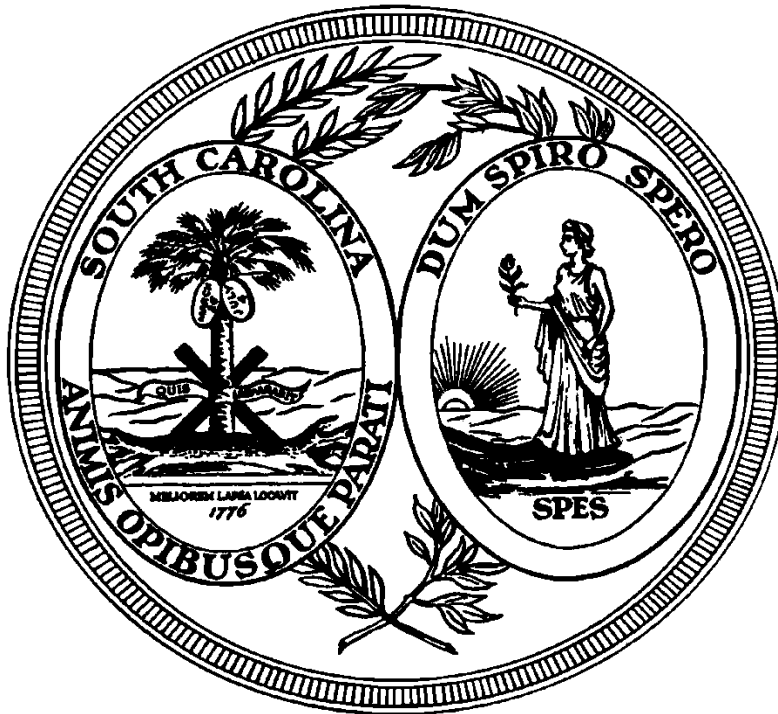


South Carolina
Department of Administration
Program Year (PY) 2017
Weatherization Assistance Program
State Plan



Henry McMaster
Governor

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-0002017

Title:

2017 Weatherization Assistance Program Funding

13. Competition Identification Number:

DE-FOA-0000641

Title:

PY 2017 Weatherization Assistance Program

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

Statewide

15. Descriptive Title of Applicant's Project:

Weatherization Assistance Program for Low-Income Persons

APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

Applicant Federal Debt Delinquency Explanation:

The following field should contain an explanation if the Applicant is delinquent on any Federal Debt . Maximum number of characters that can be entered is 4,000. Try and avoid extra spaces and carriage returns to maximize the availability of space.

Not Applicable.

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. EE0007949		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address South Carolina State of 1205 Pendleton Street Columbia, SC 292010000	4. Program/Project Start Date 04/01/2017		
	5. Completion Date 03/31/2018		

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. DOE 2017 WAP Formula Funds	81.042	\$ 0.00		\$ 1,666,574.00		\$ 1,666,574.00
2.						
3.						
4.						
5. TOTAL		\$ 0.00	\$ 0.00	\$ 1,666,574.00	\$ 0.00	\$ 1,666,574.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) GRANTEE ADMINISTR ATION	(2) SUBGRANTE E ADMINISTR	(3) GRANTEE T&TA	(4) SUBGRANT EE T&TA	
a. Personnel	\$ 41,363.00	\$ 0.00	\$ 121,831.00	\$ 0.00	\$ 163,194.00
b. Benefits	\$ 15,718.00	\$ 0.00	\$ 46,296.00	\$ 0.00	\$ 62,014.00
c. Travel	\$ 0.00	\$ 0.00	\$ 18,839.00	\$ 0.00	\$ 18,839.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 1,885.00	\$ 0.00	\$ 3,381.00	\$ 0.00	\$ 5,266.00
f. Contract	\$ 0.00	\$ 121,977.00	\$ 11,900.00	\$ 80,000.00	\$ 1,394,222.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other	\$ 5,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 5,000.00
i. Total Direct Charges	\$ 63,966.00	\$ 121,977.00	\$ 202,247.00	\$ 80,000.00	\$ 1,648,535.00
j. Indirect	\$ 4,572.00	\$ 0.00	\$ 13,467.00	\$ 0.00	\$ 18,039.00
k. Totals	\$ 68,538.00	\$ 121,977.00	\$ 215,714.00	\$ 80,000.00	\$ 1,666,574.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. EE0007949		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address South Carolina State of 1205 Pendleton Street Columbia, SC 292010000	4. Program/Project Start Date 04/01/2017		
	5. Completion Date 03/31/2018		

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	\$ 1,666,574.00	\$ 0.00	\$ 1,666,574.00

SECTION B - BUDGET CATEGORIES						
6. Object Class Categories	Grant Program, Function or Activity					Total (5)
	(1) HEALTH AND SAFETY	(2) PROGRAM OPERATION S	(3) LIABILITY INSURANCE	(4)		
a. Personnel	\$ 0.00	\$ 0.00	\$ 0.00			\$ 163,194.00
b. Benefits	\$ 0.00	\$ 0.00	\$ 0.00			\$ 62,014.00
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00			\$ 18,839.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00			\$ 0.00
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00			\$ 5,266.00
f. Contract	\$ 106,862.00	\$ 1,073,483.00	\$ 0.00			\$ 1,394,222.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00			\$ 0.00
h. Other	\$ 0.00	\$ 0.00	\$ 0.00			\$ 5,000.00
i. Total Direct Charges	\$ 106,862.00	\$ 1,073,483.00	\$ 0.00			\$ 1,648,535.00
j. Indirect	\$ 0.00	\$ 0.00	\$ 0.00			\$ 18,039.00
k. Totals	\$ 106,862.00	\$ 1,073,483.00	\$ 0.00			\$ 1,666,574.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00			\$ 0.00

U.S. DEPARTMENT OF ENERGY



BUDGET JUSTIFICATION FOR FORMULA GRANTS

Applicant: South Carolina State of
Award number: EE0007949

Budget period: 04/01/2017 - 03/31/2018

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:

<u>Position</u>	<u>Description of Duties of Professionals</u>
Administrative Coordinator	Under supervision of the Director, manages the general administrative duties of the office - telephone, personnel files, etc.
Auditor III	Responsible for performing financial monitoring of subgrantees by making on-site field visits to determine financial contract compliance. Performs technical fiscal assistance.
Executive Fiscal Administrator	Under supervision of the director, provides supervision of the fiscal monitoring staff and the grants fiscal staff to ensure grants are properly recorded and monitored appropriately. Works with subgrantees to ensure budgets are properly allocated and that federal and state laws and regulations are followed.
Director	Responsible for the overall management of OEO grant programs and staff.
Fiscal Analyst II	Under supervision of the Senior Manager for Fiscal Services, assists in the review and approval process of all subgrantee budgets. Prepares various comparative reports on expenditures by funding program(s), provides technical assistance, and performs specialized analysis of program fiscal data.
Program Coordinator	Works under the supervision of the Senior Manager for Weatherization, to ensure the Weatherization Assistance Program operates in accordance with state and federal regulations through monitoring, training, and technical assistance. Coordinate and monitor subgrantees. Performs QCI work to monitor subgrantee homes completed or in progress. Ensures that minimal requirements are met and work quality remains consistent by subgrantees throughout the State. All salary for this employee will be covered under T&TA
Program Coordinator II	Under supervision of the Executive Administrator, manages the development and coordination of the WAP State Plan, including development of procedures and objectives for program, as well as implementing program procedures in accordance with federal and state regulations and guidelines. Supervises staff whose duties include monitoring and specialized training and technical assistance. Serves as program liaison. 29.255% of this salary will be covered as administration since this is the lead person responsible for the grant. the balance is paid from the T&TA fund. This position works on the Budget, co-ordinates with the office staff to procure goods and services, and provides other administrative duties for the grant in addition to monitoring subrecipients.
Fiscal Analyst III	Senior Manager of Fiscal Services assist in the technical review of Weatherization Budget, State Plan, allocations to subgrantees, internal controls and required federal reporting.
Program Coordinator	Works under the supervision of the Senior Manager for Weatherization, to ensure the Weatherization Assistance Program operates in accordance with state and federal regulations through monitoring, training, and technical assistance. Coordinate and monitor subgrantees. Ensures that minimal requirements are met and work quality remains consistent by subgrantees throughout the State. Performs QCI as a part of the monitoring for the subgrantees. All salary for this employee will be covered under T&TA

Attorney	Provides legal advice to Director and staff and researches legal matters of concern to OEO. Assists with development of policies and procedures that meet the legal requirements of state and federal laws that govern the grants administered by OEO. Assists with writing and updating various grant agreements between OEO and subgrantees. Serves as liaison between OEO and any state and federal investigative agency.
Auditor IV	Interprets and analyzes complex accounting, financial data, and risk assessments. Responsible for knowing principles, practices, theories and techniques of accounting, auditing and financial management.
Fiscal Analyst II	Under supervision of the Senior Manager for Fiscal Services, assists in the review and approval process of all subgrantee budgets. Prepares various comparative reports on expenditures by funding program(s), provides technical assistance, and performs specialized analysis of program fiscal data.
Auditor IV	Interprets and analyzes complex accounting, financial data, and risk assessments. Responsible for knowing principles, practices, theories and techniques of accounting, auditing and financial management. Oversees fiscal monitoring and reporting of agencies.

Direct Personnel Compensation

<u>Position</u>	<u>Salary/Rate</u>	<u>Time</u>	<u>Direct Pay</u>
	\$44,913 00	2 0000 % FT	\$898 26
	\$36,122 00	2 4982 % FT	\$902 40
	\$72,232 00	15 0000 % FT	\$10,834 80
	\$72,668 00	1 9000 % FT	\$1,380 69
	\$36,860 00	2 5000 % FT	\$921 50
	\$37,928 00	100 0000 % FT	\$37,928 00
	\$59,040 00	100 0000 % FT	\$59,040 00
	\$59,226 00	6 5000 % FT	\$3,849 69
	\$42,132 00	100 0000 % FT	\$42,132 00
	\$34,550 00	1 9000 % FT	\$656 45
	\$39,960 00	1 9000 % FT	\$759 24
	\$36,576 00	2 0000 % FT	\$731 52
	\$63,189 00	5 0000 % FT	\$3,159 45
		Direct Pay Total	<u>\$163,194 00</u>

2. FRINGE BENEFITS

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

- b 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

Social Security
 7.65%
 Workers Compensation
 2.00%
 Unemployment
 0.12%
 Health Insurance
 14.00%
 Dental Insurance
 0.3%
 Pre-retirement Death
 0.2%
 Retirement
 10.00%
 Retirement - Optional Retirement Plan
 3.73%

 38.00%

Fringe Benefits Calculations

<u>Position</u>	<u>Direct Pay</u>	<u>Rate</u>	<u>Benefits</u>
	\$898.26	38.0000 %	\$341.34
	\$902.40	38.0000 %	\$342.91
	\$10,834.80	38.0000 %	\$4,117.22
	\$1,380.69	38.0000 %	\$524.66
	\$921.50	38.0000 %	\$350.17
	\$37,928.00	38.0000 %	\$14,412.64
	\$59,040.00	38.0000 %	\$22,435.20
	\$3,849.69	38.0000 %	\$1,462.88
	\$42,132.00	38.0000 %	\$16,010.16
	\$656.45	38.0000 %	\$249.45
	\$759.24	38.0000 %	\$288.51
	\$731.52	38.0000 %	\$277.98
	\$3,159.45	38.0000 %	\$1,200.59
		Fringe Benefits Total	\$62,013.71

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

<u>Purpose of Trip</u>	<u>Number of Trips</u>	<u>Cost Per Trip</u>	<u>Total</u>
Meals and travel cost for 2 in state conferences which are organized by the South Carolina Associations of Community Action Partnerships the spring conference is scheduled for April 17 - 21, 2017 and will be held in North Charleston SC The State Association will provide lodging to presenters at the conference, as well as to OEO staff who will be providing training These funds are for the cost of meals, as allowed by the state of SC , limited to \$25 per day This covers the 3 full time Weatherization staff	2	\$300.00	\$600.00
2018 Home Performance Conference to be determined 3 staff will attend	3	\$2,063.00	\$6,189.00
2018 NASCAP Mid Winter conference This conference is usually held in Arlington Va 2 staff will attend	2	\$2,000.00	\$4,000.00

2017 NASCSP Conference to be held in Mississippi in the fall. These are estimates based on prior travel cost, and include the registration fee. 2 staff will attend.	2	\$2,000.00	\$4,000.00
WAP Monitoring Visits (overnight) 8 agencies are out of area. Some agencies will require follow up trips during the year.	27	\$150.00	\$4,050.00
		Travel Total	\$18,839.00

- 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.

Programmatic Monitoring Visits

There are 8 Community Action Agencies which will require overnight travel in order to complete the program monitoring. Program and Technical staff anticipate 27 over night stays split among the 3 staff. Each visit is expected to cost \$150 per night. This amount covers the cost of hotel at no more than the federal GSA rate, and meal expense that cannot exceed \$25 per day, based on state law. \$4,050

Fiscal Monitoring Visits

The cost of fiscal monitoring visits which include weatherization funds will be covered in part by the LWAP administration funds. Fiscal monitoring staff are on site to monitor the LIHEAP and CSBG grant as well as weatherization.

\$14,789 of the Training & Technical Assistance funds will be used for monitoring staff travel to attend training and conferences as listed. These costs are based on cost of past trips by staff.

4. EQUIPMENT - Equipment is generally defined as an item with an acquisition cost greater than \$5,000 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.

5. SUPPLIES - Supplies are generally defined as an item with an acquisition cost of \$5,000 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
Operational Costs	\$3,381.00	Operations- paper, office supplies, and training materials. Office supplies will be for the cost of materials handed out during training conferences to be held, and will be limited to \$500. Items used during monitoring process including disposable suits and booties. Cost Basis - Prior purchases of similar or like items. These items will paid for with T&TA funds.

Office supplies	\$1,885.00	Operating supplies to include paper, toner cartridges, binders, folders and general supplies that may be needed in the office for program and monitoring staff.
Materials and Supplies Total	\$5,266.00	

- 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.

Administrative operations - paper, office supplies, and training materials. Cost Basis - Prior purchases of similar or like items.

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 II.3).

Name of Proposed Sub	Total Cost	Basis of Cost*
GLEAMNS Human Resources Commission	\$295,092.00	\$26,235 is awarded for administration \$15,000 is awarded as T&TA \$22,984 is awarded as Health & Safety \$230,873 is awarded for program operation
OCAB Community Action Agency	\$68,693.00	\$5,685 is awarded for administration \$8,000 is awarded as T&TA \$4,980 is awarded as Health & Safety \$50,028 is awarded for program operation
Wateree Community Actions	\$144,399.00	\$12,682 is awarded for administration \$9,000 is awarded as T&TA \$11,111 is awarded as Health & Safety \$111,606 is awarded for program operation
Aiken/Barnwell Counties Community Action Agency	\$317,802.00	\$28,735 is awarded for administration \$11,000 is awarded as T&TA \$25,176 is awarded as Health & Safety \$252,891 is awarded for program operation
To be determined	\$11,900.00	OEO will make determinations as to what additional training needs are for the state and utilize these funds to contract for and provide this training. If funding is cut with the final budget appropriation for the Weatherization grant, this is the area that will be reduced.
Waccamaw Economic Opportunity Council	\$125,166.00	\$10,881 is awarded for administration \$9,000 is awarded as T&TA \$9,532 is awarded as Health & Safety \$95,753 is awarded for program operation
Carolina Community Actions	\$113,986.00	\$10,021 is awarded for administration \$7,000 is awarded as T&TA \$8,779 is awarded as Health & Safety \$88,186 is awarded for program operation
Lowcountry Community Action Agency	\$26,395.00	\$2,098 is awarded for administration \$4,000 is awarded as T&TA \$1,838 is awarded as Health & Safety \$18,459 is awarded for program operation
Chesterfield/Marlboro Economic Opportunity Council	\$79,029.00	\$6,840 is awarded for administration \$6,000 is awarded as T&TA \$5,993 is awarded as Health & Safety \$60,196 is awarded for program operation
Charleston County Human Services Commission	\$211,760.00	\$18,800 is awarded for administration \$11,000 is awarded as T&TA \$16,469 is awarded as Health & Safety \$165,491 is awarded for program operation
Contracts and Subgrants Total	\$1,394,222.00	

*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.

<u>General Description</u>	<u>Cost</u>	<u>Justification of Need</u>
Share of dues for Natl Assoc for State Community Services	\$2,500.00	This association advocates on behalf of the Weatherization programs throughout the nation, as well as providing training and technical assistance to OEO. Being a member gives OEO a source for additional education, training materials, and expertise that is not held by staff members.
Grantee Administration	\$2,500.00	These are the administrative cost to support normal office operations and include incidentals such as Xerox copier use, computer support fees for 3 WX staff, telephone cost for 3 WX staff, liability and or tort insurance
Other Direct Costs Total	\$5,000.00	

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.

Prior purchases.

These costs are not covered by the Indirect rate.

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.

Pursuant to the South Carolina Restructuring Act, the Office of Economic Opportunity was placed under the newly created Department of Administration effective on July 1, 2015. HHS, as the cognizant agency for OEPP, (and OEO) agreed to provide a provisional rate to the agency. The newly formed Department of Administration must now request an indirect cost rate request after the first year of operations, which ended on June 30, 2016. Federal Agency - Department of Health and Human Services Rate - 8.01% Effective Dates - 7/1/2014 through 6/30/2016

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

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

Name: Renee Rochester

Phone Number: 8037370555

Indirect costs calculations:

<u>Indirect Cost Account</u>	<u>Direct Total</u>	<u>Indirect Rate</u>	<u>Total Indirect</u>
Provisional	\$225,208.00	8.0100 %	\$18,039.16
		Indirect Costs Total	\$18,039.16

**U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
WEATHERIZATION ANNUAL FILE WORKSHEET**

(Grant Number: EE0007949, State: SC, Program Year: 2017)

IV.1 Subgrantees

Subgrantee (City)	Planned Funds/Units
Aiken/Barnwell Counties Community Action Agency (Aiken)	\$317,802.00 48
Carolina Community Actions, Inc. (Rock Hill)	\$113,986.00 17
Charleston County Human Services Commission dba Palmetto (Charleston)	\$211,760.00 32
Chesterfield-Marlboro (Cheraw)	\$79,029.00 12
GLEAMNS Human Resources Commission Inc (Greenwood)	\$295,092.00 44
Lowcountry Community Action Agency, Inc. (Walterboro)	\$26,395.00 4
OCAB Community Action Agency (Orangeburg)	\$68,693.00 10
Waccamaw Economic Opportunity Council, Inc. (Conway)	\$125,166.00 18
Wateree Community Actions, Inc. (Columbia)	\$144,399.00 21
Total:	\$1,382,322.00 206

IV.2 WAP Production Schedule

Weatherization Plans	Units
Total Units (excluding reweatherized)	206
Reweatherized Units	0

Note: Planned units by quarter or category are no longer required, no information required for persons.

