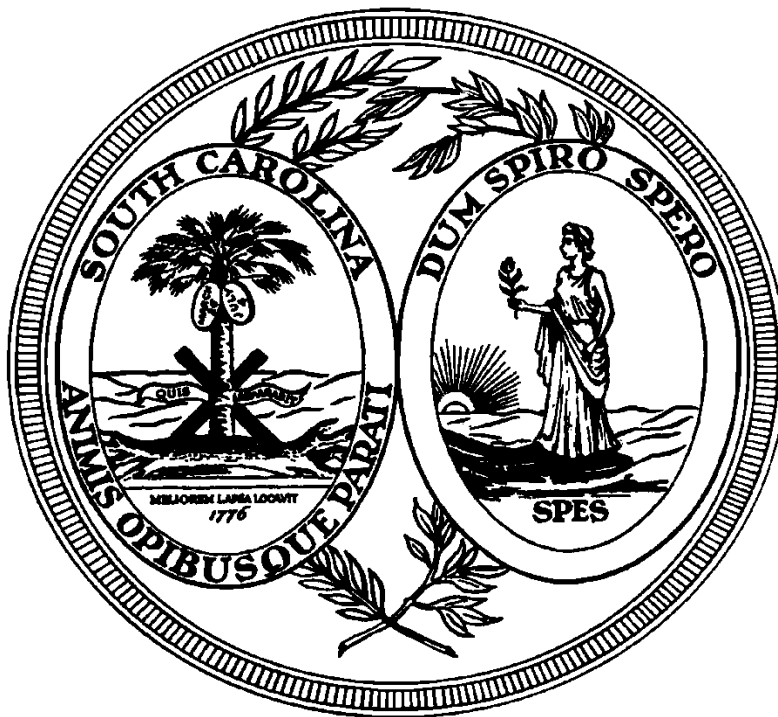


South Carolina
Department of Administration
Office of Economic Opportunity
Program Year 2019
Weatherization Assistance Program
State Plan



Henry McMaster
Governor

APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

1. Type of Submission:

- ☐ Preapplication
☒ Application
☐ Changed/Corrected Application

2. Type of Application:

- ☐ New
☒ Continuation
☐ Revision

If Revision, select appropriate letter(s)

Other (specify):

3. Date Received

4. Applicant Identifier:

5a. Fed Entity Identifier:

5b. Federal Award Identifier:

DE-EE0007949

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-0002019

Title:

2019 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: 04/01/2019

b. End Date: 03/31/2020

18. Estimated Funding (\$):

a. Federal	2,168,457.00
b. Applicant	0.00
c. State	0.00
d. Local	0.00
e. Other	0.00
f. Program Income	0.00
g. TOTAL	2,168,457.00

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: 03/28/2019

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 04/01/2019	5. Completion Date 03/31/2020

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	\$ 226,230.00		\$ 2,168,457.00		\$ 2,394,687.00
2.						
3.						
4.						
5. TOTAL		\$ 226,230.00	\$ 0.00	\$ 2,168,457.00	\$ 0.00	\$ 2,394,687.00

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	\$ 41,363.00	\$ 0.00	\$ 121,831.00	\$ 0.00	\$ 163,194.00
b. Fringe Benefits	\$ 17,484.00	\$ 0.00	\$ 51,498.00	\$ 0.00	\$ 68,982.00
c. Travel	\$ 0.00	\$ 0.00	\$ 15,450.00	\$ 0.00	\$ 15,450.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 7,036.00	\$ 0.00	\$ 3,281.00	\$ 0.00	\$ 10,317.00
f. Contract	\$ 27,296.00	\$ 129,649.00	\$ 126,796.00	\$ 46,000.00	\$ 2,104,660.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other Direct Costs	\$ 11,500.00	\$ 0.00	\$ 5,818.00	\$ 0.00	\$ 17,318.00
i. Total Direct Charges	\$ 104,679.00	\$ 129,649.00	\$ 324,674.00	\$ 46,000.00	\$ 2,379,921.00
j. Indirect Costs	\$ 3,743.00	\$ 0.00	\$ 11,023.00	\$ 0.00	\$ 14,766.00
k. Totals	\$ 108,422.00	\$ 129,649.00	\$ 335,697.00	\$ 46,000.00	\$ 2,394,687.00
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 04/01/2019		
	5. Completion Date 03/31/2020		

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		\$ 226,230.00	\$ 0.00	\$ 2,168,457.00	\$ 0.00	\$ 2,394,687.00

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		\$ 163,194.00
b. Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00		\$ 68,982.00
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00		\$ 15,450.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00		\$ 10,317.00
f. Contract	\$ 178,676.00	\$ 1,596,243.00	\$ 0.00		\$ 2,104,660.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00
h. Other Direct Costs	\$ 0.00	\$ 0.00	\$ 0.00		\$ 17,318.00
i. Total Direct Charges	\$ 178,676.00	\$ 1,596,243.00	\$ 0.00		\$ 2,379,921.00
j. Indirect Costs	\$ 0.00	\$ 0.00	\$ 0.00		\$ 14,766.00
k. Totals	\$ 178,676.00	\$ 1,596,243.00	\$ 0.00		\$ 2,394,687.00
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: 04/01/2019 - 03/31/2020

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:

Position	Description of Duties of Professionals
Administrative Coordinator	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.
Executive Fiscal Administrator	Under supervision of the director, provides supervision of the fiscal monitoring staff and the grants fiscal staff to ensure grants are properly recorded and monitored appropriately. Works with subgrantees to ensure budgets are properly allocated and that federal and state laws and regulations are followed.
Director	Responsible for the overall management of OEO grant programs and staff.
Fiscal Analyst II	Under supervision of the senior manager for fiscal services, assists in the review and approval process of all subgrantee budgets. Prepares various comparative reports on expenditures by funding program(s), provides technical assistance, and performs specialized analysis of program fiscal data.
Program Coordinator	Works under the supervision of the senior manager for Weatherization, to ensure the Weatherization Assistance Program operates in accordance with state and federal regulations through monitoring, training and technical assistance. 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. All salary for this employee will be covered under T&TA.
Program Coordinator II	Under supervision of the executive administrator, manages the development and coordination of the WAP State Plan, including development of procedures and objectives for program, as well as implementing program procedures in accordance with federal and state regulations and guidelines. Supervises staff whose duties include monitoring and specialized training and technical assistance. Serves as program liaison. 29.25 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	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 III	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.

Direct Personnel Compensation:

Position	Salary/Rate	Time	Direct Pay
	\$48,281.00	2.0000 % FT	\$965.62
	\$40,000.00	2.0000 % FT	\$800.00
	\$72,232.00	15.0000 % FT	\$10,834.80
	\$72,668.00	2.0000 % FT	\$1,453.36
	\$37,100.00	2.4900 % FT	\$923.79
	\$37,928.00	100.0000 % FT	\$37,928.00
	\$59,040.00	100.0000 % FT	\$59,040.00
	\$68,500.00	5.0000 % FT	\$3,425.00
	\$42,132.00	100.0000 % FT	\$42,132.00
	\$39,000.00	2.5000 % FT	\$975.00
	\$37,032.00	2.0000 % FT	\$740.64
	\$67,928.00	5.0000 % FT	\$3,396.40
	\$28,827.00	2.0099 % FT	\$579.39
		Direct Pay Total	\$163,194.00

2. FRINGE BENEFITS

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

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

Social Security
7.65%
Workers Compensation
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

Fringe Benefits Calculations

Position	Direct Pay	Rate	Benefits
	\$965.62	42.2700 %	\$408.17
	\$800.00	42.2700 %	\$338.16
	\$10,834.80	42.2700 %	\$4,579.87
	\$1,453.36	42.2700 %	\$614.34
	\$923.79	42.2700 %	\$390.49
	\$37,928.00	42.2700 %	\$16,032.17
	\$59,040.00	42.2700 %	\$24,956.21
	\$3,425.00	42.2700 %	\$1,447.75
	\$42,132.00	42.2700 %	\$17,809.20
	\$975.00	42.2700 %	\$412.13
	\$740.64	42.2700 %	\$313.07
	\$3,396.40	42.2700 %	\$1,435.66
	\$579.39	42.2475 %	\$244.78
	Fringe Benefits Total		\$68,982.00

3. TRAVEL

- a. Please provide the purpose of travel, such as professional conference(s), DOE sponsored meeting(s), project management meeting, etc. If there is any foreign travel, please identify.

