

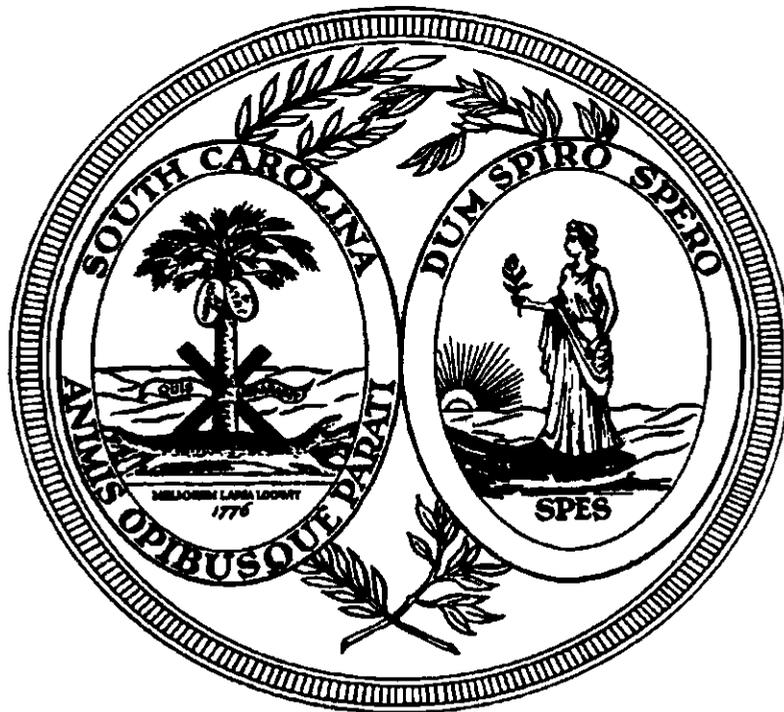
# **SOUTH CAROLINA**

**(draft)**

**PY 2015**

## **Weatherization Assistance Program**

### **STATE PLAN**



**Nikki Haley**  
**Governor**

Bertie McKie, OEO Executive Administrator

Paul F. Younginer, Senior Manager for Weatherization

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## **I. OVERVIEW**

The South Carolina Weatherization Assistance Program State Plan for Program Year 2015 (April 1, 2015 through March 31, 2016), serves as South Carolina's application to the US Department of Energy (USDOE) for Weatherization Assistance Program (WAP) funding. These funds will provide assistance to approximately 440 households across the State.

The purpose of the Program is to install energy conservation measures in the homes of income-eligible persons, especially homes occupied by the elderly, persons with disabilities, families with children, high energy burden and high energy users. Funds are targeted to the most cost-effective energy efficiency measures, as determined by an on-site energy audit of the eligible building. The program helps to reduce national energy consumption, reduces carbon emissions that contribute to climate change, and lessens the impact of higher energy costs for low-income families. The program also improves the health and safety of assisted households.

The South Carolina Weatherization Assistance Program will be implemented through contract agreements with local community action agencies to deliver services to all forty-six (46) counties in South Carolina. South Carolina is slated to receive an allocation of \$1,495,042. South Carolina is expected to weatherize approximately 440 households across the State.

**APPLICATION FOR FEDERAL ASSISTANCE SF-424**

Version 02

<b>1. Type of Submission:</b> <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		<b>2. Type of Application:</b> <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision		<b>If Revision, select appropriate letter(s):</b>  <b>Other (specify):</b>	
<b>3. Date Received:</b> 01/16/2015		<b>4. Applicant Identifier:</b> DE-EE0006183			
<b>5a. Fed Entity Identifier:</b>			<b>5b. Federal Award Identifier:</b> DE-EE0006183		
<b>State Use Only:</b>					
<b>6. Date Received by State:</b>			<b>7. State Application Identifier:</b>		
<b>8. APPLICANT INFORMATION:</b>					
<b>a. Legal Name:</b> South Carolina State of					
<b>b. Employer/Taxpayer Identification Number (EIN/TIN):</b> 576000286			<b>c. Organizational DUNS:</b> 786543020		
<b>d. Address:</b>					
Street 1: 1205 Pendleton Street					
Street 2:					
City: Columbia					
County: RICHLAND County					
State: SC					
Province:					
Country: U.S.A.					
Zip / Postal Code: 29201					
<b>e. Organizational Unit:</b>					
<b>Department Name:</b> South Carolina Governor's Office			<b>Division Name:</b> Office of Economic Opportunity		
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>					
<b>Prefix:</b> Mr		<b>First Name:</b> Paul			
<b>Middle Name:</b> F					
<b>Last Name:</b> Younginer					
<b>Suffix:</b>					
<b>Title:</b> Senior Manager for Weatherization					
<b>Organizational Affiliation:</b>					
<b>Telephone Number:</b> (803)734-9861			<b>Fax Number:</b>		
<b>Email:</b> pyounginer@oepp.sc.gov					

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 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.

## Direct Personnel Compensation:

<u>Position</u>	<u>Salary/Rate</u>	<u>Time</u>	<u>Direct Pay</u>
Administration Coordinator	\$43,045.00	5.9000 % FT	\$2,539.66
Auditor IV	\$38,703.00	5.8000 % FT	\$2,244.77
Auditor II	\$35,700.00	6.0000 % FT	\$2,142.00
Administrative Specialist	\$21,484.00	5.8000 % FT	\$1,246.07
Program Coordinator	\$40,806.00	75.0000 % FT	\$30,604.50
Executive Administrator	\$66,861.00	5.8000 % FT	\$3,877.94
Director	\$70,380.00	5.0000 % FT	\$3,519.00
Business Manager I	\$33,852.00	6.0000 % FT	\$2,031.12
Attorney	\$34,320.00	5.8000 % FT	\$1,990.56
Fiscal Analyst III	\$57,362.00	6.0000 % FT	\$3,441.72
Auditor V	\$61,200.00	5.8000 % FT	\$3,549.60
Program Coordinator	\$36,735.00	70.0000 % FT	\$25,714.50
Fiscal Analyst II	\$36,771.00	6.0000 % FT	\$2,206.26
Program Coordinator II	\$57,182.00	80.0000 % FT	\$45,745.60
		Direct Pay Total	\$130,853.30

**2. FRINGE BENEFITS**

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

**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. EE0006183		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address South Carolina State of 1205 Pendleton Street Columbia, SC 29201		4. Program/Project Start Date 04/01/2015	5. Completion Date 03/31/2016

**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 2014 & 2015 WAP Formula Funds	81.042	\$ 848,595.33		\$ 1,495,092.00		\$ 2,343,687.33
2.						
3.						
4.						
5. TOTAL		\$ 848,595.33	\$ 0.00	\$ 1,495,092.00	\$ 0.00	\$ 2,343,687.33

**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) GRANTEE ADMINISTR ATION	(2) SUBGRANTEE E ADMINISTR	(3) GRANTEE T&TA	(4) SUBGRANT EE T&TA	
a. Personnel	\$ 78,511.98	\$ 0.00	\$ 117,767.97	\$ 0.00	\$ 196,279.95
b. Benefits	\$ 27,479.19	\$ 0.00	\$ 41,218.79	\$ 0.00	\$ 68,697.98
c. Travel	\$ 14,399.92	\$ 0.00	\$ 11,700.00	\$ 0.00	\$ 26,099.92
d. Equipment	\$ 0.00	\$ 0.00	\$ 11,818.00	\$ 0.00	\$ 11,818.00
e. Supplies	\$ 2,689.47	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,689.47
f. Contract	\$ 0.00	\$ 192,253.79	\$ 51,729.85	\$ 274,831.26	\$ 2,008,717.28
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other	\$ 8,100.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 8,100.00
i. Total Direct Charges	\$ 131,180.56	\$ 192,253.79	\$ 234,234.61	\$ 274,831.26	\$ 2,322,402.60
j. Indirect	\$ 8,489.88	\$ 0.00	\$ 12,734.84	\$ 0.00	\$ 21,224.72
k. Totals	\$ 139,670.44	\$ 192,253.79	\$ 246,969.45	\$ 274,831.26	\$ 2,343,627.32
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. EE0006183		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address South Carolina State of 1205 Pendleton Street Columbia, SC 29201		4. Program/Project Start Date 04/01/2015	5. Completion Date 03/31/2016

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		\$ 848,595.33	\$ 0.00	\$ 1,495,092.00	\$ 0.00	\$ 2,343,687.33

SECTION B - BUDGET CATEGORIES					
6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) HEALTH AND SAFETY	(2) PROGRAM SUPPORT (STANDARD	(3)	(4)	
a. Personnel	\$ 0.00	\$ 0.00			\$ 196,279.95
b. Benefits	\$ 0.00	\$ 0.00			\$ 68,697.98
c. Travel	\$ 0.00	\$ 0.00			\$ 26,099.92
d. Equipment	\$ 0.00	\$ 0.00			\$ 11,818.00
e. Supplies	\$ 0.00	\$ 0.00			\$ 2,689.47
f. Contract	\$ 206,244.54	\$ 1,283,657.84			\$ 2,008,717.28
g. Construction	\$ 0.00	\$ 0.00			\$ 0.00
h. Other	\$ 0.00	\$ 0.00			\$ 8,100.00
i. Total Direct Charges	\$ 206,244.54	\$ 1,283,657.84			\$ 2,322,402.60
j. Indirect	\$ 0.00	\$ 0.00			\$ 21,224.72
k. Totals	\$ 206,244.54	\$ 1,283,657.84			\$ 2,343,627.32
7. Program Income	\$ 0.00	\$ 0.00			\$ 0.00

**U.S. DEPARTMENT OF ENERGY**



Applicant: South Carolina State of  
Award number: EE0006183

Budget period: 04/01/2015 - 03/31/2016

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>
Administration Coordinator	Under supervision of the Director, manages the general administrative duties of the office - telephone, personnel files, etc.
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.
Auditor II	Responsible for performing financial monitoring of subgrantees by making on-site field visits to determine financial contract compliance. Performs technical fiscal assistance.
Administrative Specialist	Works under the supervision of the Administrative Coordinator. Responsible for handling customer and/or agency personnel telephone calls.
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.
Executive Administrator	Works under the direct supervision of the Director. Maintains control of all current projects/responsibilities; supervises managers of CSBG, LIHEAP, Weatherization and Fiscal Monitoring.
Director	Responsible for the overall management of OEO grant programs and staff.
Business Manager I	Under supervision of the Senior Manager for Fiscal Services, performs varied clerical accounting and bookkeeping duties which may include posting, updating, reconciling, routine auditing and preparing summary financial and statistical reporting. Ensures the accuracy of subgrantee financial status reports and assist with the close-out process of all grants.
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 the federal funding sources. Serves as liaison between OEO and any state and federal investigating agency.
Fiscal Analyst III	Senior Manager of Fiscal Services assist in the technical review of Weatherization Budget, State Plan, allocations to subgrantees, internal control and required federal reporting.
Auditor V	Responsible for performing financial monitoring of subgrantees by making on-site field visits to determine financial contract compliance. Performs technical fiscal assistance.
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.

**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 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.

**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  
 1.5597%  
 Unemployment  
 0.1127%  
 Health Insurance  
 11.9664%  
 Dental Insurance  
 0.2678%  
 Pre-retirement Death  
 0.1381%  
 Pre-retirement Death - Optional Retirement System  
 9.1145%  
 Retirement - Optional Retirement Plan  
 3.714%  
  
 35.00%

### 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>
WAP Monitoring Visits (overnight)	11	\$700.00	\$7,700.00
WAP Monitoring Visits (local)	3	\$299.99	\$899.97
Audit Monitoring Visit (overnight) - 2 people	7	\$700.00	\$4,900.00
Audit Monitoring Visit (local)	3	\$299.98	\$899.94
		Travel Total	\$14,399.91

- 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.

#### Monitoring Visits

X

Programmatic Monitoring Visits Eleven (11) overnight visits and three (3) local visits. Basis for costs - Past trips. Audit Visits Seven (7) overnight visits and three (3) local visits. Basis for costs - Past trips.

