

A blue silhouette of the state of Minnesota, positioned to the left of the text.

MINNESOTA DEPARTMENT OF
COMMERCE



Energy Assistance Program

FFY2016 EAP Annual Training

ERR procurement, ERR P&P, ERR
monthly reporting (FSR), WAP

ERR Procurement

Andy Grewell

ERR Procurement

- Overview
- Standards
- Review
 - Methods
 - Documentation
- Screenshots
- Q&A

ERR Procurement

Overview

- With *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* procurement procedures are required
- Partial implementation in FFY13 and FFY14
- Extensive JAD discussion in FFY15
- Attachment to Local Plan *this year*

It's difficult to apply to our program,
but very important



ERR Procurement

Standards

- SPs must document their own policies and procedures
- Price or rate quotations
- Considerations for minority and women owned businesses
- Bids may be rejected
- \$1,000+ aggregate dollar amount

ERR Procurement

Procurement Methods

- Competitive Quotes (bids)
 - Award to bid to most favorable bidder
 - System to choose which is most favorable

- Noncompetitive Proposals
 - Delay is not acceptable*
 - Poor or lacking competition
 - Single source
 - Commerce authorization

- Justified and documented

ERR Procurement

How to document?

- Local Plan
 - *Service Provider ERR Procurement Policies and Procedures*
- eHEAT
 - *Rationale for the procurement method used*
- Household file
 - *Copies of any proposals, bids, purchase orders or other work orders*
 - *Itemized invoices*



ERR Procurement Task Screen

Application | Crisis Benefits | ERR Benefits | WAP Benefits | EAP Benefit | Assurance 16

[Search by Application](#) | [Search by ERR Event](#)

Reported Date(mm/dd/yyyy 24hh:mi): 12/02/2014 09:30 Response Date(mm/dd/yyyy 24hh:mi): 12/02/2014 04:55 Status: IN PROGRESS

Existing Condition Note: The furnace will not start. Not clear why. 12/2/2014 KRD

ERR Task

Task Id: 22189
Type: REPLACEMENT
Date Created(mm/dd/yyyy): 12/02/2014
Contractor/SP assessment of problem: d.f.d.f

| | |
|---|--|
| Number of contractors contacted to request bids? | |
| Number of bids received? | |

* Fund Category: ERR
Payment Status: Certifiable
Fund Availability: Yes
* Contractor: Air Mechanical (003003)
* Estimate and Bid ERR Amount(\$): 2000.00
Actual ERR Amount(\$): 1988.00
Work Order Authorized Date: 12/01/2014
Authorized By: sfs
Work Complete Date: 12/01/2014
Inspected:
Task Status: COMPLETE

| | |
|---------------------------------------|--|
| Notes (Including Procurement): | |
|---------------------------------------|--|

ERR Procurement

Review:

1. Have documented policies & procedures (LP)
2. Use eHEAT to document each event
3. Make it clear when 'normal' procedure is not followed and why
4. Keep all copies of bids and invoices
5. Ask us when you have questions!
 - Justified and documented

ERR

Andy Grewell

ERR Enhancements

- New ERR Event & ERR Task eHEAT screens
- New home ownership policies & procedures
- EC Motors (Electronically Commutated)
- Household refusal for ERR Inspection
- ERR Invoices
- Mailing Labels
- Q&A



ERR Enhancements

Event Screen

Application | Crisis Benefits | **ERR Benefits** | WAP Benefits | EAP Benefit | Assurance 16

