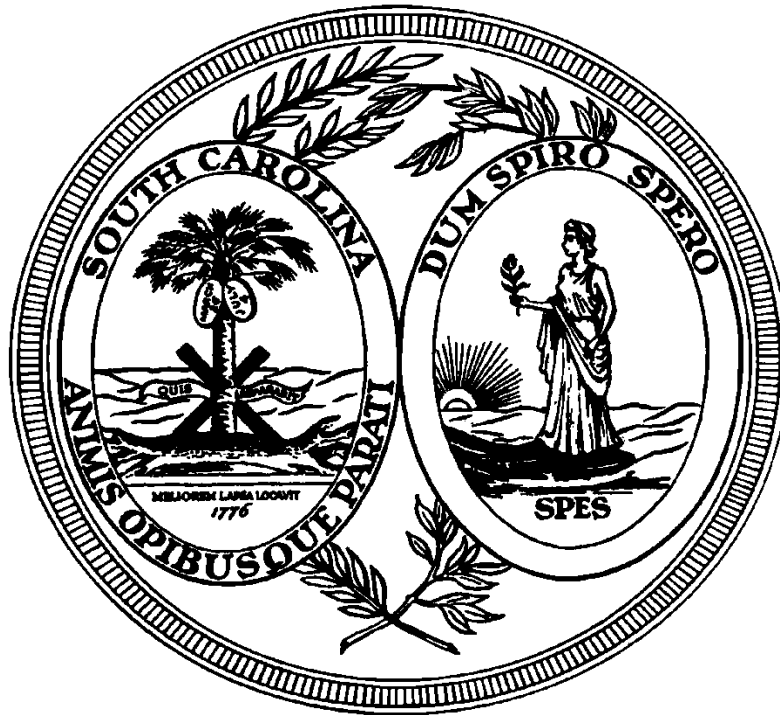


South Carolina
Department of Administration
Office of Economic Opportunity
Program Year 2021
Weatherization Assistance Program
State Plan
Final



Henry McMaster
Governor

APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		2. Type of Application: <input type="checkbox"/> New <input type="checkbox"/> Continuation <input checked="" type="checkbox"/> Revision		If Revision, select appropriate letter(s) Other (specify) Other (specify): Create 2-year PY 2020-21 budget period	
3. Date Received 12/11/2019			4. Applicant Identifier:		
5a. Fed Entity Identifier:			5b. Federal Award Identifier: DE-EE0007949 (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. Organizational DUNS: 079733487		
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: Paul					
Middle Name:					
Last Name: Younginer					
Suffix:					
Title: Senior Manager for Weatherization					
Organizational Affiliation: Office of Economic Opportunity Department of Administration					
Telephone Number: 8037349861			Fax Number: 8037340356		
Email: Paul.Younginer@admin.sc.gov					

APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

9. Type of Applicant:

A State Government

10. Name of Federal Agency:

U. S. Department of Energy

11. Catalog of Federal Domestic Assistance Number:

81.042

CFDA Title:

Weatherization Assistance Program

12. Funding Opportunity Number:

DE-WAP-0002020

Title:

2020 Weatherization Assistance Program

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

APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

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: 04/01/2020

b. End Date: 03/31/2022

18. Estimated Funding (\$):

a. Federal	2,440,739.00
b. Applicant	0.00
c. State	0.00
d. Local	0.00
e. Other	0.00
f. Program Income	0.00
g. TOTAL	2,440,739.00

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: 04/06/2021

APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

Applicant Federal Debt Delinquency Explanation:

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

Not Applicable.

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. EE0007949		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address South Carolina State of 1205 Pendleton Street Columbia, SC 292010000	4. Program/Project Start Date 04/01/2020		
	5. Completion Date 03/31/2022		

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	\$ 446,086.00		\$ 5,141,200.00		\$ 5,587,286.00
2.						
3.						
4.						
5. TOTAL		\$ 446,086.00	\$ 0.00	\$ 5,141,200.00	\$ 0.00	\$ 5,587,286.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) GRANTEE ADMINISTRA TION	(2) SUBGRANTE E ADMINISTRA	(3) GRANTEE T&TA	(4) SUBGRANTE E T&TA	
a. Personnel	\$ 108,725.00	\$ 0.00	\$ 121,869.00	\$ 0.00	\$ 230,594.00
b. Fringe Benefits	\$ 45,958.00	\$ 0.00	\$ 51,514.00	\$ 0.00	\$ 97,472.00
c. Travel	\$ 0.00	\$ 0.00	\$ 11,790.00	\$ 0.00	\$ 11,790.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 960.00	\$ 0.00	\$ 960.00
e. Supplies	\$ 11,061.00	\$ 0.00	\$ 3,281.00	\$ 0.00	\$ 14,342.00
f. Contract	\$ 31,192.00	\$ 377,698.00	\$ 15,800.00	\$ 341,870.00	\$ 5,183,122.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other Direct Costs	\$ 28,141.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 28,141.00
i. Total Direct Charges	\$ 225,077.00	\$ 377,698.00	\$ 205,214.00	\$ 341,870.00	\$ 5,566,421.00
j. Indirect Costs	\$ 9,838.00	\$ 0.00	\$ 11,027.00	\$ 0.00	\$ 20,865.00
k. Totals	\$ 234,915.00	\$ 377,698.00	\$ 216,241.00	\$ 341,870.00	\$ 5,587,286.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. EE0007949		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address South Carolina State of 1205 Pendleton Street Columbia, SC 292010000	4. Program/Project Start Date 04/01/2020		
	5. Completion Date 03/31/2022		

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		\$ 446,086.00	\$ 0.00	\$ 5,141,200.00	\$ 0.00	\$ 5,587,286.00

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		\$ 230,594.00
b. Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00		\$ 97,472.00
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00		\$ 11,790.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00		\$ 960.00
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00		\$ 14,342.00
f. Contract	\$ 341,566.00	\$ 4,074,996.00	\$ 0.00		\$ 5,183,122.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00
h. Other Direct Costs	\$ 0.00	\$ 0.00	\$ 0.00		\$ 28,141.00
i. Total Direct Charges	\$ 341,566.00	\$ 4,074,996.00	\$ 0.00		\$ 5,566,421.00
j. Indirect Costs	\$ 0.00	\$ 0.00	\$ 0.00		\$ 20,865.00
k. Totals	\$ 341,566.00	\$ 4,074,996.00	\$ 0.00		\$ 5,587,286.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00

U.S. DEPARTMENT OF ENERGY



BUDGET JUSTIFICATION FOR FORMULA GRANTS

Applicant: South Carolina State of
Award number: EE0007949

Budget period: 04/01/2020 - 03/31/2022

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

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

<u>Position</u>	<u>Description of Duties of Professionals</u>
Administrative Coordinator I	Under supervision of the director, manages the general administrative duties of the office including telephone, personnel files, etc.
Auditor III	Responsible for performing financial monitoring of subgrantees by making on-site field visits to determine financial contract compliance. Performs technical fiscal assistance.
Director	Responsible for the overall management of OEO grant programs and staff.
Fiscal Analyst II	Under supervision of the senior manager for fiscal services, assists in the review and approval process of all subgrantee budgets. Prepares various comparative reports on expenditures by funding program(s), provides technical assistance, and performs specialized analysis of program fiscal data.
Program Coordinator I	Under supervision of the agency director, manages the development and coordination of the WAP State Plan, including development of procedures and objectives for program, as well as implementing program procedures in accordance with federal and state regulations and guidelines. Supervises staff whose duties include monitoring and specialized training and technical assistance. Serves as program liaison. 29.25 percent of this salary will be covered as administration since this is the lead person responsible for the grant. The balance is paid from the T&TA fund. This position works on the budget, coordinates with the office staff to procure goods and services, and provides other administrative duties for the grant in addition to monitoring subrecipients.
Fiscal Analyst III	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.
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. The entire salary for this employee will be covered under T&TA.
Auditor IV	Responsible for performing financial monitoring of subgrantees by making on-site field visits to determine financial contract compliance. Performs technical fiscal assistance.
Fiscal Analyst II	Under supervision of the senior manager for fiscal services, assists in the review and approval process of all subgrantee budgets. Prepares various comparative reports on expenditures by funding program(s), provides technical assistance and performs specialized analysis of program fiscal data.

Auditor IV	Interprets and analyzes complex accounting, financial data and risk assessments. Responsible for knowing principles, practices, theories, and techniques of accounting, auditing and financial management. Oversees fiscal monitoring and reporting of agencies.
Administrative Assistant	Assists with general administration within the office, assists with directing phone calls from constituents with regards to needed services, files contracts and maintains other areas of the office.
AUDITOR IV - 2020	Interprets and analyzes complex accounting, financial data and risk assessments. Responsible for knowing principles, practices, theories, and techniques of accounting, auditing and financial management. Oversees fiscal monitoring and reporting of agencies.
ADMINISTRATIVE COORDINATOR I - 2020	Under supervision of the director, manages the general administrative duties of the office including telephone, personnel files, etc.
ACCOUNTANT/FISCAL ANALYST II - 2020	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.
ACCOUNTANT/FISCAL ANALYST II - 2020	Under supervision of the senior manager for fiscal services, assists in the review and approval process of all subgrantee budgets. Prepares various comparative reports on expenditures by funding program(s), provides technical assistance, and performs specialized analysis of program fiscal data.
AUDITOR III - 2020	Responsible for performing financial monitoring of subgrantees by making on-site field visits to determine financial contract compliance. Performs technical fiscal assistance.
ADMINISTRATIVE ASSISTANT - 2020	Assists with general administration within the office, assists with directing phone calls from constituents with regards to needed services, files contracts and maintains other areas of the office.
PROGRAM COORDINATOR I - 2020	Under supervision of the agency director, manages the development and coordination of the WAP State Plan, including development of procedures and objectives for program, as well as implementing program procedures in accordance with federal and state regulations and guidelines. Supervises staff whose duties include monitoring and specialized training and technical assistance. Serves as program liaison. 29.25 percent of this salary will be covered as administration since this is the lead person responsible for the grant. The balance is paid from the T&TA fund. This position works on the budget, coordinates with the office staff to procure goods and services, and provides other administrative duties for the grant in addition to monitoring subrecipients.
PROGRAM DIRECTOR-GOV OFFICE - 2020	Responsible for the overall management of OEO grant programs and staff.
AUDITOR III - 2020	Responsible for performing financial monitoring of subgrantees by making on-site field visits to determine financial contract compliance. Performs technical fiscal assistance.
ACCOUNTANT/FISCAL ANALYST III - 2020	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.

PROGRAM COORDINATOR II - 2020

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. The entire salary for this employee will be covered under T&TA.

PROGRAM COORDINATOR II - 2020

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. Performs QCI work to monitor subgrantees homes completed or in progress. Ensures that minimal requirements are met and work quality remains consistent by subgrantees throughout the state.

ACCOUNTING/FISCAL MANAGER I - 2020

Under supervision of the director, provides supervision of the fiscal monitoring staff and the grants fiscal staff to ensure grants are properly recorded and monitored appropriately. Works with subgrantees to ensure budgets are properly allocated and that federal and state laws and regulations are followed.

