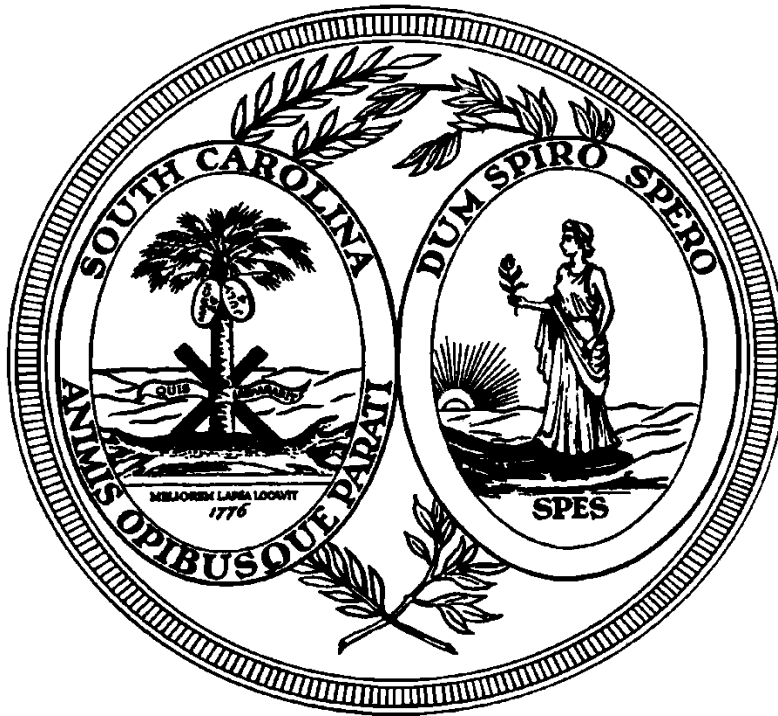


**South Carolina**  
**Department of Administration**  
**Program Year (PY) 2017**  
**Weatherization Assistance Program**  
**State Plan (Draft)**



**Nikki Haley**  
**Governor**

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		If Revision, select appropriate letter(s) Other (specify):	
<b>3. Date Received:</b> 01/16/2015		<b>4. Applicant Identifier:</b> de-ee0007949			
<b>5a. Fed Entity Identifier:</b>		<b>5b. Federal Award Identifier:</b> DE-EE0007949			
<b>State Use Only:</b>					
<b>6. Date Received by State:</b> 12/20/2016		<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> 079733487		
<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: 292010000					
<b>e. Organizational Unit:</b>					
<b>Department Name:</b> South Carolina Department of Administration			<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>					
<b>Last Name:</b> Younginer					
<b>Suffix:</b>					
<b>Title:</b> Senior Manager for Weatherization					
<b>Organizational Affiliation:</b> South Carolina Department of Administration - OEO					
<b>Telephone Number:</b> 8037349861		<b>Fax Number:</b> 8037340356			
<b>Email:</b> paul.younginer@admin.sc.gov					

**APPLICATION FOR FEDERAL ASSISTANCE SF-424**

Version 02

**9. Type of Applicant:**

A State Government

**10. Name of Federal Agency:**

U. S. Department of Energy

**11. Catalog of Federal Domestic Assistance Number:**

81.042

CFDA Title:

Weatherization Assistance Program

**12. Funding Opportunity Number:**

DE-WAP-0002017

Title:

2017 Weatherization Assistance Program Funding

**13. Competition Identification Number:**

DE-FOA-0000641

Title:

PY 2017 Weatherization Assistance Program

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

Statewide

**15. Descriptive Title of Applicant's Project:**

Weatherization Assistance Program for Low-Income Persons



**APPLICATION FOR FEDERAL ASSISTANCE SF-424**

Version 02

**Applicant Federal Debt Delinquency Explanation:**

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

Not Applicable.

**BUDGET INFORMATION - Non-Construction Programs**

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

**SECTION A - BUDGET SUMMARY**

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

**SECTION B - BUDGET CATEGORIES**

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

**BUDGET INFORMATION - Non-Construction Programs**

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

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

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

**U.S. DEPARTMENT OF ENERGY**



**BUDGET JUSTIFICATION FOR FORMULA GRANTS**

Applicant: South Carolina State of  
Award number: EE0007949

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

**1. PERSONNEL** - Prime Applicant only (all other participant costs are listed in 6 below and form SF-242A, Section B. Line 6.f. Contracts and Sub-Grants).

Positions to be supported under the proposed award and brief description of the duties of professionals:

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



Attorney Provides legal advice to Director and staff and researches legal matters of concern to OEO Assists with development of policies and procedures that meet the legal requirements of state and federal laws that govern the grants administered by OEO Assists with writing and updating various grant agreements between OEO and subgrantees Serves as liaison between OEO and any state and federal investigative agency

Auditor IV Interprets and analyzes complex accounting, financial data, and risk assessments Responsible for knowing principles, practices, theories and techniques of accounting, auditing and financial management

Fiscal Analyst II Under supervision of the Senior Manager for Fiscal Services, assists in the review and approval process of all subgrantee budgets Prepares various comparative reports on expenditures by funding program(s), provides technical assistance, and performs specialized analysis of program fiscal data

Auditor IV Interprets and analyzes complex accounting, financial data, and risk assessments Responsible for knowing principles, practices, theories and techniques of accounting, auditing and financial management Oversees fiscal monitoring and reporting of agencies

Direct Personnel Compensation

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

2. FRINGE BENEFITS

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

Social Security  
 7 65%  
 Workers Compensation  
 2 00%  
 Unemployment  
 0 12%  
 Health Insurance  
 14 00%  
 Dental Insurance  
 0 3%  
 Pre-retirement Death  
 0 2%  
 Retirement  
 10 00%  
 Retirement - Optional Retirement Plan  
 3 73%  
  
 38 00%

### Fringe Benefits Calculations

<u>Position</u>	<u>Direct Pay</u>	<u>Rate</u>	<u>Benefits</u>
	\$898 26	38 0000 %	\$341 34
	\$902 40	38 0320 %	\$343 20
	\$10,834 80	38 0000 %	\$4,117 22
	\$1,380 69	38 0000 %	\$524 66
	\$921 50	38 0000 %	\$350 17
	\$37,928 00	38 0000 %	\$14,412 64
	\$59,040 00	38 0000 %	\$22,435 20
	\$3,849 69	38 0000 %	\$1,462 88
	\$42,132 00	38 0000 %	\$16,010 16
	\$656 45	38 0000 %	\$249 45
	\$759 24	38 0000 %	\$288 51
	\$731 52	38 0000 %	\$277 98
	\$3,159 45	38 0000 %	\$1,200 59
		Fringe Benefits Total	\$62,014 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>
Meals and travel cost for 2 in state conferences which are organized by the South Carolina Associations of Community Action Partnerships the spring conference is scheduled for April 17 - 21, 2017 and will be held in North Charleston SC. The State Association will provide lodging to presenters at the conference, as well as to OEO staff who will be providing training. These funds are for the cost of meals, as allowed by the state of SC, limited to \$25 per day. This covers the 3 full time Weatherization staff.	2	\$300 00	\$600 00
2018 Home Performance Conference to be determined. 3 staff will attend.	3	\$2,063 00	\$6,189 00
2018 NASCAP Mid Winter conference. This conference is usually held in Arlington Va. 2 staff will attend.	2	\$2,000 00	\$4,000 00

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

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

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

**Fiscal Monitoring Visits** The cost of fiscal monitoring visits which include weatherization funds will be covered in part by the LWAP administration funds. Fiscal monitoring staff are on site to monitor the LIHEAP and CSBG grant as well as weatherization. \$14,789 of the Training & Technical Assistance funds will be used for monitoring staff travel to attend training and conferences as listed. These costs are based on cost of past trips by staff.