Search by Application | Search by ERR Event

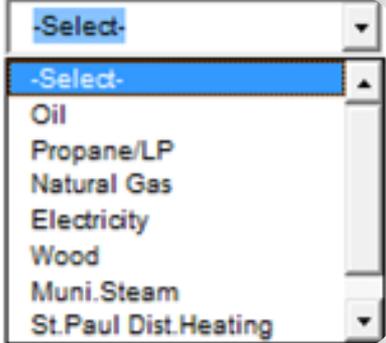
Program Application Information Help

| | | |
|---|---|-----------------------|
| Household Number: 485739 | Home Phone: | Emergency Phone: Ext: |
| Name: BADGER, BUCKY W | Own home? Yes | House Type: House |
| Eligibility Date (mm/dd/yyyy): 11/04/2014 | Program Application Log Date (mm/dd/yyyy): 11/04/2014 | |
| Address: 4127 OAK KNOLL DR, ST CLOUD MN 55812 | | |

ERR Event

ERR Event Id: 17628
* Reason: NON FUNCTIONING HEATING SYSTEM

Fuel Type: 

Fuel Type: 

- Select-
- Select-
- Oil
- Propane/LP
- Natural Gas
- Electricity
- Wood
- Muni.Steam
- St.Paul Dist.Heating

Does the household have Temporary Heat?

Does the household have secondary heat that heats same area as primary furnace?

Ownership Verification: Property tax statement

Ownership Verification Notes: 12/2/14 KRD got ownership doc

Status: IN PROGRESS

General Event Notes:

* Required Fields

Create User ID: TSP15ADMIN Create Date: 12/02/2014 Update User ID: TSP15ADMIN Update Date: 08/05/2015

User : TSP15ADMIN

ERR Enhancements Task Screen

- Moved from Event Screen and re-labeled
- Re-labeled

ERR Task

Task Id: 22189

dfdf

Contractor/SP assessment of problem:

Number of contractors contacted to request bids?

Number of bids received?

dfdf

Describe work completed by contractor:

Fund Availability: Yes

* Contractor: Air Mechanical (003003)

* Estimate and Bid ERR Amount(\$):

Actual ERR Amount(\$):

Work Order Authorized Date:

Authorized By:

Work Complete Date:

sdffdsfs

Notes (including procurement):

* Required Fields

Submit Quit

ERR Enhancements

Home Ownership proof

- Why so important? ERR can be single largest benefit we can give households
- Replacements and repairs over \$1,000
- Mobile Home ownership proof:
 - **Personal Property** (titled through Driver and Vehicle Services)
 - Need certificate of title from DVS
 - **Real Property** (title surrendered to county)
 - Same as for non-mobile homes

ERR Enhancements

Home Ownership Proof review

- Property tax statement
- Statement of mortgage or mortgage payments
- Payment coupon from a lending institution
- On-line or written info from county recorder/ assessor
- Official county receipt for transfer of title.
- Contract for Deed, Life Estate, and Quit Claim Deeds recorded with County
- Confirmation over the phone is allowed but written info from the county recorder or assessor must be received prior to ERR payment

ERR Enhancements

EC Motors (Electronically Commutated)

- Operates like a traditional motor, with the mechanical commutator replaced by electronic switches working under computer control
- Slightly higher ERR average costs, no increase in call-backs for service
- EAP recommends installing the highest efficiency parts and furnaces possible
- Not required, but do when possible

ERR Enhancements

HHD refuses ERR Inspections - *Manual* (ERR, pg. 12)

ERR Completion Certificates

All replacements and repair work over \$1,000 completed with ERR funds must have a *Completion Certificate* (part of [Appendix 8A - ERR Forms](#)) signed by the contractor and household stating that the specified work has been completed and the client is satisfied with the work. The household also agrees to allow work to be inspected and may be required to pay for work completed if inspection is not permitted. The *Completion Certificate* must be signed and dated by the homeowner and the heating contractor. The *Completion Certificate* must include the model and serial numbers of replacements and test date and results of the contractor gas pressure tests. For furnace installations or oil retrofits, the Service Provider's inspector must also sign, if inspected.



