

Title 18: Division of Community Services

Part 17: FY 2009 Recovery Act Weatherization Assistance Program

OMB Number: 4040-004
Expiration Date: 03/31/2012

APPLICATION FOR FEDERAL ASSISTANCE SF-424		Version 02
1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	2. Type of Application: If Revision, select appropriate letter(s) <input type="checkbox"/> New <input type="checkbox"/> Continuation Other (specify): <input checked="" type="checkbox"/> Revision	
3. Date Received: 01/17/2012	4. Applicant Identifier:	
5a. Fed Entity Identifier:	5b. Federal Award Identifier: DE-EE0000070 (SF424 revision 4)	
State Use Only:		
6. Date Received by State: 04/22/2009	7. State Application Identifier:	
8. APPLICANT INFORMATION:		
a. Legal Name: State of Mississippi		
b. Employer/Taxpayer Identification Number (EIN/TIN): 640470066	c. Organizational DUNS: 809399918	
d. Address:		
Street 1:	750 North State Street	
Street 2:	P.O. Box 352	
City:	Jackson	
County:		
State:	MS	
Province:		
Country:	U.S.A.	
Zip / Postal Code:	39202	
e. Organizational Unit:		
Department Name: Dept. of Human Services	Division Name: Community Services	
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: Mr	First Name: John	
Middle Name:		
Last Name: Davis		
Suffix:		
Title: Acting Director		
Organizational Affiliation: MS Dept. of Human Services/DCS		
Telephone Number: 6013594768	Fax Number: 6013594370	
Email: tina.ruffin@mdhs.ms.gov		

APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

9. Type of Applicant:

A State Government

10. Name of Federal Agency:

U. S. Department of Energy

11. Catalog of Federal Domestic Assistance Number:

81.042

CFDA Title:

Weatherization Assistance for Low-Income Persons

12. Funding Opportunity Number:

DE-FOA-0000051

Title:

Recovery Act - WAP Formula Grants

13. Competition Identification Number:

Title:

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

Statewide

15. Descriptive Title of Applicant's Project:

Recovery Act-Weatherization Assistance for Low Income Persons

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16. Congressional District Of:

a. Applicant: Mississippi-Statewide

b. Program/Project: MS-Statewide

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

17. Proposed Project:

a. Start Date: 04/01/2009

b. End Date: 09/30/2013

18. Estimated Funding (\$):

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

19. Is Application subject to Review By State Under Executive Order 12372 Process?:

- a. This application was made available to the State under the Executive Order 12372 Process for review on:
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372

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

No

21. By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code Title 218, Section 1001)**

I AGREE

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

Authorized Representative:

Prefix: Mr First Name: Richard

Middle Name: A

Last Name: Berry

Suffix:

Title: Executive Director

Telephone Number: 6013594457

Fax Number:

Email: Richard.Berry@mdhs.ms.gov

Signature of Authorized Representative: Signed Electronically

Date Signed: 01/15/2013

Authorized for Local Reproduction

Standard Form 424 (Revised 10/2005)
Prescribed by OMB Circular A-102

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WEATHERIZATION MASTER FILE (attachment)

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III.4 Health and Safety

HEALTH AND SAFETY PLAN

A.PURPOSE

To establish the policies and procedures under which health and safety concerns are addressed in the Weatherization Assistance Program (WAP). The State will ensure the prudent use of the Health and Safety funding by subgrantees.

B.GOAL

To ensure energy savings result from weatherization services while promoting a healthy and safe environment for clients, contractors, crew, staff, and subcontracted installers.

C.SCOPE

The Health and Safety Procedures are applicable to all activities under the WAP.

D.DEFINITIONS

Health and Safety Measures: Those measures necessary to eliminate hazards within a structure, which by their remedy, allow for the installation of weatherization materials while ensuring that the structure is left in a safe condition.

Weatherization Measures: Building shell and equipment measures determined to be cost-effective by DOE approved OCD standards.

Weatherization Materials: Those materials listed in Appendix A of the DOE WAP for Low-Income Persons Final Rule, 10 CFR Part 440. Materials for incidental repairs do not have to be listed in Appendix A, should be at least equal to or better than industry standard practices.

Incidental Repairs: Repairs necessary for the effective performance or preservation of weatherization materials.

Lead Safe Weatherization (LSW): LSW is a set of protocols to be used when disturbing surfaces that may have lead-based paint that will reduce and control the amount of lead dust and paint chips that are generated.

E.EXPENDITURE LIMITS AND REPORTING

Health and Safety Measures

Costs may not exceed 10 percent of the annual adjusted average per dwelling unit. These costs must be recorded and tracked separately in the accounts and on the house audit/assessment form and reported as a separate line item on the Invoice Voucher. Contractors will not be reimbursed for costs that exceed 10% (\$286).

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Incidental Repairs

These costs will be recorded and tracked separately in the accounts and on the house audit/assessment form and reported as a separate line item. Current expenditure limits are \$500 maximum per unit with \$200 maximum average expenditure.

F. CLIENT HEALTH AND SAFETY

Four health and safety concerns are frequently encountered in weatherization of low-income homes.

1. Health problems and potentially life-threatening carbon monoxide levels may result from improper balance of the mechanical systems in the residence, or from incomplete combustion in household combustible appliances. Additionally, other hazardous conditions may exist in combustion appliances, which, if not corrected, pose risk to the occupant's health, as well. For guidance, refer to the Southeast Weatherization Field Guide, section 1.0

2. Poor indoor air quality due to excess moisture and build-up of other indoor pollutants may cause immediate or long-term health problems. For guidance, refer to the Southeast Weatherization Field Guide, section 1-14.

3. Electrical hazards causing injury and fire can result from uncovered wiring, unsafe service boxes, knob-and-tube circuits spliced into improperly, and other electrical code violations. When concerns arise at the time of audit, electrical inspections and repairs by a licensed electrician are required before weatherization is done. For guidance, refer to the Southeast Weatherization Field Guide, section 1-16.

4. Other potential hazards (such as: friable asbestos, radon gas, deteriorating lead-based paint, plumbing leaks, and bulk moisture problems) are mitigated to the extent possible using funds from Incidental Repairs or other weatherization or home repair and rehabilitation programs.

G. HEALTH AND SAFETY MEASURES

The hazards described below were chosen for remediation because they represent life and health threatening problems common to low-income housing. Although the problems are serious, practical solutions are available to contractors at reasonable cost with existing technology and equipment.

Types of Hazards, and Appropriate Mitigation Strategies

1. Combustible appliances, including furnaces, water heaters, cooking ranges, ovens and vented space heaters, are included in this measure. Testing for safety will be conducted in accordance with Southeast Weatherization Field Guide, section 4-32. The Weatherization Coordinators have carbon monoxide detection equipment and have been trained in the performance of appropriate safety tests. If measured carbon monoxide exceeds safe levels as prescribed by EPA, ASHRAE, and gas utilities, corrective action is taken which may include cleaning of equipment including chimney or flue, tune-up, correcting pressure imbalances, repair a furnace, and other measures as needed. Carbon monoxide detectors may be installed as needed. For guidance, refer to the Southeast Weatherization Field Guide, section 1-7

2. Indoor air quality and minimum ventilation levels are addressed in the Southeast Weatherization Field Guide, Section 2-19. Minimum acceptable levels for air changes are based on ASHRAE standards. When necessary, mitigation is provided by determining the source of the problem and implementing an effective mitigation strategy. To assure acceptable ventilation levels, a timed system of mechanical ventilation, with fresh make-up air may be appropriate.

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Repair of existing exhaust fans may be done by contractor/crew, but new or replacement installations, which involve rewiring, will require a licensed electrical contractor.

2. Electrical inspection by a licensed electrician is required for each building component (attic, walls, and floor) containing knob-and-tube wiring for which insulation is proposed, prior to insulation being installed. Repairs, if necessary, are to be made before insulation work can proceed. The electrician must certify in writing that the knob-and-tube wiring in each

component is safe for insulation. Copies of this statement must be posted at the residence and placed in the client's file. The cost of electrical inspection and minor electrical repairs may be charged to the Health and Safety category.

H. CREW AND STAFF HEALTH AND SAFETY STANDARDS

The standards included here provide only general guidelines for health and safety concerns. Detailed specifications regarding worker health and safety are found in OSHA Safety and Health Standards (29 CFR 1926\1910) published by the U.S. Department of Labor, and corresponding WISHA Rule WAC 296-62. Worker safety rules of general application are also contained in the Southeast Field Guide, Section 1-2. Another source of safety rules is found in "First Aid In The Workplace", written by Grant B. Goold, MPA/HAS, EMTP. These standards are applicable to all workers providing services using funding under the DOE WAP program.

I. TRAINING AND MONITORING

The Weatherization Coordinator is responsible for maintaining the contractor's weatherization health and safety program. Specific responsibilities may be delegated to adequately trained and competent personnel.

1. Employee Training

New employees should not begin working in the field until training is provided. Training will include:

a. Conventional health and safety issues such as heavy lifting, safe ladder usage, electrical safety, power tools, other work practices, and conditions encountered in the weatherization program.

b. Use, maintenance, and importance of protective equipment such as eye and ear protection, respirator, and gloves.

c. Proper usage of hazardous chemicals and substances such as foams, sealants, and cleaners in the weatherization work environment.

d. The Material Safety Data Sheets (MSDS) provided by suppliers that describe the method to properly handle potentially hazardous materials. Inform employees where the MSDS are located, how to understand their content, and how to obtain and use appropriate hazard information.

2. Safety Meetings

Safety meetings should be conducted monthly. The content of meetings should focus primarily on issues of current importance, for example, OSHA requirements, new information on safety procedures, or product related information (MSDS). During the meeting, employees should be encouraged to ask questions.

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The main purpose will be the ability of the employee to retain and understand information covered during the meeting. Limit the amount of information covered to just one issue,

when possible, such as lifting, tool maintenance, electrical equipment, or understanding of Material Safety Data Sheets. Posters relating to such matters are available and should be displayed during the month that particular issue is discussed.

Minutes of each meeting (listing topics discussed and concerns) shall be recorded and kept on file. A list of employee attendance will be included.

3. On-Site Inspection

An announced, on-site inspection of each crew shall be conducted monthly by the Weatherization Coordinator or Analyst/Instructor. This inspection will include:

1) Ascertaining the extent of the client's understanding of weatherization activities being performed. If health and safety issues are documented, this information shall also be included in the discussion.

2) Inspecting condition of personal safety equipment and confirming that all crewmembers are adequately supplied. Crewmembers must wear prescribed equipment if warranted by the activities being conducted.

3) Checking that each crew vehicle is supplied with a:

· Complete first aid kit designed to provide basic first aid.

· Adequately charged hand-operated fire extinguisher, designed for all three types of fire (electrical, wood, and liquid). Ensure service date has not expired.

· Binder containing list of hazardous chemicals (common and chemical name), location where they are used, usage and hazardous information (signs/symptoms of exposure and required first aid), and list of Material Safety Data Sheets. (Note: Copies of MSDS are not required if master files are accessible by all crewmembers.)

· Inspect hand and power tools and similar equipment. Any found to be defective shall be tagged and removed from service. Equipment not in use shall be properly stored.

· Inspect work area to ensure activities are conducted in a safe manner, including provision of adequate light, proper disposal of debris, connection of power equipment to a ground fault circuit interrupter, and resolution of health and safety issues.

J. GENERAL WORK PRACTICES

The prevention of occupationally induced injuries and illnesses will be given precedence over production activities. Weatherization personnel are required to exhibit

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caution and care during the course of the workday.

1. The Crew Leader/Foreman

The Crew Leader/Foreman is responsible for complying with any instructions pertaining to health or safety as they apply to crew production activities:

a. Contact client before performing work*. Provide the opportunity for discussing crew activities that will occur and occupant safety while work is in progress. **This may be done by the Program Manager or Weatherization Coordinator.*

b. Ensure each crewmember is reasonably protected when production activities are being conducted.

c. For pre-1978 buildings: If lead-based paint is assumed or found by testing to be present, and in the course of weatherization, to be disturbed, ensure that lead safe weatherization practices are employed. Inform the client of the nature of the work to be done, and encourage that children be off-site while the work is taking place. Set up containment of the area, appropriate to the activity - confine dust to as small an area as possible. Ensure crew is properly equipped with protective clothing and properly fitting HEPA respirators, and wear the gear during the course of lead work. Ensure that when cutting, drilling, or sanding, crew wet the surface to minimize dust. (See sections on Personal Protective Equipment, Hand and Power Tools, and Housekeeping Activities for further guidance on Lead-Safe Weatherization Practices. See also Lead Paint Safety: A Field Guide for Painting, Home Maintenance, and Renovation Work written by Montana State University under contract to DOE and HUD.

2. Personal Protective Equipment

The use of personal protective equipment will be strictly enforced. Hearing and ear protection are required for individuals working around high decibel equipment. Each crew person will wear a respirator, protective eyewear, and protective clothing when necessary. Respiratory protection is required for individuals working in high dust environments, including when using loose fill insulation blowing equipment, installing materials in attic and floor areas, and during prolonged use of grinding or power saw equipment. When working in an environment in which lead based paint dust will be generated, each employee within the work area may be required to wear a properly fitted NIOSH-approved HEPA respirator and protective clothing which will be removed upon vacating the work area.

3. Hand and Power Tools

All hand and power tools and similar equipment shall be maintained in a safe condition. This equipment will be inspected daily, and any equipment found defective shall be tagged and removed from service until it has been repaired or replaced. Protective guards are to be in place and functioning properly while a power tool is in use.

All electrical equipment, tools, and extension cords shall be grounded properly. All electrical power for 120-volt or greater will be protected by a ground fault circuit interrupter (GFCI). Any extension cords found defective (insulation worn or cut, or frayed wires) are to be removed from the job site and disposed of.

It is recommended that, when using power tools on surfaces that contain lead-based paint, a HEPA dust collection attachment be used. Tools shall be cleaned after use.

4. General Fall Protection

Portable ladders shall be placed on a substantial base at a four-to-one pitch. Extension ladders are to be extended a minimum of 36 inches above the landing (i.e.,

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where roof access occurs), or where not practical, be provided with grab rails and be secured against movement while in use. Portable metal ladders shall not be used where they may contact

electrical conductors.

The use of ladders with broken or missing rungs or steps, broken or split side rails, or with other faulty or defective construction is prohibited. When ladders with such defects are discovered, they shall immediately be withdrawn from service.

Extra precaution is required while weatherization activities are conducted on the roof area. When an individual is above 16 feet or adequate stability cannot be maintained, safety gear, such as harness or safety straps, is required.

5. Housekeeping Activities

All scrap lumber, waste material, and debris shall be removed from the immediate area as work progresses. An area outside the home should be designated for storing such material, which should be removed from the premises at the end of each workday or when the job is completed.