**4. EQUIPMENT** - Equipment is generally defined as an item with an acquisition cost greater than \$5,000 and a useful life expectancy of more than one year.

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

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

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

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

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

General Category	Cost	Justification of Need
Operational Costs	\$3,381.00	Operations- paper, office supplies, and training materials. Items used during monitoring process including disposable suits and booties. Cost Basis - Prior purchases of similar or like items. These items will be paid for with T&TA funds.
Office supplies	\$1,885.00	Operating supplies to include paper, toner cartridges, binders, folders and general supplies that may be needed in the office for program and monitoring staff.
Materials and Supplies Total	\$5,266.00	

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

Administrative operations - paper, office supplies, and training materials. Cost Basis - Prior purchases of similar or like items. Other equipment items - estimated costs based on Internet quotes.

**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>
GLEAMNS Human Resources Commission	\$198,990.00	\$17,608 is awarded for administration \$11,000 is awarded as T&TA \$15,426 is awarded as Health & Safety \$154,956 is awarded for program operation
OCAB Community Action Agency	\$68,693.00	\$5,685 is awarded for administration \$8,000 is awarded as T&TA \$4,980 is awarded as Health & Safety \$50,028 is awarded for program operation
Wateree Community Actions	\$144,399.00	\$12,682 is awarded for administration \$9,000 is awarded as T&TA \$11,111 is awarded as Health & Safety \$111,606 is awarded for program operation
Temporary Provider GLEAMNS	\$96,102.00	\$8,627 is awarded for administration \$4,000 is awarded as T&TA \$7,558 is awarded as Health & Safety \$75,917 is awarded for program operation
Aiken/Barnwell Counties Community Action Agency	\$317,802.00	\$28,735 is awarded for administration \$11,000 is awarded as T&TA \$25,176 is awarded as Health & Safety \$252,891 is awarded for program operation
To be determined	\$11,900.00	OEO will make determinations as to what additional training needs are for the state and utilize these funds to contract for and provide this training. If funding is cut with the final budget appropriation for the Weatherization grant, this is the area that will be reduced.
Waccamaw Economic Opportunity Council	\$125,166.00	\$10,881 is awarded for administration \$9,000 is awarded as T&TA \$9,532 is awarded as Health & Safety \$95,753 is awarded for program operation
Carolina Community Actions	\$113,986.00	\$10,021 is awarded for administration \$7,000 is awarded as T&TA \$8,779 is awarded as Health & Safety \$88,186 is awarded for program operation
Lowcountry Community Action Agency	\$26,395.00	\$2,098 is awarded for administration \$4,000 is awarded as T&TA \$1,838 is awarded as Health & Safety \$18,459 is awarded for program operation
Chesterfield/Marlboro Economic Opportunity Council	\$79,029.00	\$6,840 is awarded for administration \$6,000 is awarded as T&TA \$5,993 is awarded as Health & Safety \$60,196 is awarded for program operation
Charleston County Human Services Commission	\$211,760.00	\$18,800 is awarded for administration \$11,000 is awarded as T&TA \$16,469 is awarded as Health & Safety \$165,491 is awarded for program operation
Contracts and Subgrants Total	\$1,394,222.00	

\*For example, Competitive, Historical, Quote, Catalog

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

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

<u>General Description</u>	<u>Cost</u>	<u>Justification of Need</u>
----------------------------	-------------	------------------------------

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

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

Prior purchases. These costs are not covered by the Indirect rate.

**8. INDIRECT COSTS**

- a. Are the indirect cost rates approved by a Federal agency? If so, identify the agency and date of latest rate agreement or audit and provide a copy of the rate agreement.

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

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

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

Name: Renee Rochester Phone Number: 8037370555

Indirect costs calculations:

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

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

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

**IV.1 Subgrantees**

<b>Subgrantee (City)</b>	<b>Planned Funds/Units</b>
Aiken/Barnwell Counties Community Action Agency (Aiken)	\$317,802.00 48
Carolina Community Actions, Inc. (Rock Hill)	\$113,986.00 17
Charleston County Human Services Commission dba Palmetto (Charleston)	\$211,760.00 32
Chesterfield-Marlboro (Cheraw)	\$79,029.00 12
GLEAMNS Human Resources Commission Inc (Greenwood)	\$198,990.00 30
Lowcountry Community Action Agency, Inc. (Walterboro)	\$26,395.00 4
OCAB Community Action Agency (Orangeburg)	\$68,693.00 10
Temporary Provider (Greenwood)	\$96,102.00 14
Waccamaw Economic Opportunity Council, Inc. (Conway)	\$125,166.00 18
Wateree Community Actions, Inc. (Columbia)	\$144,399.00 21
<b>Total:</b>	<b>\$1,382,322.00</b> <b>206</b>

**IV.2 WAP Production Schedule**

<b>Weatherization Plans</b>	<b>Units</b>
Total Units (excluding reweatherized)	206
Reweatherized Units	0

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

<b>Average Unit Costs, Units subject to DOE Project Rules</b>		
<b>VEHICLE &amp; EQUIPMENT AVERAGE COST PER DWELLING UNIT (DOE RULES)</b>		
A	Total Vehicles & Equipment (\$5,000 or more) Budget	\$0.00
B	Total Units Weatherized	206
C	Total Units Reweatherized	00
D	Total Dwelling Units to be Weatherized and Reweatherized (B + C)	206
E	Average Vehicles & Equipment Acquisition Cost per Unit (A divided by D)	\$0.00
<b>AVERAGE COST PER DWELLING UNIT (DOE RULES)</b>		
F	Total Funds for Program Operations	\$1,073,483.00
G	Total Dwelling Units to be Weatherized and Reweatherized (from line D)	206
H	Average Program Operations Costs per Unit (F divided by G)	\$5,211.08
I	Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J	Total Average Cost per Dwelling (H plus I)	\$5,211.08

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

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

**IV.3 Energy Savings**

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

**Method used to calculate savings description:**

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

The State will not be leveraging any funds.