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	206
C	Total Units Reweatherized	00
D	Total Dwelling Units to be Weatherized and Reweatherized (B + C)	206
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	\$1,073,483.00
G	Total Dwelling Units to be Weatherized and Reweatherized (from line D)	206
H	Average Program Operations Costs per Unit (F divided by G)	\$5,211.08
I	Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J	Total Average Cost per Dwelling (H plus I)	\$5,211.08

IV.3 Energy Savings

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**U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
WEATHERIZATION ANNUAL FILE WORKSHEET**

(Grant Number: EE0007949, State: SC, Program Year: 2017)

Method used to calculate savings: <input checked="" type="checkbox"/> WAP algorithm <input type="checkbox"/> Other (describe below)			
	Units	Savings Calculator (MBtus)	Energy Savings
This Year Estimate	206	29.3	6036
Prior Year Estimate	0	29.3	0
Prior Year Actual	0	29.3	0
Method used to calculate savings description:			

IV.4 DOE-Funded Leveraging Activities

The State will not be leveraging any funds.

IV.5 Policy Advisory Council Members

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

Arnold Collins	Type of organization: Local agency Contact Name: Arnold Collins Phone: 8437239285 Email: acollins@palmettocap.org
Cristina Freeman	Type of organization: Utility Contact Name: Cristina Freeman Phone: 8032174409 Email: cvfreeman@scana.com
Dwayne White	Type of organization: Unit of Federal Government Contact Name: Dwayne White Phone: 8032533655 Email: dwayne.white@sc.usda.gov
Geoffrey Penland	Type of organization: Utility Contact Name: Geoffrey Penland Phone: 8433606336 Email: geoff.penland@santeecooper.com
John Frick	Type of organization: Utility Contact Name: John Frick Phone: 8037393064 Email: john.frick@ecsc.org
Michael Gray	Type of organization: Non-profit (not a financial institution) Contact Name: Michael Gray Phone: 8037335422 Email: mgray@uway.org
Sue Dinnsen	Type of organization: Utility Contact Name: Sue Dinnsen Phone: 9803731789 Email: sue.dinnsen@duke-energy.com
Trish Jerman	Type of organization: Unit of State Government Contact Name: Trish Jerman Phone: 8037378025 Email: tjerman@regstaff.sc.gov

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
02/03/2017	A public hearing will be held to receive public input on the Program Year 2017 State Plan at 2:00 p.m. on Friday, February 3, 2017 in room 364, Edgar A. Brown Building, 1205 Pendleton Street, Columbia, SC 29201. Notice of the meeting was published in the statewide daily publication The State, on January 18, 19, 2017. It was distributed via email to all Community Action Agencies on January 19, 2017.

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
WEATHERIZATION ANNUAL FILE WORKSHEET

(Grant Number: EE0007949, State: SC, Program Year: 2017)

IV.7 Miscellaneous

Under section "IV.1 Subgrantees, To Be Determined"

The Weatherization Assistance Program was terminated from Piedmont Community Actions in January 2016. The effective counties are Cherokee and Spartanburg. On January 9, 2017, OEO placed a public notice for Request for Applications for a Community Action Agency to provide Weatherization Services to the Cherokee and Spartanburg counties. Applications are due to OEO by February 10, 2017 and the award should be made by February 17, 2017. State statute requires that Weatherization services be provided by a community action agency. OEO has also restricted the eligible entities to agencies who already provide Weatherization services (because of the extensive training and technical requirements of the grant).

Policy Advisory Council

The South Carolina Policy Advisory Council which is referred to as the Energy Advisory Council will meet at least once, annually. The SC Energy Advisory Council will meet on February 2, 2017. The SC Energy Advisory Council advises and assists in the development and implementation of the Weatherization Assistance Program.

Member Representing:

Electric Cooperatives – John Frick
Electric Cooperatives – Geoff Penland
Executive Director Community Action Agency – Arnold Collins
Housing – USDA Rural Development – Dwayne White
South Carolina Office of Regulatory – Trish Jerman
Public Utility – Sue Dinnsen
Public Utility – Cristina Freeman
United Way – Mike Gray

Recipient Principal Investigator

Paul Younginer
paul.younginer@admin.sc.gov
803-734-9861

Recipient Business Officer

James Miller
james.miller@admin.sc.gov
803-734-0662

DOE F 540.5
(08/05)

U.S. Department of Energy

OMB Control No: 1910-5127

**WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION**

Expiration Date: 02/29/2020

State: SC Grant Number: EE0007949 Program Year: 2017

<p>Name: Aiken/Barnwell Counties Community Action Agency</p> <p>Address: PO Box 2066 291 Beaufort Street Aiken, SC 29802-2066</p> <p>Counties served: RICHLAND County BARNWELL County LEXINGTON County AIKEN County GREENVILLE County</p>	<p>Tentative allocation: \$ 317,802.00 Planned units: 48 Type of organization: Local agency</p>	<p>Contact: George A. Anderson, Exec. Director DUNS: 082918215 Phone: (803) 648-6836 Fax: (803) 648-0490 Email: ga291@aol.com</p>	<p>Congressional districts served: <u>CD</u> SC-02 SC-06 SC-04 SC-03</p>
Source of labor: Contractors			

<p>Name: Carolina Community Actions, Inc.</p> <p>Address: P O Box 933 138 South Oakland Avenue Rock Hill, SC 29731-6933</p> <p>Counties served: UNION County FAIRFIELD County LANCASTER County CHESTER County YORK County</p>	<p>Tentative allocation: \$ 113,986.00 Planned units: 17 Type of organization: Local agency</p>	<p>Contact: Walter H. Kellogg, Exec. Director DUNS: 071061212 Phone: (803) 329-5195 Fax: (803) 329-5198 Email: wkellogg@ccainc.org</p>	<p>Congressional districts served: <u>CD</u> SC-05 SC-04</p>
Source of labor: Contractors			

<p>Name: Charleston County Human Services Commission dba Palmetto</p> <p>Address: 1069 King Street PO Box 20968 Charleston, SC 29413-0000</p> <p>Counties served: CHARLESTON County JASPER County BERKELEY County DORCHESTER County BEAUFORT County</p>	<p>Tentative allocation: \$ 211,760.00 Planned units: 32 Type of organization: Local agency</p>	<p>Contact: Arnold Collins, Exec. Director DUNS: 180078052 Phone: (843) 724-6760 Fax: (843) 724-6787 Email: acollins@palmettocap.org</p>	<p>Congressional districts served: <u>CD</u> SC-01 SC-06</p>
Source of labor: Agency			

<p>Name: Chesterfield-Marlboro</p> <p>Address: 318-322 Front Street Cheraw, SC 29520-0000</p> <p>Counties served: CHESTERFIELD County DILLON County MARLBORO County DARLINGTON County</p>	<p>Tentative allocation: \$ 79,029.00 Planned units: 12 Type of organization: Local agency</p>	<p>Contact: Samuel D. Bass, Jr., Exec. Director DUNS: 874970627 Phone: (843) 320-9760 Fax: (843) 320-9771 Email: sdbass@cmeoc.org</p>	<p>Congressional districts served: <u>CD</u> SC-07 SC-05</p>
Source of labor: Contractors			

DOE F 540.5
(08/05)

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OMB Control No: 1910-5127

**WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION**

Expiration Date: 02/29/2020

State: SC Grant Number: EE0007949 Program Year: 2017

<p>Name: GLEAMNS Human Resources Commission Inc</p> <p>Address: P O Box 1326 237 Hospital Street Greenwood, SC 29648-0000</p> <p>Counties served: SALUDA County OCONEE County NEWBERRY County EDGEFIELD County MCCORMICK County LAURENS County CHEROKEE County ANDERSON County PICKENS County GREENWOOD County SPARTANBURG County ABBEVILLE County</p>	<p>Tentative allocation: \$ 295,092.00</p> <p>Planned units: 44</p> <p>Type of organization: Local agency</p>	<p>Contact: Shunna T. Vance, Exec. Director</p> <p>DUNS: 078070497</p> <p>Phone: (864) 223-8434</p> <p>Fax: (864) 223-9456</p> <p>Email: svance@gleamnshrc.org</p>	<p>Congressional districts served: <u>CD</u> SC-03 SC-04 SC-05</p>
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Source of labor: Contractors

<p>Name: Lowcountry Community Action Agency, Inc.</p> <p>Address: 319 Washington Street Walterboro, SC 29488-0000</p> <p>Counties served: COLLETON County HAMPTON County</p>	<p>Tentative allocation: \$ 26,395.00</p> <p>Planned units: 4</p> <p>Type of organization: Local agency</p>	<p>Contact: Arlene Washington, Exec. Director</p> <p>DUNS: 071408165</p> <p>Phone: (843) 549-5576</p> <p>Fax: (843) 549-2190</p> <p>Email: awashington@lowcountrycaa.org</p>	<p>Congressional districts served: <u>CD</u> SC-02 SC-06</p>
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Source of labor: Contractors

<p>Name: OCAB Community Action Agency</p> <p>Address: 1822 Joe Jeffords Highway Orangeburg, SC 29116-0710</p> <p>Counties served: ALLENDALE County CALHOUN County BAMBERG County ORANGEBURG County</p>	<p>Tentative allocation: \$ 68,693.00</p> <p>Planned units: 10</p> <p>Type of organization: Local agency</p>	<p>Contact: Calvin Wright, Exec. Director</p> <p>DUNS: 109111583</p> <p>Phone: (803) 536-1027</p> <p>Fax: (803) 536-4657</p> <p>Email: cwright@ocabcaa.org</p>	<p>Congressional districts served: <u>CD</u> SC-02 SC-06</p>
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Source of labor: Contractors

<p>Name: Waccamaw Economic Opportunity Council, Inc.</p> <p>Address: Post Office Box 1467 1261 Hwy. 501 East, Suite B Conway, SC 29528-0000</p>	<p>Contact: James L. Pasley, Jr., Exec. Director</p> <p>DUNS: 130046845</p> <p>Phone: (843) 234-4100</p> <p>Fax: (843) 234-4111</p> <p>Email: james.pasley@weoc.org</p>
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DOE F 540.5
(08/05)

U.S. Department of Energy

OMB Control No: 1910-5127

**WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION**

Expiration Date: 02/29/2020

State: SC Grant Number: EE0007949 Program Year: 2017

Counties served:	WILLIAMSBURG County HORRY County GEORGETOWN County	Tentative allocation: \$ 125,166.00 Planned units: 18 Type of organization: Local agency Source of labor: Agency and Contractors	Congressional districts served:	<u>CD</u> SC-06 SC-07
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Name:	Wateree Community Actions, Inc.	Contact:	Annette Tucker, Exec. Director
		DUNS:	086375599
Address:	1915 Harden Street Columbia, SC 29204	Phone:	(803) 807-9811
		Fax:	(803) 807-9810
		Email:	atucker@wcai.org

Counties served:	FLORENCE County KERSHAW County MARION County SUMTER County CLARENDON County LEE County	Tentative allocation: \$ 144,399.00 Planned units: 21 Type of organization: Local agency Source of labor: Agency and Contractors	Congressional districts served:	<u>CD</u> SC-07 SC-05 SC-06
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STATE PLAN/MASTER FILE WORKSHEET

(Grant Number: EE0007949, State: SC, Program Year: 2017)

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

A dwelling unit shall be eligible for Weatherization assistance if it is occupied by a family unit:

- Whose income is at or below 200 percent of the poverty level determined in accordance with criteria established by the Director of the Office of Management and Budget, except that the Secretary may establish a higher level if the Secretary, after consulting with the Secretary of Agriculture and the Secretary of Health and Human Services, determines that such a higher level is necessary to carry out the purposes of this part and is consistent with the eligibility criteria established for the weatherization program under Section 222(a)(12) of the Economic Opportunity Act of 1964; , Pub. L. No. 88-452, 42 U.S.C. § 2701 *et seq*;
- Which contains a member who has received cash assistance payments during the twelve-month period under Title IV and XVI of the Social Security Action, Pub. L. No. 88452, 42 U.S.C. § 2701 *et seq.* or applicable State or local law.
- If a Grantee elects, is eligible for assistance under the Low Income Home Energy Assistance Act of 1981, provided that the income eligibility level is up to 200% of the poverty level determined in accordance with criteria established by the Director of the Office of Management and Budget.

Describe what household Eligibility basis will be used in the Program

The State of South Carolina has established, published and implemented procedures to ensure that no dwelling unit may be weatherized without documentation that an eligible unit whose income is at or below 200% of the poverty level as published by the U.S. Department of Health and Human Services.

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

The applicant must reside in the State of South Carolina at the time of application to be eligible. Current verification of residency and service address must be verified at time of application. These two addresses must match to qualify for Weatherization.

Possible verification sources are as follows (not all inclusive):

- Valid South Carolina Driver's License with current address.
- Rental/Lease agreement listing the applicant's name and current residence.
- Completed Landlord Affidavit form (if applicable).
- Employer's statement or pay stub listing residence address.
- Property tax statement or deed for homeowner.

A United States citizen is someone born in:

- One of the 50 states
- The District of Columbia
- Puerto Rico
- Guam
- The Virgin Islands
- The Northern Mariana Islands

A United States National is someone born in:

- America Samoa
- Swain's Island

To verify a household member is a U.S. Citizen or National, use any of the following documents:

- Birth Certificate

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- U.S. Passport
- Report of Birth Abroad of a Citizen of the U.S. (FS-240) issued by the Dept. of State
- Certificate of Birth (FS-545) issued by a Foreign Service post
- U.S. Citizens I.D. card (I-197) issued by the Bureau of Citizenship and Immigrants on Services (BCIS)
- Certificate of Naturalization (N-550 or N-570) issued by BCIS
- Certificate of Citizenship (N-560 or N-561) issued by BCIS
- Northern Mariana I.D. card (I-873) issued by BCIS
- Statement provided by the U.S. consular official certifying the individual is a citizen.

Non-citizens must provide documentation verifying resident alien status to be eligible for weatherization.

The federal government considers the following to be qualified aliens:

- An alien legally admitted for Permanent Resident Alien Status. I-151, commonly referred to as a "green card".
- An alien granted asylum. Documentation: I-94 or INS letter.
- A refugee admitted to the United States. Documentation: I-94 "Arrival Departure Record".
- An alien paroled in the United States. Documentation: I-94 "Arrival Departure Record".
- An alien whose departure is being withheld. Documentation: I-94 and/or order from an immigrations court judge.
- An alien granted conditional entry. Documentation: I-94 "Arrival Departure Record".
- An alien who is a Cuban/Haitian entrant. Documentation: I-151 "green card".
- An alien who is a battered spouse or child. Documentation: 1) Veteran-proof of legal entrance in U.S. DD-214 or poof of active military service, birth/marriage certificate; 2) Other-Approval Notice of "Notice of Prima Facie Case" under the 1994 Violence Against Women Act (VAWA).

A Social Security number (SSN) is required for all persons in the household. If not provided, the household is ineligible for assistance.

V.1.2 Approach to Determining Building Eligibility

Procedures to determine that units weatherized have eligibility documentation

No dwelling will be weatherized until it is determined that the dwelling /occupants are determined income eligible.

Definition of Income

A. INCOME: Income means Cash Receipts earned and/or received by the applicant before taxes during applicable tax year(s) but not the Income Exclusions listed below in Section C. Gross Income is to be used, not Net Income.

B. CASH RECEIPTS: Cash Receipts include the following:

- Money, wages and salaries before any deductions;
- Net receipts from non-farm or farm self-employment (receipts from a person's own business or from an owned or rented farm after deductions for business or farm expenses);
- Regular payments from social security, railroad retirement, unemployment compensation, strike benefits from union funds, workers' compensation, veteran's payments, training stipends, alimony, and military family allotments;
- Private pensions, government employee pensions (including military retirement pay), and regular insurance or annuity payments;
- Dividends and/or interest;
- Net rental income and net royalties;
- Periodic receipts from estates or trusts; and
- Net gambling or lottery winnings.

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C. INCOME EXCLUSIONS: The following Cash Receipts are not considered sources of Income for the purposes of determining applicant eligibility:

- Capital gains;
- Any assets drawn down as withdrawals from a bank;
- Money received from the sale of a property, house, or car;
- One-time payments from a welfare agency to a family or person who is in temporary financial difficulty;
- Tax refunds;
- Gifts, loans, or lump-sum inheritances;
- College scholarships;
- One-time insurance payments, or compensation for injury;
- Non-cash benefits, such as the employer-paid or union-paid portion of health insurance;
- Employee fringe benefits, food or housing received in lieu of wages;
- The value of food and fuel produced and consumed on farms;
- The imputed value of rent from owner-occupied non-farm or farm housing;
- Depreciation for farm or business assets;
- Federal non-cash benefit programs such as Medicare, Medicaid, Food Stamps, school lunches, and housing assistance;
- Combat zone pay to the military;
- Child support, as defined below in Section E.;
- Reverse mortgages; and
- Payments for care of Foster Children;

Proof of income eligibility should be included in the client file.

1. Availability of Supporting Documentation

Each client file must contain an application from the client that contains the required demographics and income for the entire family living in the residence. The file must also contain evidence provided by the subgrantee that the client is eligible to receive WAP services. This evidence may include, but is not limited to, a memorandum from a third party certification office stipulating the income levels of the family or source documentation for each income source listed on the application. These documents can be stored electronically or retained in hard copy for each client.

The applicant must provide evidence or income documentation satisfactory to the outreach worker that the household meets the eligibility requirements. The documentation must be maintained in the client file and made available for inspection by the agency employee and state staff. Applicant income must be verified for the one-year period prior to the certification month. In accordance with DOE Weatherization Program Notice 16-3 until WPN 17-3 is issued, income data for a part of a year may be annualized in order to determine eligibility—for example, by multiplying by four the amount of income received during the most recent three months. The method of calculation is to be determined by the Grantee and is uniformly applied. Tax forms may be used to verify income only if the certification period is from January through December. Applications on file for one year or more must be recertified for the year prior to pre-inspection. Applicant eligibility verification shall be documented in the file and shall include, as a minimum, (1) which 12-month period was considered, (2) a list of all sources of applicant income, (3) documentation of income from each source for the period(s) being considered, and (4) the date and initials of the agency employee verifying income.

2. Eligibility Determined by Outside Agency/Program:

If income eligibility is determined by an outside agency or program, i.e. Low-Income Home Energy Assistance Program (LIHEAP) or the U.S. Department of Housing and Urban Development (HUD), any document used to determine eligibility, such as a copy of LIHEAP eligibility or a copy of the HUD building list, will suffice as evidence of client eligibility. This document and any related documents must be retained in the client file. The HUD eligible building list can be found at: <http://www.energy.gov/eere/wipo/housing-and-urban-development-multifamily-properties-eligible-weatherization-assistance>.

3. Self-Certification

After all other avenues of documenting income eligibility are exhausted, self-certification is allowable. However, evidence of the various attempts at proving eligibility must be contained in the client file, including a notarized statement signed by the potential applicant indicating that they have no other proof of income.

D. CHILD SUPPORT:

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Child Support payments, whether received by the Payee or paid by the Payor, are **not** considered Sources of Income to be added to the payee income or deducted from the payor income for the purposes of determining applicant eligibility.

