

APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

1. Type of Submission:

- ☐ Preapplication
☒ Application
☐ Changed/Corrected Application

2. Type of Application:

- ☐ New
☐ Continuation
☒ Revision

If Revision, select appropriate letter(s)

Increase Duration

Other (specify):

3. Date Received

12/11/2025

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

DE-SE0001842

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

a. Legal Name: North Dakota Dept of Commerce

b. Employer/Taxpayer Identification Number (EIN/TIN):
450309764

c. UEI:
KPCQM5JFZBJ3

d. Address:

Street 1: 1600 East Century Avenue, Suite 6
Street 2: P.O. BOX 2057
City: Bismarck
County: BURLEIGH County
State: ND
Province:
Country: U.S.A.
Zip / Postal Code: 585030000

e. Organizational Unit:

Department Name:
Department of Commerce

Division Name:
Division of Community Services

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: First Name: Alyssa
Middle Name:
Last Name: Kroshus
Suffix:

Title:

Organizational Affiliation: North Dakota Department of Commerce

Telephone Number: 7013285341

Fax Number:

Email: alkroshus@nd.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 Program

12. Funding Opportunity Number:

DE-WAP-0002026

Title:

2026 Weatherization Assistance Program (WAP) Funding

13. Competition Identification Number:

Title:

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

North Dakota

15. Descriptive Title of Applicant's Project:

North Dakota Low Income Home Weatherization Program

APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

16. Congressional District Of:

a. Applicant: North Dakota At-Large Congressional District

b. Program/Project: ND-Statewide

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

17. Proposed Project:

a. Start Date: 10/01/2026

b. End Date: 06/30/2027

18. Estimated Funding (\$):

a. Federal	3,319,576.00
b. Applicant	0.00
c. State	0.00
d. Local	0.00
e. Other	0.00
f. Program Income	0.00
g. TOTAL	3,319,576.00

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

01/01/2025

☐ 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

☒ 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

Authorized Representative:

Prefix: First Name: Alyssa

Middle Name:

Last Name: Kroshus

Suffix:

Title:

Telephone Number: 7013285341

Fax Number:

Email: alkroshus@nd.gov

Signature of Authorized Representative: Signed Electronically

Date Signed: 10/07/2026

Authorized for Local Reproduction

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

U.S. DEPARTMENT OF ENERGY



BUDGET JUSTIFICATION FOR FORMULA GRANTS

Applicant: North Dakota Dept of Commerce
Award number: SE0001842

Budget period: 10/01/2026 - 06/30/2027

1. **PERSONNEL** - Prime Applicant only (all other participant costs are listed in 6 below and form SF-242A, 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:

Position	Description of Duties of Professionals
Program Manager	Weatherization Program Administration. Manages the weatherization program, completes the budgets and reports to DOE and the state. Helps monitor, train, and inspect the agencies. Oversees the online reporting and auditing software. Also manages several other programs which pay for time not spent on DOE WAP. Personnel costs charged to correlating program.
Program Specialist	Will assist the Program Manager and the Pother Program Administer as needed. Focus on sub-grantee T&TA, training and program development. Personnel costs paid by DOE funds and LIHEAP funds.
PT Weatherization Administrator	Duties include training newly hired Weatherization Program Manager and Coordinator in processes and procedures including: subgrantee training and technical assistance, state plans, and reporting. Personnel costs paid by DOE funds and LIHEAP funds.
Fiscal Staff	Process sub-grantee invoices for payment, track program finances, procure sub-grantee contracts
Division of Community Services Director Staff	Time spent on general program management by DCS Director and Energy Efficiency Program Manager.

Direct Personnel Compensation:

Position	Salary/Rate	Time	Direct Pay
Program Manager	\$81,000.00	43.6791 % FT	\$35,380.07
Program Specialist	\$55,000.00	42.9430 % FT	\$23,618.65
PT Weatherization Administrator	\$50,000.00	48.4661 % FT	\$24,233.05
Fiscal Staff	\$75,000.00	22.1775 % FT	\$16,633.13
Division of Community Services Director Staff	\$110,000.00	14.5846 % FT	\$16,043.06
		Direct Pay Total	\$115,907.96

2. FRINGE BENEFITS

- 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 attach a copy of the rate agreement to the application.
- If a. above does not apply, please use this box (or an attachment) to further explain how your total fringe benefits costs were calculated. Your calculations should identify all rates used, along with the base they were applied to (and how the base was derived), and a total for each (along with grand total). If there is an established computation methodology approved for state-wide use, please provide a copy. Also, please fill out the table below with the Fringe Benefits Calculations.

The Fringe Benefit rate was calculated by taking the figures paid through our most recent grants. There have been no changes in the past year because of no employee raises or added benefits.

The Fringe Benefits rate of 28.82% includes the following:

Health Insurance - 14.6%

Social Security - 5.4%

State Retirement - 8.7%

Employee Assistance Plan, Basic Life Insurance, Section 125 Admin Fee - .12%

Fringe Benefits Calculations

Position	Direct Pay	Rate	Benefits
Program Manager	\$35,380.07	42.0153 %	\$14,865.04
Program Specialist	\$23,618.65	40.9666 %	\$9,675.76
PT Weatherization Administrator	\$24,233.05	24.4690 %	\$5,929.59
Fiscal Staff	\$16,633.13	4.9518 %	\$823.64
Division of Community Services Director Staff	\$16,043.06	7.4733 %	\$1,198.95
		Fringe Benefits Total	\$32,492.98

3. TRAVEL

- a. Please provide the purpose of travel, such as professional conference(s), DOE sponsored meeting(s), project management meeting, etc. If there is any foreign travel, please identify.

Purpose of Trip	Number of Trips	Cost Per Trip	Total
National Home Performance Conference, shared expense with other programs	2	\$1,600.00	\$3,200.00
NASCSP in person conferences for Wx staff, shared expense with other programs	4	\$1,600.00	\$6,400.00
Agency Specific Training-On Site, shared expense with other programs	5	\$400.00	\$2,000.00
Energy OutWest Board Meeting and Peer Exchange for Program Manager, shared expense with other programs	1	\$1,800.00	\$1,800.00
Monitoring Visits, shared expense with other programs	12	\$400.00	\$4,800.00
BAT/BAP training. There are no in-state certified training centers.	1	\$2,800.00	\$2,800.00
		Travel Total	\$21,000.00

- b. Please provide the basis for estimating the costs, such as past trips, current quotations, Federal Travel Regulations, etc. All listed travel must be necessary for the performance of the award objectives.

All estimated trip costs are based on past trips of a similar nature using State and Federal government rates. These training and trips will take place in the 2026 grant year. Conference expenses will be split between DOE and LIHEAP.

4. EQUIPMENT - Equipment is generally defined as an item with an acquisition cost greater than \$10,000 and a useful life expectancy of more than one year.

- a. List all proposed equipment below and briefly justify its need as it applies to the objectives of the award.

Equipment	Unit Cost	Number	Total Cost	Justification of Need
-----------	-----------	--------	------------	-----------------------

- b. Please provide a basis of cost such as vendor quotes, catalog prices, prior invoices, etc. and justify need. If the Equipment is being proposed as Cost Share and was previously acquired, please provide the source and value of its contribution to the project and logical support for the estimated value shown. If it is new equipment which will retain a useful life upon completion of the project, provide logical support for the estimated value shown. Also, please indicate whether the Equipment is being used for other projects or is 100% dedicated to the DOE project.

We are not budgeting equipment under this award.

5. SUPPLIES - Supplies are generally defined as an item with an acquisition cost of \$10,000 or less and a useful life expectancy of less than one year. Supplies are generally consumed during the project performance.

- a. List all proposed supplies below, the estimated cost, and briefly justify the need for the supplies as they apply to the objectives of the award. Note that all direct costs, including Supply items, may not be duplicative of supply costs included in the indirect pool that is the basis of the indirect rate applied for this project.

General Category	Cost	Justification of Need
------------------	------	-----------------------

- b. Please provide a basis of cost for each item listed above and justify need. Examples include vendor quotes, prior purchases of similar or like items, published price list, etc.

We are not budgeting supplies under this award.

6. CONTRACTS AND SUBGRANTS - Provide the following information for New proposed subrecipients and subcontractors. For ongoing subcontractors and subrecipients, this information does not have to be restated here, if it is provided elsewhere in the application; under Name of Proposed Sub, indicate purpose of work and where additional information can be found (i.e weatherization subgrants, Annual File section IV.1).

Name of Proposed Sub	Total Cost	Basis of Cost*
6 Weatherization Subgrantees	\$2,663,778.00	Agency T & TA, Admin, Audit, H&S, Insurance, Program Operations
Contracted Program training	\$8,606.00	Misc. training needs to ensure program staff are in compliance with standards
CAPND	\$311,906.00	Administer the Weatherization Readiness Funds
EERC WxPro Update	\$45,000.00	Changes in the reporting to reflect new data collection requirements. Ongoing work with Oak Ridge National Laboratories for Energy Audit Software conversion
Contracts and Subgrants Total	\$3,029,290.00	

*For example, Competitive, Historical, Quote, Catalog

7. OTHER DIRECT COSTS - Other direct costs are direct cost items required for the project which do not fit clearly into other categories. These direct costs may not be duplicative of costs included in the indirect pool that is the basis of the indirect rate applied for this project. Examples are: conference fees, subscription costs, printing costs, etc.

- a. Please provide a General Description, Cost and Justification of Need.