Direct Personnel Compensation:

<u>Position</u>	<u>Salary/Rate</u>	<u>Time</u>	<u>Direct Pay</u>
	\$49,246.00	2.0000 % FT	\$984.92
	\$45,000.00	2.0000 % FT	\$900.00
	\$74,120.00	2.0000 % FT	\$1,482.40
	\$37,597.00	2.0000 % FT	\$751.94
	\$47,271.00	50.0000 % FT	\$23,635.50
	\$69,870.00	5.0000 % FT	\$3,493.50
	\$60,220.00	50.0000 % FT	\$30,110.00
	\$41,000.00	2.0000 % FT	\$820.00
	\$41,037.00	2.0000 % FT	\$820.74
	\$76,214.00	5.0000 % FT	\$3,810.70
	\$29,539.00	2.0000 % FT	\$590.78
	\$67,928.00	5.0000 % FT	\$3,396.40
	\$48,281.00	2.0000 % FT	\$965.62
	\$37,032.00	2.0000 % FT	\$740.64
	\$37,100.00	2.4900 % FT	\$923.79
	\$40,000.00	2.0000 % FT	\$800.00
	\$28,827.00	2.0099 % FT	\$579.39
	\$37,928.00	100.0000 % FT	\$37,928.00
	\$72,668.00	2.0000 % FT	\$1,453.36
	\$39,000.00	2.5000 % FT	\$975.00
	\$68,500.00	5.0000 % FT	\$3,425.00
	\$59,040.00	100.0000 % FT	\$59,040.00
	\$42,132.00	100.0000 % FT	\$42,132.00
	\$72,232.00	15.0000 % FT	\$10,834.80
		Direct Pay Total	\$230,594.48

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>
	\$984.92	42.2700 %	\$416.33
	\$900.00	42.2700 %	\$380.43
	\$1,482.40	42.2700 %	\$626.61
	\$751.94	42.2700 %	\$317.85
	\$23,635.50	42.2700 %	\$9,990.73
	\$3,493.50	42.2700 %	\$1,476.70
	\$30,110.00	42.2700 %	\$12,727.50
	\$820.00	42.2700 %	\$346.61
	\$820.74	42.2700 %	\$346.93
	\$3,810.70	42.2700 %	\$1,610.78
	\$590.78	42.2700 %	\$249.72
	\$3,396.40	42.2700 %	\$1,435.66
	\$965.62	42.2700 %	\$408.17
	\$740.64	42.2700 %	\$313.07
	\$923.79	42.2700 %	\$390.49
	\$800.00	42.2700 %	\$338.16

\$579.39	42.2475 %	\$244.78
\$37,928.00	42.2700 %	\$16,032.17
\$1,453.36	42.2700 %	\$614.34
\$975.00	42.2700 %	\$412.13
\$3,425.00	42.2700 %	\$1,447.75
\$59,040.00	42.2700 %	\$24,956.21
\$42,132.00	42.2700 %	\$17,809.20
\$10,834.80	42.2700 %	\$4,579.87
Fringe Benefits Total		\$97,472.19

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>
Travel to the fall NASCSP conference	2	\$2,565.00	\$5,130.00
WAP Monitoring Visits (overnight) seven agencies are out of area.	7	\$740.00	\$5,180.00
Meals and travel cost to the state conference which is organized by the South Carolina Associations of Community Action Partnerships. Two Weatherization staff will attend and provide training to the eight sub-grantees and attend other trainings that are provided through the State Association. These funds are for the cost of meals and lodging as allowed by the state, limited to \$35 per day. This covers the two full time Weatherization staff.	2	\$740.00	\$1,480.00
Travel Total			\$11,790.00

- 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.

Monitoring Visits

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 \$5,180.

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.

<u>Equipment</u>	<u>Unit Cost</u>	<u>Number</u>	<u>Total Cost</u>	<u>Justification of Need</u>
Personal Gas Monitor	\$700.00	1	\$700.00	QCI Monitoring
Flashlight	\$60.00	1	\$60.00	QCI Monitoring
PPE - gloves, masks, Tyvec suits	\$200.00	1	\$200.00	QCI Monitoring
Equipment Total			\$960.00	

- 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.

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	\$4,025.00	Operating supplies to include paper, toner cartridges, binders, folders and general supplies that may be needed in the office for program and monitoring staff. This includes advertising cost public notice and transcription of public hearing \$1,725, phone service \$300, data processing supplies \$2,000
Office Supplies - 2020	\$7,036.00	Operating supplies to include paper, toner cartridges, binders, folders and general supplies that may be needed in the office for program and monitoring staff. This includes advertising cost public notice and transcription of public hearing \$1,400, phone service \$300, data processing supplies \$2,000
Operational Costs - 2020	\$3,281.00	Operations- paper, office supplies and training materials. Office supplies will be for the cost of materials handed out during training conferences to be held, and will be limited to \$500. Items used during monitoring process including disposable suits and booties. Cost Basis - Prior purchases of similar or like items. These items will be paid for with T&TA funds.
Materials and Supplies Total	\$14,342.00	

- 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).

Name of Proposed Sub	Total Cost	Basis of Cost*
Aiken/Barnwell Counties Community Action Agency	\$654,341.00	\$49,076 is awarded for administration, \$65,434 is awarded as T&TA, \$32,717 is awarded as Health & Safety, \$507,114 is awarded for program operations. Of the new funds awarded, \$654,341, only 7.5% may be used for administration. Counties served Aiken, Allendale, Bamberg, Barnwell, Calhoun, Greenville, Lexington, Orangeburg, Richland.

Lowcountry Community Action Agency	\$39,874.00	\$4,984 is awarded for administration, \$3,987 is awarded as T&TA, \$1,994 is awarded as Health & Safety and \$28,909 is awarded for program operations. Of the new funding, \$39,874, only 12.5% may be used for administration. Counties served Colleton and Hampton.
Lowcountry Community Action Agency PY 2020	\$61,051.11	\$3,492 is awarded for administration, \$1,892 is awarded as T&TA, \$3,880 is awarded as Health & Safety and \$51,787.11 is awarded for program operations. Of the new funding, \$38,801, only 9% may be used for administration. Counties served Colleton and Hampton.
GLEAMNS Human Resources Commission PY 2020	\$601,881.69	\$24,265 is awarded for administration, \$23,659 is awarded as T&TA, \$48,530 is awarded as Health & Safety, \$505,427.69 is awarded for program operations. Of the new funds awarded, \$485,304, 5% may be used for administration. Counties served Abbeville, Anderson, Cherokee, Edgefield, Greenwood, Laurens, McCormick, Newberry, Oconee, Pickens, Saluda, Spartanburg.
Chesterfield Marlboro Economic Opportunity Council PY 2020	\$183,933.37	\$11,474 is awarded for administration, \$6,216 is awarded as T&TA, \$12,749 is awarded as Health & Safety and \$153,494.37 is awarded for program operation. Of the new funds awarded, \$127,498, only 9% may be used for administration. Counties served Chesterfield, Darlington, Dillon, Marlboro.
Aiken/Barnwell Counties Community Action Agency PY 2020	\$839,412.03	\$37,037 is awarded for administration, \$31,042 is awarded as T&TA, \$63,674 is awarded as Health & Safety, \$707,659.03 is awarded for program operations. Of the new funds awarded, \$740,740, only 5% may be used for administration. Counties served Aiken, Allendale, Bamberg, Barnwell, Calhoun, Greenville, Lexington, Orangeburg, Richland.
Waccamaw Economic Opportunity Council PY 2020	\$209,222.60	\$18,115 is awarded for administration, \$9,813 is awarded as T&TA, \$20,127 is awarded as Health & Safety and \$161,167.60 is awarded for program operations. Of the new funds awarded, \$201,278, only 9% may be used for administration. Counties served Georgetown, Horry, Williamsburg.
Chesterfield Marlboro Economic Opportunity Council	\$131,022.00	\$16,378 is awarded for administration, \$13,102 is awarded as T&TA, \$6,551 is awarded as Health & Safety and \$94,991 is awarded for program operation. Of the new funds awarded, \$131,022, only 12.5% may be used for administration. Counties served Chesterfield, Darlington, Dillon, Marlboro.
Wateree Community Actions	\$239,926.00	\$29,991 is awarded for administration, \$23,993 is awarded as T&TA, \$11,996 is awarded as Health & Safety and \$173,946 is awarded for program operations. Of the new funds awarded, \$239,926, only 12.5% may be used for administration. Counties served Clarendon, Florence, Kershaw, Lee, Marion, Sumter.

Carolina Community Actions PY 2020	\$258,800.66	\$16,683 is awarded for administration, \$9,037 is awarded as T&TA, \$18,537 is awarded as Health & Safety and \$214,543.66 is awarded for program operations. Of the new funds awarded, \$185,370, 9% may be used for administration. Counties served are Chester, Fairfield, Lancaster, Union, York.
GLEAMNS Human Resources Commission	\$498,716.00	\$37,404 is awarded for administration, \$49,872 is awarded as T&TA, \$24,936 is awarded as Health & Safety, \$386,504 is awarded for program operations. Of the new funds awarded, \$498,716, 7.5% may be used for administration. Counties served Abbeville, Anderson, Cherokee, Edgefield, Greenwood, Laurens, McCormick, Newberry, Oconee, Pickens, Saluda, Spartanburg.
DBA FACSPRO Help	\$14,800.00	Grantee T&TA funds - Amount is based on the new contract award and a change in the break down anticipated for weatherization with software updates. This vendor provides on-site and phone assistance to the Weatherization Sub-grantees for DBA. With the move to the updated DBA FACSPRO, additional assistance will be required for all agencies. This represents approximately 8% of the help desk portion of the contract.
Charleston County Human Services	\$357,489.00	\$26,812 is awarded for administration, \$35,749 is awarded as T&TA, \$17,874 is awarded as Health & Safety and \$277,054 is awarded for program operation. Of the new funds awarded, \$357,489, only 7.5% may be used for administration. Counties served Beaufort, Berkeley, Charleston, Dorchester, Jasper.
Scott & Company CPA	\$6,296.00	Administrative funds are used to cover the cost for outside accounting firm to provide additional financial monitoring to 2 of the agencies which run a weatherization program. The cost of fiscal monitoring is split among LIHEAP, CSBG, and DOE Weatherization grants. DOE takes approximately 7% of the cost this year.
DBA FACSPRO Software Annual License	\$17,896.03	Grantee Admin - These funds will be used to offset cost of the annual software cost for the database used to track finances and program operations for the agencies that provide weatherization services. Custom work on the module to adapt from Michigan to South Carolina has been completed. Estimated cost is based on the new contract awarded to the vendor from the RFP placed this year.
Waccamaw Economic Opportunity Council	\$206,841.00	\$25,855 is awarded for administration, \$20,684 is awarded as T&TA, \$10,342 is awarded as Health & Safety and \$149,960 is awarded for program operations. Of the new funds awarded, \$206,841, only 12.5% may be used for administration. Counties served Georgetown, Horry, Williamsburg.

TBD	\$7,000.00	Revise South Carolina Field Guide for Single-Family and Manufactured Homes to 2020 Standard Work Specifications.
Wateree Community Actions PY 2020	\$234,899.37	\$21,012 is awarded for administration, \$11,382 is awarded as T&TA, \$23,347 is awarded as Health & Safety and \$179,158.37 is awarded for program operations. Of the new funds awarded, \$233,473, only 9% may be used for administration. Counties served Clarendon, Florence, Kershaw, Lee, Marion, Sumter.
Carolina Community Actions	\$190,493.00	\$23,812 is awarded for administration, \$19,049 is awarded as T&TA, \$9,525 is awarded as Health & Safety and \$138,107 is awarded for program operations. Of the new funds awarded, \$190,493, 12.5% may be used for administration. Counties served are Chester, Fairfield, Lancaster, Union, York.
TBD	\$1,000.00	Revise South Carolina Field Guide for Single-Family and Manufactured Homes to 2020 Standard Work Specifications.
Charleston County Human Services PY 2020	\$428,227.14	\$31,308 is awarded for administration, \$16,959 is awarded as T&TA, \$34,787 is awarded as Health & Safety and \$345,173.14 is awarded for program operation. Of the new funds awarded, \$347,874, only 9% may be used for administration. Counties served Beaufort, Berkley, Charleston, Dorchester, Jasper.
Contracts and Subgrants Total	\$5,183,122.00	

*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 PY 2020	\$2,000.00	Administrative funds to cover the cost of vehicle insurance for 2 Dodge vehicles, and general liability insurance coverage.
T&TA Office Space Rent	\$3,823.00	Share of office and storage space used by weatherization staff (T&TA) not to include administration support staff.
T&TA Office Space Rent PY 2020	\$5,818.00	Share of office and storage space used by weatherization staff (T&TA) not to include administration support staff.
Rent - Admin Office	\$5,000.00	Covers the cost of administration office for Weatherization.
Dues NEADA & National Association for State Community Services - 2020	\$4,500.00	Administrative funds - Advocates on behalf of the weatherization programs throughout the nation, as well as provides training and technical assistance to OEO. Being a member gives OEO a source for additional education, training materials and expertise that is not held by staff members.
Rent - Admin Office PY 2020	\$5,000.00	Covers the cost of administration office for Weatherization.
Insurance	\$2,000.00	Administrative funds to cover the cost of vehicle insurance for 2 Dodge vehicles, and general liability insurance coverage.
Other Direct Costs Total	\$28,141.00	

- 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.