ERR Enhancements

HHD refuses ERR Inspections

ERR Completion Certificate

| | | | | |
|--|--|--|------|--|
| | | | | |
| Homeowner: | | | | |
| I certify that the contractor has delivered the materials and completed the work listed on the work order. | | | | |
| I agree to allow work to be inspected. If inspection is not permitted, I may be required to pay for work completed. | | | | |
| The EAP Service Provider may pay the contractor on my behalf. | | | | |
| | | | | |
| Signature of Homeowner | | | Date | |

ERR Enhancements

Itemized invoices required in household file

- Shows costs for **labor**, **major parts**, and **new equipment** (furnace or boiler)
- Invoice must be itemized if an itemized proposal or bid from the heating contractor is not in the household file
 - Please attach the bid to invoice if used for this requirement
- For repairs:
 - **labor** (rate x hours) and **major parts** (quantity and price)
- For replacements:
 - **labor** (rate x hours) and **major parts** (quantity and price)
 - **new equipment** (furnace or boiler) make, model and price

ERR Enhancements

Itemized invoices required in the file

YOUR LOGO
HERE

INVOICE

[Your Company Slogan]

Date: [Click to select date]
INVOICE # [100]

To [Name]
[Company Name]

| Salesperson | Job | Payment Terms | Due Date |
|-------------|--------------|----------------|------------|
| Jimbo | 3033 Hwy 619 | Due on receipt | 03/01/2016 |

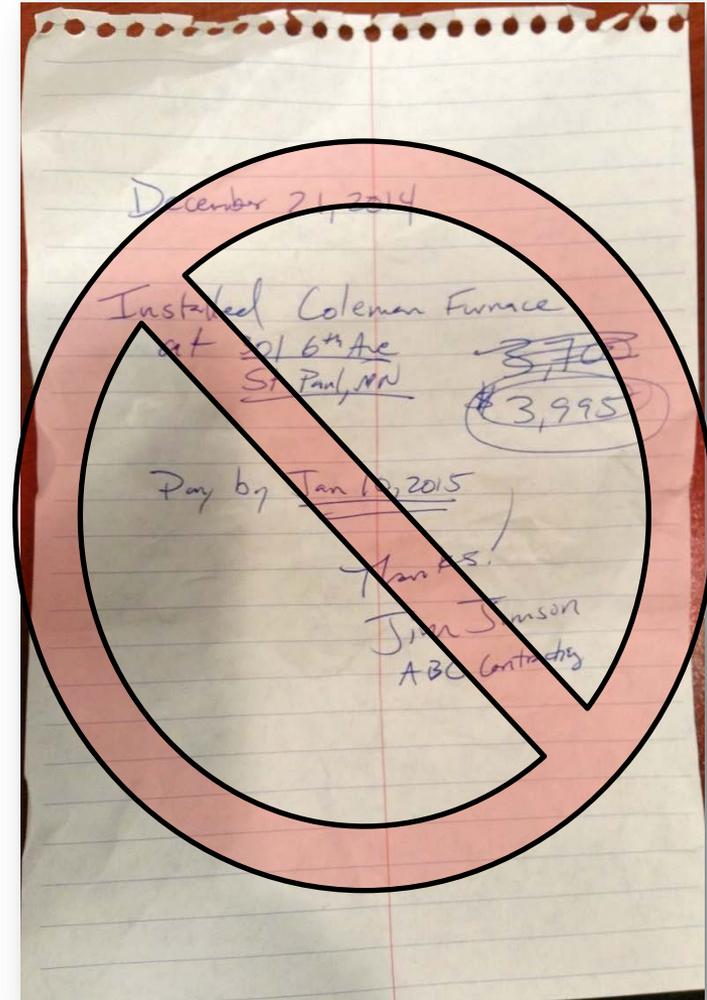
| Qty | Description | Unit Price | Line Total |
|-----|---------------------------------------|------------------|------------|
| 8 | Labor | 50.00 | 400.00 |
| 1 | Coleman Model#DGAA070BDTA 80% 70K BTU | 2,100.00 | 2,100.00 |
| 1 | Ductwork | 180.00 | 180.00 |
| 1 | Torsion Flex Adapter Kit | 110.00 | 110.00 |
| | | Subtotal | 2790.00 |
| | | Sales Tax | 209.25 |
| | | Total | 2999.25 |

Make all checks payable to [Your Company Name]

Thank you for your business!