Purpose of Trip	Number of Trips	Cost Per Trip	Total
This will fund the travel for at least 1 OEO weatherization employee to be present during a portion of each of the regional trainings.	4	\$350.00	\$1,400.00

Meals and travel cost to the state conference which is organized by the South Carolina Associations of Community Action Partnerships. 3 Weatherization staff will attend and provide training to the eight sub-grantees and attend other trainings that are provided through the State Assoc. These funds are for the cost of meals and lodging as allowed by the state, limited to \$25 per day. This covers the three full time Weatherization staff.	2	\$1,500.00	\$3,000.00
WAP Monitoring Visits (overnight) eight agencies are out of area. Some agencies will require follow up trips during the year.	27	\$150.00	\$4,050.00
Travel to the fall NASCSP conference to be held in Little Rock Arkansas in Sept 2019. 2 OEO staff will attend the weatherization portion of the meeting. One to represent fiscal areas and one for program and technical areas.	1	\$5,000.00	\$5,000.00
Home Performance Coalition conference in Chicago the first week of April 2019. DOE will pay for 1 member of the OEO weatherization staff to attend	1	\$2,000.00	\$2,000.00
Travel Total			\$15,450.00

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

Programmatic Monitoring Visits

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

Fiscal Monitoring Visits

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

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

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

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

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

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

General Category	Cost	Justification of Need
Operational Costs	\$3,281.00	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.
Office supplies	\$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
Materials and Supplies Total	\$10,317.00	

- 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*
Waccamaw Economic Opportunity Council	\$152,717.00	\$15,271 is awarded for administration, \$3,000 is awarded as T&TA, \$15,939 is awarded as Health & Safety and \$118,507 is awarded for program operations. Of the new award \$152,717, only 10% may be used for administration. Counties served Georgetown, Horry, Williamsburg
TBD	\$25,000.00	Grantee T&TA Funds -OEO will be providing regional training to agencies. This training will be on site by region to accommodate the agency's specific training needs to include assessing homes, pressure pan testing, what to look for when performing a QCI, and in progress inspections of work being performed. Cost was estimated to cover 4 weeks of training in South Carolina in various regions to be spread out over the course of the next grant year. Costs were estimated through discussions with various training facilitators.
Wateree Community Actions	\$179,664.00	\$17,966 is awarded for administration, \$6,000 is awarded as T&TA, \$18,487 is awarded as Health & Safety and \$137,211 is awarded for program operations. Of the new funds awarded, 179,664. only 10% may be used for administration. Counties served Clarendon, Florence, Kershaw, Lee, Marion, Sumter

Scott & Co. CPA firm	\$6,296.00	Administrative funds are used to cover the cost for outside accounting firm to provide additional financial monitoring to 4 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.
Charleston County Human Services Commission	\$361,791.00	\$26,375 is awarded for administration, \$5,000 is awarded as T&TA, \$27,547 is awarded as Health & Safety and \$204,836 is awarded for program operation. Of the new funds awarded, \$263,758, only 10% may be used for administration. Counties served Beaufort, Berkley, Charleston, Dorchester, Jasper. \$98,033 will be carried over from the prior year as operations.
TBD	\$54,000.00	OEO is setting aside these funds to provide Energy Assessor, Auditor, and or Quality Control Inspector (QCI) to sub-grantee agencies as needed. Agencies have experienced significant QCI staff turnover in the past 12 months. In addition, OEO finds that agencies need additional staff trained in proper assessment of homes and performing appropriate energy audits. OEO will review with each agency staffing level and qualifications and assist them in finding appropriate IREC training facilities when training needs exist.
Lowcountry Community Action Agency	\$30,865.00	\$3,086.00 is awarded for administration, \$2,000 is awarded as T&TA, \$3,075 is awarded as Health & Safety and \$22,704 is awarded for program operation. Of the new funding, \$30,865 only 10% may be used for administration. Counties served Colleton and Hampton
Chesterfield/Marlboro Economic Opportunity Council	\$121,461.00	\$9,883 is awarded for administration, \$4,000 is awarded as T&TA, \$10,096 is awarded as Health & Safety and \$74,859 is awarded for program operation. Of the new funds awarded, \$98,838, only 10% may be used for administration. Counties served Chesterfield, Darlington, Dillon, Marlboro. \$22,623 will be carried over from the prior year as operations.
Carolina Community Actions	\$142,885.00	\$14,288 is awarded for administration, \$5,000 is awarded as T&TA, \$14,680 is awarded as Health & Safety and \$108,917 is awarded for program operations. Of the new funds awarded, \$142,885, 10% may be used for administration. Counties served are Chester, Fairfield, Lancaster, Union, York

TBD	\$17,996.00	These funds are being held as training funds to provide additional training. As sub-grantees request additional training, or OEO determines that agencies need additional training based on monitoring visits, these funds will be used to facilitate the training. These funds may also be used to pay for training that the Dept. of Energy determines would be beneficial for either OEO employees or agencies who receive funds.
DBA FacsPro Help Desk support and training	\$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 percent of the help desk portion of the contract.
GLEAMNS Human Resources Commission	\$433,309.00	\$18,649 is awarded for administration, \$12,000 is awarded as T&TA, \$38,429 is awarded as Health & Safety, \$303,903 is awarded for program operations. Of the new funds awarded, \$372,981, 5% may be used for administration. Counties served Abbeville, Anderson, Cherokee, Edgefield, Greenwood, Laurens, McCormick, Newberry, Oconee, Pickens, Saluda, Spartanburg. \$60,328 will be carried over from the prior year as operations.
TBD	\$10,000.00	Additional T&TA funds assigned to OEO to be used to pay trainers for 8 days of training at 2 of the state conferences held by the SC State Association Community Action Agencies. OEO will hire presenters who can teach the Manual J calculations, HVAC basis and provide other refresher data to the 8 CAP agency Weatherization staff who have historically attended these two conferences.
TBD	\$5,000.00	Statewide 10 hour OSHA training and Blower Door training. OEO has noticed that several agencies have employees who are new to weatherization and OEO wants to make certain that all employees are compliant with OSHA guidance and how to use the specialized equipment needed in the weatherization program
Aiken/Barnwell Counties Community Action Agency	\$527,876.00	\$24,131 is awarded for administration, \$9,000 is awarded as T&TA, \$50,423 is awarded as Health & Safety, \$399,076 is awarded for program operations from the 2018 award. Any carry over from prior year will be moved to operations. Of the new funds awarded, \$482,630, only 5% may be used for administration. Counties served Aiken, Allendale, Bamberg, Barnwell, Calhoun, Greenville, Lexington, Orangeburg, Richland \$45,246 will be carried over from the prior year as operations.