All costs included in Other Direct Charges are properly excluded from indirect costs to ensure there are not duplicate charges. All costs proposed are only being used in support of the WAP program.

Cost estimates are based on prior purchases.

8. INDIRECT COSTS

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

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.

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

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

Name: Renee Rochester

Phone Number: 8037370523

Indirect costs calculations:

<u>Indirect Cost Account</u>	<u>Direct Total</u>	<u>Indirect Rate</u>	<u>Total Indirect</u>
Provisional	\$328,066.00	6.3600 %	\$20,865.00
		Indirect Costs Total	\$20,865.00

U.S. Department of Energy
BUDGET INFORMATION REMARKS

(Grant Number: EE0007949)

Remarks

For all positions that receive less than 100% of funding from DOE, salaries will also be paid from CSBG and LIHEAP grant programs.

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WEATHERIZATION ASSISTANCE PROGRAM (WAP)
WEATHERIZATION ANNUAL FILE WORKSHEET**

(Grant Number: EE0007949, State: SC, Program Year: 2020)

IV.1 Subgrantees

Subgrantee (City)	Planned Funds/Units
Aiken/Barnwell Counties Community Action Agency (Aiken)	\$1,493,753.00 160
Carolina Community Actions, Inc. (Rock Hill)	\$449,294.00 47
Charleston County Human Services Commission dba Palmetto (Charleston)	\$785,716.00 83
Chesterfield-Marlboro (Cheraw)	\$314,955.00 34
GLEAMNS Human Resources Commission Inc (Greenwood)	\$1,100,598.00 117
Lowcountry Community Action Agency, Inc. (Walterboro)	\$100,925.00 11
Waccamaw Economic Opportunity Council, Inc. (Conway)	\$416,064.00 42
Wateree Community Actions, Inc. (Columbia)	\$474,825.00 47
Total:	\$5,136,130.00 541

IV.2 WAP Production Schedule

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

Weatherization Plans	Units
Total Units (excluding reweatherized)	541 541
Reweatherized Units	0 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	541
C Total Units Reweatherized	0
D Total Dwelling Units to be Weatherized and Reweatherized (B + C)	541
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	\$4,074,996.00
G Total Dwelling Units to be Weatherized and Reweatherized (from line D)	541
H Average Program Operations Costs per Unit (F divided by G)	\$7,532.34
I Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J Total Average Cost per Dwelling (H plus I)	\$7,532.34

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	541	29.3	15851
Prior Year Estimate	212	29.3	6212
Prior Year Actual	293	29.3	8585

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

Cristina Freeman	Type of organization: Utility Contact Name: Cristina Freeman Phone: 8032174409 Email: cristina.freeman@dominionenergy.com
Dwayne White	Type of organization: Unit of Federal Government Contact Name: Dwayne White Phone: 8032533655 Email: dwayne.white@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@uway.org
John Frick	Type of organization: Utility Contact Name: John Frick Phone: 8037393064 Email: john.frick@ecsc.org
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

01/29/2021 A public hearing is scheduled on January 29, 2021 to review the Program Year 2021 Weatherization Assistance Program State Plan. Notice of the public hearing was published in the statewide daily publication of The State Newspaper on January 17, 18, 2021.

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IV.7 Miscellaneous

Average Cost Per Unit (ACPU)

As of the 3rd quarterly PAGE report, the ACPU was > \$14,000. All agencies have been notified to move allowable DOE expenses to LIHEAP Weatherization where applicable. The ACPU will be less than \$6,669 in six months (September 2021).

Subgrantees - GLEAMS HRC and Waccamaw EOC renewed their DUNS.

GLEAMS HRC - Expiration date: 02/19/2022

Waccamaw EOC - Expiration date: 02/19/2022

2019 American Customer Satisfaction Index (ACSI) Survey Action Plan

The American Customer Satisfaction Index (ACSI) survey was conducted in 2019 by SC Subgrantees evaluating SC OEO.

SC OEO is working to continue improving our scores by:

- Timely responding to Subgrantee's technical and programmatic inquiries through email and telephone calls.
- Participating (providing weatherization updates) in Technical Advisory Group (TAG) meetings.
- Engaging subgrantee's participation in the development of the Policies and Procedures Manual.
- Engaging subgrantee's participation in the 2021 State Plan.
- Engaging subgrantee's participation with developing the Data Collection Form.
- Conducting Webex and Go To meetings in the months of May 2020 through January 2021
- Assisting subgrantees with finding online trainings.

Recipient Principal Investigator

Paul Younginer

paul.younginer@admin.sc.gov

803-734-9861

Recipient Business Officer

James Miller

james.miller@admin.sc.gov

803-734-0425

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: SC Grant Number: EE0007949 Program Year: 2020

Name:	Aiken/Barnwell Counties Community Action Agency	Contact:	George A. Anderson, Exec. Director
		DUNS:	082918215
Address:	PO Box 2066 291 Beaufort Street Aiken, SC 29802-2066	Phone:	(803) 648-6836
		Fax:	(803) 648-0490
		Email:	gaed291@gmail.com
Counties served:	ORANGEBURG County CALHOUN County GREENVILLE County BAMBERG County AIKEN County BARNWELL County ALLENDALE County RICHLAND County LEXINGTON County	Tentative allocation:	\$ 1,493,753.00
		Planned units:	160
		Type of organization:	Local agency
		Congressional districts served:	<u>CD</u> SC-04 SC-06 SC-02
		Source of labor:	Contractors

Name:	Carolina Community Actions, Inc.	Contact:	Karen Brackett Browning, Exec. Director
		DUNS:	071061212
Address:	P O Box 933 138 South Oakland Avenue Rock Hill, SC 29731-6933	Phone:	(803) 329-5195
		Fax:	(803) 329-5198
		Email:	kbrackett-browning@ccainc.org
Counties served:	FAIRFIELD County LANCASTER County CHESTER County YORK County UNION County	Tentative allocation:	\$ 449,294.00
		Planned units:	47
		Type of organization:	Local agency
		Congressional districts served:	<u>CD</u> SC-04 SC-05
		Source of labor:	Contractors

Name:	Charleston County Human Services Commission dba Palmetto	Contact:	Caddell E. Singleton, Exec. Director
		DUNS:	180078052
Address:	1069 King Street PO Box 20968 Charleston, SC 29413-0000	Phone:	(843) 724-6760
		Fax:	(843) 724-6787
		Email:	csingleton@palmettocap.org
Counties served:	JASPER County CHARLESTON County DORCHESTER County BERKELEY County BEAUFORT County	Tentative allocation:	\$ 785,716.00
		Planned units:	83
		Type of organization:	Local agency
		Congressional districts served:	<u>CD</u> SC-01 SC-06
		Source of labor:	Agency and Contractors

Name:	Chesterfield-Marlboro	Contact:	Samuel D. Bass, Jr., Exec. Director
		DUNS:	874970627
Address:	318-322 Front Street Cheraw, SC 29520-0000	Phone:	(843) 320-9760
		Fax:	(843) 320-9771
		Email:	sdbass@cmeoc.org

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SUBGRANTEE INFORMATION
State: SC Grant Number: EE0007949 Program Year: 2020

Counties served:	CHESTERFIELD County MARLBORO County DILLON County DARLINGTON County	Tentative allocation: \$ 314,955.00 Planned units: 34 Type of organization: Local agency Source of labor: Contractors	Congressional districts served:	<u>CD</u> SC-07 SC-05
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Name:	GLEAMNS Human Resources Commission Inc	Contact:	Shunna T. Vance, Exec. Director
		DUNS:	078070497
Address:	P O Box 1326 237 Hospital Street Greenwood, SC 29648-0000	Phone:	(864) 223-8434
		Fax:	(864) 223-9456
		Email:	svance@gleamnshrc.org

Counties served:	SPARTANBURG County NEWBERRY County LAURENS County PICKENS County OCONEE County SALUDA County EDGEFIELD County ABBEVILLE County CHEROKEE County MCCORMICK County GREENWOOD County ANDERSON County	Tentative allocation: \$ 1,100,598.00 Planned units: 117 Type of organization: Local agency Source of labor: Contractors	Congressional districts served:	<u>CD</u> SC-03 SC-04 SC-05
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Name:	Lowcountry Community Action Agency, Inc.	Contact:	Tara Glover Executive Director
		DUNS:	071408165
Address:	1605 Jeffries Blvd Walterboro, SC 29488-0000	Phone:	(843) 549-5576
		Fax:	(843) 549-2190
		Email:	tara.glover@lowcountrycaa.org

Counties served:	COLLETON County HAMPTON County	Tentative allocation: \$ 100,925.00 Planned units: 11 Type of organization: Local agency Source of labor: Contractors	Congressional districts served:	<u>CD</u> SC-02 SC-06
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Name:	Waccamaw Economic Opportunity Council, Inc.	Contact:	James L. Pasley, Jr., Exec. Director
		DUNS:	130046845
Address:	Post Office Box 1467 1261 Hwy. 501 East, Suite B Conway, SC 29528-0000	Phone:	(843) 234-4100
		Fax:	(843) 234-4111
		Email:	james.pasley@weoc.org

Counties served:	WILLIAMSBURG County GEORGETOWN County HORRY County	Tentative allocation: \$ 416,064.00 Planned units: 42 Type of organization: Local agency Source of labor: Contractors	Congressional districts served:	<u>CD</u> SC-07 SC-06
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SUBGRANTEE INFORMATION
State: SC Grant Number: EE0007949 Program Year: 2020

Name:	Wateree Community Actions, Inc.	Contact:	Annette Tucker, Exec. Director
		DUNS:	086375599
Address:	1915 Harden Street Columbia, SC 29204	Phone:	(803) 807-9811
		Fax:	(803) 807-9810
		Email:	atucker@wcai.org
Counties served:	SUMTER County MARION County KERSHAW County CLARENDON County FLORENCE County LEE County	Tentative allocation:	\$ 474,825.00
		Planned units:	47
		Type of organization:	Local agency
		Congressional districts served:	<u>CD</u> SC-05 SC-06 SC-07
		Source of labor:	Contractors

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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).
- 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

South Carolina will use 200% of the poverty guidelines in determining eligibility under section 440.22(a). South Carolina uses the most recent federal poverty guidelines as updated in WPN 21-3.

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.

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

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

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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, 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 Reweathering 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

- Structures must be stationary and have a specific mailing address.
- Campers and nonstationary trailers are not eligible.
- Eligible Structures include single family dwellings, 2-4 units, manufactured homes (mobile homes), shelters and 5+ units multifamily housing.

Small Multifamily is 5-24 units per building and Large Multifamily is 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.

• 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.

Describe how Rental Units/Multifamily Buildings will be addressed

Structures Eligible for Weatherization

All single family, manufactured housing, and multifamily housing.

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 project details.
- 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

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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.

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

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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.
 - 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)

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- 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 Weatherization Assistance Program is to be administered locally by community action agencies, per South Carolina Code section 48-52-440. 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, Lexington, Orangeburg, Greenville, Richland

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

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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. Subgrantees select dwellings with the highest points. Households with the highest points are selected for weatherization.

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

Time Period for Income Verification

Applications must be recertified after a 12-month period.

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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, 2020 through November 29, 2020.

