

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. EE0007949		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address South Carolina State of 1205 Pendleton Street Columbia, SC 292010000		4. Program/Project Start Date 04/01/2020	5. Completion Date 03/31/2021

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	\$ 115,000.00		\$ 2,700,461.00		\$ 2,815,461.00
2.						
3.						
4.						
5. TOTAL		\$ 115,000.00	\$ 0.00	\$ 2,700,461.00	\$ 0.00	\$ 2,815,461.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) GRANTEE ADMINISTRATION	(2) SUBGRANTEE ADMINISTRATION	(3) GRANTEE T&TA	(4) SUBGRANTEE 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	\$ 158,186.00	\$ 126,796.00	\$ 110,000.00	\$ 2,525,434.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other Direct Costs	\$ 17,318.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 17,318.00
i. Total Direct Charges	\$ 110,497.00	\$ 158,186.00	\$ 318,856.00	\$ 110,000.00	\$ 2,800,695.00
j. Indirect Costs	\$ 3,743.00	\$ 0.00	\$ 11,023.00	\$ 0.00	\$ 14,766.00
k. Totals	\$ 114,240.00	\$ 158,186.00	\$ 329,879.00	\$ 110,000.00	\$ 2,815,461.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

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3. Name and Address South Carolina State of 1205 Pendleton Street Columbia, SC 292010000	4. Program/Project Start Date 04/01/2020		
	5. Completion Date 03/31/2021		

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		\$ 115,000.00	\$ 0.00	\$ 2,700,461.00	\$ 0.00	\$ 2,815,461.00

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	\$ 225,631.00	\$ 1,877,525.00	\$ 0.00		\$ 2,525,434.00
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	\$ 225,631.00	\$ 1,877,525.00	\$ 0.00		\$ 2,800,695.00
j. Indirect Costs	\$ 0.00	\$ 0.00	\$ 0.00		\$ 14,766.00
k. Totals	\$ 225,631.00	\$ 1,877,525.00	\$ 0.00		\$ 2,815,461.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00

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IV.1 Subgrantees

Subgrantee (City)	Planned Funds/Units
Aiken/Barnwell Counties Community Action Agency (Aiken)	\$636,744.00 67
Carolina Community Actions, Inc. (Rock Hill)	\$185,370.00 18
Charleston County Human Services Commission dba Palmetto (Charleston)	\$412,874.00 43
Chesterfield-Marlboro (Cheraw)	\$127,498.00 13
GLEAMNS Human Resources Commission Inc (Greenwood)	\$535,304.00 57
Lowcountry Community Action Agency, Inc. (Walterboro)	\$38,801.00 4
Waccamaw Economic Opportunity Council, Inc. (Conway)	\$201,278.00 20
Wateree Community Actions, Inc. (Columbia)	\$233,473.00 23
Total:	\$2,371,342.00 245

IV.2 WAP Production Schedule

Weatherization Plans	Units
Total Units (excluding reweatherized)	245
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	245
C	Total Units Reweatherized	00
D	Total Dwelling Units to be Weatherized and Reweatherized (B + C)	245
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	\$1,877,525.00
G	Total Dwelling Units to be Weatherized and Reweatherized (from line D)	245
H	Average Program Operations Costs per Unit (F divided by G)	\$7,663.37
I	Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J	Total Average Cost per Dwelling (H plus I)	\$7,663.37

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	245	29.3	7178
Prior Year Estimate	212	29.3	6212
Prior Year Actual	222	29.3	6505

Method used to calculate savings description:

IV.4 DOE-Funded Leveraging Activities

The State will not be leveraging any funds.

IV.5 Policy Advisory Council Members

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

Cristina Freeman	Type of organization: Utility Contact Name: Cristina Freeman Phone: 8032174409 Email: cristina.freeman@dominionenergy.com
Dwayne White	Type of organization: Unit of Federal Government Contact Name: Dwayne White Phone: 8032533655 Email: dwayne.white@sc.usda.gov
Geoffrey Penland	Type of organization: Utility Contact Name: Geoffrey Penland Phone: 8433606336 Email: geoff.penland@santeecooper.com
Jennifer Moore	Type of organization: Non-profit (not a financial institution) Contact Name: Jennifer Moore Phone: 8037335421 Email: jmoore@uway.org
John Frick	Type of organization: Utility Contact Name: John Frick Phone: 8037393064 Email: john.frick@ecsc.org
Samuel D. Bass, Jr.	Type of organization: Local agency Contact Name: Phone: 8433209760 Email: sdbass@cmeoc.org
Stacey Washington	Type of organization: Unit of State Government Contact Name: Phone: 8037370804 Email: swashington@ors.sc.gov
Trish Jerman	Type of organization: Other Contact Name: Trish Jerman Phone: 8033151609 Email: trish.jerman@gmail.com
Valencia Roner	Type of organization: Utility Contact Name: Phone: 3368544768 Email: valencia.roner@duke-energy.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
02/03/2020	A public hearing is scheduled on February 3, 2020 to review the Program Year 2020 Weatherization Assistance Program State Plan. Notice of the public hearing was published in the statewide daily publication of The State Newspaper on January 21, 2020.