DBA FacsPro Software annual license	\$21,000.00	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.
Contracts and Subgrants Total	\$2,104,660.00	

*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.

General Description	Cost	Justification of Need
T&TA office space rent	\$5,818.00	Share of office and storage space used by weatherization staff (T&TA) not to include administration support staff.
Dues NEADA & National Association for State Community Services	\$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 -Administrative Office	\$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	\$17,318.00	

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.

Pursuant to the South Carolina Restructuring Act, the Office of Economic Opportunity was placed under the newly created South Carolina Department of Administration effective on July 1, 2015. HHS, as the cognizant agency for OEPP, (and OEO) agreed to provide a provisional rate to the agency.

Federal Agency - Department of Health and Human Services A provisional rate of 9.03% was requested by the Department of Administration. Signed agreement is pending.

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:

Indirect Cost Account	Direct Total	Indirect Rate	Total Indirect
Provisional	\$232,176.00	6.3600 %	\$14,766.39

Indirect Costs Total	<hr/> \$14,766.39
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U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
WEATHERIZATION ANNUAL FILE WORKSHEET

(Grant Number: EE0007949, State: SC, Program Year: 2019)

IV.1 Subgrantees

Subgrantee (City)	Planned Funds/Units
Aiken/Barnwell Counties Community Action Agency (Aiken)	\$527,876.00 60
Carolina Community Actions, Inc. (Rock Hill)	\$142,885.00 14
Charleston County Human Services Commission dba Palmetto (Charleston)	\$361,791.00 40
Chesterfield-Marlboro (Cheraw)	\$121,461.00 13
GLEAMNS Human Resources Commission Inc (Greenwood)	\$433,309.00 48
Lowcountry Community Action Agency, Inc. (Walterboro)	\$30,865.00 3
Waccamaw Economic Opportunity Council, Inc. (Conway)	\$152,717.00 16
Wateree Community Actions, Inc. (Columbia)	\$179,664.00 18
Total:	\$1,950,568.00 212

IV.2 WAP Production Schedule

Weatherization Plans	Units
Total Units (excluding reweatherized)	212
Rewatherized Units	0

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

Average Unit Costs, Units subject to DOE Project Rules		
VEHICLE & EQUIPMENT AVERAGE COST PER DWELLING UNIT (DOE RULES)		
A	Total Vehicles & Equipment (\$5,000 or more) Budget	\$0.00
B	Total Units Weatherized	212
C	Total Units Reweatherized	00
D	Total Dwelling Units to be Weatherized and Reweatherized (B + C)	212
E	Average Vehicles & Equipment Acquisition Cost per Unit (A divided by D)	\$0.00
AVERAGE COST PER DWELLING UNIT (DOE RULES)		
F	Total Funds for Program Operations	\$1,596,243.00
G	Total Dwelling Units to be Weatherized and Reweatherized (from line D)	212
H	Average Program Operations Costs per Unit (F divided by G)	\$7,529.45
I	Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J	Total Average Cost per Dwelling (H plus I)	\$7,529.45

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	212	29.3	6212
Prior Year Estimate	194	29.3	5684
Prior Year Actual	286	29.3	8380

Method used to calculate savings description:

IV.4 DOE-Funded Leveraging Activities

The State will not be leveraging any funds.

IV.5 Policy Advisory Council Members

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

Arnold Collins	Type of organization: Contact Name: Arnold Collins Phone: 8437246760 Email: acollins@palmettocap.org
Catherine Reed	Type of organization: Unit of State Government Contact Name: Catherine Reed Phone: 8037370411 Email: CReed@ors.sc.gov
Cristina Freeman	Type of organization: Utility Contact Name: Cristina Freeman Phone: 8032174409 Email: cvfreeman@scana.com
Dwayne White	Type of organization: Unit of Federal Government Contact Name: Dwayne White Phone: 8032533655 Email: dwayne.white@sc.usda.gov
Geoffrey Penland	Type of organization: Utility Contact Name: Geoffrey Penland Phone: 8433606336 Email: geoff.penland@santeecooper.com
Jennifer Moore	Type of organization: Non-profit (not a financial institution) Contact Name: Jennifer Moore Phone: 8037335421 Email: jmoore@uwav.org
John Frick	Type of organization: Utility Contact Name: John Frick Phone: 8037393064 Email: john.frick@ecsc.org
Sue Dinnsen	Type of organization: Utility Contact Name: Sue Dinnsen Phone: 9803731789 Email: sue.dinnsen@duke-energy.com
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
02/15/2019	A public hearing is scheduled on February 15, 2019 to review the Program Year 2019 Weatherization Assistance Program State Plan. Notice of the public hearing was published in the statewide daily publication of The State Newspaper on January 29-31, 2019 and February 1-4, 2019.

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IV.7 Miscellaneous

Policy Advisory Council

The South Carolina Policy Advisory Council, which is referred to as the Energy Advisory Council, will meet at least twice, annually. The Energy Advisory Committee meeting was held on February 13, 2019. The Energy Advisory Committee advises and assists in the development and implementation of the Weatherization Assistance Program. The Energy Advisory Committee will be provided with Technical Advisory Committee meeting minutes, DOE 2018 monitoring report, and notification of any weatherization community action agency placed on a corrective action plan.

Six members represent organizations that represent low-income persons, particularly elderly, disabled, and Native American. One member is from a community action agency which provides weatherization assistance to the elderly, disabled, and families with children. The Energy Advisory Council utility members have programs that help "at-risk" customers. SCE&G has an entire department dedicated to meeting the needs of their seniors, disabled and low-income customers. SCE&G also offers a variety of payment plan options, as well as, energy efficiency programs designed to assist all customers. SCE&G also provides philanthropic support for programs including weatherization partnership projects, and Project Share which provides SCE&G customers assistance with heating and cooling bills.

Duke Energy works with approved Weatherization Assistance agencies serving 13 counties within their local service territory. Duke Energy offers \$1.4 million in funds annually to help qualifying customers make energy efficient upgrades to their homes. In 2016, Duke Energy allocated an additional \$300,000 to weatherization agencies in their service territory to provide health and safety assistance and as of 12/31/18, has assisted 76 homeowners with repairs to their homes.

Member Representing:

Electric Cooperatives – John Frick - All citizens served
Electric Cooperatives – Geoff Penland
Executive Director Community Action Agency – Arnold Collins
Housing – USDA Rural Development – Dwayne White - All citizens served
Member of Community – Trish Jerman - All citizens served
Public Utility – Sue Dinnsen - All citizens served
Public Utility – Cristina Freeman
United Way of the Midlands - Jennifer Moore - All citizens served

Unit of State Government - Catherine Reed - All citizens served

American Customer Satisfaction Index (ACSI)

SC OEO is continuing to improve the communications to the subgrantees by promptly responding to email and phone call inquiries. SC OEO participates monthly in the Technical Advisory Group (TAG) meetings. SC OEO engaged the TAG to assist with the development of the revised South Carolina Field Guide for site-built dwellings and manufactured housing..