Base temperature = 65°F.

Greenville, SC - Greenville Downtown (KGMU)

Heating Degree Days – 1,823

Cooling Degree Days – 2,030

Columbia, SC - Metropolitan Airport (KCAE)

Heating Degree Days – 1,602

Cooling Degree Days – 2,346

Charleston, SC - Charleston International Airport (KCHS)

Heating Degree Days – 1,173

Cooling Degree Days – 2,586

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

Technical Guides and Materials

- Standard Work Specification (SWS) Field Guides for Site-Built and Manufactured Housing were approved by the Department of Energy on October 26, 2018.
- 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) 2017 South Carolina Retrofitting Field Guides for Single Family and Manufactured dwellings.

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- Additional language in Subgrantee Agreements to meet requirements within WPN15-4.
- Updated Weatherization Policies and Procedures Manual for guidance on how to implement administrative and field requirements.
- Field guidance will concentrate on installation techniques, proper methods of testing, health and safety requirements, and data collection and submission.
- Administrative guidance will concentrate on training plans and schedules, data collection and submission, and contract language and wording to communicate requirements and specifications.

Field Guides were provided to each subgrantee on a thumb drive. Subgrantees signed a form acknowledging that they received the thumb drive on April 23, 2019.

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.

Manufactured Housing

- Manufactured Home Energy Audit (MHEA) approved August 26, 2019
- MHEA will be used to determine the cost effectiveness of all manufactured housing.

Multifamily

- No approved audit.
- Multifamily Eligibility
 - 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.

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.

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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.
- 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: 11/5/2018
Manufactured Housing: 11/5/2018
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: 8/26/2019
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Audit Procedure: Manufactured Housing Audit Name: MHEA Approval Date: 8/26/2019

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

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South Carolina will continue to require all single family and manufactured homes 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
- 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.

Transitioning to Weatherization Assistance Version 10

South Carolina will be transitioning to a new version of DBA WX FACSPRO called "WAPLink." WAPLink utilizes the Weatherization Assistant Application Programming Interface (API) provided by Oak Ridge National Laboratory. WAPLink provides a mobile app for entry in the field as well as the ability to run calculations and create work orders on site. WAPLink also provides a desktop portal that includes everything in the application in addition to in depth inventory and file maintenance. All calculations use the OAK Ridge API found in WA v10. South Carolina will begin transitioning to WAPLink in September 2021.

Task	Intended Outcome	Target Date
Training for WAPLink App	Introduction to WAPLink	Aug. 2021
Training for WAPLink Portal	Introductory to WAPLink	Aug. 2021
Start Transition to WAPLink	Import of all data/clients	Sept. 2021
Finish Transition to WAPLink	WAPLink running in all agencies	Oct. 2021

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V.5.3 Final Inspection

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

Quality Control Inspector

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

Verifies Work Performed Against the Work Plan and SWS

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

Observes the Weatherization Work In-Progress

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

A Quality Inspection:

- Shall fill out the Data Collection/Final Inspection Form 601 - sign it and provide a copy for the file.
- Shall be completed after all work by the subgrantee is completed.
- Shall be performed on all jobs before it can be counted as a completed job.
- Shall verify applicable documents are in the file and are completed, by filling out Form 1 - Client File Checklist form.
- Shall include an analysis of the energy audit to ensure that it was completed in an efficient manner, all areas of the audit have been addressed, and the Work Order reflects a comprehensive energy audit.
- Shall verify that all cost-effective opportunities were completed.
- Shall verify all invoices for the job are invoiced properly, nothing billed incorrectly, or billed for services/work not performed.
- Shall include a review of the diagnostic result, both pressure and combustion safety, to verify that all applicable tests were completed.
- Shall include a review of all measures listed on the Work Performed Report to verify installation has been completed in a safe and effective manner, following program requirements.
- Verifies the cost of the IRMs do not exceed \$500 utilizing DOE WAP funds.
- Verifies the cost of Health and Safety measures do not exceed \$1,050 utilizing DOE WAP funds.
- Shall fill out Form 600 - QCI Final Inspection Certification form, sign it and provide a copy for the file and the subgrantee's fiscal manager.
- Document the work deficiencies in pictures and writing.
- Specifies what must be done for the weatherization work to pass.
- Determine the severity of issues and required responses.
- Channel information to appropriate persons.
- Review of the energy audit to determine that all installed measures "ranked" with a SIR of 1.0 or greater (excluding Health and Safety).
- Review of H&S measures called for in the scope of work should have been installed and must meet the requirements of the SWS and the

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- The QCI must 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.
- The QCI is required to perform and record combustion tests to check for carbon monoxide and efficiency of combustion fired appliances and provide documentation in the file.
- The QCI is required to perform a CAZ test in all Combustion Appliance Zones to check “worst-case” conditions prior to passing the home and provide documentation in the file.
- The QCI is required to check for carbon monoxide and efficiency of combustion fired appliances “worst-case” conditions should be performing and recording combustion tests to check for carbon monoxide and efficiency of combustion fired appliances, they should also be performing a CAZ test in all Combustion Appliance Zones to check “worst-case” conditions prior to passing the home. This effort should also be listed in this section and documented in the client 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	5
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	2
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

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staff can obtain a current and complete financial picture of the subgrantee. The information kept in the files provides an updated picture of how each subgrantee is meeting contractual responsibilities.

SC WAP compares productivity between subgrantees by monitoring the number of dwellings reported monthly. Subgrantees not meeting 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.

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; Paul Younginer, Weatherization Manager; Jude McCaffrey, Quality Control Inspector and Energy Auditor.

The primary point of contact for South Carolina's WAP is Paul Younginer. 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 DOE 2021 allocation for administration. Subgrantees who were allocated more than \$350,000 in 2021 DOE funds must limit administrative expenses to 7.5% of their award amount. Those subgrantees who are allocated less than \$350,000 in 2021 DOE funds must limit administrative expenses to 12.5% of their award.

V.8.3 Monitoring Activities

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

Comprehensive Monitoring

SC OEO Monitoring (includes both Programmatic & Management and Technical)

- Program Overview (Client File Review, Work Orders, etc.)
- Financial/Administration
- Inventory
- Energy Audits
- Qualifications & Training
- Weatherization of Units
- Health & Safety
- Quality Management Assurance
- Staff or entity performing the monitoring
- How monitoring results are handled and required follow-up procedures

Technical Monitoring

- Energy Audits
- Field Work
- Health & Safety
- Training & Technical Assistance
- Equipment/Inventory/Materials
- Staff or entity performing the monitoring

Financial Monitoring

- Financial Management/Accounting Systems and Operations
- Audits
- Payroll/Personnel
- Vehicles and Equipment
- Procurement
- Sub-awards/Subgrantee Monitoring

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- Invoicing
- Records Retention
- Staff or entity performing the monitoring
- Verification that the inspection by a certified QCI was made prior to final payment being made to a contractor or subcontractor
- How monitoring results are handled and required follow-up procedures

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. Then we 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, SC OEO will require the subgrantee to take appropriate corrective action to resolve the outstanding issues within 30 days. SC OEO will conduct a follow-up monitoring visit and will inspect additional units until it can be assured that all deficiencies are resolved. 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; and
- 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 within 30 days from the date of the report.

Fiscal monitoring also includes a review of the subgrantee's single audit in compliance with the guidance provided under 2 CFR part 200 Cost Principles, and Audit Requirements for Federal Awards Subpart F – Audit Requirements.

Scott & Company CPA (contractor) will be responsible for monitoring two (2) subgrantees in PY 2021 - Aiken-Barnwell Counties Community Action Agency and GLEAMNS Human Resources Commission.

Virtual Monitoring

If the state's travel restrictions continue to be in place long term, our plan is to conduct the virtual monitoring as described below.

The following categories will be covered:

- Administrative (Programmatic)
- Fiscal
- File Review and
- Field Monitoring including the QCI

Administrative, Fiscal, and File Review will be completed by having the agency meet virtually using Microsoft Teams. All documents we would normally look at when at the agency will be scanned and uploaded to the secure database – DBA Wx FACSPRO. The state staff would review the documents before the virtual meeting just as at a site visit.

The virtual field monitoring would consist of the state monitors reviewing client file contents in the secured database – DBA Wx FACSPRO before the virtual visit. The file review would be completed, and any questions or comments noted so the QCI could respond during the virtual site visit. For the actual site visit, we would have the QCI Facetime with his phone so we could observe the completed work and the diagnostic testing. We would look at the house just as we would if we were there. Also, we would be using all the same forms, checklists, and procedures we do when we are on site.

Administrative Monitoring

1. A copy of the 2021 South Carolina Monitoring Instrument is sent to the agency, so the agency can view the sections of the tool and prepare for the monitoring interview.

a. This is provided to the agency at least 30 days prior to the monitoring.

b. Questions regarding the 2021 South Carolina Monitoring Instrument are encouraged during this period. This helps the monitors gain insight on what T and TA needs the agency has prior to the monitoring

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2. Supporting documents in relation to the 2021 South Carolina Monitoring Instrument are provided.
3. Interview is scheduled with the agency involving key technical staff.
4. Each item on the tool is discussed with the agency and the responses are recorded on state staff's copy of the 2021 SC Monitoring Instrument.
5. More supporting documentation may be requested depending on the answers.
6. When the interview is complete, the information organized with follow up areas noted for the virtual field visits.
7. If there are already findings or concerns based off the agency's answers and provided information, that will also be documented for the monitoring letter.

Fiscal Monitoring

1. A copy of the forms and checklists used for the monitoring are sent to the agency, so the agency can view the sections of the tool and prepare for the monitoring interview.
 - a. These are provided to the agency at least 30 days prior to the monitoring.
 - b. Questions regarding the forms and checklists are encouraged during this period.
 - c. Specific items will also be requested at this time – copies of ledgers, timesheets, vehicle mileage, etc.
2. Supporting documents in relation to the forms and checklists are provided.
3. Interview is scheduled with the agency involving key technical staff.
4. Each item on the forms and checklists is discussed with the agency and the responses are recorded on state staff's copy of the forms and checklists.
5. More supporting documentation may be requested depending on the answers.
6. When the interview is complete, the information organized with follow up areas noted for the virtual monitoring.
7. If there are already findings or concerns based off the agency's answers and provided information, that will also be documented for the monitoring letter.

File Review

1. State staff will choose the required number of files to review from the list of jobs in the DBA Wx FACSPRO database.
2. State staff will review the files and note any questions or concerns.
3. Interview is scheduled with the agency involving key technical staff.
4. When the interview is complete, the information is organized with follow up areas noted for the virtual field visits.
5. If there are already findings or concerns based off the agency's answers and provided information, that will also be documented for the monitoring letter.

Final Inspection – QCI

1. A completed unit that needs a final QCI is selected.
2. The state QCI views the contents of the file and views the home via Google Earth if available.
3. The Data Collection / Final Inspection form will be followed by the agency inspection team. The state QCI will enter comments in the Data Collection / Final Inspection form as the final inspection proceeds.
4. Two people from the agency are present for the final inspection. They will call the client to announce their presence and plan for the inspection from the vehicle when they arrive.

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5. They will video call the state QCI to begin the inspection.
 - a. One agency person is the QCI who conducts the inspection, and the other agency person holds the device for very clear and focused zooming on the inspection that is being done.
 - b. The QCI must focus on the final inspection and not the device so that the procedures can be accurately observed.
 - c. The QCI describes each activity like they would during a proctored field exam.
6. Everything that the final inspector would normally do during an inspection is video streamed.
7. The state QCI will ask the inspection team to slow down, stop, explain, or show a closer shot of certain measures.
8. The diagnostic testing is highly important, and the camera must be angled to clearly see the meters, gauges, location of testing, and appliance operation.
9. Safety concerns noted by the state QCI will be communicated immediately to the inspection team.
10. The agency should have more than one device on hand as a backup if the first one battery life is not long enough to support the entire final inspection.
11. As the final inspection is ending, the state QCI gives the inspectors an opportunity to address anything they might have missed.
12. If it appears the home is being left in an unsafe manner, the state QCI alerts the agency QCI(s) so that it can be corrected, and notations are made for the monitoring letter.
13. Observations are made about how the inspectors addressed problems with the work or missed opportunities.
14. The final inspection visit is compared to the client file, and technical tool for consistency as the final inspection procedures are concluded.