1. Payee: Where an applicant receives Child Support from any state program or individual during an applicable tax year, such assistance is not considered income for the purposes of determining eligibility (i.e., where an applicant receives Child Support, he or she does not add that amount to his or her calculation of income for purposes of determining eligibility).

2. Payor: Where an applicant pays Child Support through a state program and/or to an individual, such assistance **is not** considered a deduction to Income for the purposes of determining eligibility (i.e., where an applicant pays Child Support, he or she may not deduct said assistance from his or her calculation of Income for the purposes of determining eligibility).

E. ANNUALIZATION OF INCOME:

Where an applicant receives income for a part of the applicable tax year, their partial income may be annualized to determine eligibility. *Example:* Applicant A received income during January, February and March. The method of annualizing income to determine eligibility could be multiplied by four to determine the amount of income received during the year. The method of calculating annualized income is to be determined by the Grantee and must be applied uniformly by all subgrantees.

F. RE-CERTIFICATION:

An applicant must be re-certified when eligibility lapses due to the length of time the applicant was waiting to receive Weatherization services. As a reminder, re-certification of eligibility must occur at least every 12 months. The Grantee must outline the method of determining re-certification in their Annual Plan for approval by DOE.

Each applicant must provide all of the items outlined as mandatory data fields in the application process/form. All prospective applicants will be required to identify and provide verification of the amount and source of all their income for their household. Applicant must also provide copies of Social Security cards for all household members. A copy of each member's Social Security card is to be maintained in the file and all other required identification documentation. Applicant must provide proof of total gross household income (within last 30 days including date of application) and appropriate verification of zero income, if applicable. A letter from employer or consecutive pay stubs showing gross income for the past 30 days, including the date of application, or the client's Declaration of Zero Income form is acceptable. Income documentation is required for all students who are 18 years of age or older.

Members of Indian Tribes: Native Americans identified as eligible shall receive benefits equivalent to the benefits provided to other low-income persons.

Income Verification for Shelters

Income eligibility is not required for Shelters. An application from the shelter owner or non-profit that runs the shelter and oversees it would be received and filed in the client file. The application will be used to document the type of housing weatherized (shelter) which in turn allows the reporting of the number of completions based on either 800 square feet or number of floors. Also, the application documents the date and times the shelter was weatherized to ascertain whether it is or is not eligible for re-weatherization.

Multi-Unit Buildings (5+ units per building)

All multi-unit projects will be forwarded to DOE on a case by case basis.

A rental dwelling unit, both single-family and multi-unit building will be eligible for weatherization assistance if:

Not less than 66 percent (50 percent for duplexes and four unit buildings, and certain eligible types of large multifamily buildings) of the dwelling units in the building:

- i) Are eligible dwelling units, or
- ii) Will become eligible dwelling units within 180 days under a Federal, State, or local government program for rehabilitating the building or making similar improvements to the building;

Average Cost Per Unit in Multifamily Dwellings

Duplexes, three and four-unit buildings, and buildings with more than 5 units are all considered multifamily buildings for the purposes of eligibility (and subsequently, in the reporting of units). The WAP statutory authority and regulations require that on average the cost per dwelling unit for all eligible dwelling units within the State during a program year does not exceed \$7,212. This allows for a Grantee to sometimes spend less than and sometimes spend more than \$7,212 on an eligible dwelling unit.

Property Listings For Use In The Weatherization Assistance Program

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If a public housing, assisted multifamily or a Low Income Housing Tax Credit (LIHTC) building is identified by the US Department of Housing and Urban Development (HUD) or US Department of Agriculture (USDA) and included on a list published by DOE, that building meets certain income eligibility and may meet other WAP requirements without the need for further evaluation or verification. (75 FR 3847, Jan. 25, 2010). Information on documentation required is further discussed in the following section.

1. Income qualified public housing, assisted housing, LIHTC and USDA subsidized properties *may* be eligible recipients of WAP funds.
2. A public housing, assisted housing, LIHTC and USDA subsidized building that does not appear on the list using HUD or USDA records may still qualify for the WAP. The WAP Subgrantee that implements the Program can determine income eligibility based on information supplied by property owners and the tenants.

HUD and USDA continue to identify additional eligible properties that meet the income eligibility criteria under WAP. As those lists become available, DOE posts on the DOE/EERE website at: <http://energy.gov/eere/wipo/articles/hud-multifamily-property-listings-eligible-weatherization-assistance>.

Documentation Requirements

The following table is an “at-a-glance” to clearly convey the documentation required by DOE whether selecting buildings that appear on a HUD/USDA list or a building that is not on the list(s).

Documentation Required	If on HUD List or USDA List	If Not on HUD List or USDA List
Building Owner Permission	Yes	Yes
Income Eligibility Documentation	No	Yes
Demographics of Residents	Yes	Yes
Accrual of Benefits to Tenants ²	Yes, if applicable	Yes, if applicable
Audit Runs	Yes	Yes
Leverage/Buy-Down Agreements	Yes, if applicable	Yes, if applicable

Building Owner Permission

As required in 10.CFR 440.22 (b)(1), the Subgrantee is required to obtain the written permission of the owner of the building or his agent.

Income Eligibility

Except when using the HUD/USDA lists, as referenced above, the Grantee/Subgrantee must collect income information on a unit-by-unit basis to ensure at least 66% (or 50% for duplexes and four-unit buildings and “certain eligible types of large multifamily” category) of the occupants in a five or more unit building are eligible for service. (Eligibility documentation and requirements are set forth by the Grantee in the State Plan application.)

Demographics

Subgrantees are required to obtain, verify, and maintain, the proper documentation on demographics (elderly persons, persons with disabilities, families with children, high residential energy users, and households with high energy burden) for the properties to be weatherized.

Even when selecting projects from the HUD/USDA lists, Subgrantees must request the building owner provide information on the collected demographics. Subgrantees are not required to collect any additional information beyond the demographics required for reporting purposes to OEO or DOE.

When a building is on one of the HUD/USDA posted lists, the Subgrantee must state in the project file which list the building is on and the eligible percentage (66% or 100%) of units corresponding to that list. Generally, resident demographics must be reported on a unit-by-unit basis. However, for those buildings on the HUD/USDA lists, rent rolls or other such building owner records provided on an entire building or project basis are sufficient documentation to meet this requirement. Subgrantees are urged to initiate a landlord/tenant agreement to capture elements required by the regulations (e.g., benefits accrue to the tenants, tenants are not subjected to rent increases due to property improvements provided by WAP, what occurs if tenants are evicted or the building sold before a specific period of time has passed). This agreement should correspond to the type of subsidy the building receives.

Accrual of Benefits

References to the accrual of benefits is addressed in the regulations, 10 CFR 440.22(b)(3) which states that dwellings which consist of a rental unit or rental units to ensure that:

- i) The benefits of weatherization assistance in connection with such rental units, including units where tenants pay for their energy through their rent, will accrue primarily to the low-income tenants residing in such units;

With any rental property (multifamily or not) in which the tenants do not directly pay for their own utilities, the Subgrantee must demonstrate the benefits of the weatherization work accrue primarily to the low-income tenants (10 CFR 440.22(b)(3)(i)). This guidance primarily addresses how the benefits of weatherizing such a building will accrue primarily to the low-income tenants of that property.

The accrual of benefits requirement may be met by demonstrating that the benefits of the weatherization accrued primarily to the tenant. Benefits,

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include, but are not limited to lower energy bills, establishment of a shared savings program, or additional investment in the property. Some benefits do not accrue to tenants if they do not pay individual utility bills. The following table is an "at-a-glance" to convey which potential tenant benefits are valid for different utility payment arrangements

Accrual of Benefits - Examples

Potential Benefit	Tenant Pays Utilities	Utilities Included in Rent
Lower energy bills when seasonal temperatures are consistent with historic temperatures	Yes	No
"Lower than expected" energy bills in the event of hotter/colder weather than in previous years	Yes	No
Longer term preservation of the property as affordable housing	Yes	Yes
Continuation of protection against rent increases beyond that required under the WAP regulations (10 CFR 440.22(b)(3)(ii))	Yes	Yes
Investment of the energy savings in facilities or services that offer measurable direct benefits to tenants	Maybe – requires description	Yes
Investment of the energy savings from the weatherization work in specific health and safety improvements with measurable benefits to tenants	Maybe – requires description	Yes
Additional improvements, not related to weatherization, to heat and hot water distribution, and ventilation, to improve the comfort of residents	Yes	Yes
Establishment of a shared savings program	Maybe – requires description	Yes

Audit Runs

The WAP file for each building should contain at least the following information from the energy audit:

- The recommended statement of work including the savings-to-investment ratios (SIRs) of each measure and the total project SIR.
 - If any measures were bought down or otherwise leveraged the documentation must show the pre-leveraged SIRs of each individual measure and the pre-leveraged project SIR.
 - Documentation must include the other sources that funded each bought-down measure.
- Either a printed file showing all of the building audit inputs and outputs or the immediately accessible electronic file that shows all the audit inputs and outputs.
- Final installed costs of each measure and the total project cost. If the project went through the bidding process then all bid prices – winning and losing bids – must be in the file.
- All specifications defining each measure.

Leverage/Buy-Down Agreements

Subgrantees may combine LIHEAP WAP funds, Utility funds, and/or private funds from landlord contributions to accomplish the scope of work on a building. Regardless of the funding source, only measures on a list of measures with a cumulative SIR of 1 or greater may be paid for in any portion with WAP funds.

Landlords may contribute to the weatherization of their buildings. There are two mechanisms for landlord contributions: Participation agreements and specific measure Buy-downs.

Landlord Participation Agreements

The landlord contribution may be calculated as a percentage of the overall investment, percentage of WAP investment, or may be separate from the monies used to buy down measures.

Buy-Downs

Building owners may also buy down measures they typically prioritize as needs – like furnace or boiler replacements or new fenestration – that do

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save energy but don't achieve an SIR of 1 or greater as a stand-alone measure. Subgrantees may use other funds to buy down measures.

A measure can be bought down only when the overall SIR of the package of measures, including the full cost of the measure that will be bought down, is 1.0 or greater.

Describe Reweatherization compliance

Homes weatherized on or before September 30, 1994 are eligible to be reweatherized. Prior to any weatherization activity, a unit must be evaluated to determine whether previous weatherization services were provided after September 30, 1994. If services have been provided after this date with Department of Energy federal grant funds, the unit is not eligible for additional weatherization services.

The following actions must be taken on each unit prior to weatherization services to ensure that homes that have received weatherization services after September 30, 1994 are not reweatherized:

1. Each client's address must be entered into DBA Wx FACSPRO (SC database system) to identify whether the client's home has been previously weatherized; and
2. A visual inspection of each home must be conducted to identify whether previous weatherization measures have been performed.

If there is no documented, verbal, visual, or physical evidence of previous weatherization services, the Subgrantee may proceed with weatherization services on the unit.

Failure of any Subgrantee to comply could result in immediate suspension of payments under its DOE award agreement or termination on of its award agreement by SC OEO.

Describe what structures are eligible for weatherization

Eligible structures include single family dwellings, manufactured housing, mobile homes, shelters and multifamily rental buildings. Any non-traditional structures such as apartments over businesses and shelters must have approval from the DOE Project Officer prior to any weatherization process beginning. The weatherization of non-stationary campers and trailers that do not have a mailing address associated with the eligible applicants is not allowed. The use of a Post Office box for a non-stationary camper or trailer does not meet this requirement.

State Historic Preservation Officer (SHPO)

Undertakings that involve properties greater than fifty (50) years old and are not listed below, shall complete a Project Review Form 106 and submit to SHPO for approval to weatherize the dwelling.

WAP Undertakings Exempt from Section 106 Review

Undertakings that involve properties greater than fifty (5) years old and are not listed below, shall complete a Project Review Form 106 and submit to the South Carolina SHPO for written approval to weatherize the dwelling. The written approval must be retained in the client file to document the review process and capture any categorical exemptions and changes required based on the assessment. Weatherization cannot commence without this review and the approval in writing from the SHPO.

A. Exterior Work

Air sealing of the building shell, including caulking, weather-stripping, and other air infiltration control measures on windows and doors, and installing thresholds in a manner that does not harm or obscure historic windows or trim.

1. Thermal insulation, such as non-toxic fiberglass and foil wrapped, in walls, floors, ceilings, attics, and foundations in a manner that does not harm or damage historic fabric.
2. Blown in wall insulation where no holes are drilled through exterior siding, or where holes have no permanent visible alteration to the structure.
3. Removable film on windows (if the film is transparent), solar screens, or window louvers, in a manner that does not harm or obscure historic windows or trim.
4. Reflective roof coating in a manner that closely resembles the historic materials and form, or with materials that restore the original feature based on historic evidence, and in a manner that does not alter the roofline, or where not on a primary roof elevation or visible from the public right-of-way.

• B. Interior Work

- 1. Energy efficiency work within the building shell:**

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- a. Thermal insulation in walls, floors, ceilings, attics, crawl spaces, ducts and foundations.
 - b. Plumbing work, including installation of water heaters in areas that are not primary interior spaces (entrance halls, parlors, courtrooms, corridors, etc.).
 - c. Electrical work, including improving lamp efficiency.
 - d. Sealing air leaks using weatherstripping, door sweeps, and caulk and sealing major air leaks associated with bypasses, ducts, air conditioning units, etc.
 - e. Repair or replace water heater tanks and water heating pipes.
 - f. Adding adjustable speed drives such as fans on air handling units, cooling tower fans, and pumps.
 - g. Install insulation on water heater tanks and water heating pipes.
- 2. Work on heating and cooling systems (excluding changes to primary interior spaces (entrance halls, parlors, courtrooms, corridors, etc.):**
- o a. Clean, tune, repair or replace heating systems, including furnaces, oilers, heat pumps, vented space heaters, and wood stoves.
 - b.

Clean, tune repair or replace cooling systems, including central air conditioners, window air conditioners, heat pumps, and evaporative coolers.
 - c. Install insulation on ducts and heating pipes.
 - d. Conduct other efficiency improvements on heating and cooling systems, including replacing standing pilot lights with electronic ignition devices and installing vent dampers.
 - e. Modify duct and pipe systems so heating and cooling systems operate efficiently and effectively, including adding return ducts, replace diffusers and registers, replace air filters, install thermostatic radiator controls on steam and hot water heating systems.
 - f. Install programmable thermostats, outdoor reset controls, UL listed energy management systems or building automation systems and other HVAC control systems.
- 3. Energy efficiency work affecting the electric base load of the property (excluding historic light fixtures in primary interior spaces (entrance halls, parlors, courtrooms, corridors, etc.):**
- a. Convert incandescent lighting to fluorescent.
 - b. Replace refrigerators.
- 4. Health and safety measures:**
- a. Installing fire, smoke or carbon monoxide alarms.
 - b. Repair or replace vent systems on fossil-fuel-fired heating systems and water heaters to ensure that combustion gasses draft safely to outside.
 - c. Install mechanical ventilation, in a manner not visible from the public right of way, to ensure adequate indoor air quality if house is air-sealed to building tightness limit.

Describe how Rental Units/Multifamily Buildings will be addressed

The benefits of weatherization to the occupants of rental units are protected in accordance with 10 CFR440.22(b)(3). South Carolina's policy for the weatherization of rental units complies with 10 CFR 440.16(i), and all other pertinent regulations. Subgrantees must have the following procedures in place before proceeding with weatherization of a rental unit:

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- Subgrantees shall obtain a signed agreement (Homeowner Agreement) from the owner/landlord of the building or his designated agent authorizing the work to be done and agreeing to the landlord's financial participation in weatherization costs.
- Subgrantees must develop a detailed description of the weatherization measures authorized and costs assigned to the landlord and the agency.
- Rents shall not be raised because of the increased value of dwelling unit(s) due solely to weatherization assistance provided under this part. The agreement shall include a provision that the landlord agrees not to raise the rent for at least one year from the time the work is completed, unless raising the rent is based on factors unrelated to the weatherization improvements.
- The client shall be provided a copy of the signed Homeowner Agreement.
- Written permission of the building owner or his agent before commencing;
- No undue or excessive enhancements shall occur to the value of the dwelling unit.

In the event that the tenant is evicted or having their rent raised due to the weatherization services, the tenant may file an appeal requesting for a formal hearing from the subgrantee that provided the weatherization service.

A rental dwelling unit, both single-family and multi-unit building will be eligible for weatherization assistance if:

Not less than 66 percent (50 percent for duplexes and four unit buildings, and certain eligible types of large multifamily buildings) of the dwelling units in the building:

- i) Are eligible dwelling units, or
- ii) Will become eligible dwelling units within 180 days under a Federal, State, or local government program for rehabilitating the building or making similar improvements to the building; ...

Average Cost Per Unit in Multifamily Dwellings

Duplexes, three and four-unit buildings, and buildings with more than 5 units are all considered multifamily buildings for the purposes of eligibility (and subsequently, in the reporting of units). The WAP statutory authority and regulations require that on average the cost per dwelling unit for *all* eligible dwelling units within the State during a program year does not exceed \$7,212. This allows for a Grantee to sometimes spend less than and sometimes spend more than \$7,212 on an eligible dwelling unit.

Property Listings For Use In The Weatherization Assistance Program

If a public housing, assisted multifamily or a Low Income Housing Tax Credit (LIHTC) building is identified by the US Department of Housing and Urban Development (HUD) or US Department of Agriculture (USDA) and included on a list published by DOE, that building meets certain income eligibility and may meet other WAP requirements without the need for further evaluation or verification. (75 FR 3847, Jan. 25, 2010). Information on documentation required is further discussed in the following section.

1. Income qualified public housing, assisted housing, LIHTC and USDA subsidized properties may be eligible recipients of WAP funds.
2. A public housing, assisted housing, LIHTC and USDA subsidized building that does not appear on the list using HUD or USDA records may still qualify for the WAP. The WAP Subgrantee that implements the Program can determine income eligibility based on information supplied by property owners and the tenants.

HUD and USDA continue to identify additional eligible properties that meet the income eligibility criteria under WAP. As those lists become available, DOE posts on the DOE/EERE website at: <http://energy.gov/eere/wipo/articles/hud-multifamily-property-listings-eligible-weatherization-assistance>.

Documentation Requirements

The following table is an "at-a-glance" to clearly convey the documentation required by DOE whether selecting buildings that appear on a HUD/USDA list or a building that is not on the list(s).

Documentation Required	If on HUD or	If NOT on HUD or
	USDA List	USDA List
Building Owner Permission	Yes	Yes
Income Eligibility Documentation	No ¹	Yes
Demographics of Residents	Yes	Yes
Accrual of Benefits to Tenants ²	Yes, if applicable	Yes, if applicable
Audit Runs	Yes	Yes
Leverage/Buy-Down Agreements	Yes, if applicable	Yes, if applicable

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Building Owner Permission

As required in 10.CFR 440.22 (b)(1), the Subgrantee is required to obtain the written permission of the owner of the building or his agent.