[Your Company Name] [Street Address], [City, ST ZIP Code] Phone [phone] Fax [fax] [email]

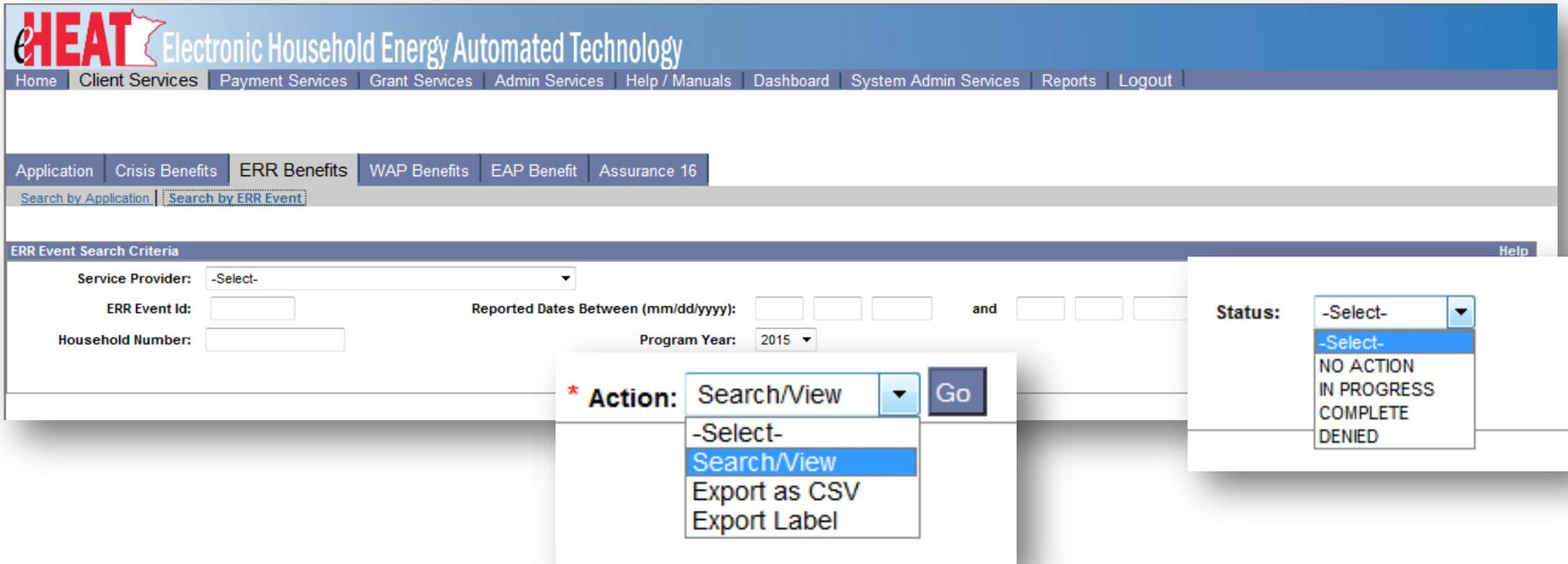
OR



ERR Enhancements

Mailing Labels

- Added ERR Export Label option to 'Search by ERR Event'