General Description	Cost	Justification of Need
Administrative	\$22,500.00	Costs associated with grant management from an administrative perspective
Software	\$25,000.00	Updates and Maintenance to WxPro Reporting and Audit software.
Data Processing	\$3,710.00	Storage of data on server. Cost of FileNet database for document storage.
Printing, Postage, Phone, Advertising, Subscriptions	\$5,687.00	Historical Costs, Health and Safety Brochures for Client Ed, Printed SWS for sub-grantees

Other Direct Costs Total \$56,897.00

- b. Please provide a basis of cost for each item listed above. Examples include vendor quotes, prior purchases of similar or like items, published price list, etc.

Printing, Postage, Advertising, Subscriptions are based on historical costs. Added Health and Safety brochures for client ed. Software includes updates and maintenance to the WxPro software, adding new features to keep up with new DOE rules. Data Processing is contract cost of storage on the server. We are also using a document storage system called Filenet. Costs included in Other Direct Costs are not being charged to Indirect Costs or any other budget category and all costs proposed are only being used to support the Weatherization Assistance Program and are properly segregated from other federal and/or non-federal projects.

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.
- 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.

See Indirect Rate Cost Proposal attached

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

Name: Maria Effertz Hanson

Phone Number: 7013285300

Indirect costs calculations:

<u>Indirect Cost Account</u>	<u>Direct Total</u>	<u>Indirect Rate</u>	<u>Total Indirect</u>
Personnel	\$343,099.00	18.6500 %	\$63,987.96
		Indirect Costs Total	\$63,987.96

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. SE0001842		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address North Dakota Dept of Commerce 1600 East Century Avenue, Suite 6 Bismarck, ND 585030000		4. Program/Project Start Date 10/01/2026	5. Completion Date 06/30/2027

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. Federal	81.042	\$ 0.00		\$ 3,319,576.00		\$ 3,319,576.00
2.						
3.						
4.						
5. TOTAL		\$ 0.00	\$ 0.00	\$ 3,319,576.00	\$ 0.00	\$ 3,319,576.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) GRANTEE ADMINISTRATI ON	(2) SUBGRANTEE ADMINISTRATI ON	(3) GRANTEE T&TA	(4) SUBGRANTEE T&TA	
a. Personnel	\$ 73,513.00	\$ 0.00	\$ 42,395.00	\$ 0.00	\$ 115,908.00
b. Fringe Benefits	\$ 18,552.00	\$ 0.00	\$ 13,941.00	\$ 0.00	\$ 32,493.00
c. Travel	\$ 0.00	\$ 0.00	\$ 21,000.00	\$ 0.00	\$ 21,000.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
f. Contract	\$ 12,886.00	\$ 331,958.00	\$ 45,000.00	\$ 364,390.00	\$ 3,029,290.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other Direct Costs	\$ 25,515.00	\$ 0.00	\$ 31,382.00	\$ 0.00	\$ 56,897.00
i. Total Direct Charges	\$ 130,466.00	\$ 331,958.00	\$ 153,718.00	\$ 364,390.00	\$ 3,255,588.00
j. Indirect Costs	\$ 35,513.00	\$ 0.00	\$ 28,475.00	\$ 0.00	\$ 63,988.00
k. Totals	\$ 165,979.00	\$ 331,958.00	\$ 182,193.00	\$ 364,390.00	\$ 3,319,576.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. SE0001842		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address North Dakota Dept of Commerce 1600 East Century Avenue, Suite 6 Bismarck, ND 585030000		4. Program/Project Start Date 10/01/2026	5. Completion Date 06/30/2027

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	\$ 3,319,576.00	\$ 0.00	\$ 3,319,576.00

SECTION B - BUDGET CATEGORIES					
6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) PROGRAM OPERATIONS	(2) HEALTH AND SAFETY	(3) Weatherization Readiness	(4) FINAL INSPECTION	
a. Personnel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 115,908.00
b. Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 32,493.00
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 21,000.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
f. Contract	\$ 1,276,046.00	\$ 294,473.00	\$ 311,906.00	\$ 137,421.00	\$ 3,029,290.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other Direct Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 56,897.00
i. Total Direct Charges	\$ 1,276,046.00	\$ 294,473.00	\$ 311,906.00	\$ 137,421.00	\$ 3,255,588.00
j. Indirect Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 63,988.00
k. Totals	\$ 1,276,046.00	\$ 294,473.00	\$ 311,906.00	\$ 137,421.00	\$ 3,319,576.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. SE0001842		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address North Dakota Dept of Commerce 1600 East Century Avenue, Suite 6 Bismarck, ND 585030000		4. Program/Project Start Date 10/01/2026	5. Completion Date 06/30/2027

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	\$ 3,319,576.00	\$ 0.00	\$ 3,319,576.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) INTAKE/ELIGIBILITY	(2) ENERGY AUDITS	(3)	(4)	
a. Personnel	\$ 0.00	\$ 0.00			\$ 115,908.00
b. Fringe Benefits	\$ 0.00	\$ 0.00			\$ 32,493.00
c. Travel	\$ 0.00	\$ 0.00			\$ 21,000.00
d. Equipment	\$ 0.00	\$ 0.00			\$ 0.00
e. Supplies	\$ 0.00	\$ 0.00			\$ 0.00
f. Contract	\$ 58,895.00	\$ 196,315.00			\$ 3,029,290.00
g. Construction	\$ 0.00	\$ 0.00			\$ 0.00
h. Other Direct Costs	\$ 0.00	\$ 0.00			\$ 56,897.00
i. Total Direct Charges	\$ 58,895.00	\$ 196,315.00			\$ 3,255,588.00
j. Indirect Costs	\$ 0.00	\$ 0.00			\$ 63,988.00
k. Totals	\$ 58,895.00	\$ 196,315.00			\$ 3,319,576.00
7. Program Income	\$ 0.00	\$ 0.00			\$ 0.00

U.S. Department of Energy
Weatherization Assistance Program (WAP)
WEATHERIZATION ANNUAL FILE WORKSHEET
Grant Number: SE0001842, **State:** ND, **Program Year:** 2026
Recipient: North Dakota Dept of Commerce

IV.1 Subgrantees

Subgrantee (City)	Planned Funds/Units
CAPND (Fargo)	\$311,906.00 0
Community Action Partnership - Minot Region (Minot)	\$357,952.00 19
Community Action Partnership; Inc (Dickinson)	\$403,871.00 22
Community Action Program Region VII (Bismarck)	\$456,862.00 25
Community Action Region VI (Jamestown)	\$244,597.00 12
Dakota Prairie Community Action Agency (Devils Lake)	\$343,043.00 18
Southeastern ND Community Action Agency (Fargo)	\$853,173.00 49
Total:	\$2,971,404.00 145

IV.2 WAP Production Schedule

Weatherization Plans		Units
Total Units (excluding reweatherized)		145
Rewatherized Units		0
Average Unit Costs, Units subject to DOE Project 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	145
C	Total Units Rewatherized	0
D	Total Dwelling Units to be Weatherized and Rewatherized (B + C)	145
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	\$1,276,046.00
G	Total Dwelling Units to be Weatherized and Rewatherized (from line D)	145
H	Average Program Operations Costs per Unit (F divided by G)	\$8,800.32
I	Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J	Total Average Cost per Dwelling (H plus I)	\$8,800.32

IV.3 Energy Savings

Method used to calculate savings: ☒ WAP algorithm ☐ Other (describe below)			
	Units	Savings Calculator (MBtus)	Energy Savings
This Year Estimate	145	29.3	4248
Prior Year Estimate	174	29.3	5098

U.S. Department of Energy
Weatherization Assistance Program (WAP)
WEATHERIZATION ANNUAL FILE WORKSHEET
Grant Number: SE0001842, **State:** ND, **Program Year:** 2026
Recipient: North Dakota Dept of Commerce

Prior Year Actual	146	29.3	4278
-------------------	-----	------	------

Method used to calculate savings description:

The DOE algorithm is used.

IV.4 DOE-Funded Leveraging Activities

Leveraging activities will not apply to this grant.

IV.5 Policy Advisory Council Members

☐ Check if an existing state council or commission serves in this category and add name below

Community Action Partnership - Minot Region	Type of organization: Local agency Contact Name: Rachel Haskins Phone: 7018397221 Email: rachel@capminotregion.org
Community Action Partnership; Inc	Type of organization: Local agency Contact Name: Mr. Erv Bren, Director Phone: 7012270131 Email: comact@dickinson.ctctel.com
Community Action Program Region VII, Inc.	Type of organization: Non-profit (not a financial institution) Contact Name: Lloyd Winterberg Phone: 7012582240 Email: lloydw@cap7.com
Community Action Region VI	Type of organization: Local agency Contact Name: Bryce Livingston Phone: 7012521821 Email: bryce@cap6.com
Dakota Prairie Community Action Agency	Type of organization: Non-profit (not a financial institution) Contact Name: Lora Papachek Phone: 7016626500 Email: lpapachek@dpcaa.org
ND Department of Commerce	Type of organization: Unit of State Government Contact Name: Shawwna Pratt Phone: 7013287493 Email: prattshawwna@nd.gov
ND Department of Commerce	Type of organization: Unit of State Government Contact Name: Ben Gress Phone: 7013289130 Email: gressbenjamin@nd.gov
ND Dept. of Commerce	Type of organization: Unit of State Government Contact Name: Alyssa Kroshus Phone: 7013285300 Email: alkroshus@nd.gov
ND Dept. of Commerce	Type of organization: Unit of State Government Contact Name: Rikki Roehrich Phone: 7013282687 Email: roehrich@nd.gov
ND Health and Human Services	Type of organization: Unit of State Government Contact Name: Rachel Schafer Phone: 7013282310 Email: raischafer@nd.gov
Southeastern ND Community Action Agency	Type of organization: Non-profit (not a financial institution) Contact Name: Doug Bakke Phone: 7012322452

U.S. Department of Energy
Weatherization Assistance Program (WAP)
WEATHERIZATION ANNUAL FILE WORKSHEET
Grant Number: SE0001842, **State:** ND, **Program Year:** 2026
Recipient: North Dakota Dept of Commerce

Standing Rock Reservation LIHEAP	Email:	doughb@sendcaa.org
	Type of organization:	Indian Tribe
	Contact Name:	Deanne Bear Catches
	Phone:	7018548500
	Email:	dbearcatches@standingrock.org

IV.6 State Plan Hearings (Note: attach notes and transcripts to the SF-424)

Date Held	Newspapers that publicized the hearings and the dates the notice ran
09/01/2026	Transcript and notice attached.