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IV.7 Miscellaneous

2019 American Customer Satisfaction Index (ACSI) Survey Action Plan

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

Compared to the 2017 ACSI survey, SC OEO scored higher in all categories in the 2019 ACSI survey. SC OEO is working to continue improving our scores by:

- Results of the ACSI survey were distributed to the subgrantees on October 4, 2019.
- Two open forum discussions on the results of the ACSI survey were held in October 2019.
- Engaging subgrantee's participation in the development of the Policies and Procedures Manual.
- Timely responding to Subgrantee's technical and programmatic inquiries through email, telephone, and at monthly TAG meetings.
- Assisting subgrantees with finding other funding sources.
- Assist in locating high quality training at a reasonable cost.

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

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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

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

10 CFR 440.3 defines a dwelling unit as a house, including stationary mobile home, an apartment, a group of rooms, or a single room occupied as a separate living quarters.

10 CFR Part 440.16(a): No dwelling unit may be weatherized without documentation that the unit is an eligible unit as provided in 440.22.

Subgrantees are required to retain records that allow them to determine which dwellings have been previously weatherized, including the date weatherization activities were completed. No dwellings weatherized after September 30, 1994 using DOE funds will receive additional weatherization services using DOE funds. The statewide FACSPRO system provides documentation of units that have been weatherized. Subgrantees are required to complete, prior to any weatherization activity, a State Historic Preservation (SHPO) review for units 50 years of age or older at the time the work takes place, units that are historic properties, or units that are in a designated historic area. South Carolina's SHPO Programmatic Agreement (PA) was extended until December 31, 2020. SC OEO's review of Subgrantee household files includes verification of SHPO review and preweatherization status.

Eligible Dwelling Units

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

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

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

Describe what household eligibility basis will be used in the Program

South Carolina will use 200% of poverty in determining eligibility under section 440.22(a). South Carolina uses the most recent federal poverty guidelines as updated in WPN 20-3.

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

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

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

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a result of increased value due to weatherization work completed.

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

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

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

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

V.1.2 Approach to Determining Building Eligibility

Procedures to determine that units weatherized have eligibility documentation

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

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

Subgrantees are required to retain records that allow them to determine which dwellings have been previously weatherized, including the date weatherization activities were completed. No dwellings weatherized after September 30, 1994 using DOE funds will receive additional weatherization services using DOE funds. The statewide FACSPRO system provides documentation of units that have been weatherized. Subgrantees are required to complete, prior to any weatherization activity, a State Historic Preservation (SHPO) review for units 50 years of age or older at the time the work takes place, units that are historic properties, or units that are in a designated historic area. South Carolina's SHPO Programmatic Agreement (PA) was extended until December 31, 2020. SC OEO's review of Subgrantee household files includes verification of SHPO review and preweatherization status.

Eligible Dwelling Units

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

be weatherized must be owner or renter occupied, and occupied by a household:

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

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

Describe Reweathering compliance

Subgrantees are required to retain records of all weatherized dwellings, including the date weatherization activities were completed and a description of DOE and other funds used for weatherization in a particular dwelling. No dwellings weatherized after September 30, 1994 using DOE funds will receive additional weatherization using DOE funds. Dwellings weatherized prior to September 30, 1994 may be reweatherized if the household in the dwelling is currently eligible and a current energy audit documents that additional cost effective work can be performed. Exception to the reweatherization policy is allowed under South Carolina's Disaster Plan as described in section V.9.

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Subgrantees imported data in 2011 on previously weatherized homes into the FACSPRO system as far back as 1995. This record of previously weatherized dwelling units by address is maintained on FACSPRO by Subgrantees or kept by the agency in their own database. The address is checked prior to scheduling a household for service to see whether that house has been previously weatherized. If the house has been previously weatherized before September 30, 1994 with DOE funds then it is eligible for reweatherization, as defined 10 CFR 440. If the house is eligible for reweatherization, the Subgrantee makes a determination whether or not to reweatherize the house based on a number of factors including the energy usage of the house as well as the number of other households currently on the waiting list. A maximum of 50 percent of a Subgrantee's total production each program year may represent reweatherized units that meet the criteria above. Each dwelling to be weatherized is required to receive a new energy audit that takes into account any previous energy conservation improvements to the dwelling.