**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. Further definitions can be found in 10 CFR 600.

- 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
Blower Door WiFi Link	\$200.00	1	\$200.00	Tool to utilize blower door hands-free.
Flashlight	\$35.00	2	\$70.00	Need flashlights for QCI Inspections.
Duct Blaster	\$2,500.00	1	\$2,500.00	Equipment is necessary to complete air-tightness testing on ductwork.
Gas Leak Detector	\$200.00	2	\$400.00	Equipment will be utilized by the QCI Inspector to detect natural and/or propane gas leaks.
Vehicle GPS	\$250.00	2	\$500.00	Update GPS needed for QCI monitors to locate dwellings.
Combustion Analyzer	\$1,279.00	2	\$2,558.00	Updated combustion analyzer will be utilized by QCI inspectors to complete inspections.
Infrared Camera	\$2,495.00	2	\$4,990.00	QCI inspectors need updated/reliable infrared camera to do final inspections.
Personal Carbon Monoxide Monitor	\$300.00	2	\$600.00	Portable carbon monoxide monitor (CO) to be worn by the QCI inspectors while performing final inspections. This device is needed to avoid any potential health and/or safety problems while inspecting dwellings.
Equipment Total			\$11,818.00	

- 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.

Prices for equipment were acquired from the Internet. Equipment will be used while performing DOE Weatherization inspections.

**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. Further definitions can be found in 10 CFR 600.

- 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
Recalibration Combustion Analyzer	\$150.00	Combustion Analyzer must be recalibrated annually.
Operational Costs	\$2,089.47	Estimated supplies needed for administrative operations.
Digital Camera	\$450.00	Two digital cameras are needed for QCI inspectors to capture photos of work completed while performing final inspections.

Materials and Supplies Total \$2,689.47

- 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. Recalibration - Cost Basis - Prior purchases of similar item. Digital Camera - Cost Basis - Prices obtained from Internet.

**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).

<u>Name of Proposed Sub</u>	<u>Total Cost</u>	<u>Basis of Cost*</u>
Subgrantee T&TA	\$274,831.26	Attend State sanctioned training conferences. Attend weatherization quality control inspector training for certification.
Health & Safety	\$206,244.54	14.9% of the agency's allocation is designated for Health and Safety. Health and Safety costs are recorded and tracked separately in the accounts and on the house audit/assessment form and reported as a separate line item on the financial status report.
Program Support	\$1,283,657.84	Sub Recipients to perform the necessary operation in the performance of the Weatherization Program.
Grantee T&TA	\$51,729.85	Prior purchases of similar or like items. - Database programming - Training at out-of-state facility
Subgrantee Administration	\$192,253.79	Salaries, wages, fringe, indirect cost, miscellaneous operating expenses - office rent, office supplies, office equipment lease or purchase, office utilities, and insurance costs.
Contracts and Subgrants Total	\$2,008,717.28	

\*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>
Vehicle Insurance	\$4,600.00	Annual cost of doing business.
Grantee Administration	\$5,299.99	Office space rental.
Other Direct Costs Total	\$9,899.99	

- 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.

**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.  
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: Jean Ricard Phone Number: 8037341314

Indirect costs calculations:

<u>Indirect Cost Account</u>	<u>Direct Total</u>	<u>Indirect Rate</u>	<u>Total Indirect</u>
Predetermined	\$264,977.93	8.0100 %	\$21,224.73
		Indirect Costs Total	\$21,224.73

## IV.1 Subgrantees

### Subgrantee Details

#### Organization

**Legal Name:** Aiken/Barnwell Counties Community Action Agency

**Name 2:**

**Type of organization:** Local agency

**Division Name:**

**Department Name:**

**DUNS #:** 082918215

**TAX ID:** 570476234

**Contact:** George A. Anderson, Exec. Director

**Phone #:** (803)648-6836

**Fax #:** (803)648-0490

**Email:** [ga291@aol.com](mailto:ga291@aol.com)

**Address 1:** PO Box 2066

**Address 2:** 291 Beaufort Street

**City:** Aiken

**State:** South Carolina

**County:** AIKEN County

**Congressional District:** South Carolina Congressional District 02

**Zip:** 29802-2066

<b>Tentative</b> Dollar Amount: <input type="text" value="\$202,075"/> Units: <input type="text" value="69"/>	<b>Labor Source</b> <input type="checkbox"/> Agency Crews <input checked="" type="checkbox"/> Contractors <input type="checkbox"/> Both
---	--

County Served	Congressional District Served
AIKEN County	South Carolina Congressional District 06
BARNWELL County	South Carolina Congressional District 04
GREENVILLE County	South Carolina Congressional District 02
LEXINGTON County	
RICHLAND County	

**Subgrantee Details**

**Organization**

**Legal Name:** Carolina Community Actions, Inc.

**Name 2:**

**Type of organization:** Local agency

**Division Name:**

**Department Name:**

**DUNS #:** 071061212

**TAX ID:** 570475466

**Contact:** Walter H. Kellogg, Exec. Director

**Phone #:** (803)329-5195

**Fax #:** (803)329-5198

**Email:** [wkellogg@ccainc.org](mailto:wkellogg@ccainc.org)

**Address 1:** PO Box 933

**Address 2:** 138 South Oakland Avenue

**City:** Rock Hill

**State:** South Carolina

**County:** YORK County

**Congressional District:** South Carolina Congressional District 05

**Zip:** 29731-6933

<b>Tentative</b>	
Dollar Amount:	<input type="text" value="\$143,753.98"/>
Units:	<input type="text" value="49"/>

<b>Labor Source</b>	
	Agency Crews
X	Contractors
	Both

<b>County Served</b>
CHESTER County
FAIRFIELD County
LANCASTER County
UNION County
YORK County

<b>Congressional District Served</b>
South Carolina Congressional District 05

**Subgrantee Details**

**Organization**

**Legal Name:** Chesterfield-Marlboro Economic Opportunity Council

**Name 2:**

**Type of organization:** Local agency

**Division Name:**

**Department Name:**

**DUNS #:** 874970627

**TAX ID:** NONE

**Contact:** Samuel D. Bass, Jr., Exec. Director

**Phone #:** (843)320-9760

**Fax #:** (843)320-9771

**Email:** [sdbass@cmeoc.org](mailto:sdbass@cmeoc.org)

**Address 1:** 318-322 Front Street

**Address 2:** PO Box 877

**City:** Cheraw

**State:** South Carolina

**County:** CHESTERFIELD County

**Congressional District:** South Carolina Congressional District 07

**Zip:** 29520-0000

<b>Tentative</b>	
Dollar Amount:	<input type="text" value="\$48,965.93"/>
Units:	<input type="text" value="16"/>

<b>Labor Source</b>	
	Agency Crews
X	Contractors
	Both

<b>County Served</b>
CHESTERFIELD County
DARLINGTON County
DILLON County
MARLBORO County

<b>Congressional District Served</b>
South Carolina Congressional District 07

**Subgrantee Details**

**Organization**

**Legal Name:** GLEAMNS Human Resources Commission, Inc.

**Name 2:**

**Type of organization:** Local agency

**Division Name:**

**Department Name:**

**DUNS #:** 078070497

**TAX ID:** 570479691

**Contact:** J. D. Patton, III, Exec. Director

**Phone #:** (864)223-8434

**Fax #:** (864)223-9456

**Email:** [jdpatton@gleamnshrc.org](mailto:jdpatton@gleamnshrc.org)

**Address 1:** PO Box 1326

**Address 2:** 237 Hospital Street

**City:** Greenwood

**State:** South Carolina

**County:** GREENWOOD County

**Congressional District:** South Carolina Congressional District 03

**Zip:** 29648-0000

<b>Tentative</b>	
Dollar Amount:	<input type="text" value="\$238,282.17"/>
Units:	<input type="text" value="81"/>

<b>Labor Source</b>	
	Agency Crews
X	Contractors
	Both

<b>County Served</b>
ABBEVILLE County
ANDERSON County
EDGEFIELD County
GREENWOOD County
LAURENS County
MCCORMICK County
NEWBERRY County
OCONEE County
PICKENS County
SALUDA County

<b>Congressional District Served</b>
South Carolina Congressional District 03
South Carolina Congressional District 05

**Subgrantee Details**

**Organization**

**Legal Name:** Lowcountry Community Action Agency, Inc.

**Name 2:**

**Type of organization:** Local agency

**Division Name:**

**Department Name:**

**DUNS #:** 071408165

**TAX ID:** 570612136

**Contact:** Arlene Washington, Exec. Director

**Phone #:** (843)549-5576

**Fax #:** (843)549-2190

**Email:** [awashington@lowcountrycaa.org](mailto:awashington@lowcountrycaa.org)

**Address 1:** 319 Washington Street

**Address 2:** PO Box 1726

**City:** Walterboro

**State:** South Carolina

**County:** COLLETON County

**Congressional District:** South Carolina Congressional District 06

**Zip:** 29488-0000

<b>Tentative</b>	
Dollar Amount:	<input type="text" value="\$28,395.50"/>
Units:	<input type="text" value="9"/>

<b>Labor Source</b>	
	Agency Crews
X	Contractors
	Both

<b>County Served</b>
COLLETON County
HAMPTON County

<b>Congressional District Served</b>
South Carolina Congressional District 06
South Carolina Congressional District 01

**Subgrantee Details**

**Organization**

**Legal Name:** OCAB Community Action Agency

**Name 2:**

**Type of organization:** Local agency

**Division Name:**

**Department Name:**

**DUNS #:** 109111583

**TAX ID:** 570479088

**Contact:** Calvin Wright, Exec. Director

**Phone #:** (803)536-1027

**Fax #:** (803)536-4657

**Email:** [cwright@ocabcaa.org](mailto:cwright@ocabcaa.org)

**Address 1:** 1822 Joe Jeffords Highway

**Address 2:** PO Drawer 710

**City:** Orangeburg

**State:** South Carolina

**County:** ORANGEBURG County

**Congressional District:** South Carolina Congressional District 06

**Zip:** 29116-0710

<b>Tentative</b>
Dollar Amount: <input type="text" value="\$40,805.68"/>
Units: <input type="text" value="14"/>

<b>Labor Source</b>
Agency Crews
X Contractors
Both

<b>County Served</b>
ALLENDALE County
BAMBERG County
CALHOUN County
ORANGEBURG County

<b>Congressional District Served</b>
South Carolina Congressional District 06
South Carolina Congressional District 02

**Subgrantee Details**

**Organization**

**Legal Name:** Palmetto Community Action Partnership

**Name 2:** Charleston County Human Services Commission

**Type of organization:** Local agency

**Division Name:**

**Department Name:**

**DUNS #:** 180078052

**TAX ID:** 570816782

**Contact:** Arnold Collins, Exec. Director

**Phone #:** (843)724-6760

**Fax #:** (843)724-6787

**Email:** [acollins@palmettocap.org](mailto:acollins@palmettocap.org)

**Address 1:** PO Box 20968

**Address 2:** 1069 King Street

**City:** Charleston

**State:** South Carolina

**County:** CHARLESTON County

**Congressional District:** South Carolina Congressional District 06

**Zip:** 29413-0000

<b>Tentative</b>	
Dollar Amount:	<input type="text" value="\$132,239.83"/>
Units:	<input type="text" value="45"/>

<b>Labor Source</b>	
	Agency Crews
X	Contractors
	Both

<b>County Served</b>
BEAUFORT County
BERKELEY County
CHARLESTON County
DORCHESTER County
JASPER County

<b>Congressional District Served</b>
South Carolina Congressional District 06
South Carolina Congressional District 01

**Subgrantee Details**

**Organization**

**Legal Name:** To be Determined

**Name 2:**

**Type of organization:** Local agency

**Division Name:**

**Department Name:**

**DUNS #:** 000000000-000

**TAX ID:**

**Contact:** To be Determined

**Phone #:** (864)000-0000

**Fax #:**

**Email:** [pyounginer@oepp.sc.gov](mailto:pyounginer@oepp.sc.gov)

**Address 1:** To be Determined

**Address 2:**

**City:** To be Determined

**State:** South Carolina

**County:** SPARTANBURG County

**Congressional District:** South Carolina Congressional District 00

**Zip:** 29000-0000

<b>Tentative</b>	
Dollar Amount:	<input type="text" value="\$123,754.24"/>
Units:	<input type="text" value="42"/>