IV.7 Miscellaneous

Recipient Business Officer:
Alison Widmer

aljwidmer@nd.gov

701-328-5391

Principle Investigator:

Alyssa Kroshus
alkroshus@nd.gov
701-328-5341

We are giving the agencies the option to blend LIHEAP funds on DOE jobs this program year. All jobs with any DOE funds used will follow all DOE rules. This will help avoid some deferrals and should lower the cost per unit as some of the agencies are struggling to maintain a low cost per unit and buy needed equipment.

There is one outlier within the Subgrantee production and funding allocation. Region One has a smaller low income population so it affects their allocation. It is about a thousand less than the other regions average.

Weatherization Readiness Funds (WRF)

Division of Community Services (DCS) will contract out the administration of the Weatherization Readiness Funds to the Community Action Partnership of North Dakota (CAPND). The subgrantees will submit job proposals to DCS where the State Manager will approve them. When the work is complete the subgrantees will submit invoices to CAPND for reimbursement. The WRF will use the same priority system as the regular Weatherization grant. WRF will not be used on rentals. There is a \$15,000 cap on WRF that can be used on a project although an agency may apply for a waiver if they feel it is warranted. If WRF are used on a house, that house must be weatherized using PY2024 or 2022 BIL funds. Other funds may be used to leverage the WRF but not DOE regular program funds. Readiness funds may be expended over multiple program years. All information will be tracked in our WxPro Audit and Reporting Tool. The date of deferral will be entered and the job will be removed from the deferral list when the WRF work is approved. State Readiness fund allocations are included in the total state budget in which 15% of Administrative allowable activities is derived from. All required information in Memorandum 103 will be tracked for reporting purposes. WPN 23-4 will be followed.

Some examples of allowable activities:

Major roof repair

Wall repair (interior or exterior)

Ceiling repair

Floor repair

U.S. Department of Energy
Weatherization Assistance Program (WAP)
WEATHERIZATION ANNUAL FILE WORKSHEET
Grant Number: SE0001842, **State:** ND, **Program Year:** 2026
Recipient: North Dakota Dept of Commerce

Foundation or subspace repair

Exterior drainage repairs (e.g., landscaping or gutters)

Plumbing repairs

Electrical repair

Leveling manufactured homes

Clean-up or remediation beyond typical scope of WAP

Lead paint

Asbestos (confirmed or suspected, including vermiculite), mold and/or moisture

Workforce

The Weatherization Program encounters a significant obstacle in recruiting staff, even with a statewide unemployment rate of less than 2%. Although low unemployment rates often suggest a thriving economy, they pose substantial challenges for employers striving to attract and retain talent. Every North Dakota Community Action Agency has job openings and the struggle to fill these positions persists.

A recent examination of Wx employment throughout North Dakota reveals the workforce makeup and requirements in each region, with Region 1 particularly encountering substantial challenges in this aspect. Estimators, foremen, and furnace technicians also show variations in both current numbers and desired targets across regions.

The overarching goal of building a robust and diverse workforce capable of effectively implementing Wx projects and addressing the needs of low-income communities is hindered by the current workforce shortages. These shortages not only impede the immediate success of the Wx Program within North Dakota but also pose threats to its long-term sustainability. Addressing this issue requires a multifaceted approach with help from State and Federal partners.

Average Cost Per Unit

In order to maximize its effectiveness, WAP requires enhancements to current law and implementation. The recently proposed increase in ACPU to \$12K would significantly benefit North Dakota. Over time, factors such as inflation, rising costs of labor and supplies, technological advancements, and geographic considerations have made it increasingly challenging for the North Dakota Community Action Agencies to operate within the constraints of the current \$6,500 ACPU. As a result, sustaining operations, maintaining service quality, and meeting the needs of our communities have become increasingly difficult. This adjustment would ensure that funds are better aligned with the actual expenses incurred in delivering essential services to our communities. Moreover, by raising the ACPU, we can enhance the scope and quality of assistance provided to individuals and families in need across the state, fostering greater self-sufficiency and resilience.

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001842, **State:** ND, **Program Year:** 2026
Recipient: North Dakota Dept of Commerce

This worksheet should be completed as specified in Section III of the Weatherization Assistance Program Application Package.

V.1 Eligibility

V.1.1 Approach to Determining Client Eligibility

Provide a description of the definition of income used to determine eligibility

Verifications:

1. A LIHEAP referral from the DCS or the Human Service Zone (HSZ) for the current program year identifying the applicant and the client's current address.
2. Verification documentation generally available from the applicant includes pay stubs, employee W-2 forms, state or federal income tax forms and IRS Form 1040 with Schedule C or F for self-employment income.
3. Other sources that may be used for income verification include employer statements documenting at least three months of wages and state income tax records.
4. Social Security benefit verification includes Social Security benefit checks, Social Security/SSI/SSDI award letters, correspondence from Social Security regarding benefits, and information requested from the agency from local SSA offices.
5. Pension and other benefit verification documents generally available from applicants to include unemployment compensation award or determination letters, pension award notices, U.S. Department of Veterans Affairs (VA) award letters, income tax records, and railroad retirement award letters.
6. Other income verification documents generally obtained from applicants include rental agreements or leases, receipts documenting income earned from services provided by the applicant, statements from Job Service North Dakota regarding unemployment benefits, and statements from Workforce Safety & Insurance (WSI) or insurance carriers Regarding workers' compensation benefits.
7. To the extent that is reasonably possible, documentation is required for applicants who report zero income. A signed statement from the applicant is acceptable, provided that the agency documents information regarding the applicant's basic living costs including food, shelter, utilities, and medical expenses, for each month in which zero income is reported.
8. The signature of an authorized Community Action Agency (CAA) representative on the weatherization assistance application certifies that the agency representative has verified the applicant's eligibility. Supporting eligibility documentation is maintained in the client file.
9. WAP Grantees and Subgrantees may certify that applicants have met the income requirements of U.S. Department of Housing and Urban Development (HUD) means-tested programs through mechanisms including, but not limited to, applicant documentation, interagency lists of recipients, and shared system databases. Methods of verification of eligibility must be included in the client file.

"Definition of Income is described in the most current DOE-published Poverty Income Guidelines."

Application eligibility expires 12 months from the certification date if work on the dwelling unit, beginning with the energy audit, has not been initiated. If eligibility expires, the applicant must be recertified for income eligibility before weatherization services proceed.

Current North Dakota WAP Income Eligibility Limits can be found at: <https://www.commerce.nd.gov/community-services/low-income-programs/weatherization-assistance>. DOE income eligibility is based on household income at or below 200 percent of the U.S. Department of Health and Human Services poverty guidelines.

LIHEAP eligibility determinations will follow Section 415-25 of the current North Dakota LIHEAP Policy Manual and the approved North Dakota LIHEAP State Plan for the applicable federal fiscal year.

Describe what household eligibility basis will be used in the Program

North Dakota uses 60 percent of State Median Income (SMI), as updated annually by the U.S. Department of Health and Human Services (HHS), as the maximum income eligibility limit for LIHEAP heating and weatherization assistance. This eligibility basis is established in the approved North Dakota LIHEAP State Plan for the applicable federal fiscal year and Section 2605(b)(2)(B)(ii) of the Low-Income Home Energy Assistance Act of 1981 (42 U.S.C. § 8624(b)(2)(B)(ii)).

Current LIHEAP dollar limits for the applicable federal fiscal year are published by North Dakota Health and Human Services on the North Dakota LIHEAP Webpage: <https://www.hhs.nd.gov/applyforhelp/liheap>

If an applicant is not eligible through LIHEAP or chooses not to apply for LIHEAP assistance, eligibility may be established through another approved categorical eligibility pathway. If categorical eligibility is not established, the applicant's household income is verified against the current DOE WAP income limit of 200 percent of the HHS poverty guidelines before eligibility for weatherization services is certified.

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001842, **State:** ND, **Program Year:** 2026
Recipient: North Dakota Dept of Commerce

Describe the process for ensuring qualified aliens are eligible for weatherization benefits

North Dakota follows the LIHEAP Information Memorandum (IM), U.S. Department of Health and Human Services (HHS) Guidance on the use of Social Security Numbers and Citizenship Status Verification, and LIHEAP IM 2023-03, Assistance for eligible household members residing with ineligible household members. U.S. citizens and qualified non-citizens (qualified aliens) who meet all other program requirements are eligible for weatherization assistance. Subgrantees apply the identity and citizen status verification procedures contained in this guidance and document the eligibility determination. An eligible household member will not be denied weatherization services solely because that individual resides with one or more ineligible household members. Supporting eligibility documentation is maintained in the client file. <https://acf.gov/ocs/policy-guidance/liheap-im-hhs-guidance-use-social-security-numbers-sns-and-citizenship-status>

V.1.2 Approach to Determining Building Eligibility

Procedures to determine that units weatherized have eligibility documentation

Before weatherization work begins, subgrantees must determine and document the eligibility of each dwelling unit. Each client file must contain a completed application, household eligibility documentation, documentation establishing ownership of the dwelling, and the date eligibility was determined. For rental property, the file must also contain the owner's or authorized agent's written permission and income-eligibility documentation for each qualifying household, or approved categorical eligibility documentation when applicable.