Income Eligibility

Except when using the HUD/USDA lists, as referenced above, the Grantee/Subgrantee must collect income information on a unit-by-unit basis to ensure at least 66% (or 50% for duplexes and four-unit buildings and "certain eligible types of large multifamily" category) of the occupants in a five or more unit building are eligible for service. (Eligibility documentation and requirements are set forth by the Grantee in the State Plan application.)

Demographics

Subgrantees are required to obtain, verify, and maintain, the proper documentation on demographics (elderly persons, persons with disabilities, families with children, high residential energy users, and households with high energy burden) for the properties to be weatherized.

Even when selecting projects from the HUD/USDA lists, Subgrantees must request the building owner provide information on the collected demographics. Subgrantees are not required to collect any additional information beyond the demographics required for reporting purposes to OEO or DOE.

When a building is on one of the HUD/USDA posted lists, the Subgrantee must state in the project file which list the building is on and the eligible percentage (66% or 100%) of units corresponding to that list. Generally, resident demographics must be reported on a unit-by-unit basis. However, for those buildings on the HUD/USDA lists, rent rolls or other such building owner records provided on an entire building or project basis are sufficient documentation to meet this requirement. Subgrantees are urged to initiate a landlord/tenant agreement to capture elements required by the regulations (e.g., benefits accrue to the tenants, tenants are not subjected to rent increases due to property improvements provided by WAP, what occurs if tenants are evicted or the building sold before a specific period of time has passed). This agreement should correspond to the type of subsidy the building receives.

Accrual of Benefits

References to the accrual of benefits is addressed in the regulations, 10 CFR 440.22(b)(3) which states that dwellings which consist of a rental unit or rental units to ensure that:

The benefits of weatherization assistance in connection with such rental units, including units where tenants pay for their energy through their rent, will accrue primarily to the low-income tenants residing in such units;

With any rental property (multifamily or not) in which the tenants do not directly pay for their own utilities, the Subgrantee must demonstrate the benefits of the weatherization work accrue primarily to the low-income tenants (10 CFR 440.22(b)(3)(i)). This guidance primarily addresses how the benefits of weatherizing such a building will accrue primarily to the low-income tenants of that property.

The accrual of benefits requirement may be met by demonstrating that the benefits of the weatherization accrued primarily to the tenant. Benefits, include, but are not limited to lower energy bills, establishment of a shared savings program, or additional investment in the property. Some benefits do not accrue to tenants if they do not pay individual utility bills. The following table is an "at-a-glance" to convey which potential tenant benefits are valid for different utility payment arrangements

Accrual of Benefits - Examples

Potential Benefit	Tenant Pays Utilities	Utilities Included in Rent
Lower energy bills when seasonal temperatures are consistent with historic temperatures	Yes	No
"Lower than expected" energy bills in the event of hotter/colder weather than in previous years	Yes	No
Longer term preservation of the property as affordable housing	Yes	Yes
Continuation of protection against rent increases beyond that required under the WAP regulations (10 CFR 440.22(b)(3)(ii))	Yes	Yes
Investment of the energy savings in facilities or services that offer measurable direct benefits to tenants	Maybe – requires description	Yes

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Investment of the energy savings from the weatherization work in specific health and safety improvements with measurable benefits to tenants	Maybe – requires description	Yes
Additional improvements, not related to weatherization, to heat and hot water distribution, and ventilation, to improve the comfort of residents	Yes	Yes
Establishment of a shared savings program	Maybe – requires description	Yes

Audit Runs

The WAP file for each building should contain at least the following information from the energy audit:

- The recommended statement of work including the savings-to-investment ratios (SIRs) of each measure and the total project SIR.
 - If any measures were bought down or otherwise leveraged the documentation must show the pre-leveraged SIRs of each individual measure and the pre-leveraged project SIR.
 - Documentation must include the other sources that funded each bought-down measure.
- Either a printed file showing all of the building audit inputs and outputs or the immediately accessible electronic file that shows all the audit inputs and outputs.
- Final installed costs of each measure and the total project cost. If the project went through the bidding process then all bid prices – winning and losing bids – must be in the file.
- All specifications defining each measure.

Leverage/Buy-Down Agreements

Landlord contributions are not required. Subgrantees may combine LIHEAP WAP funds, Utility funds, and/or private funds from landlord contributions to accomplish the scope of work on a building. Regardless of the funding source, only measures on a list of measures with a cumulative SIR of 1 or greater may be paid for in any portion with WAP funds.

Landlords may contribute to the weatherization of their buildings. There are two mechanisms for landlord contributions: participation agreements and specific measure buy-downs.

Landlord Participation Agreements

The landlord contribution may be calculated as a percentage of the overall investment, percentage of WAP investment, or may be separate from the monies used to buy down measures.

Buy-Downs

Building owners may also buy down measures *they* typically prioritize as needs – like furnace or boiler replacements or new fenestration – that do save energy but don't achieve an SIR of 1 or greater as a stand-alone measure. Subgrantees may use other funds to buy down measures.

A measure can be bought down only when the overall SIR of the package of measures, including the full cost of the measure that will be bought down, is 1.0 or greater.

Shelters

Income eligibility is not required for Shelters. An application is required from the shelter owner or non-profit that runs the shelter. The application would be received and remain in the client file. The application is used to document the type of housing weatherized (shelter) which in turn allows the reporting of number of completions based on either 800 square feet or number of floors. It also documents the date and times this was done to ascertain whether it is or is not eligible for re-weatherization.

Subgrantees must receive prior approval from DOE thru SC OEO before weatherizing a shelter.

Describe the deferral Process

Deferral may be necessary if health and safety issues cannot be adequately addressed through this guidance. The decision to defer work in a dwelling is difficult but necessary in some cases. This does not mean that assistance will never be available, but that work must be postponed until

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the problems can be resolved and/or alternative sources of help are found. In the judgment of the service provider, which includes crews and contractors, any conditions that exist, which may endanger the health and/or safety of the workers or occupants, should be deferred until the conditions are corrected.

Deferral may also be necessary where occupants are uncooperative, abusive, or threatening.

Subgrantees will use the Deferral of Service Notification Form 107 for such situations. The form will include the client's name, client's address, agency name, agency address, agency's contact name, agency's contact phone number, client's name, signature and date, assessor's name, signature, and date. Also, the form includes a clear description of the problem, conditions under which weatherization could continue, the responsibility of all parties involved, and the client's and assessor's signature. The deferral form must be dated by both the client and assessor.

Deferral conditions may include:

1. The client has known health conditions that prohibit the installation of insulation and/or other weatherization materials.
2. The building structure or its mechanical systems, including electrical and plumbing, are in such a state of disrepair that they cannot be repaired reasonably.
3. The house has sewage or other sanitary problems that would further endanger the client and weatherization installers if weatherization work is performed and repair is beyond the scope of reasonable cost justification.
4. The house has been condemned or electrical, heating, plumbing, or other equipment has been "red tagged" by local or state building officials or utilities.
5. Moisture problems are so severe that they cannot be resolved.
6. Dangerous conditions exist due to high carbon monoxide levels due to combustion appliances and cannot be reasonably resolved.
7. The client is uncooperative, abusive, or threatening to the crew, subcontractors, auditors, inspectors, or others who must work on or visit the house.
8. The extent and condition of lead-based paint in the house would potentially create further health and safety hazards were to be disturbed.
9. Illegal activities are being conducted in the dwelling unit.

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.

The State of South Carolina will ensure that the low-income members of Indian tribes receive benefits equivalent to the assistance to other low-income persons within the State. The OEO stipulates that local program operators assure weatherization activities include low-income Native Americans.

V.2 Selection of Areas to Be Served

In South Carolina, there are nine organizations designated as 'eligible entities' authorized to receive a portion of the WAP funds allocated to the State. OEO administers these funds and using an allocation formula, provides the funds to WAP "eligible entities" that serve low-income individuals and families in the forty-six (46) counties to ensure statewide coverage.

OEO is designated as the principal state agency for the allocation and administration of WAP within the State of South Carolina. In South Carolina, all WAP eligible entities are private non-profit organizations and are required to have the Community Action Agency designation.

V.3 Priorities for Service Delivery

Subgrantees shall use the application prioritization system in DBA FACSPRO which prioritizes program eligible persons who are:

- 20 points - Elderly applicant – 60 years of age and older
- 20 points - Disabled applicant
- 20 points - Households with children under age eighteen (18).

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- 20 points - High Energy Burden – At least 20% of the household income is utilized to pay for energy usage.
- 20 points High Energy User – LIHEAP eligible household

Time Period for Income Verification

Applications must be recertified after a 12-month period.

V.4 Climatic Conditions

South Carolina's climate is classified as humid sub-tropical; that is, temperatures vary seasonally, with summers generally hot and sultry while winters are mild, and precipitation is ample and fairly well distributed throughout the year. Although March and July are usually the wettest months of the year, there is no real dry season. In eastern South Carolina, however, winter precipitation is greater than summer precipitation. Statewide, minimum precipitation is received in October and November. During summer and early fall of most years, the state receives the effects of one or more tropical storms or hurricanes.

Our demand for electricity is rather sensitive to the weather and to industrial growth. Changes in the weather patterns mean changes in energy consumption. Higher temperatures would mean:

- An increase demand for air conditioning. Higher summertime temperatures would mean increased use of air conditioners; the cooling season would also last longer.
- Decrease in demand for heating. Warmer winters would decrease the amount of energy required for heating.
- Require an increase in electrical capacity. Higher demands for air conditioning in the summer would be partially offset by lower wintertime temperatures, affecting total consumption only moderately. But the periods could require a significant increase in South Carolina's electrical capacity.

Listed below are the South Carolina weather stations and associated heating and cooling degree days.

The time period for calculating the annual heating and cooling degree days for South Carolina is January 1, 2016 through January 1, 2017.

Base Temperature = 65°F.

Greenville, SC - Greenville Downtown

Heating Degree Days – 2,672

Cooling Degree Days – 2,450

Columbia, SC - Metropolitan Airport

Heating Degree Days – 2,368

Cooling Degree Days – 2,894

Charleston, SC - Charleston International Airport

Heating Degree Days – 1,879

Cooling Degree Days – 2,834

Source: www.degreedays.net (using temperature data from www.wunderground.com)

V.5 Type of Weatherization Work to Be Done

V.5.1 Technical Guides and Materials

The aligned SC Field Guide with the Standard Work Specifications (SWS), including four variances, was approved by DOE on August 18, 2015. The SC Weatherization Field Guide has been made available to the subgrantees via SC OEO website. Electronic copies of the SC Field Guide can be obtained on the OEO website.

-- SC Field Guide - Site-Built - <http://o eo .sc .gov /documents /weatherization /Retrofitting %20South %20Carolina %20-%20Single %20Family .pdf>

-- SC Field Guide - Manufactured Housing - <http://o eo .sc .gov /documents /weatherization /Retrofitting %20South %20Carolina %20-%20Manufactured %20Housing .pdf>

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Incorporating the Standard Work Specifications (SWS) into the South Carolina WAP

All tasks performed on client homes will meet the specifications, objectives and desired outcomes outlined in the aligned SC Field Guide with the Standard Work Specifications for Home Energy Upgrades (SWS).

To meet requirements within WPN 15-4 SC OEO will add the following language to the Subgrantee Agreements:

Subgrantee shall perform weatherization services during the Term in accordance with the U.S. Department of Energy Weatherization Assistance Program State Plan for the State of South Carolina, the South Carolina Weatherization Field Guide, Standard Work Specifications, the South Carolina Weatherization Policy and Procedures Manual, other State Weatherization directives as applicable, and any amendments thereto (collectively "State Weatherization Plan and Directives").

The Subgrantee's signature on the Grant Agreement signifies its responsibility to follow all work standards as outlined in the documents referenced in this paragraph.

Incorporating the Standard Work Specifications (SWS) into the South Carolina WAP

For WAP PY 2017, all tasks performed on client homes will meet the specifications, objectives and desired outcomes outlined in the Standard Work Specifications for Home Energy Upgrades (SWS) where applicable.

- SC provided the updated Policies and Procedures to the subgrantees on November 23, 2016.
- SC provided the SC Field Guide for Site-Built Dwellings which was aligned with the Standard Work Specifications on August 18, 2015.
- SC provided the SC Field Guide for Manufactured Homes which was aligned with the Standard Work Specifications on August 18, 2015.

Grantees must provide subgrantees and/or contractors with technical requirements for field work including: audits/testing; installation of energy conservation, health and safety and incidental repair measures; and final inspections. The Grantee must confirm receipt of those requirements and provide follow-up and clarification upon request. A signature on a contract can serve as proof of receipt. The technical requirements must be clearly communicated and the specifications for work to be inspected must be referenced in subgrantee contracts. Contractors hired by the subgrantee must have agreements that include the same technical requirements referenced above. The work of the contractor must be consistent with the Grantee standards and field guides. The goal is to ensure:

Communication of Guidelines to Subgrantees Crews and Contractors

All subgrantees will be advised of any new DOE requirements on an ongoing basis. SC WAP will confirm receipt of those requirements by subgrantees with signed acknowledgments, and will provide follow-up and clarification upon request.

On November 23, 2016, SC distributed the updated the Weatherization Policies and Procedures to the subgrantees. The Weatherization Policies and Procedures contain essential instructions to subgrantees on how to implement WAP administrative and field requirements. Field guidance will direct operations in the field such as installation techniques, proper methods of testing, health and safety requirements, and data collection and submission. Administrative guidance will direct administrative operations such as training plans and schedules, data collection and submission, and contract language and wording that will clearly communicate technical requirements and specifications for work to be inspected. The Manual will guide work quality standards to ensure that:

- Procedures align with the SWS;
- All subgrantees staff, contractors, and anyone doing the actual work are aware of these standards;
- Every home inspected will comply with the SWS.
- All work is being performed in accordance to the DOE approved audit procedures and 10 CFR 440 Appendix A.

INCIDENTAL REPAIRS

Includes incidental repair materials and installation, which are performed because they are deemed necessary for the effectiveness of one or more ECMs. The ECM(s) that require the installation of an IRM must be documented in the client file. The IRM costs are not added to an individual or partial group of ECM costs. The total cost of all IRMs is added to the cost of the package of weatherization measures to calculate the whole unit (SIR).

- The maximum amount of spending with DOE funds for incidental repairs per dwelling is \$500. The \$500 maximum is based on historical data

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(WAP PY 2016).

- Incidental repair measures are performed because they are deemed necessary for the effectiveness of one or more ECMs.
- Incidental repairs are directed associated with an Energy Conservation measure and cannot exceed the cost of the Energy Conservation measure.
- Costs must be included in the cumulative savings-to-investment ratio (SIR) calculations.
- Incidental repairs may be necessary to preserve the lifetime of the energy conservation measures being installed in the home.
- The total cost of all IRMs, not to exceed \$500 is added to the cost of the package of weatherization measures to calculate the whole unit (SIR).

Examples:

- Lighting fixture replacement – You can replace a hardwired lighting fixture if it is necessary to install energy-efficient lighting.
- Wiring upgrades – This can be done when it is a component of the measure being installed, such as upgrading wiring to handle the extra load of a cooling system
- Flooring repair for water heater installation.
- Roofing repair - This can be done to protect installed insulation.
- Moisture repair - This can be done to protect moisture damage where necessary to perform weatherization.

Ineligible measures that do not meet the incidental repair definition:

- Lead Safe Work and testing
- Asbestos testing, encapsulation, or mitigation
- Removing pollutants
- Radon Testing

V.5.2 Energy Audit Procedures

Audit Procedures and Dates Most Recently Approved by DOE

Single-Family : National Energy Audit (NEAT) approved November 23, 2016

Manufactured Housing : Manufactured Home Energy Audit (MHEA) approved November 23, 2016.

Multi-Family : Buildings with 5 units or more will have audits conducted and sent to DOE for review. This is in accordance with DOE's approval of SC's NEAT audit tool.

Comments

The South Carolina network is using the NEAT audit for single family homes and MHEA for manufactured homes.

V.5.3 Final Inspection

Subgrantees are required to perform an independent quality control inspection (QCI) at the conclusion of each Weatherization project. This inspection must include all mechanical work performed on completed dwelling units. This must occur, and be documented, before reporting the project to the State as a "completed unit". This process is to ensure that all work performed meets or exceeds the minimum specifications outlined in the SWS in accordance with 10 CFR 440.16(g). All supporting documentation including inspection and monitoring certifications will be maintained in the client's file.

Quality Control Inspector

- An evaluator who verifies the work performed against the work plan specifications & Standard Work Specifications.
- Performs building diagnostics.
- Records/reports findings and concerns, and specifies corrective actions by conducting a methodological audit/inspection of the building, performing safety & diagnostic tests, and by observing the retrofit work in order to ensure the completion, appropriateness and quality of the work providing for the safety comfort and energy savings safety, comfort, of the building occupants.

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Verifies Work Performed Against the Work Plan & SWS

- Understands the energy audit.
- Review the auditor's diagnostics & observations.
- Review the Work Order
- Assures the Work Order provides adequate guidance.
- Assures if there are any unusual situations that need addressing.
- Assures the work was performed as specified in the Work Order.
- Assures the work specifications were understood by the retrofit installers or contractors.
- Assures if any variances exist and there is sufficient documentation to support the Change Order.
- Assures the specifications follow SWS.

Observes the Weatherization Work In-Progress

- Schedules a site visit(s) early (& often) on in the process to connect with crew leader, retrofit installers, and/or contractors.
- Observes any complexities.
- Discusses outcomes.
- Participates in the process.
- Discusses any issues and flexibilities with the work.

A Quality Inspection:

- Shall be completed after all work by the subgrantee is completed.
- Shall be performed on all jobs before it can be counted as a completed job.
- Shall verify applicable documents are in the file and are completed. by filling out Form 1 - Client File Checklist form.
- Shall include an analysis of the energy audit to ensure that it was completed in an efficient manner, all areas of the audit have been addressed, and the Work Order reflects a comprehensive energy audit.
- Shall verify reported diagnostic numbers are correct on Form 301 - Diagnostic Testing form.
- Shall verify that all cost effective opportunities were completed, budget permitting.
- Shall verify all invoices for the job are invoiced properly, nothing billed incorrectly, or billed for services/work not performed.
- Shall include a review of the diagnostic result, both pressure and combustion safety, to verify that all applicable tests were completed.
- Shall include a review of all measures listed on the Work Performed Report to verify installation has been completed in a safe and effective manner, following program requirements.
- Shall fill out Form 500 - Quality Control Inspection form, sign it and provide a copy for the file, stating the unit is complete.
- Verifies the cost of the IRMs do not exceed \$500 utilizing DOE WAP funds.
- Verifies the cost of Health and Safety measures do not exceed \$1,050 utilizing DOE WAP funds.
- Shall fill out Form 600 - QCI Final Inspection Certification form, sign it and provide a copy for the file and the subgrantee's Fiscal Manager.
- Document the work deficiencies in pictures and writing.
- Specifies what must be done for the weatherization work to pass.
- Determine the severity of issues and required responses.
- Channel info to appropriate persons.

Majority of the subgrantees have at least one QCI on staff. Of the nine subgrantees, two subgrantees are utilizing a neighboring QCI.

Below is the list of subgrantees and the total QCIs on staff.