Health and Safety Testing

1. The agency inspection team is required to wear masks and other PPE before entering the home.
2. The agency inspection team is instructed to turn on their personal CO meters and show it on the video.
3. Blower door is set up for initial COVID purge of home and client is informed of the process that will be taking place at the home. The house must be set up for blower door with the combustion appliances. The proper set up is verified by the monitor. If possible, for efficiency reasons, a CFM 50 reading may be obtained.
4. The inspectors give the home a pre-sanitation wipe down for all commonly touched surfaces.
5. Combustion gas leak testing is conducted per BPI Technical Standards by the monitor directing the field inspector to angle the device in such a way that all the joints on the meter, propane tank, and lines to each appliance are clearly seen. The receiving volume on the device must be loud enough for the remote monitors to hear when there are leaks detected when the inspection team performs the testing.
6. As the blower door continues to purge, the exterior of the home is inspected for health and safety issues. If the scope of work contains items that occurred on the exterior, they are verified by the monitors at this time for quality and completion.
7. Appliance conditions are shown on the video clearly so the remote monitor can ask the field inspector to zoom in on flues, or any part of the combustion appliance the monitoring wants to view more closely.
8. CAZ and worse case set up is conducted by the inspection team at the direction of the monitors. If the monitoring team is unable to determine from the client file what worse case conditions should be, the inspectors are asked to review areas of the home that would help make that determination such as location of dryer and exhaust fans. The manometer set up and all testing instruments used must be clearly seen by the monitors.
9. Testing must include all combustion appliance in the home.
10. Spillage, CO testing, and other required tests are conducted at the appropriate times, locations, and with the correctly set up instruments; all shown clearly on the recorded video for each appliance located in the CAZ.

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11. Kitchen oven/stove is inspected and tested at steady state by the inspection team at the direction of the monitors, following BPI protocol.
12. Health and safety concerns are communicated immediately, and recommendations made according to BPI action levels by the monitoring team.

Closing of QCI

1. The agency inspection team and state QCI discuss the visit and review everything that was completed to ensure the home is left in a safe condition.
2. Once the agency inspection team have removed the equipment from the home, there is a post sanitation wipe down of all commonly touched surfaces by the inspectors.
3. The client is interviewed on video held by the inspector where verification of client education occurs, and any questions are answered by the monitors. Under no circumstances will the client be allowed to handle the device or other items.
4. The inspection team will sanitize their tools outside of the client's home and secure them in the agency vehicle.
5. The state QCI compares his notes on the Data Collection / Final Inspection form with the agency QCI and make determination on re-works, whether the home passes or fails, findings, concerns, and training and technical assistance that may be needed by the agency.

SC OEO Weatherization Staff

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

Jude McCaffrey is a certified quality control inspector and will be performing the technical monitoring. Paul Younginer will be performing the programmatic monitoring.

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

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

CORRECTIVE ACTION AND SUSPENSION OF FUNDING

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

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

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

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

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

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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.

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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.

V.8.4 Training and Technical Assistance Approach and Activities

T&TA activities are intended to maintain or increase the efficiency, quality, and effectiveness of the Weatherization 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

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monitoring, obtaining and maintain 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.

Technical Advisory Group (TAG)

The Technical Advisory Group (TAG) serves as an advisory body to the South Carolina Weatherization Assistance Program. The TAG is comprised of one voting person from each of the eight weatherization subgrantees.

The purpose of the TAG is to:

- Share innovative ideas and keep abreast of new technologies and techniques in weatherization and rehabilitation programs.
- Advise the Weatherization Coordinators and SC OEO WAP on policies, procedures, technical specification development, sound building practices, and technical advancements in the residential conservation and energy efficiency industry – specifically, providing the field perspective on relevant issues.

SC OEO staff will use the following methods to provide T&TA:

1. SC OEO staff will provide T&TA through onsite, written, webinar, and telephone communication with Subgrantee staff.
2. SC OEO staff or contractor will provide specific T&TA on automated audit inspection procedures as a regular component of the on-site home inspection monitoring visits.
3. SC OEO staff or contractor(s) will provide on-site or offsite T&TA as needed. Need may be identified by the Subgrantee staff, DOE Project Officer monitoring visits, or by SC OEO staff as the result of observation for resolution of problems, or to meet updates required by DOE.
4. SC OEO staff and Subgrantee staff will participate in national activities as they are planned. SC OEO will assure staff are able to attend these meetings and will encourage Subgrantee staff to take advantage of training opportunities by utilizing T&TA funds.
5. SC OEO management staff may attend DOE mandated activities/events, NASCSP events, National DOE sponsored conferences, and other staff development trainings as needed or required.
6. Annual training is provided on a variety of topics for the SC WAP network. Annual training typically includes fiscal and technical training and may include training tracks at the annual Spring and Fall SCCAP Conferences.
7. Monthly TAG meetings are scheduled to address areas of common concern with regard to training and policy for current initiatives and future program requirements. T&TA needs will be identified through feedback from the TAG.
8. Subgrantee T&TA funds may be used to train contractors, including providing a reasonable stipend to contractors who attend WAP training at the request of the Subgrantee. All such contractors must sign a retention agreement in accordance with DOE guidelines. T&TA funds may also be used for Subgrantee administrative staff to attend Weatherization related training.
9. Effectiveness of T&TA activities will be evaluated by formal evaluation forms completed by participants to statewide training workshops, state monitoring staff's observation and reporting of improvement in work standards and reporting.
10. Annual grant closeout reports will compare Subgrantee financial performance to state averages. Unusually high or low expenditures will receive further review and may identify additional T&TA needs.

In accordance with WPN 15-4, T&TA activities for WAP field staff are to be designed as Tier 1 or Tier 2 training. Tier 1 training is comprehensive, occupation specific training which follows the curriculum aligned with the Job Task Analysis (JTA) for that occupation. Tier 2 training is issue specific, short term trainings to address specific skills or tasks. A retention agreement is required for contractors that participate in weatherization training.

Comprehensive Training - Tier 1

Comprehensive training is aligned with Home Energy Professional (HEP) and Job Task Analysis (JTA) for the job duties. The specific job duties include Quality Control Inspector (QCI), Energy Auditor (EA) and Crew Leader/Supervisor and Retrofit Installer/Technician.

- All new personnel that the subgrantees hires to be Energy Auditors or Quality Control Inspectors must be certified within 12 months of hire date.
- The Building Performance Institute (BPI) requires re-certification for Energy Auditor and Quality Control Inspector on a 3-year cycle. Refresher training shall be offered for certification renewals.
- Comprehensive training for Crew Leaders and Retrofit Installer Technicians shall be offered on a 3 year basis or as needed.
- The Preparatory trainings prior to sitting for the re-certification exams are comprehensive trainings.
- In addition, the re-certification process for EA and QCI requires that the individual obtain continuing education credits (CEUs). These CEUs

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can be obtained by attending BPI authorized trainings.

Comprehensive Training - Tier 1	Retrofit Installer Tech	Crew Worker	Crew Leader	Prog Mgmt	EA	QCI	Contractor
HEP - Quality Control Inspector	No	No	No	No	Yes	Yes	Yes
HEP - Energy Auditor	No	No	No	No	Yes	Yes	Yes
HEP - Crew Leader	Yes	Yes	Yes	No	No	No	Yes
HEP - Retrofit Installer	Yes	Yes	Yes	No	No	No	Yes

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Specific Training - Tier 2

All new personnel and contractors that the subgrantees hire for the weatherization program must complete the following training courses within 12 months of hire date.

- Lead Safe Weatherization (LSW) – Retrofit Installer/Technician, Crew Leader, Program Management, Energy Auditor, Quality Control Inspector, Contractor
- OSHA 10 Course – Retrofit Installer/Technician, Crew Leader, Energy Auditor, Quality Control Inspector, Contractor.
- EPA Renovate-Repair-Paint (RRP) course & certification – Crew Leader, Energy Auditor, Quality Control Inspector.

Specific Training - Tier 2	Retrofit Installer Tech	Crew Worker	Crew Leader	Prog Mgmt	EA	QCI	Contractor
*OSHA Construction - 10hr	X	X	X	X	X	X	X
*Lead Safe Weatherization	X	X	X	X	X	X	X
*EPA Renovation, Repair, Painting (RRP)	X	X	X	X	X	X	X
Manufactured Home Fundamentals	X	X	X	X	X	X	X
Envelope and Duct Leakage	X	X	X	X	X	X	X
ASHRAE 62.2 (2016)	X	X	X	X	X	X	X
HVAC Fundamentals	X	X	X	X	X	X	X
Blower Door Guided Air Sealing	X	X	X	X	X	X	X
EPA RRP (Refresher course)	X	X	X	X	X	X	X
Combustion Appliance Zone Testing (CAZ)	X	X	X	X	X	X	X
Floor, Wall, Attic Insulation	X	X	X	X	X	X	X
Client Education	X	X	X	X	X	X	X
Health and Safety	X	X	X	X	X	X	X
Weatherization Assistance (NEAT/MHEA)	X	X	X	X	X	X	X

Activities planned for WAP PY 2021:

First Quarter (April - June 2021):

- Three monthly TAG Meetings - 3rd Thursday
- T&TA as needed
- Revising SC Field Guides - SWS 2020
- Home Performance Conference - April 12-15, 2021
- Statewide Virtual Spring Training Conference - March 30, 2021 - April 2, 2021

Second Quarter (July - September 2021):

- Three monthly TAG Meetings - 3rd Thursday

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- NASCSP Annual Conference - TBD
- WAPLink App Training - Aug. 2021
- WAPLink Portal Training - Aug. 2021
- Start Transition to WAPLink - Sept. 2021
- Complete review of SC Field Guides

Third Quarter (October - December 2021):

- Finish Transition to WAPLink - Oct. 2021
- Three monthly TAG Meetings - 3rd Thursday
- Statewide Fall Training Conference

Fourth Quarter (January - March 2022):

PAC Meeting - January 2022
T&TA, as needed
Three monthly TAG Meetings - 3rd Thursday

Management and Financial Training includes DBA Help Desk and OEO Staff time and travel for monitoring and training assistance.

Percent of overall trainings

Comprehensive Trainings:	75.0
Specific Trainings:	25.0

Breakdown of T&TA training budget

Percent of budget allocated to Auditor/QCI trainings:	50.0
Percent of budget allocated to Crew/Installer trainings:	25.0
Percent of budget allocated to Management/Financial trainings:	25.0

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.

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,

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- 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 10 CFR Part 600.

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

- The total allowance for disaster related hazards is limited to \$6,500.
- The total allowance for incidental repairs in support of installation of weatherization materials is limited to \$500.
- The total allowance for health and safety costs is limited to \$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

POLICY SUBMITTED WITH PLAN

1.0 – GENERAL INFORMATION

Grantees are encouraged to enter additional information here that does not fit neatly in one of the other sections of this document.

6.19% of program operations is set aside for energy related health and safety repairs. The maximum amount of funds to be spent on health and safety per dwelling is \$1,050.

2.0 – BUDGETING

Grantees are encouraged to budget Health & Safety (H&S) costs as a separate category and, thereby, exclude such costs from the average cost per unit cost (ACPU) limitation. This separate category also allows these costs to be isolated from energy efficiency costs in program evaluations. Grantees are reminded that, if H&S costs 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 approved energy audit.

Select which option is used below.

Separate Health and Safety Budget

Contained in Program Operations

3.0 – HEALTH AND SAFETY EXPENDITURE LIMITS

Pursuant to [10 CFR 440.16\(h\)](#), Grantees must set H&S expenditure limits for their Program, providing justification by explaining the basis for setting these limits and providing related historical experience.

