

APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="checked" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		2. Type of Application: <input type="checkbox"/> New <input type="checkbox"/> Continuation <input checked="checked" type="checkbox"/> Revision		If Revision, select appropriate letter(s) Other (specify) Other (specify): Revision to make corrections to application	
3. Date Received 03/30/2022			4. Applicant Identifier:		
5a. Fed Entity Identifier:			5b. Federal Award Identifier: DE-EE0010015 (SF424 revision 1)		
State Use Only:					
6. Date Received by State:			7. State Application Identifier:		
8. APPLICANT INFORMATION:					
a. Legal Name: South Carolina State of					
b. Employer/Taxpayer Identification Number (EIN/TIN): 576000286			c. UEI: UL2HEZMR7HN1		
d. Address:					
Street 1: 1205 Pendleton Street Street 2: City: Columbia County: RICHLAND County State: SC Province: Country: U.S.A. Zip / Postal Code: 292010000					
e. Organizational Unit:					
Department Name: South Carolina Department of Administration			Division Name: Office of Economic Opportunity		
f. Name and contact information of person to be contacted on matters involving this application:					
Prefix: Mr First Name: Matthew Middle Name: Last Name: Melton Suffix: Title: Senior Manager for Weatherization Organizational Affiliation: Office of Economic Opportunity Department of Administration Telephone Number: 8037349861 Fax Number: 8037340356 Email: matthew.melton@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: Bipartisan Infrastructure Law

12. Funding Opportunity Number:

DE-WBI-0002022

Title:

2022 WAP Bipartisan Infrastructure Law

13. Competition Identification Number:

Title:

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

Statewide

15. Descriptive Title of Applicant's Project:

Weatherization Assistance Funding Opportunity

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16. Congressional District Of:

a. Applicant: South Carolina Congressional District 02

b. Program/Project: SC-Statewide

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

17. Proposed Project:

a. Start Date: 07/01/2022

b. End Date: 06/30/2027

18. Estimated Funding (\$):

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

19. Is Application subject to Review By State Under Executive Order 12372 Process?:

- a. This application was made available to the State under the Executive Order 12372 Process for review
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372

20. Is the applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation)

No

21. By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to**

I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency

Authorized Representative:

Prefix: Mr First Name: James

Middle Name: E

Last Name: Miller

Suffix:

Title: Director, Office of Economic Opportunity

Telephone Number: 8037340425

Fax Number: 8037340356

Email: James.Miller@admin.sc.gov

Signature of Authorized Representative: Signed Electronically

Date Signed: 12/12/2022

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. EE0010015		2. Program/Project Title Weatherization Assistance Program: Bipartisan Infrastructure Law	
3. Name and Address South Carolina State of 1205 Pendleton Street Columbia, SC 292010000	4. Program/Project Start Date 07/01/2022		
	5. Completion Date 06/30/2027		

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Federal	81.042	\$ 0.00		\$ 42,582,236.00		\$ 42,582,236.00
2.						
3.						
4.						
5. TOTAL		\$ 0.00	\$ 0.00	\$ 42,582,236.00	\$ 0.00	\$ 42,582,236.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) GRANTEE ADMINISTRATI ON	(2) SUBGRANTEE ADMINISTRATI ON	(3) GRANTEE T&TA	(4) SUBGRANTEE T&TA	
a. Personnel	\$ 560,000.00	\$ 0.00	\$ 483,507.00	\$ 0.00	\$ 1,043,507.00
b. Fringe Benefits	\$ 238,000.00	\$ 0.00	\$ 205,491.00	\$ 0.00	\$ 443,491.00
c. Travel	\$ 0.00	\$ 0.00	\$ 396,000.00	\$ 0.00	\$ 396,000.00
d. Equipment	\$ 200,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 200,000.00
e. Supplies	\$ 11,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 11,000.00
f. Contract	\$ 500,000.00	\$ 3,193,668.00	\$ 145,000.00	\$ 6,188,283.00	\$ 40,312,665.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other Direct Costs	\$ 81,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 81,000.00
i. Total Direct Charges	\$ 1,590,000.00	\$ 3,193,668.00	\$ 1,229,998.00	\$ 6,188,283.00	\$ 42,487,663.00
j. Indirect Costs	\$ 50,753.00	\$ 0.00	\$ 43,820.00	\$ 0.00	\$ 94,573.00
k. Totals	\$ 1,640,753.00	\$ 3,193,668.00	\$ 1,273,818.00	\$ 6,188,283.00	\$ 42,582,236.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. EE0010015		2. Program/Project Title Weatherization Assistance Program: Bipartisan Infrastructure Law	
3. Name and Address South Carolina State of 1205 Pendleton Street Columbia, SC 292010000	4. Program/Project Start Date 07/01/2022		
	5. Completion Date 06/30/2027		

SECTION A - BUDGET SUMMARY						
Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.						
2.						
3.						
4.						
5. TOTAL		\$ 0.00	\$ 0.00	\$ 42,582,236.00	\$ 0.00	\$ 42,582,236.00

SECTION B - BUDGET CATEGORIES					
6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) HEALTH AND SAFETY	(2) PROGRAM OPERATIONS	(3) LIABILITY INSURANCE	(4)	
a. Personnel	\$ 0.00	\$ 0.00	\$ 0.00		\$ 1,043,507.00
b. Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00		\$ 443,491.00
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00		\$ 396,000.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00		\$ 200,000.00
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00		\$ 11,000.00
f. Contract	\$ 1,703,289.00	\$ 28,582,425.00	\$ 0.00		\$ 40,312,665.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00
h. Other Direct Costs	\$ 0.00	\$ 0.00	\$ 0.00		\$ 81,000.00
i. Total Direct Charges	\$ 1,703,289.00	\$ 28,582,425.00	\$ 0.00		\$ 42,487,663.00
j. Indirect Costs	\$ 0.00	\$ 0.00	\$ 0.00		\$ 94,573.00
k. Totals	\$ 1,703,289.00	\$ 28,582,425.00	\$ 0.00		\$ 42,582,236.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00



BUDGET JUSTIFICATION FOR FORMULA GRANTS

Applicant: South Carolina State of
Award number: EE0010015

Budget period: 07/01/2022 - 06/30/2027

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

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

<u>Position</u>	<u>Description of Duties of Professionals</u>
Grants Manager I	Under supervision of the senior manager for weatherization, performs administrative functions related to the grant including monitoring, report writing, and training. Salary is \$58,000 annually multiplied by five years of the grant. Remaining 50% of salary will be paid with LIHEAP.
Program Coordinator II	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. Coordinates and monitors 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. Salary is \$60,000 annually multiplied by five years of the grant. This position is separate from the QCI position outlined in the annual WAP State Plan.
Administrative Coordinator I	Under supervision of the Grants Manager, performs administrative functions related to the grant including monitoring, report writing, and training. Salary is \$56,000 annually multiplied by five years of the grant. Remaining 50% of salary will be paid with LIHEAP.
Administrative Coordinator I	Under supervision of the senior manager for weatherization, performs administrative functions related to the grant including monitoring, report writing, and training. Salary is \$56,000 annually multiplied by five years of the grant.
Administrative Coordinator I	Under supervision of the Grants Manager, performs administrative functions related to the grant including monitoring, report writing, and training. Salary is \$56,000 annually multiplied by five years of the grant. Remaining 50% of salary will be paid with LIHEAP.
Senior Accountant/Fiscal Analyst	Under supervision of the senior manager of fiscal services assist in the technical review of Weatherization Budget, State Plan, allocations to subgrantees, internal controls and required federal reporting. Salary is \$48,371 multiplied by five years of the grant. Remaining 98% of salary will be paid with a combination of CSGB and LIHEAP.
Accountant/Fiscal Analyst	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. Salary is \$43,160 annually multiplied by five years of the grant. Remaining 97.5% of salary will be paid with CSBG and LIHEAP.
Senior Accountant/Fiscal Analyst	Under supervision of the senior manager of fiscal services assist in the technical review of Weatherization Budget, State Plan, allocations to subgrantees, internal controls and required federal reporting. Salary is \$71,616 annually multiplied by five years of the grant. Remaining 93.5% of of salary paid with CSBG and LIHEAP funds.

Senior Accountant/Fiscal Analyst

Under supervision of the senior manager of fiscal services assist in the technical review of Weatherization Budget, State Plan, allocations to subgrantees, internal controls and required federal reporting. Salary is \$50,000 annually multiplied by five years of the grant. Remaining 98% of salary paid with CSBG and LIHEAP funds.

Direct Personnel Compensation:

<u>Position</u>	<u>Salary/Rate</u>	<u>Time</u>	<u>Direct Pay</u>
Grants Manager I	\$290,000.00	50.0000 % FT	\$145,000.00
Program Coordinator II	\$300,000.00	100.0000 % FT	\$300,000.00
Administrative Coordinator I	\$280,000.00	50.0000 % FT	\$140,000.00
Administrative Coordinator I	\$280,000.00	100.0000 % FT	\$280,000.00
Administrative Coordinator I	\$280,000.00	50.0000 % FT	\$140,000.00
Senior Accountant/Fiscal Analyst	\$241,855.00	2.0000 % FT	\$4,837.10
Accountant/Fiscal Analyst	\$215,800.00	2.5000 % FT	\$5,395.00
Senior Accountant/Fiscal Analyst	\$358,080.00	6.5000 % FT	\$23,275.20
Senior Accountant/Fiscal Analyst	\$250,000.00	2.0000 % FT	\$5,000.00
		Direct Pay Total	\$1,043,507.30

2. FRINGE BENEFITS

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

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

Social Security

7.65%

Workers Compensation

1.00

Unemployment

0.12%

Health Insurance

15.00

Dental Insurance

0.3%

Pre-retirement Death

0.2%

Retirement

16.00

Retirement - Optional Retirement Plan

2.00

42.27

A new IDC rate has not been approved. The IDC rate provided as of 2017 is still the most recently approved IDC rate. The SC Office of Economic Opportunity (OEO) is under the Department of Administration which submits the proposals for new IDC rates. A proposal for a new IDC rate was submitted in April 2018 but did not receive approval. OEO reached out to the finance over of the Dept. of Administration regarding a new rate. A new proposal is currently being put together, and the OEO will notify DOE of any changes as soon as new information becomes available.

Fringe Benefits Calculations

<u>Position</u>	<u>Direct Pay</u>	<u>Rate</u>	<u>Benefits</u>
Grants Manager I	\$145,000.00	42.5000 %	\$61,625.00
Program Coordinator II	\$300,000.00	42.5000 %	\$127,500.00
Administrative Coordinator I	\$140,000.00	42.5000 %	\$59,500.00
Administrative Coordinator I	\$280,000.00	42.5000 %	\$119,000.00
Administrative Coordinator I	\$140,000.00	42.5000 %	\$59,500.00
Senior Accountant/Fiscal Analyst	\$4,837.10	42.5000 %	\$2,055.77
Accountant/Fiscal Analyst	\$5,395.00	42.5000 %	\$2,292.88
Senior Accountant/Fiscal Analyst	\$23,275.20	42.5000 %	\$9,891.96
Senior Accountant/Fiscal Analyst	\$5,000.00	42.5000 %	\$2,125.00
		Fringe Benefits Total	\$443,490.61

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>
SCACAP Mid-fall Conference will be held in Greenville, SC from October 31 through November 4, 2022. All weatherization staff will attend.	5	\$2,000.00	\$10,000.00
Travel to Myrtle Beach to host State Board retreat. Retreat is for board members of each Community Action Agency. Retreat will feature WAP training and information as well as CSBG, Head State, and LIHEAP. Conference will take place in December of each year at estimated cost of \$200,000. WAP will cover 30% of the total costs.	5	\$60,000.00	\$300,000.00
Travel to recertify for QCI. QCI certification lasts for three years so there will be at least one recertification for both QCI positions during the grant period. OEO uses the Community Housing Partners test center in Christianburg, Virginia. Trip includes reimbursement for travel, hotel for three nights, meals, and cost of recertification course and exam.	2	\$5,000.00	\$10,000.00
NASCSP Annual Conference will be held in Minnesota from October 24-28, 2022. Trip for WAP manager is accounted for in the annual state plan. Will include two additional spots for QCI and another weatherization staff member.	2	\$3,000.00	\$6,000.00
This includes additional overnight monitoring visits to seven agencies that are out of the local area. OEO anticipates making at least two monitoring visits per year per agency on average in addition to the annual visit outlined in the annual state plan. (7 * 2 = 14, 14 * 5 =70)	70	\$1,000.00	\$70,000.00
		Travel Total	\$396,000.00

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

There are seven Community Action Agencies which will require overnight travel for four people to complete the program, technical, and fiscal monitoring. Each monitoring visit will consist of four days for the cost \$185 per night. This amount covers the cost of hotel at no more than the federal GSA rate, and meal expense that cannot exceed \$35 per day, based on state law. Total \$5,600 per year multiplied by five years of the grant.

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
Inspection Robot	\$5,000.00	3	\$15,000.00	The inspection robots will allow OEO QCI staff to more easily access crawlspaces and the belly of manufactured homes.
Laptops	\$1,200.00	5	\$6,000.00	Laptops currently used by OEO are outdated and need to be replaced.
Scanner	\$400.00	5	\$2,000.00	Necessary for scanning documents for dissemination to the network.
Infrared Thermal Camera	\$5,000.00	2	\$10,000.00	Necessary equipment for to conduct QCIs.
Dodge Durango	\$50,000.00	3	\$150,000.00	OEO currently uses two Dodge Durangos that are more than ten years old to conduct monitoring visits. Those vehicles will be replaced with more reliable transportation.
MiFi	\$200.00	5	\$1,000.00	When conducting on-site monitoring, OEO staff will need to maintain an internet connection.
Blower Door	\$8,000.00	2	\$16,000.00	OEO has an old blower door and will need a replacement as well as a second blower door for the new QCI.
Equipment Total			\$200,000.00	

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

The inspection robot is made to order and retails for \$3500 on superdroidrobots.com. Estimate in plan includes allowances for inflation and additional customization. Inspection robot is 100% dedicated to the DOE WAP.

MSRP on a 2022 Dodge Durango is \$38,000. Estimate in plan includes allowances for other taxes, fees, and upgrades.

Individual items of \$5000 or more and aggregate items of \$5000 or more require DOE approval to purchase. Procurement on these items has not commenced. Procurement should begin late in calendar year 2022 or early in calendar year 2023. OEO will take steps to ensure all federal and state laws are followed when procuring these items, including identifying proper specifications, number of vendors, and appropriate bids.

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
Office Supplies	\$10,000.00	Operating supplies to include additional paper, toner cartridges, binders, folders and general supplies that may be needed in the office for program and monitoring staff. (\$1000 annually multiplied by five years of the grant). This also includes advertising cost for public notice and transcription of public hearing (\$2000). Phone services is also included (\$600 annually multiplied by five years of the grant).
Personal Protective Equipment	\$1,000.00	Tyvec suits, shoe covers, masks, goggles, gloves, first aid kit.

Materials and Supplies Total \$11,000.00

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

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

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

<u>Name of Proposed Sub</u>	<u>Total Cost</u>	<u>Basis of Cost*</u>
Oakridge National Laboratories	\$10,000.00	OEO is hiring additional administrative staff that need to be trained on using the NEAT/MHEA software.
Aiken Barnwell Community Action Agency	\$11,194,280.00	\$901,259 is awarded for administration, \$1,746,344 is awarded as T&TA, \$480,670 is awarded as Health & Safety, \$8,066,007 is awarded for program operations. Counties served Aiken, Allendale, Bamberg, Barnwell, Calhoun, Greenville, Lexington, Orangeburg, Richland.
Palmetto Community Action Partnership	\$6,115,810.00	\$492,387 is awarded for administration, \$954,086 is awarded as T&TA, \$262,607 is awarded as Health & Safety and \$4,406,730 is awarded for program operation. Counties served Beaufort, Berkley, Charleston, Dorchester, Jasper.
Saturn Resource Management	\$100,000.00	On demand courses for CEUs. Calculated as \$20,000 per year multiplied by five years of the grant.
Chesterfield Marlboro Economic Opportunity Council	\$2,241,485.00	\$180,463 is awarded for administration, \$349,679 is awarded as T&TA, \$96,247 is awarded as Health & Safety and \$1,615,096 is awarded for program operation. Counties served Chesterfield, Darlington, Dillon, Marlboro.
NASCSP	\$10,000.00	OEO will contract with NASCSP to conduct an in-person training on BIL requirements for the network.
Carolina Community Actions	\$3,258,893.00	\$262,375 is awarded for administration, \$508,398 is awarded as T&TA, \$139,934 is awarded as Health & Safety and \$2,348,186 is awarded for program operations. Counties served are Chester, Fairfield, Lancaster, Union, York.
Scott and Company	\$50,000.00	Scott and Company are contracted to provide accounting services for fiscal monitoring by the yearly weatherization grant. Additional services will be required with BIL. (\$10,000 per year multiplied by five years)
Lowcountry Community Action Agency	\$682,151.00	\$54,922 is awarded for administration, \$106,417 is awarded as T&TA, \$29,291 is awarded as Health & Safety and \$491,521 is awarded for program operations. Counties served Colleton and Hampton.

DBA FACSPRO	\$50,000.00	A new module will need to be created to track BIL funds for monitoring in the database used by OEO. New reports will also need to be created based on the updated reporting requirements. Estimate is \$10,000 per year multiplied by five years.
Waccamaw Economic Opportunity Council	\$3,538,575.00	\$284,893 is awarded for administration, \$552,029 is awarded as T&TA, \$151,943 is awarded as Health & Safety and \$2,549,710 is awarded for program operations. Counties served Georgetown, Horry, Williamsburg.
DBA FACSPRO	\$25,000.00	New hires and veteran staff will need to be trained in the use of DBA and the new DBA module. Estimate is \$5,000 multiplied by five years.
JLC Industries	\$400,000.00	Contracting with JLC Industries to perform QCI monitoring on BIL completions. Total estimated BIL completions = 3,597. 10% = 360. Add additional in-progress inspections. Total = 400 Cost per inspection = \$1000.
Wateree Community Actions	\$4,104,571.00	\$330,461 is awarded for administration, \$640,326 is awarded as T&TA, \$176,246 is awarded as Health & Safety and \$2,957,538 is awarded for program operations. Counties served Clarendon, Florence, Kershaw, Lee, Marion, Sumter.
GLEAMNS Human Resources Commission	\$8,531,900.00	\$686,908 is awarded for administration, \$1,331,004 is awarded as T&TA, \$366,351 is awarded as Health & Safety, \$6,147,637 is awarded for program operations. Counties served Abbeville, Anderson, Cherokee, Edgefield, Greenwood, Laurens, McCormick, Newberry, Oconee, Pickens, Saluda, Spartanburg.
Contracts and Subgrants Total	\$40,312,665.00	

*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>
Insurance	\$6,000.00	Administrative funds to cover the cost of vehicle insurance for 3 Dodge Durangos and general liability insurance coverage.
Additional Office Space	\$75,000.00	The new staff hired by OEO will require additional office space. Calculated as \$15,000 per year multiplied by five years.
Other Direct Costs Total	\$81,000.00	

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.

- I. All costs included in Other Costs are properly segregated from Indirect Costs
- II. All costs proposed in Other Costs are only used in support of the Weatherization Assistance Program

8. INDIRECT COSTS

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

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

Pursuant to the South Carolina Restructuring Act, the Office of Economic Opportunity was placed under the newly created South Carolina 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 name and phone number of the individual responsible for negotiating the State's indirect cost rates.