Equipment shall be removed from the immediate work area and properly stored when no longer required or when each phase of the weatherization process is completed. Individuals shall be equipped with a tool belt or vest, in which hand tools not in use are then properly stored and readily accessible when required.

When lead-based paint dust is generated during the course of work, the area must be cleaned no later than the end of each workday. All materials used in the debris collection system removed in a lead-safe manner, the area thoroughly vacuumed using a HEPA vacuum, then wash and wipe down the area with a detergent solution.

6. Attic/Crawl Space Areas

Before weatherization activities are conducted, the following is required:

- Health and safety corrective action documented on the Building Job Order Sheet is to be completed.

- An adequate and safe means of access is provided.

- Each individual has assessed the area and become familiar with existing conditions.

When possible, cut out holes required for venting before work is started, installing vents after weatherization activities are completed. This procedure provides both additional ventilation and light.

Precaution shall be taken when working in areas with low clearance. Work in areas with less than 24-inch clearance may be waived.

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K.DEFERALL STANDARDS

A subgrantee should not or may choose not to weatherize an otherwise eligible unit in some situations. In order to deal with these situations each subgrantee must develop an approved a policy which, when implemented, allows weatherization staff to "walk away" from conditions and or circumstances that may be hazardous to their health or safety or that of the client's.

The following is a model deferral policy intended to list the more common conditions and situations a subgrantee may encounter while delivering weatherization services. This list

is not intended to be all inclusive of those instances in which a subgrantee may choose not to weatherize a unit. In some instances, corrective measures by the client/owner may allow program services to proceed. At a minimum, the subgrantee deferral policy should contain the following:

1.Procedure: If an subgrantee can not or chooses not to weatherize a dwelling unit it must notify the client and owner/authorized agent in writing and include the following items:

- a. The nature and extent of the problem(s) and how the problem(s) relate to the determination to not weatherize the unit;
- b. Any corrective action required before weatherization services can be initiated;
- c. A time limit for correcting problems so that weatherization services may be rescheduled;
- d. The right of appeal; and
- e. All correspondence justifying the decision to "walk-away" must be kept in the client file.

2.Withholding of Weatherization Services: A subgrantee may withhold weatherization services under the following conditions:

- a. A dwelling unit is vacant.
- b. A dwelling unit is for sale.
- c. A dwelling unit is scheduled for demolition.
- d. A dwelling unit is found to have serious structural, mechanical, electrical or plumbing problems that would make weatherization impossible or impractical.
- e. A dwelling unit is deemed by the auditor to pose a threat to the health or safety of the crew or subcontractor.
- f. A mobile home is improperly installed (for example, inadequate supports).
- g. A dwelling unit is uninhabitable (for example, such as a burned out apartment).
- h. A dwelling unit has been condemned or electrical, heating, plumbing, or other equipment has been "red tagged" by local or state building official or utilities.
- i. When there are minor children in the dwelling but no adult client or adult agent of the client at the time of the estimate or at any other time subgrantee personnel must enter the dwelling.

§An adult client or adult agent of the client need not be present if the estimator or crew supervisor feel satisfied with a signed note from an adult client or adult agent of the client stating their permission to enter the dwelling occupied by the minor children.
- j. The client is uncooperative with the weatherization subgrantee, either in demanding that certain work be done and refusing higher priority work, which is needed, or by

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being abusive to the work crew or subcontractor, or by being unreasonable in allowing access to the unit, every attempt should be made to explain the program and the benefits of the work. If this fails, work should be suspended and the State Weatherization Office consulted.

k. Obvious discrepancies are found between the information supplied by the client on the application and observed conditions at the time of weatherization. The subgrantee must resolve these discrepancies before weatherization work can continue.

l. If, at any time prior to the beginning of work (materials installed in a unit), the subgrantee determines that the client is no longer eligible or subgrantee personally believe that circumstances may have changed, the unit shall not be weatherized until updated information can be obtained from the client.

m. Insect or rodent infestation: which includes reptiles, animals or other vermin that are inappropriate or not properly contained on the premises?

n. There are health or safety hazards that must be corrected before weatherization services may begin including, but not limited to:

i. The presence of animal feces and/or other excrement,

ii. Disconnected waste water pipes,

iii. Hazardous electrical wiring, or

iv. Unvented combustion appliances.

o. There are illegal drugs or illegal activities occurring on the premises.

p. The client or owner is physically or verbally abusive to subgrantee personnel.

q. The dwelling unit or parts thereof are being remodeled and weatherization work is not coordinated with a housing rehabilitation program.

r. The eligible household moves from the dwelling unit where weatherization activities and services are in progress. In such a case, the subgrantee must determine whether to complete the work and the circumstances must be documented in the client file.

s. For lead-based paint, refer to the deferral policy related to Lead-Based Paint section.

t. Mold and/or moisture problems are so severe they cannot be resolved under existing health and safety measures and minor repairs.

u. Dangerous conditions exist due to high carbon monoxide levels in combustible appliances, and cannot be resolved under existing health and safety measures.

v. There are unusual situations, which in the judgment of the subgrantee staff, must be corrected before proceeding with weatherization.

i. No utility hookups (It is apparent that utilities have been shut off).

ii. Lack of cooperation from client.

iii. Dwelling units undergoing remodeling, or which have untreated areas that directly affect the weatherization process, shall not be weatherized.

w. If for any reason, a worst-case draft test cannot be done in a dwelling requiring a worst-case draft.

Weatherization Tips for Dwellings Not Eligible for Program Participation

1. Provide the client with consumer education material highlighting the areas, which are most applicable to the particular situation.

2. Coordinate rehabilitation grant monies with other social service agencies, if available.

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3. Securing low interest loans through other programs.
4. Relocate to another house if possible.
5. Use community effort through leveraging (i.e. volunteer labor, donated material funds).
6. Issue low cost-no cost weatherization kits, if funds are available.
7. Recommend low cost materials, which can make a difference in air quality and comfort, be purchased by the client.
8. Provide energy conservation tips to the client.

L. LEAD PAINT HAZARD CONTROL

Lead-based paint dust and other residues are hazards that Weatherization workers are likely to encounter in older homes. HUD estimates that four million homes have significant lead-based paint hazards. Furthermore, Weatherization work may directly disturb lead-based paint, possibly creating hazardous conditions. DOE's policy is that Weatherization workers must be aware of the hazard and conduct Weatherization activities in a safe work manner to avoid contaminating homes with lead-based paint dust and debris, and to avoid exposing the occupants, themselves and their families to this hazard. The protocols used to safeguard people from lead-based paint hazards are called Lead Safe Weatherization.

1. Mississippi's Lead Safe Weatherization Protocols

Weatherization subgrantees will provide a copy of the pamphlet, "**Protect Your Family from Lead in your Home**", to inform the household of the potential risk of the lead hazard exposure. Also, subgrantees are required to have the client sign a form confirming receipt of the lead pamphlet. Other sources of information on lead are listed below:

- a. Lead in your Home: A Parent's Guide: A Guidebook that provides recommendations on how to reduce lead exposure and prevent lead poisoning in homes, by EPA.
 - a. Lead Paint Safety: A Field Guide for Painting, Home Maintenance, and Renovation Work by HUD
 - a. Addressing Lead-Based Paint Hazards During Renovation, Remodeling, and Rehabilitation in Federally Owned and Assisted Housing by HUD.
 - a. Lead-Safe Weatherization, A Training and Reference Manual for Weatherization Managers and Crews, by the Montana State University Extension Service, developed under contract with the U.S. Department of Energy.
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Copies to download are available at www.waptac.org/ <<http://www.waptac.org/>> and www.hud.gov/offices/lead <<http://www.hud.gov/offices/lead>>.

2. When Lead Safe Weatherization Protocols Should Be Used

Lead Safe Weatherization should be performed by Weatherization agencies when all of the following criteria are true:

- a. The dwelling was constructed pre-1978, and

- b. The dwelling has not been determined to be lead-based paint free, and

- c. Either, the amount of disturbed lead-based painted surface exceeds two square feet per room of interior surface, twenty square feet of exterior surface, or 10% of a small component type e.g., window, or the amount of lead-based paint dust that will be generated by the weatherization work exceeds the OSHA defined airborne levels for lead.

3. Other Federal Government Regulations

Program Notice 02-6 outlines what Weatherization agencies need to know about other Federal agencies requirements that apply to Weatherization work in situations involving lead-based paint.

EPA (for the 406 rule - the Hazard Notification Rule - only) and HUD allow for exemption from their rules if emergency actions are required by imminent danger situations. Certain other conditions will provide exemptions, such as a home designated exclusively for the elderly or disabled where it is certain that no children would live or periodically visit. Consult the rules for specifics.

Department of Housing and Urban Development (HUD) - Office of Healthy Homes and Lead Hazard Control. HUD's Lead-Based Paint Hazard Control Rule, 24 CFR35, (Part 35) - "Lead-Based Paint Poisoning Prevention in Certain Residential Structures" went into effect September 15, 2000, although some of the provisions (the prohibited paint removal techniques) had been in effect since November 1999. The HUD rule was issued under sections 1012 and 1013 of the Residential Lead-Based Paint Hazard Act of 1992, which is Title X of the Housing and Community Development Act of 1992. The HUD rule

normally does not pertain to Weatherization work. However, in certain circumstances described below, the HUD rule does apply to Weatherization work.

The HUD rule requires that Weatherization agencies, when using HUD funds or working in HUD program homes, perform the work using "lead-based paint safe work practices," which have some distinct differences from the "Lead Safe Weatherization" (LSW) as explained in Weatherization Program Notice 02-6. These practices are specified in §35.930 of the HUD regulation for rehabilitation work. While DOE funds may be used for these measures if they are associated with the installation of energy efficiency measures, HUD funds (i.e., CDBG, lead hazard control program, etc.) may also be available in certain communities.

The HUD rule sets "de minimis" levels (two square feet per room of interior surfaces and twenty square feet of exterior or 10% of a small component type - e.g., window) of disturbed painted surfaces for adherence to the rule. States should note that in some homes there can be extremely high concentrations of lead present in small surfaces areas that could generate high exposure levels when disturbed and endanger residents. This could result in an OSHA citation. In this case, OSHA worker safety regulations govern, and employers are obligated to observe good work practices (explained in the program notice as LSW) to ensure that levels of lead-

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based paint dust are kept below acceptable levels.

When the HUD Regulation *does apply*:

The HUD regulation only applies to Weatherization work when all four of the following conditions are true:

- It is pre-1978 housing, and

- The dwelling has not been certified to be lead-based paint free, and

- The amount of disturbed lead-based painted surfaces exceeds two square feet per room of interior surfaces or twenty square feet of exterior surface or 10% of a small component, e.g., window, and
- Either it is HUD-assisted housing (including HUD Section 8 voucher housing), and/or HUD funds are being used to weatherize, rehabilitate, or repair the home.

When the HUD Regulation *does not apply*:

The HUD rule does not apply to Weatherization work when any one of the following five conditions is true:

- It is post-1977 housing, or
- The dwelling has been certified to be lead-based paint free, or
- The amount of disturbed lead-based painted surfaces is less than two square feet per room of interior surfaces or twenty square feet of exterior surface or 10% of a small component, e.g., window, or
- The home is neither a HUD program home, nor is HUD money funding the Weatherization work, or related rehabilitation or repair of the home, or
- The housing is designated exclusively for the elderly or disabled.

Environmental Protection Agency (EPA) - Office of Pollution Prevention and Toxics.

Only one of the EPA rules, section 406 of the Residential Lead-Based Paint Hazard Act of 1992, applies to Weatherization work. This is the Hazard Notification Rule, which became effective June 1, 1999, under EPA Final Rule, 40 CFR Part 745 titled; "Lead; Requirements for Hazard Education Before Renovation of Target Housing." Under certain, common circumstances (explained below), Section 406 requires Weatherization providers to give a copy of the EPA booklet "Protect Your Family from Lead in Your Home" (publication number: EPA 747-k-94-001) prior to the start of work (if mailed, at least seven days before). The rule also has a record keeping requirement. The EPA publication "The Lead-Based Paint Pre-Renovation Education Rule...a handbook for contractors, property managers and maintenance personnel," EPA-747-B-99-004, September 1999, outlines local agencies responsibilities. Multiple copies of both documents can be ordered from the Government Printing Office, 202-512-1800 or 1-866-512-1800.

Section 402. The Lead-Based Paint Worker Certification rule does not apply if the intent of doing the work in the home is Weatherization; therefore, LSW practices utilized while installing energy efficiency measures do not require worker certification.

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EPA's new section 403 rule is the Lead Hazard Standard. More information about this rule can be found at <http://www.epa.gov/lead/regulation.htm>
<<http://www.epa.gov/lead/leadhaz.html>>

EPA's Office of Solid Waste memorandum to RCRA Senior Policy Advisors, EPA Regions 1-10, subject: Regulatory Status of Waste Generated by Contractors and Residents from Lead-Based Paint Activities Conducted in Households, from July 2000, allows disposal of everyday household hazardous materials - residue or debris containing lead-based paint, like replaced windows or discarded clothing - from homes as non-hazardous waste and thus is not subject to toxic chemical disposal rules. Household lead-based paint debris, however, must be handled in a way that will not generate or discharge lead-based paint debris to the environment, either at the client's home or in transporting to a disposal site. A copy of the EPA Memorandum is posted on the WAPTAC website.

The proposed EPA rule referred to as the Renovation Rule has not yet been sent out to Federal government organizations for comment. DOE strongly believes that this rule does not apply to Weatherization work since we limit work to the installation of energy

conserving measures to reduce the energy burden on low-income families. We do not consider Weatherization work to be renovation or remodeling activities.

When the EPA Regulation *does apply*:

The EPA regulation (section 406) only applies to Weatherization work when all three of the following conditions are true:

- It is pre-1978 housing, and
- The dwelling has not been certified to be lead-based free, and
- The amount of disturbed lead-based painted surfaces will exceed two square feet per room of interior surfaces or twenty square feet of exterior surface.

When the EPA Regulation *does not apply*:

The EPA rule does not apply to Weatherization work when any one of the following three is true:

- It is post-1977 housing, or
- The dwelling has been certified to be lead-based paint free, or
- The amount of disturbed lead-based painted surfaces will be less than two square feet per room of interior surfaces or twenty square feet of exterior surfaces; however, it is recommended that Weatherization agencies do hand out the booklet in all cases involving pre-1978 housing, since it is excellent outreach material and the work may change after the job has begun, involving more disturbance of painted surfaces than originally anticipated.

Website reference: <<http://www.epa.gov/lead/>>

Also, call 1-800-424-LEAD.