<b>Labor Source</b>
Agency Crews
Contractors
Both

<b>County Served</b>
CHEROKEE County
SPARTANBURG County

<b>Congressional District Served</b>
South Carolina Congressional District 04

## Subgrantee Details

### Organization

**Legal Name:** Waccamaw Economic Opportunity Council, Inc.

**Name 2:**

**Type of organization:** Local agency

**Division Name:**

**Department Name:**

**DUNS #:** 130046845

**TAX ID:** 576027714

**Contact:** James L. Pasley, Jr., Exec. Director

**Phone #:** (843)234-4100

**Fax #:** (843)234-4111

**Email:** [james.pasley@weoc.org](mailto:james.pasley@weoc.org)

**Address 1:** PO Box 1467

**Address 2:** 1261 Hwy. 501 East, Suite B

**City:** Conway

**State:** South Carolina

**County:** Horry County

**Congressional District:** South Carolina Congressional District 07

**Zip:** 29528-0000

<b>Tentative</b>	
Dollar Amount:	<input type="text" value="\$154,565.35"/>
Units:	<input type="text" value="53"/>

<b>Labor Source</b>	
	Agency Crews
	Contractors
X	Both

<b>County Served</b>
GEORGETOWN County
HORRY County
WILLIAMSBURG County

<b>Congressional District Served</b>
South Carolina Congressional District 07
South Carolina Congressional District 06

## Subgrantee Details

### Organization

**Legal Name:** Wateree Community Actions, Inc.

**Name 2:**

**Type of organization:** Local agency

**Division Name:**

**Department Name:**

**DUNS #:** 086375599

**TAX ID:** 570524980

**Contact:** Annette Tucker, Interim Exec. Director

**Phone #:** (803)775-4354

**Fax #:** (803)807-9810

**Email:** [atucker@wcai.org](mailto:atucker@wcai.org)

**Address 1:** 2712 Middleburg Drive, Suite 207

**Address 2:** PO Box 8328

**City:** Columbia

**State:** South Carolina

**County:** RICHLAND County

**Congressional District:** South Carolina Congressional District 02

**Zip:** 29151-1838

<b>Tentative</b>	
Dollar Amount:	<input type="text" value="\$170819.77"/>
Units:	<input type="text" value="58"/>

<b>Labor Source</b>	
	Agency Crews
	Contractors
X	Both

<b>County Served</b>
CLARENDON County
FLORENCE County
KERSHAW County
LEE County
MARION County
SUMTER County

<b>Congressional District Served</b>
South Carolina Congressional District 05
South Carolina Congressional District 06
South Carolina Congressional District 07

Subgrantee (City)	Planned Funds	Units
Aiken/Barnwell Counties Community Action Agency (Aiken)	\$202,075.38	69
Carolina Community Actions, Inc. (Rock Hill)	\$143,753.98	49
Chesterfield-Marlboro Economic Opportunity Council (Cheraw)	\$48,965.93	17
GLEAMNS Human Resources Commission, Inc. (Greenwood)	\$238,282.17	82
Lowcountry Community Action Agency, Inc. (Walterboro)	\$28,395.50	10
OCAB Community Action Agency (Orangeburg)	\$40,805.68	14
Palmetto Community Action Partnership (Charleston)	\$132,239.83	45
To be Determined (To be Determined)	\$123,754.24	42
Waccamaw Economic Opportunity Council, Inc. (Conway)	\$154,565.35	53
Wateree Community Actions, Inc. (Columbia)	\$170819.77	59

#### IV.2 WAP Production Schedule

Weatherization Plans	Units
Total Units (excluding reweatherized)	440
Rewatherized Units	0

Average Unit Costs, Units subject to DOE Project Rules		
<i>VEHICLE &amp; EQUIPMENT AVERAGE COST PER DWELLING UNIT (DOE RULES)</i>		
A	Total Vehicles & Equipment (\$5,000 or more) Budget	\$0
B	Total Units Weatherized	440
C	Total Units Reweatherized	0
D	Total Dwelling Units to be Weatherized and Reweatherized	440
E	Average Vehicles & Equipment Acquisition Cost per Unit (A divided by D)	\$0
<i>AVERAGE COST PER DWELLING UNIT (DOE RULES)</i>		
F	Total Funds for Program Operations	\$1,283,657.84
G	Total Dwelling Units to be Weatherized and Reweatherized (from line D)	440
H	Average Program Operations Costs per Unit (F divided by G)	\$2,917.40
I	Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0
J	Total Average Cost per Dwelling (H plus I)	\$2917.40

#### IV.3 Energy Savings

Method used to calculate savings:  WAP Algorithm  Other (describe below)

Estimated Energy Savings (Mbtus):  $440 \times 30.50 = 13,420$

This year estimated savings:

Prior year estimated energy savings:  Actual (prior year):

#### **IV.4 DOE-Funded Leveraging Activities**

The State will not be leveraging any funds.

#### **IV.5 Policy Advisory Council Members**

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 advises and assists in the development and implementation of the Weatherization Assistance Program.

##### **Policy Advisory Council Members**

- 1) Arnold Collins
- 2) Chuck Claunch
- 3) Christina Freeman
- 4) Dwayne White
- 5) Geoffrey Penland
- 6) John Frick
- 7) Michael Gray
- 8) Trish Jerman

**Legal Name:** Chuck Claunch

**Name 2:**

**Type of organization:** Utility

**Division Name:** Duke Energy

**Department Name:** State Government Affairs

**DUNS #:**

**TAX ID:**

**Contact:**

**Phone #:** (803)370-2339

**Fax #:**

**Email:** [chuck.claunch@duke-energy.com](mailto:chuck.claunch@duke-energy.com)

**Address 1:** 526 South Church Street

**Address 2:**

**City:** Charlotte

**State:** North Carolina

**County:** North Carolina Congressional District 12

**Congressional District:**

**Zip:** 28202-0000

**Legal Name:** Cristina Freeman

**Name 2:**

**Type of organization:** Utility

**Division Name:** SCANA

**Department Name:** Customer Service

**DUNS #:**

**TAX ID:**

**Contact:** Cristina Freeman

**Phone #:** (803)217-4409

**Fax #:**

**Email:** [cvfreeman@scana.com](mailto:cvfreeman@scana.com)

**Address 1:** 220 Operation Way J28

**Address 2:**

**City:** Cayce

**State:** South Carolina

**County:** LEXINGTON County

**Congressional District:** South Carolina Congressional District 02

**Zip:** 29033-0000

**Legal Name:** Dwayne White

**Name 2:**

**Type of organization:** Unit of Federal Government

**Division Name:** U.S. Dept. of Agriculture

**Department Name:** Rural Development

**DUNS #:**

**TAX ID:**

**Contact:**

**Phone #:** (803)253-3655

**Fax #:**

**Email:** [dwayne.white@sc.usda.gov](mailto:dwayne.white@sc.usda.gov)

**Address 1:** Strom Thurmond Federal Building

**Address 2:** 1835 Assembly Street

**City:** Columbia

**State:** South Carolina

**County:**

**Congressional District:** South Carolina Congressional District 02

**Zip:** 29201-0000

**Legal Name:** Arnold Collins

**Name 2:** Palmetto Community Action Partnership

**Type of organization:** Local agency

**Division Name:**

**Department Name:**

**DUNS #:** 180078052

**TAX ID:** 570816782

**Contact:**

**Phone #:** (843)723-9285

**Fax #:** (843)724-6787

**Email:** [acollins@palmettocap.org](mailto:acollins@palmettocap.org)

**Address 1:** 1069 King Street

**Address 2:**

**City:** Charleston

**State:** South Carolina

**County:** CHARLESTON County

**Congressional District:** South Carolina Congressional District 06

**Zip:** 29413-0000

**Legal Name:** Geoffrey Penland

**Name 2:**

**Type of organization:** Utility

**Division Name:** Santee Cooper Electric Cooperatives

**Department Name:** Government Relations

**DUNS #:**

**TAX ID:**

**Contact:**

**Phone #:** (843)360-6336

**Fax #:**

**Email:** [geoff.penland@santeecooper.com](mailto:geoff.penland@santeecooper.com)

**Address 1:** 1 Riverwood Drive

**Address 2:**

**City:** Moncks Corner

**State:** South Carolina

**County:**

**Congressional District:** South Carolina Congressional District 01

**Zip:** 29461-0000

**Legal Name:** John Frick

**Name 2:**

**Type of organization:** Utility

**Division Name:** Electric Cooperatives of South Carolina

**Department Name:** Government Relations

**DUNS #:**

**TAX ID:**

**Contact:**

**Phone #:** (803)739-3064

**Fax #:**

**Email:** [john.frick@ecsc.org](mailto:john.frick@ecsc.org)

**Address 1:** 808 Knox Abbott Drive

**Address 2:**

**City:** Cayce

**State:** South Carolina

**County:**

**Congressional District:** South Carolina Congressional District 02

**Zip:** 29033-3318

**Legal Name:** Michael Gray

**Name 2:**

**Type of organization:** Non-profit (not a financial institution)

**Division Name:** United Way of the Midlands

**Department Name:**

**DUNS #:**

**TAX ID:**

**Contact:**

**Phone #:** (803)733-5422

**Fax #:**

**Email:** [mgray@uway.org](mailto:mgray@uway.org)

**Address 1:** 1800 Main Street

**Address 2:**

**City:** Columbia

**State:** South Carolina

**County:** RICHLAND County

**Congressional District:** South Carolina Congressional District 02

**Zip:** 29201-0000

**Legal Name:** Trish Jerman

**Name 2:**

**Type of organization:** Unit of State Government

**Division Name:** South Carolina Budget & Control Board

**Department Name:** Energy Office

**DUNS #:**

**TAX ID:**

**Contact:**

**Phone #:** (803)737-8030

**Fax #:** (803)737-9846

**Email:** [tjerman@energy.sc.gov](mailto:tjerman@energy.sc.gov)

**Address 1:** 1200 Senate Street

**Address 2:** Wade Hampton Bldg

**City:** Columbia

**State:** South Carolina

**County:** RICHLAND County

**Congressional District:** South Carolina Congressional District 02

**Zip:** 29201-0000

#### IV.6 Hearings and Transcripts

<b>Date Held</b>	<b>Newspapers that publicized the hearings and the dates the notice ran.</b>
3/13/15	The State Newspaper – February 28, 2015 and March 1, 2015

#### IV.7 Miscellaneous

##### **Recipient Principal Investigator**

Paul Younginer  
pyounginer@oepp.sc.gov  
803-734-9861

##### **Recipient Business Officer**

James Miller  
jmiller@oepp.sc.gov  
803-734-0662

# Master File

## V.1 Eligibility

### V.1.1 Approach to Determining Client Eligibility

#### **Provide a description of the definition of income used to determine eligibility.**

The South Carolina Weatherization Assistance Program (SC WAP) will determine eligibility of a dwelling unit based on the amount of household income and the conformity of that income to criteria established by the Low-Income Home Energy Assistance Act of 1981, 42 U.S.C. 8621. SC WAP will use 200% of the Office of Management and Budget (OMB) Poverty Income Guidelines for determining income eligibility. In addition, family units that have received cash assistance payments under Title IV or XVI of the Social Security Act, or applicable State or local law paid during the twelve-month period preceding application, will be eligible for weatherization pursuant to 10 CFR Part 440.22.

#### **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.**

South Carolina's approach for ensuring qualified aliens are eligible for weatherization benefits is as follows:

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

- 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 age 1 and older. 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:

1. Money, wages and salaries before any deductions;
2. 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);
3. Regular payments from social security, railroad retirement, unemployment compensation, strike benefits from union funds, worker's compensation, veteran's payments, training stipends, alimony, and military family allotments;
4. Private pensions, government employee pensions (including military retirement pay), and regular insurance or annuity payments;
5. Dividends and/or interest;
6. Net rental income and net royalties;
7. Periodic receipts from estates or trusts; and
8. Net gambling or lottery winnings.