Subgrantee	QCI(s)	Comment

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	on Staff	
Aiken/Barnwell CCAA	3	
Carolina CA	1	
Chesterfield-Marlboro EOC	0	Agency contracts with a neighboring QCI.
GLEAMNS HRC	1	
Lowcountry CA	1	
OCAB CAA	0	Agency contracts with a neighboring QCI.
Charleston County Human Services dba Palmetto Community Action Partnership	1	
Waccamaw EOC	1	
Wateree CAA	1	

SC OEO's QCI certified inspectors will monitor (at least) 10% of the completed units and accompanying client files for each subgrantee until the Subgrantee has in-place an independent QCI assessor and inspector. Subgrantees are required to ensure that each Weatherization completion receives an appropriate and properly executed final inspection. This inspection must be performed by a certified Quality Control Inspector (QCI). SC OEO, as part of their regular monitoring procedure will review final inspection forms, subgrantee inspection processes and completed homes to ensure the inspections are being performed correctly and in a manner that is consistent with DOE expectations as outlined in WPN-15-4. Failure by the subgrantee to utilize the QCI process correctly may result in all associated costs being disallowed and returned to SC OEO. Should multiple instances of poorly performed inspections be found, SC OEO will at the very minimum, place the subgrantee on probation. Should the probation fail to correct the issue, SC OEO will seek stiffer actions as allowed in the Weatherization Subgrantee Grant Agreement.

V.6 Weatherization Analysis of Effectiveness

The state requires that pre- and post-weatherization inspections to include use of diagnostic equipment such as a blower door, combustion analyzer, etc. Subgrantees must utilize ASHRAE 62.2 (2016) for determining the proper ventilation for single-family and manufactured dwellings. Subgrantees are not allowed to report units as completed until a final inspection is performed and the work has been accepted and approved by a Quality Control Inspector.

Program production, goal attainment, and expenditure costs will be tracked on a monthly basis for each subgrantee at the State level using DBA Wx FACSPRO. SC WAP will utilize DBA Wx FACSPRO to track weatherization work performed on dwellings.

The routine monitoring process will confirm that measures are performed and tracked according to program standards, and that diagnostic and health and safety tests are performed and documented correctly.

SC WAP maintains files on the subgrantees that include the Grant Agreements, monthly financial status reports, and related information from which staff can obtain a current and complete financial picture of the subgrantee. The information kept in the files provides an updated picture of how each subgrantee is meeting contractual responsibilities.

SC WAP compares productivity between subgrantees by monitoring the number of dwellings reported monthly. Subgrantees not meeting production goals within a three-month period are contacted by state staff and required to provide a production status report to support it meeting prescribed production goals by the end of program period. This report will include any additional training or technical assistance needs that may hinder the subgrantee in meeting production goals. Agencies who fail to achieve the production quota agreed to by the community action agency and OEO may have DOE administrative funding reduced in the following program year. This reduction will at no time reduce the allocation for administration below the DOE mandated 5%.

Training and technical assistance needs are determined during the onsite monitoring of each subgrantee. By compiling the results of the production and monitoring reports, the state office determines what T&TA activities can be provided through peer to peer coordination or made available statewide.

Subgrantee Default, Suspension, Transfer / Termination

The OEO may, by giving reasonable written notice specifying the effective date, terminate this grant in whole or in part for cause, which shall include:

- Failure, for any reason, of the subgrantee to fulfill in a timely and proper manner its obligation under this grant including compliance with the approved work program and attached conditions, and such statutes, executive orders, and DOE and/or OEO directives as may become generally applicable at any time;
- Late submission by the subgrantee to the OEO of DOE reports that are incorrect or incomplete;
- Ineffective or improper use of funds provided under this grant;
- Suspension or termination by DOE of the grant to the state under which this grant is made, or the portion thereof delegated by this grant. The state may also assign and transfer this grant as required by DOE directives.

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If the subgrantee is unable or unwilling to comply with the terms of this grant or with additional conditions as may be lawfully applied by DOE and/or USHHS to the grant, or the state, the subgrantee may terminate the grant by giving fifteen (15) days written notice to the state signifying the effective date thereof. Furthermore, the residual assets and property purchased by the subgrantee under this grant shall be transferred at the discretion of the state to an organization which is exempt from Federal income tax as an organization described in Section 501 (c)(3) of the Internal Revenue Code (1954) or to the appropriate federal, state or local government for exclusively public purposes. In such event, the state shall require the subgrantee to ensure that adequate arrangements have been made for the transfer of all property and finished or unfinished documents, data, studies, and reports purchased by the Grantee under this grant. The subgrantee may be entitled to compensation for any unreimbursed expenses reasonably and necessarily incurred in satisfactory performance of the grant.

Notwithstanding the above, the subgrantee shall not be relieved of liability to the state for damages sustained by the state by virtue of any reimbursement to the subgrantee for the purpose of set-off until such time as the exact amount of damages due the state is determined.

V.7 Health and Safety

During the energy audit process subgrantees are required to take pictures of any existing conditions that could represent a health or safety issue or could lead to a dangerous situation if work proceeds. The auditor is also required to maintain written notes documenting the issues or concerns discovered during the audit along with an explanation that weatherization would be inappropriate, or that the weatherization work scope must be modified or changed. Any adverse conditions discovered during installation of energy efficiency measures will also be documented in writing, along with pictures and other relevant information and maintained in the applicant file.

Concerns to ensure health and safety should be identified and addressed, if possible, within the scope of the weatherization program. Subgrantees may have other resources or may network with other agencies to assist clients in reducing and eliminating conditions which are hazardous to their health and safety. The necessary repairs and actions to mitigate health and safety concerns are allowable. If the resolution is beyond the scope of the weatherization program or a disallowed expense under DOE rules, such as asbestos, lead-base paint, and radon abatement, the client/homeowner should be notified in writing and referred to alternative resources for mitigation, i.e. home rehabilitation programs, landlords, etc.

If the dwelling is deferred as a result of health and safety conditions, the Subgrantee must complete the Deferral Notification Form 107. The Deferral Notification form contains the client's name and address,

dates of the assessment, when the client was informed of a potential health and safety issue, a description of the problem, a statement indicating if or when conditions will allow weatherization to continue, the responsibilities of all parties involved and the client signature, including that they understand and have been informed of their rights and options.

There may be instances when health and safety problems might remain after weatherization has been completed on a dwelling. For example, the client use of unvented kerosene or gas space heaters, which meet the ANSI standards specified by DOE's 11-6 guidance, as a secondary heat source. Subgrantees will need to have the Unvented Space Heater form for either site-built or manufactured housing signed by the client and provide one copy to the client and one copy for the client file.

OEO requires subgrantees to notify owners and occupants of any adverse health or safety conditions discovered in a dwelling where weatherization work will be conducted, or where a decision to defer work has been made. Subgrantees are required to complete Form 100 - Client Interview to identify any health and safety issues.

Utilizing DOE Monies – Health and Safety

Health and Safety costs are recorded and tracked separately in the weatherization database. The Cost Center report accounts for all health and safety expenditures. Health and Safety expenditures are also reported on the Subgrantee's monthly financial status report.

For DOE funding, each subgrantee will have 15% of their program operations set aside for energy related health and safety repairs. Based on historic data (WAP PY 2016), the maximum health and safety cost per dwelling is \$1,050.

AIR CONDITIONING AND HEATING SYSTEMS

"Red tagged" or inoperable heating system replacement, repair, or installation is allowed given the climate conditions of our service area, unless prevented by other guidance herein. Air conditioning system replacement, repair, modification, and tune-up is allowed to facilitate the replacement or modification of a heating system or in homes of at-risk occupants. At-risk occupants include any household member with medical documentation requiring air conditioning.

Funding: Primary funding source for heating and air-conditioning is LIHEAP WAP. If those funds are exhausted and it is not a recommended measure on the energy audit, then DOE H&S funds can be used.

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Beyond Scope of DOE WAP: If it is beyond the scope of LIHEAP WAP and DOE WAP then the client will be deferred.

Standards for Remedy: NEAT/MHEA will be used first to determine if heating/cooling measure is allowed. If it is not recommended through the energy audit by having an SIR of 1 or better, the system can be addressed as an H&S issue. For both heating and air conditioning systems make sure systems are present, operable, and performing. Air conditioning will only be addressed when the repair or replacement is needed for the existing heating system unless

occupant is at-risk, in which case it can be addressed as part of or independently of the heating system. For air conditioning clients, determine the presence of at-risk occupants. An at-risk occupant is a household member with a medical condition documented by a physician that requires air conditioning. No new installation of air conditioning systems is permitted where an air conditioning unit did not previously exist. Medical documentation must be no older than 180 days. Air conditioning is to be repaired when practical and costs are less than replacement.

Standards for Deferral: Deferral will take place when the mechanical, electrical, and/or plumbing systems are in such a state of disrepair that failure is imminent and will create a hazard to occupants, or where necessary correction is beyond the scope of this Plan and/or a code compliant heating system cannot be installed due to structural issues or other H&S issues as outlined in this Plan. The primary mechanism for determining deferral of a unit is based on costs associated with correcting the H&S condition necessary in order to perform audit recommended weatherization work

Training: SC WAP will be participating in a Weatherization Boot Camp class which will include Blower Door and Duct Testing, CAZ, and HVAC assessments.

Client Education: Discuss and provide information on appropriate use and maintenance of units and proper disposal of bulk fuel tanks when not removed.

Disposal Procedures: Refrigerant recovery and disposal will comply with EPA Section 608 as amended by 40 CFR82. Equipment replacement contracts must include provisions for proper disposal by the contractor.

COMBUSTION GASES

Proper venting to the outside for combustion appliances, including gas dryers is required. Correction of venting is allowed when testing indicates a problem.

Funding: DOE WAP or LIHEAP WAP

Beyond Scope of DOE WAP: If beyond the scope of DOE WAP, LIHEAP WAP funds may be used if available. If not, the unit will be deferred.

Standards for Remedy: Combustion safety testing is required when combustion appliances are present. Inspect venting of combustion appliances and confirm adequate clearances. Test naturally drafting appliances for draft and spillage under worst case conditions before and after air tightening. Inspect cooking burners for operability and flame quality. Use Diagnostic Testing Guide Form 301.

Standards for Deferral: The primary mechanism for determining deferral of a unit is based on costs associated with correcting the H&S condition necessary in order to perform audit recommended weatherization work. LIHEAP WAP funds may be used if available if beyond the scope of WAP.

Training - Community Housing Partners (CHP) provides a training class on evaluating CAZ testing. SC WAP will be participating in a Weatherization Boot Camp class which will include Blower Door and Duct Testing, CAZ, and HVAC assessments.

Client Education: Provide client with combustion safety and hazards information, including the importance of using exhaust ventilation when cooking and the importance of keeping burners clean to limit the production of CO. Clients will receive a copy of the completed Diagnostic Testing Guide Form 301 that summarize the carbon monoxide test results gas ranges, heaters, and water heater. Also, information on new heating systems is provided including advice on regular maintenance.

Disposal Procedures: Any materials removed as a result of correcting hazardous conditions must be properly disposed of.

Combustion Gas Problem Discovery: The assessor/crew will keep records maintained in the client file of calls for service to the utility company. The assessor/crew is to contact and notify the utility immediately.

APPLIANCES - REFRIGERATORS, WATER HEATERS, FREEZERS, WASHING MACHINE, COOK STOVE, ETC.

Replacement of water heaters is allowed on a case-by-case basis and the reasons for the replacement must be documented in the client file. Repair and cleaning are allowed. Replacement and installation of other appliances for H&S purposes such as freezers and/or washing machines are not allowable.

Funding: Primary funding source is LIHEAP WAP for hot water heaters and gas cook stoves. DOE WAP or LIHEAP WAP funds may be used for

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replacing refrigerators.

Beyond Scope of DOE WAP: If it is beyond the scope of DOE WAP, then LIHEAP WAP funds may be used.

Standards for Remedy: Determine whether the appliances/water heaters are operating safely. Issues related to leaking units, combustion safety, electrical concerns, and other conditions leading to water heater failure will be assessed. Combustion safety testing is required when combustion appliances are present. NEAT/MHEA will be used to determine if replacement or repair is recommended as an energy conservation measure.

Standards for Deferral: The mechanical, electrical, and/or plumbing systems are in such a state of disrepair that failure is imminent and will create a hazard to occupants, or where necessary correction is beyond the scope of this Plan. A code compliant water heater system cannot be installed due to structural issues or other H&S issues as outlined in this Plan. The primary mechanism for determining deferral of a unit is based on costs associated with correcting the H&S condition necessary in order to perform audit-recommended weatherization work.

Training: Community Housing Partners (CHP) provides a training class on evaluating CAZ testing. SC WAP will be participating in a Weatherization Boot Camp class which will include Blower Door and Duct Testing, CAZ, and HVAC assessments.

Client Education: Discuss and provide information on appropriate use, maintenance, and disposal of appliances/water heaters.

ASBESTOS - IN SIDING, WALLS, CEILINGS

Temporary removal and replacement of siding is allowed to perform energy conservation measures. All precautions must be taken not to damage siding. Asbestos siding should never be cut or drilled. Recommended, where possible, to insulate through home interior when suspected asbestos siding is present.

Funding: DOE WAP or LIHEAP WAP funding may be used.

Beyond Scope of DOE WAP: If it is beyond the scope of DOE, the unit will be deferred.

Standards for Remedy: Inspect exterior wall surface and subsurface for asbestos siding prior to drilling or cutting. Remove asbestos or suspected asbestos shingles only as needed to perform the measure installation prior to drilling the sidewall and replace with removed shingles. Workers should make all attempts to create minimal breakage of shingles. Clients must be removed from the work area. Respirators and full body suits must be used by all workers while asbestos shingles are being removed and replaced. If it becomes necessary to remove the siding, it is recommended that it be removed with minimal breakage. To do this it should not be hammered, sawn, or dropped. Siding should be removed in whole pieces and then carried or lowered to the containment area (instead of letting it drop to the ground). Siding will most likely break where it is fastened to the building, these areas should be moistened with water before attempting to remove the fasteners. Often a type of pliers, called "lineman's pliers" can be used to cut off the heads of the nails. Fasteners may also be cut by inserting a reciprocating saw behind the shingle and carefully cutting it without damaging the shingle. The ground underneath the work area should be protected with heavy plastic (≥ 6 mil) in order to catch any debris that might inadvertently fall. Debris should be carefully removed from the plastic using a HEPA vacuum for small material at the end of every workday.

Standards for Deferral: Clients will be deferred when asbestos or suspected asbestos shingles cannot be safely temporarily removed to allow dense pack insulation and/or clients refuse to allow insulating through the interior. Sidewall insulation cannot be skipped when called for in the energy audit but can be partially performed when the area that cannot be insulated is less than 25% of the total insulated wall area. The primary mechanism for determining deferral of a unit is based on costs associated with correcting the H&S condition necessary in order to perform audit-recommended weatherization work.

Training: Subgrantees will be trained in safe practices for siding removal and replacement and how to identify asbestos containing materials.

Client Education: Clients must be informed that suspected asbestos siding is present and how precautions will be taken for containment and to ensure minimal breakage of siding.

Disposal Procedures: Only certified Asbestos Hazard Emergency Response Act (AHERA) contractors can clean up, remove or mitigate asbestos on pipes, furnaces, or other small surfaces. Any other substantial removal is beyond the scope of the program and the unit should be deferred. No permanent removal of asbestos containing materials will be performed; however, some minimal breakage and fibers may be released requiring disposal. As a result, containment materials and broken shingles must be sealed in plastic and properly disposed. If the ACM being removed contains 1% or more of asbestos and is from a residential building or commercial facility and is a Category I non-friable asbestos material that is not in poor condition and is not friable, this waste may also be disposed of as ID 13C, construction and demolition debris. According to the USEPA, this is based on the fact that Category I non-friable asbestos materials, which are asbestos-containing resilient floor covering, shingles, asphalt roofing products, packing and gaskets rarely become friable if handled responsibly. Generally these materials do not release significant amounts of asbestos fibers, even when damaged. However, during the demolition activity, the waste must be handled in a responsible manner which will not cause the Category I non-friable material to become friable and become a regulated asbestos containing material (RACM).

ASBESTOS - PIPES, FURNACES

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Assume asbestos is present in unknown or common asbestos containing covering materials. Encapsulation of friable asbestos is allowed by an AHERA asbestos control professional and should be conducted prior to blower door testing. Removal may be allowed if performed by an AHERA asbestos control professional when no other remedy is possible and the treatment is necessary for the completion of the energy conservation measure. Blower door results can be estimated to complete the audit but must be updated once asbestos work is concluded.

Funding: DOE WAP or LIHEAP WAP funds will be used, except to remove or encapsulate intact material necessary to accomplish furnace work being performed.

Beyond Scope of DOE WAP: If beyond the scope of DOE WAP, the unit will be deferred.

Standards for Remedy: Assessor will perform visual inspection to identify suspected asbestos containing covering materials. If suspected friable asbestos is present, minor asbestos encapsulation or removal may be performed by a certified asbestos contractor. Complete as much of the energy audit as practical without disturbing the material and estimate the blower door numbers. If the material is intact and will not be disturbed by recommended WAP activity, continue with weatherization work. Testing may be allowed where the material is suspected to contain asbestos and cost estimates for the necessary encapsulation or removal are high and could potentially be avoided. Once the friable material is encapsulated or removed or if tests show that no asbestos is present, perform the blower door tests and complete the energy audit and update estimated numbers to determine the recommended measures.

Standards for Deferral: Deferral will take place when friable asbestos is unable to be corrected through this Plan. Asbestos that is intact but requiring removal for mechanical or other work must also be addressed within this Plan and cannot result in skipping audit-recommended measures. The primary mechanism for determining deferral of a unit is based on costs associated with correcting the H&S condition necessary in order to perform audit-recommended weatherization work.

Training: Training will be provided to sub grantees to visually identify suspected asbestos and asbestos containing materials. Anyone disturbing suspected asbestos containing material must be a certified AHERA professional.

Client Education: Inform client of any observed suspected asbestos containing material. Clients should be instructed not to disturb suspected asbestos containing material. Provide asbestos safety information to the client. If deferral is necessary, inform client that work can only continue if the asbestos is removed by a certified professional and appropriate documentation provided.

Disposal Procedures: Disposal of asbestos containing materials shall be included in the contract with the AHERA certified contractor. All asbestos containing materials must be disposed of in accordance with federal and state regulations.

BIOLOGICALS

Removal of conditions that may lead to or promote biological concerns is allowed. Removal of condition is defined as repairing the condition that creates the biological contamination such as repairing leaking or broken waste lines. Addressing or testing for bacteria and viruses is not an allowable cost. Deferral may be necessary in cases where a known agent is present in the home that may create a serious risk to occupants or weatherization workers.

Funding: DOE WAP or LIHEAP WAP funds can be used to address this H&S category.

Beyond the scope of DOE WAP: If beyond the scope of DOE WAP then the unit will be deferred.