Name:

Phone Number:

Indirect costs calculations:

Indirect Cost Account	Direct Total	Indirect Rate	Total Indirect
Grantee Administration	\$798,000.00	6.3600 %	\$50,752.80
Grantee T&TA	\$688,998.00	6.3600 %	\$43,820.27
		Indirect Costs Total	\$94,573.07

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

(Grant Number: EE0010015, State: SC, Program Year: 2022)

IV.1 Subgrantees

Subgrantee (City)	Planned Funds/Units
Aiken/Barnwell Counties Community Action Agency (Aiken)	\$11,194,280.00 1,007
Carolina Community Actions, Inc. (Rock Hill)	\$3,258,893.00 293
Charleston County Human Services Commission dba Palmetto (Charleston)	\$6,115,810.00 550
Chesterfield-Marlboro (Cheraw)	\$2,241,485.00 202
GLEAMNS Human Resources Commission Inc (Greenwood)	\$8,531,900.00 768
Lowcountry Community Action Agency, Inc. (Walterboro)	\$682,151.00 62
Waccamaw Economic Opportunity Council, Inc. (Conway)	\$3,538,575.00 318
Wateree Community Actions, Inc. (Columbia)	\$4,104,571.00 369
Total:	\$39,667,665.00 3,569

IV.2 WAP Production Schedule

Weatherization Plans		Units
Total Units (excluding reweatherized)		3,569
Reweatherized Units		0
Average Unit Costs, Units subject to DOE Project Rules		
VEHICLE & EQUIPMENT AVERAGE COST PER DWELLING UNIT (DOE RULES)		
A	Total Vehicles & Equipment (\$5,000 or more) Budget	\$0.00
B	Total Units Weatherized	3,569
C	Total Units Reweatherized	0
D	Total Dwelling Units to be Weatherized and Reweatherized (B + C)	3,569
E	Average Vehicles & Equipment Acquisition Cost per Unit (A divided by D)	\$0.00
AVERAGE COST PER DWELLING UNIT (DOE RULES)		
F	Total Funds for Program Operations	\$28,582,425.00
G	Total Dwelling Units to be Weatherized and Reweatherized (from line D)	3,569
H	Average Program Operations Costs per Unit (F divided by G)	\$8,008.52
I	Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J	Total Average Cost per Dwelling (H plus I)	\$8,008.52

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

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This Year Estimate	3569	29.3	104572
Prior Year Estimate	541	29.3	15851
Prior Year Actual	494	29.3	14474

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

Cathy Seawright	Type of organization: Unit of Federal Government Contact Name: Cathy Seawright Phone: 8032533655 Email: cathy.seawright@sc.usda.gov
Evans Taylor	Type of organization: Utility Contact Name: Evans Taylor Phone: 9197915906 Email: evans.taylor@duke-energy.com
Geoffrey Penland	Type of organization: Utility Contact Name: Geoffrey Penland Phone: 8433606336 Email: geoff.penland@santeecooper.com
Jennifer Moore	Type of organization: Non-profit (not a financial institution) Contact Name: Jennifer Moore Phone: 8037335421 Email: jmoore@uwav.org
John Frick	Type of organization: Utility Contact Name: John Frick Phone: 8037393064 Email: john.frick@ecsc.org
Kaytee Watson	Type of organization: Utility Contact Name: Kaytee Watson Phone: 8034407581 Email: kaytee.watson@dominionenergy.com
Samuel D. Bass, Jr.	Type of organization: Local agency Contact Name: Phone: 8433209760 Email: sdbass@cmeoc.org
Stacey Washington	Type of organization: Unit of State Government Contact Name: Phone: 8037370804 Email: swashington@ors.sc.gov
Trish Jerman	Type of organization: Other Contact Name: Trish Jerman Phone: 8033151609 Email: trish.jerman@gmail.com

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

Date Held	Newspapers that publicized the hearings and the dates the notice ran
09/12/2022	A public hearing was held on September 12, 2022 to review the Weatherization Assistance Program Bi-Partisan Infrastructure Law State Plan. Notice of the public hearing was published in the statewide daily publication of The State Newspaper on August 31 and September 1,

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2022.

IV.7 Miscellaneous

Average Cost Per Unit (ACPU)

The ACPU for WAP BIL is \$8,009.

Recipient Principal Investigator

Matthew Melton

matthew.melton@admin.sc.gov

803-734-9861

Recipient Business Officer

James Miller

james.miller@admin.sc.gov

803-734-0425

Allocation to Subgrantees

OEO will allocate funding to subgrantees as outlined in Section IV.1. However, the percentage of funding over the five years of the grant will be as follows:
(OEO reserves the right to make updates based on subgrantee performance)

Year 1: 5% of total allocation

Year 2: 15% of total allocation

Year 3: 20% of total allocation

Year 4: 30% of total allocation

Year 5: 30% of total allocation

Davis Bacon Act Compliance

Where applicable (multifamily weatherization of five or more units), South Carolina will comply with the Davis Bacon Act. Wages shall be paid at rates not less than those prevailing on projects of a character similar in the locality as determined by the Secretary of Labor.

Buy American Provisions

South Carolina will comply with the Buy American Provision and ensure any supplies of iron, steel, manufactured goods, or construction materials are manufactured domestically.

Using Priority Lists

Weatherization Measures Priority List Policy

With the release of WPN 22-8 (effective July 1, 2022), the Department of Energy (DOE) has given grantees permission to use preapproved Priority Lists for dwellings that meet certain criteria. For dwellings that meet the criteria outlined below, an Energy Audit using the NEAT/MHEA Weatherization Assistant software is not required. While sub-grantees are not required to use the NEAT/MHEA tool for these dwellings, they must conduct an Energy Audit and obtain enough information to complete Form 501. The information captured here is necessary so a Quality Control Inspection (QCI) can be completed once the measures are installed. In this document the term 'DOE WAP' covers both the annual DOE WAP grant and the DOE Bi-partisan Infrastructure Law (BIL) WAP grant. Subgrantees should consult the BIL State Plan for additional restrictions on WAP BIL funds.

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Mandatory and Optional Measures

DOE has designated certain measures in the Priority Lists as 'Mandatory' and 'Optional'. A mandatory measure must be installed unless it is physically impossible for it to be installed or it already exists (ex. attic already has specified R-value of insulation). These specific instances must be clearly documented with photos and a narrative and included with the client file. An optional measure can only be installed if *all* mandatory measures have already been installed (excluding those that are impossible to install or already exist).

Priority List for Single Family Site-Built Homes

To qualify for preapproved Priority Lists, single family site-built homes must meet the following criteria:

1. Be no more than 3 stories in height above grade.
2. Have a primary heating system that is NOT:
 - a. A sealed-combustion natural gas furnace originally rated for = 90% AFUE.
 - b. A heat pump manufactured after 2006.
3. Require no more than \$500 in DOE WAP money on incidental repairs as outlined in WPN 19-5 (LWAP money can be used for additional incidental repairs).

If the single family site-built home is eligible for the preapproved Priority List, install measures as indicated below.

1. Mandatory: All applicable Health and Safety (H&S) measures as outlined in the approved H&S Plan. Note the DOE WAP H&S maximum of \$1,050 applies. H&S measures in excess of \$1,050 must be paid for with LWAP H&S money.
2. Mandatory: Light Emitting Diode (LED) lighting replacement of all existing screw-based incandescent, halogen, or compact fluorescent lighting used for a minimum of one hour per day.
3. Mandatory: Air Sealing – seal the exterior pressure boundary surfaces at all the following locations: attic top-plates; ceiling, wall, and floor bypasses, penetrations, and holes; sill box to floor intersection if on unconditioned crawlspace or basement, or entire sill box area if conditioned foundation.
 - Target value is 1 cfm/ft² of conditioned floor area.
4. Mandatory: Duct Sealing – seal all accessible ducts located outside the thermal boundary.
 - Target value is 1 Pascal per register as measured with a Pressure Pan.
5. Mandatory: Duct Insulation – insulate all accessible uninsulated ducts located outside the thermal boundary to R-8 or R12 if exposed to the exterior.
6. Mandatory: Ceiling Insulation
 - Unconditioned Attic
 - i. Mandatory: Insulate all accessible attics to R-38 or to capacity if less.
 - ii. Mandatory: Insulate all uninsulated enclosed attics to capacity (e.g., floored or cathedral).
 - Finished Attic /Kneewall Attic /Bonus Room
 - i. Mandatory: Insulate all attic flats (collar beam & outer ceiling joists) to R-38 or to capacity if less.
 - ii. Mandatory: Insulate all uninsulated attic enclosed roof rafter slopes to maximum capacity possible.
 - iii. Mandatory: Insulate all uninsulated knee walls to R-15 or to capacity, whichever is greater.
7. Mandatory: Wall Insulation
 - Mandatory: Insulate any uninsulated exterior wall cavities to capacity with dense pack insulation.
 - Optional: – Insulate any partially insulated exterior wall cavities (e.g., 3.5” cavity with 2” of existing batt) using dense-pack insulation.
8. Mandatory (only for homes with propane or oil-fired primary heat): Floor insulation – insulate all uninsulated floors over unconditioned foundations to R-30 or to full joist capacity, if less. Must include complete ground moisture barrier over any exposed dirt floor.
9. Optional: (\$250 per dwelling DOE WAP maximum)
 - Faucet aerators (= 2.2 Gallons per Minute)
 - Showerhead (= 2.5 Gallons per Minute)
 - Domestic Water Heater (DWH) tank insulation (R-10 minimum)
 - DWH Pipe Insulation (6’ of both hot and cold-water lines nearest the DWH, and any accessible hot water lines beyond that to R-3)
10. Optional: Replace up to (1) refrigerator per home, with a label rating of less than 400kWh/yr and maximum installed cost of \$850 per unit when the existing refrigerator:
 - Was manufactured before 2001, OR
 - Uses >1000 kWh/yr based upon energy use metering or industry accepted resource.
11. Optional: Primary Heating and Air-Conditioning System Replacements
 - Replace existing ducted electric resistance forced-air furnace and air conditioning combination with a heat pump of minimum 15/SEER & 8.2/HSPF which must include an EC air handler motor.
 - Replace existing combination of non-ducted fixed electric resistance heat (e.g., electric baseboard, and PTAC units), and non-ducted air conditioning (i.e., window or room A/C, including PTAC) with a minimum 19/SEER & 10/HSPF mini-split heat pump system.
 - Replace existing window A/C manufactured before 2014 with a minimum 12 CEER or higher unit of the same or lesser BTU capacity.
 - If the home has any other existing combination of heating/cooling systems other than as described above, then an energy model may be run that

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assumes items 1-8 have been completed and determine if an alternative heating/cooling system replacement is cost effective for this specific home.

Priority List for Single Family Manufactured Homes

To qualify for preapproved Priority Lists, single family manufactured homes must meet the following criteria:

1. Be manufactured before 2010.
2. Have an accessible unconditioned subspace.
3. NOT have an attached conditioned addition.
4. Have a primary heating system that is NOT a natural gas furnace originally rated = 80% AFUE.
5. Require no more than \$500 in DOE WAP money on incidental repairs as outlined in WPN 19-5 (LWAP money can be used for additional incidental repairs).

If the single family manufactured home is eligible for the preapproved Priority List, install measures as indicated below.

1. Mandatory: All applicable Health and Safety (H&S) measures as outlined in the approved H&S Plan. Note the DOE WAP H&S maximum of \$1,050 applies. H&S measures in excess of \$1,050 must be paid for with LWAP H&S money.
2. Mandatory: Light Emitting Diode (LED) lighting replacement of all existing screw-based incandescent, halogen, or compact fluorescent lighting used for a minimum of one hour per day.
3. Mandatory: Air Sealing – seal the primary pressure boundary surfaces at the following locations: attic top-plates (if accessible); all penetrations and holes through the ceiling, exterior walls, and floor.
 - Target value is 1 cfm/ft² of conditioned floor area.
4. Mandatory: Duct Sealing – seal all accessible ducts. At a minimum, seal all end caps, crossovers, duct boot connections, holes or penetrations, and furnace connections.
 - Target value is 1 Pascal per register.
5. Mandatory: Ceiling Insulation (both flat and vaulted ceilings) – fill ceiling to capacity with blown insulation.
6. Optional (only for homes with propane or oil-fired primary heat): Replace all single-paned metal-framed windows with Low-E double-paned windows having a U-value of 0.33 or less. Single pane windows with storm windows are not eligible for replacement using DOE funds.
7. Optional: (\$250 per dwelling DOE WAP maximum)
 - Faucet aerators (= 2.2 Gallons per Minute)
 - Showerhead (= 2.5 Gallons per Minute)
 - Domestic Water Heater (DWH) tank insulation (R-10 minimum)
 - DWH Pipe Insulation (6" of both hot and cold-water lines nearest the DWH, and any accessible hot water lines beyond that to R-3)
8. Optional: Replace up to (1) refrigerator per home, with a label rating of less than 400kWh/yr and maximum installed cost of \$850 per unit when the existing refrigerator:
 - Was manufactured before 2001, OR
 - Uses >1000 kWh/yr based upon energy use metering or industry accepted resource.
9. Optional: Primary Heating and Air-Conditioning System Replacements
 - Replace existing window A/C manufactured before 2014 with a 12 CEER or higher unit of the same or lesser BTU capacity.
 - If the home has any other existing combination of heating/cooling systems other than as described above, then an energy model may be run that assumes items 1-5 have been completed and determine if an alternative heating/cooling system replacement is cost effective for this specific home.

Dwellings Not Eligible for Priority Lists

If a single family site-built or manufactured home does meet the criteria to be eligible for the Preapproved Priority Lists or if it is determined additional measures are required which are not included on the Preapproved Priority Lists, a site-specific Energy Audit using the NEAT/MHEA software as approved by DOE is required.

Additional Considerations

This section contains further instruction and guidance for using Priority Lists.

- In order to use these Priority Lists, DOE WAP money must be spent on at least one mandatory measure other than Health and Safety.
- The maximum amount of DOE WAP money that can be expended on Health and Safety measures remains \$1,050.
- LWAP money can be used to install Health and Safety measures regardless of whether DOE WAP money is spent on Health and Safety measures.
- Up to \$1,000 of LWAP money can be spent on IRM costs for site built or manufactured homes. The total maximum amount of money that can be spent on IRM costs for site built or manufactured homes is \$1,500 (\$500 DOE WAP and \$1,000 LWAP).
- DOE WAP funds used for Energy Conservation Measures will be included in the calculation of the Average Cost Per Unit (ACPU) for the fund in question. The ACPU for DOE WAP BIL funds is \$8,009.

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- LWAP funds used for Energy Conservation Measure will be included in the calculation of the ACPU. The ACPU for LWAP funds is \$12,000.
- For optional measures with a hard cap of DOE WAP funds, LWAP funds can be used as needed so long as the ACPU of \$12,000 is not exceeded.
- Mandatory and Optional measures may be co-funded (individual measures may be split between DOE and LWAP funding). However, the cost center must clearly indicate which measures were paid by which funding source.
- Site Built and Manufactured Homes require a Quality Control Inspection when completed with preapproved priority list measures. The Quality Control Inspection identical to the one outlined in the Weatherization Policies and Procedures.

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SUBGRANTEE INFORMATION
State: SC Grant Number: EE0010015 Program Year: 2022

Name: **Aiken/Barnwell Counties Community Action Agency** Contact: George A. Anderson, Exec. Director
UEI: MC9KMKKDMJ45
DUNS: 082918215
Address: PO Box 2066 Phone: (803) 648-6836
291 Beaufort Street Fax: (803) 649-1588
Aiken, SC 29802-2066 Email: gaed291@gmail.com

Counties served:	LEXINGTON County	Tentative allocation:	\$ 11,194,280.00	Congressional	<u>CD</u>
	CALHOUN County	Planned units:	1,007	districts served:	SC-04
	ALLENDALE County	Type of organization:	Local agency		SC-02
	RICHLAND County				SC-06
	ORANGEBURG County				
	AIKEN County				
	BAMBERG County				
	GREENVILLE County				
	BARNWELL County				

Source of labor: Contractors

Name: **Carolina Community Actions, Inc.** Contact: Karen Brackett Browning, Exec. Director
UEI: MNR3F6N2SME5
DUNS: 071061212
Address: P O Box 933 Phone: (803) 329-5195
138 South Oakland Avenue Fax: (803) 329-5198
Rock Hill, SC 29731-6933 Email: kbrackett-browning@ccainc.org

Counties served:	FAIRFIELD County	Tentative allocation:	\$ 3,258,893.00	Congressional	<u>CD</u>
	CHESTER County	Planned units:	293	districts served:	SC-04
	YORK County	Type of organization:	Local agency		SC-05
	UNION County				
	LANCASTER County				

Source of labor: Contractors

Name: **Charleston County Human Services Commission dba Palmetto** Contact: Casdell E. Singleton, Exec. Director
UEI: JFYNKD7HD834
DUNS: 180078052
Address: 1069 King Street Phone: (843) 724-6760
PO Box 20968 Fax: (843) 724-6787
Charleston, SC 29413-0000 Email: csingleton@palmettocap.org

Counties served:	BERKELEY County	Tentative allocation:	\$ 6,115,810.00	Congressional	<u>CD</u>
	DORCHESTER County	Planned units:	550	districts served:	SC-01
	BEAUFORT County	Type of organization:	Local agency		SC-06
	JASPER County				
	CHARLESTON County				

Source of labor: Agency and Contractors

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SUBGRANTEE INFORMATION
State: SC Grant Number: EE0010015 Program Year: 2022

<p>Name: Chesterfield-Marlboro</p> <p>Address: 318-322 Front Street Cheraw, SC 29520-0000</p> <p>Counties served: DILLON County MARLBORO County DARLINGTON County CHESTERFIELD County</p>	<p>Contact: Samuel D. Bass, Jr., Exec. Director UEI: H4KKYZ9X7J33 DUNS: 874970627 Phone: (843) 320-9760 Fax: (843) 320-9771 Email: sdbass@cmeoc.org</p> <p>Tentative allocation: \$ 2,241,485.00 Planned units: 202 Type of organization: Local agency Source of labor: Contractors</p>	<p>Congressional districts served: <u>CD</u> SC-07 SC-05</p>
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<p>Name: GLEAMNS Human Resources Commission Inc</p> <p>Address: P O Box 1326 237 Hospital Street Greenwood, SC 29648-0000</p> <p>Counties served: LAURENS County GREENWOOD County NEWBERRY County ABBEVILLE County OCONEE County SPARTANBURG County MCCORMICK County PICKENS County CHEROKEE County ANDERSON County SALUDA County EDGEFIELD County</p>	<p>Contact: Shunna T. Vance, Exec. Director UEI: S6MMXBQ98E68 DUNS: 078070497 Phone: (864) 223-8434 Fax: (864) 223-9456 Email: svance@gleamnshrc.org</p> <p>Tentative allocation: \$ 8,531,900.00 Planned units: 768 Type of organization: Local agency Source of labor: Contractors</p>	<p>Congressional districts served: <u>CD</u> SC-05 SC-04 SC-03</p>
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<p>Name: Lowcountry Community Action Agency, Inc.</p> <p>Address: 1605 Jeffries Blvd Walterboro, SC 29488-0000</p> <p>Counties served: HAMPTON County COLLETON County</p>	<p>Contact: Tara Glover Executive Director UEI: M4HNC173GJP5 DUNS: 071408165 Phone: (843) 549-5576 Fax: (843) 549-2190 Email: tara.glover@lowcountrycaa.org</p> <p>Tentative allocation: \$ 682,151.00 Planned units: 62 Type of organization: Local agency Source of labor: Contractors</p>	<p>Congressional districts served: <u>CD</u> SC-02 SC-06</p>
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SUBGRANTEE INFORMATION
State: SC Grant Number: EE0010015 Program Year: 2022

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

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

Address: Post Office Box 1467
1261 Hwy. 501 East, Suite B
Conway, SC 29528-0000

UEI: L96VLJNNJNB8

DUNS: 130046845

Phone: (843) 234-4100

Fax: (843) 234-4111

Email: james.pasley@weoc.org

Counties served: HORRY County
WILLIAMSBURG County
GEORGETOWN County

Tentative allocation: \$ 3,538,575.00

Planned units: 318

Type of organization: Local agency

Source of labor: Contractors

Congressional CD

districts served: SC-06

SC-07

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

Contact: Annette Tucker, Exec. Director

Address: 1915 Harden Street
Columbia, SC 29204-0000

UEI: KCY9AB9Q74L5

DUNS: 086375599

Phone: (803) 807-9811

Fax: (803) 807-9810

Email: atucker@wcai.org

Counties served: SUMTER County
LEE County
MARION County
CLARENDON County
FLORENCE County
KERSHAW County

Tentative allocation: \$ 4,104,571.00

Planned units: 369

Type of organization: Local agency

Source of labor: Contractors

Congressional CD

districts served: SC-06

SC-05

SC-07

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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

Definition of 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. Gross Income is to be used, not Net Income.