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

1. Capital gains;
2. Any assets drawn down as withdrawals from a bank;
3. Money received from the sale of a property, house, or car;
4. One-time payments from a welfare agency to a family or person who is in temporary financial difficulty;
5. Tax refunds;
6. Gifts, loans, or lump-sum inheritances;
7. College scholarships;
8. One-time insurance payments, or compensation for injury;
9. Non-cash benefits, such as the employer-paid or union-paid portion of health insurance;
10. Employee fringe benefits, food or housing received in lieu of wages;
11. The value of food and fuel produced and consumed on farms;
12. The imputed value of rent from owner-occupied non-farm or farm housing;
13. Depreciation for farm or business assets;
14. Federal non-cash benefit programs such as Medicare, Medicaid, Food Stamps, school lunches, and housing assistance;
15. Combat zone pay to the military;
16. Child support, as defined below in **Section E.**;
17. Reverse mortgages; and
18. 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.

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.

**E. CHILD SUPPORT:** 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).

**F. 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.

**G. 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

A statement, from the shelter management or owner that identifies the target population served and entrance criteria, will serve as income verification for shelters. The entrance criteria must serve a population 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. Each 800 square feet or each floor of the shelter will count as one dwelling unit.

#### **Describe Reweathering 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 must be asked whether their home has been weatherized after September 30, 1994; and
2. A visual inspection of each home must be performed by an auditor to identify whether previous weatherization measures have been performed.

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

#### **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 OEO 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.

#### **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:

- 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;

### **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:**

- Duplexes and four-unit buildings are at least 50% of the units occupied by low-income applicants.
- Other multi-unit buildings have at least 66% of the units occupied by low-income applicants.
- Through OEO, subgrantees must receive prior approval from DOE before weatherizing multi-unit buildings.

### **Subgrantees must provide the following information to OEO:**

- Brief narrative with photos describing the building(s), including its age, condition, number of units, spatial orientation(s), heating/cooling type (central or distributed) and condition, and any other notable conditions.
- Building assessment sheets, such as lighting inventory; heating/cooling equipment and controls; air leakage determination; water usage information; combustion/CO/CAZ testing; insulation type and levels; base load analysis; windows and doors type and orientation; health and safety concerns, etc.
- Weatherization statement of work, project timeline, and projected costs (materials and labor), any landlord contributions or buy-down provisions.
- Complete copy of the audit showing all inputs/outputs (or engineering assessments and report) including a narrative describing the methodology used to assess the building(s) (i.e. was every building individually audited, or was a sample audited and the others assumed to be the same).

### **Shelters**

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

A "Shelter" is defined as a dwelling unit whose principal purpose is to house on a temporary basis individuals who may or may not be related to one another and who are not living in nursing homes, prisons or similar institutional care facilities. For the purpose of determining how many dwelling units exist in a shelter, the minimum size for each dwelling unit within the shelter shall be 800 square feet of living space, or each floor of the shelter may be counted as a dwelling unit. An application and eligibility determination is not required for shelters. Subgrantees should determine the number of countable completions based on shelter regulations detailing that a weatherization provider may count each 800 square feet of the shelter as a dwelling unit or each floor level as one unit, as noted in 10 CFR 440.22(f). An individual file must be kept for the shelter job.

For SC WAP reporting purposes, each completion should be counted as "Data Unavailable" when reporting income categories and demographics. The box "Demographics Not Available" must be checked at the bottom of the SC WAP application page.

### **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 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 for such situations. The form will include the client's name and address, dates of the audit/assessment and when the client was informed, a clear description of the problem, conditions under which weatherization could continue, the responsibility of all parties involved, and the client(s) signature(s) indicating that they understand and have been informed of their rights and options.

### **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): 

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### **V.1.4 Approach to Tribal Organizations**

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**

All counties of the State will be served. OEO allocates funding for each county in the State based on the poor population using the 2010 Census. OEO contracts with ten (10) subgrantees to cover South Carolina's 46 counties. All subgrantees are community action agencies.

### **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.

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.3 Priorities for Service Delivery**

SC OEO will ensure that subgrantees give priority to weatherizing units occupied by the elderly, persons with disabilities, families with children, high residential energy users, and households with high-energy burden.

### **Priority Percentages**

- Elderly - 50% (60 years of age and older)
- Disabled - 20%
- Households w/children - 20% (children living in household under 18 years of age).

- High Energy User - 5% (Energy usage is above average as a result of household composition and/or unusual needs for energy).
- High Energy Burden - 5% (20% or more of the household income is utilized to pay for energy usage).

### **Time Period for Income Verification**

The period for determining income eligibility will be based on the total household income accounted for the past 30 days.

### **Nondiscrimination**

No person shall on the grounds of race, color, national origin, religion, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or part with DOE funds. Any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1975 or with respect to an otherwise qualified disabled individual as provided in section 504 of the Rehabilitation Act of 1973 also shall apply to this weatherization program.

### **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.

**Note:** Annual heating and cooling degree days based on 2014-2015 (2/1/2014 through 1/1/2015).

#### **Greenville, SC**

Heating Degree Days - **3089**  
Cooling Degree Days – **1877**

#### **Columbia, SC**

Heating Degree Days - **2770**  
Cooling Degree Days - **2409**

## **Charleston, SC**

Heating Degree Days - **2178**

Cooling Degree Days - **2700**

**Source:** [www.degreedays.net](http://www.degreedays.net) (using temperature data from [www.wunderground.com](http://www.wunderground.com))

### **V.5 Type of Weatherization Work to Be Done**

#### **V.5.1 Technical Guides and Materials**

The Work to Be Done includes “Technical Guides and Materials” and items such as standard documents, program updates, procedures manuals, field guides and other materials used to direct work in the field.

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

Beginning with WAP PY 2015 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.

South Carolina WAP will:

- Provide a WAP Procedures and Guidelines to make comprehensive field standards available to subgrantees outlining expectations of work scope and quality that will meet or exceed the minimum standards outlined in the SWS;
- Provide the South Carolina Standard Work Specifications for site-built dwellings and manufactured homes.

**Timeline:** By April 1, 2015

#### **Communication of Guidelines to Subgrantees Crews and Contractors**

All subgrantees have been advised of the new DOE requirements to be implemented in WAP 2015.

SC WAP will confirm receipt of those requirements by subgrantees and contractors with signed acknowledgments, and will provide follow-up and clarification upon request.

Beginning April 1, 2015, SC WAP will develop and distribute the Weatherization Procedures and Guidelines that will 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.

## V.5.2 Energy Audit Procedures

### Audit Procedures and Dates Most Recently Approved by DOE

Single-Family	February 2, 2015
Manufactured Housing	February 2, 2015
Multi-Family	N/A

Southface Energy Institute was contracted by South Carolina Office of Economic Opportunity to create the South Carolina Weatherization Assistance Program (WAP) Single-Family and Manufactured Housing Priority List for the state of South Carolina. For WAP PY 2015, South Carolina will be utilizing NEAT/MHEA will be conducted on all dwellings. This audit process ensures that every participating home will be given the best possible recommendations of energy conservation measures.

## V.5.3 Final Inspection

- Beginning April 1, 2015, a completed dwelling must receive a final inspection ensuring that all work meets the minimum specifications outlined in the SWS in accordance with 10 CFR 440.
- Dwellings must be inspected using criteria that is aligned with the quality specifications outlined in Section 1 of this guidance.
- Every client file must have a form that certifies that the unit had a final inspection and that all work met the required standards. The form must be signed by a certified QCI. If a dwelling has received both a final inspection and has also been monitored by the Grantee, two certification forms will be available in the client file (one for each inspection).
- The Quality Control Inspection must include an assessment of the original audit and confirm that the measures called for on the work order were appropriate and in accordance with the audit (NEAT/MHEA)

### The final inspection includes the following:

- Review of the audit and work scope to determine that the work that was specified was completed, and that any changes to the work scope was approved in advance and properly documented;
- Photographs of completed work;
- Verification of the quality and quantity of materials installed;
- Verification that installation standards and work quality is acceptable;
- A blower door test to verify final air flow, in dwellings where the test can be safely conducted;
- Verification that ASHRAE 62.2 (2013) was correctly calculated to provide the proper ventilation;
- Verification that combustion appliance zonal testing was conducted, where applicable;
- Verification that health and safety tests were conducted and that appropriate mitigation measures were performed;

- A steady-state efficiency test, when necessary;
- Client signatures verifying completion of work;
- Written notification to owners and occupants of any unsafe conditions; and any additional documentation necessary to explain the outcome of the weatherization project.

## **V.6 Weatherization Analysis of Effectiveness**

The state requires that pre- and post-weatherization inspections to include use of a blower door, combustion analyzer, and infrared camera. Subgrantees must utilize ASHRAE 62.2 (2013) 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 a statistical analysis tool. The subgrantees will use the same statistical analysis tool for tracking their own production and expenditures. OEO will establish production and expenditure benchmarks that will be included in the subgrantee Grant Agreements to increase accountability and ensure proper program management.

SC WAP will utilize a database management system to track all weatherization work performed on any dwelling. The database management system coupled with the aforementioned statistical analysis tool will facilitate a review/analysis process essential for program management and oversight. The review process will serve as a routine procedure to ensure compliance, as well as an initial monitoring process to 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 all the contracts and related information from which staff can obtain a current and complete financial picture of the subgrantee. Each subgrantee's file contains related correspondence or other information. 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 two 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.

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.

The energy savings comparison between subgrantees is based on the subgrantee's quality of workmanship; following the Priority List and/or Audit recommendations on measures installation. Also, a five-year history of the client's utility bill can be obtained from the utility companies to measure the savings derived from post-weatherization.

## **V.7 Health and Safety**

### **Client Health and Safety Verification:**

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 failure to act results in 1) health or safety hazards because of the weatherization measures; 2) damage to weatherization measures; and 3) damage to the home because of the weatherization measures. If these conditions exist, weatherization work must not proceed until the problems are resolved. 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. Installation of smoke/CO detectors are allowed according to manufacture instruction where detectors are not present or are inoperable. Replacement of operable smoke/CO detectors is not an allowable cost. CO detectors will be installed on all homes with combustion appliances or attached garage. Window and door replacement, repair, or installation is not an allowable health and safety cost.

### **Homeowner Consent Form**

- Manufactured Home Unvented Space Heater Agreement
- Site-Built Unvented Space Heater Agreement
- Lead Hazard Education form
- Mold and Moisture Checklist form

Clients must be informed of health and safety conditions in writing and the document must be signed by the client and a copy maintained in the client file. 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.

The applicable Homeowner Consent forms are to be used to document existing potential health and safety problems that remain after the weatherization work is completed.

- 1) An agency representative must explain the problems to the owner, and in the case of a rental unit, the client.
- 2) The health and safety problem(s) and corrective measures the owner and/or client can take must be documented on the form with as much detail as possible.
- 3) The owner and agency representative must sign and date the statement.
- 4) A copy of the form must be given to the client/owner.

### **Referral Standards**

When serious Health & Safety conditions are discovered during the initial inspection of the home, the home should be referred to the appropriate public or non-profit agency for remedial action. Weatherization should not be undertaken until the problems have been alleviated. However,

weatherization funds may be used to correct energy-related conditions to allow for effective weatherization work and/or to assure the immediate or future health of workers and clients. Subgrantees are expected to pursue reasonable options on behalf of the client, including referrals, and to use good judgment in dealing with difficult situations.

### **Incidental Repairs**

Incidental Repairs means those repairs necessary for the effective performance or preservation of weatherization materials. Such repairs include, but are not limited to, framing or repairing windows and doors which could not otherwise be caulked or weatherstripped and providing protective materials, such as paint, used to seal materials installed under this program.

Incidental repairs include structural repairs to the building envelope, and general heat waste measures included in the energy audit as itemized costs. Incidental repairs are included in the per unit cost limitation and must be cost justified with the SIR for the package of measures.