The screenshot displays the HEAT (Electronic Household Energy Automated Technology) web application interface. At the top, there is a navigation menu with links for Home, Client Services, Payment Services, Grant Services, Admin Services, Help / Manuals, Dashboard, System Admin Services, Reports, and Logout. Below this is a secondary menu with tabs for Application, Crisis Benefits, ERR Benefits, WAP Benefits, EAP Benefit, and Assurance 16. The main content area is titled "ERR Event Search Criteria" and includes several search fields: "Service Provider" (a dropdown menu set to "-Select-"), "ERR Event Id" (a text input field), "Household Number" (a text input field), "Reported Dates Between (mm/dd/yyyy)" (two date input fields separated by "and"), and "Program Year" (a dropdown menu set to "2015"). There are also two dropdown menus for "Action" and "Status". The "Action" dropdown menu is open, showing options: "-Select-", "Search/View" (highlighted), "Export as CSV", and "Export Label". The "Status" dropdown menu is also open, showing options: "-Select-", "NO ACTION", "IN PROGRESS", "COMPLETE", and "DENIED". A "Go" button is located to the right of the "Action" dropdown menu.

FSR Review and Approval

Alex Larson





FSR - Overview

Home Client Services Payment Services Grant Services Help / Manuals Dashboard System Admin Services Reports Logout

Allocate Fund Cash Request **FSR** Maintain Budget

EAP - Financial Status Report [Help](#)

Service Provider: Community Action of Alex Phone: Prepared By:
 Report Month: Jun Report Year: 2015 FSR Number: 20816
 State Fiscal Notes: Service Provider Notes: Program Year: 2015

Final: No Status: Approved CFDA Number:

| Fund Categories | Approved Budget(\$) | Previous Expenditures Reported(\$) | Accrued Expenditures this Report Month(\$) | Accrued Cumulative Expenditures thru this Report(\$) |
|-----------------------|---------------------|------------------------------------|--|--|
| ERR | 329330.00 | 279212.81 | 0.00 | 279212.81 |
| Admin | 225533.00 | 193761.95 | 15062.47 | 208824.42 |
| A16 Pre FY 2015 | | 0.00 | 0.00 | 0.00 |
| ROFW | | 0.00 | 0.00 | 0.00 |
| SP Supplemental Admin | | 0.00 | 0.00 | 0.00 |
| A16 Proactive ESS | 6700.00 | 713.43 | 3112.26 | 3825.69 |
| Outreach | 50998.00 | 19396.70 | 6883.20 | 26279.90 |
| Responsive ESS | 64117.00 | 37920.18 | 3647.87 | 41568.05 |
| Total : | 676678.00 | 531005.07 | | 559710.87 |

| | | | | |
|--------------------------|--|--------|------|--------|
| Program Income Received | | 248.95 | 0.00 | 248.95 |
| Interest Income Earned | | 0.00 | 0.00 | 0.00 |
| Program Income Expended | | 248.95 | 0.00 | 248.95 |
| Interest Income Expended | | 0.00 | 0.00 | 0.00 |
| ROFW Local Expended | | 0.00 | 0.00 | 0.00 |
| ERR Rebate Received | | 0.00 | 0.00 | 0.00 |
| ERR Rebate Expended | | 0.00 | 0.00 | 0.00 |

Financial Status Report Review

- Financial Status Reports (FSRs) are due by the 15th each month
- End of year closeout FSR due by Oct 30, 2015
- Financial management is tasked with reviewing FSRs submitted by EAP and Weatherization subgrantees
- What are we looking at?

FSR - ERR Expenditures

Home Client Services Payment Services Grant Services Help / Manuals Dashboard System Admin Services Reports Logout

Allocate Fund Cash Request FSR Maintain Budget

EAP - Financial Status Report Help

Service Provider: Community Action of Alex Phone: Prepared By:
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| Responsive ESS | 64117.00 | 37920.18 | 3647.87 | 41568.05 |
| Total : | 676678.00 | 531005.07 | | 559710.87 |