Low percentages should include a statement of what other funding is being used to support H&S costs, while larger percentages will require greater justification and relevant historical support. It is possible that these limits may vary depending upon conditions found in different geographical areas. These limits must be expressed as a percentage of the ACPU. For example, if the ACPU is \$5,000, then an average expenditure of \$750 per dwelling would equal 15 percent expenditures for H&S.

15 percent is not a limit on H&S expenditures but exceeding this amount will require ample justification. These funds are to be expended by the Program in direct weatherization activities. While required as a percentage of the ACPU, if budgeted separately, the H&S costs are not calculated into the per-house limitation. DOE strongly encourages using the table below in developing justification for the requested H&S budget amount. Each H&S measure the Grantee anticipates addressing with H&S funds should be listed along with an associated cost for each measure, and by using historical data the estimated frequency that each measure is installed over the total production for the year.

It is also recommend reviewing recent budget requests, versus 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 state plan.

Should a Grantee request to have more than 15 percent of Program Operations used for health and safety purposes, DOE will conduct a secondary level of review. DOE strongly encourages use of this H&S template and matrix to help expedite this process

4.0 – INCIDENTAL REPAIR MEASURES

If Grantees choose to identify any H&S measures as incidental repair measures (IRMs), they must be implemented as such under the Grantee's weatherization program in all cases – meaning, they can never be applied to the H&S budget category. In order to be considered IRMs, the measure must fit the following definition and be cost justified along with the associated efficiency 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. ([10 CFR 440 "Definitions"](#))

INCIDENTAL REPAIRS

Any measure referenced in conjunction as 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 weatherstripped 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 to 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 – DEFERRAL/REFERRAL POLICY

Deferral of services may be necessary if H&S issues cannot be adequately addressed according to WPN 17-07 guidance. The decision to defer work in a dwelling is difficult but necessary in some cases. This does not mean that assistance will never be available, but that work must be postponed until the problems can be resolved and/or alternative sources of help are found. If, in the judgment of the auditor, any conditions exist which may endanger the health and/or safety of the workers or occupants, the unit should be deferred until are corrected. Deferral may also be necessary where occupants are uncooperative, abusive, or threatening. Grantees must be specific in their approach and provide the process for clients to be notified in writing of the deferral and what conditions must be met for weatherization to continue. Grantees must also provide a process for the client to appeal the deferral decision to a higher level in the organization.

Grantee has developed a comprehensive written deferral/referral policy that covers both H&S, and other deferral reasons?

Yes No

Where can this deferral/referral policy be accessed?

Weatherization PY 2021 State Plan, section V.1.2 Approach to Determining Building Eligibility

6.0 – HAZARD IDENTIFICATION AND NOTIFICATION FORM(S)

Documentation forms must be developed that include at a minimum: the client's name and address, dates of the audit/assessment and when the client was informed of a potential H&S issue, a clear description of the problem, a statement indicating if, or when weatherization could continue, and the client(s) signature(s) indicating that they understand and have been informed of their rights and options.

Documentation Form(s) have been developed and comply with guidance?

Yes No

Agencies shall use Form 107 Deferral of Service Notification to identify health & safety issues.

7.0 – HEALTH AND SAFETY CATEGORIES

For each of the following H&S categories identified by DOE:

- Explain whether you concur with existing guidance from WPN 17-07 and how that guidance will be implemented in your Program, if you are proposing an alternative action/allowability, or if the identified category will not be addressed and will always result in deferral. Alternatives must be comprehensively explained and meet the intent of DOE guidance.
- Where an Action/Allowability or Testing is "required" or "not allowed" through WPN 17-07, Grantees must concur, or choose to defer all units where the specific category is encountered.
- "Allowable" items under WPN 17-07 leave room for Grantees to determine if the category, or testing, will be addressed and in what circumstances.
- Declare whether DOE funds or alternate funding source(s) will be used to address the particular category.
- Describe the explicit methods to remedy the specific category.
- Describe what testing protocols (if any) will be used.
- Define minimum thresholds that determine minor and major repairs
- Identify minimum documentation requirements for at-risk occupants
- Discuss what explicit steps will be taken to educate the client, if any, on the specific category if this is not explained elsewhere in the Plan. Some categories, like mold and moisture, require client education.
- Discuss how training and certification requirements will be provided for the specific category. Some categories, like Lead Based Paint, require training.
- Describe how occupant health and safety concerns and conditions will be solicited and documented

Grantees may include additional H&S categories for their particular Programs. Additional categories must include, at a minimum, all of the same data fields as the DOE-provided categories. Two additional tables have been created to utilize.

7.1 – Air Conditioning and Heating Systems

Concurrence, Alternative, or Deferral

Concurrence with Guidance Alternative Guidance Results in Deferral

Air Conditioning Unallowable Measure Heating Unallowable Measure

Funding

DOE LIHEAP State Utility Other

How do you address unsafe or non-functioning primary heating/cooling systems?
<p>Action/Allowability</p> <p>When a space conditioning system does not qualify as an Energy Conservation Measure, the following conditions must be met before the unit can be replaced or repaired with Health and Safety funds:</p> <ul style="list-style-type: none"> • Agencies are to use alternative funds (LWAP) to pay for air conditioning repairs or replacement. • At a minimum, a licensed South Carolina HVAC contractor is required to perform all work. • Masonry chimneys used by vented space heaters should be properly lined in compliance with the International Fuel Gas Code (IFGC). • Masonry chimneys that have been retired (i.e. not being used by existing equipment) should be assessed for energy savings opportunities such as air sealing and capping to reduce thermal bypass.
How do you address unsafe or non-functioning secondary heating systems, Including unvented secondary space heaters?
<ul style="list-style-type: none"> • Replacement or installation of secondary units is not allowed. • Unsafe secondary units, including space heaters, must be repaired, removed or rendered inoperable, or deferral is required.
Indicate Documentation Required for At-Risk Occupants
N/A
Testing Protocols
Refer to the Retrofitting South Carolina Weatherization Field Guide, 2.0201.1 Combustion Appliance Zone (CAZ) Testing
Client Education
<p>When deferral is necessary, provide information to the client, in writing, describing conditions that must be met in order for weatherization to commence. A copy of this notification must also be placed in the client file.</p> <ul style="list-style-type: none"> • Discuss appropriate use and maintenance of units. • Provide all paperwork and manuals for any installed equipment. • 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 safety information including how to recognize depressurization. • Dirty or non-existent furnace filters shall be evaluated for replacement. Clients shall be instructed in proper intervals for replacement of the filters.
Training
<p>Weatherization Assistance Program Health and Safety policy training on allowable activities.</p> <ul style="list-style-type: none"> • Licensing and/or certification for HVAC installers as required by authority having jurisdiction (AHJ). • CAZ depressurization test and inspection training.

7.2 - Asbestos - All				
Concurrence, Alternative, or Deferral				
Concurrence with Guidance <input type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral <input checked="" type="checkbox"/>		
Funding				
DOE <input checked="" type="checkbox"/>	LIHEAP <input checked="" type="checkbox"/>	State <input type="checkbox"/>	Utility <input type="checkbox"/>	Other <input type="checkbox"/>
What is the blower door testing policy when suspected Asbestos Containing Material (ACM) is identified?				
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.				
7.2a – Asbestos - in siding, walls, ceilings, etc.				
Concurrence, Alternative, or Deferral				
Concurrence with Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral <input type="checkbox"/>		
Funding				
DOE <input checked="" type="checkbox"/>	LIHEAP <input checked="" type="checkbox"/>	State <input type="checkbox"/>	Utility <input type="checkbox"/>	Other <input type="checkbox"/>
How do you address suspected ACM's in siding, walls, or ceilings that will be disturbed through the course of weatherization work?				
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 the course of weatherization work in a way which would cause the transmission of asbestos dust into the air.				
Testing Protocols				
Visually inspect exterior wall surface and subsurface, floors, walls, and ceilings for suspected ACM.				
Client Education				
Inform the client that suspected asbestos siding is present and how precautions will be taken.				
Training and Certification Requirements				
<ul style="list-style-type: none"> • OSHA Construction - 10 hour • Safe practices for siding removal and replacement. How to identify asbestos containing materials. 				

7.2b – Asbestos - in vermiculite				
Concurrence, Alternative, or Deferral				
Concurrence with Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral <input checked="" type="checkbox"/>		
Funding				
DOE <input checked="" type="checkbox"/>	LIHEAP <input checked="" type="checkbox"/>	State <input type="checkbox"/>	Utility <input type="checkbox"/>	Other <input type="checkbox"/>
How do you address suspected ACM's in vermiculite that will be disturbed through the course of weatherization work?				
Action/Allowability				
<ul style="list-style-type: none"> • When vermiculite is present, assume it contains asbestos unless testing determines otherwise. • Defer the house. • Occupant must provide documentation that a certified professional performed a test to verify that the suspected vermiculite does not contain asbestos. • Use proper respiratory protection while in areas containing vermiculite. 				
Testing Protocols				
<ul style="list-style-type: none"> • Asbestos Hazard Emergency Response Act of 1986 (AHERA) sample collection and testing must be conducted by a certified tester. 				
Client Education				
<ul style="list-style-type: none"> • Instruct clients in writing not to disturb suspected ACM. • Provide asbestos safety information to the client. • When deferral is necessary, provide information in writing describing conditions that must be met for weatherization to commence. 				
Training and Certification Requirements				
<ul style="list-style-type: none"> • OSHA Construction – 10 hour - Training on how to recognize vermiculite. • South Carolina Licensed Asbestos Inspector to conduct testing. 				

7.2c – Asbestos - on pipes, furnaces, other small covered surfaces				
Concurrence, Alternative, or Deferral				
Concurrence with Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral <input checked="" type="checkbox"/>		
Funding				
DOE <input checked="" type="checkbox"/>	LIHEAP <input checked="" type="checkbox"/>	State <input type="checkbox"/>	Utility <input type="checkbox"/>	Other <input type="checkbox"/>
How do you address suspected ACM's (e.g., pipes, furnaces, other small surfaces) that will be disturbed through the course of weatherization work?				
Action/Allowability				
<ul style="list-style-type: none"> • 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. 				
Testing Protocols				
Asbestos Hazard Emergency Response Act of 1986 (AHERA) sample collection and testing is allowed and must be conducted by a certified tester.				