For a multifamily rental property, the landlord or authorized agent may sign one State-approved North Dakota WAP Rental Agreement covering the property, provided the agreement is accompanied by a landlord-signed schedule identifying every covered client and unit. A copy of the landlord-signed agreement and its attached unit/client schedule must be retained in each covered client file, together with that tenant's individually signed copy of the State-approved Rental Agreement.

For buildings containing multiple dwelling units, subgrantees must document that not less than 66 percent of the units—50 percent for duplexes and four-unit buildings, and certain eligible types of large multifamily buildings—are eligible or will become eligible within 180 days under a federal, state, or local government program. Each covered client file must also contain documentation of the required rent protections, sale-of-property provisions, and how weatherization benefits will accrue primarily to eligible tenants, including tenants whose utility costs are included in rent.

Building eligibility for HUD-assisted housing, public housing, U.S. Department of Agriculture Rural Housing Service properties, and associated programs must be documented using the current HUD and USDA eligibility lists made available through DOE, or other verification required by DOE.

The State verifies compliance through programmatic monitoring and review of required client-file documentation.

Describe Reweathering compliance

Before approving a dwelling unit for weatherization, the subgrantee reviews the dwelling's WxPro service history and prior completion date to determine whether the unit received weatherization assistance under DOE WAP or another federal program during the previous 15 years. The result of the review and the eligibility determination must be documented in the client file. A dwelling unit that received previous federal weatherization may not receive additional DOE WAP financial assistance for weatherization until 15 years after the date the previous weatherization was completed.

After the 15-year period has passed, the applicant must reapply and meet current eligibility requirements. A new energy audit must be completed and must account for existing measures and previous energy-conservation improvements before additional measures are approved. Eligible reweatherized units are reported separately in accordance with Section 600.70 of the North Dakota WAP Policies and Procedures Manual.

When previously installed weatherization materials are damaged by fire, flood, or an act of God, reweatherization will be considered only in accordance with 10 C.F.R. § 440.18 and applicable DOE disaster guidance when repair of the damaged weatherization materials is not paid for by insurance.

The 15-year restriction does not relieve a subgrantee, contractor, or other responsible party of warranty, contractual, quality-control, monitoring, or corrective-action obligations associated with prior work. When prior weatherization work is found to be incomplete, deficient, unsafe, or inconsistent with the approved energy audit, work order, Standard Work Specifications, North Dakota Field Guide, or applicable health and safety requirements, the State may require the condition to be evaluated, documented, and corrected through the appropriate warranty, contract, quality-assurance, monitoring, or corrective-action process.

Corrective work performed through these processes is not automatically treated or reported as a new weatherization project or completion. Before corrective

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001842, State: ND, Program Year: 2026
Recipient: North Dakota Dept of Commerce

work begins, the State will identify the responsible entity, determine the allowable funding source, obtain any required DOE approval, and document the corrective action and final resolution in the client file, WxPro service history, and applicable monitoring records.

Describe what structures are eligible for weatherization

Eligible structure types include site-built single-family homes, stationary manufactured homes, eligible multifamily buildings, and shelters that meet WAP requirements. Under 10 C.F.R. § 440.22(f), a shelter may be counted as one dwelling unit for each 800 square feet or as one dwelling unit per floor.

Other nontraditional dwelling units, including apartments located above commercial businesses and structures not clearly addressed by standard WAP building categories, will be evaluated individually. Before proceeding, the subgrantee must obtain written approval from the Division of Community Services (DCS). DCS will consult the DOE Project Officer as needed to confirm that the structure meets WAP eligibility, approved energy-audit, and applicable environmental requirements.

Nonstationary campers and trailers that do not have a mailing address associated with the eligible applicant are not eligible for weatherization. A post office box does not satisfy this requirement. Any camper or trailer proposed for service must meet the WAP definition of a dwelling unit and receive DCS approval before work begins. Manufactured homes must be stationary and meet applicable WAP, installation, safety, and HUD requirements.

North Dakota WAP will comply with the PY2026 National Environmental Policy Act determination contained in its award documents and the DOE-executed Historic Preservation Programmatic Agreement with the North Dakota State Historic Preservation Office. The Programmatic Agreement was executed March 14, 2019, amended October 25, 2020, and extended through December 31, 2030.

The ND Weatherization Assistance Program follows the State Historic Preservation Office Agreement signed with the ND Historic Preservation Office on 10/25/2020. (Agreement attached)

Single family site built homes, manufactured homes, multi-family buildings

Any non-traditional housing such as shelters will need Grantee approval after consulting the DOE Project Officer.

Describe how Rental Units/Multifamily Buildings will be addressed

North Dakota Weatherization Program Rental/Multi-Family Building Procedures

Describe how Rental Units/Multifamily Buildings will be addressed

North Dakota provides Weatherization Assistance Program services to eligible households residing in rental housing on the same basis as eligible households residing in owner-occupied housing. Rental and multifamily properties are addressed in accordance with 10 C.F.R. § 440.22; WPN 22-12, Multifamily Weatherization – Revised; WPN 22-13, Weatherization of Rental Units; and Sections 700.10 through 700.50 of the North Dakota WAP Policies and Procedures Manual.

1. Owner Permission and Rental Agreements

As described in V.1.2, Box 1, before weatherization work begins, the subgrantee must obtain and document written permission from the building owner or authorized agent and complete the State-approved North Dakota WAP Rental Agreement process with the owner or authorized agent and the eligible tenant. The Rental Agreement establishes and supports enforcement of the tenant protections described below.

2. Multifamily Building Eligibility and Reporting

The subgrantee must determine and document building and dwelling-unit eligibility as described in V.1.2, Box 1. A multifamily building is eligible for whole-building weatherization when not less than 66 percent of its dwelling units are eligible or will become eligible within 180 days under a federal, state, or local government program for rehabilitating the building or making similar improvements. The eligibility threshold is 50 percent for duplexes and four-unit buildings. North Dakota will apply the 66-percent eligibility threshold to multifamily buildings containing five or more units.

Eligible multifamily buildings will be evaluated and weatherized using a whole-building-as-a-system approach. All completed dwelling units receiving an energy conservation measure, including a common-area or common-system measure that affects the unit, will be reported in the applicable multifamily completion category, whether or not every household is individually income eligible.

3. Individual Units Within Multifamily Buildings

Weatherization of an individual unit within a multifamily building will be considered only in rare circumstances and requires prior written approval from the DOE Project Officer. The unit must be self-contained, without a shared attic or basement; have individual heating and cooling systems; be evaluated using a current

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001842, **State:** ND, **Program Year:** 2026
Recipient: North Dakota Dept of Commerce

DOE-approved energy audit tool and protocol capable of addressing a single unit within a larger structure; and have a scope of work limited to allowable measures affecting the eligible unit.

The health and safety conditions of the entire building and adjacent units must also be evaluated. If conditions in an adjacent unit could negatively affect the weatherized unit, or work in the weatherized unit could negatively affect an adjacent unit, the necessary protections must be addressed before work proceeds. The unit must be deferred when those conditions cannot be corrected through allowable work and with the necessary owner and occupant permissions.

4. Tenant Benefits and Protections

The Rental Agreement and supporting project documentation must demonstrate that the benefits of weatherization accrue primarily to the low-income tenants residing in the property. This requirement applies equally to tenants who pay utilities directly and tenants whose utility costs are included in rent. When utilities are included in rent, the project file must identify the measurable benefits that will accrue to the tenants.

For 12 months following completion of the weatherization work, the tenant's rent may not be increased because of the weatherization improvements. A rent increase during that period must be demonstrably related to matters other than the weatherization work.

Tenants must be informed that they may submit a complaint to the subgrantee or DCS if they believe the owner has violated the Rental Agreement. The owner will be given an opportunity to respond or appeal and is responsible for demonstrating that a disputed rent increase is unrelated to the weatherization work. The Rental Agreement also establishes applicable protections concerning termination of tenancy and the sale or transfer of the property, including transfer of the owner's obligations or reimbursement requirements.

5. Undue Enhancement and Owner Responsibilities

Weatherization work may not result in undue or excessive enhancement of the value of a rental dwelling. A properly executed DOE-approved energy audit that supports installation of cost-effective energy conservation measures with a Savings-to-Investment Ratio of 1.0 or greater, together with necessary and allowable health and safety measures and incidental repairs, does not constitute undue or excessive enhancement.

The building owner remains responsible for repairs necessary to comply with applicable building and housing codes and to maintain the property in a fit and habitable condition. Owner-funded repairs required before weatherization must be identified in writing and completed before weatherization work begins. This requirement does not prohibit installation of otherwise allowable WAP energy conservation, health and safety, or incidental repair measures.

6. Multifamily Owner Financial Participation

Owners of multifamily buildings will be required to participate financially when participation is feasible. DCS and the subgrantee will determine the required participation on a case-by-case basis after considering the project scope, available non-WAP resources, and the owner's ability to contribute.

The amount and form of any owner contribution, leveraged funding, participation agreement, or measure buy-down must be documented in the project file and administered in accordance with applicable DOE multiple-funding-stream requirements.

7. Technical Review, Final Inspection, and Oversight

All multifamily projects must be evaluated using a current DOE-approved energy audit tool and protocol appropriate for the building type. A project requiring case-by-case DOE review, including an individual-unit exception or a multifamily project not covered by an approved audit procedure or waiver, may not proceed until written approval is received from the DOE Project Officer.

Approved measures must be installed in accordance with the North Dakota Standard Work Specifications and Field Guide, the approved Health and Safety Plan, and applicable State policies. Every completed unit must receive a final inspection led and approved by an actively certified Quality Control Inspector. Every unit and common area in which weatherization improvements were performed must be included in the final inspection.