### **Utilizing DOE Monies – Health and Safety**

South Carolina allows 14.9% of the total DOE Weatherization Program Operations for Health and Safety. Health and Safety costs are recorded and tracked separately in the accounts and on the house audit/assessment form. Subgrantees must report all expenditures related to Health and Safety on their monthly financial status reports.

### **Air Conditioning and Heating System Repairs and Replacements**

#### *Action/Allowability:*

If the heating and air conditioning system is operable and considered for replacement, the system must be run through NEAT or MHEA first to determine if it is allowable to be replaced as an energy conservation measure. If the system is not operable, then a replacement system can be modeled using assumed parameters as per State guidance.

"Red tagged", inoperable, or nonexistent heating system replacement, repair, or installation is allowed with DOE funds as a Health and Safety Measure. Air conditioning system replacement, repair, or installation is allowed in homes of at-risk occupants.

An at-risk occupant is defined as a person/household meeting one or more of the following conditions:

- An Elderly person (60 years or older);
- A person with health condition(s) that would be exacerbated by exposure to high temperature conditions;
- A household containing an infant(s) (2 years or less).

The subgrantee will first determine whether repairs can effectively be made to the heating system to enable it to operate safely, rather than require a replacement. Subgrantees are allowed to replace heating systems in certain circumstances, as follows:

- A verifiable condition exists that allows combustion gases to enter the living environment. For example, a breach in the heat exchanger that allows combustion gases to mix with the air in the ductwork.
- An improper application of a non-sealed combustion furnace, installed in a mobile home. Mobile homes are required to have furnaces that draw their combustion air from outside the carriage. The

installation of a furnace intended for use in site built homes could cause serious concentrations of combustion gases in the living environment by causing the furnace to back-draft.

- The subgrantee may not continue with weatherization work, particularly air sealing the structure, until the combustion gases have been appropriately vented away from the living area. In the case of a plugged or non-functioning vent on a combustion appliance, appropriate steps must be taken to repair, or replace, the vent.
- Before a furnace is installed in a weatherization dwelling unit, the proper size of the furnace must be determined. Subgrantees will determine the most effective output size of the replacement furnace using the NEAT/MHEA audit.

#### *Testing:*

Health and safety inspections make sure that systems are present, operable, and performing safely.

The health and safety inspection of combustion appliances, including heating systems, includes the following items:

- The rated BTU input and measured output of each gas furnace
- A complete electrical inspection of the furnace including proper grounding, polarity, wiring connections, fuse type and size, element amperage (electrical furnace), disconnect requirements and conduit requirements
- An inspection of all gas lines in the home from the source to the gas appliances or line termination. This includes all fittings, connections, shut-off valves, gas valves, sediment traps and end caps
- An inspection for spillage and a reading of the draft of gas furnaces and water heaters (Completion of the Combustion Appliance Zone Inspection Form)
- A visual check for flame interference
- A test of the setting and operation of the high limit control switch
- An evaluation of the adequacy of combustion air for combustion appliances
- A check that there are no open return air ducts/leaks in the Combustion Appliance Zone
- Carbon monoxide testing of all gas appliances
- An inspection, and replacement if necessary, of the furnace filter
- Worst case draft test

#### *Client Education*

Auditors will discuss and provide information on appropriate use and maintenance of units and proper disposal of bulk fuel tanks when not removed.

#### *Training:*

Auditors received combustion appliance zone (CAZ) training in the evaluation of combustion appliances, including heating systems. Auditors must use the CAZ Testing form to assure that the proper testing was done and documented. Measurement and careful consideration of the air leakage rate of the dwelling unit prior to, and during, the course of air sealing, are important steps in the weatherization process to ensure safety and appropriateness of the weatherization measures.

## **Appliances and Water Heaters**

### *Action/Allowability:*

Refrigerators may be replaced for energy savings if an approved Power Meter test is performed demonstrating that the SIR value is  $\geq 1$ . Replaced refrigerators must follow local environmental laws to insure the proper disposal of refrigerants. Subgrantees are required to reclaim refrigerant per Clean Air Act 1990, 40 CFR 82, 5/14/93. Costs associated with refrigerant disposal are to be included in the replacement cost consideration.

Water Heaters may be replaced for energy savings if a NEAT/MHEA audit is performed demonstrating that the SIR value is  $\geq 1$ . If the audit does not list a replacement with an SIR of  $> 1$ , then the replacement of a water heater might qualify as a Health and Safety Measure.

South Carolina's Weatherization Program justifies a water heater replacement with health and safety funds for the following reasons:

- Existing water heater is leaking beyond repair hindering the Weatherization process from proceeding and causing continuing and worsening moisture conditions in the home,
- Gas burner deficiencies, venting issues [draft], interior baffle issues, or a combination of such that renders the water heater beyond repair and a safety hazard to the household, and/or
- Carbon monoxide production above South Carolina's standards that cannot be lowered by cleaning, adjusting or repairing.

If the total repair costs for any of the issues stated above would exceed the cost for installation upon initial inspection, subgrantees will be required to install a new unit. Subgrantees are required to document the reasons for replacing the water heater in the client's file.

Replaced water heaters must be properly disposed. Removal of old hot water heater and associated components must be done in accordance with 2012 IRC International Residential Code R105.1 or authority having jurisdiction. Seal any unused chimney openings and penetrations in accordance with 2012 N1102.4.1.1 or authority having jurisdiction. Remove unused oil tank, lines, valves, and associated equipment in accordance with 2012 M2201.7 or authority having jurisdiction.

All water heater work shall be completed by a licensed plumbing professional where required by the authority having jurisdiction and installed to industry-accepted standards.

Other appliances, including gas cook stove replacement, are not allowable health and safety costs. However, repair and cleaning of water heaters, stoves, and furnaces are allowed.

Health concerns in the removal and replacement of equipment (e.g., asbestos, other hazardous materials) will be identified.

Written notification will be provided to occupants of the discovery of hazardous material, including contact information for regional asbestos.

Occupant will be asked to contract with a certified asbestos contractor to conduct abatement before equipment removal and replacement (occupant is responsible for abatement or remediation).

### *Testing:*

Subgrantees will determine whether water heaters are performing safely. Combustion safety testing is

required when combustion appliances are present. The health and safety inspection of water heaters includes the same combustion safety checks listed above for Heating Systems.

*Client Education:*

Discuss and provide information to client on the processes that will be done to assure indoor air quality.

*Training:*

Auditors receive extensive training in the evaluation of combustion appliances, including water heaters. Home evaluation forms that document existing combustion appliance functionality and combustion gas presence are required to be in every client file. Measurement and careful consideration of the air leakage rate of the dwelling unit prior to, and during, the course of air sealing, are important steps in the weatherization process to ensure safety and appropriateness of the weatherization measures.

**Asbestos - in siding, walls, ceilings, etc.**

*Action/Allowability:*

Removal 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. In the case of asbestos siding, it is recommended to insulate through the home interior where possible. Known asbestos containing building components shall not be handled during the course of weatherization work in a way which would cause the transmission of asbestos dust into the air.

*Testing:*

Inspect the exterior wall surface and subsurface for asbestos prior to drilling or cutting.

*Client Education:*

The auditor must document any asbestos issues on the Health and Safety Checklist which will be signed by the agency representative and the client. Agency must retain a copy of this form for their files

*Training:*

Field Supervisors and/or Contractors have received training with dealing with asbestos through the OSHA Construction 30 hour course.

**Asbestos - in Vermiculite**

*Action/Allowability:*

When vermiculite is present, unless testing determines otherwise, take precautionary measures as if it contains asbestos, such as not using blower door tests and utilizing personal air monitoring while in attics. Where blower door tests are performed, it is a best practice to perform pressurization instead of depressurization. Encapsulation by an appropriately trained asbestos control professional is allowed. Removal is not allowed.

*Testing:*

Assess whether vermiculite is present. Asbestos Hazard Emergency Response Act of 1986 (AHERA) certified prescriptive sampling is allowed by a certified tester.

*Client Education:*

Clients must be formally notified if test results are positive for asbestos and signed by the client. Clients should be instructed not to disturb suspected asbestos containing material. Auditors will provide asbestos safety information to the client.

*Training:*

Field Supervisors and/or Contractors have received training with dealing with identifying vermiculite through the OSHA Construction 30 hour course.

**Asbestos - on pipes, furnaces, other small covered surfaces**

*Action/Allowability:*

Auditors should assume that asbestos is present in covering materials. DOE funds may be used for encapsulation by an AHERA asbestos control professional and should be conducted prior to blower door testing. Removal may be allowed by an AHERA asbestos control professional on a case-by-case basis.

*Testing:*

AHERA testing is allowed by a certified tester.

*Client Education:*

Clients should be instructed not to disturb suspected asbestos containing material. Auditors will provide asbestos safety information to the client.

*Training:*

It is recommended that auditors take an AHERA course for testing and asbestos control professional training for abatement. The course will inform auditors how to identify asbestos containing materials.

**Biologicals and Unsanitary Conditions - odors, mustiness, bacteria, viruses, raw sewage, rotting wood, etc.**

*Action/Allowability:*

Biological concerns or unsanitary conditions are cause for deferral unless other funds are available or the cost is considered when running NEAT or MHEA. Addressing bacteria and viruses is not an allowable cost. Deferral might be necessary in cases where a known agent is present in the home that might create a serious risk to occupants or weatherization workers.

*Testing:*

Auditors will conduct a sensory inspection for biological and unsanitary conditions.

*Client Education:*

Auditors will inform the client of observed conditions. Auditors will provide information on how to maintain a sanitary home and steps to correct deferral conditions.

*Training:*

Auditors to receive training on how to recognize biological and unsanitary conditions and when those conditions are cause for deferral. Auditors are also trained in worker safety when coming into contact with biological and unsanitary conditions.

## **Building Structure and Roofing**

### *Action/Allowability:*

Building rehabilitation is beyond the scope of the Weatherization Assistance Program. Homes with conditions that require more than incidental repairs should be deferred or fixed to a condition where weatherization can occur by using LIHEAP WAP funds.

### *Testing:*

Auditors will conduct a visual inspection of the building structure and roofing. Auditors will ensure that access to areas necessary for weatherization is safe for entry and performance of assessment, work, and inspection.

### *Client Education:*

Auditors will notify clients of structurally compromised areas.

### *Training:*

Auditors are trained on how to identify structural and roofing issues.

## **Code Compliance**

### *Action/Allowability:*

Correction of preexisting code compliance issues is not an allowable cost in areas other than where weatherization measures are installed. State and local (or jurisdiction having authority) codes must be followed while installing weatherization measures. Condemned properties and properties where "red tagged" health and safety conditions exist that cannot be corrected under this guidance should be deferred.

### *Testing:*

Auditors will conduct a visual inspection for local code enforcement inspections.

### *Client Education:*

Clients will be informed of observed code compliance issues.

### *Training:*

Auditors are trained in how to determine what code compliance may be required.

## **Combustion Gases**

### *Action/Allowability:*

Proper venting to the outside for combustion appliances, including gas dryers, is required. Subgrantees may also correct venting with DOE funds when testing indicates a problem. Subgrantees must consider the costs associated with eliminating health and safety hazards, keeping in mind that the primary focus of weatherization activities must remain energy conservation. The subgrantee will determine whether repairs can effectively be made on the water heater or furnace, to enable them to operate safely, rather than require a replacement. Subgrantees will be allowed to replace water heaters, furnaces, or space heaters as a DOE program expense in certain circumstances. The guidelines for replacement are as follows:

- A verifiable condition must exist that allows combustion gases to enter the living environment. For example, a breach in the heat exchanger that allows the combustion gases to mix with the air in the ductwork.
- An improper application of a non-sealed combustion furnace, installed in a mobile home. Mobile homes are required to have furnaces that draw their exhaust make-up air from outside the carriage. The installation of a furnace intended for use in site built homes could cause serious concentrations of combustion gases in the living environment by causing the furnace to back-draft.
- The subgrantee may not continue with weatherization work, particularly air sealing the structure, until the combustion gases have been appropriately vented away from the living area. In the case of a plugged or non-functioning vent on a combustion appliance, appropriate steps must be taken to repair, or replace, the vent.