Income Inclusions

Money, wages, and salaries earned or received by the applicant before taxes during the applicable tax year(s) or 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), income also includes regular payments from Social Security, railroad retirement, unemployment compensation, strike benefits from union funds, worker's compensation, veteran's payments, training stipends, alimony, military family allotments, private pensions, government employee pensions (including military retirement pay), regular insurance or annuity payments, dividends, interest, net rental income, net royalties, periodic receipts from estates or trusts, net gambling or lottery winnings.

Income Exclusions

Capital gains, any assets drawn down as withdrawals from a bank, money from the sale of a property, house or car, one-time payments from a welfare agency to a family or person who is in temporary financial difficulty, tax refunds, gifts, loans or lump-sum inheritances, college scholarships, one-time insurance payments, or compensation for injury, non-cash benefits, such as the employer-paid or union-paid portion of health insurance, employee fringe benefits, food or housing received in lieu of wages, the value of food and fuel produced and consumed on farms, the imputed value of rent from owner-occupied nonfarm or farm housing, depreciation for farm or business assets, federal noncash benefit programs as Medicare, Medicaid, food stamps, school lunches and housing assistance, combat zone pay to the military, child support, reverse mortgages, payment for care of foster children.

Eligibility Documentation

- Income eligibility is determined by Subgrantees using the statewide FACSPRO database system
- Household eligibility documentation is available through the DBA FACSPRO system and Subgrantee's records.
- Proof of income eligibility and associated documentation must be included in the client file.
- No dwelling unit may be weatherized without documentation that the dwelling unit is an eligible unit.

Eligible Dwelling Units

Structures eligible for weatherization include single family, manufactured housing (mobile homes), and both small Multifamily (5-24 units per building) and large Multifamily (25+ units per building), or if there are central mechanical systems serving more than one dwelling unit/building. 2-4 unit buildings are counted as Single Family residences in DOE reporting.

All structures must be stationary and have a specific mailing (street) address. Campers and nonstationary trailers are not eligible. All dwellings to be weatherized must be owner or renter occupied, and occupied by a household whose income is at or below 200 percent of the poverty level established by the U.S. Department of Health and Human Services.

If energy savings cannot be realized due to the condition of a home, these conditions shall be documented in the DBA FACSPRO and the home shall not be weatherized. Such energy audit conditions shall be brought to the attention of the client with referrals to other help sources available.

Determining Client Eligibility

- Income - At or below 200 percent of the federal poverty guidelines (as updated in the annual federal poverty guidelines). OEO will also deem applicants eligible for means-tested HUD programs as income eligible for weatherization.
- Income Exclusions – A member of the family is receiving one of the following during the previous 12 months:
 - Cash assistance payments under Title IV (FIP)
 - Cash assistance payments under XVI of the Social Security Act (SSI)
- Proof of Eligibility – The policies outlined in "Summary of Immigrant Eligibility Restrictions under Current Law as of 2/25/2009" in the HHS guidelines will be used to determine eligibility of qualified and nonqualified aliens.
- Re-Certification – If weatherization services do not begin (an energy audit has not been initiated) within 12 months of the eligibility date, the

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WEATHERIZATION ASSISTANCE PROGRAM (WAP)
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household must be re-certified.

- Household eligibility documentation is available through DBA Wx FACSPRO system and the subgrantee's records.

Describe what household eligibility basis will be used in the Program

A household shall be determined eligible for Weatherization Assistance if the combined income for the family unit is at or below 200% of the federal poverty level. When the federal poverty levels are adjusted, OEO notifies the sub-grantees via memo. OEO also notifies FACSPRO administrators to update the FACSPRO system with the latest levels.

Household eligibility documentation is available through the FACSPRO system and Subgrantee's records. All weatherization requirements and changes are updated in FACSPRO to ensure weatherization assistance program compliance by all Subgrantees. The FACSPRO system prevents weatherization approvals from being created until the household is determined to be eligible. The FACSPRO Eligibility Determination Date is used to determine when a client becomes eligible for weatherization. This safeguard ensures that all households receiving weatherization services are eligible. No dwelling unit may be weatherized without documentation that the dwelling unit is an eligible unit.

The intake/customer report is used by Subgrantees. This application requires that all household income be calculated, per DOE (U.S. Department of Energy) requirements. It also requires that income and home ownership is verified by Subgrantee staff. Income eligibility is determined by Subgrantees using the statewide FACSPRO database system. Subgrantees are required to maintain a signed weatherization program application or FACSPRO client report. All other documentation of client eligibility is uploaded to FACSPRO. If weatherization services do not begin (an energy audit has not been initiated) within 12 months of the eligibility date, the household's eligibility must be redetermined.

South Carolina treats renters and owner occupied dwellings equally. Subgrantees are to ensure eligible households are served according to their priority, whether or not the eligible household rents or owns the dwelling. The Subgrantee's procedures are reviewed by SC OEO's monitors. South Carolina's rental policy is specified in the Homeowner and Fuel Release Form 101. Within that document, the landlord agrees not to raise the rent as a result of increased value due to weatherization work completed.

Renters have the right to appeal any rent increases they believe do not meet the requirement stated above. Any appeal must be stated in writing and must follow an appeal process as outlined in the current South Carolina's Weatherization Policies and Procedures.

Multifamily Eligibility

Multifamily eligibility can be verified in the following ways:

1. For privately owned buildings receiving tenant-based assistance, subgrantees must verify at least 66% of the tenants are Section 8 Housing Choice Voucher holders.
2. Tenant by tenant verification by obtaining necessary income information for each tenant until the 66% threshold is reached.

In addition, WPN 17-4 procedures must be followed to certify buildings. The property owner or authorized agent must sign a self-certification form attesting that:

- The property owner or authorized agent maintains certified income records for households residing at the property.
- The property owner or authorized agent has reviewed its current certified income records.
- The property owner or authorized agent has determined that at least 66% of the units in each building (or at least 50% of the units for 2-4 unit buildings) have certified income that are at or below 200% of the current federal poverty level.
- The property owner or authorized agent certified that all information provided with the certification request is true and accurate.

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

South Carolina will follow the policies outlined in "Summary of Immigrant Eligibility Restrictions under Current Law as of 2/25/2009" in the HHS guidelines when determining eligibility of qualified and nonqualified aliens.

<https://aspe.hhs.gov/basic-report/summary-immigrant-eligibility-restrictions-under-current-law>

V.1.2 Approach to Determining Building Eligibility

Procedures to determine that units weatherized have eligibility documentation

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Pursuant to 10 CFR Part 440.1: The weatherization program is to increase the energy efficiency of dwellings owned or occupied by low income persons.

10 CFR 440.3 defines a dwelling unit as a house, including stationary mobile home, an apartment, a group of rooms, or a single room occupied as a separate living quarters. 10 CFR Part 440.16(a): No dwelling unit may be weatherized without documentation that the unit is an eligible unit as provided in 440.22.

Subgrantees are required to retain records of all dwellings that received Federal funds including LIHEAP, HUD, or USDA "weatherization" activities. Dwellings may be reweatherized if 15 years have passed since the completion of original services.

Subgrantees are required to complete, prior to any weatherization activity, a State Historic Preservation (SHPO) review for units 50 years of age or older at the time the work takes place, units that are historic properties, or units that are in a designated historic area. South Carolina's SHPO Programmatic Agreement (PA) was amended to be valid until December 31, 2030. SC OEO's review of Subgrantee household files includes verification of SHPO review and preweatherization status.

Eligible Dwelling Units

Structures eligible for weatherization include single family, manufactured housing (mobile homes), and both large (5+ units) and small (2-4 units) multifamily housing. All structures must be stationary and have a specific mailing (street) address. Campers and nonstationary trailers are not eligible. All dwellings to be weatherized must be owner or renter occupied, and occupied by a household:

1. Whose income is at or below 200 percent of the poverty level established by the U.S. Department of Health and Human Services, is eligible for means-tested HUD programs, or which contains a member who has received any one of the following at any time during the 12 month period preceding the application date for weatherization assistance: Cash assistance payments under Title IV (FIP) or XVI of the Social Security Act, (SSI).
2. Occupying a qualified rental dwelling unit in accordance with CSPM Item 608.
3. Occupying a shelter, group home or transitional facility in accordance with CSPM Item 608.1.

Describe Reweatherization compliance

No dwelling unit will be weatherized without documentation that the dwelling unit is an eligible unit, as defined in 10 CFR 440.22. Subgrantees verify applicant's income during the application process. Subgrantees are required to maintain records that include documentation of client's eligibility. Subgrantees maintain records of previously weatherized dwelling units. The database is checked prior to scheduling a household for service to ensure that the house has not been previously weatherized. If the house has been previously weatherized and is not eligible for reweatherization, the house will not be weatherized. If the house is eligible for reweatherization, the subgrantee makes a determination whether or not to reweatherize the house based on the energy usage of the house and the number of eligible households on the waiting list. Dwellings may be reweatherized 15 years after the completed weatherization date. Subgrantees maintain their own records of dwellings that may received LIHEAP, HUD, or USDA weatherization.

Describe what structures are eligible for weatherization

To be eligible for weatherization, structures must be stationary and have a specific mailing address. Campers and nonstationary trailers are not eligible. Eligible structures include single family dwellings, manufactured homes, 2-4 unit buildings, shelters, and multifamily housing containing five or more units. 2-4 unit buildings are counted as single family residences in DOE reporting. If energy savings cannot be realized due to the condition of a home, these conditions shall be documented in the DBA FACSPRO and the home shall not be weatherized. Such energy audit conditions shall be brought to the attention of the client and information shall be provided to the client regarding other potential sources of assistance.

Describe how Rental Units/Multifamily Buildings will be addressed

Rental Units/Multifamily Buildings

- Single family rental dwellings and buildings with up to four units are addressed using the NEAT software.
- Multifamily housing containing five or more units will be addressed by the subgrantee submitting a proposal to DOE through OEO providing the

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project details.

- Subgrantees may also contract with ICAST USA to conduct the multifamily audit, install the recommended measures, and conduct a Quality Control Inspection on the dwelling.
- Subgrantees will ensure a Homeowner, Fuel Release form 101 is completed for each building containing a dwelling unit to be weatherized.
- Shelters may be weatherized. The cost per unit is based on the shelter regulations detailing that a provider may count each 800 square feet as a dwelling or each floor level as a dwelling.

Rental Units

Single family rental dwellings and multifamily buildings up to four units are addressed using the NEAT software.

South Carolina follows all DOE Weatherization Program Notices (WPNs) with regard to percentage requirements for multifamily buildings with five or more units.

Subgrantees are required to enter into an agreement with landlords of multifamily properties. The agreement must state that rent on properties weatherized with DOE funds cannot be raised as a result of the increase in property value provided by the weatherization for 1 year.

South Carolina uses the HUD case by case basis process when appropriate and otherwise uses the 66% percent eligible rule (50% for duplexes and four units) to determine eligibility and the amount allowed to be spent on multifamily buildings.

Subgrantees may choose to require landlord contributions when weatherizing rental properties containing two to four units. Amount of financial participation is determined at the local level. Landlord participation can be used to buy down a SIR of a multifamily weatherization project in compliance with WPN 16-5 and WAP Memorandum 035.

Landlord contributions for single family dwellings are not required but are optional and may be accepted.

The Subgrantee will ensure a Homeowner, Fuel Release Form 101 is completed for each building containing a rental dwelling unit to be weatherized prior to the weatherization of any rental unit. The Homeowner, Fuel Release Form 101 includes all necessary information to allow the weatherization improvements to proceed in an expeditious and cost-effective manor in accordance with DOE regulations and guidelines.

The Homeowner, Fuel Release Form 101 includes:

1. Owner/Agent certify that he/she will occupy either by themselves or an eligible tenant for at least one (1) year after the date the weatherization work is completed.
2. Owner/Agent agree that the quality of the installation of the materials cannot be guaranteed beyond a period of one (1) year.
3. The Tenant is the intended recipient of the benefits of the Weatherization Program.
4. Rent will not increase due to the improvements made by the weatherization work for a period of at least one (1) year.
5. Rent will not be raised unless it is clearly shown that any rent increase is not related to the weatherization work in any way.
6. The weatherization work will not increase the value of the rental units to an undue or excessive amount.
7. If rent includes utilities, the cost savings as a result of the weatherization work must be transferred to the Tenant.

Shelters

South Carolina permits subgrantees to weatherize shelters. The cost per unit is 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).

The Subgrantee may weatherize a shelter for long or short term residents, provided the owner or organization and residents of the dwelling units meet prescribed building and income eligibility requirements. Subgrantees will document individual resident income verification unless there is such a high rate of turnover among residents that documentation of individual resident eligibility is impractical. In that case, Subgrantees will need to supply the following to SC OEO:

1. Standard Application.
2. A signed statement from the facility operator attesting that the individuals/households residing in the facility are income eligible.
3. A copy of the organization's income guidelines or a copy of the organization's mission statement in lieu of individual resident income verification.
4. Documentation that the facility is a nonprofit organization and a copy of the organization's bylaws.
5. Proof of benefit accrual to the low income tenant(s).

Job files must include all applicable client file information required and a copy of the written approval by the SC OEO staff for the weatherization of any shelter.

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Describe the deferral Process

Deferrals may take place during any phase of the weatherization process, including but not limited to: Intake/eligibility, Pre-weatherization inspection/walkthrough, Energy Audit, In-progress weatherization activity.

To comprehensively track deferrals, subgrantees will use the DOE Deferral Tracking Template.

Postponement of work is advisable until problems can be resolved and/or alternative sources of assistance are identified. Existing conditions under which a dwelling unit can be deferred until certain corrective actions occur include, but may not be limited to, the following:

Deferral issues that would not be helped with additional funding:

- Building for sale or foreclosure.
- Remodeling work in process that prohibits weatherization.
- Health may be negatively affected by installation.
- Refused installation of weatherization measure.
- Illegal activity concerns.
- Threatening or uncooperative behavior.
- Refusal of ASHRAE 62.2 2016 ventilation requirements.
- Refusal to remove unsafe combustion appliances.

Deferral issues that could potentially be fixed with additional funding. Sub-bullets indicate underlying issues the repairs are necessary to correct.

- Roof repair needed.
 - Mold/moisture
 - Sewage
 - Pest infestation
 - Prohibits effective weatherization
 - Structurally unsound
 - Other (explain in notes)
- Ceiling repair needed.
 - Mold/moisture
 - Sewage
 - Pest infestation
 - Prohibits effective weatherization
 - Structurally unsound
 - Other (explain in notes)
- Wall (interior and/or exterior) repair needed.
 - Mold/moisture
 - Sewage
 - Pest infestation
 - Prohibits effective weatherization
 - Structurally unsound
 - Other (explain in notes)
- Floor repair needed.
 - Mold/moisture
 - Sewage
 - Pest infestation
 - Prohibits effective weatherization
 - Structurally unsound
 - Other (explain in notes)
- Foundation or subspace repair needed.
 - Mold/moisture
 - Sewage
 - Pest infestation
 - Prohibits effective weatherization
 - Structurally unsound
 - Other (explain in notes)
- Plumbing repair needed.

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- Mold/moisture
- Sewage
- Pest infestation
- Other (explain in notes)
- Electrical repair needed.
 - Prohibits effective weatherization (e.g., cannot insulate walls due to knob & tube wiring)
 - Safety hazard
 - Other (explain in notes)
- Cleanup or remediation required beyond scope of weatherization.
 - Mold/moisture
 - Sewage
 - Suspected Asbestos Containing Materials (indicate attic, walls, etc.)
 - Lead Paint
 - Pest infestation
 - Clutter restricting access to necessary areas
 - Other (explain in notes)
- Exterior drainage repairs needed e.g. landscaping or gutters
 - Mold/moisture
 - Sewage
 - Other (explain in notes)

When possible, subgrantees are encouraged to make referrals or collaborate with other programs. However, it is the client's responsibility to correct the condition(s) causing the deferral in order for weatherization services to proceed. When the conditions causing the deferral have been addressed, clients are asked to contact the subgrantee to reevaluate the home. These clients are then given top priority to receive services and are not placed back on the wait list. Documentation regarding the reason for deferral is required in the client file, and subgrantees are encouraged to collaborate with their state technical monitor to make decisions regarding deferral.

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.

Low-income members of Indian tribes will receive benefits equivalent to the assistance received by other low-income persons within the state.

V.2 Selection of Areas to Be Served

All forty-six (46) counties in South Carolina, which are served by 8 community action agencies (subgrantees). According to the South Carolina Code Section 48-52-440, the Weatherization Assistance Program is to be administered locally by community action agencies. Subgrantees are responsible for the administration and implementation of the Weatherization Assistance Program, which serves eligible persons in their designated counties.

The local community action agency is responsible for administration and implementation of the program. Preference is given to any community action agency which has, or is currently administering, an effective program under 10 CFR 440 or under Title II of the Economic Opportunity Act of 1964. Funds are allocated based upon the most recent Census poverty population in the counties the subgrantees serves.

The eight subgrantees chosen to perform such weatherization work are as follows:

1. Aiken/Barnwell Counties Community Action Agency, Inc.

Counties - Aiken, Allendale, Bamberg, Barnwell, Calhoun, Greenville, Lexington, Orangeburg, Richland

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2. Carolina Community Actions, Inc.

Counties - Chester, Fairfield, Lancaster, Union, York

3. Charleston County Human Services Commission dba Palmetto Community Action Partnership

Counties - Beaufort, Berkeley, Charleston, Dorchester, Jasper

4. Chesterfield-Marlboro Economic Opportunity Council, Inc.

Counties - Chesterfield, Darlington, Dillon, Marlboro

5. GLEAMNS Human Resources Commission, Inc.

Counties - Abbeville, Anderson, Cherokee, Edgefield, Greenwood, Laurens, McCormick, Newberry, Oconee, Pickens, Saluda, Spartanburg

6. Lowcountry Community Action Agency

Counties - Colleton, Hampton

7. Waccamaw Economic Opportunity Council, Inc.

Counties - Georgetown, Horry, Williamsburg

8. Wateree Community Actions, Inc.

Counties - Clarendon, Florence, Kershaw, Lee, Marion, Sumter

DESIGNATION/RE-DESIGNATION OF ELIGIBLE WAP ENTITIES

South Carolina WAP serves the entire state of South Carolina. There are eight existing Community Action Agencies (CAAs) which receive WAP funding. Each of these CAAs are each assigned areas, which includes all counties, cities and areas in the state.

CAAs are the statutorily mandated WAP subgrantees in South Carolina. South Carolina Code of Laws SECTION 58-37-50 (m)(1)(b) states "the Weatherization Assistance Program, created by Title IV of the Energy Conservation and Production Act of 1976 and codified as Part A, Subchapter III, Chapter 81, Title 42 of the United States Code, amended by the National Energy Conservation Policy Act, the Energy Security Act, the Human Services Reauthorization Act of 1984, and the State Energy Efficiency Programs Improvement Act of 1990 and administered and funded by the United States Department of Energy on the federal level and administered locally by community action agencies."

DESIGNATION/RE-DESIGNATION OF ELIGIBLE WAP ENTITIES IN UNSERVED AREAS

In the event that an agency voluntarily chooses to stop providing weatherization services, funding is at risk due to performance issues which cannot be resolved in a timely manner or the agency is in breach of the WAP grant agreement with the State, OEO will extend the geographic service area of another eligible CAA and/or submit a Request for Proposal and bid for a new eligible CAA. This will be done, as necessary, to provide services to the low-income population in that service area and shall be administered in accordance with existing Federal and State legislation. Removal of the program from the subgrantee will typically not be done until a suitable organization can be found to administer the program, either on a temporary or permanent basis.

The re-designation of the unserved area shall be granted to a CAA which has demonstrated effectiveness in meeting the goals and purposes of WAP. OEO will take into consideration the extent to which an eligible CAA achieved or is achieving weatherization goals in a timely fashion, quality of work performed, the numbers, qualification, and experience of the subgrantee's staff members and the agency's current geographical service area.

V.3 Priorities

20 points are assigned for each priority classification. DBA FACSPRO calculates the total points. Households with the highest points are selected by subgrantees for weatherization.