DCS verifies compliance through programmatic and technical monitoring, including review of building and client eligibility documentation, Rental Agreements, tenant protections, energy audits, approved scopes of work, funding documentation, completion reporting, and final inspection records

Describe the deferral Process

North Dakota defines deferral as the discontinuation of weatherization services to an otherwise eligible dwelling when an occupant-related condition, dwelling condition, or program requirement prevents weatherization from being completed safely or in compliance with 10 C.F.R. Part 440. Deferrals are administered in accordance with WPN 26-1

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001842, **State:** ND, **Program Year:** 2026
Recipient: North Dakota Dept of Commerce

A subgrantee may defer a dwelling when documented conditions threaten occupant or worker health and safety; prevent completion of the approved energy audit or required measures; require repairs beyond available or allowable program resources; prevent safe access; or otherwise prevent the dwelling from meeting WAP requirements. A deferral is not necessarily a permanent denial of assistance if any advised corrective action communicated is completed by the homeowner.

The subgrantee must provide the client with written notice identifying the condition, why it prevents weatherization, any potential corrective action and the responsible party for that action, the documentation or reinspection required, a reasonable correction timeframe, available referrals, the effect on eligibility and priority, and appeal instructions. The owner or authorized agent must also be notified when a rental-property condition requires owner action. Notices, referrals, supporting documentation, and subsequent corrective actions must be retained in the client file.

Subgrantees must provide referrals to available resources that may help make the dwelling weatherization-ready, including WRF, LIHEAP, housing-rehabilitation programs, nonprofit organizations, local assistance programs, or owner-funded repairs. Clients may appeal first to the subgrantee and may request review by the DCS WAP Program Manager if they disagree with the subgrantee's written decision.

Deferral does not automatically remove an eligible household from the waiting list. In cases where the condition is corrected and verified, the dwelling will be returned to the service queue and served consistent with V.3 using the household's current State priority points. The original application date will remain in the record but the household must be requalified if prior approval status has lapsed.

Deferred dwellings and dwellings at risk of deferral must be screened for possible WRF assistance. WRF may address necessary repairs, cleanup, or remediation involving the physical dwelling when the condition has caused or would cause deferral and correction is expected to result in a completed DOE weatherization unit. WRF must be administered in accordance with WPN 24-9 Revised and North Dakota's DOE-approved WRF Plan.

All deferrals and referrals are tracked in WxPro. At a minimum, the record includes the deferral date and reason, notice date, required correction, referrals provided, WRF or other funding considered or used, appeal status, eligibility status, resolution, and final outcome. DCS reviews client-file and WxPro documentation through monitoring and uses deferral reports to evaluate recurring barriers, funding needs, referral outcomes, WRF utilization, and completed weatherization results

V.1.3 Definition of Children

Definition of children (below age): **18**

V.1.4 Approach to Tribal Organizations

☐ Recommend tribal organization(s) be treated as local applicant?

If YES, Recommendation. If NO, Statement that assistance to low-income tribe members and other low-income persons is equal.

North Dakota does not recommend that a Tribal Organization be treated as a local applicant under 10 C.F.R. § 440.12(b)(5). In accordance with 10 C.F.R. § 440.16(f), low-income members of a Tribe will receive benefits equivalent to the assistance provided to other low-income persons within the State.

DOE-funded weatherization activities will be made available to all eligible Native American households residing on reservations within the State. Subgrantees may weatherize any eligible residence located within the boundaries of the Spirit Lake Sioux, Standing Rock, Turtle Mountain, and Fort Berthold (Three Affiliated Tribes) Reservations. Grant agreements with subgrantees specify the minimum amount of WAP funds available for weatherization of Native American households within the boundaries of each tribal jurisdiction served by North Dakota's Weatherization Assistance Program.

V.2 Selection of Areas to Be Served

Subgrantee Service Areas

North Dakota's 53 counties are grouped into eight Weatherization Assistance Program service regions to provide statewide coverage. DCS distributes funding among the service areas in accordance with Section 100.10 of the North Dakota Weatherization Assistance Program Policies and Procedures Manual, which considers the distribution of the low-income population, the relative size of the areas served, and the minimum funding required for efficient program operations. The eight regions are served by six Community Action Agencies (CAAs) acting as Weatherization Assistance Program subgrantees. One subgrantee serves Regions I and VIII; another serves Regions IV and V. Each remaining region—II, III, VI, and VII—is served by a separate subgrantee.

North Dakota has administered the Weatherization Assistance Program through Community Action Agencies since 1977. In selecting subgrantees and assigning

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001842, **State:** ND, **Program Year:** 2026
Recipient: North Dakota Dept of Commerce

service areas, the North Dakota Department of Commerce, Division of Community Services (DCS), considers each organization's experience and performance in weatherization or housing renovation activities, experience assisting low-income persons in the area to be served, capacity to administer a timely and effective program, and the qualifications and experience of its weatherization personnel. Before issuing a subaward, DCS verifies the proposed subgrantee's federal award eligibility and exclusion status in the System for Award Management (SAM.gov). DCS also reviews the organization's most recent applicable audit for findings or concerns relevant to Weatherization Assistance Program administration

North Dakota's tribal service areas and minimum allocation requirements are described in V.1.4, Approach to Tribal Organizations. The four tribal service areas are incorporated into the applicable subgrantee service regions identified above.

Weatherization work within each service area is performed by qualified subgrantee crews, properly procured contractors, or a combination of both, based on local staffing capacity and project needs. All work is subject to applicable procurement, credentialing, work-quality, inspection, and oversight requirements.

DCS may adjust regional service-area boundaries and related funding when documented changes in the eligible population or application volume warrant an adjustment. Any adjustment will be documented and implemented through any required State Plan revision, subaward amendment, public process, and DOE notification or approval.

DCS may use a Request for Proposals (RFP) process to select a subgrantee for a service region, including when services are consolidated because of funding changes or when monitoring and risk analysis indicate that the current subgrantee is not meeting program requirements or adequately serving the region's eligible population.

Selection of a new or additional subgrantee will be conducted in accordance with 42 U.S.C. § 6864(b)(4) and 10 C.F.R. §§ 440.14 and 440.15, including applicable public-hearing and public-comment requirements. DCS will consider the organization's experience and performance in weatherization or housing renovation activities, experience assisting low-income persons in the area to be served, and capacity to administer a timely and effective weatherization program. Preference will be given to a Community Action Agency or other public or nonprofit entity that has administered or is currently administering an effective weatherization program.

If DCS terminates financial assistance under an existing subgrant agreement during a grant period, DCS will follow established State procedures that provide the subgrantee with notice of the reasons for termination and an adequate opportunity to be heard, as required by 10 C.F.R. § 440.15(e).

V.3 Priorities

Client Prioritization

North Dakota applies the following statewide client-prioritization requirements in accordance with 10 C.F.R. § 440.16(b). Priority is given to an eligible household that meets one or more of the following categories:

- High residential energy user, as defined below
- Household with a high energy burden, as defined below
- Elderly person age 60 or older
- Person with a disability
- Family with a dependent child under age 18

Households that do not meet at least one of the priority categories may be served only after all eligible priority households in the subgrantee's service area have been served.

Within the priority categories listed above, subgrantees must serve households in accordance with the statewide prioritization and waiting-list procedures established by DCS. These procedures must be applied equally to renter-occupied and owner-occupied dwellings and equitably throughout each subgrantee's service area.

All subgrantees must use the State-established points-based priority system in WxPro. Each category identified above is weighted equally and receives one point. Points are cumulative, and no more than one point may be awarded for any single category. Priority points are assigned only for the categories identified above and are used to identify priority households. Subgrantees may determine the order in which priority households are served based on local operational needs, including geography and travel efficiency, provided priority households receive first consideration.

DCS verifies through monitoring that priority points are recorded and used, priority households receive first consideration, and the process is applied equitably throughout each subgrantee's service area.

V.4 Climatic Conditions

North Dakota has a continental climate characterized by wide seasonal temperature variations, extremely cold winters, and periods of extreme summer heat. Despite these seasonal extremes, North Dakota remains predominantly heating-driven. Extended freezing and subzero conditions create a critical need for safe, reliable space

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001842, **State:** ND, **Program Year:** 2026
Recipient: North Dakota Dept of Commerce

heating and make reducing air leakage, heat loss, and heating energy use central to weatherization. Regional climate differences are shown in the separately attached North Dakota WAP Heating Degree Days by Service Area map, which identifies each WAP service area and the applicable data source and measurement period. Higher heating-degree-day totals reflect greater space-heating demand; however, measure selection and projected savings for each dwelling are determined through the DOE-approved energy audit based on site-specific conditions

V.5 Type of Weatherization Work to Be Done

V.5.1 Technical Guides and Materials

Typical Weatherization Services Provided

Each household is visited by an energy auditor who after conducting an energy audit determines which conservation measures will be most effective for this specific unit. There are 10 general categories of energy conservation measures from which the auditor may choose based upon their ability to save energy. The actual conservation measures installed on a specific unit is dependent upon the potential energy savings, the cost of material, the life of the measure, and the labor needed to install the measure. All measures must have a target savings to investment ratio of 1 or greater (\$1.00 return for each \$1.00 invested). Energy auditors are given the flexibility on a case by case basis to allow the installation of a conservation measure having a SIR below the target of 1.5 but above a minimum SIR of 1.

All work is being performed in accordance to the DOE-approved energy audit procedures and 10 CFR 440 Appendix A.

Residential site built, mobile homes and multi-family structures will be addressed.

