MDHS.
6. The corrective action plan must be signed by the Authorized Official or designee. (The designee is the person granted permission to sign the Authorized Official's signature.)

The Division of Monitoring will issue a Final Decision Letter based on the corrective action response received from the Subgrantee. If findings and/or questioned costs remain unresolved in the Final Decision Letter, and the Subgrantee disagrees with the final findings, the Subgrantee can appeal the findings. The Subgrantee must request a Subgrant Administrative Agency Appeal within thirty (30) calendar days from the date of receipt of the Final Decision Letter. Please refer to Title 18 of the Administrative Code, Part 23, Chapter 7, Subgrant Administrative Agency Appeals for more information regarding the appeals process.

Single Audit Requirements

Subgrantees must have a single audit conducted, in accordance with 2 C.F.R. §200.514, by an independent auditor if the Subgrantee expends \$1,000,000 or more during the non-Federal entity's fiscal year in Federal awards. Total federal grant awards not only include those received from the MDHS, but also those received from any other source.

As part of its subrecipient monitoring functions, the Division of Monitoring reviews the single-audit reports for federal grant subrecipients that receive federal grants from MDHS. This monitoring is done to ensure that federal grants are used for authorized purposes, in compliance with federal statutes, regulations, and the terms and conditions of federal awards, as required by 2 C.F.R. §200.331. The Subgrantee must submit the audit report to MDHS by the earlier of thirty (30) calendar days after receipt of the auditor's reports or nine (9) months after the end of the audit period.

In compliance with 2 C.F.R. §200.512, Report Submission, Subgrantees must electronically submit a data collection form and the reporting package directly to the Federal Audit Clearinghouse designated by OMB.

A Subgrantee that expends Federal financial assistance during the subgrant's fiscal year of:

1. Less than \$1,000,000 shall be exempt from Federal audit requirements unless the Subgrantee meets requirements in 2 C.F.R. §200.503. However, the Subgrantee must make records available for review by the appropriate officials and cannot constrain in any manner such as a Federal or State agency, from carrying out or arranging audits.
2. \$1,000,000 or more under only one (1) Federal program and the Federal program's statutes, regulations or the terms and conditions of the Federal award do not require a financial statement audit of the subgrant, may elect to have a program-specific audit in accordance with 2 C.F.R. §200.507; or
3. \$1,000,000 or more under more than one (1) Federal program shall have an organization wide audit performed in accordance with 2 C.F.R. §200.501(c).

Program-Specific Audit

If the Subgrantee meets the applicable standard for a program-specific audit, it must follow Generally Accepted Government Auditing Standards (GAGAS) and the program specific audit guide. A listing of current program-specific audit guides can be found in the compliance supplement provided on the Office of Management and Budget website. If a current program-specific audit guide is not available, the Subgrantee and auditor must have basically the same responsibilities for the Federal program as they would have for an audit of a major program in a single audit.

Reference 2 C.F.R. §200.507

Responsibilities of a Subgrantee

The Subgrantee must:

1. Maintain and make records available for review or audit by appropriate officials of the Federal awarding agency, pass-through entity, General Accounting Office (GAO), the State Auditor and/or the Subgrantee's independent auditor, upon request.
2. Procure or otherwise arrange for the audit required by 2 C.F.R. §200.508 in accordance with 2 C.F.R. §200.509 (Auditor Selection) and ensure it is properly performed and submitted when due in accordance with 2 C.F.R. §200.512 (Report Submission);
3. Prepare financial statements that reflect its financial position, results of operations, and, where appropriate, cash flows for the fiscal awards for the period covered by the Subgrantee's financial statements, which shall be prepared in accordance with 2 C.F.R. §200.510 (Financial Statements).
4. Ensure that audits are conducted and reported in accordance with GAGAS and 2

C.F.R. §200.514 through §200.520, as applicable. Additionally, all copies of the auditor's reports, and any management letters issued by the auditors, must be submitted to the Division of Monitoring within the earlier of thirty (30) calendar days after receipt of the auditor's report(s) or nine months after the end of the audit period.