- Households with elderly members (60 years of age or older)
- Households with members that are disabled

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- Households with children under age 18.
- Households that are considered high energy users (LIHEAP eligible)
- Households with a high energy burden (at least 20% of gross income goes to energy usage)

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.

Note: SC annual heating and cooling degree days based on January 1, 2021 through December 1, 2021.

Base temperature = 65°F.

Greenville, SC - Greenville Downtown (KGMU)

Heating Degree Days – 2,158

Cooling Degree Days – 2,099

Columbia, SC - Metropolitan Airport (KCAE)

Heating Degree Days – 2,167

Cooling Degree Days – 2,250

Charleston, SC - Charleston International Airport (KCHS)

Heating Degree Days – 1,730

Cooling Degree Days – 2,278

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

V.5 Type of Weatherization Work to Be Done

V.5.1 Technical Guides and Materials

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Technical Guides and Materials

- Standard Work Specification (SWS) Field Guides for Site-Built and Manufactured Housing were approved by the Department of Energy on September 14, 2021.
- All tasks performed on client homes will meet the specifications, objectives and desired outcomes outlined in the South Carolina Field Guide.
- All weatherization work will be performed in accordance with U.S. Department of Energy approved procedures and materials listed 10 CFR 440 Appendix A. Also, South Carolina subgrantees must perform all work according to the National Renewable Energy Laboratory (NREL) South Carolina Retrofitting Field Guides for Single Family and Manufactured dwellings.
- Contracts with sub-grantees specify all subcontractor agreements must contain the following language:

The Contractor shall, in a satisfactory and proper manner, install weatherization materials and equipment on designated units according to specifications approved by the Agency and in compliance with rules, regulations, and standards set forth in the Weatherization Assistance Program and enforced by the Department of Energy and the South Carolina Office of Economic Opportunity. If the Contractor's workmanship fails to meet the required standard, the Contractor must complete the work to standards at no additional cost to the Agency and the Agreement may be revoked by the Agency.

The Subgrantee shall perform weatherization services during the Term in accordance with the US Department of Energy Weatherization Assistance Program State Plan for the State of South Carolina, the South Carolina Weatherization Field Guide, Standard Work Specifications, the South Carolina Weatherization Policy and Procedures Manual, other State Weatherization directives as applicable, and any amendments thereto. The Subgrantee's signature on the Grant Agreement signifies its responsibility to follow all work standards as outlined in the documents referenced in this paragraph.

- Weatherization Policies and Procedures Manual was updated with guidance on how to implement administrative and field requirements.
- Field guidance focuses on installation techniques, proper methods of testing, health and safety requirements, and data collection and submission.
- Administrative guidance focuses on training plans and schedules, data collection and submission, and contract language and wording to communicate requirements and specifications.

The SC Weatherization Field Guide was posted to the OEO's website and uploaded to DBA FACSPRO. Sub-grantees were notified via email regarding the approval of the SC Field Guide and the method for accessing it. Sub-grantees signed form acknowledging receipt of the SC Field Guide (included as an attachment to the State Plan).

Incidental Repairs (IRMs)

- Maximum amount of spending with DOE funds for incidental repairs is \$500 per dwelling.
- Incidental repairs are directly associated with an Energy Conservation Material (ECM).
- The Total Cost of all IRMs, not to exceed \$500 is added to the cost of the package of weatherization measures to calculate the whole unit (SIR).
- Ineligible measures that do not meet the incidental repair definition, includes Lead Safe Work and Testing, Asbestos testing, encapsulation, or mitigation, removing pollutants; or Radon Testing.

Energy Audit Procedures

Single Family Buildings

- National Energy Audit (NEAT) approved August 26, 2019.
- NEAT will be used to determine the cost effectiveness of all single family, site built family homes.
- DOE approved South Carolina's use of Regional Priority Lists on August 29, 2022. OEO expects to implement these priority lists in calendar year 2022. Once these lists are implemented subgrantees will weatherize eligible single family buildings based on these priority lists.

Manufactured Housing

- Manufactured Home Energy Audit (MHEA) approved August 26, 2019
- MHEA will be used to determine the cost effectiveness of all manufactured housing.
- DOE approved South Carolina's use of Regional Priority Lists on August 29, 2022. OEO expects to implement these priority lists in calendar year 2022. Once these lists are implemented subgrantees will weatherize eligible manufactured homes based on these priority lists.

Multifamily

- No approved audit.
- Multifamily Eligibility

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- Per 10 CFR 440.22(b), multifamily buildings may be weatherized when 66 percent (50 percent if a two or four unit building) of the dwelling units in the building are eligible households or will become eligible within 180 days due to a federal, state, or local government program for rehabilitation of the building or making similar improvements. Determination of eligibility shall use the financial assistance guidelines to determine eligibility.
- If the entire building is not eligible for weatherization because there are not enough units to meet the 66% (or 50%) eligibility criteria, weatherization service to the entire building shall be denied.
- Subgrantees shall weatherize the entire multifamily building when the building is eligible.
- Subgrantees shall obtain a signed authorization form from the property owner/landlord or their designated agent authorizing the work to be done and agreeing to the property owner/landlord's financial participation.
- Subgrantees must use the DBA FACSPRO Application Form and the Homeowner/Fuel Release Form #101 for each rental weatherization project.
 - Subgrantee shall develop a detailed description/work order of the measures to be completed and the costs assigned to the property owner/landlord and the subgrantee/program.
 - The agreement shall include language whereas the property owner/landlord agrees not to raise the rent for at least one year from the time the work is completed, unless the increase is based on factors unrelated to the weatherization improvements.
 - The client shall be provided a copy of the signed agreement.
 - No undue or excessive enhancements shall accrue to the value of the weatherized dwelling units.
 - The maximum amount of grant funds that can be spent for weatherization is determined by the number of eligible units in the building, multiplied by the average cost per unit. This is the maximum amount that can be spent on the entire building.

2-4 Unit Buildings

- NEAT/MHEA is usually sufficient for audit purposes
- Subgrantees will notify OEO of any 2-4 unit buildings they plan to weatherize
- OEO will review initial audit and consult with DOE to ensure audit accurately represents expected energy savings

Five or More Unit Multifamily Buildings

Subgrantee must provide a preliminary assessment of the multifamily buildings with 5 units or more and submit the request to OEO. OEO will then review/submit the plans and request permission from the DOE Project Officer to proceed.

The preliminary assessment is to include the following:

- Identify the certified multifamily Energy Auditor(s) and QCI(s).
- Identify the proposed multifamily energy audit program.
- Document how tenants will be notified of the WAP and the Health and Safety requirements (lead, mold, radon, and other health and safety issues).
- A commitment letter from the property owner/landlord showing the possible owner contributions.
 - If owner/landlord is responsible for paying heating costs or the units are master-metered, owner/landlord may be required to contribute up to 15 percent of the total weatherization work.
 - If the tenant is responsible for paying heating costs, the owner/landlord may be required to contribute up to 10 percent of the total weatherization work.
 - In addition, if the heating/cooling systems are being replaced, the owner/landlord must contribute 25 percent of the replacement cost of the heating/cooling system.
 - The contribution may be met in the following ways:
 - Cash contribution.
 - Rebate or rent reduction (rebate cannot exceed one year)
 - Donation of weatherization materials.
 - An exception is made for owners/landlords who themselves are eligible for the weatherization program. These owners are not required to make a contribution.
- Notification to affected eligible households that the rent cannot be increased for a period of at least one year.
- Notification to tenants of the owner contributions in the form of rebates and rent reductions, when this is applicable.
- Notification to tenants of the formal complaint process.

Property Documents to be covered during preliminary process

- DBA FACSPRO Application for all eligible households.
- Homeowner/Fuel Release Form #101 for all eligible households.
- Detailed scope of work highlighting the proposed weatherization measures and any energy problem areas.
- Matching funds, if applicable for weatherization work.

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- Description of other funds the owner may be using for other repair and/or renovations.
- Project schedule.
- Net energy savings / benefits potential. This is based upon historical or expected energy savings or benefits, prior to the actual audit being completed on the building.

Field guide types approval dates

Single-Family:
Manufactured Housing:
Multi-Family:

V.5.2 Energy Audit Procedures

Audit Procedures and Dates Most Recently Approved by DOE

Audit Procedure: Single-Family
Audit Name: NEAT
Approval Date:

Audit Procedure: Manufactured Housing
Audit Name: MHEA
Approval Date:

Audit Procedure: Multi-Family
Audit Name: No Audit/Priority List for this building type
Approval Date:

Comments

Upon implementation of the Regional Priority Lists, South Carolina will require all single family and manufactured homes that do not meet the eligibility requirements to use the Regional Priority Lists have a NEAT and MHEA audit to determine cost effective measures to be installed.

Only measures that are cost effective showing a SIR of 1.0 or greater may be installed. Measures with an SIR of 1.0 or greater are determined to be cost effective, meaning the lifetime savings produced by the measure is greater than the total cost of installation.

SINGLE FAMILY HOMES and MULTIFAMILY (2 - 4 units per building)

South Carolina's basic housing types for single family homes are as follows:

- Type A – Wood-framed with vented crawlspace and unfinished attic
- Type B – Wood-framed with non-conditioned basement and unfinished attic
- Type C – Wood-framed with uninsulated slab and unfinished attic
- Type D – Wood-framed with vented crawlspace and kneewall attic
- Type E – Wood-framed with non-conditioned basement and kneewall attic
- Type F – Wood-framed with uninsulated slab and kneewall attic
- Type G – Masonry with vented crawlspace and unfinished attic
- Type H – Masonry with uninsulated slab and unfinished attic

The Weatherization Assistant National Energy Audit Tool (NEAT) will be used to determine cost effective measures for all single family homes.

Manufactured Homes

South Carolina's basic housing types for manufactured homes are as follows:

- Type A - Pitched Roof with non-vented walls and length wise floor joists
- Type B - Pitched Roof with non-vented walls and width wise floor joists
- Type C - Pitched Roof with vented walls and length wise floor joists

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- Type D - Pitched Roof with vented walls and width wise floor joists
- Type E - Bowstring Roof with non-vented walls and length wise floor joists
- Type F - Bowstring Roof with non-vented walls and width wise floor joists
- Type G - Bowstring Roof with vented walls and length wise floor joists
- Type H - Bowstring Roof with vented walls and width wise floor joists
- Type I - Flat Roof with non-vented walls and length wise floor joists
- Type J - Flat Roof with non-vented walls and width wise floor joists
- Type K - Flat Roof with vented walls and length wise floor joists
- Type L - Flat Roof with vented walls and width wise floor joists

The Weatherization Assistant Manufactured Housing Energy Audit (MHEA) will be used to determine cost effective measures for manufactured housing.

MULTIFAMILY (5+ units per building)

South Carolina does not have an approved audit for weatherizing multifamily buildings containing 5 or more units. Should subgrantees choose to weatherize a multifamily building, OEO will work with the subgrantee and DOE to ensure a proper audit is conducted.

V.5.3 Final Inspection

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

A Quality Control Inspector is an evaluator who verifies the work performed against the work order and Standard Work Specifications. The inspector reports and records findings and concerns and specifies corrective actions necessary by conducting a methodical inspection of the building. The inspector will perform safety and diagnostic tests and observe the retrofit work to ensure the quality of the work as well as the safety and energy benefits to the building occupants.

The inspector must understand the energy audit, review the auditor's diagnostic and observations, review the work order, assure the work order provides accurate guidance, assure the work is performed as prescribed in the work order, and assure the work conforms to the Standard Work Specifications. The inspector should schedule a site visit during the process to ensure an understanding of the work to be completed. The inspector should discuss any complexities and discuss expected outcomes with retrofit installers and contractors.

In South Carolina, one subgrantee (Palmetto) utilizes crews to install weatherization measures. The Energy Auditor and Quality Control Inspector are not part of the crew and do not directly install weatherization measures, but they work closely with the crew during in-progress inspections to ensure measures are properly installed. The other seven subgrantees utilize contractors to install weatherization measures.

The inspection shall:

- Include a completed Data Collection/Final Inspection Form 501 signed by the inspector and included in the file.
- Be completed after all work on the dwelling has been completed by the subgrantee.
- Be performed before a job can be counted as a DOE completion.
- Include an analysis of the energy audit to ensure that it was completed in an efficient manner, all areas of the audit have been addressed, and the Work Order reflects a comprehensive energy audit.
- Verify that all cost-effective opportunities were completed.
- Verify all invoices for the job are invoiced properly (nothing billed incorrectly or billed for services/work not performed).
- Include a review of the diagnostic test results, both pressure and combustion safety, to verify that all applicable tests were completed.
- Include a review of all measures listed on the Recommended Measures Report to verify installation has been completed in a safe and effective manner, following program requirements.
- Verify the cost of the IRMs do not exceed \$500 utilizing DOE WAP funds.
- Verify the cost of Health and Safety measures do not exceed \$1,050 utilizing DOE WAP funds.
- Fill out Form 600 QCI Final Inspection Certification form, sign it and provide a copy for the file and the subgrantee's fiscal manager.
- Document the work deficiencies in pictures and writing.
- Specify what must be done for the deficient weatherization work to pass.

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- Review the energy audit to determine that all installed measures paid with DOE money have an SIR of 1.0 or greater and the entire project has an SIR of 1.0 or greater.
- Review the Health and Safety measures called for in the scope of work meet the requirements of the SWS and the SC Weatherization Field Guide.
- Perform a final blower door test, ensuring that the ASHRAE fans are properly set according to the results of the final blower door test and provide documentation in the file.
- Perform and record combustion tests to check for carbon monoxide and efficiency of combustion fired appliances and provide documentation in the file.
- Perform a CAZ test in all Combustion Appliance Zones to check “worstcase” conditions prior to passing the home and provide documentation in the file.

All of the subgrantees have at least one QCI on staff.

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

Subgrantee	QCI (s) on Staff
Aiken/Barnwell Counties Community Action Agency	4
Carolina Community Actions	1
Chesterfield-Marlboro Economic Opportunity Council	1
GLEAMNS Human Resources Commission	3
Lowcountry Community Actions	1
Charleston County Human Services dba Palmetto Community Action Partnership	1
Waccamaw Economic Opportunity Council	1
Wateree Community Actions	1

SC OEO’s QCI certified inspectors will monitor (at least) 10 percent 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.

When SC OEO QCI identifies SWS discrepancies, corrections must be performed using nonfederal funds. Should monitoring reveal repeat SWS discrepancies of poorly performed inspections, SC OEO will at the very minimum, place the subgrantee on corrective action. Should the corrective action fail to correct the issue, SC OEO will seek stiffer actions as allowed in the Weatherization Subgrantee Grant Agreement. Failure by the subgrantee to utilize the QCI process correctly may result in all associated costs being disallowed and returned to SC OEO.

V.6 Weatherization Analysis of Effectiveness

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

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

Also, OEO tracks subgrantees performance on the OEO Monitoring Summary Report. The Summary report tracks findings, trainings, contractor licenses/insurances, and requested training needs.

The routine monitoring process will confirm that measures are performed and tracked according to program standards, and that diagnostic and health and safety tests are performed and documented correctly on the new Data Collection and Final Inspection Form 501.

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

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subgrantee is meeting contractual responsibilities.

SC WAP compares productivity between subgrantees by monitoring the number of dwellings reported monthly. Subgrantees not meeting quarterly production goals are contacted by state staff and required to provide a production plan to support it meeting prescribed quarterly goals and ensuring completion of the contractually required number of DOE houses by the end of the program period. This plan will include any additional training or technical assistance needs that may hinder the subgrantee in meeting production goals. Agencies who fail to achieve the production quota agreed to by the community action agency and OEO may have DOE administrative funding reduced in the following program year. This reduction will at no time reduce the allocation for administration below the DOE mandated 5%. Additionally, if agencies fail to achieve the production quota for a period of two consecutive years, OEO reserves the right to rebid the selected service area.

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

Subgrantee Default, Suspension, Transfer / Termination

The OEO may, by giving reasonable written notice specifying the effective date, terminate this grant in whole or in part for cause. Such cause may 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.
- Suspension or termination by DOE of the grant to a subgrantee.

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 thirty (30) days written notice to the state signifying the effective date thereof. Furthermore, the residual assets and property purchased by the subgrantee under this grant shall be transferred at the discretion of the state to an organization which is exempt from Federal income tax as an organization described in Section 501 (c)(3) of the Internal Revenue Code (1954) or to the appropriate federal, state or local government for exclusively public purposes. In such event, the state shall require the subgrantee to ensure that adequate arrangements have been made for the transfer of all property and finished or unfinished documents, data, studies, and reports purchased by the grantee under this grant. The subgrantee may be entitled to compensation for any unreimbursed expenses reasonably and necessarily incurred in satisfactory performance of the grant.

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

V.7 Health and Safety

Utilizing DOE Monies – Health and Safety

Health and Safety costs are recorded and tracked separately in the weatherization database. The Cost Center report accounts for all health and safety expenditures. Health and Safety expenditures are also reported on the subgrantee's monthly financial status report. The maximum DOE funded health and safety cost per dwelling is \$1,050.

See attached Health and Safety Plan for details.

V.8 Program Management

V.8.1 Overview and Organization

The South Carolina Weatherization Assistance Program is administered by the South Carolina Department of Administration, Office of Economic Opportunity in Columbia, South Carolina. 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 Block Grant, Low-Income Home Energy Assistance Program, Weatherization Assistance Program and Emergency Solutions Grant. OEO works in partnership with community action agencies and other non-profit agencies to

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administer and distribute funds for local initiatives designed to appreciably impact the causes of poverty.

OEO utilizes eight (8) subgrantees to administer the Weatherization Assistance Program for all forty-six (46) counties in South Carolina.

The OEO staff responsible for the oversight of the Weatherization Assistance Program in South Carolina are James Miller, OEO Director; Kimberly Cosare, Executive Fiscal Administrator; Landry Phillips, Fiscal Analyst; Sarah Cassidy, Attorney; Matthew Melton, Weatherization Manager; Quality Control Inspector and Energy Auditor position currently vacant.

The primary point of contact for South Carolina's WAP is Matthew Melton. The weatherization community action agencies and OEO utilize accredited IREC training centers. Financial monitoring is performed for all 8 Weatherization subgrantees.

V.8.2 Administrative Expenditure Limits

Grantee can take up to 7.5% of the total WAP BIL allocation for administration. Subgrantees who were allocated more than \$350,000 in WAP BIL funds must limit administrative expenses to 7.5% of their award amount. Subgrantees who are allocated less than \$350,000 in WAP BIL funds must limit administrative expenses to 12.5% of their award (no subgrantees were allocated less than \$350,000 in WAP BIL funds).

V.8.3 Monitoring Activities

See attached Monitoring Plan.

V.8.4 Training and Technical Assistance Approach and Activities

See attached Training and Technical Assistance Plan.

Percent of overall trainings

Comprehensive Trainings:

Specific Trainings:

Breakdown of T&TA training budget

Percent of budget allocated to Auditor/QCI trainings:

Percent of budget allocated to Crew/Installer trainings:

Percent of budget allocated to Management/Financial trainings:

V.9 Energy Crisis and Disaster Plan

PURPOSE

To provide guidance on allowable activities using Department of Energy (DOE) Weatherization Assistance Program (WAP) resources for low income individuals and families in the event of disasters as declared by the President of the United States or the Governor of State of South Carolina.

POLICY

DOE WAP funds may be used to re-weatherize eligible dwellings damaged by a disaster as declared at the state and/or the federal level. The use of DOE WAP funds is limited to eligible weatherization activities and the purchase and delivery of weatherization materials. Subgrantees are required to consult with OEO before engaging in any disaster activities.

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Allowable expenditures under WAP include:

1. The cost of incidental repairs to an eligible dwelling unit if such repairs are necessary to make the installation of weatherization materials effective.
2. The cost of eliminating health and safety hazards, elimination of which is necessary before the installation of weatherization materials. To the extent that the services are in support of eligible weatherization (or permissible re-weatherization) work, such expenditure would be allowable. For example, debris removal at a dwelling unit so that the unit can be weatherized would be an allowable cost. Debris removal from a dwelling unit that is not to be weatherized would not be an allowable cost. As such, using DOE funds to pay for weatherization personnel to perform relief work in the community as a result of a disaster is not allowable.