Occupational Health and Safety Administration (OSHA). Title X, subtitle C, Section 1031 and 1032, Worker Protection, of the Housing and Community Development Act of 1992 amended the Occupational Safety and Health Administration (OSHA) standards for occupational health and environmental controls in Subpart D of 29 CFR part 1926 by adding a new Section 1926.62 containing employee protection requirements for construction workers (includes Weatherization workers) exposed to lead.

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In general, when painted surfaces are disturbed and lead paint is suspected, workers should perform the work in a way that will contain the generated lead dust. The OSHA Construction Standard (1926.62), Good Work Practices, requires that employers assure that good work practices are followed when worker exposure to lead exceeds the action level, which is an 8-hour Time Weighted Average (TWA) of 30 ug/m³ (micro grams per cubic meter). For Weatherization agencies, LSW practices are deemed to constitute the "good work practices" referred to in this rule. Further compliance activities are required if worker exposure to lead exceeds the Permissible Exposure Level (PEL), which is an 8-hour TWA of 50 ug/m³.

Actual measurement of on-site exposure levels is difficult and expensive. When judging the proper level of worker protection for compliance with the OSHA lead exposure regulations, employers may substitute laboratory test results, if they are for comparable activities, in lieu of actual on-site monitoring data. Battelle National Laboratory did some

testing to determine exposure levels to lead dust for certain (not all) tasks associated with Weatherization activities. These test results are posted on the WAPTAC website. For these tasks, where the levels of lead-based paint dust can be predicted to be less than the action level, the Weatherization agencies need not employ most LSW practices in order to comply with the OSHA rule.

In houses where there is the potential for lead exposure, and where Weatherization workers will be performing tasks for which comparable laboratory data are not available, assume that the action level is exceeded and ensure that workers follow LSW procedures.

The Weatherization Program, as well as several states, is performing studies to determine the level of lead-based paint dust generated by typical Weatherization activities. The results are expected in late Fall this year and we will keep you posted.

When the OSHA Regulation *does apply*:

The OSHA rule always applies when painted surfaces are disturbed and workers are exposed to a lead-based paint hazard. When the exposure exceeds the action level and the PEL, i.e., an 8-hour TWA of, respectively, 30 and 50ug/cubic meter, employers are required to have workers observe further precautions. The action level triggers several ancillary provisions of the standard such as exposure monitoring, medical surveillance, and training. Additional requirements must be observed when the PEL is exceeded.

When the OSHA Regulation *does not apply*:

The OSHA Standard always applies; the amount of protection and measures taken varies according to the exposure. If the agency has objective data from test results, or similar operating experience, showing that the particular Weatherization activities being conducted do not exceed the action level, even when lead-based painted surfaces are disturbed, then most of the OSHA standards does not apply.

4. Guidelines Determining When Lead-Based Testing Should Be Done

Consider the following when determining whether testing is worth the time and money on a case-by-case basis:

a Houses built from 1978 on may be assumed free of lead-based paint, without testing.

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b. In houses built prior to 1940, it is logical to simply assume the presence of lead-based paint and save the cost of testing.

c. In homes built between 1940 and 1978, testing may not be warranted if the amount of paint to be disturbed is small, since it may be cheaper to perform LSW for a small area than to incur the expense of testing. However, where the amount of paint to be disturbed is relatively large, it may be worth the cost of testing, since a negative result would mean that the crews could dispense with having to perform the LSW protocols.

d. Mobile Homes: Lead paint was not used in the manufacture of mobile homes, but may be found in varnishes and stains in mobile homes remodeled before 1978.

Testing should be performed by an EPA certified Lead Paint Inspector or Risk Assessor. Limited testing of only those surfaces that will be disturbed, with a certified XRF (X-Ray Fluorescence) operator is recommended. Testing on a case-by case basis

where it is related to the installation of energy efficiency measures is an allowable DOE expenditure.

5. Deferral Policy Related to Lead-Based Paint

In determining whether to defer or postpone Weatherization work on a home that has tested positive for lead-based paint or is assumed to have lead-based painted surfaces, agencies should assess the following:

a. What is the condition of the painted surfaces in the house? Is it so seriously deteriorated that a work person's presence just walking around the house is enough to stir up lead-based paint dust that is a threat to the clients and workers?

b. What is the extent to which the specific energy efficiency measures determined by the audit will disturb painted surfaces? Will the disturbance generate dust in excess of OSHA minimums?

c. Will the cost of doing Lead Safe Weatherization work represent a large portion of the total cost and exceed the amount allowed in the State's Health and Safety Plan?

Using the above answers, the agency should conclude one of the following:

- 1) Proceed with all the weatherization work, following Lead Safe Weatherization work practices; or
- 2) Do some of the weatherization tasks and defer others; or
- 3) Defer all of the weatherization work.

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Deferral means postponing work until the agency is prepared to work with lead-based paint, or until another agency has corrected the problem so that weatherization can be safely performed. Weatherization work should not be deferred solely because there is lead-based paint in the home. Even in such a home, regular Weatherization work that does not disturb painted surfaces and does not stir up lead-based paint dust can be done.

6. Funding of Lead Safe Weatherization

Whereas DOE funds may be used to pay for Weatherization activities that disturb lead-based painted surfaces while installing energy efficiency measures or for case-by-case testing, the funds may not otherwise be used for abatement, stabilization or control of lead-based paint hazards, or routine entrance and clearance testing. However, U. S. Department of Housing and Urban Development (HUD) funds such as Community Development Block Grant (CDBG), lead hazard control programs and HOME Repair and Rehabilitation Program funds may be used to do this work. Also, the U. S. Department of Health and Human Services' (HHS) Low-Income Home Energy Assistance Program (LIHEAP) may be used for certain expenses related to Lead Safe Weatherization.

Specifically, for DOE funding, agencies should budget Lead Safe Weatherization costs under health and safety as a separate cost category, excluded from the calculation of average cost per home. Lead Safe Weatherization costs include labor, material, insurance, training, and equipment.

7. Liability Insurance

In Weatherization Program Notice 02-6, DOE strongly advises agencies to either refer or defer weatherization work that will disturb surfaces that may contain lead-based paint, until they have insurance that will provide coverage for Lead Safe Weatherization work in situations involving lead-based paint.

·Subgrantees must obtain Pollution Occurrence Insurance before any weatherization work is done.

·The cost of this insurance is an allowable DOE expense. To qualify for lower rates, local agencies and subcontractors can show that not all weatherization work involves disturbing painted surfaces and some homes are lead free, so the risk basis for rates should not be based on one hundred percent operations in a lead paint environment for every home weatherized. DOE has made a commitment to obtain Pollution Occurrence Insurance and Errors and Omissions Insurance for local agencies at a reduced rate.

8. Training

Weatherization workers are required to be trained in LSW. This training is an allowable use of DOE funds. Mississippi Weatherization Coordinators completed LSW Training in 2003 and 2004. Additional LSW training classes will be scheduled upon request.

M. Moisture and Mold-Related Weatherization Procedures

The Weatherization Assistance Program does not encompass mold remediation. DOE funds are not to be used to test, abate, remediate, purchase insurance, or alleviate existing mold conditions identified during the assessment, the work performance period or the quality control inspection. Where multiple funding sources are used, the performance of any of the aforementioned activities must be expensed to a non-DOE funding source. However, DOE funds may be used to correct energy-related conditions and/or to assure the immediate or future health of workers and clients.

Weatherization of a home, and air sealing in particular, could potentially increase the risk of moisture and mold in a home, thereby causing structural damage and/or a health risk to the inhabitants. As well, existing mold could pose a health risk to both the inhabitants and the weatherization crew. Mississippi has adopted a set of

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protocols to ensure that these risks are minimized during weatherization.

I. Mississippi's Moisture Protocols

Moisture Assessment

All homes should be checked for previous or existing moisture problems.

1. Mold in homes arises from conditions of excess moisture. During initial inspection, field coordinators are to assess the homes with special attention to the following signs:

a. Evidence of condensation on windows and walls indicated by stains or mold;

b. Standing water, open sumps, open wells, dirt floors, water stains, etc. in basements. Also, check to see if firewood is stored in the basement and whether laundry is hung there to dry during the winter months;

c. Leaking supply or waste pipes;

d. Attic roof sheathing shows signs of mold or mildew.

2. Identification of existing or potential moisture problems shall be documented in the client file.

3. If existing moisture problems are found, no air sealing should be done unless the source of the moisture can be substantially reduced or effective mechanical ventilation can be added to cost-effectively remove the moisture. In some cases, air sealing must be done in order to reduce the source of the moisture (i.e. sealing off crawlspaces from the house, or sealing attic leakage to eliminate condensation on the roof deck).

4. Because air tightening may cause an increase in relative humidity, client education should include information about moisture problems and possible solutions.

5. In the course of weatherization, any low-cost measures that help reduce the humidity levels in the house should be installed. Examples of these activities are venting dryers, venting existing bath or kitchen exhaust fans or installing moisture barriers on dirt floors.

6. A dwelling that has a CFM50 greater than the Building Tightness Limit (BTL) is no guarantee that moisture will not be a problem in that home.

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Repair or Elimination of Moisture Problems

Repair of moisture problems that might 1) result in health problems for the client 2) damage the structure over the short- or long-term, or 3) diminish the effectiveness of the weatherization measures, must be done before the weatherization job is completed.

1. Moisture problems can be reduced or eliminated by controlling the source of the moisture. This can involve:

a. Installing a plastic ground cover on a crawlspace floor;

b. Venting dryers to the outside of the building;

c. Sealing the foundation;

d. Providing positive drainage away from foundation;

e. Repairing the roof, flashing, gutter, and downspout;

f. Educating the client about the sources of moisture that they are able to control.

2. Moisture problems can be reduced or eliminated by ventilating areas where excessive moisture is produced, such as bathrooms and kitchens. This should include installation of a high quality exhaust fan in the subject area and informing the client of the related moisture issues and the proper operation and use of the fan.

II. Mississippi's Mold Protocols

Mold Assessment/Clean-up

All homes should be checked for mold during the initial inspection. If a mold condition is discovered during the initial inspection of the home that cannot be adequately addressed by the weatherization crew, then the dwelling unit should be referred to the appropriate public or non-profit agency for remedial action. As well, clients must be notified and informed of the presence of mold in their homes, and are to be given a copy of the pamphlet *A Brief Guide to Mold, Moisture, and your Home*.

1. If the moldy area is less than 10 square feet (about 3 ft. by 3 ft.), then the job can most likely be handled by the weatherization crew.

Professionals should be contacted when:

a. The mold covers more than 10 square feet;

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b. There is evidence of extensive water damage;

c. It is suspected that the heating/ventilation/air conditioning (HVAC) system may be contaminated, i.e. there is mold near the intake of the system. The HVAC is not to be run, as it could spread mold throughout the house;

d. The water and/or mold damage was caused by sewage or other contaminated water;

e. There is a health concern.

2. For instances when the moldy area is less than 10 square feet, the following steps may be taken:

a. Eliminate or repair all moisture problems using the aforementioned moisture protocols;

b. Scrub mold off hard surfaces with detergent and water, and dry completely;

c. Absorbent materials, such as ceiling tiles and carpet, may have to be thrown away when they become moldy. Mold can grow on or fill in the empty spaces and crevices of porous materials, so the mold may be difficult or impossible to remove completely;

d. Avoid exposing yourself or others to mold;

e. Do not paint or caulk moldy surfaces. Clean up the mold and dry the surfaces before painting. Paint applied to the moldy surfaces is likely to peel;

f. When unsure about how to clean an item, or if the item is expensive or of sentimental value, a specialist should be consulted;

g. **Avoid breathing in mold or mold spores.** In order to limit your exposure to airborne mold, N-100 respirators are recommended when working in moldy areas;

h. **Wear gloves.** Long gloves that extend to the middle of the forearm are recommended;

i. **Wear goggles.** Goggles that do not have ventilation holes are recommended;

j. **Revisit the site(s)** shortly after clean up to make sure that it shows no signs of water damage or mold growth.

N. Dryer Vents

1. Electric dryers must be vented to the outdoors of the building whenever feasible; gas dryer vents must always be vented to the outdoors.

2. Mobile home dryer vents must be extended through the skirting to the outdoors.

3. Dryer vent ductwork should be smooth surfaced and, whenever possible, not exceed fourteen feet. No more than two 90° elbows may be used in the vent system. Relocation of dryers may need to be considered to meet this vent pipe-length limitation.

4. Flexible metal vent pipe may be used if it does not exceed six feet in length.

5. Gas dryer vent pipe should not be installed with sheet metal screws or other intrusive fasteners that will collect lint (according to NFPA 54).

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Weatherization Mold Assessment and Release Form

Mold can be a problem in any home, but especially in those where there is an excessive amount of moisture or humidity present. In addition, if there are several people, pets, plants, or fish aquariums present, conditions may exist for mold to grow. An assessment of your home included a visual check for mold. This is not a mold inspection and the person making this assessment is not a mold inspector. Testing and identification of specific molds is beyond the scope of this program and we are not liable for mold that was not found during this inspection.

During an energy audit on _____ date, our personnel identified Mold growth in the following room(s) of your home located at _____:

Living/Bedroom Areas Bathroom Areas

Laundry Areas Combustion Areas

Crawlspace Areas Attic Areas

Basement Areas Other Location

Other Location: _____

Moldy or musty odors are an indicator that there may be hidden mold growth.

Moldy or Musty Odors Are present. Are not present.

The U.S. Department of Energy generally does not allow Weatherization agencies to remedy mold problems, but some actions associated with a cost effective energy saving measure may be taken to reduce moisture problems. We will take the following measures that may help to resolve existing moisture problems:

- _____
- _____
- _____
- _____

Check and Sign One of the Following Disclaimers

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0 Moisture/Mold Disclaimer: By signing below, I acknowledge that I have received information concerning moisture and mold conditions in my home prior to any weatherization work being done and I will take steps to reduce excessive moisture. I agree to hold the agency performing weatherization harmless for any future moisture or mold problems that are not associated with the weatherization work.

Weatherization Client Date

Agency Auditor / Estimator Date

0 Deferral Disclaimer: By signing below, I acknowledge that I have been notified there is existing mold in the home prior to any weatherization work being done. I have been advised that the agency performing weatherization cannot cost effectively resolve the identified mold or moisture and that weatherization work must be deferred until the mold or moisture is remedied.

Weatherization Client Date

Agency Auditor / Estimator Date

O. Ventilation Systems for Acceptable Indoor Air Quality New Systems, Intermittent Operation

1. Exhaust fans that are intended for intermittent operation include kitchen and bathroom exhaust fans in dwellings that may or may not be tighter than the calculated Building Tightness Limit. These fans are intended for occasional use during cooking, baking, showering, and other times when moisture and odors are created by household activities.