5. Promptly follow-up and take corrective action on all audit findings, including preparation of a summary schedule of prior audit findings and a corrective action plan in accordance with §200.511 (Audit Findings Follow-up).
6. Provide the Division of Monitoring with access to all personnel, accounts, books, records, supporting documentation, and other information needed for the monitor to perform the audit as required.
7. Ensure MDHS subgrants are properly identified and audited as part of an organization wide audit. MDHS may request a Subgrantee that is required to have an organization wide audit to have a particular program audited as a major program. Such requests shall be made at least 180 days prior to the end of the fiscal year to be audited. The Subgrantee, after consultation with its auditor, shall inform MDHS whether the program would otherwise be audited as a major program using a risk-based approach and, if not, the estimated incremental costs. MDHS shall then promptly confirm to the Subgrantee whether it wants the program audited as a major program.
8. Prepare a separate schedule of indirect costs. If indirect costs are claimed under any MDHS subgrant (which shall at a minimum include a listing of actual indirect costs incurred during the Subgrantee's fiscal year by line-item), a description and amount of the base used to allocate indirect costs to all the Subgrantee's programs, and the calculation of an actual indirect cost rate based on the audited amounts must be submitted to MDHS.
9. Complete the MDHS Subgrantee Audit Information Form ([MDHS-DOM-002](#)) and submit the form to the Division of Monitoring. The form must be completed within ninety (90) days of the end of the Subgrantee's fiscal year.
10. Submit a copy of the data collection form and the reporting package, which are specified under 2 C.F.R. §200.512, directly to the Federal Audit Clearinghouse (FAC) The data collection form and reporting package must be submitted electronically through the FAC web address at www.fac.gov.

Management Decision

MDHS is responsible for issuing a management decision within six (6) months of receipt of the audit report. The management decision must clearly state whether or not the audit finding is sustained, the reason for the decision and the expected Subgrantee action to repay disallowed cost, make financial adjustments or take other action. If the Subgrantee has not completed corrective action, a timetable for follow-up should be given. The Subgrantee must initiate and proceed with corrective action as rapidly as possible and corrective action should begin no later than upon receipt of the audit report.

Reference 2 C.F.R. §200.521, 2 C.F.R. §200.332

Limited Scope of Audits of Specific Compliance Areas

MDHS may engage an independent Certified Public Accountant to perform a Limited Scope Audit of specified MDHS subgrants. The need for this type of review shall be determined on an individual basis and shall be documented by MDHS. The results of this review shall be communicated to the Subgrantee and to the applicable MDHS Funding Division in a written notice.

Non-Compliance

In cases of continued inability or unwillingness to have an audit conducted, MDHS and/or the federal agency will take appropriate action. Please refer to Chapter 10 of this manual for more information regarding Subgrantee noncompliance.

Discovery of Possible Fraud, Mismanagement, or Program Abuse

If an allegation or suspicion of fraud, waste mismanagement, and/or program abuse is discovered while conducting a monitoring review, the Subgrantee will be referred to the Office of Inspector General (OIG) for further investigation. During any active investigation, all payments to the Subgrantee will be paused and the Funding Division will not answer questions about the investigation.

Subgrantees shall report any suspected fraud, waste and/or abuse to the Office of Inspector General. The Office of Inspector General accepts tips and complaints regarding potential fraud, waste and/or abuse in the following ways:

- Phone – 1-800-299-6905;
- Email – fraud@mdhs.ms.gov; and
- MDHS Fraud Tip Form located at <https://www.mdhs.ms.gov/report-fraud/>.

**Attachment – Programmatic Administrative Disqualification Actions
(Fair Hearing Process)**

Rule 5.1 Purpose.

The purpose of a Programmatic Administrative Disqualification Action shall be to provide due process to Clients whenever documented evidence exists of a suspected Intentional Program Violation.

Source: Miss. Code Ann. § 43-1-2(4)(b); Miss. Code. Ann. § 43-17-25; 18 Miss. Admin. Code Pt. 17, R. 9.10; 18 Miss. Admin. Code Pt. 19, R. g; 7 C.F.R. § 273.16(a); 7 C.F.R. § 273.16(c); 45 C.F.R. § 98.100(d).

Rule 5.2 Burden of Proof.

The Agency shall be required to prove all allegations of suspected Intentional Program Violations by clear and convincing evidence.

Source: 7 C.F.R. § 273.16(e)(6).

Rule 5.3 Time Limits for a Programmatic Disqualification Action Appeal.

An Appellant who wishes to appeal an adverse action shall submit a request to the Division of Administrative Hearings for a Programmatic Disqualification Action within ninety (90) calendar days following the date of an adverse action. The request shall be made via the Division of Administrative Hearings' MDHS Programmatic Appeals Request form (MDHS-OIG-200), unless otherwise directed. Completed appeal request forms shall be submitted to the Appellant's County Office or via email to admin.hearings@mdhs.ms.gov. The Division of Administrative Hearings shall assist the Appellant with submitting the request if needed.