Standards for Remedy: Sensory inspection will be used to identify the biological concerns. The inspection will be conducted by the agency representative provided that he/she is not exposed to hazardous biological contaminants (i.e., raw sewage, animal/human feces, decomposing garbage, and animal carcasses). Cleanup of contaminants such as decomposing garbage and animal/human feces due to the occupant's neglect are not eligible. Hazardous conditions must be corrected by a certified professional and signed clearance notification must be provided to the agency prior to weatherization continuing. Non-hazardous conditions can be corrected by the client, and if performed within 30 days, weatherization can continue.

Standards for Deferral: Units with conditions which present a health risk to agency representatives shall be deferred if they cannot be corrected through this Plan. The primary mechanism for determining deferral of a unit is based on costs associated with correcting the H&S condition necessary in order to perform audit-recommended weatherization work.

Training: Subgrantees will be trained in how to recognize conditions and when to defer as well as worker safety when coming in contact with these conditions.

Client Education: Inform client of observed conditions. Provide information on how to maintain a sanitary home and steps to correct deferral conditions. Inform client that hazardous conditions must be corrected by a certified professional and signed clearance notification must be provided to the agency prior to weatherization continuing. Non-hazardous conditions can be corrected by the client, and if performed within 30 days, weatherization can continue.

Disposal Procedures: Disposal of contaminants must be performed in accordance with state and local codes.

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BUILDING STRUCTURE AND ROOFING

Building rehabilitation and structural corrections are beyond the scope of the Weatherization Assistance Program. Homes with conditions that require more than incidental repair should be deferred.

Funding: DOE WAP funds will be utilized to address incidental repairs, which are separate and must be included in the package SIR and the average cost per unit for Program Operations.

Beyond Scope of DOE WAP: If the work is beyond an incidental repair then the client will be deferred.

Standards for Remedy: Assessors will perform visual inspection. Ensure that access to areas necessary for weatherization is safe for entry and performance of assessment, work, and inspection. Only incidental repairs will be considered for funding and must be included in the package SIR and the average cost per unit for Program Operations. The package SIR must be above 1.0 or greater to perform weatherization work. Incidental repairs are those which are performed because they are deemed necessary for the effective performance or preservation of one or more ECMs.

Standards for Deferral: Determine whether repair work is necessary and meets the definition of incidental repair. The unit must be deferred if the package SIR is below 1.0. If the work requires more than incidental repair then the client must be deferred.

Training: Subgrantees will be trained on how to identify deficiencies and substandard conditions in housing and how to differentiate between incidental and major repair, and between incidental and H&S repairs.

Client Education: Notify client of any housing deficiencies and/or substandard conditions or compromised areas.

Disposal Procedures: Agencies will dispose of or include proper disposal of all construction debris as part of their contract with the contractor.

CODE COMPLIANCE

Correction of preexisting code compliance issues is not an allowable cost other than where weatherization measures are being conducted or when necessary to perform weatherization work. State and local (or jurisdiction having authority) codes must be followed while installing weatherization measures. Condemned properties and properties where "red tagged" H&S conditions exist that cannot be corrected under this guidance should be deferred.

COMBUSTION GASES

Correction of preexisting code compliance issues is not an allowable cost other than where weatherization measures are being conducted or when necessary to perform weatherization work. State and local (or jurisdiction having authority) codes must be followed while installing weatherization measures. Condemned properties and properties where "red tagged" H&S conditions exist that cannot be corrected under this guidance should be deferred.

Funding: DOE funds will be utilized to address code compliance issues where weatherization measures are being conducted or when necessary to perform weatherization work. The cost of complying with code requirements tied to installation of a specific measure will be charged as part of the measure such as following local code to install a furnace. When not a direct component of the measure but still necessary to perform weatherization work, the costs must be charged to the H&S budget category.

Beyond Scope of DOE WAP: If beyond the scope of DOE WAP then the unit must be deferred.

Standards for Remedy: The auditor will perform visual inspection. Repair code violations directly connected to a weatherization measure or when necessary to perform audit-recommended weatherization work.

Standards for Deferral: Code violations that are necessary to safely perform weatherization must be corrected or the unit deferred. Some preexisting code conditions may not require correction in order to continue weatherization. The primary mechanism for determining deferral of a unit is based on costs associated with correcting the H&S condition necessary in order to perform audit-recommended weatherization work.

Training: Subgrantees will be trained on how to determine what code compliance may be required.

Client Education: Inform client of observed code compliance issues.

Disposal Procedures: Proper disposal of construction debris is required related to repair of eligible code violations.

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ELECTRICAL, OTHER THAN KNOB-AND-TUBE WIRING

Minor electrical repairs are allowed where health or safety of the occupant is at risk.

Upgrades and repairs are allowed when necessary to perform specific weatherization measures.

Funding: DOE WAP or LIHEAP WAP.

Beyond Scope of DOE WAP: If it is beyond the scope of DOE WAP or LIHEAP WAP then the client will be deferred.

Standards for Remedy: Assessors will perform visual inspection. Voltage drop and voltage detection testing should be performed as necessary. Electrical issues should be determined if correction is necessary to safely perform weatherization activity. Electrical upgrades necessary for a specific ECM can be included in the cost of the measure.

Standards for Deferral: Deferral will occur when corrections are beyond the scope of this Plan. The primary mechanism for determining deferral of a unit is based on costs associated with correcting the H&S condition necessary in order to perform audit-recommended weatherization work. LIHEAP WAP funds may be used if available if beyond the scope of WAP.

Training: Subgrantees will be trained in how to identify electrical hazards and local code compliance.

Client Education: Provide information on overloading circuits, electrical safety/risks. Observed hazards including any existing overloads discovered at the time of the audit will be discussed with the owner and noted in the client folder.

Disposal Procedures: Follow manufacturer's specifications and local codes & standards when disposing of any electrical equipment.

KNOB-AND-TUBE WIRING

Minor upgrades and repairs necessary for weatherization measures and where the health or safety of the occupant is at risk are allowed. Must provide sufficient overcurrent protection where necessary. The state prohibits insulating where knob and tube wiring is live.

Funding: DOE WAP or LIHEAP WAP.

Beyond Scope of DOE WAP: If it is beyond the scope of DOE WAP or LIHEAP WAP then the client will be deferred.

Standards for Remedy: Inspect for presence and condition of knob-and-tube wiring. Check for alterations that may create an electrical hazard. Voltage drop and voltage detection testing are allowed. Knob and tube wiring can be removed in order to perform weatherization measures if within the cost limitation identified in this Plan. Damming around the wire with proper clearance or skipping wall cavities where knob-and-tube is present can also be performed unless the area not being insulated is greater than 25% of the total attic/floor area or wall area respectively as called for in the energy audit.

Standards for Deferral: Deferral will occur when the correction is beyond the scope of this Plan. The primary mechanism for determining deferral of a unit is based on costs associated with correcting the H&S condition necessary in order to perform audit-recommended weatherization work. LIHEAP WAP funds may be used if available if beyond the scope of WAP.

Training: Subgrantees will be trained on how to identify electrical hazards and local code compliance.

Client Education: Provide information to client on over-current protection, overloading circuits, basic electrical safety/risks. Observed hazards including any existing overloads discovered at the time of the audit will be discussed with the owner and noted in the client folder.

Disposal Procedures: Follow manufacturer's specifications and local codes & standards when disposing of any electrical equipment.

FIRE HAZARDS

Correction of fire hazards is allowed when necessary to safely perform weatherization.

Funding: DOE WAP or LIHEAP WAP

Beyond Scope of DOE WAP: If beyond the scope of this Plan, the unit will be deferred.

Standards for Remedy: Check for fire hazards in the home during the audit and while performing weatherization. The state will require that heating

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contractors comply with industry standards, manufacturer instructions, and the South Carolina Weatherization Field Guide, along with applicable codes to prevent hazardous situations where combustible materials are located dangerously close to combustion appliances. Agency crew and contractors must refer to NFPA to identify proper clearances between combustion appliances and combustible materials. Procedures to identify potentially dangerous creosote build-up in chimneys and wood stove flues include client interview regarding wood stove use and visual inspection of the chimney. Agencies will also inspect chimneys at the audit stage and inquire of clients about when chimneys and wood stove flues were last cleaned. Chimney sweeps will be allowed as an H&S measure.

Standards for Deferral: Deferral will occur when correction is beyond the scope of this Plan. The primary mechanism for determining deferral of a unit is based on costs associated with correcting the H&S condition necessary in order to perform audit-recommended

weatherization work.

Client Education: Inform client of observed hazards and necessary corrections.

Disposal Procedures: Any material waste created as a result of correcting fire hazards must be properly disposed of.

FORMALDEHYDE, VOLATILE ORGANIC COMPOUNDS (VOCs), AND OTHER AIR POLLUTANTS

Removal of pollutants is allowed and is required if they pose a risk to workers. If pollutants pose a risk to workers and removal cannot be performed or is not allowed by the client, the unit must be deferred.

Funding: DOE WAP or LIHEAP WAP

Beyond Scope of DOE WAP: If beyond the scope, the unit will be deferred.

Standards for Remedy: Auditors will perform sensory inspection. Suspected pollutants beyond small amounts of normal household cleaners must be removed from the envelope prior to weatherization and the client informed of risks associated with keeping pollutants indoors, even when ventilation is present. Permanent location of suspected pollutants should be considered in defining the envelope. Formaldehyde vapors are emitted by pressed wood products, hardwood, plywood, wall paneling, particleboard, wafer board, environmental tobacco smoke, durable press drapes, glues, some new carpets, urea-formaldehyde foam insulation, etc. VOCs are emitted by some household cleaning products like cleansers and disinfectants; paints, paint strippers, and other solvents; preservatives; stored fuels, and automotive products; moth repellents and air fresheners; etc.

ASHRAE 62.2 addresses normal household conditions and does not account for high polluting sources. The subgrantee agencies will consider additional ventilation in homes with suspected VOC problems that are not easily removed. Client education will be provided to make clients aware of any products used in weatherization containing formaldehyde and volatile organic compounds. Also, subgrantees will inform clients of household hazardous waste collection day programs in their county.

Standards for Deferral: Deferral will occur when clients refuse removal of suspected pollutants or when correction is beyond the scope of this Plan. The primary mechanism for determining deferral of a unit is based on costs associated with correcting the H&S condition necessary in order to perform audit-recommended weatherization work.

Training: Subgrantees will be trained on how to recognize potential hazards and when removal is necessary.

Client Education: Inform client of observed condition and associated risks. Provide client written materials on safety and proper disposal of household pollutants.

Disposal Procedures: Any pollutants permanently removed by weatherization agencies must be properly disposed of.

INJURY PREVENTION

Workers must take all reasonable precautions against performing work on homes that will subject workers or occupants to H&S risks. Minor repairs and installation may be conducted only when necessary to effectively weatherize the home; otherwise these measures are not allowed.

Funding: DOE WAP or LIHEAP WAP

Beyond Scope of DOE WAP: If beyond the scope of DOE WAP, the unit shall be deferred.

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Standards for Remedy: Observe if dangers are present that would prevent weatherization. If weatherization cannot be safely performed, the hazards must be correct by WAP if within reasonable costs or by the client prior to weatherization or the unit deferred.

Standards of Deferral: Deferral will occur when correction is beyond the scope of this Plan. The primary mechanism for determining deferral of a unit is based on costs associated with correcting the H&S condition necessary in order to perform audit-recommended weatherization work.

Training: Staff awareness of potential hazards.

Client Education: Inform client of observed hazards and associated risks.

Disposal Procedures: Any material wastes created by weatherization agencies must be properly disposed of.

LEAD BASED PAINT

Follow EPA's Lead; Renovation, Repair and Painting Program (RRP). In addition to RRP, Weatherization requires all weatherization crews working in pre-1978 housing to be trained in Lead Safe Weatherization (LSW). Testing is allowed. Lead-based paint should be assumed in pre-1978 housing unless testing negative.

Funding: DOE WAP or LIHEAP WAP funds can be used to insure proper containment, occupant protections, and cleanup are implemented as required in EPA regulations and lead-safe weatherization practices.

Beyond Scope of DOE WAP: If treatments are beyond the scope of DOE WAP the unit shall be deferred.

Standards for Remedy: In April 2008, EPA published the "Lead; Renovation, Repair, and Painting Program" (LRRPP) final rule. This rule specifically cites Weatherization activities (in the context of "renovation") in several places and has a direct impact on how the WAP proceeds in implementing LSW. Note: the EPA Final Rule with an effective date of April 21, 2010, requires Certified Renovators to be onboard with Subgrantee crews/contractors or contractors, and performing all the EPA required functions on all pre-1978 housing that has not been determined as exempt by approved protocols. DOE further requires all Grantee and Subgrantee Monitors/Inspectors be Certified Renovators in order to effectively monitor against the EPA requirements and trained in LSW in order to effectively monitor against LSW minimum requirements. These requirements are outlined in WPN 11-1. South Carolina recommends assuming that lead paint may be present in any house built prior to 1978 and to follow the proper DOE LSW protocols, OSHA regulations and EPA regulations in all pre-1978 homes. Unless they were remodeled and paint and varnish added to mobile homes prior to 1978, mobile homes are exempt because lead was not used in the original manufacture of mobile homes. However, crews/contractors must be alert to any remodels that could have contained lead-based paint or varnish when addressing mobile homes. Subgrantees must not assume that all mobile homes are categorically exempt. Any home built before 1978, or any mobile home remodeled using paints and varnishes prior to 1978, may contain lead-based paint. These paints should be considered "guilty until proven innocent" by way of testing. In all pre-1978 homes, crews/contractors must assess the physical condition of the home prior to conducting an audit. Why is this necessary? Air movement from a blower door or duct blaster may disturb and circulate lead dust throughout the home. If the home has noticeable paint damage (flaking) or there is an appreciable amount of dust, the blower door and/or duct blaster tests must not be run until after lead testing per EPA RRP rules has shown that no lead is present in the painted surfaces of the home. If the paint is confirmed to have lead, the blower door test should not be conducted to avoid further distribution of lead dust throughout the home.

Standards for Deferral: Deferral is required when the extent and condition of lead-based paint in the house would potentially create further H&S hazards. Units occupied by known lead poisoned children (blood lead level of 10ug/dL or higher) shall be deferred when lead is to be disturbed by weatherization work. If the lead spot test is positive for lead-based paint and containment cannot be achieved and there is a risk of traffic through the work area the unit shall be deferred.

Training: All weatherization crews working on pre-1978 homes must receive Lead Safe Weatherization training and be accompanied by an EPA Certified Renovator. Contractors must be Certified Renovators. Grantee Monitors/Inspectors must be Certified Renovators and receive LSW training.

Client Education: Follow RRP requirements.

Disposal Procedures: Construction and lead waste shall be disposed in accordance with state and local policies.

Lead Based Paint Compliance: A determination must be made for all units including the year built of the home, suspected presence of lead, and any necessary actions taken and signed and kept in the client file. All testing result and post weatherization cleaning Verification Records shall be maintained in the client file such as photographs of pre and post LSW practices and photographs of LSW setup, a certified renovator acknowledgement that lead-based paint is not present. Training records for all individuals working on weatherization projects will be maintained at the agency level and shall be verified by State Monitors on an annual basis. Testing certification forms for each unit must be completed by the Certified Renovator and maintained with the client file. Testing certification forms must include the specific location of the test by room and component and

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result. A minimum of 3 inspections per agency per year shall be conducted by the State Monitor during the performance of weatherization activities to insure that proper containment is established, occupants and their belongings are being protected, and egress routes which avoid the work area are established. The State Monitor shall stop work if the crew or contractor has failed to implement the RRP and LSW practices.

MOLD AND MOISTURE

Limited water damage repairs that can be addressed by weatherization workers and correction of moisture and mold creating conditions are allowed when necessary in order to weatherize the home and to ensure the long term stability and durability of the measures. Where moderate to severe moisture or suspected mold issues cannot be addressed, deferral is required. Minor suspected mold or moisture conditions will be addressed through providing adequate ventilation at the minimum meeting ASHRAE 62.2 standards. Mold testing and cleaning are not allowable H&S costs.

Funding: DOE WAP or LIHEAP WAP funds will be used for minor repairs and moisture corrections. Mold testing and cleanup are not allowed with DOE WAP or LIHEAP WAP funds.

Beyond Scope of DOE WAP: If treatments are beyond the scope of DOE WAP the unit shall be deferred.

Standards for Remedy: Visual assessment is required and diagnostics such as moisture meters are recommended pre-weatherization and prior to final inspection. Suspected mold of individual areas less than or equal to 10 square feet are considered minor and weatherization can continue as long as adequate ventilation or dehumidification can be provided and the homeowner instructed in cleaning the area. For moderate to severe mold conditions, if the home has more 10 square feet in any one area (conditioned or unconditioned) or more than 20 square feet in total of all areas of the home (either conditioned or unconditioned) of suspected mold it must be deferred. Identifiable moisture creating conditions must be corrected prior to weatherization or the unit deferred. High humidity, general mustiness, or sensory observed moisture where a source cannot be pinpointed must be addressed with adequate ventilation or dehumidification prior to weatherization or the unit deferred. Agency field technicians must have a relative humidity gauge because most biological containments and moisture problems can be controlled by identifying humidity levels in the attic, basement, and crawlspace. Normal household moisture can be addressed with ASHRAE 62.2 compliance but this does not account for high moisture sources. The presence of moisture in attics and basements should be considered when defining the envelope.

Standards for Deferral: Moderate to severe moisture conditions must be corrected before weatherization can continue or the unit deferred. Units with moderate to severe suspected mold must always be deferred, since correction cannot be performed by WAP. Minor moisture or suspected mold should not normally lead to deferral except in those cases where ventilation or is unable to be installed or not expected to correct the condition. The primary mechanism for determining deferral of a unit is based on costs associated with correcting the H&S condition necessary in order to perform audit-recommended weatherization work. South Carolina will also provide subgrantees with the Mold & Moisture Form 102 to document problem areas.

Training: Subgrantees will be trained using the national curriculum on mold and moisture or equivalent.

Client Education: Provide client notification and disclaimer on mold and moisture awareness and discuss importance of cleaning and maintaining drainage systems and proper landscape design. Instruct client in cleanup of small suspected mold covered surfaces and that large covered surfaces should be remediated by a professional.

Disposal Procedures: Any material wastes created by weatherization agencies must be properly disposed of.

Mold Protocols: A mold/moisture assessment must be performed in all homes and signed by the auditor and kept in the client file. Photographs of preexisting moisture damage and/or suspected mold should be dated and included in the client file with notes regarding if the moisture condition has been or will be corrected. Post weatherization photographs should also be included. Most homes have mold spores and many have conditions that can lead to mold growth. Minor moisture and suspected mold conditions will be addressed through adequate ventilation. Suspected mold cleaning is not allowed with WAP H&S funds; however, small areas of surface preparation can be included in the costs of the measure as ancillary costs for the direct installation of a material, such as cleaning a window sill in preparation of caulking. Moisture damaged areas can be corrected as an incidental repair or H&S repair depending

on their purpose and how they are justified in the client file.

