

## FFY2023 EAPWX State Annual Plan

### Background

The Minnesota Energy Assistance Program (EAP) transfers a portion of its annual Low Income Home Energy Assistance Program (LIHEAP) allocation to the Minnesota Weatherization Assistance Program (WAP) to “provide low-cost residential weatherization and other cost-effective energy-related home repairs;” PL 97-35, Sec. 2605 (b) (1) (c). The *EAPWX State Annual Plan* is an agreement between WAP and EAP for the use of these funds. This plan incorporates internal controls to safeguard funds against loss or unauthorized use, and to ensure fulfillment of strategic objectives.

### Transfer of funds

1. Upon completion of this agreement, FFY2023 EAPWX funds are considered obligated for FFY2023 and remain obligated unless they are not fully expended within the terms of this agreement.
2. FFY2023 EAPWX funds must be expended by September 30, 2024. Unspent funds will be returned to EAP.
3. Commerce WAP will use up to 3.5% of total EAPWX funds for overall program administration, monitoring, and reporting.
4. The remaining 65% of allowable administrative funds (6.5% of total EAPWX funds), as well as all program funds are distributed to WAP Service Providers according to the same formula used for DOE WAP funds.

### EAPWX Guidance and Rules

1. This plan applies to EAPWX funds available at the time the plan and guidance are implemented.
2. EAPWX transfer funds will be used in accordance with Section 5 of the FFY2023 MN LIHEAP State Plan, the most current version of the MN WAP Policy Manual and its incorporated appendices.
3. EAPWX transfer funds are not subject to the USDOE average cost per unit limit.
4. Allowable measures by event type:
  - a. Audit events:
    - Audit event activities will follow Section 4 of the MN WAP Policy Manual and incorporated appendices.
    - All energy conservation, incidental repair, and health and safety measures will follow the “Allowable Measures Chart (Audit Event)” and incorporated appendices.
  - b. Standalone events:
    - Standalone event activities will follow Section 5 of the MN WAP Policy Manual and incorporated appendices.
    - All standalone measures will follow the “Allowable Measures Chart (Standalone Event)” and incorporated appendices.
5. EAPWX standalone funds may be used for allowed activities in non-emergency situations during the entire grant period (WAP Policy 5.1).
6. State level EAP and WAP coordination includes:
  - Annual EAP and WAP planning activities
  - Coordination and communication of issues identified through monitoring of local Service Providers
  - Coordination and management of complaints, appeals, suspected fraud, local Service Provider issues, etc.
7. Only EAPWX administrative funds may be used for Training and Technical Assistance (T&TA) cost. EAPWX program funds may be used for local travel expenses.

- 8. EAPWX funds may be used for purchasing and/or leasing of hardware, software, and equipment (including vehicles). Commerce WAP is responsible for the review and approval of these purchases in accordance with USDOE rules.

**Monitoring and Internal Controls**

- 1. Commerce WAP will follow all Department of Commerce internal control policies in the administration of EAPWX funds.
- 2. WAP monitoring activities are described in Section 8 of the WAP Policy Manual.
  - a. In addition to required Service Provider inspections, a minimum of 5% of dwellings weatherized statewide will be monitored for the State by a certified Commerce Quality Control Inspector (QCI) each program year where audit events have been created and EAPWX funds have been used.
  - b. Each Service Provider will receive a minimum of one onsite or virtual administrative monitoring visit each program year.
  - c. Monthly desk monitoring of weatherization system data will be conducted to ensure ongoing program compliance.
- 3. Client appeals will be responded to in accordance with WAP Policy 1.6 and Appendix E.
- 4. Fiscal controls for all EAPWX funds will follow existing Department of Commerce procedures.
- 5. Commerce WAP will submit quarterly reports to Commerce EAP regarding the use of FFY2022 and FFY2023 funds. The data to be included in the reports will be specified by Commerce EAP outside of this plan. Quarterly reports will be submitted 30 days after the end of each quarter, except for the quarter ending June 30 which will be submitted within 45 days.
- 6. Commerce WAP will submit data to Commerce EAP for the “HHS EAP Household Report” and the “HHS Performance Data Form” as follows:
  - a. Estimates through September 30 for the “Household Report” are due to the EAP Director on or before August 15.
  - b. Actual numbers from October 1 through September 30 for the “Household Report” are due to the EAP Director on or before December 1.
  - c. Actual numbers from October 1 through September 30 for the “Performance Data Form” are due to the EAP Director on or before December 15.

**Signatures**

WAP Approval	EAP Approval
Name: Suzy Meneguzzo	Name: Michael Schmitz
Title: Director, Weatherization Assistance Programs	Title: Director, Office of Energy Assistance Programs
Signature: <u><i>Suzy Meneguzzo</i></u>	Signature: <u><i>Michael Schmitz</i></u>
Date: <u>6/11/2023</u>	Date: <u>6/9/23</u>