Source: 18 Miss. Admin. Code Pt. 13, Ch. 13; 18 Miss. Admin. Code Pt. 19, R. k; 7 C.F.R. § 273.15(c); 7 C.F.R. § 273.15(g).

Rule 5.4 Notice of a Programmatic Administrative Disqualification Action.

The Division of Administrative Hearings shall provide written notice of a pending Programmatic Administrative Disqualification Action to a Client at least thirty (30) calendar days prior to the hearing. The notice shall contain:

1. The date, time, and manner of the hearing.
2. The allegation(s) against the Client.
3. A summary of the evidence, and how and where the evidence may be examined.

4. A statement informing the Client that they may waive their right to a hearing.
5. A description of the Client's rights during the hearing, including a description of the order of proof and an explanation that the burden of proof is carried by the Agency.
6. A warning, if the Client fails to appear, that a decision shall be based solely on information provided by the Agency.
7. A description of the penalties if the Client committed an intentional program violation; and,
8. A statement that the Programmatic Administrative Disqualification Action shall not preclude any state or the Federal government from prosecuting the Client for the same allegation(s) in a court of competent jurisdiction.

Source: 7 C.F.R. § 273.16(e)(3).

Rule 5.5 Location, Time, and Manner of a Programmatic Administrative Disqualification Action.

The hearing shall be held telephonically unless otherwise directed by the Hearing Officer.

Source: 7 C.F.R. § 273.16(e)(4).

Rule 5.6 Client's Rights.

A Client has the following rights during a Programmatic Administrative Disqualification Action:

1. To waive participation in the Programmatic Administrative Disqualification Action.
2. To review the evidence against them.
3. To refuse to answer any questions during the hearing.
4. To present their own case or have someone else present their case for them, such as a lawyer, friend, relative, or community worker.
5. To request to reschedule their hearing if they need more time to prepare.
6. To bring their own witnesses.
7. To cross-examine all witnesses called by the Agency.
8. To argue their case freely.
9. To question any evidence or statements made against them;
and,
10. To bring any evidence they may have to support their case.

A Client shall be informed of these rights via notice and during a Programmatic Administrative Disqualification Action.

Source: 7 C.F.R. § 273.15(p); 7 C.F.R. § 273.16(e)(2)(ii); 7 C.F.R. § 273.16(e)(3)(iii)(G); 7 C.F.R. § 273.16(f).

Rule 5.7 Failure to Appear at a Programmatic Administrative Disqualification Action.

If a Client fails to appear at a Programmatic Administrative Disqualification Action, the hearing shall be conducted without the Client present. The Agency shall be required to meet its burden of proof regardless of the Client's attendance. If the Client is found to have committed an Intentional Program Violation, but the Hearing Officer later determines that the Client had good cause for their failure to appear, the previous decision shall be vacated pursuant to *Rule 4.8 Vacating a Hearing*, and the Agency shall conduct a new hearing.

If a Client's failure to appear is based upon a showing of nonreceipt of a hearing notice as described in *Rule 5.3 Notice of a Programmatic Administrative Disqualification Action*, the Client has thirty (30) calendar days after the date of the Hearing Officer's decision to establish nonreceipt. In all other instances, the Client has ten (10) calendar days from the date of the scheduled hearing to establish good cause for their failure to appear.

Source: 7 C.F.R. § 273.16(e)(4).

Rule 5.8 Programmatic Administrative Disqualification Action Decision.

The Hearing Officer shall prepare a decision that reviews the relevant evidence and applies the controlling policy, regulations, and/or State and Federal law. The Agency must present relevant evidence and policy, regulations, and/or laws clearly and convincingly demonstrating that a client committed an intentional program violation. If the Agency has failed to do so, the Hearing Officer's decision shall explain how the Agency failed to meet its burden of proof.

An Administrative Disqualification Action shall be administered, and a decision released, within ninety (90) calendar days from the date the Client receives notice of the Programmatic

Administrative Disqualification Action, unless the time frame for a decision has been extended pursuant to *Rule 4.7 Continuing, Expediting, or Reconvening a Hearing*. The decision must include a description of any penalties to be imposed and the recoupment amount, if applicable. The Hearing Officer's decision shall constitute the final Agency action concerning the Programmatic Administrative Disqualification Action.

Source: 7 C.F.R. § 273.16(e)(6); 7 C.F.R. § 273.16(e)(7); 7 C.F.R. § 273.16(e)(8); 7 C.F.R. § 273.16(e)(9).