Typical weatherization measures are:

1. General Heat Waste: Measures that reduce air infiltration and heat loss in the home. This typically includes caulking and weather stripping which in recent years has been guided by the use of advanced blower door guided air sealing and the use of infrared cameras.
2. Attic Insulation: Insulation is installed to bring the attic up to an R-60 for electrically heated homes and R-50 for all other fuels.
3. Wall Insulation: Wall insulation is installed where needed by a variety of methods to access wall cavities.
4. Floor Insulation: Floor insulation is installed in floors over unheated basements or crawlspace and in mobile home bellies.
5. Perimeter Insulation: The insulation of the interior or exterior of the foundation depending upon existing conditions.
6. Windows: The installation replacement windows or a series of window treatments that prevent or mitigate heat loss. These include the installation of window films and storm windows.
7. Doors: The installation of a series of door treatments to reduce heat loss including repair and replacement.
8. Furnace Efficiency Measures: Includes testing of heating systems for efficiency and safety purposes. Repair and/or replacement is allowed based on energy efficiency and savings to an investment ratio.
9. Electric Baseload Measures: Includes replacement of existing lighting with energy efficient lighting and replacement of high usage refrigerators with new energy efficient models.
10. Building Repair: This measure includes a variety of repairs to the house structure which are necessary to protect the integrity of eligible weatherization measures.

The Standard Work Specifications (SWS) and Field Guide documents (Single family and Manufactured Home) have been approved by DOE along with several variance requests that have been incorporated into the document. The SWS will also be incorporated into all work orders. Here is a link to our webpage that contains the documents <https://www.communityservices.nd.gov/lowincomeprograms/weatherizationassistance/CAPInformationandForms/>.

All work will be meet the guidelines set forth in the ND Standard Work Specifications and Field Guide documents and the ND 2025 DOE Policies and Procedures Manual. All contracts with the sub-grantees will contain language requiring them to follow these guidelines and to require any of their contractors to follow the guidelines. The documents are available at all times through our online audit and reporting software (WxPro). A copy of the terms and conditions that the sub-grantees sign is attached.

The state staff and several agency QCI inspectors have passed a multi-family inspection course. We will be submitting multi-family projects for review before proceeding with any work on multi-family buildings.

Field guide types approval dates

Single-Family:

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001842, **State:** ND, **Program Year:** 2026
Recipient: North Dakota Dept of Commerce

Manufactured Housing: Multi-Family:
--

V.5.2 Energy Audit Procedures

Audit Procedures and Dates Most Recently Approved by DOE

Audit Procedure: Single-Family Audit Name: WxPRO (North Dakota & Nevada) Approval Date:

Audit Procedure: Manufactured Housing Audit Name: WxPRO (North Dakota & Nevada) Approval Date:
--

Audit Procedure: Multi-Family Audit Name: Approval Date:
--

Comments

Energy Audit Procedures

North Dakota's weatherization program emphasizes cost effectiveness in selecting measures to reduce general heat waste, conductive heat loss, electric baseload and mechanical systems inefficiencies.

Each weatherization measure to be installed must have a savings to investment ratio (SIR) equal to or greater than 1 in order to be included as a priority. Energy auditors are given the flexibility on a case by case basis to exclude the installation of a conservation measure having a SIR below 1.5. All measures having a 1.5 or greater are required. Repair materials will only be allowed, if when included in the calculation of the SIR for all weatherization measures installed (to include repairs materials), is greater than one for the unit as a whole.

General heat waste and air infiltration are addressed in every weatherized dwelling. Blower door tests will be conducted on each weatherized home, unless weather conditions or health and safety concerns, such as extreme cold or high wind preclude safe and accurate testing. The blower door tests will be conducted by weatherization crews using the "North Dakota's Standard Blower Door Procedures."

The weatherization crews employ a top down approach to sealing air leaks. The crews first work within the attic, sealing chase ways and bypasses around chimneys, soil pipe, soffits and other openings into the attic space. Attention is then focused on interior caulking of infiltration through doors, windows, attic hatches, and around the rim joist. Occasionally, inside storm windows, composed of rigid acrylic or plastic film, are applied as an economical means of combating infiltration through unusually leaky windows.

Conductive, electric baseload, and mechanical measures are prioritized using the state approved computerized audit package. The state approved audit is an integrated estimation program which prioritizes weatherization materials to be installed on either site built or mobile homes based on the calculated cost effectiveness (discounted SIR > 1) of those materials when installed on that specific unit. The program is completely self contained and requires no additional manual computations. The State of North Dakota submitted the WXEOR Program to the DOE Support Office and it was approved as a waiver audit for use in the Weatherization Assistance Program in 2008. In 2012 the audit was combined with the state reporting system and is now called WxPro.

The equation utilized to calculate the savings to investment ratio for a conductive heatloss measure is:

$$(1 \times ((1 - \text{discount rate}) \times \text{\#years})) \times ((\text{HDD} \times 16 \times (\text{Unit Price} \times \text{Esc. Rate})) \div (\text{BTUs} \times \text{AFUE}) \times (\text{Area} \times \text{Delta U}) \times \text{Buffer})$$

Where:

Discount Rate = 3% per year and updated yearly to current rate

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001842, **State:** ND, **Program Year:** 2026
Recipient: North Dakota Dept of Commerce

# years	= Number of years for measure to payback
HDD	= Heating degree days for specific Region of the State
16	= Correction factor to allow for internal heat gain from occupants, solar, etc.
Unit Price	= Cost per unit of heating fuel
Esc. Rate	= Fuel cost escalation rate as provided by DOE – updated yearly.
BTUs	= 100% efficient BTU content of fuel
AFUE	= Annual fuel utilization efficiency
Area	= Net area affected by measure in square feet
Delta U	= (1/Pre R-Value)-(1/Post R-Value)
Buffer	= Buffer correction factor to account for differences in exposure as provided by ASHRAE

The equation utilized to calculate the savings to investment ratio for a refrigerator replacement is:

$$\frac{((((\text{KWH Per Year of existing model} * (1 + ((\text{Average Ambient Temperature} - \text{Present Ambient Temperature}) * 0.025)))) - (\text{KWH Per Year of new model} * (1 + ((\text{Average Ambient Temperature} - 70) * 0.025)))) * (\text{Cost Per KWH} * \text{Esc. Rate})) * (\text{Lifetime} * \text{Discount Rate}))}{\text{Total Cost}}$$

The equation utilized to calculate the savings to investment ratio for lighting replacement is:

$$\frac{(((\text{Existing Watts} - \text{Replacement Watts}) * \text{Qty of Bulbs} * \text{Hrs on per day} * 365 / 1000 * (\text{Cost per KWH} * \text{Esc. Rate}))) * (\text{Lifetime} * \text{Discount Rate})}{\text{Total Cost}}$$

The equations yield a dollar amount saved during the first year after each measure is in-stalled. The first year savings is then discounted at a rate of 3% per year over the life of the measure to yield the total savings to be realized for that measure. The amount saved is further adjusted through the application of a fuel escalation cost factor applied over the life of the measure to account future price increases in the cost of the heating fuel use by that particular unit.

Once the adjusted savings is calculated, the savings to investment ratio is then generated by dividing the adjusted savings by the cost of materials and labor to install the measure. (the state approved audit figures labor on a square foot installed cost and adds this to the material cost for purposes of this calculation). Each sub-grantee is allowed the flexibility to input their own agency costs for materials and labor and heating degree days so that the calculations are customized to their specific agency.

After the savings to investment ratio is calculated for each measure they are then ranked in order by the state approved audit (highest SIR to lowest SIR). The Weatherization crews will install measures based on their ranking (prioritization) and may only deviate from the ranking with prior approval of the State Weatherization Program Manager.

WxPro also accounts for the interaction of mechanical and conductive weatherization measures and is able to produce a SIR on a heating system replacement or retrofit. The SIR for mechanical measures can be calculated with or without conductive heat loss measures installed and estimate future heating costs when historical fuel usage data is supplied.

In addition to the calculation of the SIR, WxPro also generates the number of BTUs saved per heating degree day for use in future evaluations of the Weatherization Program.

The replacement of furnaces in conventional homes will be permitted based upon a determination that:

1. The existing furnace will not last at least five years;
2. That the existing system cannot be retrofitted for \$500 or less; and
3. The SIR for the replacement system and associated costs is 1 or greater.

The documentation to support furnace replacement must include fuel consumption records for the prior year, existing furnace efficiency test results (if the system is operable) and an analysis of the potential savings and payback associated with the replacement.

The WxPro audit was given conditional approval in October of 2019. ND has 12 months to incorporate the evaluation of air and duct sealing as separate

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001842, **State:** ND, **Program Year:** 2026
Recipient: North Dakota Dept of Commerce

measures into the WxPro audit to ensure cost-effectiveness after adjusting for interaction and to assign priorities among individual weatherization materials in descending order of their cost-effectiveness. Full approval was received on 3/3/2021. The approval letter is attached.

ND has received approval for 3 materials not listed in Appendix A - LED bulbs, refrigerators, and spray foam.

V.5.3 Final Inspection

See the attached ND 2025 DOE Policies and Procedures Manual - Section 600.60 - 600.62

At this time ND has 18 agency people QCI certified. The state staff is QCI certified. We have one contractor available to contract with any agencies that need it. We will continue to have people take the training and testing to get as many people certified as possible.

We are asking to use the third option in the Quality Work Plan that allows a different method for using the Quality Control Inspector. We feel this plan will continue to assure quality work while reducing expenses and reducing time required for turning in completed jobs. Our sub-grantees have large regions with a lot of travel involved. i a job is estimated and inspected by the same person we will monitor 10% of those jobs. By allowing a Quality Control Inspector to do the final inspection even when that Inspector worked on the job, we will save extra travel and expenses. We would still require at least one third of the jobs be inspected by someone who did not work on the job. All jobs would be inspected by a certified Quality Control Inspector. We have used this method now for 3 years in DOE and in our LIHEAP Weatherization for years and have seen no reduction in quality. We would increase the monitoring by the State to 30% of jobs in those cases where this method is approved. We also would reserve the right to require a different method if we find problems when we monitor.