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

DOE F 540.5

U.S. Department of Energy

OMB Control No: 1910-5127

(08/05)

WEATHERIZATION ASSISTANCE PROGRAM

Expiration Date: 02/29/2020

SUBGRANTEE INFORMATION

State: SC Grant Number: EE0007949 Program Year: 2019

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:	AIKEN County	Tentative allocation:	\$ 527,876.00	Congressional districts served:	CD
	LEXINGTON County	Planned units:	60		SC-02
	RICHLAND County	Type of organization:	Local agency		SC-06
	BAMBERG County				SC-04
	CALHOUN County				
	ORANGEBURG County				
	GREENVILLE County				
	ALLENDALE County				
	BARNWELL County				
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:	YORK County	Tentative allocation:	\$ 142,885.00	Congressional districts served:	CD
	LANCASTER County	Planned units:	14		SC-04
	FAIRFIELD County	Type of organization:	Local agency		SC-05
	CHESTER County				
	UNION County				
Source of labor: Contractors					
Name:	Charleston County Human Services Commission dba Palmetto		Contact:	Arnold Collins, Exec. Director	
			DUNS:	180078052	
Address:	1069 King Street PO Box 20968 Charleston, SC 29413-0000		Phone:	(843) 724-6760	
			Fax:	(843) 724-6787	
			Email:	acollins@palmettocap.org	
Counties served:	DORCHESTER County	Tentative allocation:	\$ 361,791.00	Congressional districts served:	CD
	BERKELEY County	Planned units:	40		SC-01
	BEAUFORT County	Type of organization:	Local agency		SC-06
	JASPER County				
	CHARLESTON County				
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	

DOE F 540.5

U.S. Department of Energy

OMB Control No: 1910-5127

(08/05)

**WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION**

Expiration Date: 02/29/2020

State: SC Grant Number: EE0007949 Program Year: 2019

Counties served:	DILLON County MARLBORO County DARLINGTON County CHESTERFIELD County	Tentative allocation: \$ 121,461.00 Planned units: 13 Type of organization: Local agency Source of labor: Contractors	Congressional districts served:	CD SC-05 SC-07
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:	CHEROKEE County ANDERSON County OCONEE County LAURENS County EDGEFIELD County SALUDA County ABBEVILLE County NEWBERRY County MCCORMICK County GREENWOOD County PICKENS County SPARTANBURG County	Tentative allocation: \$ 433,309.00 Planned units: 48 Type of organization: Local agency Source of labor: Contractors	Congressional districts served:	CD SC-05 SC-03 SC-04
Name:	Lowcountry Community Action Agency, Inc.	Contact: Tara Glover Interim Exec. Director DUNS: 071408165		
Address:	319 Washington Street Walterboro, SC 29488-0000	Phone: (843) 549-5576 Fax: (843) 549-2190 Email: tara.glover@lowcountrycaa.org		
Counties served:	HAMPTON County COLLETON County	Tentative allocation: \$ 30,865.00 Planned units: 3 Type of organization: Local agency Source of labor: Contractors	Congressional districts served:	CD SC-06 SC-02
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:	HORRY County GEORGETOWN County WILLIAMSBURG County	Tentative allocation: \$ 152,717.00 Planned units: 16 Type of organization: Local agency Source of labor: Contractors	Congressional districts served:	CD SC-06 SC-07

WEATHERIZATION ASSISTANCE PROGRAM**SUBGRANTEE INFORMATION**

State: SC Grant Number: EE0007949 Program Year: 2019

Name:	Wateree Community Actions, Inc.	Contact:	Annette Tucker, Exec. Director		
		DUNS:	086375599		
Address:	1915 Harden Street	Phone:	(803) 807-9811		
	Columbia, SC 29204	Fax:	(803) 807-9810		
		Email:	atucker@wcai.org		
Counties	SUMTER County	Tentative allocation:	\$ 179,664.00	Congressional	CD
served:	LEE County	Planned units:	18	districts served:	SC-06
	CLARENDON County	Type of organization:	Local agency		SC-07
	MARION County				SC-05
	FLORENCE County				
	KERSHAW County				
		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

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

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

B. CASH RECEIPTS: Cash receipts include the following:

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

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

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

D. PROOF OF ELIGIBILITY: Proof of income eligibility shall be included in the client file.

1. Availability of Supporting Documentation: Each client file must contain an application from the client that contains the required demographics and income for the entire family living in the residence. The file must also contain evidence that the client is eligible to receive WAP services. This evidence may include, but is not limited to, a memorandum from a third party certification office stipulating the income levels of the family or source documentation for each income source listed on the application.

2. Self-Certification:

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

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E. CHILD SUPPORT: Child support payments, whether received by the payee or paid by the payor, **are not** considered sources of income to be added to the payee income or deducted from the payor income for the purposes of determining applicant eligibility.

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

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

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

G. RE-CERTIFICATION:

An applicant must be re-certified when eligibility lapses due to the length of time the applicant was waiting to receive Weatherization services. As a reminder, re-certification of eligibility must occur at least every 12 months.

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

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

Describe what household eligibility basis will be used in the Program

A dwelling unit shall be eligible for weatherization assistance if it is occupied by an eligible family unit whose income is at or below 200 percent of the poverty level and the structure is eligible as outlined in V.1.2 Approach to Determining Building Eligibility.

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

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

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

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

A United States citizen is someone born in:

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

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- The Northern Mariana Islands

A United States National is someone born in:

- America Samoa
- Swain's Island

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

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

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

The federal government considers the following to be qualified aliens:

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

V.1.2 Approach to Determining Building Eligibility

Procedures to determine that units weatherized have eligibility documentation

To ensure that a multifamily building meets the income eligibility requirements set by DOE pursuant to the certification process established by HUD, property owners and managers shall submit two documents to HUD: 1) a Property Self-Certification form that specifies that the building in question meets DOE's income eligibility requirements and, 2) a Property Occupancy Report from current property records that confirm compliance with DOE's income eligibility requirements.

Property Certification Procedure

1. Property Certification

The property owner or authorized agent of the property must sign a Self-Certification form attesting that

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

2. Property Occupancy Report

The property owner or authorized agent must also complete and submit an Occupancy Report for the property.

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A **Multifamily Occupancy Report** worksheet is available at:

https://www.hud.gov/program_offices/economic_development/eegb/programs/huddoepartnership. The file contains a **Property Information** worksheet and **Building-Unit** worksheets that must be completed for each building. The income information requested should be available from standard occupancy reports prepared for the property.

Required property information includes: property name, HUD contract number, contract expiration date, other property identification number (if applicable), property address, and the number of buildings and units that are at the property and that meet DOE's income requirements.

Required building-unit information includes a listing of all units and information for each unit including: building identification, building address, certified annual income, household size and whether the household income was certified in the last year.

Upon completion of the Property Certification and the Multifamily Occupancy Report, the property owner (or property owner's representative) will submit both files to HUD at energyaction@hud.gov and to DOE at Derek.Schroeder@ee.doe.gov.

3. HUD Review

- HUD will review the certification and accompanying documentation for completeness. If the documentation submitted by the property owner is insufficient for HUD to complete its review, HUD will notify the property owner via email that the request cannot be approved based on the information submitted.
- HUD will review the household and property information provided under the self-certification process with records maintained by HUD, and may request additional occupancy information subject to federal requirements.
- If the documentation is complete and one or more of the buildings at the property meet DOE's income eligibility requirements, HUD will designate the property or list of qualified buildings as income qualified properties/buildings, and will notify Derek Schroeder at DOE and the building owner.
- HUD will at the same time provide DOE with a list of the income-certified buildings pursuant to the above procedures; DOE will post these lists on its website as required by 10 CFR 440.22 (b)(1), 440.22 (b)(2), and 440.22(b)(4).
- Buildings determined by HUD to be eligible for WAP assistance will be posted on one of two lists:

List 1 – Public housing buildings or privately-owned buildings with three or more years remaining on their affordability contracts with HUD are included on this list. As outlined in the January 2010 Final Rule, inclusion on List 1 demonstrates compliance with the following three WAP multifamily program requirements: (1) DOE's income requirements; (2) protection against rent increases; and (3) protection against undue enhancement of the weatherized building.