V.8.4 Training & Technical Assistance

Client Education-

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

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

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

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

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

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

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

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

Training and Technical Assistance – Approach

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

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

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

- On-site visits provide an excellent opportunity to assess the technical needs of subgrantees through the notation of program deficiencies.
- The Independent Contractor (CHP) will provide specific T&TA on WAweb audit inspection procedures as a regular component of the on-site Programmatic and Management and production monitoring visits.
- DCS Weatherization staff will provide T&TA through onsite, written, and telephone communication with Subgrantee staff.
- DCS staff will provide on-site, or offsite T&TA as needed. Need may be identified by the Subgrantee staff, Office of Compliance monitoring visits, DOE Project Officer monitoring visits, internal state audits, IG reports, or by DCS staff as the result of observation for resolution of problems, or to meet updates required by DOE.
- DCS will provide Subgrantees staff programmatic training quarterly and require subgrantees staff to participate in national activities as they become available. MSWAP and subgrantees staff will attend these meetings and will encourage subgrantees staff to take advantage of all programmatic, administrative and technical training opportunities.
- MSWAP management staff will attend DOE mandated activities/events, NASCSP events, State Weatherization Directors' meetings, national DOE sponsored conferences, and other staff development training as needed or required. Continuing education and conference attendance ensure Grantee effectiveness in administering and implementing the grant.

- Quarterly Weatherization Network Meetings will address areas of common concern regarding Administrative, Programmatic, and Technical Training addressing initiatives and future program requirements. (See training schedule)
- MSWAP will utilize the QCI on-site assessment tool to analysis deficiencies of the work performed on dwelling.
- MSWAP will utilize the results of the analysis to rate areas of deficiencies and effectiveness of subgrantee.
- Based on the ratings of deficiencies, MSWAP will develop a score card to determine training opportunities.
- Field Guides and Standards will be provided to subgrantees via the Notification of funds Availability (NOFA).
- Each Subgrantee and Subgrantee Contractor(s) will be provided with T&TA to address the Field Guide and Standards.

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

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

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

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

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

funds to reimburse contractors is limited to T&TA that supports the four Home Energy Professionals occupations.

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

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

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

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

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

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

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

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

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

First Quarter (July-September 2025):

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

Second Quarter (October-December 2025):

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

Third Quarter (January- March 2026)

Training	Comp./Spec.	Date of Training
MSWAP Network Meeting	Specific training	Jan/Feb/March
Installation Field Mentoring	Specific training	March
WaWeb Training	Comp	Jan/Feb/March
On-site T&TA	Specific training	TBA

Fourth Quarter (April-June 2026)

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

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

1st Phase of Training

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

2nd Phase of Training

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

3rd Phase of Training

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

**Optional*

V.9 Energy Crisis & Disaster Plan (WPN 12-07)

State of Mississippi Weatherization Assistance Program Disaster Relief Plan

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

Allowable expenditures under WAP include:

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

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

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

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

VI. FEDERAL FINANCIAL REGULATIONS

VI.1 DOE Financial Assistance Rules

All subgrantees must develop and maintain fiscal and accounting procedures, which conform to both Federal and State policy for grants administration.

The State will provide training on fiscal control procedures as necessary to assure the proper disbursement of and accounting for Federal funds paid to the State under this subtitle, including monitoring assistance under this subtitle. Every year the State shall prepare an audit of its expenditure of amounts received under this subtitle and amounts transferred to carry out the purposes of this subtitle.

In accordance with the assurance above, the State of Mississippi has established fiscal controls and fund accounting procedures to assure the proper disbursement of all federal funds received by the State. Additionally, the State has established procedures for monitoring the utilization of such funds by project operators. An audit of the Weatherization Assistance Program will be conducted as prescribed by the DCS and appropriate State and/or Federal regulatory authority.

A description of the controls and procedures to be implemented is as follows:

1. DCS will follow the established fiscal policies and procedures mandated by state law. Financial areas addressed in these procedures consist of fiscal management controls, the accounting system, fund controls, personnel and payroll management, property management, procurement, and the disbursement of funds.
2. The financial standards set forth by the State establish an adequate accounting system with appropriate internal controls which will safeguard assets, check the accuracy and reliability of accounting data, promote operating efficiency and encourage compliance with prescribed management policies.

Subgrantee Default, Suspension, Transfer/Termination

DCS may, by giving reasonable written notice specifying the effective date, terminate this grant in whole or in part for cause, which shall include:

Failure, for any reason, of the subgrantee to fulfill in a timely and proper manner its obligation under this grant including compliance with the approved work program and attached conditions, and such statutes, executive orders, and DOE and/or DCS directives as may become generally applicable at any time.

