FFY2020 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. The EAPWX transfer amount is 10% of Minnesota’s total Federal Fiscal Year 2020 (FFY20) LIHEAP regular award allocation received to date. The transfer amount does not include any funds appropriated as part of the CARES Act. The Office of Energy Assistance Programs has received $117,873,568 as its LIHEAP regular award allocation for FFY20. Ten percent of the EAP award for EAPWX transfer is $11,787,356.
2. Upon completion of this agreement, FFY20 EAPWX funds are considered obligated for FFY20 and remain obligated unless they are not fully expended within the terms of this agreement.
3. FFY20 EAPWX funds must be expended by September 30, 2021. Unspent funds will be returned to EAP.
4. Commerce WAP will use up to 3.5% of EAPWX administrative funds for overall program administration, monitoring, and reporting.
5. The remaining 6.5% of the administrative funds and 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 FFY20 MN LIHEAP State Plan, the most current version of the MN WAP Policy Manual and its incorporated appendices, and this plan.
3. Average cost per unit and allowable measures by event type:
   a. Audit events:
      • The average cost per unit will follow the most current DOE approved average as identified in Commerce’s annual DOE State Plan.
      • The statewide health and safety average is $2,700.
      • Audit event activities will follow Section 4 of the MN WAP Policy Manual.
      • All energy conservation, incidental repair, and health and safety measures will follow the “Allowable Measures Chart (Audit Event).”
   b. Standalone events:
      • Standalone event activities will follow Section 5 of the MN WAP Policy Manual.
      • All standalone measures will follow the “Allowable Measures Chart (Standalone Event).”
4. EAPWX standalone funds may be used for allowed activities in non-emergency situations during the entire grant period (WAP Policy 5.1).
5. 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.
6. 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.

7. EAPWX funds may be used for purchasing of hardware, software, or leasing of 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 administrative monitoring visit each program year.
   c. Monthly desk monitoring of WA 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 FFY19 and FFY20 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 9/30 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**

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<thead>
<tr>
<th>WAP Approval</th>
<th>EAP Approval</th>
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<tbody>
<tr>
<td>Name: Michelle Gransee</td>
<td>Name: Michael Schmitz</td>
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<tr>
<td>Title: Director, Minnesota State Energy Office</td>
<td>Title: Director, Office of Energy Assistance Programs</td>
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<td>Signature: [Signature]</td>
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<td>Date: June 24, 2020</td>
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