**Entered by SP
Fiscal staff--do I
equal YTD total of
eHEAT ERR
activity?**

| | | | | |
|--------------------------|--|--------|------|--------|
| Program Income Received | | 248.95 | 0.00 | 248.95 |
| Interest Income Earned | | 0.00 | 0.00 | 0.00 |
| Program Income Expended | | 248.95 | 0.00 | 248.95 |
| Interest Income Expended | | 0.00 | 0.00 | 0.00 |
| ROFW Local Expended | | 0.00 | 0.00 | 0.00 |
| ERR Rebate Received | | 0.00 | 0.00 | 0.00 |
| ERR Rebate Expended | | 0.00 | 0.00 | 0.00 |

Reopen Approve Clear View Status History Quit

FSR – ERR Expenditures

- FSRs are submitted on a cash basis
- Important that SP program and fiscal staff coordinate to ensure proper date entry into eHEAT
- Payment date in eHEAT should match date check was issued by SP fiscal department
- Best practice is to use eHEAT transactionally

FSR - Within Budget Limits?

Allocate Fund | Cash Request | **FSR** | Maintain Budget

EAP - Financial Status Report [Help](#)

Service Provider: Community Action of Alex Phone: Prepared By:

Report Month: Jun Report Year: 2015 FSR Number: 20816

State Fiscal Notes: Service Provider Notes: Program Year: 2015

Final: No Status: Approved CFDA Number:

| Fund Categories | Approved Budget(\$) | Previous Expenditures Reported(\$) | Accrued Expenditures this Report Month(\$) | Accrued Cumulative Expenditures thru this Report(\$) |
|-----------------------|---------------------|------------------------------------|--|--|
| ERR | 329330.00 | 279212.81 | 0.00 | 279212.81 |
| Admin | 225533.00 | 193761.95 | 15062.47 | 208824.42 |
| A16 Pre FY 2015 | | 0.00 | 0.00 | 0.00 |
| ROFW | | 0.00 | 0.00 | 0.00 |
| SP Supplemental Admin | | 0.00 | 0.00 | 0.00 |
| A16 Proactive ESS | 6700.00 | 713.43 | 3112.26 | 3825.69 |
| Outreach | 50998.00 | 19396.70 | 6883.20 | 26279.90 |
| Responsive ESS | 64117.00 | 37920.18 | 3647.87 | 41568.05 |
| Total : | 676678.00 | 531005.07 | | 559710.87 |

Do any budget categories exceed the approved budget?

FSR – SP Cash Position

| Fund Categories | Approved Budget(\$) | Previous Expenditures Reported(\$) | Accrued Expenditures this Report Month(\$) | Accrued Cumulative Expenditures thru this Report(\$) |
|--------------------------|---------------------|------------------------------------|--|--|
| ERR | 329330.00 | 279212.81 | 0.00 | 279212.81 |
| Admin | 225533.00 | 193761.95 | 15062.47 | 208824.42 |
| A16 Pre FY 2015 | | 0.00 | 0.00 | 0.00 |
| ROFW | | 0.00 | 0.00 | 0.00 |
| SP Supplemental Admin | | 0.00 | 0.00 | 0.00 |
| A16 Proactive ESS | 6700.00 | 713.43 | 3112.26 | 3825.69 |
| Outreach | 50998.00 | 19396.70 | 6883.20 | 26279.90 |
| Responsive ESS | 64117.00 | 37920.18 | 3647.87 | 41588.05 |
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| Program Income Received | | 248.95 | 0.00 | 248.95 |
| Interest Income Earned | | 0.00 | 0.00 | 0.00 |
| Program Income Expended | | 248.95 | 0.00 | 248.95 |
| Interest Income Expended | | 0.00 | 0.00 | 0.00 |
| ROFW Local Expended | | 0.00 | 0.00 | 0.00 |
| ERR Rebate Received | | 0.00 | 0.00 | 0.00 |
| ERR Rebate Expended | | 0.00 | 0.00 | 0.00 |

Does the amount of cash requested YTD by the SP significantly exceed expenditures YTD?

Financial Status Report Review

- Commerce fiscal will reach out to SP fiscal staff with questions or to request corrections
- Here to help—reach out!