#### *Testing:*

Health and safety inspections make sure that systems are present, operable, and performing. The health and safety inspection of combustion appliances, including heating systems, includes the following items:

- The rated and measured BTU input of each gas furnace;
- A complete electrical inspection of the furnace including proper connections, fuse type and size, element amperage (electrical furnace), disconnect requirements and conduit requirements;
- An inspection of all gas lines in the home from the source to the gas appliances or line termination. This includes all fittings, connections, shut-off valves, gas valves, sediment traps and end caps;
- An inspection for spillage and a reading of the draft of gas furnaces and water heaters (Completion of the Combustion Appliance Inspection Form);
- A visual check for flame interference;
- A test of the setting and operation of the high limit control switch;
- An evaluation of the adequacy of combustion air for combustion appliances;
- A check that there are no open return air ducts/leaks in the Combustion Appliance Zone;
- Carbon monoxide testing of all gas appliances;
- An inspection and replacement if necessary, of the furnace filter;
- Check for a properly installed temperature and pressure relief valve on the water heater;
- A measurement and adjustment, if needed, of the water temperature; and
- Worst case draft test.

#### *Client Education:*

Auditors will provide clients 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.

#### *Training:*

Auditors receive extensive training in the evaluation of combustion appliances. Home evaluation forms that document existing combustion appliance functionality and combustion gas presence are required to be in every client file. Measurement and careful consideration of the air leakage rate of the dwelling unit prior to, and during, the course of air sealing, are important steps in the weatherization process to ensure safety and appropriateness of the weatherization measures.

## **Drainage - gutters, down spouts, extensions, flashing, sump pumps, landscape, etc.**

### *Action/Allowability:*

Major drainage issues are beyond the scope of the Weatherization Assistance Program. Homes with conditions that might create a serious health concern are cause for deferral unless other funds are available, the cost is considered when running NEAT or MHEA.

### *Testing:*

Auditors will conduct a visual inspection for drainage issues.

### *Client Education:*

Auditors will inform clients of the importance of cleaning and maintaining drainage systems and relay information on proper landscape design.

### *Training:*

Auditors receive training on how to recognize drainage issues.

## **Electrical, other than knob-and-tube wiring**

### *Action/Allowability:*

Minor electrical repairs are allowed with DOE incidental repairs funds where the health and safety of the client is at risk. Additionally, upgrades and repairs are allowed to electrical systems when those repairs are necessary to perform specific weatherization measures.

### *Testing:*

Auditors will conduct a visual inspection for electrical issues. They will also conduct voltage drop and voltage detection tests when needed.

### *Client Education:*

Auditors will provide information to clients on overloading circuits, electrical safety, and electrical risks.

### *Training:*

Auditors are trained in how to identify electrical hazards and are knowledgeable of local codes for compliance.

## **Electrical, knob-and-tube wiring**

### *Action/Allowability:*

Auditors identify any knob and tube wiring found in the dwelling and test if to see if it is live. If it is spliced into conventional circuitry, auditors note the breakers or fuses controlling the circuit. Building performance retrofits must conform to NEC or local code. Live knob and tube wiring can never be covered or surrounded by insulation as a result of any weatherization measure. Boxing of knob and tube wiring prior to insulation is acceptable.

### *Testing:*

Auditors will inspect for the presence and condition of knob-and-tube wiring and check for alterations that might create an electrical hazard. Voltage drop and voltage detection tests are allowed.

*Client Education:*

Auditors will provide clients with information on over-current protection, overloading circuits, and basic electrical safety and risks.

*Training:*

Auditors are instructed to avoid insulating over or dense packing around live knob and tube wiring while installing insulation in attics, floors, or walls. Boxing of knob and tube wiring prior to insulation is acceptable.

**Fire Hazards**

*Action/Allowability:*

Correction of fire hazards is an allowable cost when necessary to safely perform weatherization.

*Testing:*

Auditors will check for fire hazards in the home during the audit and while performing weatherization.

*Client Education:*

Auditors will inform the client of observed fire hazards.

*Training:*

Auditors are trained on how to recognize potential hazards and when removal is necessary.

**Formaldehyde, Volatile Organic Compounds (VOCs), and other Air Pollutants**

*Action/Allowability:*

Removal of pollutants that might create a serious health concern are cause for deferral unless other funds are available, the cost is considered when running NEAT or MHEA. If removal cannot be performed or is not allowed by the client, the unit must be deferred.

*Testing:*

Auditors will conduct a sensory inspection for formaldehyde, VOCs, and other air pollutants.

*Client Education:*

Auditors will inform clients of the observed conditions and the associated risks. Auditors will provide the client written materials on safety and proper disposal of household pollutants.

*Training:*

Auditors are trained on how to recognize potential hazards and when removal is necessary.

**Injury Prevention of Occupants and Weatherization Workers—measures such as repairing stairs and replacing handrails**

*Action/Allowability:*

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

*Testing:*

Auditors will observe if dangers are present that would prevent weatherization.

*Client Education:*

Auditors will inform clients of observed hazards and associated risks.

*Training:*

Auditors are trained to be aware of potential hazards.

**Lead Based Paint**

In response to DOE's actions in adopting the EPA's revised lead protocols, South Carolina underwent a number of steps in order to adhere to the new EPA standards as outlined in the Renovation, Repair, and Painting Rule (RRP). South Carolina is compliant with this rule and the steps taken to be compliant are outlined below:

- All subgrantees will be required to maintain Lead Firm status through the EPA. All subgrantees will have at least one staff member who has achieved their Renovator certification.
- Monitoring has included an LSW component which reviews practices, inventory, and reporting.
- The purpose of the steps outlined above is to ensure full compliance with the new EPA rule and to ultimately provide a better service to those clients which live in housing built prior to 1978 wherein the weatherization program will be disturbing more than the de minimus levels of painted surface.
- South Carolina has implemented a policy regarding lead based paint procedures on homes being weatherized. This policy includes providing clients with the pamphlet "Renovate Right: Important Lead Hazard Information for Families, Child Care Providers and Schools" and obtaining certification that they received the form. Subgrantee staff working in homes are trained on how to work in a safe lead environment to ensure adherence to EPA, OSHA Rule 29 CFR 1926 as well as to HUD's Lead Paint Hazard Control, 24 CFR35 (Part 35). All subgrantees performing weatherization services are encouraged to obtain Pollution Occurrence Insurance.

New employees are trained on lead safe work practices within the first twelve months of employment to protect employees from the hazards of lead during weatherization work, to limit worker exposure to airborne lead during weatherization, and to ensure that employers such as CAA's communicate the hazards of all hazardous chemicals in the workplace by:

1. Labeling all containers of hazardous chemicals
2. Having a written hazard communication program
3. Providing material safety data sheets, including on lead
4. Training workers on safe chemical practices during normal and emergency actions.

*What must subgrantees do?*

1. Provide the Lead Paint form to all clients and landlords.
2. Assume Lead Based Paint and follow Lead Safe Work Practices including clean-up and testing as outlined in the RRP rule for applicable housing.

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*Subgrantees will not be required to follow Lead-Safe guidelines for the following repairs, per the RRP Rule.*

- Renovation or repair to housing built in 1978 or later;
- Renovation or repair to zero-bedroom dwellings (studio apartments, dormitories, etc.);
- Renovation or repair to housing or components declared lead-free by a certified inspector or risk assessor; and
- Minor repair and maintenance activities that disturb 6 square feet or less of paint per room inside, or 20 square feet or less on the exterior of a home or building.

**Note:** minor repair and maintenance activities do not include window or door replacement and projects involving demolition or prohibited practices

*All subgrantees must follow the following pre-renovations education requirements in all homes which do not meet the exemption criteria mentioned above.*

- In housing, you must distribute EPA's lead pamphlet to the owner and occupants before renovation starts.
- For work in common areas of multi-family housing or child-occupied facilities, you must distribute renovation notices to tenants or parents/guardians of the children attending the child-occupied facility. Or you must post informational signs about the renovation or repair job.

*Informational signs must:*

1. Be posted where they will be seen;
2. Describe the nature, locations, and dates of the renovation; and
3. Be accompanied by the lead pamphlet

Subgrantees must obtain confirmation of receipt of the lead pamphlet from the owner, adult representative, or occupants (as applicable), or a certificate of mailing from the post office.

*Firm Responsibilities*

Firms performing renovations must ensure that:

1. All individuals performing activities that disturb painted surfaces on behalf of the firm are either certified renovators or have been trained by a certified renovator;
2. A certified renovator is assigned to each renovation and performs all of the certified renovator responsibilities;
3. All renovations performed by the firm are performed in accordance with the work practice standards of the Lead-Based Paint Renovation, Repair, and Painting Program;
4. Pre-renovation education requirements of the Lead-Based Paint Renovation, Repair, and Painting Program are performed; and
5. The program's recordkeeping requirements are met.

*Renovator Certification*

To become a certified renovator an individual must successfully complete an eight-hour initial renovator training course offered by an accredited training provider (training providers are accredited by EPA, or by an authorized state or tribal program). The course completion certificate serves as proof of certification.

*Renovators at either the subgrantee or the sub-grantee's contractor must adhere to the following:*

1. Must use a test kit acceptable to EPA, when requested by the party contracting for renovation services, to determine whether components to be affected by the renovation contain lead-based paint.
2. Must provide on-the-job training to workers on the work practices they will be using in performing their assigned tasks.
3. Must be physically present at the work site when warning signs are posted, while the work-area containment is being established, and while the work-area cleaning is performed.
4. Must regularly direct work being performed by other individuals to ensure that the work practices are being followed, including maintaining the integrity of the containment barriers and ensuring that dust or debris does not spread beyond the work area.
5. Must be available, either on-site or by telephone, at all times renovations are being conducted.
6. Must perform project cleaning verification.
7. Must have with them at the work site copies of their initial course completion certificate and their most recent refresher course completion certificate.
8. Must prepare required records.

*Work Practice Requirements: General*

1. Renovations must be performed by certified firms using certified renovators;
2. Firms must post signs clearly defining the work area and warning occupants and other persons not involved in renovation activities to remain outside of the work area. These signs should be in the language of the occupants;
3. Prior to the renovation, the firm must contain the work area so that no dust or debris leaves the work area while the renovation is being performed;

Work practices listed below are prohibited during a renovation:

- Open-flame burning or torching of lead-based paint;
- Use of machines that remove lead-based paint through high speed operation such as sanding, grinding, power planing, needle gun, abrasive blasting, or sandblasting, unless such machines are used with HEPA exhaust control; and
- Operating a heat gun on lead-based paint at temperatures of 1100 degrees Fahrenheit or higher.

*Waste from renovations:*

1. Waste from renovation activities must be contained to prevent releases of dust and debris before the waste is removed from the work area for storage or disposal.
2. At the conclusion of each work day and at the conclusion of the renovation, waste that has been collected from renovation activities must be stored to prevent access to and the release of dust and debris.
3. Waste transported from renovation activities must be contained to prevent release of dust and debris.

*Work Practice Requirements: Specific to Interior Renovations*

- Remove all objects from the work area or cover them with plastic sheeting with all seams and edges sealed.
- Close and cover all ducts opening in the work area with taped-down plastic sheeting.

- Close windows and doors in the work area. Doors must be covered with plastic sheeting.
- Cover the floor surface with taped-down plastic sheeting in the work area a minimum of six feet beyond the perimeter of surfaces undergoing renovation or a sufficient distance to contain the dust, whichever is greater. Use precautions to ensure that all personnel, tools, and other items, including the exteriors of containers of waste, are free of dust and debris when leaving the work area.

After the renovation has been completed, the firm must clean the work area until no dust, debris or residue remains.

*The firm must:*

1. Collect all paint chips and debris, and seal it in a heavy-duty bag.
2. Remove and dispose of protective sheeting as waste.
3. Clean all objects and surfaces in the work area and within two feet of the work area in the following manner:
4. Clean walls starting at the ceiling and working down to the floor by either vacuuming with a HEPA vacuum or wiping with a damp cloth.
5. Thoroughly vacuum all remaining surfaces and objects in the work area, including furniture and fixtures, with a HEPA vacuum.
6. Wipe all remaining surfaces and objects in the work area, except for carpeted or upholstered surfaces, with a damp cloth. Mop uncarpeted floors thoroughly using a mopping method that keeps the wash water separate from the rinse water, or using a wet mopping system.
7. Cleaning verification is required to ensure the work area is adequately cleaned and ready for re-occupancy.