Weatherization personnel can be paid from DOE funds to perform functions related to protecting the DOE investment. Such activities include:

- Securing weatherization materials, tools,
- Securing equipment,
- Securing weatherization vehicles,
- Securing protection of local agency weatherization files, records, and the like during the initial phase of the disaster response.

Subgrantees may use weatherization vehicles and/or equipment to help assist in disaster relief provided the WAP is reimbursed according to the DOE Financial Assistance Regulations 2 CFR 200.

The use of DOE funds for disaster related hazards is limited to the following:

- The total allowance for disaster related hazards is limited to the Average Cost Per Unit (ACPU) for WAP BIL = \$8,009.
- The total allowance for incidental repairs in support of installation of weatherization materials is limited to the Incidental Repair maximum previously defined in Section V.5.1 = \$500.
- The total allowance for health and safety costs is limited to amount defined in the Health and Safety Plan = \$1,050.
- To the extent that the services are in support of eligible weatherization (or permissible re-weatherization) work, such expenditure would be allowable.

Reprioritization of Weatherization requests coming from the disaster area

For reprioritization of weatherization requests coming from the disaster area, WAP rules require that priority be given to identifying and providing weatherization assistance to elderly persons, persons with disabilities, families with children, high residential energy users, and households with high energy burdens (10 CFR 440.16(b)). However, it would be permissible to consider households located in the disaster area a priority as long as the households are eligible and meet one of the priorities established in regulation and are free and clear of any insurance claim or other form of compensation resulting from damage incurred from the disaster.

South Carolina Weatherization Health and Safety Plan

1.0 – GENERAL INFORMATION

Additional information that does not fit neatly in one of the other sections of this document.

The maximum amount of DOE WAP funds to be spent on health and safety per dwelling unit is \$1,050.

2.0 – BUDGETING

Grantees are encouraged to budget H&S costs as a separate category and, thereby, exclude such costs from the Average Cost Per Unit (ACPU) cost limitation. This separate category also allows these costs to be isolated from energy efficiency costs in program evaluations. H&S costs that are budgeted and reported under the Program Operations category rather than the H&S category, the related H&S costs must be included in the calculation of the ACPU and cost-justified through the Grantee's Department of Energy (DOE)-approved energy audit tool.

Select which option used below.

Separate H&S Budget

Contained in Program Operations

3.0 – H&S EXPENDITURE LIMITS

Pursuant to [10 CFR 440.16\(h\)](#), Grantees must establish H&S expenditure limits for their Program and provide justification for those limits by explaining the basis and related historical H&S expenditures. DOE acknowledges that it may be necessary for Grantees to deviate from historical expenditures when certain circumstances arise (e.g., funding source changes).

[10 CFR 440.16\(h\)\(2\)](#) dictates that these limits must be expressed as a percentage of the ACPU. To calculate this percentage, use the following formula:

$$\text{Total Average H\&S Cost per Unit} = \frac{\text{H\&S budget amount}}{\text{Program Operations budget amount}}$$

For example, if the ACPU is \$5,000 and a Grantee's Program expends an average of \$750 per dwelling on energy-related H&S measures, the Total Average H&S Cost per Unit would equal 15 percent. DOE acknowledges that this percentage may vary significantly between Grantees due to different geographical areas and depending upon the availability of other funding sources, resource availability, etc. Low percentages should include a statement of what other funding supports H&S costs, while larger percentages will require greater justification and relevant historical support.

15 percent is not a maximum limit on H&S expenditures. DOE will conduct a secondary level of review on H&S Plans with a Grantee request of more than 15 percent of Program Operations used for H&S purposes. **DOE strongly encourages using the table below in developing justification for the requested H&S budget amount.** In accordance with [10 CFR 440.18\(d\)\(15\)](#), these funds are to be expended by the Program in direct weatherization activities, "of which is necessary before, or because of, installation of weatherization materials." This same section of the regulation excludes the H&S costs from the ACPU limitation if H&S costs are budgeted separately.

DOE recommends reviewing recent budget requests and compare those to actual H&S expenditures to see if previous budget estimates have been accurate. The resulting Total Average H&S Cost per Unit multiplied by the Grantee's production estimate in the Annual File should correlate to the H&S budget amount listed in the Grantee's annual plan.

H&S expenditure limits and justification explaining the basis for setting the limits.

The budget request for Health and Safety for the BIL is \$1,703,289. This represents 5.95% of program operations. This is close to the percentage of DOE funds allocated to Health and Safety for Program Year 2022 (6.74%) and Program Year 2021 (6.19%). South Carolina will also augment the DOE money used for Health and Safety with LWAP Health and Safety funds as is done with the annual DOE WAP grant. The maximum amount of DOE funds that can be spent on Health and Safety measures remains \$1,050 per dwelling unit.

4.0 – INCIDENTAL REPAIR MEASURES

Any measures that could potentially be identified as H&S, but the Grantee chooses to instead identify and treat those measures as incidental repair measures (IRMs), must be implemented consistently throughout the Grantee's weatherization program. The measure must fit the regulatory definition of an IRM and be cost justified along with the associated energy conservation measure and/or package of measures. [10 CFR 440.3](#) defines Incidental Repairs as, "those repairs necessary for the effective performance or preservation of weatherization materials."

H&S measures identified and treated as IRMs within your Program.

Any measure installed in conjunction with an Energy Conservation Measure will be considered an Incidental Repair Measure, otherwise they will be considered a Health and Safety Measure. Incidental Repairs means those repairs necessary for the effective performance or preservation of weatherization materials. Such repairs include, but are not limited to, framing or repairing windows and doors which could not otherwise be caulked or weather-stripped and providing protective materials, such as paint, used to seal materials installed under this program.

The following measures will be performed as Incidental Repair Measures (IRM) when an Energy Conservation Measure (ECM) is installed that they could be attached to as an IRM. In accordance with WPN 19-5, IRMs are measures necessary for the effective performance or preservation of installed ECMs. If the measures cannot be attached as an IRM to an ECM, the measures may be charged to Health and Safety as a stand-alone measure.

- Moisture Repairs
- Vapor Barrier
- Electrical Repairs

Repairing a small roof leak will be charged to Health and Safety when no attic insulation is installed, but will be charged to Incidental Repair Measures when attic insulation is installed.

The maximum amount of spending with DOE funds for incidental repairs per dwelling is \$500

The total cost of all IRMs, not to exceed \$500 is added to the cost of the package of weatherization measures to calculate the whole unit (SIR).

5.0 – OCCUPANT PRE-EXISTING OR POTENTIAL HEALTH CONDITIONS AND HAZARD IDENTIFICATION AND NOTIFICATION FORM(S)

Grantees must develop a written policy that includes, at a minimum, the following documentation relating to H&S Plan implementation and maintain signed copies in each client file. Each notification must include the occupant(s) (and landlord if applicable) name and address, be signed and dated by the occupant (and landlord if applicable) indicating that they understand and have been informed of their rights and options and signed by the Subgrantee personnel collecting the information.

Required topics are:

- **Occupant Pre-existing or Potential Health Condition Screening**
 - Provides documentation that allows occupant(s) to self-report known or suspected health concerns as part of initial application for weatherization, during the energy audit, or other part of the weatherization process as specified. Must minimally contain the following:
 - Any known risks associated with the measures and materials being installed
 - Subgrantee point of contact information for occupant(s)
 - Date of screening
- **Hazard Identification Notification**
 - Provides documentation that the occupant and landlord (if applicable), have been informed of any potential hazards identified during the energy audit or intake process. Must minimally contain the following:
 - Date(s) of the energy audit/assessment and when the occupant(s) (and landlord, if applicable) was informed of a potential H&S issue
 - A clear description of the problem, including any testing results
 - A statement indicating if, or when weatherization could continue

Radon Informed Consent Form

- Provides documentation that the occupant(s) (and landlord if applicable) have been informed of any potential hazards associated with radon in weatherized dwellings. The form must minimally contain the following:
 - An explanation on the potential small risk of increasing radon levels when building tightness is improved. This is based on the results of the [Buildings Assessment of Radon Reduction Interventions with Energy retrofits Expansion Study \(The BEX Study\)](#)
 - A list of precautionary measures WAP will install based on [EPA Healthy Indoor Environment Protocols](#).
 - Some of the benefits of Weatherization including energy savings, energy cost savings, improved home comfort, and increased safety.

Procedure for soliciting occupants' health and safety concerns related to components of their homes

During the intake process, subgrantees interview applicants regarding known health and safety issues in their homes including moisture problems, mold and mildew, and lead-based paint. The subgrantee also gives the applicant an opportunity to address any health and safety issues that are not directly addressed by the interview questions. This information is captured on Form 100.

Procedure for determining whether occupants suffer from health conditions which may be negatively impacted by the act of weatherizing their dwelling

During the energy audit, subgrantees conduct a thorough examination of the dwelling for potential energy efficiency measures and health and safety issues. Once the audit is complete, subgrantees explain the measures that will be installed. In addition, the client receives three EPA documents at this point in the process:

1. A Brief Guide to Mold, Moisture, and Your Home
2. A Citizen's Guide to Radon
3. The Lead-Safe Certified Guide to Renovate Right

The client is asked to complete three forms indicating they received the EPA documents and the subgrantee addresses any concerns or questions the client has with the EPA documents or weatherization measures.

Procedure for addressing potential health concerns including pre-existing health conditions when they are identified

If any health concerns are identified, the subgrantee may need to defer the home until the concerns can be addressed. If a deferral is required, the subgrantee will complete the Deferral of Service Notification (Form 107). This form outlines the specific issues that must be addressed before weatherization work can begin.

Location where forms have been uploaded/submitted

Separate attachment to SF424

Separate attachment to H&S Plan

6.0 – HEALTH AND SAFETY CATEGORIES

For each of the following H&S categories identified by DOE in the following tables, follow the directions below.

- Any section that is “Required” below must be explicitly detailed in the H&S Plan regardless of funding source used. If the Grantee checks the box for “Concurrence with DOE Guidance” the contents of the box may be left as it exists or reference the section/location within Grantee Policy and Procedure manual that contains language or insert Grantee specific language. If the “Alternative Guidance” box is checked, the Grantee must provide that alternative guidance in the box.
 - If a Grantee is proposing an alternative action/allowability for a “Required” item, the alternative requires comprehensive explanation of how it meets the intent of the DOE program notice.
 - If a “Required” item/category will not be addressed with any funding source and will always result in deferral, the H&S Plan must state that.
- Any section that is “Allowable” below must be detailed only if DOE WAP funds are used to implement the measures. If the Grantee uses DOE funds for any “Allowable” activities from the Table of Issues then they must be described here in detail, including defining “minor”, “major”, “limited”, “case-by-case”, and “at-risk” if the term is applied. If you only check the box “Allowed with Alternative Funds” then no additional information is required.
- Any section that is “Prohibited” below may not be addressed with DOE WAP H&S funds and does not need to be specifically addressed in the H&S Plan. The Grantee simply needs to check the “Concur with DOE guidance” box and indicate if the condition will result in deferral/referral.
- The Grantee H&S Plan may address additional H&S hazards specific to their program that are not included in the Table of Issues. If a Grantee chooses to include additional measures as DOE WAP funded H&S costs, the H&S Plan must include details pertaining to the measures allowed, testing required, and client education for these specific hazards.
- All required “Testing/Inspection” related items must be documented in the client file to verify completion and results.

6.1 – Air-Conditioning, Heating Systems, and Combustion Appliances

Required Actions

Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input checked="" type="checkbox"/>	Results in Deferral/Referral <input type="checkbox"/>
DOE WAP H&S Funds <input checked="" type="checkbox"/>	Alternative Funds <input checked="" type="checkbox"/>	

- Replace, repair, or install primary heating systems when existing primary heating systems are unsafe, inoperable, or nonexistent. No home may be left without a safe primary heating system after weatherization where climate conditions require heating (i.e., all climate zones except zone 1 as defined by ASHRAE). If unable to meet this requirement, deferral is required.
- No DOE-funded weatherization work is permitted if the completed dwelling unit will be heated with an unvented combustion space heater as the primary heat source. The primary heat source must be replaced with a vented unit prior to or by weatherization. The replacement unit must be sized to heat the entire dwelling unit.
- Unsafe secondary units, including space heaters, must be repaired, or removed and disposed of, or deferral is required. Secondary unvented space heaters are considered unsafe if they:
 - are not listed and labeled as meeting ANSI Z21.11.2;
 - have an input rating of more than 40,000 BTU/hour;
 - are in a bedroom and have an input rating of more than 10,000 BTU/hour;
 - are in a bathroom and have an input rating of more than 6,000 BTU/hour;
 - are operating in an unsafe manner (e.g., high carbon monoxide (CO) readings, too close to combustibles, lack sufficient combustion air volume);
 - or are not permitted by the Authority Having Jurisdiction (AHJ).
- DOE WAP Grantees must comply with the Manufactured Home Construction and Safety Standards which mandates that:
 - All fuel-burning appliances in manufactured homes except: ranges, ovens, illuminating appliances, clothes dryers, solid fuel-burning fireplaces and solid fuel-burning stoves, must be installed to provide for the complete separation of the combustion system from the interior atmosphere of the manufactured home (i.e., to draw their combustion air from outside), and be vented to outside the dwelling.
 - All appliances installed by or left in place after weatherization in manufactured homes must meet these standards, including secondary heating sources. If an occupant will not allow the removal of an unsafe combustion appliance from the home, deferral is required.
 - Repair or replace combustion gas venting to ensure proper combustion gas venting to outside the dwelling for all combustion appliances, including but not limited to gas dryers and refrigerators, furnaces, vented space heaters, and water heaters.
- If weatherization installs an appliance that is vented into a masonry chimney, the chimney must be lined in compliance with the International Fuel Gas Code (IFGC) or local AHJ if more stringent.
- Install adequate combustion air for all combustion appliances left after weatherization.
- If permits are required for heating/cooling system work, they must be secured and are a program operation cost if the installation is an ECM or may be included in the H&S cost if installed as a H&S measure.
- If unsafe conditions relating to existing combustion appliances require remediation to safely perform weatherization and cannot be remedied by repair or tuning, replacement is an allowable H&S measure unless prevented by other guidance herein.
- Documentation justifying the replacement with a cost comparison between replacement and repair must be maintained in the client file.

Allowable Actions

Allowed with DOE WAP H&S Funds <input type="checkbox"/>	Allowed with Alternative Funds <input checked="" type="checkbox"/>
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- Subgrantees are to use alternative funds (LWAP) to pay for air conditioning repairs or replacement.

Prohibited Actions

Concur with DOE Guidance

Using DOE WAP H&S funds for replacement or installation of secondary heat sources is prohibited.

Required Testing/Inspection

Concur with DOE Guidance

Alternative Guidance

- Verify that primary heating systems are present, operable, and performing correctly.
- Conduct combustion appliance testing and visual inspection of all combustion appliances and their related venting.
- Depressurization and spillage testing is required for all Category 1 appliances pre- and post-weatherization and before leaving the home on any day when work has been done that could affect draft (e.g., air or duct sealing, adding exhaust ventilation).
- CO testing is required for all combustion appliances, regardless of venting type.
- Verify proper clearances for all combustion venting types
- Visually inspect the entirety of solid fuel-fired appliance installations (e.g., wood stoves, coal stoves, pellet stoves, fireplaces) including the venting system to ensure it adheres to the applicable code or local authority having jurisdiction. Appliances must be inspected pre- and post-weatherization.
- Conduct pre- and post- weatherization worst case CAZ depressurization testing in spaces having a fireplace or woodstove. Since there is no consensus method for verifying safe operation of fireplaces and woodstoves, Grantees can propose testing policies and limits. If the Grantee does not propose a policy and fireplaces or woodstoves are left operational, the vent must meet national or local codes, or the home cannot be weatherized.
- Safety inspections related to space heaters, fireplaces, and woodstoves must include, but not be limited to, verification of adequate floor protection, and code-compliant clearances to walls and other combustible materials.

Grantee Combustion Testing Action Levels

Refer to the Retrofitting South Carolina Weatherization Field Guide, 2.0201.01 Combustion Appliance Zone (CAZ) Testing.

Grantee Woodstove & Fireplace inspection/testing policy including actions/limits

Concur with DOE Guidance

Alternative Guidance

Fireplace or woodstove venting that is left operational after weatherization must meet current local or national standards or the home must be deferred.

Required Occupant Education

Concur with DOE Guidance

Alternative Guidance

- Appropriate use and maintenance of units.
- Provide all paperwork and manuals for any equipment installed by weatherization.
- Discuss and provide information on proper disposal of bulk fuel tanks when not removed as part of the weatherization work.
- Where combustion equipment is present, provide combustion safety and hazards information including how to recognize depressurization, dangers of CO poisoning, and fire risks associated with combustion appliance use.

6.2 – Asbestos (Confirmed and/or Presumed Asbestos Containing Material)

Required Actions

Concur with DOE Guidance

Alternative Guidance

Results in Deferral/Referral

DOE WAP H&S Funds

Alternative Funds

- When suspected friable Asbestos Containing Materials (ACM) are present, including vermiculite, assume they contain asbestos and take precautionary measures to prevent disturbing it during the audit and work unless testing determines otherwise.
- Grantees must have written policy included in their H&S plan for:
 - Identifying and managing suspected ACM that provides for reasonable and necessary precautions to prevent asbestos contamination in the home.
 - Addressing blower door testing where suspected friable ACM is present (as defined by EPA), including vermiculite.

Grantee ACM policy

- Assume asbestos is present in suspect covering materials.
- When suspected friable ACM is present, defer the dwelling until testing determines otherwise.
- No blower door testing is allowed if there is suspected friable ACM present.
- The removal of ACM is not an allowable cost.
- When deferral is necessary due to asbestos, occupant must provide documentation that a certified professional performed the remediation before work continues.

Grantee Blower Door Testing Policy When Suspected ACM Exists

When friable Asbestos Containing Material (ACM) is suspected, in the home, the blower door test will not be conducted. The house will be deferred until the customer can provide documentation that a certified professional certifies the suspected material is either free of asbestos or has been properly remediated

Allowable Actions

Allowed with DOE WAP H&S Funds

Allowed with Alternative Funds

- Temporary removal and reinstallation of ACM siding to perform an ECM (e.g., wall insulation).
- Removal of asbestos siding is allowed to perform energy conservation measures. All precautions must be taken not to damage siding. Asbestos siding should never be cut or drilled. Known asbestos containing building components shall not be handled during weatherization work in a way which would cause the transmission of asbestos dust into the air.

Prohibited Actions

Concur with DOE Guidance

Using DOE WAP H&S funds for general abatement/removal/or replacement of asbestos siding, thermal system insulation (TSI) or Transite, or vermiculite is prohibited.

Required Testing/Inspection

Concur with DOE Guidance

Alternative Guidance

Results in Deferral/Referral

DOE WAP H&S Funds

Alternative Funds

- Visually inspect all surfaces (i.e., walls, floors, ceilings, roofs) for suspected ACM prior to drilling or cutting.
- Assume asbestos is present in suspect materials unless testing reveals otherwise.

Allowable Testing/Inspection

Allowed with DOE WAP H&S Funds

Allowed with Alternative Funds

- Sample collection and testing of suspected ACM conducted by an Asbestos Hazard Emergency Response Act of 1986 (AHERA) certified tester.
- Baseline indoor environmental asbestos sampling

Required Occupant Education

Concur with DOE Guidance

Alternative Guidance

- Formally notify the occupant, and landlord if applicable, in writing:
 - of suspected ACMs that are present and what precautions will be taken to ensure the occupants' and workers' safety during weatherization;
 - of results if testing was performed;
 - not to disturb suspected ACM;
 - When deferral is necessary due to asbestos, occupant, or landlord if applicable, must provide documentation that a certified professional performed the remediation before work continues.

6.3 – Biologicals and Unsanitary Conditions

Required Actions

Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral/Referral <input type="checkbox"/>
DOE WAP H&S Funds <input checked="" type="checkbox"/>	Alternative Funds <input checked="" type="checkbox"/>	

Deferral where conditions (odors, bacteria, raw sewage, rotting wood, etc.) in the home pose a health risk to occupants and/or weatherization workers or may be worsened by weatherization activities (e.g., air sealing) and will not be resolved by weatherization.