2. High quality exhaust fans shall be used that have a sone level of 1.5 or less, are energy efficient, and have a CFM rating of at least 90.

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3.Exhaust system ductwork shall consist of galvanized metal, rigid aluminum, PVC, or aluminum flex duct under six (6) feet in length.

4.Exhaust system ductwork shall be extended through the roof, sidewall, or soffit to the outdoors and be insulated.

5.For intermittently operated exhaust fans, controls may be by a push button switch timer, a separate on/off wall switch, an occupancy sensor switch, or hard wiring with a primary light switch (such as in a bathroom). Controls should be installed in the same room as the fan.

New Systems, Continuous Operation

1.Ventilation systems are recommended in dwellings that are tighter than the calculated Building Tightness Limit.

2.or have a pre-existing moisture problem or other indoor air quality problem that cannot be corrected by any other means.

3.Ventilation systems are allowed in units that will receive substantial reductions in air leakage and as a result may encounter moisture problems. Exhaust fans installed for these reasons shall be operated continuously when the dwelling is closed up to the outdoor air during winter mechanical heating or summer mechanical cooling.

4.For proper sizing of fans for dwelling that are tighter than the calculated Building Tightness Limit, (BTL).

5.High quality exhaust fans shall be used that are rated for continuous use, have a sone level of 1.5 or less, are energy efficient, and have a CFM of at least 90.

6.Exhaust system ductwork shall consist of galvanized metal, rigid aluminum, PVC, or aluminum flex duct under six (6) feet in length.

7.Exhaust system ductwork shall be extended through the roof, sidewall, or soffit to the outdoors and be insulated.

8.For continuously operated exhaust fans, controls may be by a push button switch, a separate on/off wall switch, or hard wiring with a remotely located switch. Controls may be installed in the same room as the fan.

9.Fans should be located in a central hallway or bathroom.

10.When installing a continuously operating exhaust fan, educating the client

about its use is extremely important. The client should be informed about:

a. The purpose(s) of the exhaust fan installation.

b. The importance of operating the fan whenever the house is closed up, such as during the heating season.

c. The disadvantages of not operating the exhaust fan.

Existing Exhaust Fans

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- 1.Existing mechanical exhaust ventilation systems should be made to terminate outside the building shell by extending the ventilation duct through the roof or sidewall.
 - 2.Replacement of exhaust system ductwork must consist of galvanized metal, rigid aluminum, PVC, or aluminum flex duct under six (6) feet in length and insulated.

P. Carbon Monoxide Alarms

When appropriate, a carbon monoxide (CO) alarm should be installed in the client dwelling. Follow the manufacturer's recommendation for location and installation of the alarm.

Combustion Appliance Safety Testing and Repairs

- 1.All conventionally vented (this excludes direct-vent appliances) combustion appliances must be tested for proper draft using the worst-case draft procedures.
 - a.Worst-case draft testing **MUST** always be done after all weatherization measures are installed.
 - b. Worst-case draft testing is suggested before weatherization work begins in dwellings where:
 - i. There is ductwork installed in a Combustion Appliance Zone (CAZ); or
 - ii. The auditor/estimator has reason to believe that worst-case draft testing would reveal useful information.
- 2.Subgrantees must seek to eliminate conditions where carbon monoxide levels are at or over the levels stated herein.
3. Carbon monoxide testing of space and water heating appliances must be done with a digital carbon monoxide meter before dilution air enters the vent system. If there is a flue opening for each burner, the test must be done in each flue opening individually.

Carbon Monoxide (CO) Action Levels and Allowable Levels

Appliance Action CO Level Allowable CO LevelComments

Gas Furnace / Boiler 100 ppm / 200 ppm 200 ppm / 400 ppm as-measured / air-free

Gas Water Heater 100 ppm / 200 ppm 200 ppm / 400 ppm as-measured / air-free

Gas Range Bake Burner 800 ppm 800 ppm air-free

Oil Furnace / Boiler 100 ppm 200 ppm as-measured

Oil Water Heater 100 ppm 200 ppm as-measured

"Action CO Level" indicates level above which repair or adjustment to appliance is recommended to lower CO emissions. "Allowable CO Level" indicates maximum CO emission levels allowed by the Mississippi Weatherization Program.

4. In cases where an atmospheric combustion heating system is present in a mobile home, a new sealed combustion heating system may be installed.
5. When there is an atmospheric combustion appliance in a bedroom,
 - a. The appliance must be isolated from the bedroom air by drawing combustion air from another appropriate source;
 - b. If the appliance is replaced, a sealed combustion system must be installed; or

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c. The appliance should be moved to a more appropriate location.

6. A heat shield must be installed when it is determined that a venting system is too close to combustible materials or the venting system must be moved to ensure proper clearance.

7. All fuel lines must be tested for fuel leaks both outdoors and indoors, starting at the meter or L.P tank.

8. Mobile home furnaces, on which a new limit switch has been installed, should have the new limit switch wired in series with the existing limit switch.

9. In cases where an unvented combustion appliance is used, the appliance should be removed or vented prior to weatherization completion.

10. Remove all non-functioning humidifiers from forced air furnace systems with prior client approval.

11. All gas valves should have at least a single safety. If a gas valve has no safety, then the subgrantee should replace the gas valve with the most cost-effective replacement:

a. A 100% safety millivolt gas valve.

b. A 100% safety 24-volt gas valve.

c. A remote bulb gas valve.

12. When there is a suspicion that the pilot safety system is not functioning properly, subgrantees should perform a simple test of the pilot safety device to ensure that it is functioning properly.

13. It is recommended subgrantees use a non-contact voltage sensor to ensure that the main switch has properly turned off the electricity to a space-heating unit.

14. All 110 volt wiring connections should be secured with wire nuts and electrical tape, and enclosed in an electrical junction box or other appropriate enclosure.

15. The proper size and type of wire should be used. The wire should have the correct rating for voltage, amperage, and heat exposure.

16. Draft hoods, draft diverters, and barometric dampers should be well secured to the appliance, level, and should not reduce or restrict the size of the vent.

17. All gas ranges should be tested for carbon monoxide. Flexible gas connectors installed by subgrantees should be installed so that they do not pass through the appliance body.

18. All direct vent (sealed combustion) water heating and space heating appliances with visual indicators of a potential carbon monoxide problem, such as carbon build-up, must be tested for carbon monoxide.

Response to Combustion Appliance Problems

It is often best to contact the local gas company or oil dealer to correct these problems. Gas utilities always have their own emergency response protocols; these should be respected. The items listed below are not intended to interfere with gas utilities emergency protocols (often called tagging procedures).

In each of the situations in this section, the appliance technician will evaluate the client's situation, in consultation with the Subgrantee Weatherization Coordinator or Director, for the purpose of determining if:

1. The client can safely remain in the home if an alternative source of heat (portable electric space heaters) or must be relocated for a short time.

2. If the technician believes the client cannot safely remain in the home, they will be advised to arrange to stay with family or friends until the unit can be occupied again.

3. If the client cannot arrange to stay in another location until the problem is solved, the subgrantee may use furnace repair and replacement funds to provide temporary shelter until other arrangements can be made.

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Documentation supporting the needed repairs must be kept in the client file. Repairs done under the Weatherization Program must be included as part of the SIR calculation computed by the WXEOR computerized audit unless done to protect the client's health and/or safety. Clients without heat during the heating season shall be provided with temporary heating appliances to ensure thermal comfort, stabilize the situation, and prevent damage to the dwelling.

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STATE PLAN/MASTER FILE WORKSHEET (continued)

Identification Number: EE0000070, State: MS, Program Year: 2009

III.1.2 Selection of Areas to Be Served

The State of Mississippi has ten subgrantees (**10**), which allow 82 counties to be served in a timely and effective manner. Per 440.14 (6) (I), subgrantees are to submit on a monthly basis an analysis of the existence and effectiveness of any weatherization project being carried out, reporting outcomes, success stories etc.

III.1.3 Priorities

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STATE PLAN/MASTER FILE WORKSHEET (continued)

Identification Number: EE0000070, State: MS, Program Year: 2009

Priority is given to elderly/handicapped and single family/other high energy-consuming units and for dwellings containing children. The Weatherization Assistance Program was implemented into the case management system during the 1993 Program Year. This process involved the use of a single intake form for all programs administered by the Division of Community Services. After intake, clients are prioritized for weatherization assistance based on severity of need. The selection tool is designed to allow higher points for those individuals classified as elderly.

The State of Mississippi requires that the ARRA Weatherization Assistance Selection Tool (*Form WX-7*) be completed on all eligible units prior to the selection for assistance. This form allows subgrantees to rank potentially eligible units in order of need, taking into consideration the following:

1. **Elderly Persons** - 60 years of age and older;
2. **Persons with disabilities**;
3. **Families with children** who are less than nineteen years of age;
4. **High residential energy users**-energy usage above average as a result of household composition or unusual needs for energy;
5. **High Energy Burden**- 20% or more of the household income is going to be spent on energy.

This selection process allows a single family and other high-energy consumption dwellings to receive greater consideration. This selection process will be incorporated into the Mississippi Results Orientation Management Accountability System, allowing clients that apply to be placed on the service list according to the selection tool ranking.

Priority Type:

Elderly - 60%

Disabled-20%

Households with children -10%

(less than 19 years old)

High-energy user -5%

High-energy burden-5%

Priority is given to identifying and providing weatherization assistance to:

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STATE PLAN/MASTER FILE WORKSHEET (continued)

Identification Number: EE0000070, State: MS, Program Year: 2009

- (1)Elderly Persons** - 60 years of age and older;
- (2)Persons with disabilities;**
- (3)Families with children** who are less than nineteen (19) years of age;
- (4)High residential energy users** - energy usage above average as a result of household composition or unusual needs for energy;
- (5)High Energy Burden** - 20 % or more of the household income is going towards energy.

III.2 Climatic Conditions

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STATE PLAN/MASTER FILE WORKSHEET (continued)

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According to the State Climatologist Office at Mississippi State University, the State of Mississippi is located in the humid subtropical climate region, which is characterized by temperate winters, long, hot summers and rainfall that is evenly distributed throughout the year. However, the state rarely experiences average conditions and is subject to drought and floods.

Southerly winds provide moisture for high humidity and potential discomfort from May through September. The state experiences locally violent and destructive thunderstorms about 60 days each year. Eight hurricanes have struck Mississippi's Gulf Coast since 1895 and the spring season is presented with the danger of tornadoes.

Normal means annual temperatures range from 62F in the north to 68F along the coast. Low temperatures have dropped to a low of 16F below zero while high temperatures exceed 90F over 100 days each year. Temperatures routinely exceed 100F across many areas of the state and drop to zero or lower an average of once in five years. 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 summary, Mississippi has a climate characterized by the 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.

According to the National Weather Service (Jackson, Mississippi), the average annual heating degree-days for 30 years is 206 and 185 cooling degree-days. These climatic variances within the State affects how the weatherization program is designed targeted and the number of units weatherized. It also affects energy savings realized in different regions, as well as energy usage and cost (labor/material).

The State of Mississippi is divided into three climatic regions:

Tupelo (Region # 1 - North MS)

Jackson (Region # 2 - Central MS)

Gulfport (Region # 3 - South MS)

III.3 Weatherization Work

III.3.1 Type of Work to Be Done

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STATE PLAN/MASTER FILE WORKSHEET (continued)

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The State of Mississippi was approved by DOE to use a Priority List. The approval covers only single-family buildings containing one to four dwelling units, other than manufactured homes. It does not cover units in large multifamily buildings (five dwelling units or more).

II.1.6 Prior to Assessment

Prior to an assessment of a prospective dwelling, the subgrantee must have a completed application and all necessary paperwork, including proof of income eligibility, owner's/renter's name and address/contact information and utility supplier(s).

II.1.7 Permission to Proceed

Prior to any work being done on a dwelling (including base load measures) and prior to a subcontractor visiting the dwelling for purposes of evaluating the cost of the job. The subgrantee **MUST HAVE A SIGNED STATEMENT FROM THE OWNER.** (or owner's agent) that permission has been granted to perform weatherization and base-load measures on and at the dwelling. The statement **MUST** include a list of measures that are proposed to be installed. If walls are to be blown, the statement **MUST** indicate that the owner/owner's agent has seen pictures of what a wall blow includes and how it will look when completed. If windows are to be installed, the statement **MUST** indicate that they owner/owner's agent is aware that the measure will not include cosmetic treatment of the window trim. A copy of this statement with owner/owner's agent signature clearly visible **MUST** be in the client's file. If it is a rental property, the original **MUST** be given to the owner/owner's agent and a second copy **MUST** be given to the tenant.

II.1.8 Use of Priority Measures, NEAT/MHEA

Subgrantees are required to only provide weatherization services that have been identified as "Cost Effective" (a saving to investment ratio of 1.0 or greater) by a DOE approved Priority List, computerized audit, or other computerized audit approved by DOE and adopted by DCS.

III.3.2 Energy Audit Procedures

To ensure that the most cost-effective measures are used, the subgrantees will use the Blower Door, the NEAT and MHEA as well as conduct a pre- and post-inspection of the dwelling in accordance with 440.14(b)(9)(xi).

<u>Unit Types</u>	<u>Audit Procedures and Dates Most Recently Approved by DOE</u>
Single-Family	Priority List- Approved 2012
Multi-Family	NEAT-Approved 2012
Mobile Home	MHEA-Approved 2012

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III.3.3 Final Inspection

Each dwelling unit (100% of jobs weatherized or where base load measures were installed) that is being reported as complete for the purpose of obtaining DOE funds must have in the job file an inspection form signed by a designated subgrantee staff person. The inspection form must have information that indicates that all measures designated to be installed were installed in a skillful manner. The signed inspection form certifies that measure installed should under reasonable conditions save energy and make the dwelling more comfortable for the inhabitants. If a designated measure is not installed, then a written explanation must be included in the file and noted on the inspection form.

NOTE:

A DOE Weatherized unit is a dwelling unit on which a DOE-approved energy audit or priority list has been applied. As funds allow, the DOE measures installed on this unit have an SIR of 1.0 or greater, but also may include any necessary energy-related health and safety measures. Therefore, a dwelling unit that meets both the definition of a DOE weatherized unit and has DOE funds used directly on it must be counted as a DOE completed unit.

Mississippi Priority Measures List

Priority Measure

1. Air Sealing: All air sealing work should be guided by use of the blower door. If not already in place, protocols should be developed to tell contractors when to stop air sealing because either the building tightness limit has been reached or further air sealing work will not be cost-effective.

2. Attic Insulation: Attic by-passes should be sealed using the blower door prior to the installation of attic insulation. Attics should be insulated to the following R-values.