*Work Practice Requirements: Specific to Exterior Renovations*

1. Close all doors and windows within 20 feet of the renovation.
2. Ensure that doors within the work area that will be used while the job is being performed are covered with plastic sheeting in a manner that allows workers to pass through while confining dust and debris.
3. Cover the ground with plastic sheeting or other disposable impermeable material extending a minimum of 10 feet beyond the perimeter or a sufficient distance to collect falling paint debris, whichever is greater.
4. In situations such as where work areas are in close proximity to other buildings, windy conditions, etc., the renovation firm must take extra precautions in containing the work area, like vertical containment.
5. After the renovation has been completed, the firm must clean the work area until no dust, debris or residue remains.

*The firm must:*

1. Collect all paint chips and debris, and seal it in a heavy-duty bag.
2. Remove and dispose of protective sheeting as waste.

Waste transported from renovation activities must be contained to prevent release of dust and debris. These conditions must be eliminated and another visual inspection must be performed. Once the area has been adequately cleaned you're finished.

*Renovators at either the subgrantee or the subgrantee's contractor must adhere to the following:*

1. Must use a test kit acceptable to EPA, when requested by the party contracting for renovation services, to determine whether components to be affected by the renovation contain lead-based paint.
2. Must provide on-the-job training to workers on the work practices they will be using in performing their assigned tasks.
3. Must be physically present at the work site when warning signs are posted, while the work-area containment is being established, and while the work-area cleaning is performed.
4. Must regularly direct work being performed by other individuals to ensure that the work practices are being followed, including maintaining the integrity of the containment barriers and ensuring that dust or debris does not spread beyond the work area.
5. Must be available, either on-site or by telephone, at all times renovations are being conducted.
6. Must perform project cleaning verification.
7. Must have with them at the work site copies of their initial course completion certificate and their most recent refresher course completion certificate.
8. Must prepare required records.

**All subgrantees are also subject to the following recordkeeping requirements:**

All documents must be retained for three years following the completion of a renovation.

**Records that must be retained include:**

- Reports certifying that lead-based paint is not present.
- Records relating to the distribution of the lead pamphlet.
- Any signed and dated statements received from owner-occupants documenting that the requirements do not apply (i.e., there is no child under age 6 or no pregnant woman who resides at the home, and it is not a child-occupied facility).
- Documentation of compliance with the requirements of the Lead-Based Paint Renovation, Repair, and Painting Program (EPA has prepared a sample form that is available at [www.epa.gov/lead/pubs/samplechecklist.pdf](http://www.epa.gov/lead/pubs/samplechecklist.pdf)
- <http://www.epa.gov/lead/pubs/samplechecklist.pdf>>).

**Mold and Moisture**

*Action/Allowability:*

The Weatherization Assistance Program is not a mold remediation program. The use of DOE funds for removal of mold and other related biological substances is not an allowable weatherization expense. DOE funds should not be used to test, abate, remediate, purchase insurance, or alleviate existing mold conditions identified during the audit, the work performance period, or the quality control inspection. Low cost or no cost measures to clean moisture damaged surfaces are allowed and may be charged to Health and Safety. Houses with mold and moisture issues that require more than no cost or low cost measures must be deferred or remedied with LIHEAP WAP funds.

Subgrantees must measure indoor humidity levels and potential sources for excess moisture. Identified problems and sources are documented on the Moisture Assessment Findings form that is signed by the local sub-grantee, client, and/or landlord. The South Carolina Mold and Moisture Assessment Form lists moisture conditions that exist in the home at the time of initial audit before any weatherization measures were installed. The conditions must also be confirmed by the crew/contractor prior to performing their work. This form must be present in every file in compliance with DOE Program Guidance 05-1.

*Testing:*

Visual assessment is required and diagnostics, such as moisture meters, are recommended at initial audits and prior to final inspections. Mold testing is not an allowable cost.

*Client Education:*

Solutions for mold remediation and educational talking points are discussed with the homeowner and/or occupants to determine roles in creation of problems and/or mitigation. Occupants are given a copy of the Environmental Protection Agency (EPA) brochure, "A Brief Guide to Mold, Moisture, and Your Home" as part of the client education process.

*Training:*

Each subgrantee's crews or contractors receive specialized training in moisture awareness, ventilation, indoor air quality, and mold hazards. A mold awareness course is offered by the training and technical service provider and teaches Weatherization technicians and auditors how to identify the conditions that promote mold growth. This class identifies treatment options for less extensive mold conditions and best Weatherization practices to prevent mold growth. This class also discusses the health aspects related to mold and moisture issues for both workers and clients. This course is intended to prepare technicians and auditors to know how to safely proceed with Weatherization services or when to defer the home until serious mold and moisture conditions have been eliminated.

**Occupant Preexisting or Potential Health Conditions**

*Action/Allowability:*

Subgrantees must take all reasonable precautions against performing work on homes that will subject workers or households to health and safety risks. Subgrantees are required to consider the health concerns of each occupant prior to initiating work on a residence. Health and Safety Checklist - must be completed to identify existing household health and safety problems.

When performing an energy audit, the energy auditor is required to meet with a member of the household and complete the Health and Safety Checklist. This checklist provides the auditor with information about the dwelling unit, the lifestyle of its occupants, and it can direct the auditor to areas where energy can be conserved. In addition, there are pertinent questions about previous health problems and occupancy practices that can lead the auditor to identify health and safety concerns. Once identified, these areas can be dealt with through various means ranging from applicant education, to corrective action through the weatherization work scope.

The auditor is also required to complete a visual health and safety inspection. Where serious concerns are found that cannot be addressed through weatherization, applicants are advised of these possible hazards in writing in order that they may make informed decisions regarding their safety. Where necessary, applicants will be advised to relocate from the unit during installation of energy conservation materials, to ensure the household's safety.

*Testing:*

Auditors must require the client to reveal known or suspected health concerns as part of initial application for weatherization. Auditors must screen occupants again during the audit.

*Client Education:*

Auditors provide clients information of any known risks. They also provide worker contact information so clients can inform of any issues.

*Training:*

Auditors are trained on how to assess a client's preexisting conditions and determining what action to take if the home is not deferred. They are also trained on awareness of potential hazards.

**Occupational Safety and Health Administration (OSHA) and Crew Safety**

*Action/Allowability:*

Workers will comply with OSHA's Hazard Communication Plan, will follow OSHA standards and Material Safety Data Sheets (MSDS), and take precautions to ensure the health and safety of themselves and other workers. MSDS must be posted wherever workers may be exposed to hazardous materials.

*Testing:*

Subgrantees must perform assessments to determine if crews are practicing and utilizing safe work practices.

*Client Education:*

Not applicable.

*Training:*

All auditors, crews, and contractors must use and understand the importance of personal protection equipment. OSHA 10 hour training is required for all current weatherization workers. OSHA training for new crew members or contractors must be completed no later than one year from the date of hire. OSHA 30 hour training is required for all crew leaders, either hired-in or promoted.

**OSHA Hazard Communication Standard (HCS)**

*Action/Allowability:*

WAP Coordinators will be required to prepare a written plan for implementing a hazard communication program. The program must include labels on containers of hazardous chemicals, safety data sheets for hazardous chemicals, and training for workers.

*Testing:*

Workers must have a general understanding of what information is provided on labels and Safety Data Sheets.

*Client Education:*

Auditors will inform clients if any hazardous materials are brought and/or used at the weatherization work site.

*Training:*

The WAP Coordinator or designated employee must train weatherization workers on the hazardous chemicals in their work area before their initial assignment and when new hazards are introduced into the work area. Training must be conducted in a manner and language that workers can understand. Workers must have a general understanding of what information is provided on labels and Safety Data Sheets, and how to access them.

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## **Pests**

### *Action/Allowability:*

Pest removal is cause for deferral unless other funds are available or the cost is considered when running NEAT or MHEA. Screening of windows and points of access is allowed to prevent pest intrusion.

### *Testing:*

Auditors will assess the presence and degree of infestation and risk to workers.

### *Client Education:*

Auditors will inform clients of the observed condition and associated risks.

### *Training:*

Auditors are trained in how to assess the presence and degree of infestation, associated risks, and need for deferral.

## **Radon**

### *Action/Allowability:*

Greenville is the only county in South Carolina with predicted average indoor radon level greater than 4 picocuries per liter which is in Zone 1 of the Radon Map. In homes where radon may be present, precautions should be taken to reduce the likeliness of making radon issues worse. Since radon comes through the soil, mitigation strategies include the following:

- Installing a plastic ground barrier and carefully sealing the seams.
- Sealing the walls and floor of the basement.
- Ventilating the crawl space or basement to dilute radon.
- Depressurizing the ground underneath the basement concrete slab.

### *Testing:*

Testing for radon is allowed in Greenville county (only). However, radon remediation is not an allowable expense with DOE funds.

### *Client Education:*

Auditors provide clients with the EPA “Consumer’s Guide to Radon Reduction: How To Fix Your Home.”

### *Training:*

Auditors are trained on what radon is, how it occurs, what factors might make it worse, and what weatherization measures can be helpful to radon control. Crews and contractors are trained in vapor barrier installation.

## **Refrigerant**

### *Action/Allowability:*

Subgrantees may reclaim refrigerant per the Clean Air Act of 1990. Section 608, as amended by 40 CFR 82, 5/14/1993.

*Testing:*

Auditors or contractors use EPA testing protocols.

*Client Education:*

Clients are instructed not to disturb refrigerants.

*Training:*

Auditors and contractors are trained on the EPA-approved section 608 type I or universal certification.

**Smoke and Carbon Monoxide Alarms and Fire Extinguishers**

*Action/Allowability:*

The installation of smoke and carbon monoxide alarms is an allowable expense with DOE funds where alarms are not present or inoperable. Replacement of operable smoke and/or carbon monoxide alarms is not an allowable cost. Providing clients with fire extinguishers is allowed **only when solid fuel is present**.

*Testing:*

Auditors will check existing smoke and carbon monoxide alarms for operation.

*Client Education:*

Auditors will provide the client with verbal and written information on the use of smoke and carbon monoxide alarms and fire extinguishers where allowed.

*Training:*

Auditors, crews, and contractors are trained on where to install smoke and carbon monoxide alarms. They are also trained in local code compliance.

**Solid Fuel Heating (wood stoves, etc)**

*Action/Allowability:*

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

*Testing:*

Solid fuel heating work requires an inspection of the chimney and flue and combustion appliance zone depressurization.

*Client Education:*

Auditors provide clients with safety information including recognizing depressurization.

*Training:*

Auditors are trained on how to perform a CAZ depressurization test and conduct a proper inspection of solid fuel heating systems.

**Space Heaters, Stand Alone Electric**

*Action/Allowability:*

Repair, replacement, or installation of electric stand-alone space heaters is not allowed. Removal of

these space heaters is recommended. The energy auditor is required to perform a complete evaluation of the heating system on each home weatherized. Part of this evaluation will be determining what modifications or replacements are required. Stand-alone electric heaters cannot be left in place as a client's sole source of heat. If provisions cannot be made for the installation of a permanent heating source, the home must be deferred. In instances where a new heating system is installed, the client will be educated on the new heating system and advised against using the stand alone electric space heater. Should the stand alone electric space heater be found to be unsafe for use in the client's home, it must be removed from use prior to weatherization proceeding.

*Testing:*

Auditors must check circuitry to ensure an adequate power supply for existing space heaters.

*Client Education:*

Auditors must inform the client of hazards associated with the use of standalone electric space heaters and collect a signed waiver if removal is not allowed by the client.

*Training:*

Auditors are trained to be aware of this guidance.

**Space Heaters, Unvented Combustion**

*Action/Allowability:*

Removal of unvented combustion space heaters is required, except as a secondary heat source where the unit conforms to ANSI Z21.11.2. Units that do not meet ANSI Z21.11.2 must be removed prior to weatherization but may remain until a replacement heating system is installed.