Late submission by the subgrantee to the DCS of DOE reports that are incorrect or incomplete.

Ineffective or improper use of funds provided under this grant; and

A. **Termination or Suspension.** If the Subgrantee materially fails to comply with any of the covenants, terms or stipulations of this agreement, whether stated in a federal statute or regulation, an assurance, in the State plan or application, a notice of award, or elsewhere, DCS may, upon giving written notice to Subgrantee, take one or more of the following actions, as appropriate in the circumstances:

- (1) Temporarily withhold cash payments pending correction of the deficiency by Subgrantee or a more severe enforcement action by DCS.
- (2) Disallow (that is, deny both use of funds and matching credit for) all or part of the cost of the activity or action not in compliance.
- (3) Wholly or partly suspend or terminate the current award for the Subgrantee's program.
- (4) Withhold further awards for the subgrantee's program; or
- (5) Take other remedies that may be legally available.

B. **Notice of Termination for Cause.** If, through any cause, Subgrantee shall fail to fulfill in a timely and proper manner, as determined by MDHS, its obligations under this Subgrant, or if Subgrantee shall violate any of the covenants, agreements, or stipulations of this Subgrant, MDHS shall thereupon have the right to terminate the Subgrant by giving written notice to Subgrantee of such termination and specifying the effective date thereof at least five (5) days before the effective date of such termination. In the event of such termination, Subgrantee shall be entitled to receive just and equitable compensation for satisfactory work completed on services or documents or materials collected and/or prepared by Subgrantee in connection with this Subgrant. Such compensation shall be based upon the fees set forth in Section III, but, in no case, shall said compensation exceed the total Subgrant price.

Notwithstanding the above, Subgrantee shall not be relieved of liability to MDHS for damages sustained by MDHS by virtue of any breach of this Subgrant by Subgrantee, and MDHS may withhold any payments to Subgrantee for the purpose of set off until such time as the exact damages due to MDHS from Subgrantee are determined.

- C. Termination for Convenience. MDHS may terminate this Subgrant at any time by giving written notice to Subgrantee of such termination and specifying the effective date thereof at least five (5) days before the effective date of such termination. Subgrantee shall be paid an amount which bears the same ratio to the total compensation as the services actually and satisfactorily performed bear to the total services of Subgrantee covered by Subgrant, less payments of compensation previously made.
- D. Partial Termination. In the event of a partial termination, the Subgrantee shall incur no obligations other than those specifically identified in the agreement or contract governing the partial termination.
- E. Rights and Remedies upon Termination. In the event of termination as provided in this Section, Subgrantee shall be entitled to receive just and equitable compensation for services or performances actually and satisfactorily performed, prior to the effective date of termination, under this Agreement. Such compensation shall be based upon the payment provisions described in Section III hereof, but, in no case, shall said compensation exceed the total amount of this subgrant.
Subgrantee shall be liable to DCS for damages sustained by DCS by virtue of any breach of this Agreement by Subgrantee, and DCS may withhold any payments to Subgrantee for the purpose of set off until such times as the exact amount of damages due to DCS from Subgrantee are determined. The rights and remedies of DCS provided in this Section shall not be exclusive and are in addition to any other rights and remedies provided by law or in equity.

VI.2 OMB Cost Principles (SEE ATTACHMENT)

VI.3 Financial Audits (SEE ATTACHMENT)

VI.4 Reporting Requirements

Adjusted Average Per-Dwelling

The adjusted annual average for PY2025 is determined by using the percentage increase in the Consumer Price Index (CPI) (all items, United States city average) for FY 2023 or 3 percent, whichever is less. The percentage increase in the CPI for the previous 12-month period (January 2023 – December 2023) was 4.1%. Therefore, the adjusted average expenditure limit for PY 2025 is **\$8,547**. *This average includes units computed in a multifamily building of 5 units or greater.*

In accordance with 10 CFR Part 440.18(b) and (c), the expenditure of financial assistance provided under WAP for labor, weatherization materials, and related matters for a renewable energy system, shall not exceed an average of \$3,000 per unit, as adjusted. The percentage increase in the CPI for the previous 12-month period (January 2023 – December 2023) was 4.1%. Therefore, the PY 2025 adjusted average **\$4,302 for renewable energy system measures with a Savings to Investment Ratio (SIR) greater than 1.**

Note: *The adjusted average for renewable energy measures is not a separate average, but part of the overall adjusted average expenditure limit of \$8,547.*