Allowed Actions

Allowed with DOE WAP H&S Funds <input checked="" type="checkbox"/>	Allowed with Alternative Funds <input checked="" type="checkbox"/>
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- Limited remediation of conditions that may lead to or promote biological concerns and unsanitary conditions is allowed.
- Addressing bacteria and viruses is not an allowable cost.
- Deferral may be necessary in cases where conditions in the home pose a health risk to occupants and/or those installing weatherization measures.
- See Mold and Moisture section for more information.

Required Testing/Inspection

Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral/Referral <input type="checkbox"/>
DOE WAP H&S Funds <input checked="" type="checkbox"/>	Alternative Funds <input checked="" type="checkbox"/>	

Sensory inspection of interior, exterior, attics, and subspaces of the dwelling.

Prohibited Testing/Inspection

Concur with DOE Guidance

DOE WAP H&S funds may not be used for testing of materials for biological contaminants.

Required Occupant Education

Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>
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- Inform client in writing of observed conditions.
- Provide information on how to maintain a sanitary home.
- When deferral is necessary, complete Deferral Form 107 with description of conditions that must be met for weatherization to commence.

6.4 – Building Structure and Roofing (e.g., roofing, wall, foundation)

Allowable Actions

Allowed with DOE WAP H&S Funds <input checked="" type="checkbox"/>	Allowed with Alternative Funds <input checked="" type="checkbox"/>
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Incidental and minor repairs are allowable. Otherwise, dwelling will be deferred until repairs can be accomplished through other funding sources.

Funds will be used for incidental repairs of building structure and roofing. For example, if no attic insulation is installed and the repair cannot be categorized as an Incidental Repair Measure (IRM) per DOE guidance, the repair may be completed under Health and Safety.

Dwellings with conditions that require more than these incidental repairs will be deferred.

Prohibited Actions		
Concur with DOE Guidance <input checked="" type="checkbox"/>		
Using DOE WAP H&S funds for <i>major</i> repairs as defined by Grantee's H&S Plan. Using DOE WAP H&S funds for building rehabilitation is prohibited		
Define "major" repairs		
Major repairs are any structural measures in excess of the IRM limit of \$500.		
Required Testing/Inspection		
Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral/Referral <input type="checkbox"/>
DOE WAP H&S Funds <input checked="" type="checkbox"/>	Alternative Funds <input checked="" type="checkbox"/>	
Visual inspection of building structure and roofing for damages that compromise building durability and to verify that portions of the home where weatherization will occur are safe for entry and performance of assessments, work, and inspections.		
Allowable Testing/Inspection		
Allowed with DOE WAP H&S Funds <input type="checkbox"/>	Allowed with Alternative Funds <input type="checkbox"/>	
N/A		
Prohibited Testing/Inspection		
Concur with DOE Guidance <input checked="" type="checkbox"/>		
Using DOE WAP H&S funds for any testing/evaluation of structural materials by a third-party is prohibited.		
Required Occupant Education		
Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	
Notify occupant in writing of structurally compromised areas.		

6.5 – Code Compliance		
Allowable Actions		
Allowed with DOE WAP H&S Funds <input type="checkbox"/>	Allowed with Alternative Funds <input checked="" type="checkbox"/>	
Correction of preexisting code compliance issues is not an allowable cost except when triggered by weatherization measures being installed in a specific room or area of the home. When correction of preexisting code compliance issue(s) is related to an installed weatherization measure(s), cite specific code requirements with reference to the weatherization measure(s) that are related to the code compliance issue, shall be in the client file. LWAP funds shall be utilized to address this health and safety category.		
Prohibited Actions		
Concur with DOE Guidance <input checked="" type="checkbox"/>		
<ul style="list-style-type: none"> Using DOE WAP H&S funds for correction of preexisting code compliance issues not directly related to the installation of specific weatherization measures in the home is prohibited. Using DOE WAP funds for work on condemned properties and properties where H&S conditions exist that cannot be corrected under this guidance is prohibited. 		
Required Testing/Inspection		
Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral/Referral <input type="checkbox"/>
DOE WAP H&S Funds <input type="checkbox"/>	Alternative Funds <input type="checkbox"/>	
Visual inspection.		
Allowable Testing/Inspection		
Allowed with DOE WAP H&S Funds <input type="checkbox"/>	Allowed with Alternative Funds <input type="checkbox"/>	
N/A		
Required Occupant Education		
Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	

Inform occupant in writing of observed code compliance issues when it results in a deferral.

6.6 – Electrical

Required Actions

Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral/Referral <input type="checkbox"/>
DOE WAP H&S Funds <input checked="" type="checkbox"/>	Alternative Funds <input checked="" type="checkbox"/>	

Provide sufficient over-current protection and damming prior to insulating building components containing knob and tube wiring, as required by the Agency Having Jurisdiction (AHJ).

Allowable Actions

Allowed with DOE WAP H&S Funds <input checked="" type="checkbox"/>	Allowed with Alternative Funds <input checked="" type="checkbox"/>
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If the Incidental Repair Measure limit of \$500 would be exceeded or if the dwelling would no longer have a cumulative SIR of 1.0 or greater, Health and Safety funds may be used to address minor electrical issues.

Minor repairs include: installing junction boxes in attics and in crawlspaces, repairing wall receptacles, repairing switches, and defective lighting fixtures, securing loose wiring, replacing a malfunctioning breaker, and replacing unsafe electrical panels as determined by a licensed electrician.

Prohibited Actions

Concur with DOE Guidance

Using DOE WAP H&S funds for *major* electrical repairs as defined by the Grantee's H&S plan is prohibited

Define "major" repairs

A major repair is something other than those listed above in the minor repairs section. A major repair would include rewiring an entire dwelling.

Required Testing/Inspection

Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral/Referral <input type="checkbox"/>
DOE WAP H&S Funds <input checked="" type="checkbox"/>	Alternative Funds <input checked="" type="checkbox"/>	

- Visual inspection for presence and condition of knob-and-tube wiring.
- Evaluate knob-and-tube wiring for safety prior to work.
- Check for alterations that may create an electrical hazard.

Allowable Testing/Inspection

Allowed with DOE WAP H&S Funds <input checked="" type="checkbox"/>	Allowed with Alternative Funds <input checked="" type="checkbox"/>
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Voltage drop and voltage detection testing are allowed.

Required Occupant Education

Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>
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- Provide occupant with written documentation of any electrical hazards identified that will not be addressed by weatherization
- Provide information to occupant on over-current protection, overloading circuits, and basic electrical safety/risks if conditions warrant.

6.7 – Fuel Leaks

Required Actions

Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral/Referral <input type="checkbox"/>
DOE WAP H&S Funds <input checked="" type="checkbox"/>	Alternative Funds <input checked="" type="checkbox"/>	

<ul style="list-style-type: none"> When a gas leak is found on the utility side of service, the utility service must be contacted, work must be temporarily halted, and the leak must be repaired before work may proceed. Fuel leaks that are the responsibility of the occupant (vs. the utility) must be repaired before installing weatherization measures in the home. 		
Allowable Actions		
Allowed with DOE WAP H&S Funds <input checked="" type="checkbox"/>	Allowed with Alternative Funds <input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> Replacement or repair of leaking bulk fuel tanks and/or lines if connected systems will remain after weatherization Replacement of flexible appliance gas connectors that are not compliant with current fuel gas codes 		
Prohibited Actions		
Concur with DOE Guidance <input checked="" type="checkbox"/>		
<ul style="list-style-type: none"> Using DOE WAP H&S funds to repair leaks that are the responsibility of the utility to correct is prohibited. Using DOE WAP H&S funds for environmental cleanup resulting from bulk fuel leaks is prohibited 		
Required Testing/Inspection		
Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral/Referral <input type="checkbox"/>
DOE WAP H&S Funds <input checked="" type="checkbox"/>	Alternative Funds <input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> Test all exposed gas lines, fittings, valves, and connections for fuel leaks from utility connection to the appliance throughout the home. Test all gas appliances for fuel leaks at all connections, valves, fittings, and burners. Conduct sensory inspection of all bulk fuels lines and storage tanks to determine if leaks exist. 		
Allowable Testing/Inspection		
Allowed with DOE WAP H&S Funds <input checked="" type="checkbox"/>	Allowed with Alternative Funds <input checked="" type="checkbox"/>	
Testing of exposed gas lines for fuel leaks from utility coupling into, and throughout, the home.		
Prohibited Testing/Inspection		
Concur with DOE Guidance <input checked="" type="checkbox"/>		
Using DOE WAP H&S funds for environmental testing of soil or water is prohibited.		
Required Occupant Education		
Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	
Inform occupants in writing of fuel leak testing results, including specific location if fuel leaks are detected.		

6.8 – Gas Ovens/Stovetops/Ranges		
Allowable Actions		
Allowed with DOE WAP H&S Funds <input checked="" type="checkbox"/>	Allowed with Alternative Funds <input checked="" type="checkbox"/>	
When testing indicates a problem, standard maintenance on gas cooktops and ovens is allowed.		
Prohibited Actions		
Concur with DOE Guidance <input checked="" type="checkbox"/>		
Using DOE H&S for replacement of gas ovens/ranges/stovetops is prohibited. Replacement with LWAP H&S is allowed.		
Required Testing/Inspection		
Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral/Referral <input type="checkbox"/>
DOE WAP H&S Funds <input checked="" type="checkbox"/>	Alternative Funds <input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> Test gas ovens for CO. Grantee H&S plan must define action levels and resulting actions. Visually inspect cooking burners and ovens for operability and flame quality. 		
Define action levels for oven CO testing and resulting actions		

- If the CO exceeds the threshold limit of 225 Parts per Million (PPM), the appliance will be cleaned.
- If the CO exceeds the threshold limit of 225 PPM after cleaning, the appliance will be serviced.
- If the CO exceeds the threshold limit of 225 PPM after servicing, the dwelling may be deferred.

Allowable Testing/Inspection

Allowed with DOE WAP H&S Funds

Allowed with Alternative Funds

Testing for CO is allowed.

Required Occupant Education

Concur with DOE Guidance

Alternative Guidance

Inform occupants of the importance of using exhaust ventilation when cooking and the importance of keeping burners and broilers clean to limit the production of CO.

6.9 – Hazardous Materials

Required Actions

Concur with DOE Guidance

Alternative Guidance

Results in Deferral/Referral

DOE WAP H&S Funds

Alternative Funds

- Hazardous Waste Materials generated by weatherization work (e.g., refrigerant, asbestos, lead, mercury, CFL lighting bulb/ballasts, etc.) must be disposed of according to all local and federal laws, regulations, and guidelines, as applicable. Costs specifically related to disposal may be charged as a H&S expense.
- Subgrantees must document disposal requirements in contract language with the responsible party.
- **Limited** removal of pollutants that pose a risk to workers is required (e.g., flammable liquids, hazardous chemicals, and other air pollutants) as defined the Grantee’s H&S Plan.
- If removal cannot be performed or is not allowed by the occupant, the unit must be deferred.

Define “limited” removal of pollutants

Limited removal of pollutants is any action not in excess of the IRM limit of \$500.

Allowable Actions

Allowed with DOE WAP H&S Funds

Allowed with Alternative Funds

Any pollutant that poses a direct risk to weatherization workers or occupants may be removed provided the cost to remove the pollutants is \$500 or less.

Prohibited Actions

Concur with DOE Guidance

Using DOE WAP H&S funds for Lead, Asbestos, and Radon abatement is prohibited.

Required Testing/Inspection

Concur with DOE Guidance

Alternative Guidance

Results in Deferral/Referral

DOE WAP H&S Funds

Alternative Funds

Sensory inspection.

Allowable Testing/Inspection

Allowed with DOE WAP H&S Funds

Allowed with Alternative Funds

N/A

Prohibited Testing/Inspection

Concur with DOE Guidance

Using DOE WAP H&S funds for any testing for hazardous materials other than that specifically permitted in the asbestos, lead, and radon sections of this document is prohibited.

Required Occupant Education

Concur with DOE Guidance

Alternative Guidance

- Inform occupant in writing of hazards associated with hazardous waste materials being generated/handled in the home.
- Inform occupant in writing of observed hazardous condition and associated risks.
- Provide occupant written materials on safety issues and proper disposal of household pollutants.

6.10 - Injury Prevention of Occupants

Allowable Actions

Allowed with DOE WAP H&S Funds

Allowed with Alternative Funds

Repair or installation of stairs or handrails may be conducted only when necessary to effectively weatherize the home.

Prohibited Actions

Concur with DOE Guidance

Using DOE WAP H&S funds for *major* repairs, as defined by the Grantee's H&S Plan is prohibited

Define "major" repairs

A major repair is any measure:

- Other than repairing stars or installing or repairing handrails
Or
- Exceeds the IRM limit of \$500

Required Testing/Inspection

Concur with DOE Guidance

Alternative Guidance

Results in Deferral/Referral

DOE WAP H&S Funds

Alternative Funds

Visually inspect for dangers that would prevent weatherization.

Allowable Testing/Inspection

Allowed with DOE WAP H&S Funds

Allowed with Alternative Funds

N/A

Required Occupant Education

Concur with DOE Guidance

Alternative Guidance

If identified hazardous conditions will not be corrected during weatherization, inform occupant in writing of observed hazards and associated risks utilizing Form 111 Weatherization Hazard identification Form required by WPN 22-7.

6.11 – Lead-Based Surface Coverings (Paint, Varnishes, Roofing, etc.)

Required Actions

Concur with DOE Guidance

Alternative Guidance

Results in Deferral/Referral

DOE WAP H&S Funds

Alternative Funds

- Subgrantees must comply with EPA's Lead; Renovation, Repair and Painting Program (RRP) rules when working in pre-1978 housing unless testing confirms the work area to be lead free. This includes, but is not limited to:
 - Client file documentation including the Certified Renovator's certification; any training provided on-site; description of specific actions taken; lead testing and assessment documentation; and photos of site and containment set up. Include the location of photos referenced if not in file.
 - Certification and training requirements of the RRP rule.
 - Job site set up and cleaning verification by a Certified Renovator.
- Only those costs directly associated with lead safe work practices for surfaces directly disturbed during weatherization activities are allowable WAP H&S expenses.

Allowable Actions

Allowed with DOE WAP H&S Funds

Allowed with Alternative Funds

Health and Safety funds can only be expended for lead safe work on surfaces that are directly disturbed during weatherization.	
Prohibited Actions	
Concur with DOE Guidance <input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> Using DOE WAP H&S funds for lead abatement is prohibited. Using DOE WAP H&S funds for purchase, resourcing, or maintenance of X-ray Fluorescence (XRF) devices is prohibited. 	
Allowable Testing/Inspection	
Allowed with DOE WAP H&S Funds <input checked="" type="checkbox"/>	Allowed with Alternative Funds <input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Testing to determine the presence of lead in paint that will be disturbed by weatherization measures is allowed with EPA-approved testing methods. Testing methods must be economically feasible and justified. Job site set up and cleaning verification must be performed by a Lead Safe Certified Renovator. During annual monitoring, the grantee will verify that contractors and crews are using lead safe work practices. 	
Required Occupant Education	
Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>
Follow pre-renovation education requirements per EPA RRP rules (Form 103 Lead Certified Renovator and 103 A Lead Education Pamphlet).	

6.12 – Mold and Moisture		
Allowable Actions		
Allowed with DOE WAP H&S Funds <input checked="" type="checkbox"/>	Allowed with Alternative Funds <input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> Limited water damage repairs (floors, ceilings, crawlspaces) are allowed when necessary to ensure the long-term stability of weatherization measures. Source control (i.e., correction of moisture and mold creating conditions) when necessary, to weatherize the home and to ensure the long-term stability and durability of the measures. Source control is independent of latent damage and related repairs. Source control includes, but is not limited to site drainage, gutters, down spouts, extensions, flashing, sump pumps, dehumidifiers, landscape, leaking roofs, vapor retarders, moisture barriers, etc. Window and door repairs are allowed with H&S funds to resolve a bulk water intrusion issue that is the cause of visible biological growth and in compliance with the most current program notice (WPN 19-5 at the time of this guidance). 		
Prohibited Actions		
Concur with DOE Guidance <input checked="" type="checkbox"/>		
<ul style="list-style-type: none"> Using DOE WAP H&S funds for mold cleanup is prohibited. Using DOE WAP H&S funds for window and door replacements is prohibited (allowed with LWAP funds). 		
Required Testing/Inspection		
Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral/Referral <input type="checkbox"/>
DOE WAP H&S Funds <input checked="" type="checkbox"/>	Alternative Funds <input checked="" type="checkbox"/>	
Visual assessment for moisture or mold damage including exterior drainage.		
Allowable Testing/Inspection		
Allowed with DOE WAP H&S Funds <input checked="" type="checkbox"/>	Allowed with Alternative Funds <input checked="" type="checkbox"/>	
Diagnostic tools such as moisture meters or relative humidity measurements are allowable at the initial energy audit and final inspection.		
Prohibited Testing/Inspection		
Concur with DOE Guidance <input checked="" type="checkbox"/>		
Using DOE WAP H&S funds for mold testing of any type is prohibited.		
Required Occupant Education		

Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>
<ul style="list-style-type: none"> • Provide client written notification and disclaimer on mold and moisture awareness utilizing Mold and Moisture Form 102 and 'A Brief Guide to Mold, Moisture, and Your Home' pamphlet. • Provide information on importance of cleaning and maintaining drainage systems. • Provide information on proper landscape design and how this impacts site drainage and moisture control. • When deferral is necessary, complete Deferral Form 107 with description of conditions that must be met for weatherization to commence. 	

6.13 - Occupant Pre-existing or Potential Health Conditions

Required Actions		
Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral/Referral <input type="checkbox"/>
DOE WAP H&S Funds <input checked="" type="checkbox"/>	Alternative Funds <input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> • When a person's health may be at risk and/or WAP work activities could constitute an H&S hazard, the occupant is required to take appropriate action based on severity of risk. • Deferral, if occupant risk cannot be mitigated. 		
Allowable Actions		
Allowed with DOE WAP H&S Funds <input type="checkbox"/>	Allowed with Alternative Funds <input type="checkbox"/>	
N/A		
Required Testing/Inspection		
Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral/Referral <input type="checkbox"/>
DOE WAP H&S Funds <input checked="" type="checkbox"/>	Alternative Funds <input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> • Screen occupants for known or suspected health concerns either as part of initial application for weatherization, during the audit, or both. • Forms 99 (Covid-19) and 100 (Client Interview) are used by subgrantees to identify health concerns. Should deferral be necessary due to pre-existing or potential health conditions, complete Deferral Form 107 detailing the reason for deferral. 		
Allowable Testing/Inspection		
Allowed with DOE WAP H&S Funds <input type="checkbox"/>	Allowed with Alternative Funds <input type="checkbox"/>	
N/A		
Required Occupant Education		
Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	
<ul style="list-style-type: none"> • Inform occupant in writing of any known risks and provide pre-weatherization screening form. • Provide occupant with Subgrantee point of contact information in writing. 		

6.14 – Pests

Required Actions		
Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral/Referral <input type="checkbox"/>
DOE WAP H&S Funds <input checked="" type="checkbox"/>	Alternative Funds <input checked="" type="checkbox"/>	
Deferral of homes where infestation of pests cannot be reasonably removed or poses H&S concern for workers.		
Allowable Actions		
Allowed with DOE WAP H&S Funds <input checked="" type="checkbox"/>	Allowed with Alternative Funds <input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> • Pest removal is allowed only where infestation would prevent weatherization. • Screening of windows and points of access to incorporate pest exclusion into air sealing practices and to prevent intrusion is allowed. 		
Allowable Testing/Inspection		
Allowed with DOE WAP H&S Funds <input checked="" type="checkbox"/>	Allowed with Alternative Funds <input checked="" type="checkbox"/>	

Visual assessment of presence and degree of infestation and risk to workers.	
Required Occupant Education	
Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>
<ul style="list-style-type: none"> • Inform client in writing of observed conditions and associated risks. • When deferral is necessary, complete Deferral Form 107 with description of conditions that must be met for weatherization to commence. 	