**IV.5 Policy Advisory Council Members**

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

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

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

Date Held	Newspapers that publicized the hearings and the dates the notice ran
02/03/2017	A public hearing will be held to receive public input on the Program Year 2017 State Plan at 2:00 p.m. on Friday, February 3, 2017 in room 364,

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

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

Edgar A. Brown Building, 1205 Pendleton Street, Columbia, SC 29201. Notice of the meeting was published in the statewide daily publication The State, on January 18, 19, 2017. It was distributed via email to all Community Action Agencies on January 19, 2017.
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**IV.7 Miscellaneous**

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

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

**Policy Advisory Council**

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

**Member Representing:**

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

**Recipient Principal Investigator**

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

**Recipient Business Officer**

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



DOE F 540.5  
(08/05)

U.S. Department of Energy

OMB Control No: 1910-5127

**WEATHERIZATION ASSISTANCE PROGRAM  
SUBGRANTEE INFORMATION**

Expiration Date: 11/30/2016

State: SC Grant Number: EE0007949 Program Year: 2017

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

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

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

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

DOE F 540.5  
(08/05)

U.S. Department of Energy

OMB Control No: 1910-5127

**WEATHERIZATION ASSISTANCE PROGRAM  
SUBGRANTEE INFORMATION**

Expiration Date: 11/30/2016

State: SC Grant Number: EE0007949 Program Year: 2017

<b>Name:</b>	<b>GLEAMNS Human Resources Commission Inc</b>	<b>Contact:</b>	Shunna T. Vance, Exec. Director
		<b>DUNS:</b>	078070497
<b>Address:</b>	P O Box 1326 237 Hospital Street Greenwood, SC 29648-0000	<b>Phone:</b>	(864) 223-8434
		<b>Fax:</b>	(864) 223-9456
		<b>Email:</b>	svance@gleamnshrc.org
<b>Counties served:</b>	MCCORMICK County LAURENS County EDGEFIELD County ANDERSON County PICKENS County OCONEE County SALUDA County NEWBERRY County GREENWOOD County ABBEVILLE County	<b>Tentative allocation:</b>	\$ 198,990.00
		<b>Planned units:</b>	30
		<b>Type of organization:</b>	Local agency
		<b>Congressional districts served:</b>	<u>CD</u> SC-03 SC-04 SC-05
		<b>Source of labor:</b>	Contractors

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

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

<b>Name:</b>	<b>Temporary Provider</b>	<b>Contact:</b>	Shunna T. Vance, Exec. Director
		<b>DUNS:</b>	078070497
<b>Address:</b>	PO Box 1326 237 Hospital Street Greenwood, SC 29648	<b>Phone:</b>	(864) 223-8434
		<b>Fax:</b>	(864) 223-9456
		<b>Email:</b>	svance@gleamnshrc.org
<b>Counties served:</b>	SPARTANBURG County CHEROKEE County	<b>Tentative allocation:</b>	\$ 96,102.00
		<b>Planned units:</b>	14
		<b>Type of organization:</b>	Local agency
		<b>Congressional districts served:</b>	<u>CD</u> SC-03 SC-04 SC-05

DOE F 540.5  
(08/05)

U.S. Department of Energy

OMB Control No: 1910-5127

**WEATHERIZATION ASSISTANCE PROGRAM  
SUBGRANTEE INFORMATION**

Expiration Date: 11/30/2016

State: SC Grant Number: EE0007949 Program Year: 2017

Source of labor: Contractors

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Name:	<b>Waccamaw Economic Opportunity Council, Inc.</b>	Contact:	James L. Pasley, Jr., Exec. Director
		DUNS:	130046845
Address:	Post Office Box 1467 1261 Hwy. 501 East, Suite B Conway, SC 29528-0000	Phone:	(843) 234-4100
		Fax:	(843) 234-4111
		Email:	james.pasley@weoc.org
Counties served:	HORRY County GEORGETOWN County WILLIAMSBURG County	Tentative allocation:	\$ 125,166.00
		Planned units:	18
		Type of organization:	Local agency
		Source of labor:	Agency and Contractors
		Congressional districts served:	<u>CD</u> SC-06 SC-07

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Name:	<b>Wateree Community Actions, Inc.</b>	Contact:	Annette Tucker, Exec. Director
		DUNS:	086375599
Address:	1915 Harden Street Columbia, SC 29204	Phone:	(803) 807-9811
		Fax:	(803) 807-9810
		Email:	atucker@wcai.org
Counties served:	SUMTER County CLARENDON County MARION County FLORENCE County KERSHAW County LEE County	Tentative allocation:	\$ 144,399.00
		Planned units:	21
		Type of organization:	Local agency
		Source of labor:	Agency and Contractors
		Congressional districts served:	<u>CD</u> SC-07 SC-05 SC-06

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**U.S. Department of Energy**  
**WEATHERIZATION ASSISTANCE PROGRAM (WAP)**  
**STATE PLAN/MASTER FILE WORKSHEET**

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

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

**V.1 Eligibility**

**V.1.1 Approach to Determining Client Eligibility**

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

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

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

Describe what household Eligibility basis will be used in the Program

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

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

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

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

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

A United States citizen is someone born in:

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

A United States National is someone born in:

- America Samoa
- Swain's Island

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

**U.S. Department of Energy**  
**WEATHERIZATION ASSISTANCE PROGRAM (WAP)**  
**STATE PLAN/MASTER FILE WORKSHEET**

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

- 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. If not provided, the household is ineligible for assistance.

### V.1.2 Approach to Determining Building Eligibility

Procedures to determine that units weatherized have eligibility documentation

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

**Definition of Income**

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

**B. CASH RECEIPTS:** Cash Receipts include the following:

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

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

- Capital gains;
- Any assets drawn down as withdrawals from a bank;
- Money received from the sale of a property, house, or car;
- One-time payments from a welfare agency to a family or person who is in temporary financial difficulty;

**U.S. Department of Energy**  
**WEATHERIZATION ASSISTANCE PROGRAM (WAP)**  
**STATE PLAN/MASTER FILE WORKSHEET**

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

- Tax refunds;
- Gifts, loans, or lump-sum inheritances;
- College scholarships;
- One-time insurance payments, or compensation for injury;
- Non-cash benefits, such as the employer-paid or union-paid portion of health insurance;
- Employee fringe benefits, food or housing received in lieu of wages;
- The value of food and fuel produced and consumed on farms;
- The imputed value of rent from owner-occupied non-farm or farm housing;
- Depreciation for farm or business assets;
- Federal non-cash benefit programs such as Medicare, Medicaid, Food Stamps, school lunches, and housing assistance;
- Combat zone pay to the military;
- Child support, as defined below in Section E.;
- Reverse mortgages; and
- Payments for care of Foster Children;

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

### **1. Availability of Supporting Documentation**

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

The applicant must provide evidence or income documentation satisfactory to the outreach worker that the household meets the eligibility requirements. The documentation must be maintained in the client file and made available for inspection by the agency employee and state staff. Applicant income must be verified for the one-year period prior to the certification month. In accordance with DOE Weatherization Program Notice 15-3, income data for a part of a year may be annualized in order to determine eligibility—for example, by multiplying by four the amount of income received during the most recent three months. The method of calculation is to be determined by the Subgrantee and should be uniformly applied. Tax forms may be used to verify income only if the certification period is from January through December. Applications on file for one year or more must be recertified for the year prior to pre-inspection. Applicant eligibility verification shall be documented in the file and shall include, as a minimum, (1) which 12-month period was considered, (2) a list of all sources of applicant income, (3) documentation of income from each source for the period(s) being considered, and (4) the date and initials of the agency employee verifying income.