List 2 – Buildings on this list have less than three years remaining on their Housing Assistance Payments (HAP) contract with HUD. As outlined in the January 2010 Final Rule, inclusion on List 2 demonstrates compliance with only the following two multifamily program requirements: (1) DOE's income requirements; and (2) protection against undue enhancement of the weatherized building. Buildings on this list must separately comply with the WAP program requirement for protection against rent increases.

To verify income, an applicant's total household income must not exceed 200% of the poverty level. Household is defined by the Bureau of Census as consisting of all persons who occupy a housing unit (i.e., house or apartment), whether they are related to each other or not. Total household income is based on income at the time of application. The applicant must provide evidence or income documentation satisfactory to the intake worker that the household meets the eligibility requirements. The documentation must be maintained in the client file and made available for inspection by the agency employees and state staff. Applicant income must be verified for the one-year period prior to the certification month. Income data for a part of a year may be annualized in order to determine eligibility—for example, by multiplying by four the amount of income received during the most recent three months. An applicant must be recertified when eligibility lapses due to the length of time the applicant was waiting to receive Weatherization services.

Describe Reweatherization compliance

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

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

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

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If there is no documented, verbal, visual or physical evidence of previous weatherization services, the subgrantee may proceed with weatherization services on the unit.
Failure of any Subgrantee to comply could result in immediate suspension of payments under its DOE award agreement or termination on of its award agreement by SC OEO.

Describe what structures are eligible for weatherization

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

State Historic Preservation Officer (SHPO)

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

WAP Undertakings Exempt from Section 106 Review

Undertakings that involve properties greater than fifty (50) years old and are not listed below, shall complete a Project Review Form 106 and submit to the South Carolina SHPO for written approval to weatherize the dwelling. The written approval must be retained in the client file to document the review process and capture any categorical exemptions and changes required based on the assessment. Weatherization cannot commence without this review and the approval in writing from the SHPO.

A. Exterior Work

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

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

B. Interior Work

1. Energy efficiency work within the building shell:

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

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

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

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

- Convert incandescent lighting to compact fluorescent lights.
- Replace refrigerators.

4. Health and safety measures:

- Installing fire, smoke or carbon monoxide alarms.
- Repair or replace vent systems on fossil-fuel-fired heating systems and water heaters to ensure that combustion gasses draft safely to outside.
- Install mechanical ventilation, in a manner not visible from the public right of way, to ensure adequate indoor air quality according to ASHRAE 62.2 (2016).

Describe how Rental Units/Multifamily Buildings will be addressed

South Carolina requires that both household income eligibility and building eligibility are established before any work is done on a building. Building eligibility is confirmed prior to the start of an energy audit. Building owners must provide documentation to confirm ownership of the building to be assisted (such as tax payment receipts, copies of deed or certain other forms). Procedures for confirming eligibility in buildings with rental units and in certain other types of buildings are described below.

Eligible Structures

Single family dwellings, manufactured housing, mobile homes, shelters and multifamily rental buildings.

South Carolina permits subgrantees to assist 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).

Rental Units and Multifamily Buildings

Subgrantees shall obtain a signed agreement (Form # 101 Homeowner Fuel Release Agreement) from the owner/landlord of the building or his designated agent authorizing the work to be done.

Rents shall not be raised because of the increased value of dwelling unit(s) due solely to weatherization assistance provided under this part. The agreement shall include a provision that the landlord agrees not to raise the rent for at least one year from the time the work is completed, unless raising the rent is based on factors unrelated to the weatherization improvements.

- The client shall be provided a copy of the signed Homeowner Agreement.
- Written permission of the building owner or his agent before commencing;
- No undue or excessive enhancements shall occur to the value of the dwelling unit.

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

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

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

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

Average Cost Per Unit in Multifamily Dwellings

Duplexes, three- and four-unit buildings, and buildings with more than five units are all considered multifamily buildings for the purposes of eligibility (and subsequently, in the reporting of units). The WAP statutory authority and regulations require that, on average, the cost per dwelling unit for all eligible dwelling units within the state during a program year should not exceed \$7,541.

Describe the deferral Process

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Some weatherization activities must be deferred due to problems that are beyond the scope of weatherization. Deferrals may take place during any phase of the weatherization process, including but not limited to: during or after the energy audit, the work performance phase, or immediately following the identification of a health and safety risk to the occupants or to crew and contractors. Postponement of work is advisable until problems can be resolved and/or alternative sources of assistance are identified. Existing conditions under which a dwelling unit can be deferred until certain corrective actions occur include, but may not be limited to, the following:

- Elevated carbon monoxide levels where abatement is not possible using WAP funds
- Existing moisture problems that cannot be resolved under the health and safety limits.
- House with sewage or other sanitary problems that not only endangers the customers but the workers who will perform the weatherization work.
- Occupant's health condition.
- Building structure or its mechanical systems, including electrical and plumbing, are in such a state of disrepair that failure is imminent, and these conditions cannot be resolved in a cost-effective manner.
- Customer is uncooperative, abusive, or threatening to crew, subcontractors, auditors, inspectors, or others who must work on or visit the house.
- Extent and condition of lead-based paint in the house would potentially create further health and safety hazards.
- Any existing condition that could endanger the health and/or safety of the work crew or subcontractor and cannot be safely abated within the scope of WAP.
- The illegal presence or use of any controlled substance in the home during the weatherization process.
- Maintenance or housekeeping practices that limit the access of workers to the dwelling or create an unhealthy work environment.
- Improperly stored chemicals, combustible materials, or other fire hazards that present a danger to the occupants or the workers.
- Standing water, mold, friable asbestos, deteriorated lead-based paint surfaces or other hazardous materials, this cannot be addressed by the weatherization work.
- Evidence of infestations of rodents, insects, and/or other vermin.
- Unsecured pets that may prevent workers from safely completing their work.
- The presence of sewage or animal feces in the home.
- Threat(s) of violence or abusive behavior to worker(s) or household member(s) during the weatherization process.
- Major remodeling is in progress, which limits the proper completion of major weatherization measures.
- Occupant has known health conditions that prohibit the installation of insulation or other weatherization materials.
- Dwelling was previously weatherized after September 30, 1994.

V.1.3 Definition of Children

Definition of children (below age): **18**

V.1.4 Approach to Tribal Organizations

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

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

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

V.2 Selection of Areas to Be Served

For the 2019 Program Year, OEO will continue to serve 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.

Preference is given to any community action agency which has, or is currently administering an effective program under 10 CFR §440, et. seq, or under Title II of the Economic Opportunity Act of 1964.

The funds are allocated to each subgrantee based on the 2010 Census poverty population in the counties the subgrantee serves. A dwelling unit shall be eligible for weatherization assistance if it is occupied by an eligible family unit whose income is at or below 200 percent of the poverty level and the structure is eligible as outlined in V.1.2 Approach to Determining Building Eligibility.

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

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

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

V.3 Priorities

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

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

Time Period for Income Verification

Applications must be recertified after a 12-month period.

V.4 Type of Weatherization Work to Be Done

V.4.1 Technical Guides and Materials

All work done is consistent with the DOE-approved energy audit and Appendix A.

The South Carolina SWS aligned Field Guide - Site Built and Manufactured Housing was approved by DOE on October 26, 2018. The SC Weatherization Field Guides have been made available to the subgrantees via SC OEO website. Electronic copies of the SC Field Guide can be obtained on the OEO website.