Client Education
<ul style="list-style-type: none"> • Instruct clients in writing not to disturb suspected ACM. • Provide asbestos safety information to the client. • Formally notify client in writing of results if testing was performed. • When deferral is necessary, provide information in writing describing conditions that must be met for weatherization to commence.
Training and Certification Requirements
<p>OSHA Construction – 10 hour - Training will include how to recognize asbestos insulation, potential asbestos containing material found in a home, and existing vermiculite that may contain asbestos. As well as how to avoid disturbing asbestos in any way.</p>

7.5 – Biologicals and Unsanitary Conditions (odors, mustiness, bacteria, viruses, raw sewage, rotting wood, etc.)				
Concurrence, Alternative, or Deferral				
Concurrence with Guidance <input type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral <input checked="" type="checkbox"/>		
Unallowable Measure <input type="checkbox"/>				
Funding				
DOE <input checked="" type="checkbox"/>	LIHEAP <input checked="" type="checkbox"/>	State <input type="checkbox"/>	Utility <input type="checkbox"/>	Other <input type="checkbox"/>
What guidance do you provide Subgrantees for dealing with biological and/or unsanitary conditions in homes slated for weatherization?				
Action/Allowability				
<ul style="list-style-type: none"> • 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 weatherization workers. • See Mold and Moisture section for more information. 				
Testing Protocols				
Sensory inspection.				
Client Education				
<ul style="list-style-type: none"> • Inform client in writing of observed conditions. • Provide information on how to maintain a sanitary home. • When deferral is necessary, complete Deferral Form# 107 describing conditions that must be met for weatherization to commence. 				
Training				
<ul style="list-style-type: none"> • How to recognize unsafe conditions and when to defer. • Safe work practices when encountering such conditions. • OSHA Construction - 10 hour 				

7.6 – Building Structure and Roofing				
Concurrence, Alternative, or Deferral				
Concurrence with Guidance <input type="checkbox"/>	Alternative Guidance <input checked="" type="checkbox"/>	Results in Deferral <input type="checkbox"/>		
Funding				
DOE <input checked="" type="checkbox"/>	LIHEAP <input checked="" type="checkbox"/>	State <input type="checkbox"/>	Utility <input type="checkbox"/>	Other <input type="checkbox"/>
Incidental and minor repairs, as defined below, are allowable. Otherwise, project will be deferred until area of repairs can be corrected or eliminated through other funding sources.				
What guidance do you provide Subgrantees for dealing with structural issues (e.g., roofing, wall, foundation) in homes slated for weatherization?				
<ul style="list-style-type: none"> • Building rehabilitation is beyond the scope of the Weatherization Assistance Program. • Homes that require more than minor repairs must be deferred 				
How do you define “minor” or allowable structure and roofing repairs, and at what point are repairs considered beyond the scope of weatherization?				
<p>Incidental Repairs for Minor work Funds will be used for incidental repairs of building structure and roofing. If no attic insulation is installed and the repair cannot be an incidental repair, then a minor repair may be done under Health & Safety.</p> <p>Beyond Scope of Weatherization Homes with conditions that require more than incidental repairs have to be deferred.</p>				
If priority lists are used, and these repairs are designated as Incidental Repairs, at what point is a site-specific audit required?				
N/A				
Client Education				
Energy Auditors shall inform the residents of the potential hazard and recommendation to seek remedy of the condition.				
Training				
How to identify structural and roofing issues. OSHA Construction – 10 hr				

7.7 – Code Compliance				
Concurrence, Alternative, or Deferral				
Concurrence with Guidance <input type="checkbox"/>	Alternative Guidance <input checked="" type="checkbox"/>	Results in Deferral <input checked="" type="checkbox"/>		
Funding				
DOE <input type="checkbox"/>	LIHEAP <input checked="" type="checkbox"/>	State <input type="checkbox"/>	Utility <input type="checkbox"/>	Other <input type="checkbox"/>
Correction of preexisting code compliance issues is not an allowable cost other than where 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 particular health and safety category.				

What guidance do you provide Subgrantees for dealing with code compliance issues in homes receiving weatherization measures?
When a condition cannot be corrected within the Incidental Repair costs category, work should be deferred.
When applicable, code violations shall be listed on Form 107 Deferral Notification.
What specific situations commonly trigger code compliance work requirements for your network? How are they addressed?
Follow State and local codes while installing weatherization measures. <ul style="list-style-type: none"> • Condemned and “red tagged” properties where health and safety conditions exist that cannot be corrected under this guidance must be deferred. • If code issues are cause for deferral, or if code compliance work is triggered by weatherization work, the agency must cite the specific code in the client file.
Client Education
<ul style="list-style-type: none"> • Inform client in writing of observed code compliance issues when it results in a deferral. • When deferral is necessary, complete Deferral Form# 107 describing conditions that must be met for weatherization to commence.
Training
OSHA Construction – 10 hour

7.8 – Combustion Gases				
Concurrence, Alternative, or Deferral				
Concurrence with Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral <input type="checkbox"/>		
Funding				
DOE <input checked="" type="checkbox"/>	LIHEAP <input checked="" type="checkbox"/>	State <input type="checkbox"/>	Utility <input type="checkbox"/>	Other <input type="checkbox"/>
Action/Allowability				
<ul style="list-style-type: none"> • Proper venting to the outside for combustion appliances, including gas dryers and furnaces, vented space heaters and water heaters is required. • Correct venting when testing indicates a problem. • If unsafe conditions whose remediation is necessary to perform weatherization cannot be remedied by repair or tuning, replacement is an allowable H&S measure unless prevented by other guidance herein. • Maintain documentation justifying the replacement with a cost comparison between replacement and repair in the client file. 				
Testing Protocols				
<ul style="list-style-type: none"> • Combustion safety testing is required when combustion appliances are present. • Test naturally drafting appliances for spillage and CO during CAZ depressurization testing pre- and post-weatherization and before leaving the home on any day when work has been done that could affect draft (e.g., tightening the home, adding exhaust). • Inspect venting of combustion appliances and confirm adequate clearances. • Check DOE-approved audit to determine if the appliance can be justified as an ECM prior to replacement as an H&S measure. • Potential CO related health and safety concerns shall be discussed with the client. The client shall be immediately advised of any serious concerns relative to CO. 				

How are crews instructed to handle problems discovered during testing, and what are the specific protocols for addressing hazards that require an immediate response?
<ul style="list-style-type: none"> • Testing must be conducted before work begins and after work is completed and, for some tests, at the end of each work day. • Subgrantees will provide proper venting and minor heating system repairs when necessary to ensure indoor air quality and mitigate combustion gas hazards. • In cases where serious hazards exist that cannot be resolved with weatherization program funding, work on the unit will be deferred. • When any combustion gas hazard is detected, subgrantees will notify owners and occupants.
Client Education
<ul style="list-style-type: none"> • Provide client with combustion safety and hazards information. • Provide client with Owner’s Manual and Warranty papers.
Training
<ul style="list-style-type: none"> • How to perform appropriate testing, determine when a building is excessively depressurized, and the difference between air free and as-measured CO. • BPI 1200 Carbon Monoxide Action Levels.

7.9 – Electrical				
Concurrence, Alternative, or Deferral				
Concurrence with Guidance <input type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral <input checked="" type="checkbox"/>		
Funding				
DOE <input checked="" type="checkbox"/>	LIHEAP <input checked="" type="checkbox"/>	State <input type="checkbox"/>	Utility <input type="checkbox"/>	Other <input type="checkbox"/>
What guidance do you provide Subgrantees for dealing with electrical hazards, including knob & tube wiring, in homes slated for weatherization?				
<ul style="list-style-type: none"> • Electrical repairs and installation must be done by a licensed electrician. • If live knob and tube wiring is evident, defer the weatherization work. 				
Testing Protocols				
<ul style="list-style-type: none"> • Visual inspection for presence and condition of knob-and-tube wiring. • Check for alterations that may create an electrical hazard. • Voltage drop, and voltage detection testing are allowed. 				
How do you define “minor” or allowable electrical repairs, and at what point are repairs considered beyond the scope of weatherization?				
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. Rewiring an entire dwelling is beyond the scope of weatherization.				
If priority lists are used, and these repairs are designated as Incidental Repairs, at what point is a site-specific audit required?				
South Carolina does not utilize a Priority List.				
Client Education				
When electrical issues are the cause of a deferral, provide information to client on over-current protection, overloading circuits, and basic electrical safety/risks.				
Training				
<ul style="list-style-type: none"> • Identifying electrical hazards. • OSHA Construction - 10 hour 				

7.10 – Formaldehyde, Volatile Organic Compounds (VOCs), Flammable Liquids, and other Air Pollutants

Concurrence, Alternative, or Deferral

Concurrence with Guidance Alternative Guidance Results in Deferral

Funding

DOE LIHEAP State Utility Other

What guidance do you provide Subgrantees for dealing with formaldehyde, VOCs, flammable liquids, and other air pollutants identified in homes slated for weatherization?

Action/Allowability

- Removal of pollutants is allowed and is required if they pose a risk to workers.
- If pollutants pose a risk to workers and removal cannot be performed or is not allowed by the client, the unit must be deferred.
- Refer to Hazardous Materials Disposal section for more information.

Testing Protocols

Sensory inspection

Client Education

- Inform client in writing of observed hazardous condition and associated risks.
- Provide client written materials on safety issues and proper disposal of household pollutants.
- When deferral is necessary, provide information in writing describing conditions that must be met for weatherization to commence.

Training

How to recognize potential hazards and when removal is necessary.

7.11 – Fuel Leaks

(please indicate specific fuel type if policy differs by type)

Concurrence, Alternative, or Deferral

Concurrence with Guidance Alternative Guidance Results in Deferral

Funding

DOE LIHEAP State Utility Other

Remediation Protocols

- When a minor gas leak is found on the utility side of service, the utility service must be contacted before work may proceed.
- Fuel leaks that are the responsibility of the client (vs. the utility), must be repaired before weatherizing the dwelling.
- Notify the utility company and temporarily halt work when leaks are discovered that are the responsibility of the utility to address.
- Test exposed gas lines for fuel leaks from utility coupling into, and throughout, the home.

How do you define allowable fuel leak repairs, and at what point are repairs considered beyond the scope of weatherization?
<ul style="list-style-type: none"> • When a minor gas leak is found on the utility side of service, the utility service must be contacted before work may proceed. • Fuel leaks that are the responsibility of the client (vs. the utility) must be repaired before weatherizing a unit. • Notify utility company and temporarily halt work when leaks are discovered that are the responsibility of the utility to address.
Client Education
<ul style="list-style-type: none"> • Complete Deferral Form# 107 if fuel leaks are detected. • Notify client.
Training
Fuel leak testing

7.12 – Gas Ovens / Stovetops / Ranges				
Concurrence, Alternative, or Deferral				
Concurrence with Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral <input type="checkbox"/>		
Funding				
DOE <input checked="" type="checkbox"/>	LIHEAP <input checked="" type="checkbox"/>	State <input type="checkbox"/>	Utility <input type="checkbox"/>	Other <input type="checkbox"/>
What guidance do you provide Subgrantees for addressing unsafe gas ovens/stoves/ranges in homes slated for weatherization?				
Action/Allowability				
<ul style="list-style-type: none"> • When testing indicates a problem, standard maintenance on gas cooktops and ovens is allowed. • Replacement is not allowed. 				
Testing Protocols				
<ul style="list-style-type: none"> • Test gas ovens for CO. • Inspect cooking burners for operability and flame quality. 				
Client Education				
Inform clients of the importance of using exhaust ventilation when cooking and the importance of keeping burners clean to limit the production of CO.				
Training				
<ul style="list-style-type: none"> • Testing techniques • Carbon Monoxide Action Levels 				

7.13 – Hazardous Materials Disposal [Lead, Refrigerant, Asbestos, Mercury (including CFLs/fluorescents), etc.] <i>(please indicate material where policy differs by material)</i>				
Concurrence, Alternative, or Deferral				
Concurrence with Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral <input type="checkbox"/>		
Funding				
DOE <input checked="" type="checkbox"/>	LIHEAP <input checked="" type="checkbox"/>	State <input type="checkbox"/>	Utility <input type="checkbox"/>	Other <input type="checkbox"/>
Client Education				
Inform client in writing of hazards associated with hazardous waste materials being generated and handled in the home.				
Training				
<ul style="list-style-type: none"> • Appropriate Personal Protective Equipment (PPE) for working with hazardous waste materials. • Disposal requirements and locations. • Health and environmental risks related to hazardous materials. • OSHA certification requirements for handling hazardous materials. 				
Disposal Procedures and Documentation Requirements				
Action/Allowability <ul style="list-style-type: none"> • Hazardous Waste Materials generated during weatherization work shall be disposed of according to all local laws, regulations and/or Federal guidelines, as applicable. • Document proper disposal requirements in contract language with responsible party. • Refer to Lead and Asbestos sections for more information on those topics. 				