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

### **3. Self-Certification**

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

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

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

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

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

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

**U.S. Department of Energy**  
**WEATHERIZATION ASSISTANCE PROGRAM (WAP)**  
**STATE PLAN/MASTER FILE WORKSHEET**

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

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.
3. Each client's address must be entered into DBA FACSPRO (SC database system) to identify the client's home has been previously weatherized.

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

If any of the above actions indicates or suspects that weatherization services have previously been rendered in a home, the Subgrantee must check with the local agency that has historically provided weatherization services in the area to inquire about any records pertaining to services previously provided. Incumbent local agencies must cooperate with these inquiries from SC OEO or from new weatherization service providers. Failure of any Subgrantee to comply with any such request could result in immediate suspension of payments under its DOE award agreement or termination on of its award agreement by SC OEO.

Describe what structures are eligible for weatherization

Eligible structures include single family dwellings, manufactured housing, mobile homes, shelters and multifamily rental buildings. Any non-traditional structures such as apartments over businesses and shelters must have approval from 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.

**State Historic Preservation Officer (SHPO)**

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

**WAP Undertakings Exempt from Section 106 Review**

**A. Exterior Work**

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

1. Thermal insulation, such as non-toxic fiberglass and foil wrapped, in walls, floors, ceilings, attics, and foundations in a manner that does not harm or damage historic fabric.
2. Blown in wall insulation where no holes are drilled through exterior siding, or where holes have no permanent visible alteration to the structure.

**U.S. Department of Energy**  
**WEATHERIZATION ASSISTANCE PROGRAM (WAP)**  
**STATE PLAN/MASTER FILE WORKSHEET**

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

3. Removable film on windows (if the film is transparent), solar screens, or window louvers, in a manner that does not harm or obscure historic windows or trim.
4. Reflective roof coating in a manner that closely resembles the historic materials and form, or with materials that restore the original feature based on historic evidence, and in a manner that does not alter the roofline, or where not on a primary roof elevation or visible from the public right-of-way.

**B. Interior Work**

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

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

**2. Work on heating and cooling systems (excluding changes to primary interior spaces (entrance halls, parlors, courtrooms, corridors, etc.):**

- a. Clean, tune, repair or replace heating systems, including furnaces, oilers, heat pumps, vented space heaters, and wood stoves.
- b.  
Clean, tune repair or replace cooling systems, including central air conditioners, window air conditioners, heat pumps, and evaporative coolers.
- c. Install insulation on ducts and heating pipes.
- d. Conduct other efficiency improvements on heating and cooling systems, including replacing standing pilot lights with electronic ignition devices and installing vent dampers.
- e. Modify duct and pipe systems so heating and cooling systems operate efficiently and effectively, including adding return ducts, replace diffusers and registers, replace air filters, install thermostatic radiator controls on steam and hot water heating systems.
- f. Install programmable thermostats, outdoor reset controls, UL listed energy management systems or building automation systems and other HVAC control systems.

**3. Energy efficiency work affecting the electric base load of the property (excluding historic light fixtures in primary interior spaces (entrance halls, parlors, courtrooms, corridors, etc.):**

- a. Convert incandescent lighting to fluorescent.
- b. Replace refrigerators.

**4. Health and safety measures:**

- a. Installing fire, smoke or carbon monoxide alarms.
- b. Repair or replace vent systems on fossil-fuel-fired heating systems and water heaters to ensure that combustion gasses draft safely to outside.
- c. Install mechanical ventilation, in a manner not visible from the public right of way, to ensure adequate indoor air quality if house is air-sealed to building tightness limit.



**U.S. Department of Energy**  
**WEATHERIZATION ASSISTANCE PROGRAM (WAP)**  
**STATE PLAN/MASTER FILE WORKSHEET**

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

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 CFR 440.22(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 thru SC OEO 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 are 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.

**U.S. Department of Energy**  
**WEATHERIZATION ASSISTANCE PROGRAM (WAP)**  
**STATE PLAN/MASTER FILE WORKSHEET**

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

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): **18**

**V.1.4 Approach to Tribal Organizations**

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

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

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

**V.2 Selection of Areas to Be Served**

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 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

**U.S. Department of Energy**  
**WEATHERIZATION ASSISTANCE PROGRAM (WAP)**  
**STATE PLAN/MASTER FILE WORKSHEET**

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

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

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

- 20 points - Elderly applicant – 60 years of age and older
- 20 points - Disabled applicant
- 20 points - Households with children under age eighteen (18).
- 20 points - High Energy Burden – At least 20% of the household income is utilized to pay for energy usage.
- 20 points High Energy User – LIHEAP eligible household

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

Applications must be recertified after a 12-month period.

### V.4 Climatic Conditions

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

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

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

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

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

Base Temperature = 65°F.

#### Greenville, SC - Greenville Downtown

Heating Degree Days – 2,672

Cooling Degree Days – 2,450

#### Columbia, SC - Metropolitan Airport

Heating Degree Days – 2,368

Cooling Degree Days – 2,894

#### Charleston, SC - Charleston International Airport

Heating Degree Days – 1,879

Cooling Degree Days – 2,834

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

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

**U.S. Department of Energy**  
**WEATHERIZATION ASSISTANCE PROGRAM (WAP)**  
**STATE PLAN/MASTER FILE WORKSHEET**

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

**V.5.1 Technical Guides and Materials**

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

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

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

Subgrantee Agreements will have language that documents the SWS specifications for work quality as outlined in WPN 15-4, Section 2 will be adhered to.

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

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

**Communication of Guidelines to Subgrantees**

Confirmation of receipt of communications to the subgrantees will be through an email acknowledgement - "Please acknowledge receipt of \_\_\_\_\_."

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

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

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

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

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

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

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

**V.5.2 Energy Audit Procedures**

Audit Procedures and Dates Most Recently Approved by DOE

**Single-Family :** Single-Family Priority Measures List - Approved May 15, 2014

**Manufactured Housing :** Mobile Home Priority Measures List - Approved May 15, 2014

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

Comments

**U.S. Department of Energy**  
**WEATHERIZATION ASSISTANCE PROGRAM (WAP)**  
**STATE PLAN/MASTER FILE WORKSHEET**

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

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

### V.5.3 Final Inspection

Subgrantees are required to perform an independent quality control inspection (QCI) at the conclusion of each Weatherization project. This inspection must include all mechanical work performed on completed dwelling units. This must occur, and be documented, before reporting the project to the State as a "completed unit". This process is to ensure that all work performed meets or exceeds the minimum specifications outlined in the SWS in accordance with 10 CFR 400. All supporting documentation including inspection and monitoring certifications will be maintained in the client's file.