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- SC Field Guide - Site-Built - <http://oeo.sc.gov/documents/Retrofitting%20South%20Carolina%20-%202018%20Manufactured%20Housing.pdf>
- SC Field Guide - Manufactured Housing - <http://oeo.sc.gov/documents/Retrofitting%20South%20Carolina%20-%202018%20Manufactured%20Housing.pdf>

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

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

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

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

Communication of Guidelines to Subgrantees Crews and Contractors

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

Policy and Procedures Manual

Updated Weatherization Policies and Procedures will be distributed to the subgrantees prior to WAP PY 2019 (April 1, 2019). Weatherization Policies and Procedures contain essential instructions to subgrantees on how to implement WAP administrative and field requirements. Field guidance will direct operations in the field such as installation techniques, proper methods of testing, health and safety requirements, and data collection and submission. Administrative guidance will direct administrative operations such as training plans and schedules, data collection and submission, and contract language and wording that will clearly communicate technical requirements and specifications for work to be inspected. The Manual will guide work quality standards to ensure that:

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

Electronic copy of the Policies and Procedures Manual can be obtained on the OEO website: <http://oeo.sc.gov/documents/weatherization/SC%20WAP%20Policies%20and%20Procedures%20-%20rev%20%2011-23-16%20Copy.pdf>

INCIDENTAL REPAIRS

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

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

Examples:

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

Ineligible measures that do not meet the incidental repair definition:

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Examples:

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

Field guide types approval dates

Single-Family: 11/5/2018

Manufactured Housing: 11/5/2018

Multi-Family:

V.4.2 Energy Audit Procedures

Audit Procedures and Dates Most Recently Approved by DOE

Audit Procedure: Single-Family

Audit Name: Other (specify)

National Energy Audit (NEAT) approved April 30, 2014.

Approval Date: 5/15/2014

Audit Procedure: Manufactured Housing

Audit Name: Other (specify)

Manufactured Home Energy Audit (MHEA) approved April 30, 2014.

Approval Date: 5/15/2014

Audit Procedure: Multi-Family

Audit Name: Other (specify)

Buildings with 2-4 units shall be audited using NEAT with permission of the DOE Project Officer. Buildings with 5 units or more will have audits conducted and sent to DOE for review.

Approval Date:

Comments

The South Carolina network is currently using the NEAT audit for single family homes and buildings containing 2-4 units. The MHEA is used for manufactured homes. South Carolina will be submitting Audit Procedures for single family homes and manufactured housing to include samples of 10 single family NEAT audits and 10 manufactured housing MHEA audits.

Timeline

April 2019 - Submission of Energy Audit documentation to DOE Project Officer for re-approval.

V.4.3 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

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- 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 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 complete separate Form 301 Diagnostic Testing form for all inspections with a combustion appliance present to verify that all applicable tests were completed accurately.
- Shall verify all invoices for the job are invoiced properly, nothing billed incorrectly, or billed for services/work not performed.
- Shall include a review of the diagnostic result, both pressure and combustion safety, to verify that all applicable tests were completed.
- Shall include a review of all measures listed on the Work Performed Report to verify installation has been completed in a safe and effective manner, following program requirements.
- Shall fill out Form 500 - Quality Control Inspection form, sign it and provide a copy for the file, stating the unit is complete.
- Verifies the cost of the IRMs do not exceed \$500 utilizing DOE WAP funds.
- Verifies the cost of Health and Safety measures do not exceed \$1,050 utilizing DOE WAP funds.
- Shall fill out Form 600 - QCI Final Inspection Certification form, sign it and provide a copy for the file and the subgrantee's fiscal manager.
- Document the work deficiencies in pictures and writing.
- Specifies what must be done for the weatherization work to pass.
- Determine the severity of issues and required responses.
- Channel 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 approved Field Guide)
- 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

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section and documented in the client file.

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

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

Subgrantee	QCI(s) on Staff	Comment
Aiken/Barnwell Counties Community Action Agency, Inc.	1	
Carolina Community Actions, Inc.	1	
Chesterfield-Marlboro Economic Opportunity Council	0	Agency contracts with a neighboring QCI
GLEAMNS Human Resources Commission, Inc.	1	
Lowcountry Community Action Agency Inc.	1	
Charleston County Human Services dba Palmetto Community Action Partnership	1	
Waccamaw Economic Opportunity Council, Inc.	0	Agency contracts with a neighboring QCI.
Wateree Community Action Agency, Inc.	0	Agency contracts with a neighboring QCI.

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.5 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 FACSPPro. SC WAP will utilize DBA Wx FACSPPro to track weatherization work performed on dwellings.

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

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

SC WAP compares productivity between subgrantees by monitoring the number of dwellings reported monthly. Subgrantees not meeting quarterly production goals are contacted by state staff and required to provide a production plan to support it meeting prescribed quarterly goals and ensuring

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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.6 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.

OEO has set aside \$178,676 (10% of the DOE program operations award) Health and Safety funds are allocated to each subgrantees based on the 2010 Census poverty population in the counties the subgrantee serves. The maximum DOE funded health and safety cost per dwelling is \$1,050.

V.7 Program Management

V.7.1 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 administer and distribute funds for local initiatives designed to appreciably impact the causes of poverty. The OEO staff responsible for the oversight of the Weatherization Assistance Program in South Carolina are James Miller, OEO Director; Rhonda Walker, Fiscal Manager; Sarah Cassidy, Attorney; Paul Younginer, Weatherization Manager; Jude McCaffrey, Quality Control Inspector and Energy Auditor; and Jonathan Gieseler, Quality Control Inspector.

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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 near to South Carolina for Tier 1. The accredited IREC training centers are: Southface - Atlanta, Georgia, Everblue - Charlotte, North Carolina, and Community Housing Partners - Christiansburg, Virginia. Financial monitoring is performed for all 8 Weatherization subgrantees by either OEO or Scott and Company which is a contracted CPA firm.

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

V.7.2 Administrative Expenditure Limits

Grantee can take up to 5% of the total DOE 2019 allocation for administration. Subgrantees who were allocated more than \$350,000 in 2019 DOE funds must limit administrative expenses to 5% of their award amount. Those subgrantees who are allocated less than \$350,000 in 2019 DOE funds must limit administrative expenses to 10% of their award.

V.7.3 Monitoring Activities

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

SC OEO Programmatic and Management Monitoring Staff

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

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

SC OEO Weatherization Staff

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

Jonathan Gieseler and Jude McCaffrey are both certified quality control inspectors and will be performing the technical monitoring. Paul Younginer will be performing the programmatic monitoring.

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

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

Fiscal monitoring includes the following:

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

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

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 A133 single audit in compliance with the guidance provided under 2CFR part 200 Cost Principles for Federal Grants.

CORRECTIVE ACTION AND SUSPENSION OF FUNDING

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

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

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

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

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

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

1. The nature of and reason for the special conditions and/or restrictions;
2. The corrective actions which must be approved Grantee and completed by the Subgrantee prior to the removal of the special conditions and/or restrictions;
3. The time allowed for completing the corrective actions, if applicable;
4. The method of appeal for reconsideration of the imposed conditions/restrictions; and
5. The training and technical assistance Grantee is offering to the Subgrantee, if appropriate, to help correct the deficiency. If training and

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technical assistance are not appropriate, Grantee will include an explanation detailing the reason(s).