-If attic has less than R-19 of existing insulation, add insulation up to a post-weatherization level of R-30

-Space Heating Fuel

Weather Most Similar To: Region 1 (Tupelo) Region 2 (Jackson) Region 3 (Gulfport)

Natural Gas R-30 R-19 R-19

Propane R-30 R-30 R-30

Electric Resistance R-30 R-30 R-30

3. Dense-Pack Sidewalls: Drill test holes to determine existing insulation. If there is no existing

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wall insulation, dense-pack all sidewall cavities with insulation. If all test holes indicate existing wall insulation, skip sidewall insulation measure. If some wall cavities have existing insulation and some do not, drill additional test holes to determine if sidewall dense- packing is warranted. If at least half of the wall cavities have no existing insulation, dense-pack all sidewalls with insulation.

4.Floor Insulation: Large floor by-passes should be sealed using the blower door prior to the installation of floor insulation (keeping in mind that sealing attic by-passes is generally more effective than sealing floor leaks). Houses with exposed floors (floor joists rest on pilings, cinder blocks, wood stilts, concrete tubes, etc.):

-Floors with no existing insulation should be insulated to a level of R-19.

-No insulation should be added to floors with existing insulation levels of R-11 or greater.

Un-insulated floors in houses with vented crawl spaces should be insulated to the following R-values:

Space Heating Fuel Weather Most Similar To:

Region 1 (Tupelo) Region 2 (Jackson) Region 3 (Gulfport)

Natural Gas R-19 R-19 R-11

Propane R-19 R-19 R-19

Electric Resistance R-19/R-30* R-19 R-19

5.Seal and Insulate Ducts:Add R-4 foil-backed duct insulation to heating and cooling ducts located outside the conditioned space. Seal accessible ducts, connections, and boots with mastic. Pressure pan test all registers with duct blaster system to determine relative air leakage of tested sites.

6.Smart Thermostat: Install programmable setback thermostats on central heating and/or cooling systems only if auditor believes that, once educated, the client will use the device properly. Otherwise, the smart thermostat should not be installed.

7.Compact Fluorescent Lamps (CFLs): Replace existing incandescent bulbs that are used two to three hours per day or more with compact fluorescent lights (CFLs) while maintaining existing illumination levels (see lighting table).

8.Refrigerator:To determine if an existing refrigerator in a particular house is a good candidate for replacement, contractors must estimate its annual electricity consumption through metering or from a database and compare it to the energy use and installed cost of a new efficient model. Metering is required for all of the refrigerators replaced. A document, entitled *Incorporating*

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Refrigerator Replacement into the Weatherization Assistance Program, can be downloaded via www.waptac-pic.org/baseload.htm to determine what protocols must be established to ensure that refrigerator replacement results in cost-effective energy cost savings.

**ENERGY EFFICIENCY BEST PRACTICES
FOR
WEATHERIZATION ASSISTANCE PROGRAM**

HVAC Systems

1. All units must have a service call (checked) & cleaned.
2. Gas space heaters must be replaced before air sealing with a vented gas space heater.
3. Duct Leakage Test must be performed on each unit.
4. All Ducts should be sealed and insulated.
5. Install Smart Thermostats in homes that currently do not have them.
6. Provide each home with a minimum of one (1) year supply of Air Filters.

Bathrooms

1. Vented Exhaust Fans should be installed in all bathrooms.
2. Expandable Foam or caulk should be used around all plumbing.
3. Expandable Foam should be sprayed under the bathtub, *where crawl space is accessible*.

Insulation

1. Cellulose Insulation should be blown in all attics that currently do not have insulation or the insulation does not meet the requirement Regional R-value.
2. Attics should be prepped w/2-part foam prior to blowing insulation
3. Floor Insulation Insulate between the floor joists with rolled fiberglass.
4. Dense-pack wall insulation should be added whenever possible.
5. Mobile Homes-Fiberglass Insulation only must be used in mobile homes.

Kitchens

1. Expandable Foam or caulk should be used around all plumbing fixtures.
2. Vented Hoods should be installed in all homes w/Gas Cook Stoves.

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Attic Entrances

1. Insulate and weather-strip any entrance from the home into the attic or
Install Attic Hatches, *(where applicable)*

The following low-cost measures should be installed *(where applicable, and only after Priority List measures have been exhausted)*:

1. Weather-stripping
2. Caulking
3. Glass patching
4. Insulation for plugging
5. Water Heater Tank Wrap
6. Pipe Insulation
7. Faucet Aerators
8. Low-Flow showerheads
9. Furnace Filter
10. Re-Glazing of windows (as needed),
11. Install Sunscreens on windows (as needed),
12. Door Sweeps
13. Thresholds
14. Outlet gaskets
15. Outlet safety caps
16. Seal unused Fireplaces w/Fireplace Plug
17. Install CFL's
- Ø In all exterior light fixtures
- Ø In a minimum of five (5) rooms
18. Install CO Detectors in each home
19. Install a Fire Extinguisher in the Kitchen Area.
20. Install Smoke Alarms in the following locations
- Ø One each Bedroom
- Ø At least one in the main hallway

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III.3.4 Assessment of Effectiveness

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

Program Administration

- §Program files and accuracy and timely completion/submission of reports
- §Work quality and oversight
- §Monitoring reports

Performance Analysis

- §Income eligibility.
- §Number of Elderly, Disabled, Children, High Energy User, and Households with High Energy Burden served.
- §Expenditures verses number of dwellings weatherized. Production quotas and expenditures.
- §Carbon Monoxide, Blower Door, Refrigerator testing.
- §Client education.
- §Health and Safety Practices.
- §Referrals from LIHEAP/CSBG.
- §Securing of additional funding from other agencies and programs
- §Proper use of Priority Measures/Weatherization measures selected.
- §Pre-Inspection
- §Final inspection/Re-inspections and follow-up.
- §Lead safe weatherization work practices and Mold and moisture checklist.
- §Required blower door, carbon monoxide, and refrigerator testing.
- §Personnel training.
- §Required signatures.
- §Program files, accuracy, and timely completion/submission of reports.
- §Work quality and oversight.
- §Monitoring reports

III.4 Health and Safety

See attachment.

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III.5 Rental Procedures

The benefits of the Weatherization Assistance Program to occupants of rental units have been enhanced by the recent revisions to the rental agreement, which follows and addresses the requirements of 440.22. The restriction regarding the time when an owner can increase the cost of the unit has been extended to two (2) years and the specificity with regard to what constitutes an allowable increase in the rent during the two (2) year period has been greatly enhanced.

Before the weatherization of any dwelling is allowable, proof of ownership must be established regardless of whom 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 Recorder of Deeds.

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 property owner and the subgrantee agency, which outlines the owner's responsibilities. The agreement must be signed before work can begin on the weatherization project. In the Weatherization Selection Tool, priority, with regard to the selection of homes to be weatherized, will be given to property owners who provide assistance in the weatherization of their property. This assistance may be given through donated materials, volunteer labor, or a combination of the two. A 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-rata 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

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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 heir ship, 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 and be superior to any inconsistent provision of any oral or written lease or other agreement affecting the rent collected for the eligible dwelling unit.

III.6 Program Management

III.6.1 Overview

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A proposed production schedule reflecting the number of dwellings to be weatherized during the program year and estimated expenditures are outlined quarterly and arranged on the attached Quarterly Production Report, in accordance with 10 CFR 440.14 (b) and 440.14 (b)(9)(iv) and (v). Funds awarded by the Department of Energy (DOE) and all other sources used to implement the ARRA Weatherization Assistance Program (WAP) are identified.

In compliance with the statistical requirement of 10 CFR 440.12 and 440.14, dwellings to be weatherized that were not depicted on the attached referenced forms, are stated on the Quarterly Production Schedule herein attached. Proposed subgrantee allocations are delineated by the estimated number of eligible units by elderly, disabled, Native American, owners, and renters. The total units anticipated to be weatherized in the same categories are also depicted.

The estimated energy savings, labor sources, average cost per unit, and the maximum cost per unit are identified in the Production Schedule for each proposed subgrantee. The column on the far right reflects the number of units to be weatherized by each subgrantee from April 1, 2009 through March 31, 2010.

History

The Mississippi Department of Human Services, Division of Community Services has administered the Weatherization Assistance Program (WAP) since 1978. The agency began with three State Office staff working with the program and 22 Subgrantees administering the program. The division also contained an in-house monitoring unit. In 1995, Congress cut the budget/funding for WAP by 47%, thereby requiring the State to downsize the number of Subgrantees administering the program, as well as reducing the office staff to one. The State downsized from 22 Subgrantees to nine (9) in 1995, and during the 1996 and 1997 program years, the State increased the Subgrantees administering the program to ten (10) Subgrantees. In 1998 and 1999, the State entered into contracts with 11 subgrantees to administer the program. The State will utilize ten (10) subgrantees for PY 2009.

The State began utilizing the Blower Door in 1993 to detect air infiltration and the Monoxor II in 1993. All Subgrantee staff has received training on the use of this equipment. In 1998, the staff received training on the new NEAT and MHEA Audit Software. In 2002, the State of Mississippi piloted the DOE Hot Climate Initiative Training, which focuses on whole-house weatherization. Based on the training, a Priority List for Single Family Homes was developed for the state. Subgrantees received training on Air Sealing, Dense Pack Wall Insulation, and Diagnostic Equipment/Combustion Analysis. Subgrantees will continue to utilize the National Energy Audit

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(*NEAT*), when replacing heating and cooling systems and Manufactured Home Energy Audit (*MHEA*), when performing weatherization measures on mobile home software.

Full utilization of this technology is mandatory for participation in the Mississippi Weatherization Assistance Program. The weatherization personnel from each subgrantee agency have been evaluated, and only those agencies whose weatherization personnel has participated in the Division of Community Services (DCS) Weatherization Training and Technical Assistance Workshop will implement the 2008 Weatherization Assistance Program.

Client eligibility is determined by the current income poverty guidelines that are in effect which is equal to or less than **200%** (two hundred) of the poverty level established by the Office of Management and Budget (OMB). The Low Income Home Energy Assistance Program (LIHEAP) has the same eligibility percentages. The subgrantees are allowed to use LIHEAP funds for any energy-related purpose, such as vented space heaters.

III.6.2 Administrative Expenditure Limits

The grantee 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 secure services of volunteers to the maximum extent possible in accordance with 440.16 (d). Volunteers and in-kind labor may also be utilized in some cases. Qualified supervisors on the subgrantee weatherization staff will oversee and direct such endeavors. Coordination with other programs to the maximum extent possible is in accordance with 440.16 (e). 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. The potential agencies include the Mississippi Department of Economic and Community Development, Energy Division, the Mississippi Cooperative Extension Service, various local development and/or rehabilitation projects, the business community, and volunteer organizations.

III.6.3 Monitoring Approach

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The State of Mississippi continues to utilize an established monitoring plan to ensure quality workmanship, financial and programmatic accountability, and adherence to federal/stateregulations as well as contractual agreements.

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.

The State will conduct on-site monitoring visits of each subgrantee agency at least once annually. Those agencies having weaknesses in any area will be monitored and technical assistance provided as necessary to ensure program and fiscal compliance. To further strengthen the program, the Programmatic, Administrative and Fiscal Monitoring Instruments were reviewed and revised during Program Year 2003.

The Quality Control section of the current plan contains the training requirements for new employees. Productivity between subgrantees is compared monthly. Subgrantees project the number of units to be completed on a monthly basis in their response to the State's Notice of Funding Availability (NOFA). A monthly progress report on actual homes completed versus projected completions are required on a monthly basis. State office personnel review these reports and compare the data to a Plan versus Performance Analysis Form. This information is beneficial in determining training needs of subgrantees and targeting resources effectively, as well as providing an agency-by-agency comparison.

Monitoring visits will normally be scheduled and confirmed at least one week prior to the visit. However, the State does reserve the right to conduct unscheduled monitoring visits. Programmatic and Fiscal Monitoring functions are performed by the Division of Program Integrity (DPI), a division within the MDHS.

An entrance conference will be conducted with the subgrantee's Executive Director or a designee to explain the purpose of the visit. Program operations of subgrantees are reviewed randomly by the Bureau of Audit and Evaluation. These internal audits are conducted in accordance with the General Accounting Office's "Standards for Audits of Governmental Organizations, Programs, Activities, and Functions" and generally accepted auditing standards established by the American Institute of Certified Public Accountants. Additionally, this office seeks to target those entities with large allocations and agencies with demonstrated problems.

A written report of the visit is prepared by DPI for the Director of DCS to review before a copy is

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sent to the agency. All noted findings are communicated to the subgrantee in writing in a timely manner. Deficiencies in program operations, which are not properly corrected according to instructions, may result in suspension of funds or termination.

DCS will maintain full documentation of the monitoring visit in the DCS subgrantee file, in addition to the DPI file. In addition, DCS will conduct a desk review.

Although each subgrantee is required to contract with an independent audit firm for audits, the selection process is reviewed and approved by MDHS/DCS per the Audit Request for Proposal. All audit reports are reviewed and reconciled by the DCS fiscal unit.

III.6.4 Training and Technical Assistance Approach

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STATE PLAN/MASTER FILE WORKSHEET (continued)

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The state has established a plan for providing training and technical assistance to comply with 10 CFR 440.12(b) (7) and ensure program accountability and quality workmanship. The state anticipates at least two training sessions during program year 2009 and because of the importance of these issues, attendance will be mandatory. The state plans to assist subgrantees with their travel costs to the State sponsored and DOE sponsored workshops as funds permit.

On-site visits provide an excellent opportunity to assess the technical needs of subgrantees through the notation of program deficiencies. Subgrantees are required to attend all national, regional and/or state workshops conducted by the State. A statewide training and technical assistance workshop is held annually to provide comprehensive training.

At these workshops and through program directives subgrantees will be reminded of the contractor's liability insurance and "recovered materials" requirements. Additionally, the "Buy American" requirements will be highlighted.

Technical assistance is provided continuously throughout the year. Each subgrantee has access to a direct toll-free telephone line to the Division of Community Services for immediate technical assistance from any location in the State. On-site visits allow technical assistance to be given in the field.

State staff personnel are kept abreast of major changes affecting the program through attendance at regional and national conferences.

**WEATHERIZATION ACTIVITIES
SCHEDULED FOR 2009**

DATE EVENT LOCATIONHOST

1ST Quarter 2009 Lead Inspector & Risk Assessor Jackson, MS Univ. of Ala.
1st Quarter 2009 Site-Built Home Training Belzoni, MS WWISCAA
2nd Quarter 2009 DOE Regional Conference TBA TBA
TBA Audit Assessment Training TBA Prairie Opp.
TBA Thermal Imaging Training Jackson, MS DCS
3rd Quarter 2009 Mobile Home Training Starkville, MS TBA

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III.6.5 Energy Crisis Plan

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

For weatherization purposes, a disaster is determined by a Presidential or Gubernatorial order declaring either a Federal or State Emergency. The crisis will generally will involve three phases: the crisis itself, the clean up, and rebuilding of the area.