#### **Quality Control Inspector**

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

#### **Verifies Work Performed Against the Work Plan & SWS**

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

#### **Observes the Retrofit Work In Progress**

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

#### **Final Inspection**

- Physically locates all materials installed.
- Verifies materials installed correctly.
- Evaluates effectiveness.
- Evaluates aesthetics.
- Determines necessary changes.
- Discusses missed opportunities.

#### **Building Diagnostics**

- Performs mechanical systems inspection.
- Performs combustion appliance zone testing.
- Analyzes health and safety issues.
- Pressure Boundary- pressure diagnostics.
- Thermal Boundary-infrared camera.

#### **Records/Reports Findings and Concerns and Specifies Corrective Actions**

**U.S. Department of Energy**  
**WEATHERIZATION ASSISTANCE PROGRAM (WAP)**  
**STATE PLAN/MASTER FILE WORKSHEET**

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

- Inspect the retrofit work performed.
- Provide a detailed accounting of your observations.
- Document the work deficiencies in pictures and writing.
- Specify what must be done for work to pass.
- Determine the severity of issues and required responses.
- Channel info to appropriate persons.

Majority of the subgrantees have at least one QCI on staff. Two subgrantees have hired a QCI subcontractor to perform inspections until a QCI is in place at the agency.

**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 including SWS. Any "completed units" that have also been monitored by SC WAP will have an additional certification form in the client file - one for each inspection;
- 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.

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

## V.6 Weatherization Analysis of Effectiveness

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

Program production, goal attainment, and expenditure costs will be tracked on a monthly basis for each subgrantee at the State level using a statistical analysis tool.

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

SC WAP compares productivity between subgrantees by monitoring the number of dwellings reported monthly. Subgrantees not meeting production goals within a three-month period are contacted by state staff and required to provide a production status report to support it meeting prescribed production goals by the end of program period. This report will include any additional training or technical assistance needs that may hinder the subgrantee in meeting production goals.

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.

## V.7 Health and Safety

**U.S. Department of Energy**  
**WEATHERIZATION ASSISTANCE PROGRAM (WAP)**  
**STATE PLAN/MASTER FILE WORKSHEET**

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

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

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

If the dwelling is deferred as a result of health and safety conditions, the Subgrantee must complete the Deferral Notification Form 107. There may be instances when health and safety problems might remain after weatherization has been completed on a dwelling. For example, the client use of unvented kerosene or gas space heaters, which meet the ANSI standards specified by DOE's 11-6 guidance, as a secondary heat source. Subgrantees will need to have the Unvented Space Heater form for either site-built or manufactured housing signed by the client and provide one copy to the client and one copy for the client file.

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

#### **INCIDENTAL REPAIRS**

Incidental repairs are those repairs necessary for the effective performance or preservation of weatherization materials. Incidental repairs are different from the regular energy conservation measures installed in homes, and some rules apply:

- Incidental repairs must assist in the performance or protect energy-saving measures.
- Costs must be included in the savings-to-investment ratio (SIR) calculations.
- Incidental repairs must pass the cost-effectiveness test.
- The price of incidental repairs must be included in the entire package of measures.
- The maximum amount of spending for incidental repairs is \$1,500 per dwelling.
- Incidental repairs may be necessary to ensure the lifetime of the energy conservation measures being installed in the home. For example:
  - Lighting fixture replacement – You can replace a hardwired lighting fixture if it is necessary to install energy-efficient lighting.
  - Wiring upgrades – This can be done when it is a component of the measure being installed, such as upgrading wiring to handle the extra load of a cooling system
  - Flooring repair for water heater installation.
  - Roofing repair - This can be done to protect installed insulation.
  - Moisture repair - This can be done to protect moisture damage where necessary to perform weatherization.

Ineligible measures that do not meet the incidental repair definition:

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

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

South Carolina allows 10% of the total DOE Weatherization Program Operations for Health and Safety. Health and Safety costs are recorded and tracked separately in the weatherization database. The Cost Center report accounts for all health and safety expenditures. Health and Safety expenditures are also reported on the Subgrantee's monthly financial status report.

#### **AIR CONDITIONING AND HEATING SYSTEMS**

- "Red tagged", inoperable, or nonexistent heating system replacement, repair, or installation is allowed.
- "Red tagged", inoperable, or nonexistent air conditioning system replacement, repair, or installation is allowed in homes of at-risk occupants.
- Replacements should first be attempted as an ECM.
- Provide client education on maintenance and use of new system.
- Provide client education on proper disposal of bulk fuel tanks when not removed during weatherization.
- Air conditioning systems cannot be replaced with H&S funds if occupants do not meet grantee definition of "at-risk".

**U.S. Department of Energy**  
**WEATHERIZATION ASSISTANCE PROGRAM (WAP)**  
**STATE PLAN/MASTER FILE WORKSHEET**

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

- 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.

**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).

#### **COMBUSTION GASES**

- Must conduct combustion appliance zone (CAZ) testing.
- Must conduct (if applicable), chimney draft testing.
- Must conduct heating system steady-state efficiency testing.
- Must conduct carbon monoxide testing on all dwellings where any combustion appliance is present.
- Testing must be conducted before work begins, after work is completed and, for some tests, at the end of each work day.
- Subgrantees will provide proper venting and minor heating system repairs when necessary to ensure indoor air quality and mitigate combustion gas hazards.
- In cases where serious hazards exist that cannot be resolved with weatherization program funding, work on the unit will be deferred.
- When any combustion gas hazard is detected, subgrantees will notify owners and occupants.

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

##### Refrigerators

- Refrigerators may be replaced as an ECM.
- 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.
- Refrigerator disposal includes refrigerant reclamation.
- Educate clients to not disturb refrigerant.
- Costs associated with refrigerant disposal are to be included in the replacement cost consideration.
- Non-certified technicians may not attach or disconnect hoses or gauges to measure pressure within the appliances, or otherwise damage the integrity of the refrigerator.

##### Water Heaters

- Water heaters should be first attempted as an ECM.
- Determine if the water heater is performing safely.
- Combustion safety testing is required wherever combustion appliances are present.
- The subgrantee must provide the client education on proper use and maintenance.
- Removal and proper disposal of water heater is required.
- If water heater is not performing safely:
  - 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.
  - 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.
  - Carbon monoxide production that cannot be lowered by cleaning, adjusting or repairing.

##### Freezers, Washing Machines, Cook Stoves, etc.

- Replacement of freezers, washing machines, cook stoves, etc., are not allowable as energy conservation measures or health and safety costs.