We have one agency that has an approved mentoring plan.

V.6 Weatherization Analysis of Effectiveness

Analysis of Effectiveness

In 1993, the State of North Dakota completed an evaluation of its weatherization efforts, focusing on energy savings and program delivery during the years 1989-1991. North Dakota's evaluation analyzed energy consumption and energy savings in terms of housing type, household type and measures applied. The analysis provided insights into the effectiveness of the program in targeting clients and selecting weatherization measures. I have added money in this year's budget to do a new evaluation. North Dakota State University will be assisting in this evaluation.

The personnel of the Grantee are constantly looking for ways to improve the program by attending trainings and making upgrades to the state's online software to better track efficiency and production in the local agencies. We are also in contact with other Grantees to see what is working well in other states and offering advice on what is working well in North Dakota.

North Dakota's weatherization program is subjected to regular monitoring by the State and its sub-grantees. Sub-grantees are required to inspect 100% of the work completed and maintain control over expenditures in accordance with federal financial management guidelines and generally accepted accounting procedures. Sub-grantees also submit monthly reports providing detailed information on production and expenditures. The sub-grantee reports are consolidated into a monthly program summary which includes:

1. A production summary that breaks out the number of dwelling units weatherized, and the number of persons served among major ethnic groups, elderly and the handicapped; and
2. A breakdown of expenditures for administration, materials, program support, labor, financial audit and general liability insurance.

The monthly summary tables permit direct comparison of planned versus actual performance for each sub-grantee and comparison between agencies on production. We use this comparison to determine if more oversight or training is needed. This comparison has recently shown one agency not reaching production goals and not performing as well as most of the others. We developed a plan that included training and has resulted in better performance at the agency. See more on this in section V.8.3 Monitoring.

Because of the size differences in the sub-grantees staff and the large differences in types of housing encountered, we do not try to track energy savings between the sub-grantees. If they are meeting production goals, it is assumed they are doing the best job possible to save energy for the clients. We can assume this because they all follow the same set of guidelines and because of the rigorous final inspection and monitoring process. We will look at the evaluations that are set to come out later this year to see if any changes need to be addressed.

Monitoring visits provide a second level of weatherization program analysis. Each sub-grantee is monitored at least once annually by DOC staff or a contract monitor. The monitoring effort focuses on accountability and technical proficiency. Sub-grantee records, client files, and invoices are checked for consistency and compliance. At least five percent of the housing units completed under the DOE Weatherization Assistance Program are physically inspected by the State's Program Manager or Program Administrator. Job orders and invoices are cross-checked with the measures that have been applied to the client's home. The inspector evaluates the workmanship and techniques employed by weatherization

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001842, State: ND, Program Year: 2026
Recipient: North Dakota Dept of Commerce

crews; focusing on compliance with weatherization priorities and the quality of work. Previous performance reviews are looked at before monitoring to make sure problems encountered before have been addressed. Any finding in a review must be checked on in the next monitoring visit.

We have had no Sub-grantees that have had a significant number of failed inspections because of the rigorous final inspection process we require. During the monitoring visits we always stress the importance of the inspection process at the home and the value of a thorough desk monitoring process. Since beginning this process, we generally have very few findings during our monitoring visits. When we do see something we make sure it is discussed at length with the Sub-grantee to prevent reoccurrence.

We have seen very few issues with the management, financial, and technical systems during monitoring. When problems have occurred the Sub-grantees have been quick to put any recommendations or requirements we have made in place. We are sponsoring on-going training for all our fiscal staff and local agency staff on the new OMB requirements that will go into effect later this year.

We have not done specific market analysis on measure costs, but our software and audit use real time costs for the materials and labor. These costs are checked during monitoring. Sub-grantees are required to use fair procurement practices and document efforts to get the best prices available for the material they are using. Labor costs are updated in the program anytime someone's rate of pay changes or when new employees are added. The labor allowed in the measures comes from a two year long labor study on how long each measure should normally take. The Sub-grantees are given a range to use in the audit that was determined by the study (see Final Condensed Labor Study attachment). This information is checked on the work orders for the jobs we monitor.

V.7 Health and Safety

North Dakota will administer WAP health and safety activities in accordance with 10 C.F.R. §§ 440.16, 440.18, and 440.21; WPN 22-7, Weatherization Health and Safety; and the PY2026 North Dakota WAP Health and Safety Plan submitted with the SF-424 application package, as approved by DOE.

Consistent with Section 6.1 of the Health and Safety Plan, North Dakota does not use DOE WAP funds to repair, replace, or install air-conditioning systems. Any cooling assistance provided through LIHEAP or another non-DOE funding source is governed by that program's requirements and is not charged to DOE WAP.

V.8 Program Management

V.8.1 Overview and Organization

The North Dakota Department of Commerce, Division of Community Services (DCS), is the Grantee responsible for statewide administration of the Weatherization Assistance Program. DCS responsibilities include State Plan development, budgeting, subawards, policy and procedure development, federal reporting, program oversight, monitoring, training and technical assistance, and coordination with DOE. Weatherization services are delivered locally through the six Community Action Agencies identified in V.2.

The WAP unit is led by the DCS WAP Program Manager and supported by program, fiscal, and administrative staff. Program staff oversee daily grant administration, subgrantee performance, policy implementation, reporting, risk assessment, programmatic monitoring, corrective action, and T&TA. Fiscal staff support budgeting, payments, financial reporting, audit review, and fiscal monitoring. Technical monitoring and onsite inspections are performed by QCI-certified State staff or properly procured QCI-certified contractors.

DCS also administers the State Energy Program, Community Services Block Grant, Community Development Block Grant, and other community development and energy-efficiency programs. LIHEAP is administered separately by the North Dakota Department of Health and Human Services. DCS coordinates with LIHEAP and other programs when appropriate for referrals, leveraged resources, and complementary services while maintaining separate program eligibility, expenditures, records, and reporting.

The following is a description of the background, structure, functions and programs of the Division of Community Services (DOC). Following these descriptions is a brief discussion of issues surrounding the programs administered by the office.

Deleted the historical and duplicative organizational material and replaced it with a current, WAP-specific organizational description consistent with WPN 26-1, Section V.8.1. The deleted material included an outdated 2024 budget percentage, historical office functions, named agency contacts and addresses, the former seven-agency structure, estimated allocation ranges, average production figures, congressional-district information, and lengthy descriptions of unrelated DCS programs. Current subgrantee names, addresses, funding, and planned production are reported in Annual File Sections IV.1 and IV.2, while the eight-region/six-subgrantee service structure is described in V.2. The revised V.8.1 identifies DCS's current Grantee responsibilities, WAP programmatic, fiscal, administrative, and technical roles, and WAP's relationship to other State programs without repeating annual or personnel-specific information.

V.8.2 Administrative Expenditure Limits

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001842, **State:** ND, **Program Year:** 2026
Recipient: North Dakota Dept of Commerce

For PY2026, North Dakota calculates the administrative-cost limit using the new PY2026 allocation of \$3,007,670 plus \$311,906 in WRF, for a total calculation base of \$3,319,576. Subject to confirmation of the final approved budget, DCS will use no more than the standard 15-percent administrative allowance of \$497,936. DCS will distribute \$315,360 of that allowance to sub-grantees for administrative purposes and \$165,979 will remain in the grantee's budget for administrative purposes.

V.8.3 Monitoring Activities

North Dakota will implement this monitoring plan throughout the current award cycle and will revise it when material changes occur. In accordance with WPN 24-4 Revised, DCS conducts annual programmatic and management, financial, and technical monitoring of every Subgrantee. Risk assessments, prior monitoring results, production and expenditure trends, audit results, complaints, staffing changes, and other performance information are used to determine monitoring scope, sampling, timing, and the need for additional review.

Programmatic and management monitoring includes review of program administration, eligibility, client files, rental requirements, procurement, inventory and equipment, production, reporting, WRF, complaints, training, internal controls, and compliance with the approved State Plan and North Dakota WAP Policies and Procedures Manual. Financial monitoring includes accounting systems, payroll and personnel costs, procurement, invoicing, expenditures, equipment, records retention, subaward administration, and the Subgrantee's most recent applicable audit. Programmatic and financial reviews may be conducted onsite or through documented desktop monitoring.

Technical monitoring is conducted onsite by QCI-certified State staff or QCI-certified contracted representatives. The DCS technical monitor inspecting a dwelling may not be the same individual who performed that dwelling's Subgrantee energy audit or final inspection. DCS reviews completed units using the applicable minimum 5- or 10-percent monitoring rate under WPN 24-4 Revised or the 30-percent rate under North Dakota's DOE-approved alternative QCI policy, as described in V.5.3. Samples are selected to represent applicable housing types, funding sources, geographic areas, Subgrantees, inspectors, and identified risks. DCS may also inspect in-progress units to evaluate work quality, allowable materials, energy-audit accuracy, health and safety practices, and final-inspection effectiveness.

Annual and IJA monitoring activities may be coordinated during the same visit, but DCS documentation will clearly identify the award and requirements reviewed and demonstrate that the applicable technical-monitoring sample was satisfied separately for each award. The applicable instruments are attached to the SF-424.

The DCS WAP Program Manager and Program Specialist perform administrative and programmatic monitoring; designated fiscal staff perform financial monitoring; and actively certified QCI staff or QCI-certified contracted representatives perform technical monitoring. DCS verifies the qualifications and active certifications required for each assigned monitor before monitoring begins and retains supporting documentation.