*Testing:*

Testing for air-free carbon monoxide (CO) is allowed. Units must be checked for ANSI Z21.11.2 label.

*Client Education:*

Auditors must inform clients of the dangers of unvented space heaters and specifically the dangers of carbon monoxide and moisture production. Auditors must also inform clients that carbon monoxide can be dangerous even if a carbon monoxide detector does not sound an alarm.

*Training:*

Auditors are trained on the dangers of unvented space heaters and how to perform air-free carbon monoxide tests.

**Space Heaters, Vented Combustion**

*Action/Allowability:*

Vented combustion space heaters should be treated as a furnace (see guidance above).

*Testing:*

Tests on vented combustion space heaters should be treated as a furnace (see guidance above).

*Client Education:*

Not applicable.

**Training:**

Auditors learn proper testing methods for safe operation (draft and carbon monoxide) and steady state efficiency, if possible.

**Spray Polyurethane Foam**

*Action/Allowability:*

Use EPA recommendations (available online at:

[http://www.epa.gov/dfe/pubs/projects/spf/spray\\_polyurethane\\_foam.html](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.

*Testing:*

Auditors check for penetrations in the building envelope and crews and contractors use sensory inspection inside the home for fumes during foam application.

*Client Education:*

Auditors notify the client of the plans to use two-part foam and the precautions that may be necessary.

*Training:*

Crews and contractors are trained on the use of various products with specification for each application type. They also carry MSDS sheets and are sensitive to temperatures.

**Ventilation**

*Action/Allowability:*

South Carolina will be using ASHRAE 62.2 (2013) in WAP PY 2014.

*Testing:*

Auditors will perform an ASHRAE 62.2 (2013) evaluation utilizing the “Red Calc” computer calculation software developed by Residential Energy Dynamics. This ventilation calculation program is available via Internet for free at: [www.residentialenergydynamics.com/REDCalcFree/Tools/ASHRAE622013.aspx](http://www.residentialenergydynamics.com/REDCalcFree/Tools/ASHRAE622013.aspx).

*Client Education:*

Auditors will provide clients with information on function, use, and maintenance of exhaust systems and components. New exhaust fan must have a readily accessible override control. The Auditor must instruct the client on how to override the operation of the exhaust fan.

*Training:*

ASHRAE 62.2 (2013) training was provided to subgrantees in November 2013 and April 2014. Additional training will be provided periodically by the state office.

## **Window and Door Replacement, Window Guards**

### *Action/Allowability:*

Replacement, repair, or installation of windows and doors is not an allowable health and safety expense.

### *Testing:*

Not applicable.

### *Client Education:*

Clients will be provided information on lead risks.

### *Training:*

Auditors, crews, and contractors are aware of this guidance.

## **V.8 Program Management**

### **V.8.1 Overview and Organization**

The Office of the Governor's Office of Economic Opportunity, through Federal funds, administers programs under assigned grants which provide assistance to the economically or socially disadvantaged citizens of South Carolina; and to carry out the provisions of the Community Economic Opportunity Act of 1983;

- To provide technical assistance to local agencies and communities in developing and carrying out such programs;
- To provide the Governor with information with respect to programs and policies of all anti-poverty resources;
- To act as an advocate for the poor at the State and national level and to provide the Governor, Legislature and other public and private entities throughout the State with information on socio-economic conditions affecting low-income South Carolinians;
- To mobilize Federal, State and Local resources to enable the Governor to effectively respond to the needs of South Carolinians who are economically or socially disadvantaged;
- To monitor, conduct, supervise and administer those matters pertaining to Community Services, Homeless Programs, Community Food and Nutrition, Low-Income Home Energy Assistance and Low-Income Weatherization funded operations in South Carolina in coordination with pertinent State and Federal agencies as directed by the Governor, or appropriate federal authorities, with the concurrence of the Governor;

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**

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 5 percent of each Subgrantee's completed weatherized units (with DOE funds). Also, units in progress will be reviewed.

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 45 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
- Jonathan Gieseler, Program Coordinator
- Jude McCaffrey, Program Coordinator

#### **SC OEO Fiscal Monitoring Staff**

- Diana Graham, Senior Manager for Fiscal Monitoring
- Shawanda Baker, Fiscal Auditor

#### **Fiscal monitoring includes the following:**

- Financial Management/Accounting Systems and Operations

- Audits
- Payroll/Personnel
- Vehicles and Equipment
- Procurement
- Sub-awards/Subgrantee Monitoring
- Invoicing
- Records Retention

A report of the fiscal monitoring results will be submitted to the Executive Director. A copy of the report will also be submitted to the Agency's Board members. 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.

An Agency will be notified by telecommunications or written correspondence if a response is not received within the required timeframe. Follow-up procedures may also include an on-site visit to determine if corrective actions have been taken and the issue resolved.

After the monitoring review is completed, the SC OEO will brief the Subgrantee on the observations and findings generated by the monitoring visit during the exit briefing. If Health and Safety issues that present imminent danger to people in the house are found during a visit, SC OEO will instruct the Subgrantee to immediately resolve the issue(s). Sensitive or significant noncompliance findings, such as waste, fraud, or abuse will be reported to DOE immediately. Following the review, SC OEO will prepare a written report for the Subgrantee that describes the current monitoring assessment which will identify any findings, concerns, recommendations, commendations, best practices and any corrective actions, if applicable. Subgrantee noncompliance or repeated unresolved findings (based on a minimum of 2 monitoring visits at a Subgrantee) will be reported immediately to DOE.

SC OEO will track the results of monitoring of the Subgrantees and develop a monitoring analysis overview that identifies any outstanding issues, needs, strengths, and weaknesses.

#### **V.8.4 Training and Technical Assistance Approach and Activities**

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. Subgrantees will be applying to BPI to qualify for the Quality Control Inspector (QCI) training/exam. Subgrantees will be obtaining their QCI training/exam at the nearest approved training facility. Subgrantees and the State office are required to have at least one certified Quality Control Inspector by April 1, 2015.

Training and technical assistance will be provided through on-site visits or statewide training sessions. Any out-of-state training meetings or conferences must receive prior approval from OEO.

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.

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

**1) Routine Technical Assistance** - 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.

**2) State Training** - Two statewide trainings will be scheduled by OEO through the South Carolina Association of Community Action Partnerships. Appropriate weatherization subgrantee staff are required to attend. Funds are made available to support the expenses incurred while attending the training for subgrantee weatherization staff only.

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

#### **Anticipated Training Activities**

- Combustion Appliance Zone testing
- NEAT and MHEA training
- ASHRAE 62.2 (2013)
- Certified Renovator/Lead Safe Weatherization Refresher course
- Mobile Home Wall Insulation

Training sessions will be coordinated by OEO.

#### **Quality Control Inspector**

The Quality Control Inspector (QCI) must possess and maintain BPI Quality Control Inspector Certification. The QCI inspects the quality of the installed work, and ensures that energy upgrades are complete and appropriate, by conducting a methodological audit/inspection of the building, performing safety and diagnostic tests, and observing the work. The QCI verifies worker professionalism, compliance with safety rules, and client satisfaction; conducts quality checks on job tasks and client file organization; evaluates installed measures against the field guide, SWS and state/local codes; compares work scope documentation with work actually performed in the field; and determines Pass/Fail of the work;

#### **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 and other job-related certifications as defined by the State Weatherization Office. 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 tool, 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, or acquire, EPA Lead-Safe Certification and other job-related certifications as defined by the State Weatherization Office; 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).

### **Energy Auditor**

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.

### **Technicians**

Technicians are required to be licensed in HVAC and electric. Technicians shall maintain their professional licenses in accordance with South Carolina Labor, License, and Regulation.

### **Client Education**

SC WAP will continue to require WAP Subgrantees to provide client education to each WAP client. Subgrantees will be required to provide (at a minimum) educational materials in verbal and written format.

#### **Beginning with SC WAP Program Year 2015**

All vendor contracts will contain language which clearly documents the specifications for work as outlined in this section.

#### **A) Inspection and Monitoring of Work Using Guidelines & Standards for Subgrantees and State Office**

Currently, all subgrantees follow the final inspection requirements indicated in Section V.5 of this State plan.

### **Quality Control Inspectors**

- Only a certified Home Energy Professional Quality Control Inspector can conduct the final inspection of a completed dwelling.
- The QCI credentials must be approved by the State office prior to any inspections being performed.
- If Subgrantee's designated person does not pass the QCI exam the first time, SC OEO will facilitate specific training with a certified QCI trainer/instructor.

- SC OEO will maintain a state-wide list of QCI certified contractors in order to insure that one or more will be available to inspect dwellings at other Subgrantees in the event that a Subgrantee does not have a certified QCI by April 1, 2015.
- The State office will monitor the performance of the QCI during Subgrantee on-site monitoring visits.
- Any QCI who is not following the Weatherization Procedures and Guidelines or reporting requirements will not be allowed to continue performing that function for any Subgrantee.

Every DOE WAP unit reported as a “completed unit” will receive a final inspection by a certified Quality Control Inspector (QCI) who possesses the knowledge, skills and abilities in the National Renewable Energy Laboratory (NREL) Job Task Analysis for Quality Control Inspectors.

**The QCI will ensure that:**

- All work meets the minimum specifications outlined in the SWS in accordance with 10 CFR 440;
- Every client file will have a signed form that certifies that the unit had a final inspection and that all work meets the required standards. 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;
- An assessment of the original audit will be available in the client file confirming that the measures called for on the work order were appropriate and in accordance with audit procedures and protocols.

**Quality Control Inspection Policies**

- SC WAP will have a policy for validating QCI credentials, and will have policies and procedures in place to address situations in case the QCI is not inspecting units using the standards adopted by the state and consistent with the SWS. This policy will include monitoring of the QCI and procedures for disciplinary action if the inspection protocols are not consistently followed.
- SC WAP Procedures and Guidelines will have final inspections utilize an Independent QCI that has no involvement with the prior work on the home either as the auditor or as a member of the crew. The State office will utilize a HEP QCI representative to perform quality assurance reviews of at least 5% of all completed units.
- An option to certify “completed units” could utilize an Independent Auditor/QCI perform the audit, create the work order, and perform the final quality control inspection. Such an individual would not participate in any of the actual work on the home. In this case, the State office HEP QCI would perform quality assurance reviews of at least 10% of all such completed units. A quality assurance plan will ensure that any individual functioning as both the auditor and the quality control inspector would be able to consistently perform both tasks.

SC WAP will develop a training and certification plan to ensure that there are a sufficient number of certified individuals available to meet the requirements of Section 3.

**Timeline:** Beginning April 1, 2015, all units reported to DOE as completed will be inspected to ensure compliance with the specifications outlined in the SWS.

## **B) Training 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 14-04, Section 4 and as required, will meet the 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 JTA. QCI training will be conducted at an accredited IREC training center or a representative from an accredited IREC training center will travel to the State and conduct two regional training sessions. All subgrantee inspectors and State monitoring staff are required to participate in the QCI training sessions.

### **Tier 2 Training**

During PY 2015, the following training classes will be conducted:

- Field Guide (aligned with SWS)
- Procedures and Guidelines
- NEAT/MHEA
- ASHRAE 62.2 (2013)
- Combustion Appliance Safety

### **Weatherization Worker and Contractor Training**

Initially, any crew member or contractor interested in performing weatherization work must have taken the following training classes:

#### **Weatherization Worker**

- OSHA Construction – 10 hour
- Lead Safe Weatherization

#### **Contractor or Field Supervisor**

- OSHA Construction – 30 hour
- Lead Safety for Renovation, Repair, and Painting
- ASHRAE 62.2 (2013)

Each subgrantee is responsible for making certain that all contractors performing weatherization work are aware of and trained on current workmanship standards, as well as new workmanship requirements being implemented in WAP, State guidelines, and requirements. Licenses and proof of insurance must be provided along with appropriate JTA certifications.

## **V.9 Energy Crisis and Disaster Plan**

Not applicable.