#### **ASBESTOS**

All subgrantees are required to use certified contractors or crew members when cleaning up, removing or mitigating asbestos.

When working around any asbestos-containing material (ACM), the following will not be done:



**U.S. Department of Energy**  
**WEATHERIZATION ASSISTANCE PROGRAM (WAP)**  
**STATE PLAN/MASTER FILE WORKSHEET**

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

- Dust, sweep, or vacuum debris;
- Saw, sand, scrape, or drill holes in the material; or,
- Use abrasive pads or brushes to strip materials.

Siding, Walls, Ceilings, etc.

- Inspect exterior wall surface and subsurface for asbestos siding prior to drilling or cutting.
- All precautions must be taken not to damage siding.
- Inform the client that asbestos siding is suspected present and what precautions will be taken. Asbestos siding must never be cut or drilled.
- Labor and material costs for activities that would have been conducted anyway, without consideration for asbestos, are not covered by health and safety funds. Visual inspection of exterior will be conducted to identify the presence of asbestos siding.

Vermiculite

- Removal is not allowed.
- Encapsulation by an Asbestos Hazard Emergency Response Act of 1986 (AHERA) certified professional is allowed.
- An AHERA certified professional is allowed to perform prescriptive sampling.
- Assess whether vermiculite is present.
- When vermiculite is present, unless testing determines otherwise, take precautionary measures as if it contains asbestos, such as not using blower door tests and using personal air monitoring in attics.
- Instruct clients not to disturb suspected asbestos-containing material.
- Provide asbestos safety information to the client.
- Formally notify client if test results are positive for asbestos and acquire the client's signature.

Pipes, Furnaces, etc.

- Encapsulation by an Asbestos Hazard Emergency Response Act of 1986 (AHERA) certified professional is allowed.
- An AHERA certified professional is allowed to perform prescriptive sampling.
- Assume asbestos is present in covering materials.
- If conducting encapsulation, it must be completed prior to blower door testing.
- Instruct clients not to disturb suspected asbestos-containing material.
- Provide asbestos safety information to the client.
- Labor and material costs for activities that would have been conducted anyway, without consideration for asbestos, are not covered by health and safety funds. Visual inspection of exterior will be conducted to identify the presence of asbestos siding.

**BIOLOGICALS AND UNSANITARY CONDITIONS**

Examples: Odors, Mustiness, Bacteria, Viruses, Raw Sewage, Rotting Wood, etc.

- Remediation of conditions that may lead to or promote biological concerns and unsanitary conditions is allowed when necessary to perform weatherization or if those conditions were a result of weatherization.
- Deferral may be necessary in cases where a known agent is present in the home that may create a serious risk to occupants or weatherization workers. Complete the Deferral Form 107.
- Addressing bacteria and viruses is not an allowable cost.
- Cleaning or repairing conditions and/or are not necessary to perform weatherization is not allowed.
- Inform the client of observed conditions.
- Unsanitary conditions
- Provide information to the client on how to maintain a sanitary home and steps to correct deferral conditions.

**BUILDING STRUCTURE AND ROOFING**

- Building structure and roofing repairs may be corrected with health and safety funds as they relate to code compliance and mold and moisture.
- Perform a visual inspection.
- Ensure that areas requiring access for performance of weatherization assessment, work, and inspection have safe access.
- Notify client of structurally compromised areas.
- Building rehabilitation is beyond the scope of the Weatherization Assistance Program.
- Health and safety funds may not be used when the repair is a component of an energy conservation measure. In that case, the repair should be cost-justified as an incidental repair.

**CODE COMPLIANCE**

**U.S. Department of Energy**  
**WEATHERIZATION ASSISTANCE PROGRAM (WAP)**  
**STATE PLAN/MASTER FILE WORKSHEET**

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

- Correction of preexisting code compliance issues is not an allowable cost other than where weatherization measures are being conducted.
- State and local codes must be followed while installing weatherization measures.
- Condemned properties and properties where "red tagged" health and safety conditions exist that cannot be corrected, should be deferred.
- Inform the client of observed code compliance issues.

**COMBUSTION GASES**

- Combustion safety testing is required when combustion appliances are present. Complete the Diagnostic Testing Form 301.
- Inspect venting of combustion appliances and confirm adequate clearances.
- Test naturally drafting appliances for draft and spillage under worst case conditions before and after air tightening.
- Inspect cooking burners for operability and flame quality.
- Provide proper venting to the outside for combustion appliances, including gas dryers.
- Correction of venting is allowed when testing indicates a problem.
- Provide the client with combustion safety and hazards information, including the importance of using exhaust ventilation when cooking and the importance of keeping burners clean to limit the production of carbon monoxide.

**DRAINAGE**

Examples: Gutters - downspouts, extensions, flashing, sump pumps, landscaping, etc

- Perform a visual inspection
- Major drainage issues are beyond the scope of the Weatherization Assistance Program.
- Minor correction of moisture and mold related conditions are allowed when necessary in order to weatherize the dwelling.
- Dwellings with conditions that may create a serious health concern that require more than incidental repair should be deferred.
- Inform the client of the importance of cleaning and maintaining drainage systems.

**ELECTRICAL, OTHER THAN KNOB-AND-TUBE WIRING**

- Minor electrical repairs are allowed where health or safety of the occupant is at risk and when necessary to perform specific weatherization measures.
- Voltage drop and voltage detection testing are allowed.
- Provide the client information on overloading circuits and electrical safety/risks.
- Health and safety funds should not be used when the repair is a component of an ECM. In that case, the repair should be cost-justified as an incidental repair.

**KNOB-AND-TUBE WIRING**

- Inspect for presence and condition of knob-and-tube wiring.
- Check for alterations that may create an electrical hazard.
- Minor upgrades and repairs necessary for weatherization measures, and where health or safety of the occupant is at risk, are allowed.
- Voltage drop and voltage detection testing are allowed.
- Must provide sufficient over-current protection prior to insulating over knob-and-tube wiring.
- Provide the client information on overloading circuits and electrical safety/risks.

**FIRE HAZARDS**

- Check for fire hazards in the home during the audit and while performing weatherization.
- Health and safety funds may be used to correct fire hazards when necessary in order to safely perform weatherization.
- Inform client of observed fire hazards.

**FORMALDEHYDE, VOLATILE ORGANIC COMPOUNDS (VOCS), AND OTHER AIR POLLUTANTS**

- Removal of pollutants is allowed where necessary to perform weatherization.
- Removal of pollutants is required if they pose a risk to workers.
- If pollutants pose a risk to workers and removal cannot be performed or is not allowed by the client, the dwelling must be deferred.
- Inform client of observed condition and associated risks.
- Provide client written materials on safety and proper disposal of household pollutants.