6.15 – Radon		
Required Actions		
Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral/Referral <input type="checkbox"/>
DOE WAP H&S Funds <input checked="" type="checkbox"/>	Alternative Funds <input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> • Cover exposed dirt floors within the pressure/thermal boundary with a sealed soil gas retarder. • Cover sump well/pits with airtight covers. • Implement ventilation as required by ASHRAE 62.2-2016. 		
Allowable Actions		
Allowed with DOE WAP H&S Funds <input checked="" type="checkbox"/>	Allowed with Alternative Funds <input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> • In homes where radon may be present, work scope may include additional precautionary measures based on EPA Healthy Indoor Environment Protocols for Home Energy Upgrades. • Other precautions may include, but are not limited to, sealing any observed floor and/or foundation penetrations, isolating the basement from the conditioned space, and ensuring crawl space venting is installed and operable. 		
Prohibited Actions		
Concur with DOE Guidance <input checked="" type="checkbox"/>		
Using DOE WAP H&S funds for radon mitigation is prohibited.		
Allowable Testing/Inspection		
Allowed with DOE WAP H&S Funds <input checked="" type="checkbox"/>	Allowed with Alternative Funds <input checked="" type="checkbox"/>	
Free testing is made available to all weatherization clients through the South Carolina Department of Health and Environment Control.		
Required Occupant Education		
Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	
<ul style="list-style-type: none"> • Clients must sign the Radon Informed Consent Form 108 before weatherization services can begin. • Clients must receive the EPA’s ‘A Citizen’s Guide to Radon’. 		

6.16 – Safety Devices: Smoke and Carbon Monoxide Alarms, Fire Extinguishers		
Required Actions		
Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral/Referral <input type="checkbox"/>
DOE WAP H&S Funds <input checked="" type="checkbox"/>	Alternative Funds <input checked="" type="checkbox"/>	
Install CO alarms in every home where alarms are not present or are inoperable in compliance with ASHRAE 62.2-2016 which references NFPA 720 (note: NFPA 720 has been incorporated into NFPA 72).		
Allowable Actions		
Allowed with DOE WAP H&S Funds <input checked="" type="checkbox"/>	Allowed with Alternative Funds <input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> • Install smoke alarms where the AHJ requires them if alarms are not present or are inoperable. • Replace functional smoke alarms and carbon monoxide alarms if they are beyond the manufacturer’s stated lifetime (usually 10 years). • Replace functional smoke or CO alarms batteries if designed to be replaceable. • Provide fire extinguishers where solid fuel burning equipment is present. 		

Prohibited Actions		
Concur with DOE Guidance <input checked="" type="checkbox"/>		
Using DOE WAP H&S funds for replacement of functional smoke or CO alarms that are not beyond the manufacturer's stated lifetime is prohibited.		
Required Testing/Inspection		
Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral/Referral <input type="checkbox"/>
DOE WAP H&S Funds <input checked="" type="checkbox"/>	Alternative Funds <input checked="" type="checkbox"/>	
Verify operation and age of installed alarms.		
Allowable Testing/Inspection		
Allowed with DOE WAP H&S Funds <input type="checkbox"/>	Allowed with Alternative Funds <input type="checkbox"/>	
N/A		
Required Occupant Education		
Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	
Provide occupant with verbal and written information on use of newly installed devices and the potential risks of not properly maintaining these devices.		

6.17 – Ventilation and Indoor Air Quality		
Required Actions		
Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral/Referral <input type="checkbox"/>
DOE WAP H&S Funds <input checked="" type="checkbox"/>	Alternative Funds <input checked="" type="checkbox"/>	
Install ventilation as required by ASHRAE 62.2 - 2016. If occupant refuses ventilation as required by ASHRAE 62.2, the home must be deferred.		
Allowable Actions		
Allowed with DOE WAP H&S Funds <input checked="" type="checkbox"/>	Allowed with Alternative Funds <input checked="" type="checkbox"/>	
The latest ASHRAE 62.2 standards will be adopted as they are updated.		
Required Testing/Inspection		
Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral/Referral <input type="checkbox"/>
DOE WAP H&S Funds <input checked="" type="checkbox"/>	Alternative Funds <input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> • ASHRAE 62.2 evaluation to determine required post-weatherization ventilation. • Measure fan flow of existing fans and of installed equipment to verify performance. 		
Allowable Testing/Inspection		
Allowed with DOE WAP H&S Funds <input type="checkbox"/>	Allowed with Alternative Funds <input type="checkbox"/>	
N/A		
Required Occupant Education		
Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	
<ul style="list-style-type: none"> • Provide occupant with information on function, use, and maintenance (including location of service switch and cleaning instructions) of ventilation system and components. • Provide occupant with equipment manuals for installed equipment. • Include disclaimer that ASHRAE 62.2 does not account for high polluting sources or guarantee indoor air quality. 		

6.18 – Water Heaters	
<i>(see Combustion Appliances for combustion related requirements)</i>	
Allowable Actions	
Allowed with DOE WAP H&S Funds <input checked="" type="checkbox"/>	Allowed with Alternative Funds <input checked="" type="checkbox"/>

- Limited case-by-case replacement of water heaters is allowed if the water poses a safety risk to occupants. Water heater poses a safety risk if CO levels are above 200 PPM when measured at five minutes after main burner operation.
- Minor safety repairs of water heaters are allowed (T&P valve piping, backflow prevention devices, expansion tanks) provided they do not exceed the IRM limit of \$500.
- Replace, repair, or install primary water heater heaters when existing primary water heater is unsafe, inoperable, or nonexistent.

Required Testing/Inspection

Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral/Referral <input type="checkbox"/>
DOE WAP H&S Funds <input checked="" type="checkbox"/>	Alternative Funds <input checked="" type="checkbox"/>	

- Visual inspection of all water heaters and related piping for safety and leaks
- See Combustion Appliances section for related combustion safety testing requirements.

Allowable Testing/Inspection

Allowed with DOE WAP H&S Funds <input checked="" type="checkbox"/>	Allowed with Alternative Funds <input checked="" type="checkbox"/>
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Combustion Appliance Zone (CAZ) testing is allowed.

Required Occupant Education

Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>
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- Appropriate use and maintenance of units.
- Provide all paperwork and manuals for any installed equipment.
- Where combustion equipment is present, provide combustion safety and hazards information including how to recognize depressurization, dangers of CO poisoning, and fire risks associated with combustion appliance use.

6.19 – Worker Safety

Required Actions

Concur with DOE Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral/Referral <input type="checkbox"/>
DOE WAP H&S Funds <input checked="" type="checkbox"/>	Alternative Funds <input checked="" type="checkbox"/>	

Adherence to all federal, state, and local worker safety regulations (e.g., OSHA, EPA).

Allowable Actions

Allowed with DOE WAP H&S Funds <input checked="" type="checkbox"/>	Allowed with Alternative Funds <input checked="" type="checkbox"/>
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- Repairs of stairs and installation of handrails may be conducted only when necessary to effectively weatherize the home.
- Equipment purchases to protect the health and safety of workers including Personal Protective Equipment (PPE) and jobsite cleaning supplies.

Prohibited Actions

Concur with DOE Guidance

Using DOE WAP H&S funds for *major* repairs as defined by the Grantee’s H&S Plan is prohibited.

Define “major” repairs

- A major repair is any measure:
- Other than repairing stars or installing or repairing handrails
Or
 - Exceeds the IRM limit of \$500

Allowable Testing

Allowed with DOE WAP H&S Funds <input checked="" type="checkbox"/>	Allowed with Alternative Funds <input checked="" type="checkbox"/>
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Environmental and surveillance testing required by OSHA regulation.

South Carolina Monitoring Plan

South Carolina Office of Economic Opportunity (OEO) monitoring staff will conduct comprehensive monitoring of WAP BIL for 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. This monitoring will be in addition to the monitoring of the annual WAP grant as detailed in the State Plan.

Comprehensive Monitoring

SC OEO Monitoring (includes Programmatic, Technical, and Financial)

Programmatic Monitoring

- Client file (all paperwork filled out and in file)
- Client eligibility (income and proper priority given based on client status)
- Production quotas
- Deferral tracking
- Contractor information (contracts, insurance, SAMs)

Technical Monitoring

- Energy Audits
- Field work
- Health & Safety
- Training & Technical Assistance
- Work orders
- Staff or entity performing the monitoring for subgrantee (ensuring initial energy audit and final QCI are not performed by the same person)

Financial Monitoring

- Financial Management/Accounting Systems and Operations
- Audits
- Vehicles and Equipment
- Procurement
- Invoicing
- Records Retention
- Verification that the inspection by a certified QCI was made prior to final payment being made to a contractor or subcontractor
- Review of subgrantee's annual Single Audit Report

OEO will monitor (at least) 10 percent of the completed units and accompanying client files for each subgrantee until the Subgrantee has in-place an independent QCI assessor and inspector. Then OEO will monitor 5% of the completed units.

If significant deficiencies are discovered, such as health and safety violations, poor quality installation of materials, or major measures missed, OEO will require the subgrantee to take appropriate corrective action to resolve the outstanding issues within 30 days. OEO will conduct a follow-up monitoring visit

and will inspect additional units until it can be assured that all deficiencies are resolved. Units in progress will be reviewed but not counted as a part of monitoring. In progress monitoring may include:

- Quality and compliance
- Appropriate and allowable materials
- Appropriateness and accuracy of energy audits (no missed opportunities or unallowable measures)
- Comprehensive final inspections
- Safe work practices, such as lead safe weatherization protocols and OSHA compliance
- Other factors that are relevant to onsite work.

Within 30 days of the completion of the monitoring visit, a report of the programmatic/technical/fiscal monitoring results will be submitted to the executive director. A copy of the report will also be submitted to the agency's board chairperson. Should the agency be required to submit a response to the corrective action plan; the response is to be received by OEO within 30 days from the date of the report.

Monitoring Process

OEO notifies the subgrantee of upcoming monitoring in writing. The notification includes a copy of the South Carolina Monitoring Instrument. The monitoring instrument is to be completed by the subgrantee and returned to OEO at least ten days before monitoring begins. The monitoring instrument identifies the number of dwellings OEO is required to visit and inspect to satisfy DOE requirements. Questions regarding the South Carolina Monitoring Instrument are encouraged during this period. This helps the monitors gain insight on the Training and Technical Assistance needs the agency has prior to the monitoring. Supporting documents related to the South Carolina Monitoring Instrument are provided by the subgrantee (contracts, licensing information, SAMs searches, wdz files, etc.).

The subgrantee works with clients they have served in the current Program Year to schedule an in-person visit by OEO. Prior to the in-person visit, OEO will review the client files in DBA FACSPRO (forms, pictures, audit information, contractor invoices, etc.) and the wdz files to understand what measures were installed and identify any questions they may have for the subgrantee. This preliminary review will also include a programmatic audit to ensure the subgrantee complied with the policies and procedures outlined in the South Carolina WAP Policies and Procedures Manual. It will also include a financial audit to ensure DOE money was spent properly (individual and total measures within the proper savings to investment ration, limits on funding not exceeded, invoices match amounts paid, etc.).

During the in-person visit, OEO will inspect the work performed by the subgrantee and contractors to ensure the measures are installed according to the Standard Work Specifications (SWS) and the South Carolina Weatherization Field Guide. OEO will also interview the client to learn about their experience with the weatherization assistance program, inquire about differences in their energy bills after weatherization services, and address any concerns they have with the work done to their dwelling.

During the inspection, various tests are conducted based on the installed measures. These include blower door tests to determine if air sealing targets were met as identified in the energy audit, pressure pan tests, flow hood tests, combustion tests, and others as necessary. After the inspection and client

interview, OEO will debrief with the subgrantee and offer a preliminary assessment of the work. OEO will conduct an exit conference with the subgrantee within a week from the inspection addressing their findings (technical or programmatic errors, missed opportunities, or points of emphasis), outlining any necessary next steps (call backs to fix issues), and identifying areas where additional training or technical assistance are needed

SC OEO Weatherization Staff

- Matthew Melton, Senior Manager for Weatherization, 70.745 percent of salary from T&TA, 29.255 percent of salary is from WAP Admin (not paid with WAP BIL funds)
- Vacant technical monitoring position, Program Coordinator, 100 percent of salary from WAP T&TA (not paid with WAP BIL funds)
- Faith Kithome, Assistant Grants Manager, 50 percent of salary from WAP BIL Admin (50 percent of salary from other grants – position spends 50 percent of time assisting with administrative functions related to weatherization)
- Vacant technical monitoring position, Program Coordinator, 100 percent of salary from WAP BIL T&TA
- Vacant administrative coordinator position, 50 percent of salary from WAP BIL Admin (50 percent of salary from other grants – position spends 50 percent of time assisting with administrative functions related to weatherization)
- Vacant administrative coordinator position, 100 percent of salary from WAP BIL Admin

OEO will also contract a portion of the quality control inspections to JLC Industries. Matthew Melton, Faith Kithome, and the administrative coordinator positions will perform the programmatic monitoring. OEO fiscal staff will conduct the fiscal monitoring.

Administering the WAP BIL Funds

While the WAP BIL grant is scheduled to last five years, OEO will administer and allocate the funds to subgrantees as if it were an annual grant. OEO plans to allocate funds to subgrantees in the following manner.

- Year 1 5% of available subgrantee allocation dispersed
- Year 2 15% of available subgrantee allocation dispersed
- Year 3 20% of available subgrantee allocation dispersed
- Year 4 30% of available subgrantee allocation dispersed
- Year 5 30% of available subgrantee allocation dispersed

This will allow subgrantees to spend the first two years of the WAP BIL grant developing and training their workforce without the addition of aggressive production quotas. Later in the grant cycle with a larger and better trained workforce, the production quota will substantially increase. Allocating the funds in this manner also gives OEO an opportunity to monitor subgrantees in the early stages of the grant cycle and potentially reallocate funds as necessary to subgrantees that have proven they can handle additional funding.

Total Monitoring Inspections

As outlined in the WAP BIL Planning Workbook, OEO will conduct the following total monitoring inspections for each year of the grant.

Year 1	17 monitoring inspections
Year 2	43 monitoring inspections
Year 3	57 monitoring inspections
Year 4	84 monitoring inspections
Year 5	84 monitoring inspections
Total	285 monitoring inspections

While the total of 285 monitoring inspections is daunting especially considering neither the annual WAP monitoring inspections nor the in-progress inspections are included in this count, OEO has plans in place to mitigate this administrative burden. OEO plans to contract a portion of the monitoring to JLC Industries, a company that has provided training and QCI services to South Carolina in the past. In addition, OEO believes the influx of Training and Technical Assistance funds incorporated in the WAP BIL grant will allow subgrantees to hire and train additional QCIs. Currently only two subgrantees (Aiken Barnwell and GLEAMNS) have multiple QCIs on staff. OEO is only required to monitor five percent of their completions as opposed to ten percent for the other six subgrantees. OEO anticipates two additional subgrantees will have multiple QCIs on staff by Year Four of the grant cycle which would decrease the required number of monitorings for those subgrantees (from ten to five percent).

Corrective Action and Suspension of Funding

In administering this section, the Grantee will comply with 2 C.F.R. §§ 200.205 - 207, and §§200.338-75.34l. The Grantee must evaluate the risks posed by the Subgrantee. If Grantee determines Subgrantee poses a risk, Grantee may impose additional specific conditions that correspond to the degree of risk assessed.

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

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

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

1. Payment to the Subgrantee on a reimbursement basis;
2. Withholding authority to proceed to the next phase until receipt of evidence of acceptable performance within a given funding period;
3. Requiring additional detailed financial reports and/or data;
4. Additional project monitoring and interim audits;

5. Requiring the Subgrantee to obtain technical and/or management assistance;
 6. Establishment of additional prior approvals;
 7. Establishment of additional constraints as necessary and appropriate in the circumstances;
- AND/OR
8. Require Board acknowledgement of agency's status.

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

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

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

Remedies for Noncompliance

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

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

Administrative Enforcement

The enforcement remedies identified in the agreement do not preclude the Subgrantee from being subject to "Debarment and Suspension" as prescribed by the Grantee. When a Subgrantee fails to comply with the terms of this Agreement, as outlined in Section IX (Corrective 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 DOE WAP activities. This Grant shall be terminated if such funding ceases to be available. The Grantee shall have the sole authority for determining the lack of availability of such funds. The Grantee shall immediately notify the Subgrantee of any cutback in funds of which it becomes aware.

B. Termination for Breach of Grant

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

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

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

the maintenance and inspection of records requirements of any previous Contract or Grant between the parties.

D. Termination by Subgrantee

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

E. Termination for Convenience

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

F. Termination for Insolvency

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

G. Termination by Department of Energy (DOE)

This grant is subject to immediate termination by Grantee upon notice that Subgrantee has lost or been denied funding from DOE.

H. Notice of Termination

In the event of Grant termination, 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 paragraph A, F, or G above said termination shall be effective upon receipt of such notice.

I. 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.

TRAINING AND TECHNICAL ASSISTANCE (T&TA) PLAN

1.0 – GENERAL INFORMATION

COMMENTS THAT DO NOT GENERALLY FIT INTO THE AVAILABLE TABLES BELOW

Training and Technical Assistance (T&TA) activities are intended to maintain or increase the efficiency, quality, and effectiveness of the Weatherization Assistance Program at all levels. Such activities will be designed to maximize energy savings, minimize production costs, improve program management and operational efficiencies, improve crew/contractor work quality, increase client satisfaction, and to reduce the potential for waste, fraud, abuse, and mismanagement.

T&TA funding will be available for Grantee and Subgrantee use. Funds may be used to pay salary, travel, and operational and contractual costs for monitoring, obtaining and maintaining certifications, training, training support, and providing or receiving programmatic and technical assistance. T&TA funds may also be used to train contractors participating in the program provided a retention agreement is obtained.

The training and technical assistance activities outlined in this plan should be considered in addition to the activities listed in the T&TA section of the annual WAP State Plan.

2.0 – OVERALL T&TA PLAN

YOUR OVERALL T&TA PLAN MUST INCORPORATE SUGGESTIONS AND FEEDBACK FROM THE FOLLOWING ELEMENTS.

FEEDBACK FROM INTERNAL AND EXTERNAL REVIEWS, EXAMPLES INCLUDE:

- FEEDBACK FROM DEPARTMENT OF ENERGY (DOE) PROJECT OFFICER (PO) MONITORING VISITS
- INTERNAL STATE AUDITS
- GRANTEE MONITORING OF THE SUBGRANTEES
- OFFICE OF INSPECTOR GENERAL (OIG) REPORTS
- AMERICAN CUSTOMER SATISFACTION INDEX FEEDBACK, AND
- OTHER. EXAMPLES INCLUDE:
 - TRAINING FEEDBACK
 - TRAINING RETENTION ACTIVITIES

OEO is using feedback from the most recent DOE monitoring visit which occurred in 2019 in conjunction with annual subgrantee monitoring to assess training needs. During the annual monitoring, OEO focuses on errors identified in the DOE monitoring report to ensure they are not repeated.

EXISTING OR PLANNED ACCREDITED TRAINING CENTER PARTNERSHIP OR WORKING RELATIONSHIP.

OEO has a working relationship with CHP Energy Solutions in Christiansburg, Virginia. Many OEO and network staff receive their Crew Leader, Energy Auditor, Quality Control Inspector, and Retrofit Installer Technician certifications and recertifications at this site. OEO and the network also have a working relationship with JLC Industries. JLC Industries helps staff prepare for exams through intensive one-week sessions. JLC Industries travels to South Carolina and provides training to all sub-grantees collectively so travel costs are minimized. JLC Industries also mentors subgrantee QCIs and provides training at the annual mid-Fall conference hosted by the South Carolina Association of Community Action Partnerships (SCACAP).