7.14 – Injury Prevention of Occupants and Weatherization Workers (Measures such as repairing stairs and replacing handrails)				
Concurrence, Alternative, or Deferral				
Concurrence with Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral <input type="checkbox"/>		
Funding				
DOE <input type="checkbox"/>	LIHEAP <input checked="" type="checkbox"/>	State <input type="checkbox"/>	Utility <input type="checkbox"/>	Other <input type="checkbox"/>
What guidance do you provide Subgrantees regarding allowable injury-related repairs (e.g., stairs, handrails, porch deck board)?				
Action/Allowability <ul style="list-style-type: none"> • Inspect for dangers that would prevent weatherization. • If conditions will not be repaired, inform client in writing of observed hazards and associated risks. • When necessary to effectively weatherize the home, workers may make minor repairs and installations. 				
How do you define “minor” or allowable injury prevention measures, and at what point are repairs considered beyond the scope of weatherization? Quantify “minor” or allowable injury prevention measures.				
Repairs of stairs and installation of handrails may be conducted only when necessary to effectively weatherize the home and may be charged according to the guidelines in WPN 19-5 to either Incidental Repairs or Health and Safety.				

Training
Identifying hazards. OSHA Construction – 10 hours

7.15 – Lead Based Paint				
Concurrence, Alternative, or Deferral				
Concurrence with Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral <input type="checkbox"/>		
Funding				
DOE <input checked="" type="checkbox"/>	LIHEAP <input checked="" type="checkbox"/>	State <input type="checkbox"/>	Utility <input type="checkbox"/>	Other <input type="checkbox"/>
Safe Work Protocols				
Action/Allowability				
<ul style="list-style-type: none"> • Crews must follow EPA's Lead; Renovation, Repair and Painting Program (RRP) when working in pre-1978 housing unless testing confirms the work area to be lead free. • Deferral is required when the extent and condition of lead-based paint in the house would potentially create further H&S hazards. • Only those costs directly associated with the testing and lead safe practices for surfaces directly disturbed during weatherization activities are allowable. • Documentation in the client file must include certified renovator 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. 				
Testing Protocols				
<ul style="list-style-type: none"> • Testing to determine the presence of lead in paint that will be disturbed by WAP measure installation is allowed with EPA-approved testing methods. • Testing methods must be economically feasible and justified. • Job site set up and cleaning verification by a Certified Renovator is required. • SC OEO will-verify that contractors and crews are using lead safe work practices during monitoring. 				
Client Education				
<ul style="list-style-type: none"> • Follow pre-renovation education provisions for RRP. • When deferral is necessary, complete Deferral Form# 107 describing conditions that must be met for weatherization to commence. 				
Training and Certification Requirements				
<ul style="list-style-type: none"> • All employees and contractors working on pre-1978 homes must receive training to install measures in a lead-safe manner in accordance with the SWS and EPA protocols, and installation must be overseen by an EPA Certified Renovator. • State monitors required to have the Renovation, Repair and Painting Program (RRP) course. 				
Documentation Requirements				
Document Lead Safe Weatherization Protocols on Form # 103A Lead Safe Renovator				

7.16 – Mold and Moisture

(Including but not limited to: drainage, gutters, down spouts, extensions, flashing, sump pumps, dehumidifiers, landscape, vapor retarders, moisture barriers, etc.)

Concurrence, Alternative, or Deferral

Concurrence with Guidance Alternative Guidance Results in Deferral

Funding

DOE LIHEAP State Utility Other

What guidance do you provide Subgrantees for dealing with moisture related issues (e.g., drainage, gutters, down spouts, moisture barriers, dehumidifiers, vapor barrier on bare earth floors) in homes slated for weatherization?

- Source control (i.e. correction of moisture and mold creating conditions) is allowed 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.
- Where severe Mold and Moisture issues cannot be addressed, deferral is required.
- Mold cleanup is not an allowable H&S cost.
- Surface preparation where weatherization measures are being installed (e.g., cleaning mold off window trim to apply caulk) must be charged as part of the ECM, not to the H&S budget category.
- Visual assessment including exterior drainage.
- Diagnostic tools such as moisture meters are recommended for pre-weatherization and at the final inspection.
- Mold testing is not an allowable cost.

How do you define “minor” or allowable moisture-related measures, and at what point is work considered beyond the scope of weatherization?

Limited water damage repairs that can be addressed by weatherization workers are allowed when necessary to weatherize the home and to ensure the long-term stability and durability of the measures.

Client Education

- Provide client written notification and disclaimer on mold and moisture awareness utilizing Mold and Moisture Form# 102.
- 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 describing conditions that must be met for weatherization to commence.

Training

- Specific Training for Mold & Moisture (Tier 2 Training).
- How to recognize drainage issues.
- OSHA Construction – 10 hours

7.17 – Pests		
Concurrence, Alternative, or Deferral		
Concurrence with Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral <input type="checkbox"/>
Funding		
DOE <input checked="" type="checkbox"/>	LIHEAP <input checked="" type="checkbox"/>	State <input type="checkbox"/> Utility <input type="checkbox"/> Other <input type="checkbox"/>
What guidance do you provide Subgrantees for dealing with pests and pest intrusion prevention in homes slated for weatherization?		
<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. 		
Define Pest Infestation Thresholds, Beyond Which Weatherization Is Deferred		
Infestation of pests may be cause for deferral where it cannot be reasonably removed or poses H&S concern for workers.		
Testing Protocols		
Assessment of presence and degree of infestation and risk to worker.		
Client Education		
<ul style="list-style-type: none"> • Inform client in writing of observed condition and associated risks. • When deferral is necessary, complete Deferral Form# 107 describing conditions that must be met for weatherization to commence. 		
Training		
How to assess presence and degree of infestation, associated risks, and deferral policy. OSHA Construction – 10 hours		
7.18 – Radon		
Concurrence, Alternative, or Deferral		
Concurrence with Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral <input type="checkbox"/>
Funding		
DOE <input checked="" type="checkbox"/>	LIHEAP <input checked="" type="checkbox"/>	State <input type="checkbox"/> Utility <input type="checkbox"/> Other <input type="checkbox"/>
What guidance do you provide Subgrantees on radon?		
<ul style="list-style-type: none"> • All counties in South Carolina have some risks of radon. • Clients must sign the Radon Informed Consent form prior to receiving weatherization services. This form must be kept in the client file. • Radon mitigation is not an allowable H&S cost. 		
Testing Protocols		
Free testing is made available to all weatherization clients through the South Carolina Department of Environmental and Quality Control.		
Client Education		
Provide all clients EPA’s “A Citizen’s Guide to Radon”.		
Training and Certification Requirements		
<ul style="list-style-type: none"> • Auditors, assessors and inspectors must have knowledge of radon, what it is and how it occurs, including what factors may make radon worse, and precautionary measures that may be helpful. • Auditors, assessors, inspectors, and contractors must have taken the OSHA Construction 10-hour course. 		
Documentation Requirements		
Radon Notification Form #108		

7.19 – Safety Devices: Smoke and Carbon Monoxide Alarms, Fire Extinguishers				
Concurrence, Alternative, or Deferral				
Concurrence with Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral <input type="checkbox"/>		
Funding				
DOE <input checked="" type="checkbox"/>	LIHEAP <input checked="" type="checkbox"/>	State <input type="checkbox"/>	Utility <input type="checkbox"/>	Other <input type="checkbox"/>
What is your policy for installation or replacement of the following:				
Smoke Alarms:				
<ul style="list-style-type: none"> Smoke alarms may be installed where alarms are not present or are inoperable. Smoke alarms must be UL 217. 				
Carbon Monoxide Alarms:				
<ul style="list-style-type: none"> CO alarms must be UL 2034 listed and OSHA compliant. In accordance to ASHRAE 62.2 (2016), all weatherized dwellings shall have at least one UL listed CO alarm installed 				
Fire Extinguishers:				
Fire Extinguishers are not allowable.				
Testing Protocols				
<ul style="list-style-type: none"> Check existing alarms for operation. Verify operation of installed alarms. 				
Client Education				
Provide client with verbal and written information on use of devices installed.				
Training				
<ul style="list-style-type: none"> Where to install alarms. Local code compliance. 				

7.20 – Occupant Health and Safety Concerns and Conditions				
Concurrence, Alternative, or Deferral				
Concurrence with Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral <input type="checkbox"/>		
Funding				
DOE <input checked="" type="checkbox"/>	LIHEAP <input checked="" type="checkbox"/>	State <input type="checkbox"/>	Utility <input type="checkbox"/>	Other <input type="checkbox"/>
What guidance do you provide Subgrantees for soliciting the occupants' health and safety concerns related to components of their homes?				
<ul style="list-style-type: none"> How to assess occupant preexisting conditions and determine what action to take if the home is not deferred. Awareness of potential hazards. 				
What guidance do you provide Subgrantees for determining whether occupants suffer from health conditions that may be negatively affected by the act of weatherizing their home?				
Screen occupants to reveal known or suspected health concerns either as part of initial application for weatherization, during the audit, or both.				
What guidance do you provide Subgrantees for dealing with potential health concerns when they are identified?				
Form 99 - COVID-19 and Form 100 - Client Interview are used by the subgrantees to identify health concerns. If a dwelling needs to be deferred, subgrantees are required to document the condition on the Deferral Classification Guide and Tracker spreadsheet.				

Client Education		
<ul style="list-style-type: none"> • Inform client in writing of any known risks. • Provide client with Subgrantee point of contact information in writing so client can inform of any issues. • When deferral is necessary, complete Deferral Form# 107 describing conditions that must be met for weatherization to commence. 		
Documentation Form(s) have been developed and comply with guidance?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Deferral form 107 - http://oeo.sc.gov/weatherizationdocs.html		

7.21 – Ventilation and Indoor Air Quality		
Concurrence, Alternative, or Deferral		
Concurrence with Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral <input type="checkbox"/>
Funding		
DOE <input checked="" type="checkbox"/>	LIHEAP <input checked="" type="checkbox"/>	State <input type="checkbox"/> Utility <input type="checkbox"/> Other <input type="checkbox"/>
Identify the Most Recent Version of ASHRAE 62.2 Implemented (optional: identify Addenda used)		
ASHRAE 62.2 - 2016		
Testing and Final Verification Protocols		
<ul style="list-style-type: none"> • Install ventilation as required by ASHRAE 62.2 - 2016. • The Residential Energy Dynamics REC Calc ASHRAE 62.2-2016 online tool will be used to determine ventilation requirements. • Measure fan flow of existing fans and of installed equipment to verify performance 		
Client Education		
<ul style="list-style-type: none"> • Provide client with information on function, use, and maintenance (including location of service switch and cleaning instructions) of ventilation system and components. • Provide client with equipment manuals for installed equipment. 		
Training		
ASHRAE 62.2 training, including proper sizing, evaluation of existing and new systems.		

7.22 – Window and Door Replacement, Window Guards		
Concurrence, Alternative, or Deferral		
Concurrence with Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input checked="" type="checkbox"/>	Results in Deferral <input type="checkbox"/>
Funding		
DOE <input type="checkbox"/>	LIHEAP <input checked="" type="checkbox"/>	State <input type="checkbox"/> Utility <input type="checkbox"/> Other <input type="checkbox"/>
What guidance do you provide to Subgrantees regarding window and door replacement and window guards?		
Doors and windows are allowed to be replaced using LWAP funds with a SIR less than 1.0 not included in the cumulative SIR. Documentation must be provided.		
Testing Protocols		
Not applicable		
Client Education		
Provide written information on lead risks wherever issues are identified.		
Training		
Awareness of guidance.		

7.23 – Worker Safety (OSHA, etc.)

Concurrence, Alternative, or Deferral

Concurrence with Guidance Alternative Guidance Results in Deferral

Funding

DOE LIHEAP State Utility Other

How do you verify safe work practices? What is your policy for in-progress monitoring?

Action/Allowability

- Workers must follow OSHA standards where required and take precautions to ensure the H&S of themselves and other workers.
- All Subgrantees and contractors must maintain compliance with the current OSHA Hazard Communication Standard, including on-site organized Safety Data Sheets.
- QCI will conduct at least one in-progress inspection if available and time permits to verify that Subgrantees, crews and contractors follow safe work practices.

Training and Certification Requirements

- Use and importance of PPE.
- Safety training appropriate for job requirements. OSHA 10-hour training meets this requirement.
- Ongoing training as required in Hazard Communication Program.