**INJURY PREVENTION**

**U.S. Department of Energy**  
**WEATHERIZATION ASSISTANCE PROGRAM (WAP)**  
**STATE PLAN/MASTER FILE WORKSHEET**

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

- Minor repairs and installation may be conducted only when necessary to effectively weatherize the dwelling.
- Workers must work safe.
- Observe and note of any dangers present that would prevent weatherization.
- Inform client of observed hazards and associated risks.
- Minor repairs and installation of items such as stairs, porches, safety lighting, hand rails, etc., are not allowed unless the absence would prevent the effective weatherization of the home.
- Training is provided to weatherization crews to avoid falls and other on-the-job injuries. Subgrantees will take all reasonable precautions to reduce the risk of injury to workers or occupants of assisted buildings. In limited cases, minor repairs may be conducted to avoid injury risk. In cases where serious safety conditions exist, work will be deferred and subgrantees will notify owners and occupants.

**LEAD BASED PAINT**

- Testing is allowed.
- Follow guidelines established in EPA's Lead; Renovation, Repair and Painting Program (RRP) and DOE WAP's LSW.
- Deferral is required when weatherization work could create health and safety hazards due to the extent and condition of lead-based paint in the house.
- An EPA Certified Renovator must verify job site set up and clean up.
- Subgrantee and OEO QCI's must be Certified Renovators. The cost of the training and certification is an allowable training and technical assistance expense.

**MOLD AND MOISTURE**

- Conduct a visual assessment.
- Correction of moisture and mold creating conditions is allowed when necessary in order to weatherize the home and to ensure the long term stability and durability of the measures.
- Moisture meters are recommended for pre-weatherization and at final inspection.
- Where severe mold and moisture issues that cannot be addressed, deferral is required.
- Mold remediation is not allowed.
- Mold testing is not an allowable cost.
- Repairs are limited to areas with water damage that can be corrected by weatherization workers.

**OCCUPANT PREEXISTING OR POTENTIAL HEALTH CONDITIONS**

- Information on existing occupant health problems is collected on the Client Interview Form 100.
- Temporary relocation of at-risk occupants may be allowed on a case-by-case basis.
- When a person's health may be at risk and/or the work activities could constitute a health or safety hazard, the occupant at risk will be required to take appropriate action based on the severity of the risk.
- Subgrantees must require occupant to reveal known or suspected health concerns as part of initial assessment of the dwelling. Health concerns include mold, respiratory, etc.
- Subgrantees must provide the client information of any known risks to their condition.
- Weatherization may not proceed if the occupant cannot or will not take appropriate actions based on the severity of the risk.

**OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA) AND CREW SAFETY**

- Weatherization workers must take the OSHA Construction - 10 hour class
- Staff may receive additional OSHA training, as desired.
- Workers must 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 works may be exposed to hazardous materials.
- OEO will perform assessments to determine if safe work practices are being followed.

**PESTS**

- Pest removal is allowed only where infestation would prevent weatherization.
- Screening of windows and points of access to prevent intrusion is allowed.
- Infestation of pests may be cause for deferral where they cannot be reasonably removed or the infestation poses a health and safety concern for workers.
- Inform client of observed conditions and associated risks.

**RADON**

**U.S. Department of Energy**  
**WEATHERIZATION ASSISTANCE PROGRAM (WAP)**  
**STATE PLAN/MASTER FILE WORKSHEET**

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

- Testing is allowed only in Greenville County. Greenville is the only county in South Carolina with predicted average indoor radon level greater than 4 picocuries per liter.
- Exposed dirt must be covered with a vapor barrier, except for mobile homes.
- In homes where radon may be present, precautions must be taken to reduce the likelihood of making radon issues worse.
- Provide client with EPA consumer's guide to radon.
- Radon remediation is not allowed with DOE funds.

#### **REFRIGERANT**

When working with or replacing refrigerators or air conditioners, refrigerants must be handled according to these guidelines:

- Refrigerators may be replaced as an ECM.
- Cooling systems may be tuned or replaced as an ECM or replaced as a H&S measure.
- Reclaim refrigerant per Clean Air Act 1990, section 608, as amended by 40 CFR82, 5/14/93.
- Refrigerants must be handled by technicians certified under EPA section 608.
- Appliance disposal includes refrigerant reclamation.
- Educate clients not to disturb refrigerant.
- Non-certified technicians may not attach or disconnect hoses or remove refrigerant from appliances, or otherwise damage the integrity of the appliance.

#### **SMOKE/CARBON MONOXIDE ALARMS AND FIRE EXTINGUISHERS**

##### Carbon Monoxide (CO) Alarms

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

##### Smoke Alarms

- Installation of smoke alarms is allowable as a health and safety measure.
- Smoke alarms are to be listed to UL 217, powered by factory sealed, non-removable lithium batteries. Smoke alarm manufacturer shall warrant alarm and lithium batteries for minimum 10 years.
- Replacement of existing operable smoke alarm is not allowed.
- Install a smoke alarm inside each bedroom and sleeping area.
- Install a smoke alarm in the hall near every sleeping area. If a hall is over 40 feet long, install an alarm at each end.
- Smoke alarms shall be ceiling-mounted, at least 4" away from a wall.
- Alarms shall not be installed within 1' of fluorescent lights.
- Provide client with verbal and written information on use of the smoke alarm.

##### Fire Extinguishers

- Fire extinguishers are allowed only, if solid fuel appliances are present.

#### **SPACE HEATERS, STAND ALONE ELECTRIC**

##### Standalone Electric Space Heater

- Repair, replacement or installation of standalone electric heaters is not allowed. Removal is recommended.
- Check circuitry to ensure adequate power supply for existing heaters.
- Inform client of hazards and collect a signed waiver if client will not allow the unit to be removed.

##### Unvented Combustion Space Heater - Site-Built

**U.S. Department of Energy**  
**WEATHERIZATION ASSISTANCE PROGRAM (WAP)**  
**STATE PLAN/MASTER FILE WORKSHEET**

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

- Check units for ANSI Z21.11.2 label.
- Removal is required, except as secondary heat 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 in place.\
- Inform client of dangers of unvented space heaters.

Unvented Combustion Space Heater - Manufactured Homes

- Removal is required.
- Complete Unvented Space Heater-Manufactured Home Form 104B for removal of heater(s).
- Inform client of dangers of unvented space heaters.

Vented Combustion Space Heater

- Vented combustion space heaters will be treated as furnaces. See section on combustion gases, above.

Solid Fuel Heating (wood stoves)

- Maintenance, repair or installation of primary indoor heating units is allowed where there is a health and safety concern.
- Maintenance and repair of secondary heating unit is allowed.
- Inspection of chimney and flue is required.
- Must conduct combustion appliance zone depressurization testing.

**SPRAY POLYURETHANE FOAM (SPF)**

Spray polyurethane foam is allowed for use as long as appropriate precautions are taken.

- Use EPA recommendations when working within, 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 inside conditioned space, and exhaust fumes outside the home.
- Use sensory inspection inside the home for fumes during foam application.
- Provide notification to the client of plans to use two-part foam and the precautions that may be necessary.