OCCUPANT PREEXISTING OR POTENTIAL HEALTH CONDITIONS

When a person's health may be at risk and/or the work activities could constitute a health or safety hazard, the occupant at risk will be required to take appropriate action based on severity of risk. Temporary relocation of at-risk occupants may be allowed on a case by case basis as approved by OEO. Failure or the inability to take appropriate actions must result in deferral.

Funding: DOE WAP or LIHEAP WAP

Beyond Scope of DOE WAP: If beyond the scope, the unit will be deferred.

Standards for Remedy: Require occupant to reveal known or suspected health concerns as part of initial application for weatherization. Screen

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occupants again during audit to verify earlier concerns and/or to determine if addition concerns exist that may not have been included at the time of application. Agency staff as early as the intake stage should be alert to situations that could negatively affect the H&S of clients. Question clients about allergies or diseases that are traceable to materials used in weatherization. Agencies will become aware of clients' health problems that could be exacerbated by weatherization activities at the intake stage.

Standards for Deferral: Deferral will occur when precautions cannot be practically taken to avoid harm to the client, such as relocation or timing specific work for consideration of the client's health.

Training: Subgrantees will be trained on how to assess occupant preexisting conditions and determining what action to take if the home is not deferred. Subgrantees will be made aware of potential hazards and weatherization activity that could affect occupant health.

Client Education: Provide client information of any known risks. Provide worker contact information so client can inform of any issues.

Disposal Procedures: n/a

OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA) AND CREW SAFETY

Workers must follow OSHA standards and Safety Data Sheets and take precautions to ensure the H&S of themselves and other workers. Safety Data Sheets must be posted wherever workers may be exposed to hazardous materials.

Funding: DOE WAP or LIHEAP WAP

Beyond Scope of DOE WAP: If beyond the scope of this Plan the unit will be deferred.

Standards for Remedy: The state QCI visiting client units will be provided protection against unreasonable conditions that could endanger their health and safety before weatherization measures have been installed, during work in progress, and upon final inspection. Crew/Contractors should be aware that Safety Data Sheets are available to learn about a potentially hazardous material's effect on the health of individuals and how to safely apply the material in a client's home. Agencies must have a binder containing Safety Data Sheets for materials used by its crew or contractors.

Standards for Deferral: Deferral will occur when OSHA required work activity is beyond the scope of this Plan. The primary mechanism for determining deferral of a unit is based on costs associated with meeting OSHA requirement in order to perform audit-recommended weatherization work.

Training: Subgrantees will be trained in use and importance of personal protection equipment. OSHA 10 hour training is required for all workers.

Client Education: Safety Data Sheets and/or OSHA cards should be available to clients upon request.

Disposal Procedures: Subgrantees and contractors must dispose of office and field equipment when obsolete in a responsible manner. Any debris removed from a client's house,

PESTS

Pest removal is allowed only where infestation would prevent weatherization. Infestation of pests may be cause for deferral where it cannot be reasonably removed or poses H&S concern for workers. Screening of windows and points of access is allowed to prevent intrusion.

Funding: DOE WAP or LIHEAP WAP

Beyond Scope of DOE WAP: If beyond the scope of DOE WAP, the unit will be deferred.

Standards for Remedy: Auditors will assess the presence and degree of infestation and risk to worker. Pest infestation that may prevent weatherization activity or potentially lead to the degradation of weatherization materials must be corrected prior to weatherization or the unit deferred. Care should be taken that installed materials are protected from pest intrusion.

Standards for Deferral: The primary mechanism for determining deferral of a unit is based on costs associated with correcting the H&S condition necessary in order to perform audit recommended weatherization work.

Training: Subgrantees will be trained in how to assess presence and degree of infestation, associated risks, removal, pest management, and need for deferral. Training for agencies at www.epa.gov/pesticides/factsheets/ipm.htm

Disposal Procedures: All removed pests, nesting, or debris must be properly disposed of.

RADON

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Whenever site conditions permit, exposed dirt must be covered with a sealed vapor barrier except for mobile homes. In homes where radon may be present, precautions should be taken to reduce the likeliness of making radon issues worse. Pre-weatherization radon testing is allowed. Radon mitigation is not allowed with DOE WAP or LIHEAP WAP funds.

Funding: DOE WAP or LIHEAP WAP

Beyond Scope of DOE WAP: If beyond the scope, the unit will be deferred.

Standards for Remedy: Free Radon testing kit is available on the South Carolina Department of Health and Environmental Control's website. Go to: <http://www.scdhec.gov/Apps/Environment/Radon/>.

Standards for Deferral: Deferral will occur when correction is beyond the scope of this Plan. The primary mechanism for determining deferral of a unit is based on costs associated with taking necessary precautions in order to perform audit-recommended weatherization work

Training: Subgrantees will be trained on what radon is, how it occurs, what factors may make radon worse, weatherization measures that may be helpful, and vapor barrier installation.

Client Education: Provide client with EPA consumer's guide to radon.

Disposal Procedures: Any materials associated with testing or waste from taking radon precautions must be properly disposed of.

REFRIGERANT

Reclaim refrigerant per Clean Air Act 1990, section 608, as amended by 40 CFR82, 5/14/93.

Funding: DOE WAP or LIHEAP WAP

Beyond Scope of DOE WAP: If beyond the scope, the unit will be deferred.

Standards for Remedy: Contracted appliance providers that provide replacement refrigerators are required to dispose of the old refrigerator in accordance with the Clean Air Act 1990, section 608, as amended by 40 CFR 82, 5/14/93.

Standards for Deferral: Deferral will occur when correction is beyond the scope of this Plan.

Training: EPA-approved section 608 type I or universal certification is required for those working with refrigerant.

Client Education: Instruct clients not to disturb refrigerant.

Disposal Procedures: Dispose of in accordance with Clean Air Act 1990, section 608, as amended by 40 CFR82, 5/14/93.

SMOKE/CARBON MONOXIDE ALARMS AND FIRE EXTINGUISHERS

Installation of smoke/CO alarms is allowed where detectors are not present or are inoperable. Replacement of operable smoke/CO alarms is not an allowable cost. Providing fire extinguishers is allowed only when solid fuel is present. Installation is not allowed unless audit-approved weatherization measures are installed.

Funding: DOE WAP or LIHEAP WAP

Beyond Scope of DOE WAP: Installation is not allowed if it is the only WAP measure installed.

Standards for Remedy: Replacement of existing operable smoke alarm is not allowed.

Check for operation of existing smoke alarms. Install a smoke alarm inside each bedroom and sleeping area. Smoke alarms are to be listed to UL 217, powered by factory sealed, non-removable lithium batteries. Smoke alarm manufacturer shall warrant alarm and lithium batteries for minimum 10 years. Install a smoke alarm in the hall near every sleeping area. If a hall is over 40 feet long, install an alarm at each end. Smoke alarms shall be ceiling-mounted, at least 4" away from a wall.

Check for operation of existing CO alarm. Replacement of existing operable CO alarms is not allowed. Install one carbon monoxide alarm in dwellings that do not have combustion appliances. The carbon monoxide alarm shall be powered by non-removable lifetime batteries, and the alarm manufacturer warrants that the batteries will power the alarm for a minimum of ten years. Dwellings that have combustion appliances, install a carbon monoxide alarm in the immediate area of the bedrooms. If more than one sleeping area exists, locate additional alarms near or in each sleeping area. Install a CO alarm on every conditioned level of the dwelling.

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Standards for Deferral: Deferral will occur when correction is beyond the scope of the Plan.

Training: Subgrantees will be trained on where to install alarms.

Client Education: Provide client with verbal and written information on use of smoke/CO alarms and fire extinguishers where allowed.

Disposal Procedure: Replaced nonfunctioning or outdated smoke/CO alarms must be removed and properly disposed of following local code compliance.

SPACE HEATERS, STAND ALONE ELECTRIC

Repair, replacement, or installation is not allowed. Removal is recommended and should be performed by WAP along with proper disposal.

Funding: No DOE WAP or LIHEAP WAP funds will be utilized except for cost associated with removal and disposal.

Beyond Scope of DOE WAP: n/a

Standards for Remedy: Check circuitry to ensure adequate power supply for existing space heaters.

Standards for Deferral: Deferral will occur when conditions are determined to be unsafe by the auditor and the client refuses to make corrections or allow removal.

Training: Subgrantees will be trained in awareness of guidance and recognition of unsafe conditions.

Client Education: Inform client of hazards and collect a signed waiver if removal is not allowed.

Disposal Procedures: Contractor(s) will be responsible for proper disposal for all removed space heaters.

SPACE HEATERS, UNVENTED COMBUSTION

Removal is required, except as secondary heat where the unit conforms to ANSI Z21.11.2 as reflected on the ANSI label or product specifications. Units that do not meet ANSI Z21.11.2 must be removed prior to weatherization but may remain until a replacement heating system is in place.

Complete Unvented Space Heater-Manufactured Home Form 104B for removal of heater(s).

Funding: DOE WAP or LIHEAP WAP.

Beyond Scope of DOE WAP: n/a

Standards for Remedy: Testing for air-free carbon monoxide (CO) should be performed by the auditor. All primary unvented combustion space heaters must be removed, but may remain in place if functioning safely until an acceptable heating source is provided. Temporary heating can be provided until a permanent system is installed. Check secondary units for ANSI Z21.11.2 label or product specifications identifying the unit as ANSI Z21.11.2 compliant. Secondary units that cannot be shown to meet the ANSI Z21.11.2 standard must be removed. Damaged and hazardous secondary units must also be removed regardless of meeting the ANSI standard.

Standards for Deferral: Deferral will occur when correction is beyond the scope of this Plan and/or client does not give consent to remove. The primary mechanism for determining deferral of a unit is based on costs associated with correcting the H&S condition necessary in order to perform audit-recommended weatherization work.

Training: Subgrantees will be trained in how to perform air-free CO testing and identifying and understanding the dangers of unvented space heaters.

Client Education: Inform client of dangers of unvented space heaters - carbon monoxide, moisture, and nitrogen dioxide. CO can be dangerous even if CO alarm does not sound.

Disposal Procedures: All removed units must be disposed of. Contractor(s) will be responsible for proper disposal.

SOLID FUEL HEATING (WOOD STOVES)

Maintenance, repair, and replacement of primary indoor heating units are allowed where client's health and safety is a concern. Maintenance and repair of secondary heating units is allowed.

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Funding: LIHEAP WAP

Beyond Scope of DOE WAP: If it is beyond the scope of LIHEAP WAP and DOE WAP, then the client will be deferred.

Standards for Deferral: Deferral will occur when correction is beyond the scope of this Plan. The primary mechanism for determining deferral of a unit is based on costs associated with correcting the H&S condition necessary in order to perform audit-recommended weatherization work.

Training: Subgrantees will be trained in how to perform CAZ depressurization test and proper inspection.

Client Education: Provide safety information.

Disposal Procedures: All removed systems or waste materials must be properly disposed of.

SPRAY POLYURETHANE FOAM (SPF)

Use EPA recommendations (available online at http://www.epa.gov/dfe/pubs/projects/spf/spray_polyurethane_foam.html) when

working within the conditioned space or when SPF fumes become evident within the conditioned space. When working outside the building envelope, isolate the area where foam will be applied, take precautions so that fumes will not transfer to inside conditioned space, and exhaust fumes outside the home.

Funding: DOE WAP or LIHEAP WAP

Beyond Scope of DOE WAP: n/a

Standards for Remedy: Check for penetrations in the building envelope. Contractors/Crews should use sensory inspection inside the home for fumes during foam application. If the application of spray polyurethane foam cannot be used safely in accordance with EPA regulations, an alternative insulating/air sealing product shall be installed.

Standards for Deferral: Deferral will occur when precautions cannot be taken to assure the safety of clients.

Training: Contractors/Crews need to be trained on the use of various foam products including Safety Data Sheets, required Personal Protective Equipment, and temperature sensitivity.

Client Education: Provide notification to the client of plans to use two-part foam and the precautions that may be necessary.

Disposal Procedures: Disposal of spray foam containers shall be in accordance with manufacturer's instructions.

VENTILATION and AIR QUALITY

2016 ASHRAE 62.2 is required to be met to the fullest extent possible, when performing weatherization activity. Existing fans and blower systems should be updated if not adequate.

Funding: DOE WAP or LIHEAP WAP

Beyond Scope of DOE WAP: If beyond the scope of DOE WAP, the unit will be deferred.

Standards for Remedy: Conduct ASHRAE 62.2 evaluation, measure fan flows, estimate costs needed to meet compliance and determine if deferral is necessary, install ventilation as necessary to meet the ASHRAE 62.2 calculated CFM requirements, and perform follow up testing to ensure compliance and make adjustments as needed to meet the standard. Post weatherization blower door numbers can be assumed to calculate required CFM but ventilation must be adjusted once final blower door numbers are performed. ASHRAE 62.2 is a minimum standard and additional ventilation may be necessary and is allowed to address higher concentrations of humidity or pollutants.

Standards for Deferral: Weatherization will be deferred if indoor air quality/ventilation requirements (ASHRAE 62.2) cannot be met due to design constraints or excessive costs. The primary mechanism for determining deferral of a unit is based on costs associated with correcting the H&S condition necessary in order to perform audit-recommended weatherization

Work.

Training: ASHRAE 62.2 training will be provided by OEO State Monitors and appropriate agency staff including proper sizing, evaluation of existing and new systems, critical air zones, etc.

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Client Education: Provide client with information on function, use, and maintenance of ventilation system and components. Include disclaimer that ASHRAE 62.2 does not account for high polluting sources or guarantee indoor air quality.

Disposal Procedures: Construction waste shall be disposed of in accordance with state and local codes.

ASHRAE 62.2 Compliance: If the airtightness of the building envelope has been measured, the required mechanical ventilation rate may be reduced. For existing buildings, if Qfan is less than or equal to 15 cfm, then whole-building ventilation is not required. ASHRAE 62.2 compliance must be met based on the Residential Energy Dynamics (RED Calc).

WINDOW AND DOOR REPLACEMENT, WINDOW GUARDS

Replacement, repair, or installation is not an allowable health and safety cost but may be allowed as an incidental repair or an efficiency measure if cost justified.

Funding: DOE funds under the weatherization portion of the program will be utilized to replace, repair, or install windows and doors provided the measure is recommended on NEAT/MHEA. Specific treatments not recommended on the energy audit are not allowed H&S costs.

Beyond Scope of DOE WAP: If beyond the scope of this Plan, the unit will be deferred.

Standards for Remedy: Windows and door replacement and window guards cannot be installed with H&S funds unless necessary for correcting moisture conditions or a code requirement is triggered by weatherization activity, in which case they would be corrected under their respective allowable costs above. All other replacement, repair, and installation must meet SIR guidelines.

Standards for Deferral: Deferral will occur when the corrections are beyond the scope of this Plan.

Funding: DOE WAP or LIHEAP WAP

Training: Subgrantees will be trained on awareness of this guidance.

Client Education: Provide information on the generation of leaded household dust by friction and impact surfaces such as windows and doors.

Disposal Procedures: Windows and doors are treated as standard construction waste and shall be disposed of in accordance with state and local codes.

V.8 Program Management

V.8.1 Overview and Organization

Created by the Community Economic Opportunity Act of 1983, the Office of Economic Opportunity (OEO) is the state's administering agency for the Community Services Program. OEO works in partnership with the South Carolina community to administer and distribute funds for local initiatives designed to appreciably impact the causes of poverty.

The OEO is organized to administer respective program functions through service units. These are: Weatherization and LIHEAP, Community Services/Stewart B. McKinney Act Homeless Programs, Audits, and Fiscal Services. Subgrantees are subject to procedures outlined in OEO Fiscal Guidance and Procedural Manual; Technical Assistance Memorandums and other guidance provided by the federal funding agency and/or the State.

V.8.2 Administrative Expenditure Limits

For the ten percent (10%) allowable for administration, the State will allocate five percent (5%) of this amount to subgrantees and retain the other five percent (5%). An additional five percent (5%) will be made available to subgrantees receiving grants of less than \$350,000 of new DOE money.

V.8.3 Monitoring Activities

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South Carolina Office of Economic Opportunity (SC OEO) monitoring staff will conduct comprehensive monitoring of each Subgrantee at least once a year, provide a written **report** to the Subgrantee and maintain a file related to the monitoring. This file will be accessible by DOE during its monitoring visits. The comprehensive monitoring will include the following areas:

SC OEO Programmatic & Management Monitoring Staff

- Subgrantee Review
- Financial/Administrative
- Equipment/Inventory/Materials
- Eligibility
- Rental
- Feedback and Reporting
- Energy Audits
- Field Work
- Health & Safety
- Quality Assurance
- Training & Technical Assistance
- Program Overview (Client File Review, Work Orders, etc.)
- Inventory
- Energy Audits
- Qualifications & Training
- Weatherization of Units
- Final Inspections

SC OEO will complete reviews of at least 10% percent of each Subgrantee's completed weatherized units (with DOE funds). Also, units in progress will be reviewed but not counted as a part of the 10% of monitoring. If significant deficiencies are discovered, such as health and safety violations, poor quality installation of materials, major measures missed, SC OEO will require the subgrantee to take appropriate corrective action to resolve the outstanding issues within 30 days. SC OEO will conduct a follow-up monitoring visit and will inspect additional units until it can be assured that all deficiencies are resolved.

SC OEO Weatherization Staff

- Paul Younginer, Senior Manager for Weatherization 70.745% of salary from T&TA, 29.255% of salary is from WAP Admin
- Jonathan Gieseler, Program Coordinator 100% of salary from WAP T&TA
- Jude McCaffrey, Program Coordinator 100% of salary from WAP T&TA

Jonathan Gieseler and Jude McCaffrey are both certified Quality Control Inspectors and will be performing the technical monitoring. Paul Younginer will be performing the programmatic monitoring.

SC OEO Fiscal Monitoring Staff - all paid with WAP Administration funds

- Fiscal Executive Administrator
- Auditor V
- Auditor IV
- Fiscal Auditor II

Fiscal monitoring includes the following:

- Financial Management/Accounting Systems and Operations
- Audits
- Payroll/Personnel
- Verification that the inspection by a certified QCI was made prior to final payment being made to a contractor or subcontractor.
- Vehicles and Equipment
- Procurement
- Sub-awards/Subgrantee Monitoring
- Invoicing
- Records Retention

Additionally fiscal monitoring uses WPN 16-4 for any additional guidelines and procedures.

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A report of the programmatic/technical/fiscal monitoring results will be submitted to the Executive Director. A copy of the report will also be submitted to the Agency's Board Chairperson. Should the Agency be required to submit a response to the monitoring results; the response is to be received within thirty (30) days from the date of the report.

Fiscal monitoring also includes a review of the subgrantee's A133 single audit in compliance with the guidance provided under 2CFR part 200 Cost Principles for Federal Grants.

CORRECTIVE ACTION AND SUSPENSION OF FUNDING

In administering this section, the Grantee will comply with 2 C.F.R. §§ 200.205 - 207, and §§200.338- 75.341. The Grantee must evaluate the risks posed by the Subgrantee. If Grantee determines Subgrantee poses a risk, Grantee may impose additional specific conditions that correspond to the degree of risk assessed.