Weatherization Assistance

Michelle Gransee

Jodi Bellefeuille

A blue silhouette of the state of Minnesota is positioned to the left of the text.

MINNESOTA DEPARTMENT OF
COMMERCE

Michelle Gransee & Jodi Bellefeuille
MN Weatherization Assistance Program
PY15 WAP Policy Highlights

The Changing Face of WAP

- Service Providers Territory Expansions
 - CAPRW
 - Inter County Community Council
 - SRC
 - Dakota
- Staff Changes
- Federal Guidance
 - Quality Work Plan
 - Standard Work Specifications
 - OMB, WPN, and Memos



US Department of Energy

New Requirements

DOE Quality Work Plan (QWP)

- Changes to Service Provider operations and program implementation
- Standard Work Specifications (SWS)
 - New standards for installed measures
 - Implemented nationwide, states have some ability to customize
- Worker Designations
 - Quality Control Inspector (QCI)
 - Certification required as of July 1, 2015
 - Anticipate future certifications for Energy Auditors, Crew Leaders, and Retrofit Installers

Quality Control Inspection

A Quality Control Inspection (QCI) verifies that all aspects of the Audit Event have been satisfactorily completed

- Includes site visit, file review and client education
- The QCI must take place after work has been completed and before payment is issued
- Cannot be conducted by energy auditor or anyone who has installed work
- Certified through the Building Performance Institute (BPI)

FFY15 EAPWX State Plan

- New: EAPWX funds may be used for all measures included on the MN WAP Allowable Measures Chart
 - Includes baseloads
 - Fully aligns DOE and EAPWX funds for audit events
- New: All dwellings must be inspected and monitored in accordance with DOE's Standard Work Specifications

Standalone Event

- Funded by EAPWX and/or Propane
- Focus exclusively on heating system and water heater repair and replacement measures
- NEW: Allowable Measures Chart for Standalones in Appendix C
- NEW: All standalone work will be done to the SWS
- Eligible Dwellings: no Changes
 - Rental dwellings = \$2,000 limit
 - Owner occupied = no limit

Standalone Event

- **Emergency Standalone:** a situation where a dwelling has a no-heat event during the winter season or a heating system or water heater is causing a life-threatening situation such as high carbon monoxide levels in the flue gas.
- **Non-emergency Standalone:** a situation where full weatherization services cannot be provided and the dwelling does not have a no-heat or life-threatening situation.

Emergency Standalone Event

- If there is a life-threatening situation, EAPWX funds are available and LIHEAP's ERR funds are not available; EAPWX funds must be used
- A Service Provider must take immediate action to restore households in no-heat/life-threatening conditions to safe situations
- Service Providers must have in place a mechanical procurement process that ensures fair contractor competition while allowing for prompt services

Vermiculite

- Service Providers have reported high rates of deferrals (“walk-aways”) due to vermiculite
- Vermiculite insulation is presumed to contain asbestos unless testing shows otherwise
- PY15: SPs must decide how to approach
 - Deferral of homes containing vermiculite is allowed
 - SPs must decide how to approach to vermiculite
 - MDH only regulates vermiculite 1% or greater
 - Therefore MDH has revised its policy with an approved method of testing, Three samples per attic.

WAP Monitoring approach

- Training & Technical Assistance
 - In Process Jobs
 - Tier 1 Training
 - Tier 2 Training
 - Dedicated staff
- Desk Monitoring
- Compliance Monitoring
 - Monitor to SWS, OMB, DOE, and other guidance
 - Refers to Training
 - Dedicated staff

Increased Statewide Coordination

- Internal coordination
 - EAP – WAP meetings
 - Participation in Low-Income CIP Study
 - Sharing of training (e.g. ERR – Ivan)
 - Joint review of internal controls
- Coordination between agencies
 - Monitoring/Audit reports
 - At-Risk Meetings

QUESTIONS?

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