**VENTILATION**

- The Residential Energy Dynamics REC Calc ASHRAE 62.2-2016 online tool will be used to ventilation requirements.
- Existing exhaust fans must be updated if not adequate.
- Range hood exhaust fans and vented to the outside will be installed for all gas cook stoves.
- Provide client with information on function, use, and maintenance of ventilation system and components.
- Installation and repair of ventilation that is a component of an ECM is not allowed as a health and safety cost.

**WINDOW AND DOOR REPLACEMENT, WINDOW GUARDS**

- Replacement, repair, or installation of doors, windows, or window guards may be allowed as an incidental repair or an ECM if replacement is cost-justified by NEAT or MHEA.
- Replacement, repair, or installation of doors, windows, or window guards is not an allowable health and safety cost.
- In cases where code compliance is triggered by weatherization activity, health and safety funds can be used to meet the requirements of the jurisdiction having authority.
- If disturbing lead paint, follow Lead Safe Work practices and provide information on lead risks to the client.
- If complying with local code requirements, the specific code must be noted in the client file with reference to the related weatherization measure(s) that triggered the code activity.

**V.8 Program Management**

**V.8.1 Overview and Organization**

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

**U.S. Department of Energy**  
**WEATHERIZATION ASSISTANCE PROGRAM (WAP)**  
**STATE PLAN/MASTER FILE WORKSHEET**

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

appreciably impact the causes of poverty.

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

### **V.8.2 Administrative Expenditure Limits**

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

### **V.8.3 Monitoring Activities**

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

#### **SC OEO Programmatic & Management Monitoring Staff**

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

SC OEO will complete reviews of at least 10% percent of each Subgrantee's completed weatherized units (with DOE funds). Also, units in progress will be reviewed but not counted as a part of the 10% of monitoring.

If significant deficiencies are discovered, such as health and safety violations, poor quality installation of materials, major measures missed, SC OEO will require the subgrantee to take appropriate corrective action to resolve the outstanding issues within 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 70.745% of salary from T&TA, 29.255% of salary is from WAP Admin
- Jonathan Gieseler, Program Coordinator 100% of salary from WAP T&TA
- Jude McCaffrey, Program Coordinator 100% of salary from WAP T&TA

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

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

**U.S. Department of Energy**  
**WEATHERIZATION ASSISTANCE PROGRAM (WAP)**  
**STATE PLAN/MASTER FILE WORKSHEET**

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

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

**Fiscal monitoring includes the following:**

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

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

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 Chairperson. Should the Agency be required to submit a response to the monitoring results; the response is to be received within thirty (30) days from the date of the report.

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

**CORRECTIVE ACTION AND SUSPENSION OF FUNDING**

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

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

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

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

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

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

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

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

**U.S. Department of Energy**  
**WEATHERIZATION ASSISTANCE PROGRAM (WAP)**  
**STATE PLAN/MASTER FILE WORKSHEET**

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

**REMEDIES FOR NONCOMPLIANCE**

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

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

**ADMINISTRATIVE ENFORCEMENT**

The enforcement remedies identified in the agreement do not preclude the Subgrantee from being subject to "Debarment and Suspension" as prescribed by the Grantee. When a Subgrantee fails to comply with the terms of this Agreement, as outlined in Section IX (Corrective Action and Suspension of Funding) and/or grant requirements/reports are not submitted within the required time frame, nor completed in accordance with the generally accepted principles, nor consistent with the approved budget, Work Plan or Grant Agreement; a temporary suspension of funding for enforcement purposes may be instituted, but shall not constitute a statutory termination or reduction of funding.

**A. Effects of Suspension**

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

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

**B. Relationship to Debarment and Suspension**

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

**TERMINATION**

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

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

**A. Termination for Lack of Funds**

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

**B. Termination for Breach of Grant**

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

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

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



**U.S. Department of Energy**  
**WEATHERIZATION ASSISTANCE PROGRAM (WAP)**  
**STATE PLAN/MASTER FILE WORKSHEET**

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

**D. Termination by Subgrantee**

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

**E. Termination for Convenience**

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

**F. Termination for Insolvency**

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

**G. Notice of Termination**

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

**H. Process for Termination**

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

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

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

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

Subgrantee training and technical assistance (T&TA) needs are determined by SC OEO monitoring visits and as requested, SC OEO will identify the training needs and available resources for meeting them.

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

Listed below are the major categories of basic T&TA

**State Conference – Two per year**

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

**Technical Advisory Group (TAG)**

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

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

U.S. Department of Energy  
WEATHERIZATION ASSISTANCE PROGRAM (WAP)  
STATE PLAN/MASTER FILE WORKSHEET

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

Weatherization issues of a technical nature.

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

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

**QC Inspector**

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

**Energy Auditor/Assessor**

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

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

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

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

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

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

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

2. "Hands-On" for Crews - Quality control reviews, standard monitoring and technical assistance sessions often point out the need for one-on-one work with crew members. Agency or staff specific needs may include such items as basic energy conservation concepts, program

requirements, and work techniques. SC OEO WAP will provide on-site technical assistance and/or recommend specific training classes aimed at improving individual subgrantee crew skills in assuring work quality.

**How does SC OEO approach client education?**

WAP Subgrantees are required to provide verbal and client education information to each WAP client. SC OEO will continue emphasizing the importance of consumer education. This training will focus on pre-weatherization client education and Health and Safety. SC OEO will hold at least two meetings annually to familiarize Subgrantees with program rules and weatherization

**U.S. Department of Energy**  
**WEATHERIZATION ASSISTANCE PROGRAM (WAP)**  
**STATE PLAN/MASTER FILE WORKSHEET**

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

goals and techniques. SC OEO is requiring Subgrantees to obtain further training in client education at an IREC training facility.

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

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

**Weatherization Worker and Contractor Training**

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

**Weatherization Worker**

OSHA Construction – 10 hour  
Lead Safe Weatherization

**Contractor or Field Supervisor**

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

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

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

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

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

**Crew Leader**

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

**Installers**

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

**Contractors – HVAC and Electrical**

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

**Quality Control Inspectors**

**U.S. Department of Energy**  
**WEATHERIZATION ASSISTANCE PROGRAM (WAP)**  
**STATE PLAN/MASTER FILE WORKSHEET**

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

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

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

**The QCI will ensure that:**

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

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

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

**Tier 1 Training**

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

**Tier 1 - Certification Courses**

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

**Tier 2 - Training Courses**

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

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

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

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

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

After concluding a training or technical assistance activity, a T&TA report will be completed to document which trainer conducted the activity, what

**U.S. Department of Energy**  
**WEATHERIZATION ASSISTANCE PROGRAM (WAP)**  
**STATE PLAN/MASTER FILE WORKSHEET**

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

training or assistance was provided, when and where the activity occurred and which service provider staff participated in the activity. This report will be completed by each agency and forwarded to OEO for review.

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

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

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

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

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

Not applicable.