Purpose:To develop a prudent disaster response plan that addresses the needs of affected low-income clients and takes into consideration the limited funding available and the effects to weatherization program activities.

Eligible Activities:

Reweathering - The rule allows any home damaged by a disaster to be reweatherized, without regard to date of weatherization, if the damage to materials is not covered by insurance.

Health & Safety - The rule allows a State to develop a health and safety plan to address the needs of low-income occupants of eligible homes.

Technical Assistance - The rule permits the States to use technical assistance units in flexible ways to achieve energy efficiency goals of the program.

Leveraging - The rule permits States to take funds off the top of their grants to provide leveraging opportunities at the state and local levels.

Eligible Population: Any person or household, (*residence of Mississippi*), meeting income eligibility based on 200% of the current federal poverty guidelines. Priority will be given to clients currently on the WX Priority Lists, elderly, handicapped, and families with children.

Scope of Work:

· Authorization for subgrantees to re-prioritize service requests coming from disaster areas so that eligible residents from these areas receive weatherization and re-weatherization services as quickly as possible;

· Authorization for DCS to submit an amendment to its Weatherization State Plan that reflects changes, including potential reductions in production, and the use of unspent carryover funds if necessary, to provide emergency services to the affected areas.

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· Authorization for Subgrantee weatherization contractors to provide emergency services and assistance that may be beyond the normal scope of services, in order to help ameliorate the effects of the disaster and serve the public interest. Examples of emergency services include the following:

I. Providing weatherization staff personnel and contractor labor to assist with distribution of emergency goods, such as food and clothing, preparation of eligible structures to better withstand damage, or other activities for which specialized training is not required;

II. Providing weatherization technical expertise to residents, builders, contractors, and others who may be involved in the recovery efforts, and who can benefit from the knowledge and experience of the weatherization staff and subgrantees;

III. Providing information and referrals to other programs or disaster recovery efforts that are available to affected eligible residents, and assist them with efforts to rebuild or recover with the maximum use of renewable and energy efficient installations.

IV. Increase unit allowance by 15% over DOE's most current maximum average.

Mobile Homes:

Mobile homes manufactured after 1976 received a Housing and Urban Development (HUD) certification during the manufacturing process. The designation is a 2-by 4- inch red and silver metal tag attached to the back end of the roadside (back door side) of the home. A mobile home damaged by the flood must be checked to ensure that the HUD label has been removed or work is not authorized. These units can be sold only for parts and scrap metal and cannot be sold or represented as a dwelling unit.

Mobile homes that have standing water above the floor level usually have received major damage to the load-bearing system of the dwelling. The walls and floor decking of a mobile home are typically glued virtually nothing will be holding the walls and floor together. Repair of all flood-damaged mobile homes manufactured after January 1, 1974, requires recertification that the dwelling has been brought into compliance with the construction and safety standards to which it was originally manufactured. Therefore, repair or mobile homes manufactured in 1974 or later is impractical for the Weatherization Program if the floor has been water-soaked and is buckled.

Mobile homes manufactured before 1974 are unregulated. Issues involved in repairing and weatherizing these older homes have not been solved. The state would require site-specific

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approval if a Subgrantee wants to address weatherizing or repairing such a dwelling.

A Mobile home that has flood damage to the heating ducts and/or the underbelly area, but which still has the floor decking intact, can possibly be repaired within the normal scope of the Weatherization Program, depending on what else it needs to be properly weatherized. If there are any questions concerning the safety or livability of flood damaged mobile homes, please contact the State.

Additional Criteria:

I.First Priority

- a.Health & Safety
- b.Measures within scope of program
- c.Expanded to also include such activities as site clean up and temporary heating sources.

II.Second Priority

a.Specific list of measures that are most beneficial for the type of disaster to include, but not limited to:

1. Minor roof repair - *per WX guidelines*,
2. Repair or Replacement of sheet rock,
3. Replace hot water heaters,
4. Replace cook stoves,
5. Replace windows and doors,
6. Replace/repair heat units and a/c units, including central units, ductwork repair; replacement, cleaning and sealing of all joints; and venting, flue and chimney replacement, repair and cleaning),
7. Replace electrical/replace damaged outlets - **(H&S)**
(Work will be done on outlets that affect the weatherization measures),
- 8.Minor envelope repairs,
- 9.All remaining measures - Installed in order of priority in accordance with State Policies and Procedures,

b. Abandonment of applicable energy audit requirements.

U.S. DEPARTMENT OF ENERGY
GOLDEN FIELD OFFICE



BUDGET EXPLANATION FOR FORMULA GRANTS

Applicant: State of Mississippi
Award number: EE0000070

Budget period: 04/01/2009 - 09/30/2013

1. **PERSONNEL** - Prime Applicant only (all other participant costs are listed in 6 below and form DOE F 4600.4, Section B. Line 6.f. Contracts and Sub-Grants).

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

<u>Position</u>	<u>Description of Duties of Professionals</u>
Special Projects Officer III	-Providing direct training and technical assistance to subgrantees. -Reviewing monthly status reports. -Ensuring that subgrantees comply with program regulations. -Reviewing and compiling statistical data. -Responding to correspondence as required.
Special Projects Officer III	-Providing direct training and technical assistance to subgrantees. -Reviewing monthly status reports. -Ensuring that subgrantees comply with program regulations. -Reviewing and compiling statistical data. -Responding to correspondence as required.
Accountant/Auditor II	Reviewing subgrantees' subgrants, monthly reports and requests for cash. -Maintaining fiscal spreadsheet and analysis for all subgrantees. -Processing subgrantees' close-out packages. -Verifying all subgrantees budget allocations. -Assisting in preparing carryover balance.
Fiscal Officer I	-Typing and mailing correspondence and pertinent reports. -Maintaining subgrantee files. -Referring client calls for Weatherization assistance.
Bureau Director	-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 agency timely and in compliance with the applicable Federal regulations.
Special Projects Officer III	Officer III Providing direct training and technical assistance to subgrantees. -Reviewing monthly status reports. -Ensuring that subgrantees comply with program regulations. -Reviewing and compiling statistical data. -Responding to correspondence as required.
Special Projects Officer III	Officer III Providing direct training and technical assistance to subgrantees. -Reviewing monthly status reports. -Ensuring that subgrantees comply with program regulations. -Reviewing and compiling statistical data. -Responding to correspondence as required.
Special Projects Officer III	-Providing direct training and technical assistance to subgrantees. -Reviewing monthly status reports. -Ensuring that subgrantees comply with program regulations. -Reviewing and compiling statistical data. -Responding to correspondence as required.
Special Projects Officer III	Providing direct training and technical assistance to subgrantees. -Reviewing monthly status reports. -Ensuring that subgrantees comply with program regulations. -Reviewing and compiling statistical data. -Responding to correspondence as required.
Branch Director II	-Assisting in preparing the state application. -Reviewing subgrantees contracts-programmatic and monthly program reports. -Providing technical assistance and program training to subgrantees. -Supervise weatherization program staff.

Special Projects Officer III	Providing direct training and technical assistance to subgrantees. -Reviewing monthly status reports. -Ensuring that subgrantees comply with program regulations. -Reviewing and compiling statistical data. -Responding to correspondence as required.
Branch Director II	-Assisting in preparing the state application. -Reviewing subgrantees contracts-programmatic and monthly program reports. -Providing technical assistance and program training to subgrantees. -Prepare federal and state reports, including the 1512 report.
Special Project Officer IV	--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.
Special Projects Officer III	Providing direct training and technical assistance to subgrantees. -Reviewing monthly status reports. -Ensuring that subgrantees comply with program regulations. -Reviewing and compiling statistical data. -Responding to correspondence as required.
Branch Director II	-Assisting in preparing the state application which includes the Budget Narrative and Budget Form SF-424A. -Preparing all subgrantee budget allocations and reviews. -Reviewing and verifying Financial Status Reports and Subgrantees' monthly reports. -Preparing and/or verifying carryover balance. -Providing technical assistance and fiscal training to subgrantees. -Resolving Administrative/Audit Findings for all subgrantees. -Maintaining, reviewing and approving all subgrantees' requests for cash.
Account/Auditor II	-Reviewing subgrantees' subgrants, monthly reports and requests for cash. -Maintaining fiscal spreadsheet and analysis for all subgrantees. -Processing subgrantees' close-out packages. -Verifying all subgrantees budget allocations. -Assisting in preparing carryover balance.
Special Projects Officer III	Providing direct training and technical assistance to subgrantees. -Reviewing monthly status reports. -Ensuring that subgrantees comply with program regulations. -Reviewing and compiling statistical data. -Responding to correspondence as required.
Special Project Officer IV	-Coordinating activities between the State and the subgrantees. -Ensuring that subgrantees comply with program regulations. -Reviewing and compiling statistical data for federal and state reports. -Responding to correspondence as required. -Monitoring subgrants.
Special Projects Officer III	Officer III Providing direct training and technical assistance to subgrantees. -Reviewing monthly status reports. -Ensuring that subgrantees comply with program regulations. -Reviewing and compiling statistical data. -Responding to correspondence as required.
Special Projects Officer III	Providing direct training and technical assistance to subgrantees. -Reviewing monthly status reports. -Ensuring that subgrantees comply with program regulations. -Reviewing and compiling statistical data. -Responding to correspondence as required.
Special Projects Officer III	-Providing direct training and technical assistance to subgrantees. -Reviewing monthly status reports. -Ensuring that subgrantees comply with program regulations. -Reviewing and compiling statistical data. -Responding to correspondence as required.

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- Special Project Officer IV
-Preparing the state application which includes the State Plan.
-Coordinating activities between the State and the Federal funding source. -Soliciting, reviewing, and negotiating contracts with subgrantees. -Ensuring that subgrants and subgrantees comply with program regulations. -Reviewing statistical data. -Responding to correspondence as required.
- Special Projects Officer III
Officer III Providing direct training and technical assistance to subgrantees. -Reviewing monthly status reports. -Ensuring that subgrantees comply with program regulations. -Reviewing and compiling statistical data. -Responding to correspondence as required.
- Special Projects Officer III
-Providing direct training and technical assistance to subgrantees. -Reviewing monthly status reports. -Ensuring that subgrantees comply with program regulations. -Reviewing and compiling statistical data. -Responding to correspondence as required.
- Special Projects Officer III
-Providing direct training and technical assistance to subgrantees. -Reviewing monthly status reports. -Ensuring that subgrantees comply with program regulations. -Reviewing and compiling statistical data. -Responding to correspondence as required.

Direct Personnel Compensation:

<u>Position</u>	<u>Salary/Rate</u>	<u>Time</u>	<u>Direct Pay</u>
Special Projects Officer III	\$90,879.00	100.0000 % FT	\$90,879.00
Special Projects Officer III	\$90,879.00	100.0000 % FT	\$90,879.00
Accountant/Auditor II	\$56,720.00	100.0000 % FT	\$56,720.00
Fiscal Officer I	\$108,666.00	70.0000 % FT	\$76,066.20
Bureau Director	\$218,223.00	30.0000 % FT	\$65,466.90
Special Projects Officer III	\$60,586.00	100.0000 % FT	\$60,586.00
Special Projects Officer III	\$60,586.00	100.0000 % FT	\$60,586.00
Special Projects Officer III	\$90,879.00	100.0000 % FT	\$90,879.00
Special Projects Officer III	\$60,586.00	100.0000 % FT	\$60,586.00
Branch Director II	\$132,954.00	50.0000 % FT	\$66,477.00
Special Projects Officer III	\$90,879.00	100.0000 % FT	\$90,879.00
Branch Director II	\$78,726.00	100.0000 % FT	\$78,726.00
Special Project Officer IV	\$108,531.00	100.0000 % FT	\$108,531.00
Special Projects Officer III	\$60,586.00	100.0000 % FT	\$60,586.00
Branch Director II	\$126,495.00	35.0000 % FT	\$44,273.25
Account/Auditor II	\$85,080.00	100.0000 % FT	\$85,080.00
Special Projects Officer III	\$60,586.00	100.0000 % FT	\$60,586.00
Special Project Officer IV	\$108,531.00	100.0000 % FT	\$108,531.00
Special Projects Officer III	\$60,586.00	100.0000 % FT	\$60,586.00
Special Projects Officer III	\$90,879.00	100.0000 % FT	\$90,879.00
Special Projects Officer III	\$90,879.00	100.0000 % FT	\$90,879.00
Special Project Officer IV	\$108,531.00	100.0000 % FT	\$108,531.00
Special Projects Officer III	\$90,879.00	100.0000 % FT	\$90,879.00
Special Projects Officer III	\$90,879.00	100.0000 % FT	\$90,879.00
Special Projects Officer III	\$90,879.00	100.0000 % FT	\$90,879.00

Direct Pay Total \$1,979,829.35

2. FRINGE BENEFITS

- a. Are the fringe cost rates approved by a Federal Agency? If so, identify the agency and date of latest rate agreement or audit below, and include a copy of the rate agreement.
DHHS

- b. If a above does not apply, indicate the basis for computation of rates, including the types of benefits to be provided, the rate(s) used, and the cost base for each rate. You may provide the information below or provide the calculations as an attachment.