PREPARATIONS FOR FUTURE/UPCOMING PROGRAM REQUIREMENTS, EXAMPLES INCLUDE:

<ul style="list-style-type: none"> • UPDATED STANDARD WORK SPECIFICATIONS (SWS) • MIGRATION TO ONLINE WEATHERIZATION ASSISTANT • INCLUSION OF SPECIFIC LANGUAGE FROM WEATHERIZATION PROGRAM NOTICES (WPN)
<p>OEO updated the South Carolina Field Guide to align with the new Standard Work Specifications in 2021. OEO also updates its Policies and Procedures Manual at least once every Program Year. If changes are necessary during the Program Year based on Weatherization Program Notices, clarifications issued from DOE, or network conversations, the manual may be updated quarterly. OEO also keeps a Change Control document to track the changes that were made.</p>
<p>WHAT PROTOCOLS ARE IN PLACE WHICH ENSURE UNTRAINED STAFF ARE NOT LEFT WITHOUT SUPERVISIONS DURING FIELD OPERATIONS?</p>
<p>Subgrantees are required to have an internal process in place to ensure all required workforce credentials are obtained, tracked, and maintained. During OEO’s annual monitoring of sub-grantees, these processes are reviewed. This review includes compiling a list of all sub-grantee staff, their specific credentials, when those credentials expire, and scheduled trainings to renew those credentials.</p> <p>Subgrantees sometimes hire staff that are not certified as Energy Auditors or Quality Control Inspectors, but that do possess experience in construction with the goal of getting them certified later. During this time when they lack certifications, they shadow certified staff during assessments and inspections. These employees will not work unsupervised until they receive the required credentials.</p>
<p>PARTNERSHIPS WITH THE STATEWIDE HOME PERFORMANCE INDUSTRY ON TRAINING ISSUES; IF APPLICABLE.</p>
<p>Not applicable.</p>
<p>HOW DOES ANALYSIS CONDUCTED, AS DETAILED IN SECTION V.6 OF THE ANNUAL APPLICATION, INFLUENCE THE DEVELOPMENT OF T&TA ACTIVITIES AND PRIORITIES?</p>
<p>Training and technical assistance needs are determined during onsite monitoring of subgrantees. Issues that are identified during these monitorings (programmatic, technical, or production) are addressed in the monitoring report and in the exit conference between OEO and the subgrantee. Shortcomings are addressed collaboratively with OEO working together with the subgrantee to identify trainings to increase productivity.</p>

<p align="center">3.0 – WORKFORCE CREDENTIALS</p> <p align="center">DESCRIBE THE FOLLOWING ASPECTS OF YOUR T&TA PLAN RELATED TO WORKFORCE CREDENTIALS.</p>
<p align="center">FEDERALLY REQUIRED CREDENTIALS. EXAMPLES INCLUDE:</p> <ul style="list-style-type: none"> • ENVIRONMENTAL PROTECTION AGENCY LEAD RENOVATION, REPAIR, AND PAINTING PROGRAM • HOME ENERGY PROFESSIONALS QUALITY CONTROL INSPECTOR CERTIFICATION
<p>All new hires by the network must obtain Lead Safe Weatherization (LSW), EPA Renovate-Repair-Paint, and OSHA 10 certification within 6 months of hired date or by 6 months from the beginning of the program year (October 1st).</p>
<p align="center">GRANTEE/STATE REQUIRED CREDENTIALS. EXAMPLES INCLUDE:</p> <ul style="list-style-type: none"> • BUILDING PERFORMANCE INSTITUTE BUILDING ANALYST • GRANTEE-DEVELOPED CERTIFICATIONS
<p>OEO requires all weatherization field staff to hold certification as a Crew Leader, Energy Auditor, Quality Control Inspector, or Retrofit Installer Technician.</p>
<p align="center">SUBGRANTEE/LOCAL REQUIRED CREDENTIALS. EXAMPLES INCLUDE:</p>

<ul style="list-style-type: none"> • CONTRACTOR LICENSING
<p>In addition to the trainings outlined above, crew-based sub-grantees must obtain the necessary licensure required by the local government to conduct business and perform applicable construction work in their jurisdiction. The subgrantees that utilize contractors are responsible for ensuring those contractors hold the necessary licenses required by local governments to conduct business and perform applicable construction work in their jurisdiction.</p>
<p style="text-align: center;">INDUSTRY REQUIRED CREDENTIALS. EXAMPLES INCLUDE:</p> <ul style="list-style-type: none"> • EQUIPMENT/MATERIAL MANUFACTURE CERTIFICATION • VENDOR CERTIFICATION (E.G. EQUIPMENT/MATERIAL MANUFACTURE CERTIFICATION, VENDOR CERTIFICATION)
<p>Not applicable.</p>
<p style="text-align: center;">PROCESS FOR MAINTAINING WORKFORCE CREDENTIALS</p>
<p>Subgrantees are responsible for ensuring their staff are properly credentialed. As a credential is approaching the expiration date, the individual holding that certification will schedule review classes if necessary and arrange for the recertification process and testing with the testing center that oversees that credential. OEO is notified when the credential is successfully renewed.</p>
<p style="text-align: center;">HOW CREDENTIALS ARE TRACKED</p>
<p>Credentials are tracked in DBA FACSPRO, the database system that also tracks other aspects related to weatherization in South Carolina (units weatherized, client files, cost center, etc.).</p>

4.0 – TRAINING

GRANTEES HAVE TWO OPTIONS TO DESCRIBE THEIR TRAINING.

- A) USE THE EMBEDDED SPREADSHEET* TO IDENTIFY AND DESCRIBE THE TRAINING SCHEDULE FOR GRANTEE AND SUBGRANTEE STAFF. INCLUDE TECHNICAL AND NON-TECHNICAL TRAINING.
- B) OR USE THE FIELDS BELOW TO IDENTIFY AND DESCRIBE THE TRAINING SCHEDULE FOR GRANTEE AND SUBGRANTEE STAFF. INCLUDE TECHNICAL AND NON-TECHNICAL TRAINING.

GRANTEE'S ARE TO INCLUDE THE FOLLOWING IN THEIR DESCRIPTIONS REGARDLESS OF WHAT OPTION IS BEING USED TO DESCRIBE THEIR TRAINING PLAN:

- SPECIFY WHETHER ATTENDANCE IS MANDATORY, AND THE RAMIFICATIONS FOR NON-COMPLIANCE.
- SPECIFY IF THE T&TA PLAN SPANS MULTIPLE PROGRAM YEARS (PY), INDICATE WHICH TRAININGS ARE INTENDED IN THE CURRENT PY AND WHICH ARE PLANNED FOR FUTURE PYS.

* THE EMBEDDED SPREADSHEET, IF COMPLETED AT THE END OF THE YEAR TO RECORD DELIVERED TRAINING, CAN BE USED AS DOCUMENTATION FOR THE REQUIRED ANNUAL T&TA REPORT. DOUBLE CLICK TO OPEN SPREADSHEET. ENTER INFORMATION AND CLOSE. IT WILL AUTOMATICALLY SAVE YOUR INFORMATION

PROGRAMMATIC/ADMINISTRATION TRAINING

- FINANCIAL (I.E. 2 CFR 200)
- MANAGEMENT (I.E. 10 CFR 440)
-

While it is difficult to plan for all potential trainings over the five-year period of the WAP BIL grant cycle, OEO conducted a kick-off training event on October 5, 2022. OEO contracted with the National Association for State Community Services Programs (NASCSPP) to conduct the training. The training included all eight subgrantees and their weatherization staff. OEO staff also attended. The training focused on the administrative and programmatic requirements of WAP BIL with particular attention given to the new requirements (Davis-Bacon, Buy American, Justice 40, separating WAP BIL funds from the annual WAP grant, etc.). In addition, the training included a general discussion of best practices in workforce development and general question and answer session between the subgrantee network and OEO. In this training, OEO identified the need for additional training on Weatherization Readiness Funds (WRF). The network indicated they were unsure of the process for spending and tracking these funds. While WRF is part of the annual WAP grant and separate from WAP BIL, this training helped OEO identify the need for additional trainings on this topic as well as a more detailed write up of the requirements in the Weatherization Policy and Procedures Manual. OEO is considering making this an annual event throughout the WAP BIL grant cycle with each subsequent session focusing on lessons learned and areas of concern identified through monitorings of the previous year.

OEO also conducted a programmatic training at the mid-Fall SCACAP Conference. There was discussion during the year on the differences between Incidental Repair Measures (IRM) and Health and Safety (H&S) measures. During this training, OEO outlined the differences between the two with special attention paid to WPN 19-5. OEO will use the Fall and Spring SCACAP Conferences to conduct trainings on programmatic issues identified throughout the BIL cycle.

COMPREHENSIVE TECHNICAL TRAINING ALIGNED TO THE JOB TASK ANALYSIS (IDENTIFY AT WHAT INTERVALS WORKERS WILL RECEIVE REGULAR, COMPREHENSIVE TRAINING AS REQUIRED BY WEATHERIZATION PROGRAM NOTICE (WPN) 15-4)

- QUALITY CONTROL INSPECTOR
- ENERGY AUDITOR
- CREW LEAD
- RETROFIT INSTALLER/TECHNICIAN

OEO requires all subgrantee weatherization new hires that lack certification as a Crew Leader (CL), Retrofit Installer (RIT), Energy Auditor (EA) or Quality Control Inspector (QCI) to begin training toward one of the certifications within six months. These certifications last for three years and must be recertified through a Building Performance Institute (BPI) training center.

OEO expects subgrantees to significantly expand their workforce in the first twelve to eighteen months of the WAP BIL grant. During this time, OEO will work with subgrantees to coordinate trainings toward CL, RIT, EA, and QCI certification. Subgrantees are required to notify OEO when they make hires so OEO will be able to access training needs in real-time.

Subgrantees are encouraged to identify occupation specific JTA weaknesses within their local agency and obtain necessary comprehensive technical training utilizing their individual awarded T&TA funds. Examples of available trainings and certifications include Healthy Home Evaluator (HHE) and Site Supervisor Certificate (SSC). Additional comprehensive technical training is handled on an ongoing and as-needed basis as identified by network request, new/updated requirements, new staff hires, results of monitoring reports, or as deemed necessary by grantee staff

SPECIFIC TECHNICAL TRAINING

- TOPICS IDENTIFIED DURING MONITORING VISIT(S)
- ENERGY MODELING
- HEALTH & SAFETY. ALL H&S TOPICS IN WPN 17-7 REQUIRE SOME LEVEL OF TRAINING FOR ALL AFFECTED WORKERS, THE FREQUENCY OF THIS TRAINING IS A GRANTEE DECISION. EXAMPLES INCLUDE:
 - AIR CONDITIONING AND HEATING SYSTEMS
 - ASBESTOS

- BIOLOGICALS AND UNSANITARY CONDITIONS
- BUILDING STRUCTURE AND ROOFING
- CODE COMPLIANCE
- COMBUSTION GASES
- ELECTRICAL
- FORMALDEHYDE, VOLATILE ORGANIC COMPOUNDS (VOCs), FLAMMABLE LIQUIDS, AND OTHER AIR POLLUTANTS
- FUEL LEAKS
- GAS RANGE/OVENS
- HAZARDOUS MATERIALS DISPOSAL
- INJURY PREVENTION OF OCCUPANTS AND WEATHERIZATION WORKERS
- LEAD BASED PAINT
- EPA'S LEAD RENOVATION, REPAIR & PAINTING PROGRAM (RRP)MOLD/MOISTURE
- PESTS
- RADON
- SAFETY DEVICES
- VENTILATION AND INDOOR AIR QUALITY
 - AMERICAN SOCIETY OF HEATING REFRIGERATION AND AIR-CONDITIONING ENGINEERS (ASHRAE)
- WINDOW REPAIR, DOOR REPAIR
- WORKER SAFETY
 - OSHA
- ADDITIONAL TOPICS AS DESCRIBED IN HEALTH & SAFETY PLAN
- CLIENT EDUCATION (TRAINING WORKERS TO CONDUCT CLIENT EDUCATION). EXAMPLES INCLUDE:
 - ENERGY SAVINGS STRATEGIES
 - PROGRAM-SPECIFIC INFORMATION. EXAMPLES INCLUDE:
 - WHAT TO EXPECT
 - ADDITIONAL RESOURCES
 - HEALTH & SAFETY ISSUES

Specific technical training will be provided on an as-needed basis. The specific need and technical expertise required will determine the training provider. Subgrantees are encouraged to utilize Saturn Resource Management (SRM) for virtual technical training. OEO has a relationship with this organization which writes and edits the South Carolina Weatherization Field Guide. SRM provides a variety of online courses (air sealing, attic insulation, blower door testing, etc.). These courses allow subgrantee staff to focus on topics that interest them and enable them to gain continuing education units (CEUs) to maintain their comprehensive certifications (energy auditor, QCI, etc.).

OEO also contracts JLC Industries to provide specific technical training based on subgrantee requests and issues identified during monitorings or raised during TAG meetings. JLC provided training at the Fall SCACAP conference on two technical topics:

1. Moisture Controls (when to install vapor barriers and what materials to use)
2. New Materials for Weatherization Measures with an Emphasis on Retrofit Air Sealing (new guardian hatch materials that can be purchased and assembled on site)

JLC Industries is also scheduled to conduct a training in January 2023 for weatherization contractors. During on-site monitorings, OEO has identified some contractors are deficient in their vapor barrier installations, mobile home air sealing (particularly around marriage walls), and in general duct sealing. This week long hands-on class will show contractors the required techniques for performing these weatherization measures.

OEO will contract with JLC Industries to provide additional technical trainings at subsequent mid-Fall conferences as well as QCI training at Piedmont Technical College. Other specific trainings beyond those mentioned in this section will be assessed and planned no later than June 30, 2023.

CONFERENCES. EXAMPLES INCLUDE:

- ENERGY OUTWEST
- BUILDING PERFORMANCE ASSOCIATION
- NATIONAL ASSOCIATION FOR STATE AND COMMUNITY SERVICE PROVIDERS
- COMMUNITY ACTION PARTNERSHIP

Trainings such as Energy Out West, National Home Performance, and NASCSP are outlined in the Annual WAP State Plan. OEO plans to use and encourages the subgrantees to use the additional T&TA funds included in the WAP BIL allocation to attend other conferences that will benefit WAP. In addition, OEO hosted a board retreat in December 2022 for all Community Action Agencies in the network. The retreat featured WAP training as well as Community Services Block Grant (CSGB), Head Start, and LIHEAP training. The Office of Inspector General (OIG) gave a presentation at the retreat detailing the board’s responsibility for oversight of each program. Based on feedback from subgrantees, OEO plans to conduct a similar training annually each December.

OTHER, PLEASE SPECIFY:

OEO has encouraged the network to utilize Saturn Resource Management’s e-learning classes to earn Continuing Education Units (CEUs) in courses related to their role with the subgrantees. These e-learning courses are classified as specific technical trainings and include topics such as Air Pressure Basics, Blower Door Testing, and Moisture Theory. OEO has also authorized subgrantees to use the additional T&TA funds to train contractors they utilize for weatherization services. These funds can be used to train contractors that are new to the WAP or to enhance the skills of contractors that have been found to be deficient in previous monitorings.

5.0 – TECHNICAL ASSISTANCE

DESCRIBE THE TECHNICAL ASSISTANCE ACTIVITIES INCLUDED IN THE T&TA BUDGET CATEGORY.

PROGRAMMATIC/ADMINISTRATION SUPPORT

OEO provides programmatic and administrative technical assistance during annual monitoring. OEO also provides ad hoc technical assistance throughout the program year. OEO has developed a positive rapport with the network and is available to answer questions or concerns via email, telephone, or virtual meetings (Microsoft Teams, Zoom, etc.). If important policy changes or clarifications are necessary, OEO will disseminate memos or updates to the Policy and Procedures Manual to the network. Network staff are encouraged to notify OEO when questions arise so they can be addressed immediately.

TECHNICAL SUPPORT

OEO and the network convene monthly for virtual Technical Advisory Group (TAG) meetings. The TAG is composed of representatives (weatherization directors, Quality Control Inspectors, Energy Auditors) from each of the eight subgrantees and a representative from OEO. The TAG discusses situations they have encountered during weatherization activities over the previous month. They seek OEO’s guidance on any outstanding questions and OEO takes any unresolved issues to DOE for further clarification. If subgrantee monitoring has occurred between TAG meetings, OEO will identify issues they have noticed and discuss with the TAG.

HEALTH & SAFETY SUPPORT ACTIVITIES

Health and safety is discussed during monthly TAG meetings and unit inspections. Subgrantees are encouraged to keep OEO apprised of any health and safety questions that arise during weatherization work so they can be addressed before the dwelling is completed.

MONITORING

WHAT PERCENTAGE OF T&TA FUNDING IS ALLOCATED TO MONITORING? (IF DEFINED IN SECTION B OF THE BUDGET DETAILS WITHIN THE ANNUAL APPLICATION, INCLUDE THAT WITHIN YOUR DESCRIPTION BELOW.)

OEO does not identify a specific percentage of T&TA funding that is allocated to monitoring.

OTHER, PLEASE SPECIFY

Not applicable.

6.0 CLIENT EDUCATION

DESCRIBE WHAT CURRENT AND PLANNED CLIENT EDUCATION MATERIALS AND/OR ACTIVITIES ARE INCLUDED IN THE T&TA BUDGET CATEGORY. ONLY THOSE PAID FOR WITH T&TA FUNDS NEED TO BE MENTIONED.

NOTE: THIS DOES NOT INCLUDE TRAINING WORKERS TO DELIVER CLIENT EDUCATION. THIS SHOULD BE DESCRIBED IN THE TRAINING SECTION, ABOVE.

CLIENT EDUCATION ACTIVITIES PRIOR TO, DURING AND AFTER WEATHERIZATION WHICH ADDRESS THE WEATHERIZATION PROCESS AND ENERGY SAVINGS DETAILS

Client education is vital to the Weatherization Assistance Program. When clients understand the measures to be installed on their dwellings and are given instructions on how to use their new appliances (programmable thermostats, refrigerators, etc.), the program can realize additional energy savings. In addition, client education helps ensure reasonable expectations are set and clients are satisfied with the weatherization services. Befitting its importance, client education is provided by subgrantees at numerous points during the weatherization process. This occurs at intake when clients are given information about Covid-19, radon, lead-safe renovation, and mold and moisture. It also occurs at the energy audit when clients are given information regarding the services that will be performed. It occurs when measures are being installed as contractors and network staff answer client questions. Finally, it occurs post-weatherization when clients are given instructions and warranty information for any installed appliances (refrigerators, HVAC units, thermostats, ASHRAE fans, etc.). Clients are also given the opportunity to provide feedback to the sub-grantees after weatherization services are completed using Form 400 (Client Review). Subgrantees address concerns the client may have with their work at this time. OEO also interviews clients when they monitor subgrantees to determine their satisfaction with the weatherization process and their experience with the subgrantee staff and the contractors that performed the weatherization work. Any concerns or issues are detailed in the annual monitoring reports.

CLIENT EDUCATION ACTIVITIES REGARDING H&S ISSUES AS INDICATED IN WPN 17-7

- AIR CONDITIONING AND HEATING SYSTEMS
- ASBESTOS
- BIOLOGICALS AND UNSANITARY CONDITIONS
- BUILDING STRUCTURE AND ROOFING
- CODE COMPLIANCE
- COMBUSTION GASES
- ELECTRICAL
- FORMALDEHYDE, VOLATILE ORGANIC COMPOUNDS (VOCs), FLAMMABLE LIQUIDS, AND OTHER AIR POLLUTANTS
- FUEL LEAKS
- GAS RANGE/OVENS
- HAZARDOUS MATERIALS DISPOSAL
- INJURY PREVENTION OF OCCUPANTS AND WEATHERIZATION WORKERS
- LEAD BASED PAINT
- EPA'S LEAD RENOVATION, REPAIR & PAINTING PROGRAM (RRP)MOLD/MOISTURE
- PESTS
- RADON

- SAFETY DEVICES
- VENTILATION AND INDOOR AIR QUALITY
 - AMERICAN SOCIETY OF HEATING REFRIGERATION AND AIR-CONDITIONING ENGINEERS (ASHRAE)
- WINDOW REPAIR, DOOR REPAIR
- WORKER SAFETY
 - OSHA
- ADDITIONAL TOPICS AS DESCRIBED IN HEALTH & SAFETY PLAN

Health and safety client education is provided at each stage of the weatherization process (intake, energy audit, during the install, and post-weatherization). The following health and safety topics may be covered:

- COVID-19
- Lead Based Paint
- Suspected asbestos containing materials
- Radon
- Unvented space heaters
- Carbon monoxide
- Mold and mildew
- Plumbing and gas leaks
- Pests
- Existing air quality issues
- Electrical hazards
- ASHRAE fan use