South Carolina will follow the requirements of CFR 440 10 CFR Part 440.18 stating that a dwelling unit that has been previously weatherized under the Weatherization Assistance Program may receive additional weatherization services if such dwelling unit has been damaged by fire, flood, or act of God and repair of the damage to weatherization materials is not paid for by insurance. If the Disaster Plan is enacted, SC OEO will seek approval from the DOE Project Officer for permission to proceed with a determination of homes available for reweatherization. 10 CFR Part 440.18 states that dwelling units partially weatherized under this part or under other Federal programs during the period of September 30, 1975 through September 30, 1994, may receive further financial assistance for weatherization. While DOE will continue to require these homes to be reported separately, States may count these homes as completions for the purposes of compliance with the per home expenditure limit in §440.18. Each dwelling unit must receive a new energy audit which takes into account any previous energy conservation improvements to the dwelling. In compliance with WPN 12-7 addressing Disaster Planning and Relief, if South Carolina does utilize the Disaster Planning and Relief plan, homes which have been weatherized after October 1, 1994 can be weatherized due to natural disasters.

Describe what structures are eligible for weatherization

Structures eligible for weatherization include single family, manufactured housing, and multifamily housing. All structures must be stationary and have a specific mailing (street) address. Campers and non-stationary trailers are not eligible.

Per 10 CFR 440.22, multifamily housing is defined as any building which contains five or more singlefamily dwelling units as defined in 10 CFR 440.3, with the following exception: Row houses and townhomes may be treated as single family dwellings if they have independent mechanical systems and are attached only by vertical walls that contain a continuous pressure boundary (i.e. fire-rated assembly) that is not penetrated from the foundation to the highest point of conditioned space. Multifamily units have historically been, and in PY 2020 will be, lower than 20% of South Carolina's annual production. In accordance with WPN 19-4, South Carolina will submit any multifamily project details to our DOE Project Officer for review prior to any multifamily project commencing. All structures must be occupied prior to weatherization, stationary, and have a specific mailing (street) address.

State Historic Preservation Officer (SHPO)

South Carolina Office of Economic Opportunity and The State Historic Preservation Office have in place a programmatic agreement to ensure National Historic Act compliance with DOE funded activities, originally signed April 2, 2010. Per 36 CFR 800.14 the agreement was extended along with 43 other state agreements expiring December 31, 2020.

Describe how Rental Units/Multifamily Buildings will be addressed

Rental Units

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

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

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

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

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

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

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

The Homeowner, Fuel Release Form 101 includes:

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

Shelters

South Carolina permits subgrantees to weatherize shelters. The cost per unit is based on shelter regulations detailing that a weatherization provider may count each 800 square feet of the shelter as a dwelling unit or each floor level as one unit, as noted in 10 CFR 440.22(f).

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

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

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

Describe the deferral Process

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

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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 2020 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. For PY 2021, the allocations shall be based on the 2020 Census data. 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.

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.

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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 Climatic Conditions

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

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

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

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

Note: SC annual heating and cooling degree days based on January 1, 2019 through December 31, 2019.

Base temperature = 65°F.

Greenville, SC - Greenville Downtown (KGMU)

Heating Degree Days – 2,477

Cooling Degree Days – 2,475

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Columbia, SC - Metropolitan Airport (KCAE)

Heating Degree Days – 2,362

Cooling Degree Days – 2,699

Charleston, SC - Charleston International Airport (KCHS)

Heating Degree Days – 1,818

Cooling Degree Days – 2,691

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

V.5 Type of Weatherization Work to Be Done

V.5.1 Technical Guides and Materials

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.

- SC Field Guide - Site-Built - <http://oio.sc.gov/documents/Retrofitting%20South%20Carolina%20-%202018%20Manufactured%20Housing.pdf>
- SC Field Guide - Manufactured Housing - <http://oio.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 sent to DOE by February 28, 2020. Upon DOE's approval, the Policies and Procedures will be distributed to the Subgrantees for the WAP PY 2020. 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.

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Electronic copy of the Policies and Procedures Manual will be made available on OEO's website.

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:

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.5.2 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 August 26, 2019

Approval Date: 8/26/2019

Audit Procedure: Manufactured Housing

Audit Name: Other (specify)

Manufactured Home Energy Audit (MHEA) Approved August 26, 2019

Approval Date: 8/26/2019

Audit Procedure: Multi-Family

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Audit Name: Other (specify)

Buildings with 2-4 units shall be audited using NEAT. Approved August 26, 2019 Buildings with 5 units or more will have audits conducted and sent to DOE for review.

Approval Date:

Comments

For Program Year 2020, South Carolina will continue to require all single family and manufactured homes have a NEAT and MHEA audit to determine cost effective measures to be installed.