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

REMEDIES FOR NONCOMPLIANCE

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

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

ADMINISTRATIVE ENFORCEMENT

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

A. Effects of Suspension

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

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

B. Relationship to Debarment and Suspension

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

TERMINATION

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

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

A. Termination for Lack of Funds

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

B. Termination for Breach of Grant

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

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

This Grant may be suspended or terminated by the Grantee at any time within the Grant period if the Subgrantee has failed to make payment in full to

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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.7.4 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 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.

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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 will attend DOE mandated activities/events, NASCSP events, State Weatherization Directors' meetings, 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 Fall SCCAP Conference.
7. South Carolina is requiring Subgrantee's Energy Auditors to be certified beginning in WAP PY 2020.
8. 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.
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 close out 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.

Tier 1 training will be closely aligned with credentialing requirements for the given task.

Auditor and QCI training will be based on a 3 year training cycle. Individualized training plans will be allowed to be structured in the manner best suited for each agency, but the vast majority of plans will focus on receiving intensive 1-2 week trainings every 3 years. This time table is consistent and conducive to receiving intensive training in anticipation of re-certifications exams. JTA specific and Tier 2 training will be obtained on a rolling basis to fulfill certification CEU requirements.

Tier 1 training must be provided by a DOE approved accredited training program. Currently, IREC accredited training centers meet that requirement. Training will be provided by the contracted training provider in the manner best suited for the situation, but will primary be of hybrid distance learning and in person training.

Tier 2 training will be provided on an as-needed basis. The specific need and technical expertise required will determine the training provider.

Client education has been provided over the years by different methods in each area of the state, ranging from detailed discussions with clients during pre- and post-inspections to access to program-related publications. All new hires must obtain the following training courses within 6 months of hired date or by 6 months from the beginning of the program year (September).

	Crew Worker	Energy Auditor	Quality Control Inspector	Contractor
Mandatory				
Lead Safe Wx (LSW)	X	X	X	

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OSHA 10 Course	X	X	X	X
EPA Renovate-Repair-Paint course & certification (RRP)		X	X	

	Crew Worker	Program Management	Energy Auditor	Quality Control Inspector	Contractor
Tier 2 Training					
Infrared Camera	X	X	X	X	
HVAC Fundamentals	X	X	X	X	
Manual J / Duct Sizing course	X	X	X	X	
NEAT/MHEA Field Mentoring	X	X	X	X	
ASHRAE 62.2 (2016)	X	X	X	X	X
Duct Testing	X	X	X	X	X
Blower Door Diagnostics	X	X	X	X	X
Insulation Installations - Attic Prep	X	X	X	X	X
Wall Insulation Evaluations	X	X	X	X	X

Activities planned for WAP PY 2019:

First Quarter (April - June):

- Three monthly TAG Meetings - 3rd Thursday
- On-site T&TA as needed
- Home Performance Conference - April 1-4, 2019
- State Conference - April 22-26, 2019
- NEUAC Conference - June 3-5, 2019
- Energy Assessor, Auditor and/or QCI Training
- 2 Regional Agency Trainings - Assessing homes, pressure pan testing, in-progress inspections

Second Quarter (July - September):

- Three monthly TAG Meetings - 3rd Thursday
- On-site T&TA as needed
- Energy Auditor Training - TBA
- NASCSP Annual Conference - Little Rock, AK September 23-27, 2019
- Statewide OSHA 10-hour & Blower Door Training
- Energy Assessor, Auditor and/or QCI Training
- 2 Regional Agency Trainings - Assessing homes, pressure pan testing, in-progress inspections

Third Quarter (October - December):

- SCCAP Fall Conference - November 2019
- Three monthly TAG Meetings - 3rd Thursday
- On-site T&TA as needed

Fourth Quarter (January - March):

- PAC Meeting - February 2020
- On-site 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 are Tier 1 trainings: 26.0

Percent of overall trainings are Tier 2 trainings: 74.0

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Breakdown of funds spent

Percent of budget spent on auditor/QCI trainings:	14.0
Percent of budget spent on crew/installer trainings:	29.0
Percent of budget spent on management/financial trainings:	57.0

V.8 Energy Crisis and Disaster Plan

Not applicable.

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.

For DOE funding, each subgrantee will have 12% of their program operations 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

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

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

5.0 – DEFERRAL/REFERRAL POLICY

Deferral of services may be necessary if H&S issues cannot be adequately addressed according to WPN 17-06 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 the conditions 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 2019 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 <input checked="" type="checkbox"/> No <input type="checkbox"/>

Forms are located on OEO's website: <http://oeo.sc.gov/weatherizationdocs.html>

Form 100 Client Interview Form
 Form 102 Mold and Moisture Form
 Form 103A Lead Certified Renovator Documentation Form
 Form 103B Acknowledgement of Lead Pamphlet Receipt
 Form 104A Unvented Space Heater Agreement for single buildings
 Form 104B Unvented Space Heater Agreement for manufactured housing
 Form 107 Deferral Form
 Form 108 Radon Informed Consent Form
 Form 400 Client Review

7.0 – HEALTH AND SAFETY CATEGORIES
<p><i>For each of the following H&S categories identified by DOE:</i></p> <ul style="list-style-type: none"> • 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 17-06, Grantees must concur, or choose to defer all units where the specific category is encountered. • "Allowable" items under WPN 17-06 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 <p><i>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.</i></p>

7.1 – Air Conditioning and Heating Systems
Concurrence, Alternative, or Deferral
Concurrence with Guidance <input checked="" type="checkbox"/> Alternative Guidance <input type="checkbox"/> Results in Deferral <input type="checkbox"/>
Air Conditioning Unallowable Measure <input type="checkbox"/> Heating 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"/>
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"> • At a minimum, a licensed South Carolina HVAC contractor is required to perform all work. • “Red tagged,” inoperable, or nonexistent primary heating system may be replaced, repaired, or installed where climate conditions warrant, consistent with this guidance. • Primary air conditioning system replacement, repair, or installation is allowed only in homes where current occupants meet definition of “at-risk” AND climate conditions warrant. “System” can mean a central unit or several individually operating units; however, when a central unit is in place, it shall be considered the primary unit, and all other units are to be considered secondary. • 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.
<p>How do you address unsafe or non-functioning secondary heating systems, Including unvented secondary space heaters?</p>
<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. • See Hazardous Materials Disposal section for more information.
<p>Indicate Documentation Required for At-Risk Occupants</p>
<ul style="list-style-type: none"> • Primary furnace replacement, repair, or installation is allowed where current occupants meet definition of “at-risk.” • An at-risk occupant is a household member with a medical condition documented by a physician that requires air conditioning or heating. Medical documentation must be no older than 180 days. Air conditioning is to be repaired when practical and costs are less than replacement. • Use Manual J and NEAT/MHEA outputs for proper sizing of new units based on post-weatherization housing characteristics, including installed mechanical ventilation, when installing or replacing a heating or cooling appliance. • Unsafe primary units must be repaired, replaced and removed, or rendered inoperable, or deferral is required.
<p>Testing Protocols</p>
<p>Testing</p> <ul style="list-style-type: none"> • Verify primary systems are present, operable, and performing correctly. • Check Weatherization Assistant audit to determine if the system can be installed as an energy conservation measure (ECM) prior to replacement as an H&S measure. • Determine and document presence of “at-risk” household members when installing air-conditioning as a Health and Safety (H&S) measure. • On combustion equipment, inspect chimney and flue and test for Combustion Appliance Zone (CAZ) depressurization. • Installed new equipment must meet local code requirements. • For solid fuel appliances look for visual evidence of soot on the walls, mantel or ceiling or creosote staining near the flue pipe.
<p>Client Education</p>

Client Education <ul style="list-style-type: none"> • When deferral is necessary, complete the Deferral Form# 107 describing conditions that must be met for weatherization to commence. A copy of Form 107 must also be placed in the client file. • 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.
Training
Training <ul style="list-style-type: none"> • HVAC Fundamentals • WAP H&S policy training on allowable activities. • CAZ depressurization test and inspection training.