A. Special conditions and/or restrictions may be imposed when the Grantee determines that the Subgrantee:

1. Is not financially stable;
2. Has a management system and ability that does not meet the management standards set forth by the Grantee;
3. Has a documented history of unsatisfactory performance;
4. Has not complied with the general or specific terms, conditions, covenants and stipulations of previous grant awards; OR
5. Is otherwise not responsible.

B. Special conditions and/or restrictions Grantee may impose include, but are not limited to the following:

1. Payment to the Subgrantee on a reimbursement basis;
2. Withholding authority to proceed to the next phase until receipt of evidence of acceptable performance within a given funding period;
3. Requiring additional detailed financial reports and/or data;
4. Additional project monitoring and interim audits;
5. Requiring the Subgrantee to obtain technical and/or management assistance;
6. Establishment of additional prior approvals;
7. Establishment of additional constraints as necessary and appropriate in the circumstances; AND/OR
8. Require Board acknowledgement of agency's status.

C. If Grantee decides to impose such special conditions and/or restrictions, Grantee will notify the Subgrantee as early as possible, of the following:

1. The nature of and reason for the special conditions and/or restrictions;
2. The corrective actions which must be approved Grantee and completed by the Subgrantee prior to the removal of the special conditions and/or restrictions;
3. The time allowed for completing the corrective actions, if applicable;
4. The method of appeal for reconsideration of the imposed conditions/restrictions; and
5. The training and technical assistance Grantee is offering to the Subgrantee, if appropriate, to help correct the deficiency. If training and technical assistance are not appropriate, Grantee will include an explanation detailing the reason(s).

D. Grantee will remove any special condition and/or restriction once the conditions prompting them have been corrected.

REMEDIES FOR NONCOMPLIANCE

If Subgrantee fails to comply with Federal and/or State statutes, regulations or the terms and conditions of a Federal Award, Grantee may impose additional conditions, as described in §VIII of this grant agreement. If Grantee determines that noncompliance cannot be remedied by imposing additional conditions, Grantee may take one or more of the following actions, as appropriate in the circumstances:

- A. Temporarily withhold cash payments pending correction of the deficiency by the Subgrantee;
- B. Disallow all or part of the cost of the activity or action not in compliance;
- C. Wholly or partly suspend or terminate the grant agreement;
- D. Initiate suspension, debarment or termination of the grant agreement;
- E. Withhold further grant agreement funds for the project or program; and/or
- F. Take other remedies that may be legally available.

ADMINISTRATIVE ENFORCEMENT

The enforcement remedies identified in the agreement do not preclude the Subgrantee from being subject to "Debarment and Suspension" as prescribed by the Grantee. When a Subgrantee fails to comply with the terms of this Agreement, as outlined in Section IX (Corrective

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Action and Suspension of Funding) and/or grant requirements/reports are not submitted within the required time frame, nor completed in accordance with the generally accepted principles, nor consistent with the approved budget, Work Plan or Grant Agreement; a temporary suspension of funding for enforcement purposes may be instituted, but shall not constitute a statutory termination or reduction of funding.

A. Effects of Suspension

Costs incurred by the Subgrantee during a suspension or after termination of the Grant Agreement are not allowable unless the Grantee expressly authorizes such in the Notice of Suspension or Termination. Other Subgrantee costs during suspension or termination, which are necessary and not reasonably avoidable, are allowable if:

1. The costs result from obligations which were properly incurred by the Subgrantee before the effective date of the suspension or termination are non-cancelable; and
2. The costs would be allowable if the Grant was not suspended or expired normally at the end of the funding period in which the termination takes effect and the Subgrantee has written permission from the Grantee to incur such costs.

B. Relationship to Debarment and Suspension

If this Grant exceeds \$25,000 or if the Subgrantee has critical influence on or substantive control over the transaction completion of the Grant, completion of the Debarment Certification. The Subgrantee is responsible for completing the Debarment Certification, monitoring the [submission](#), and maintaining the official document.

TERMINATION

Termination is defined as the permanent withdrawal of funding by the state administering authority of an eligible entity's authority to obligate previously awarded funds before that authority would otherwise expire, or the refusal of the state to continue funding to the eligible entity. A temporary suspension of funding for administrative enforcement purposes shall not constitute a statutory termination or reduction of funding.

Termination of this Grant Agreement may be initiated by the Grantee, the Subgrantee, or by mutual agreement of both parties as prescribed herein. The following shall apply to the termination of this Grant:

A. Termination for Lack of Funds

The parties hereto covenant and agree that their liabilities and responsibilities, one to another, shall be contingent upon the availability of funds, Federal or State, for the funding of LIHEAP activities. This Grant shall be terminated if such funding ceases to be available. The Grantee shall have the sole authority for determining the lack of availability of such funds. The Grantee shall immediately notify the Subgrantee of any cutback in funds of which it becomes aware.

B. Termination for Breach of Grant

This Grant may be suspended or terminated by the Grantee at any time within the Grant period whenever it is determined by the Grantee that the Subgrantee has breached or otherwise failed to comply with its obligations.

C. Termination for Breach of Previous Contracts and Grants or Non-Payment of Previous Audit Disallowances

This Grant may be suspended or terminated by the Grantee at any time within the Grant period if the Subgrantee has failed to make payment in full to the Grantee for audit disallowances pursuant to any previous Contract or Grant Agreement between the parties or the Subgrantee has failed to comply with the maintenance and inspection of records requirements of any previous Contract or Grant between the parties.

D. Termination by Subgrantee

The Subgrantee may terminate this Grant by giving the Grantee 30 day's written notice of intent to do so. Expenditures legitimately incurred by the Subgrantee prior to the date of termination of this Grant will be permitted providing they are in accordance with provisions of this Grant.

E. Termination for Convenience

The Grantee and Subgrantee may mutually agree to terminate the Grant in whole or in part. In which case, the two parties shall agree upon the termination conditions, the effective date and in the case of partial termination, the portion to be terminated.

F. Termination for Insolvency

This Grant is subject to immediate termination by the Grantee upon the Subgrantee's insolvency, including the filing of proceedings in

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bankruptcy.

G. Notice of Termination

In the event of Grant termination, except Termination for Insolvency in 6 above, the party terminating the Grant shall give notice of such termination in writing to the other party. Notice of Termination shall be sent by certified mail, return receipt requested, and shall be effective 30 days after the date of the receipt, unless otherwise provided by law; provided however, if terminated pursuant to Section 1, said termination shall be effective upon receipt of such notice.

H. Process for Termination

If Grantee believes cause for funding termination exists, the following steps shall be followed:

1. If Subgrantee fails to correct any and all deficiencies identified during a corrective action plan or if based on the seriousness of any of the deficiencies, the Grantee determines Termination is appropriate, a certified letter will be sent from the Grantee's Director to the Subgrantee's Board Chairperson advising him/her of Grantee's recommendation to terminate the grant, along with the reasons for this recommendation. Within fifteen (15) days of receipt of this recommendation, Subgrantee may request a hearing in writing to appeal this recommendation.
2. If Subgrantee appeals Grantee's recommendation, the Department of Administration's Chief Legal Counsel will select a Hearings Officer to conduct the hearing within thirty (30) days of receipt of the letter of appeal, utilizing the informal disposition procedures outlined in S.C. Code §§ 1-23-310 to 1-23-400 of the State Administrative Procedures Act. All proceedings will be recorded.
3. All decisions made by the Hearings Officer are final.
4. In the event funding termination occurs, Grantee shall either extend the geographic service area of an eligible entity or submit a Request for Proposal and bid for a new eligible entity. This will be done, as necessary, to provide services to the poor in that service area and shall be administered in accordance with existing Federal and State legislation.

V.8.4 Training and Technical Assistance Approach and Activities

The Subgrantee Training and Technical Assistance (T&TA) budget is calculated on the basis of the amount of training that will be provided by SC OEO and by other vendors during the program year and the historical costs associated with Subgrantee's travel, lodging, etc.

Subgrantee training and technical assistance (T&TA) needs are identified by monitoring from DOE, guidance, rules changes, etc.

What training will SC OEO provide for Subgrantee staff and if attendance is mandatory.

Listed below are the major categories of basic T&TA

State Conference – Two per year

These conferences are provide new policies and procedures and provides general technical and management training. Trainers for the major portion of the conference will be SC OEO, Subgrantee staff, and several outside speakers. Attendance is mandatory for each Subgrantee.

Technical Advisory Group (TAG)

The TAG is a committee for the South Carolina Weatherization Network to provide clarity and feedback on critical issues in the program. The TAG is comprised of Agency appointed representatives.

The Technical Advisory Group (TAG) serves as an advisory body to the South Carolina Weatherization Network, functioning in an advisory capacity to the South Carolina Office of Economic Opportunity Weatherization Assistance Program (SC OEO WAP). The TAG provides leadership on Weatherization issues of a technical nature.

Does SC OEO require any certification or training of Subgrantee's staff prior to hire or by certain date of hire?

Other than the required certification to perform inspections, the Quality Control Inspector must have the knowledge to perform a quality inspection and demonstrate as such. The required training curriculum is listed below. The QC Inspector must have these skills before performing QC Inspections.

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QC Inspector

ASHRAE 62.2 (2016)
Audit Assessment - Envelope Measures
Blower Door & Duct Testing
CAZ - Zone Pressure Diagnostics
HVAC Fundamentals
Lead Safe Weatherization
OSHA Construction – 10 hour
Client Education

Energy Auditor/Assessor

The Energy Auditor assesses the home before the work begins for energy savings opportunities. The Energy Auditor demonstrates ability to apply knowledge of Building science, Codes of conduct, Forms, and Health & Safety issues. The Energy Auditor collects information and tests the building components for an Energy Audit using State-approved methods and procedures including, but not limited to, Weatherization Assistant computer program. The task includes writing a scope of work for the crew; evaluating the energy efficiency, health, and safety of a home; and conducting field measurements. The Energy Auditor produces this information as a report and makes recommendations to the Agency.

SC OEO is not requiring Subgrantee's to have a Certified Energy Auditor perform the audits/assessments. Subgrantee's selected Energy Auditor/Assessor must have the skills to perform quality audits/assessments. The training curriculum is listed below. The Energy Auditor/Assessor is required to perform this work within 6 months of hired date or by 6 months from the beginning of the program year (September).

Audit/Assessment
Client Education
CAZ - Zonal Pressures
Blower Door & Duct Testing
Mold & Moisture
OSHA - 10 hour
Diagnostics - testing equipment
HVAC fundamentals
Dense Pack Walls
ASHRAE 62.2 (2016)

How does SC OEO's plan reflect industry-wide initiatives and future program requirements (e.g., certifications, health and safety implementation, etc.)?

SC OEO will provide the necessary trainings on an as needed basis.

How does SC OEO compare between Subgrantees the effectiveness and the energy savings achieved and how these comparisons are used in the development of T&TA activities and priorities?

1. Quality Control - Quality control reviews are conducted during the weatherization monitoring visit. If there are findings, SC OEO WAP will provide on-site technical assistance and/or recommend specific training classes aimed at improving individual subgrantee staff skills in assuring work quality. Energy audits will be reviewed to determine if the best Weatherization measures with the highest potential energy savings have been called for, or if additional training is needed.

2. "Hands-On" for Crews - Quality control reviews, standard monitoring and technical assistance sessions often point out the need for one-on-one work with crew members. Agency or staff specific needs may include such items as basic energy conservation concepts, program requirements, and work techniques. SC OEO WAP will provide on-site technical assistance and/or recommend specific training classes aimed at improving individual subgrantee crew skills in assuring work quality.

How does SC OEO approach client education?

WAP Subgrantees are required to provide verbal and client education information to each WAP client. SC OEO will continue emphasizing the importance of consumer education. This training will focus on pre-weatherization client education and Health and Safety. SC OEO will hold at least two meetings annually to familiarize Subgrantees with program rules and weatherization goals and techniques. SC OEO is requiring Subgrantees to obtain further training in client education at an IREC training facility. Subgrantees must report the type of Client Education that was provided on the Client File Checklist Form 1.

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How does SC OEO Assess T&TA Activities to Determine Whether These Funds Are Being Spent Effectively?

Data is regularly gathered from Subgrantees in order to analyze how well the weatherization program is being operated. This data comes via the SC DBA Wx FACSPRO (statewide computer database system). Observations will also be made in the local agency annual visits and details in the individual monitoring reports to see what areas of training and technical assistance needs to be improved, added, or revised.

Weatherization Worker and Contractor Training

Initially, any crew member or contractor interested in performing weatherization work must have taken the following training classes within 6 months of hire date.

Weatherization Worker

OSHA Construction – 10 hour
Lead Safe Weatherization

Contractor or Field Supervisor

OSHA Construction – 10 hour
Lead Renovation, Repair and Painting
Lead Renovation, Repair and Painting Refresher
ASHRAE 62.2 (2016)
Air Sealing - Blower Door
HVAC fundamentals
Building Science
Diagnostic equipment
Mold/Moisture
Mobile Home Weatherization
Client Education
Combustion Appliance Zonal Testing

Each subgrantee is responsible for making certain that all contractors performing weatherization work have a copy of the SWS aligned Field Guide and their work will meet these standards.

State Training - Two statewide trainings will be scheduled by SC OEO. Appropriate weatherization subgrantee staff are required to attend. T&TA funds are made available to support the expenses incurred for subgrantees to attend the training.

After concluding a training or technical assistance activity, a T&TA report will be completed to document which trainer conducted the activity, what training or assistance was provided, when and where the activity occurred and which service provider staff participated in the activity. This report will be completed by each agency and forwarded to OEO for review.

On-Site Training - Training will be conducted as needed by SC OEO.

Crew Leader

The Crew Leader is responsible for supervising the retrofitting activities specified in the scope of work, and is the on-site authority for interacting with the client plus managing personnel and materials on the job site in a safe and effective manner. The Crew Leader is responsible for quality control, testing procedures, documentation, and conducting a final walk through to ensure that all work is completed in a satisfactory manner. The Crew Leader must have or acquire EPA Lead-Safe Certification. The Crew Leader must have working knowledge of applicable regulations and building codes (including U.S. Department of Energy (DOE) program regulations/policy and Environmental Protection Agency (EPA) guidelines for asbestos, lead, mold, and other health hazards); demonstrate retrofit techniques (e.g. air tightening, duct sealing, insulation) and job safety skills (including the ability to select appropriate Personal Protection Equipment (PPE) for a particular task, utilize basic hand and power tools, apply basic first aid to treat common job-site injuries, and lead safe work procedures); instruct and explain to crew members basic tenets of Building Science (e.g. heat, moisture, pressure flow; ventilation; thermal and pressure boundary).

Installers

The Retrofit Installer installs energy-efficiency measures to site built or manufactured housing using a variety of building science best practices to improve safety, comfort, durability, indoor air quality, and energy efficiency. Any Retrofit Installer must have taken a Lead Safe Weatherization class. Must read and accurately interpret Job Scope documents, safety documents, and equipment instructions; demonstrate ability to use hand tools and job site equipment (including blower door, ladders, lighting, and PPE).

Contractors – HVAC and Electrical

Contractors are required to be licensed to install/repair HVAC systems and electrical install/repair. Contractors shall maintain their professional licenses in accordance with South Carolina Labor, License, and Regulation.

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Quality Control Inspectors

- Only a certified Home Energy Professional (HEP) Quality Control Inspector (QCI) can conduct the final inspection of a completed dwelling.
- The QCI credentials will be confirmed by SC OEO when conducting monitoring visits.
- The Subgrantee's designated person will have a maximum of two (2) times to pass the QCI exam. If the designated person does not pass the QCI exam the first time, the person will need to take additional training classes in to-be-determined subjects. If the designated person does not pass on the second attempt, the subgrantee must select another person to obtain their QCI certification.
- Majority of the subgrantees have at least one QCI on staff. Two subgrantees will be hiring an independent QCI subcontractor to perform inspections until a QCI is in place at the agency.
- The State office will monitor the performance of the QCI during Subgrantee on-site monitoring visits.

Every DOE WAP unit reported as a "completed unit" will receive a final inspection by a certified QCI.

The QCI will ensure that:

- All work meets the minimum specifications outlined in the SWS aligned Field Guide.
- Every client file will have a signed form that certifies that the unit passed a final inspection and that the work meets the SWS. Any "completed units" that have also been monitored by SC WAP will have an additional certification form in the client file - one for each inspection.

What Training will be available to Implement and Maintain Guidelines and Standards?

The State office training plan will follow the Tier 1 and Tier 2 training categories as outlined in the WPN 15-04, Section 4 and as required, will meet the National Renewable Energy Laboratory (NREL) Job Task Analysis (JTA) for which the worker is employed. Following is a description of the training to be provided and a tentative time line for completing each training activity.

Tier 1 Training

Consists of comprehensive occupation specific training that follows a curriculum aligned with the Job Task Analysis (JTA). Tier 1 training will be conducted at an Interstate Renewable Energy Council (IREC) accredited training center.

Tier 1 - Certification Courses

Home Energy Professional – Crew Leader
Home Energy Professional – Energy Auditor
Home Energy Professional – Retrofit Installer
Home Energy Professional – Quality Control Inspector

Tier 2 - Training Courses

ASHRAE 62.2 (2016)
Blower Door and Duct Testing
CAZ - Zone Pressure Diagnostics
CPR & Standard First Aid
Diagnostics Testing
Lead-Safe Weatherization
OSHA 10 - Construction
Certified Renovator - Initial Course
Certified Renovator - Refresher Course

The major objective of the Training and Technical Assistance is to provide subgrantees with the information and training required to administer and operate in compliance with DOE and State rules and regulations. The majority of the subgrantees have at least one QCI person on staff. Two subgrantees will be contracting with an independent QCI contractor.

OEO will provide training and technical assistance to subgrantees as described in the following plan.

1) Monitoring - Technical assistance covering any programmatic aspect of operations can be provided during monitoring visits by the monitoring staff or at any time the subgrantee encounters a problem. If major problems are identified during the monitoring field visit, more extensive technical assistance will be scheduled in the immediate future following the monitoring visit.

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2) State Training - Two statewide trainings will be scheduled by SC OEO. Appropriate weatherization subgrantee staff are required to attend. T&TA funds are made available to support the expenses incurred for subgrantees to attend the training.

After concluding a training or technical assistance activity, a T&TA report will be completed to document which trainer conducted the activity, what training or assistance was provided, when and where the activity occurred and which service provider staff participated in the activity. This report will be completed by each agency and forwarded to OEO for review.

3) On-Site Training - Training will be conducted on an as needed by SC OEO.

To meet requirements within WPN 15-4 SC OEO will add the following language to the Subgrantee Agreements:

Subgrantee shall perform weatherization services during the Term in accordance with the U.S. Department of Energy Weatherization Assistance Program State Plan for the State of South Carolina, the South Carolina Weatherization Field Guide, the South Carolina Weatherization Policy and Procedures Manual, other State Weatherization directives as applicable, and any amendments thereto (collectively "State Weatherization Plan and Directives").

The Subgrantee's signature on the Subgrantee Agreement signifies its responsibility to follow all work standards as outlined in the documents referenced in this paragraph.

V.9 Energy Crisis and Disaster Plan

Not applicable.