Fringe Benefits Calculations

<u>Position</u>	<u>Direct Pay</u>	<u>Rate</u>	<u>Benefits</u>
Special Projects Officer III	\$90,879.00	25.0000 %	\$22,719.75
Special Projects Officer III	\$90,879.00	25.0000 %	\$22,719.75
Accountant/Auditor II	\$56,720.00	25.0000 %	\$14,180.00
Fiscal Officer I	\$76,066.20	25.0000 %	\$19,016.55
Bureau Director	\$65,466.90	25.0000 %	\$16,366.72
Special Projects Officer III	\$60,586.00	25.0000 %	\$15,146.50
Special Projects Officer III	\$60,586.00	25.0000 %	\$15,146.50
Special Projects Officer III	\$90,879.00	25.0000 %	\$22,719.75
Special Projects Officer III	\$60,586.00	25.0000 %	\$15,146.50
Branch Director II	\$66,477.00	25.0000 %	\$16,619.25
Special Projects Officer III	\$90,879.00	25.0000 %	\$22,719.75
Branch Director II	\$78,726.00	25.0000 %	\$19,681.50
Special Project Officer IV	\$108,531.00	25.0000 %	\$27,132.75
Special Projects Officer III	\$60,586.00	25.0000 %	\$15,146.50
Branch Director II	\$44,273.25	25.0000 %	\$11,068.31
Account/Auditor II	\$85,080.00	25.0000 %	\$21,270.00
Special Projects Officer III	\$60,586.00	25.0000 %	\$15,146.50
Special Project Officer IV	\$108,531.00	25.0000 %	\$27,132.75
Special Projects Officer III	\$60,586.00	25.0000 %	\$15,146.50
Special Projects Officer III	\$90,879.00	25.0000 %	\$22,719.75
Special Projects Officer III	\$90,879.00	25.0000 %	\$22,719.75
Special Project Officer IV	\$108,531.00	25.0000 %	\$27,132.75
Special Projects Officer III	\$90,879.00	25.0000 %	\$22,719.75
Special Projects Officer III	\$90,879.00	25.0000 %	\$22,719.75
Special Projects Officer III	\$90,879.00	25.0000 %	\$22,719.75
Fringe Benefits Total			<u>\$494,957.33</u>

3. TRAVEL - Identify total foreign and domestic travel as separate items.

<u>Purpose of Trip</u>	<u>Number of Trips</u>	<u>Cost Per Trip</u>	<u>Total</u>
GRANTEE OUT OF STATE	24	\$1,560.00	\$37,440.00
GRANTEE T&TA IN STATE	360	\$684.10	\$246,276.00
GRANTEE IN STATE TRAVEL	120	\$345.00	\$41,400.00
GRANTEE T&TA OUT OF STATE	30	\$1,560.00	\$46,800.00

Travel Total \$371,916.00

b. Basis for computation of travel expenses (e.g., current airline quotes, past trips, federal or organization travel policy, etc.):

3000 mi x 4 trips x 3 yrs. x \$.55 per mi.=**\$19,800** + 21,600 (lodging, meals, and incidentals expenses) = **\$41,400.00**
 \$1,560.00 x 2 meetings x 4 persons x 3 yrs. = **\$37,440.00**

4,000 MI x 12 mos. x \$.55 x 3 yrs. = **\$79,200.00**

Lodging estimated: 6 staff x 2 agencies x 2 nights x \$90/night x 12 mos. x 3 yrs. = \$77,760

1 staff x 10 agencies x 2 nights x \$90/night x 6 mos. x 3 yrs. = \$32,400

Meals estimated: 6 staff x 2 agencies x 3 days x 12 mos. x \$31/day x 3 yrs. = \$40,176

1 staff x 10 agencies x 3 days x 6 mos. x \$31/day x 3 yrs. = \$16,740

\$1,560.00 x 1 meetings x 10 persons x 3years = **\$46,800.00**

4. **EQUIPMENT** - As defined in 10 CFR 660.202. Definitions are at http://www.access.gpo.gov/nara/cfr/waisidx_00/10cfr

a. Basis of cost estimates (e.g., vendor quotes, prior purchases of similar or like items, etc.):

b. Equipment to be purchased and justification of need:

<u>Equipment</u>	<u>Unit Cost</u>	<u>Number</u>	<u>Total Cost</u>	<u>Justification of Need</u>
GPS	\$4.00	250	\$1,000.00	Replacement equipment that may be needed for administration staff during the 3 year grant period.
software	\$400.00	12	\$4,800.00	Replacement equipment that may be needed for administration staff during the 3 year grant period.
blower doors	\$10.00	3000	\$30,000.00	equipment to be used in the field do to ramp-up
monoxers	\$10.00	700	\$7,000.00	equipment to be used in the field do to ramp-up
software	\$12.00	400	\$4,800.00	due to ramp-up of staff.
scanner	\$1.00	600	\$600.00	to scan documents to hard drive.
computers	\$12.00	2000	\$24,000.00	due to ramp-up of staff.
scanners	\$5.00	590	\$2,950.00	Replacement equipment that may be needed for administration staff during the 3 year grant period.
moisture meters	\$10.00	600	\$6,000.00	equipment to be used in the field due to ramp-up
computers	\$3,000.00	6	\$18,000.00	Replacement equipment that may be needed for administration staff during the 3 year grant period.
digital cameras	\$2.00	925	\$1,850.00	equipment to be used in the field do to ramp-up
printers	\$500.00	6	\$3,000.00	Replacement equipment that may be needed for administration staff during the 3 year grant period.
pro300	\$10.00	400	\$4,000.00	equipment to be used in the field due to ramp-up
Infrared cameras	\$7.00	6000	\$42,000.00	equipment to be used in the field do to ramp-up
Equipment Total			<u>\$150,000.00</u>	

5. **MATERIALS AND SUPPLIES** - As defined in 10 CFR 660.202.

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a. Basis cost estimates (e.g., vendor quotes, prior purchases of like items, etc.):

\$200 per mo. x 36 mos. = \$7,200.00
 \$8333.33 per year x 3 yrs. = \$25,000

b. Supplies to be purchased and justification of need:

General Category	Cost	Justification of Need
GENERAL OFFICE	\$7,200.00	GENERAL OFFICE SUPPLIES AND OTHER NECESSARY ITEMS FOR DAY TO DAY OPERATIONAL NEEDS BASED ON PRIOR PURCHASES.
GENERAL OFFICE SUPPLIES AND PRINTING (GRANTEE)	\$25,000.00	General office supplies, printing, field protection and other materials for the grantee weatherization staff will be necessary in order to develop training and technical assistance materials for subgrantees.
Materials and Supplies Total	\$32,200.00	

6. **CONTRACTS AND SUBGRANTS** - All other participant costs including subcontractor sub-grants, and consultants

For ongoing subcontractors and sub recipients described elsewhere in the application, document and item number is listed.

Name of Proposed Sub	Total Cost	Basis of Cost*
Subgrant Awards	\$45,116,457.00	funds will be subcontracted to five (5) Community Action Agencies and/or Human Resource Agencies.
GENERAL OPERATING EXPENSES TO CARRYOUT THE PROGRAM	\$62,974.00	TELEPHONE, POSTAGE, EQUIPMENT RENTAL, OFFICE SPACE, STATE AUDITOR'S OFFICE, STATE PERSONNEL BOARD AND FIVE CAA's.
State Auditor's Office	\$10,000.00	The State of Mississippi Auditor's Office will conduct annual internal audits of the WAP. The cost is projected to be approximately \$10,000.
Subgrantee T&TA	\$63,483.00	MDHS will contract these funds to three community action agencies to provide training facilities, trainers, meals, materials, consultants, accommodations, and other expenses as required for subgrantee staff in attendance at various work shops.
State Personnel Board	\$750.00	The State Personnel Board currently assesses each agency a fixed rate for the purpose of maintaining personnel files. The weatherization grant's share is estimated to be \$250 x 3 years = \$750.
Grantee T&TA	\$817,340.00	Telephone and postage expenses are necessary to provide continuous monitoring, training, and technical assistance to subgrantees; also, other general operating expenses will be required.
Contracts and Subgrants Total	\$46,071,004.00	

*For example, Competitive, Historical, Quote, Catalog

7. **OTHER DIRECT COSTS** - All direct costs not included in above categories

a. Basis for cost estimates (e.g., vendor quotes, prior purchase of similar items, etc.):

b. Other direct costs and justification of need:

General Description	Cost	Justification of Need
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8. INDIRECT COSTS

- a. Are the indirect cost rates approved by a Federal agency? If so, identify the agency and date of latest rate agreement or audit and provide a copy of the rate agreement.
DHHS
- b. If the above does not apply, indicate the basis for computation of rates, including the types of benefits to be provided, the rate(s) used, and the cost base for each rate. You may provide the information below or provide the calculations separately.

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

Name: PETER BOULETTE

Phone Number: (601)359-4690

Indirect costs calculations:

<u>Indirect Cost Account</u>	<u>Direct Total</u>	<u>Indirect Rate</u>	<u>Total Indirect</u>
GRANTEE T&TA	\$2,800,126.20	5.0000 %	\$140,006.31
GRANTEE	\$3,625,600.00	5.0000 %	\$181,280.00
		Indirect Costs Total	\$321,286.31

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. EE0000070		2. Program/Project Title The Weatherization Assistance Program enables low-income families to permanently reduce their energy bills by making their homes more energy efficient. During the last 32 years, the U.S. Department of Energy's (DOE) Weatherization Assistance Program has provided weatherization services to more than 6.2 million low-income families.	
3. Name and Address State of Mississippi 750 North State Street Jackson MS 39202		4. Program/Project Start Date 04/01/2009	5. Completion Date 09/30/2013

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. DOE	81.042	\$ 0.00		\$ 49,421,193.00		\$ 49,421,193.00
2. STATE			\$ 0.00		\$ 0.00	\$ 0.00
3.						
4.						
5. TOTAL		\$ 0.00	\$ 0.00	\$ 49,421,193.00	\$ 0.00	\$ 49,421,193.00

SECTION B - BUDGET CATEGORIES

6. 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	\$ 469,345.35	\$ 0.00	\$ 1,510,484.00	\$ 0.00	\$ 1,979,829.35
b. Benefits	\$ 117,336.34	\$ 0.00	\$ 377,621.00	\$ 0.00	\$ 494,957.34
c. Travel	\$ 78,840.00	\$ 0.00	\$ 293,076.00	\$ 0.00	\$ 371,916.00
d. Equipment	\$ 50,000.00	\$ 0.00	\$ 100,000.00	\$ 0.00	\$ 150,000.00
e. Supplies	\$ 7,200.00	\$ 0.00	\$ 25,000.00	\$ 0.00	\$ 32,200.00
f. Contract	\$ 73,724.00	\$ 2,471,060.00	\$ 817,340.00	\$ 63,483.00	\$ 46,071,004.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
i. Total Direct Charges	\$ 796,445.69	\$ 2,471,060.00	\$ 3,123,521.00	\$ 63,483.00	\$ 49,099,906.69
j. Indirect	\$ 181,280.00	\$ 0.00	\$ 140,006.31	\$ 0.00	\$ 321,286.31
k. Totals	\$ 977,725.69	\$ 2,471,060.00	\$ 3,263,527.31	\$ 63,483.00	\$ 49,421,193.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. EE0000070		2. Program/Project Title The Weatherization Assistance Program enables low-income families to permanently reduce their energy bills by making their homes more energy efficient. During the last 32 years, the U.S. Department of Energy's (DOE) Weatherization Assistance Program has provided weatherization services to more than 6.2 million low-income families.	
3. Name and Address State of Mississippi 750 North State Street Jackson MS 39202		4. Program/Project Start Date 04/01/2009	5. Completion Date 09/30/2013

SECTION A - BUDGET SUMMARY						
Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.						
2.						
3.						
4.						
5. TOTAL		\$ 0.00	\$ 0.00	\$ 49,421,193.00	\$ 0.00	\$ 49,421,193.00

SECTION B - BUDGET CATEGORIES					
6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) PROGRAM OPERATION S	(2) HEALTH AND SAFETY	(3) LIABILITY INSURANCE	(4) FINANCIAL AUDITS	
a. Personnel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,979,829.35
b. Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 494,957.34
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 371,916.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 150,000.00
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 32,200.00
f. Contract	\$ 35,745,047.00	\$ 6,395,772.00	\$ 234,269.00	\$ 270,309.00	\$ 46,071,004.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
i. Total Direct Charges	\$ 35,745,047.00	\$ 6,395,772.00	\$ 234,269.00	\$ 270,309.00	\$ 49,099,906.69
j. Indirect	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 321,286.31
k. Totals	\$ 35,745,047.00	\$ 6,395,772.00	\$ 234,269.00	\$ 270,309.00	\$ 49,421,193.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

**WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION**

State: MS Grant Number: EE0000070 Program Year: 2009

Name: **Bolivar County CAA** Contact: Adolph Hilliard, Executive Director
DUNS:

Address: 810 E. Sunflower Rd. Suite 120 Phone: (662) -
Cleveland, MS 38732 Fax: (662) -
Email: capfin@panola.com

Counties served: COAHOMA County Tentative allocation: \$ 1,462,930.00 Congressional districts served: CD
BOLIVAR County Planned units: 299
Type of organization: Local agency
Source of labor: Agency

Name: **Central Mississippi, Inc. (CMI)** Contact: Doris Thompson, Executive Director
DUNS:

Address: Post Office Box 749 Phone: (662) -
101 South Central Avenue Fax: (662) -
Winona, MS 38967 Email:

Counties served: ATTALA County Tentative allocation: \$ 2,153,931.00 Congressional districts served: CD
HOLMES County Planned units: 405
LEFLORE County Type of organization: Local agency
YALOBUSHA County
MONTGOMERY County
CARROLL County
GRENADA County
Source of labor: Agency

Name: **LIFT, Incorporated (LIFT)** Contact: Dorothy Leasy, Executive Director
DUNS:

Address: Post Office Box 2399 Phone: (662) -
2577 McCullough Blvd. Fax: (662) -
Tupelo, MS 38802 Email: dleasy@liftcaa.org

Counties served: LEE County Tentative allocation: \$ 3,371,257.00 Congressional districts served: CD
LAFAYETTE County Planned units: 497
ITAWAMBA County Type of organization: Local agency
PONTOTOC County
CHICKASAW County
MONROE County
UNION County
CALHOUN County
Source of labor: Contractors

Name: **Multi-County Community Action Service Agency (Multi-County)** Contact: Callie Cole, Executive Director
DUNS:

Address: Post Office Box 905 Phone: (601) -
2592 Sellers Drive Fax: (601) -
Meridian, MS 39302 Email: matterberry@multi-county.org

**WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION**

State: MS Grant Number: EE0000070 Program Year: 2009

Counties served: KEMPER County JACKSON County NEWTON County LAUDERDALE County HARRISON County PEARL RIVER County SMITH County WAYNE County PERRY County STONE County JASPER County GREENE County GEORGE County CLARKE County NESHOPA County SCOTT County	Tentative allocation: \$ 4,880,664.00 Planned units: 695 Type of organization: Local agency	Congressional districts served: <u>CD</u>
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Source of labor: Contractors

Name: Northeast Mississippi Community Services Address: Post Office Box 930 801 Hatchie Street Booneville, MS 38829	Contact: Steve Gaines, Executive Director DUNS: Phone: (662) 728-2118 Fax: (662) 728-8720 Email: Steve@vista-express.com
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Counties served: ALCORN County MARSHALL County TISHOMINGO County PRENTISS County	Tentative allocation: \$ 2,300,960.00 Planned units: 341 Type of organization: Local agency	Congressional districts served: <u>CD</u>
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Source of labor: Contractors

Name: Pearl River Valley Opportunity, Inc. Address: Post Office Box 188 756 Highway 98 By Pass Columbia, MS 39429	Contact: Helmon Johnson, Executive Director DUNS: Phone: (601) 736-9564 Fax: (601) 736-6268 Email: bmcnair@prvoinc.org
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Counties served: PERRY County FORREST County PEARL RIVER County MARION County LAMAR County JEFFERSON DAVIS Count JONES County COVINGTON County	Tentative allocation: \$ 7,054,559.00 Planned units: 1,004 Type of organization: Local agency	Congressional districts served: <u>CD</u>
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Source of labor: Contractors

**WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION**

State: MS Grant Number: EE0000070 Program Year: 2009

Name: **Prairie Opportunity, Inc.** Contact: Laura Marshall, Executive Director
DUNS:

Address: Post Office Box 1526 Phone: (662) 323-3397
501 Hwy. 12 West Suite 110 Fax: (662) 323-8754
Starkville, MS 39759 Email: vjireland@dixie-net.com

Counties served: LEFLORE County Tentative allocation: \$ 5,215,255.00 Congressional districts served: CD
WINSTON County Planned units: 692
YALOBUSHA County Type of organization: Local agency
CHOCTAW County
MONTGOMERY County
GRENADA County
OKTIBBEHA County
HOLMES County
NOXUBEE County
ATTALA County
WEBSTER County
LOWNDES County
LEAKE County
CLAY County
CARROLL County

Source of labor: Contractors

Name: **SOUTH CENTRAL CAA** Contact: Jesse Griffin, Executive Director
DUNS:

Address: 110 Fourth Street Phone: (601) 847-5552
D'LO, MS 39602 Fax: (601) 847-5589
Email:

Counties served: LINCOLN County Tentative allocation: \$ 9,124,580.00 Congressional districts served: CD
FORREST County Planned units: 1,280
JEFFERSON DAVIS Count Type of organization: Local agency
RANKIN County
SIMPSON County
MARION County
PIKE County
MADISON County
LAWRENCE County
COVINGTON County
COPIAH County
WALTHALL County
HINDS
JONES County

Source of labor: Agency

Name: **Southwest MS Opportunity, Inc.** Contact: William Franklin, Executive Director
DUNS:

Address: Post Office Box 1667 Phone: (601) 684-5593
122 South Broadway Street Fax: (601) 249-3996
McComb, MS 39648 Email: smo@cableone.net

**WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION**

State: MS Grant Number: EE0000070 Program Year: 2009

Counties served: WALTHALL County LAWRENCE County PIKE County FRANKLIN County WILKINSON County JEFFERSON County COPIAH County AMITE County ADAMS County CLAIBORNE County LINCOLN County	Tentative allocation: \$ 579,902.00 Planned units: 48 Type of organization: Local agency	Congressional districts served: <u>CD</u>
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Source of labor: Contractors

Name: Warren-Washington-Issaquena-Sharkey Community Action Agency	Contact: Janice Williams, Executive Director DUNS:
Address: Post Office Box 1813 1165 South Raceway Road Greenville, MS 38702	Phone: (662) - Fax: (662) - Email: wwiscaaa@suddenlinkmail.com

Counties served: TALLAHATCHIE County WILKINSON County BOLIVAR County ADAMS County DESOTO County AMITE County CLAIBORNE County WARREN County QUITMAN County WASHINGTON County COAHOMA County TUNICA County JEFFERSON County YAZOO County SUNFLOWER County PANOLA County SHARKEY County TATE County HUMPHREYS County ISSAQUENA County	Tentative allocation: \$ 8,899,871.00 Planned units: 1,254 Type of organization: Local agency	Congressional districts served: <u>CD</u>
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Source of labor: Contractors

U.S. Department of Energy

WEATHERIZATION ANNUAL FILE WORKSHEET

Identification: EE0000070

State: MS

Program year: 2009

Budget period: 04/01/2009 - 09/30/2012

II.3 Subgrantees

Grantee (city)	Tentative	
	Funding	Units
Bolivar County CAA (Cleveland)	\$1,462,930.00	299
Central Mississippi, Inc. (CMI) (Winona)	\$2,153,931.00	405
LIFT, Incorporated (LIFT) (Tupelo)	\$3,371,257.00	497
Multi-County Community Action Service Agency (Multi-County) (Meridian)	\$4,880,664.00	695
Northeast Mississippi Community Services (Booneville)	\$2,300,960.00	341
Pearl River Valley Opportunity, Inc. (Columbia)	\$7,054,559.00	1,004
Prairie Opportunity, Inc. (Starkville)	\$5,215,255.00	692
SOUTH CENTRAL CAA (D'LO)	\$9,124,580.00	1,280
Southwest MS Opportunity, Inc. (McComb)	\$579,902.00	48
Warren-Washington-Issaquena-Sharkey Community Action Agency (Greenville)	\$8,899,871.00	1,254
TOTALS	\$45,043,909.00	6,515

II.4 WAP Production Schedule

Total Units (excluding reweatherized)	6,515
Rewatherized Units	0

U.S. Department of Energy

WEATHERIZATION ANNUAL FILE WORKSHEET (cont)

Identification: EE0000070

State: MS

Program year: 2009

Budget period: 04/01/2009 - 09/30/2012

Average Unit Costs, including Reweathering, Subject to DOE Program Rules		
VEHICLE & EQUIPMENT AVERAGE COST PER DWELLING UNIT (DOE RULES)		
A	Total Vehicles & Equipment (\$5,000 or more) Budget	\$0.00
B	Total Units Weatherized	6,515
C	Total Units Reweatherized	0
D	Total Dwelling Units to be Weatherized and Reweatherized (B + C)	6,515
E	Average Vehicles & Equipment Acquisition Cost per Unit (A divided by D)	\$0.00
AVERAGE COST PER DWELLING UNIT (DOE RULES)		
F	Total Funds for Program Operations	\$35,745,047.00
G	Total Dwelling Units to be Weatherized and Reweatherized (from line D)	6,515
H	Average Program Operations Costs per Unit (F divided by G)	\$5,486.58
I	Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J	Total Average Cost per Dwelling (H plus I)	\$5,486.58

II.5 Energy Savings

Method used to calculate energy savings:

WAP algorithm Other (describe below)

6515 x 31.74

Estimated energy savings: 206,786.00 (MBtu)

Estimated prior year savings:

Actual:

If variance is large, explain:

II.6 Training, Technical Assistance, and Monitoring Activities

U.S. Department of Energy

WEATHERIZATION ANNUAL FILE WORKSHEET (cont)

Identification: EE0000070

State: MS

Program year: 2009

Budget period: 04/01/2009 - 09/30/2012

Training and Technical AssistanceLead Inspector & Risk Assessor Training - 1st Qtr. *(April-June 2009)*State-wide Weatherization Training Workshops Site-built homes 2nd Qtr. *(July-Sept. 2009)*

Regional Weatherization Training and Technical Assistance Conference TBA

State-wide Weatherization Training Workshops Audit Assessments TBA

Thermal Imaging Technology Training TBA

State-wide Weatherization Training Workshop Mobile Home 3rd Qtr. *(TBA)*

DCS will provide training to the ten subgrantees administering the program in the following specific areas: (1)

Consumer Education on Energy Savings;

(2) Installation of Carbon Monoxide Detectors and Smoke Alarms;

(3) CO and Combustion Analysis;

(4) Lead-Based Paint Education;

(5) Mold Assessment;

(6) Leveraging Strategies;

(7) Mississippi Results Oriented Management Accountability, (MS ROMA);

(8) Mississippi Home Energy Assessment Checklist NEAT and MHEA Audits review;

(9) Duct Blasting;

(10) Air Sealing;

(11) Heating and Cooling appliance replacement;

(12) Floor, duct and wall insulation;

(13) Performing Energy Audits on Homes;

(14) Weatherization Financial Management Training;

(15) Whole-house weatherization on single-family dwelling;

(16) Whole-house weatherization on mobile homes;

(17) Program changes, state policies, federal regulations and guidance changes;

Monitoring Activities The Mississippi Department of Human Services (MDHS), Division of Integrity (DPI) staff will conduct monitoring visits to the Subgrantees throughout the year.

The monitoring visit will consist of a review of the client files to determine if all documentation was provided, if the agency received bids on the work and material, inspect at least 10 percent of homes weatherized to determine if adequate weatherization measures were installed and if the NEAT or MHEA audits were used.

The Division of Community Services (DCS) staff will visit a random sample of the homes weatherized to determine if the work as stated in the clients file was performed on the home.

DCS staff will review the Weatherization Monthly Progress Report to compare the planned homes to the actual homes weatherized, the amount of funds expended on the homes weatherized; and the number of people assisted by category as well as the amount leveraged and denials for services.

II.7 DOE-Funded Leveraging Activities

U.S. Department of Energy

WEATHERIZATION ANNUAL FILE WORKSHEET (cont)

Identification: EE0000070

State: MS

Program year: 2009

Budget period: 04/01/2009 - 09/30/2012

The State of Mississippi will not be using a percentage of the grant to undertake leveraging activities.

Leveraging activities will be an integral component of the Mississippi ARRA Weatherization Program. Local funds and in-kind contributions will be solicited from individuals and philanthropic organizations in efforts to supplement DOE funds. The benefits of engaging in leveraging activities are:

1. To secure additional resources,
2. To maintain current the service level for the target population, and/or
3. To serve more Weatherization clients.

Local Weatherization Subgrantees are required to engage in leveraging activities as it is becoming increasingly difficult to defend programs for re-authorization and appropriation before the Congress. Secondly, the demand for ARRA Weatherization assistance has continued to increase at a geometrical progression as the elderly population increases. Therefore, Subgrantees are encouraged to solicit additional weatherization resources such as cash donations and in-kind contributions. The in-kind contributions include, but are not limited to: volunteers, vented space heaters, insulation materials, siding materials, bricks, plywood, storm doors and windows, paint, nails, ceiling tile, doors and thresholds, smart thermostats, water treated wood, carpet, glue and foam spray insulation, electric bulbs, cement, glass windows, wasp spray and discounts.

ARRA Weatherization subgrantees are required to submit leveraging reports which include the name of the item, cash amount received the estimate of fair market value for donated materials, name of labor contributors and the estimated number of households that benefited as a result of the leveraging activity. These reports are used to provide a comprehensive report to DOE. Also, the state is encouraging partnerships with all utility companies to provide additional weatherization measures to the clients. Regular weatherization measures, shower heads, fluorescent light bulbs, and faucet aerators will be installed in each client's home weatherized with these funds.

II.8 Policy Advisory Council Members (names, groups, agencies)

PAC Name, Group, or Agency	Contact name, phone, e-mail
Gloria Johnson, Entergy-Customer Service	(601)969-2336
Mr. Freddy McCoy, CAA Emploeyss	() -
Mr. James Hampton, Former CAA Bd. Member	(662)494-4212
Mr. Robert Lesley, Atmos - Customer Service	(601)209-1932
Mr. Tamladge Finch, Former CAA Bd. Member	(662)728-7522
Mr. Willie Fletcher, Community Activist	(662)229-5272
Ms. Gwenevere Pugh, CAA Board Member	(601)403-1356
Ms. Peggy King, Former CAA Bd. Member/Educ.	Educator, (662)401-0426

II.9 State Plan Hearings (send notes, minutes, or transcript to the DOE office)

Hearing Date	Newspapers that publicized the hearings and the dates that the notice ran.
03/09/2009	The Clarion-Ledger (state newspaper)
04/14/2009	The Clarion-Ledger (state newspaper)

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WEATHERIZATION ANNUAL FILE WORKSHEET (cont)

Identification: EE0000070

State: MS

Program year: 2009

Budget period: 04/01/2009 - 09/30/2012

II.10 Adjustments to On-File Information

In accordance with 440.15 (a) (3) and 440.14 (6) (9) (ii), preference is given to Community Action Agencies and other public or private nonprofit entities. The State will enter into agreements with eight (8) subgrantees for PY 2008 to administer the WAP in 76 counties in the State of Mississippi.

Eligibility Criteria

All weatherization staff personnel must complete a minimum 80 hours (written exam and field training) of Weatherization Whole-House Training on an annual basis.

· The following training/certification(s) should be updated or maintained per requirements of the below listed training:

- A. Lead-Safe Weatherization
- B. First Aid/CPR
- C. Mold Awareness Training
- D. Consumer Education policies and procedures

· The proposer must employ only a contractor(s) who has meet the mandatory minimum contractor requirements in experience and training in whole-house weatherization, which is provided by MDHS/DCS or a DCS approved/authorized weatherization training agency or facility. The training must include but not limited to the specific training areas listed below:

- A. All weatherization contractor(s) must complete a minimum of 80 hours of Weatherization Whole-House Training on an annual basis;
- B. Lead Safe Work Practices;
- C. Whole-House Weatherization Practices for-
 - 1. Site-built Homes
 - 2. Mobile Homes
- D. Energy Related Mold and Moisture Awareness;

Energy Efficiency Best Practices for WAP was added as additional measures to be installed after the priority list has been exhausted.

· Added Forms: WAP Homeowner Agreement, WAP Contractor Agreement (Revised) WAP Client Response Form, WAP Venter Heater Consent Form, & WAP Material Transfer Form.

· Certifications: CFM Target: The Post Blower Door reading requirement was revised to allow a variance of +/- 100 CFM's of the required target to be sufficient. But if the Blower Door reading is greater than +/- 100 CFM's of the target, the minimal two (2) hours are still required to be used to re-evaluate the home to find air leaks or other obstructions that is not allowing the target to be reached.

Operating and Reporting Requirements

· **Maximum Average Per Dwelling** The new adjusted average expenditure limit per dwelling for program year 2009 is \$6,500.00. This adjusted annual average is determined by DOE using the annual Consumer Price Index (CPI) or 3 percent, whichever is less. The CPI for the most recent data available was 1.8 percent. This amount is then multiplied by the present expenditure limit, thereby setting the new expenditure limit for the upcoming program year.

Reporting Requirements The Agency/subgrantee must enter all Monthly Progress Reports into MSROMA on or

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WEATHERIZATION ANNUAL FILE WORKSHEET (cont)

Identification: EE0000070

State: MS

Program year: 2009

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before the 1st work day of each month following the reporting month and forward the original Monthly Progress Reports to DCS. The WX Report Due Dates are listed below.

1. June 2009 - Due July 1, 2009. July 2009- Due August 1, 2009. August 2009- Due September 2, 2009 4. September 2009- Due October 1, 2009 5. October 2009- Due November 3, 2009. November 2009 - Due December 1, 2009. December 2009- Due January 1, 2010. January 2010- Due February 3, 2010. February 2010- Due March 2, 2010. March 2010- Due April 2010

·Subgrantees: The number of WAP agencies increased from eight (8) to ten (10) for the 2009 program year.

·Revised Priority Type:

Elderly 60%

Disabled 20%

Households with children - (less than 19 years old)10%

High Energy User 5% High Energy Burden 5%

·Client Eligibility: DCS Program WAP has changed to 200% of the household's total annual gross income of the HHS poverty guidelines).

II.11 Miscellaneous