Each Subgrantee will receive programmatic, financial, and technical monitoring at a minimum of annually. DCS may administer additional monitoring based on risk level and to follow up on ongoing sub-grantee improvement plans.

DCS provides the Subgrantee a written monitoring report within 30 calendar days after the monitoring visit. Reports identify observations, commendations or best practices, findings, concerns, recommendations, corrective actions, and T&TA needs. Findings and concerns require a written corrective action plan addressing the cause, corrective steps, responsible party, supporting documentation, and completion date. DCS tracks all monitoring results, corrective actions, deliverables, follow-up reviews, and T&TA through final resolution. Significant noncompliance, suspected waste, fraud, or abuse, and repeated unresolved findings are reported to the DOE Project Officer as required.

DCS annually analyzes monitoring results to identify each Subgrantee's strengths, weaknesses, risks, recurring deficiencies, and T&TA needs. Official monitoring activity, trends, significant problems, resolutions, high-risk Subgrantees, monitored-unit counts, and resulting T&TA are reported to DOE through the Annual T&TA, Monitoring, and Leveraging Report.

V.8.4 Training and Technical Assistance Approach and Activities

North Dakota maintains a comprehensive Training and Technical Assistance Plan covering the current award cycle. The plan is updated when material changes occur and is attached to the SF-424 as the 2026 North Dakota Training and Technical Assistance Plan. DCS uses monitoring results, training evaluations, workforce-credential information, WxPro data, production and expenditure trends, audit results, complaints, program changes, and input from State and Subgrantee staff to identify and prioritize T&TA needs.

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001842, **State:** ND, **Program Year:** 2026
Recipient: North Dakota Dept of Commerce

The attached T&TA Plan identifies all anticipated conferences, training, certification activities, peer exchanges, professional-development activities, technical assistance, and associated registration, tuition, travel, lodging, transportation, and per diem costs. Anticipated conferences and providers include the Building Performance Association National Home Performance Conference; National Association for State Community Services Programs conferences and WAP meetings; Energy OutWest Conference and board or peer-exchange meetings; National Community Action Partnership and Community Action Partnership of North Dakota conferences; National Energy & Utility Affordability Coalition conferences; CAPLAW; Building Performance Institute; Everblue; DOE- or SCEP-sponsored meetings, conferences, webinars, and peer exchanges; and other WAP-related conferences or training identified in the attached plan.

Training providers may include DOE-accepted accredited providers. Such as, but not limited to, Business Performance Centers: the Montana Weatherization Training Center, New York State Weatherization Directors Association Energy Efficiency Training Center, Santa Fe Weatherization Training Center, Michigan Training and Education Center, CHP Energy Solutions, the University of North Dakota Environmental Training Institute, Building Performance Institute, Everblue, North Dakota Safety Council, and other qualified providers identified in the attached plan.

Planned activities include comprehensive and specific technical training; HEP certification and continuing education; SWS and North Dakota Field Guide implementation; energy auditing and WxPro; HVAC, furnace, combustion-safety, air-sealing, infiltration, health and safety, OSHA, RRP, QCI, client-education, and monitoring-based training; financial and grants management; 2 C.F.R. Part 200 and 10 C.F.R. Part 440; procurement; project management; leadership and supervision; communication; workforce development and retention; data management and reporting; software; and other professional development supporting WAP administration and service delivery. Specific events, dates or quarters, delivery methods, anticipated participants, estimated costs, funding sources, and planned milestones are provided in the attached T&TA Plan.

DCS tracks required workforce credentials and coordinates training needed to obtain or maintain those credentials. Allowable contractor training supporting the four HEP occupations is described in the attached plan. Technical assistance may include policy interpretation, financial and program-management assistance, energy-audit and WxPro support, health and safety assistance, onsite or remote consultation, monitoring follow-up, corrective-action support, and peer exchange.

Client-education activities funded through T&TA include development, updating, printing, and distribution of North Dakota WAP Client Education Booklets addressing the weatherization process, energy-saving practices, and applicable health and safety topics. Training workers to provide client education is separately identified as a workforce-training activity in the attached T&TA Plan.

Percent of overall trainings

Comprehensive Trainings: 12.5

Specific Trainings: 87.5

Breakdown of T&TA training budget

Percent of budget allocated to Auditor/QCI trainings: 12.5

Percent of budget allocated to Crew/Installer trainings: 65.0

Percent of budget allocated to Management/Financial trainings: 22.5

V.9 Energy Crisis and Disaster Plan

North Dakota does not operate a separate energy-crisis or general disaster-relief program with DOE WAP funds. This limited provision is activated only following an applicable Federal or State declaration of an emergency, energy crisis, or disaster. During the initial response, DOE WAP funds may be used to pay weatherization personnel to secure and protect DOE-funded materials, tools, equipment, vehicles, files, and records, consistent with WPN 26-1, Section V.9. Costs associated with using WAP vehicles or equipment must be properly allocated under 2 C.F.R. § 200.405. DOE WAP funds may not be used for general community disaster-relief work. Implementation procedures are contained in the North Dakota WAP Policies and Procedures Manual.

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: ND Grant Number: SE0001842 Program Year: 2026

Name: **CAPND**

Address: 3233 S University dr
Fargo, ND 58104-0000

Counties served: CASS County

Tentative allocation: \$ 311,906.00

Planned units: 0

Type of organization: Local agency

Source of labor: Agency and Contractors

Contact: Andrea Olson

UEI: RQ1FJ3TJSLN8

DUNS:

Phone: (701) 232-4352

Fax: () -

Email: andrea@capnd.com

Congressional
districts served:

CD
ND-Statewide

Name: **Community Action Partnership - Minot Region**

Address: 2020 8th Ave South East
Minot, ND 58701-4304

Counties served: BURKE County
PIERCE County
BOTTINEAU County
WARD County
MOUNTRAIL County
RENVILLE County
MCHENRY County

Tentative allocation: \$ 357,952.00

Planned units: 19

Type of organization: Local agency

Source of labor: Agency

Contact: Rachel Haskins

UEI: LCGHFWRKNSY9

DUNS: 164206351

Phone: (701) 839-7221

Fax: (701) 852-0297

Email: rachel@capminotregion.org

Congressional
districts served:

CD
ND-Statewide

Name: **Community Action Partnership; Inc**

Address: 202 East Villard
Dickinson, ND 58601-0000

Counties served: SLOPE County
DUNN County
BOWMAN County
WILLIAMS County
STARK County
GOLDEN VALLEY County
ADAMS County
DIVIDE County
MCKENZIE County
HETTINGER County
BILLINGS County

Tentative allocation: \$ 403,871.00

Planned units: 22

Type of organization: Local agency

Contact: Mr. Erv Bren, Director

UEI: TKCNAFZNNRN4

DUNS: 018175468

Phone: (701) 227-0131

Fax: (701) 227-4750

Email: comact@dickinson.ctctel.com

Congressional
districts served:

CD
ND-Statewide

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: ND Grant Number: SE0001842 Program Year: 2026

Source of labor: Agency

Name: **Community Action Program Region VII**

Address: 2105 Lee Avenue
Bismarck, ND 58504-0000

Counties served: OLIVER County
BURLEIGH County
GRANT County
MERCER County
EMMONS County
KIDDER County
MCLEAN County
SHERIDAN County
MORTON County
SIOUX County

Tentative allocation: \$ 456,862.00
Planned units: 25
Type of organization: Local agency

Contact: Ms. Andrea Werner, Director
UEI: GMZNE8N47KE5
DUNS: 062663570
Phone: (701) 258-2240
Fax: (701) 258-2245
Email: andrew@cap7.com

Congressional districts served: CD
ND-Statewide

Source of labor: Agency

Name: **Community Action Region VI**

Address: 1311 12th Avenue NE
PO Box 507
Jamestown, ND 58402-0507

Counties served: WELLS County
MCINTOSH County
LOGAN County
LAMOURE County
FOSTER County
STUTSMAN County
BARNES County
GRIGGS County
DICKEY County

Tentative allocation: \$ 244,597.00
Planned units: 12
Type of organization: Local agency

Contact: Ms. Kristina Brownell, Director
UEI: W381FHWYGYQ6
DUNS: 108665829
Phone: (701) 252-1821
Fax: (701) 252-7108
Email: kristina@cap6.com

Congressional districts served: CD
ND-Statewide

Source of labor: Agency

Name: **Dakota Prairie Community Action Agency**

Address: 223 4th St. NE
Devils Lake, ND 58301-0000

Contact: Lora Papachek
UEI: QB3WLK4ANMZ2
DUNS: 627078983
Phone: (701) 662-6500
Fax: (701) 662-6511
Email: lpapachek@dpcaa.org

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: ND Grant Number: SE0001842 Program Year: 2026

Counties served:	EDDY County BENSON County RAMSEY County CAVALIER County TOWNER County ROLETTE County	Tentative allocation: \$ 343,043.00 Planned units: 18 Type of organization: Non-profit organization	Congressional districts served:	<u>CD</u> ND-Statewide
Source of labor: Agency				

Name: **Southeastern ND Community Action Agency**

Address: 3233 South University
Fargo, ND 58104-0000

Contact: Brandon Kjelden
UEI: ELM2NQ6MMSE5
DUNS: 164197311
Phone: (701) 232-2452
Fax: (701) 298-3115
Email: brandonk@sendcaa.org

Counties served:	RANSOM County SARGENT County GRAND FORKS County TRAILL County PEMBINA County NELSON County WALSH County CASS County RICHLAND County STEELE County	Tentative allocation: \$ 853,173.00 Planned units: 49 Type of organization: Local agency	Congressional districts served:	<u>CD</u> ND-Statewide
Source of labor: Agency				