7.2 - Asbestos - All
What is the blower door testing policy when suspected Asbestos Containing Material (ACM) is identified?
Action/Allowability <ul style="list-style-type: none"> • Take all reasonable and necessary precautions to prevent asbestos contamination in the home. • Do not perform a blower door test if it will disturb friable suspected ACM. “Friable” means the material can be crumbled, pulverized, or reduced to powder by the presence of an ordinary human hand.
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?
<ul style="list-style-type: none"> • The existence of asbestos siding that is in good condition does not prevent installing dense-pack insulation from the exterior. • Asbestos siding may be removed and reinstalled, only by a contractor licensed with the South Carolina Department of Health and Environmental Control. • In General abatement of asbestos siding or replacement with new siding is not an allowable H&S cost.
Testing Protocols
<ul style="list-style-type: none"> • Visually inspect exterior wall surface and subsurface, floors, walls, and ceilings for suspected ACM. • 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"> • Inform the client in writing that suspected ACMs are present and what precautions will be taken to ensure the occupants' and workers' safety during weatherization. • Formally notify client in writing of results if testing was performed.
Training and Certification Requirements
<ul style="list-style-type: none"> • How to identify suspected ACM. • OSHA Construction - 10 hour • Safe practices for siding removal and replacement. • Licensing/certification for removal and reinstallation of asbestos siding if required by AHJ.

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 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. • Do not perform a blower door test if it will disturb the vermiculite. • Use proper respiratory protection while in areas containing vermiculite. • Encapsulation by an appropriately trained asbestos control professional is allowed. • Removal is not allowed. • When deferral is necessary due to asbestos, occupant must provide documentation that a certified professional performed the remediation before work continues 				
Testing Protocols				
<ul style="list-style-type: none"> • AHERA sample collection and testing must be conducted by a certified tester. • Baseline environmental asbestos sampling is an allowable cost. 				
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				
<ul style="list-style-type: none"> • Training on how to recognize vermiculite. • AHERA or state certification to conduct testing. • AHERA or other appropriate asbestos control professional certification/training for encapsulation. 				

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 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. • Encapsulation by an appropriately trained asbestos control professional is allowed and should be conducted prior to blower door testing if the materials are friable. "Friable" means the material can be crumbled, pulverized, or reduced to powder by the pressure of an ordinary human hand. • Charge only those costs directly associated with the testing or encapsulation to the H&S budget category. • When deferral is necessary due to asbestos, occupant must provide documentation that a certified professional performed the remediation before work continues.
Testing Protocols
<ul style="list-style-type: none"> • Assess whether suspected ACMs are present. • 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
<ul style="list-style-type: none"> • How to recognize suspected ACM. • AHERA or other appropriate asbestos control professional certification/training is required to handle or abate the ACM.

7.5 – Biologicals and Unsanitary Conditions (odors, mustiness, bacteria, viruses, raw sewage, rotting wood, etc.)				
Concurrence, Alternative, or Deferral				
Concurrence with Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>		Results in Deferral <input 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
<ul style="list-style-type: none"> 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 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 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?
Testing <ul style="list-style-type: none"> Minor repairs are limited to a maximum cost of \$200 Visual inspection. Ensure that access to the portions of the home where weatherization will occur are safe for entry and performance of assessments, work, and inspections.
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
<ul style="list-style-type: none"> Notify client in writing of structurally compromised areas. When deferral is necessary, complete Deferral Form# 107 describing conditions that must be met for weatherization to commence.
Training
Identifying structural and roofing issues.

7.7 – Code Compliance
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"/>

What guidance do you provide Subgrantees for dealing with code compliance issues in homes receiving weatherization measures?
Visual inspection.
What specific situations commonly trigger code compliance work requirements for your network? How are they addressed?
<ul style="list-style-type: none"> • Correction of preexisting code compliance issues is not an allowable cost unless triggered by weatherization measures being installed in a specific room or area of the home. • When correction of preexisting code compliance issues is triggered and paid for with WAP funds, cite specific code requirements with reference to the weatherization measure(s) that triggered the code compliance issue is placed in the client file. • Follow State and local or AHJ codes while installing weatherization measures, including H&S measures. • Condemned properties and properties where “red tagged” H&S conditions exist that cannot be corrected under this guidance must be deferred.
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
How to determine what code compliance may be required.

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 refrigerators, 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. • Use NEAT/MHEA to determine if the appliance can be justified as an ECM prior to replacement as an H&S measure. 				
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. • CO action levels.

7.9 – Electrical				
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 electrical hazards, including knob & tube wiring, in homes slated for weatherization?				
<ul style="list-style-type: none"> • Evaluate and if necessary provide sufficient over-current protection and damming (if required) prior to insulating building components containing knob and tube wiring. • Electrical repairs and installation must be done by a licensed electrician. 				
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.
- Conduct sensory inspection on bulk fuels to determine if leaks exist.

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 or repair 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.] (please indicate material where policy differs by material)				
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 checked="" type="checkbox"/>	LIHEAP <input 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.				
Minor repairs are limited to a maximum cost of \$200.				
Training				
Identifying hazards.				

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 <p>Document Lead Safe Weatherization Protocols on Form # 103A Lead Safe Renovator</p>

<h3 style="text-align: center;">7.16 – Mold and Moisture</h3> <p style="text-align: center;">(Including but not limited to: drainage, gutters, down spouts, extensions, flashing, sump pumps, dehumidifiers, landscape, vapor retarders, moisture barriers, etc.)</p>
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 moisture related issues (e.g., drainage, gutters, down spouts, moisture barriers, dehumidifiers, vapor barrier on bare earth floors) in homes slated for weatherization?

<ul style="list-style-type: none"> • 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
<ul style="list-style-type: none"> • 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
<ul style="list-style-type: none"> • National curriculum on mold and moisture or equivalent. • How to recognize drainage issues.

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.

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 2075 listed and OSHA compliant. In accordance to ASHRAE 62.2 (2016), all weatherized dwellings shall have at least one UL 2075 listed CO alarm installed
Fire Extinguishers: Where solid fuel burning equipment is present, one fire extinguisher may be provided as an allowable H&S measure.
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?				
<ul style="list-style-type: none"> When a person's health may be at risk and/or WAP work activities could constitute an H&S hazard, the occupant will be required to take appropriate action based on severity of risk. Failure or the inability to take appropriate actions must result in deferral. 				
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 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 to Subgrantees regarding window and door replacement and window guards?				
Replacement, repair, or installation is not an allowable H&S cost. They must be qualified as energy efficiency measures for replacement or meet the definition for incidental repair when repaired.				
Testing Protocols				
Not applicable				
Client Education				
Provide written information on lead risks wherever issues are identified.				
Training				
<ul style="list-style-type: none"> • Awareness of guidance. • Ongoing training as required in Hazard Communication Program. 				

7.23 – Worker Safety (OSHA, 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 type="checkbox"/>	State <input type="checkbox"/>	Utility <input type="checkbox"/>	Other <input type="checkbox"/>
How do you verify safe work practices? What is your policy for in-progress monitoring?				
Action/Allowability <ul style="list-style-type: none"> 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. SC OEO 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				
<ul style="list-style-type: none"> 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. 				