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

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

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

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

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

Manufactured Homes

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

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

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

MULTIFAMILY (5+ units per building)

South Carolina does not have an approved audit for weatherizing multifamily buildings containing 5 or more units.

V.5.3 Final Inspection

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

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in the client's file.

Quality Control Inspector

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

Verifies Work Performed Against the Work Plan and SWS

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

Observes the Weatherization Work In-Progress

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

A Quality Inspection:

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

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and recording combustion tests to check for carbon monoxide and efficiency of combustion fired appliances, they should also be performing a CAZ test in all Combustion Appliance Zones to check "worst-case" conditions prior to passing the home. This effort should also be listed in this section and documented in the client file.

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.	2	
Carolina Community Actions, Inc.	1	
Chesterfield-Marlboro Economic Opportunity Council	0	Agency contracts with a neighboring QCI
GLEAMNS Human Resources Commission, Inc.	3	
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.	1	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.6 Weatherization Analysis of Effectiveness

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

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

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

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

SC WAP maintains files on the subgrantees that include the Grant Agreements, monthly financial status reports, and related information from which

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

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

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

Subgrantee Default, Suspension, Transfer / Termination

The OEO may, by giving reasonable written notice specifying the effective date, terminate this grant in whole or in part for cause. Such cause may include:

- Failure, for any reason, of the subgrantee to fulfill in a timely and proper manner its obligation under this grant including compliance with the approved work program and attached conditions, and such statutes, executive orders, and DOE and/or OEO directives as may become generally applicable at any time;
- Late submission by the subgrantee to the OEO of DOE reports that are incorrect or incomplete;
- Ineffective or improper use of funds provided under this grant;
- Suspension or termination by DOE of the grant to the state under which this grant is made, or the portion thereof delegated by this grant. The state may also assign and transfer this grant as required by DOE directives.
- Suspension or termination by DOE of the grant to a subgrantee.

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

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

V.7 Health and Safety

Utilizing DOE Monies – Health and Safety

Health and Safety costs are recorded and tracked separately in the weatherization database. The Cost Center report accounts for all health and safety expenditures. Health and Safety expenditures are also reported on the subgrantee's monthly financial status report.

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.8 Program Management

V.8.1 Overview and Organization

The South Carolina Weatherization Assistance Program is administered by the South Carolina Department of Administration, Office of Economic Opportunity in Columbia, South Carolina. Created by the Community Economic Opportunity Act of 1983, the Office of Economic Opportunity (OEO) is the state's administering agency for the Community Services Block Grant, Low-Income Home Energy Assistance Program, Weatherization

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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.

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

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

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

V.8.2 Administrative Expenditure Limits

Grantee can take up to 5% of the total DOE 2020 allocation for administration. Subgrantees who were allocated more than \$350,000 in 2020 DOE funds must limit administrative expenses to 5% of their award amount. Those subgrantees who are allocated less than \$350,000 in 2020 DOE funds must limit administrative expenses to 10% of their award.

V.8.3 Monitoring Activities

South Carolina Office of Economic Opportunity (SC OEO) monitoring staff will conduct comprehensive monitoring of each subgrantee at least once a year, provide a written report to the subgrantee and maintain a file related to the monitoring. This file will be accessible by DOE during its monitoring visits. 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
- (Vacant), Program Coordinator, 100 percent of salary from WAP T&TA
- Jude McCaffrey, Program Coordinator, 100 percent of salary from WAP T&TA

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

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

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

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 2 CFR 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:

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

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

REMEDIES FOR NONCOMPLIANCE

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

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

ADMINISTRATIVE ENFORCEMENT

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

A. Effects of Suspension

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

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

B. Relationship to Debarment and Suspension

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

TERMINATION

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

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

A. Termination for Lack of Funds

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

B. Termination for Breach of Grant

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

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

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

D. Termination by Subgrantee

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

E. Termination for Convenience

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

F. Termination for Insolvency

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

G. Termination by Department of Energy (DOE)

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

H. Notice of Termination

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

I. Process for Termination

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

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

V.8.4 Training and Technical Assistance Approach and Activities

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

T&TA funding will be available for Grantee and Subgrantee use. Funds may be used to pay salary, travel, and operational and contractual costs for 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.

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Technical Advisory Group (TAG)

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

The purpose of the TAG is to:

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

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

1. SC OEO staff will provide T&TA through onsite, written, webinar, and telephone communication with Subgrantee staff.
2. SC OEO staff or contractor will provide specific T&TA on automated audit inspection procedures as a regular component of the on-site home inspection monitoring visits.
3. SC OEO staff or contractor(s) will provide on-site or offsite T&TA as needed. Need may be identified by the Subgrantee staff, DOE Project Officer monitoring visits, or by SC OEO staff as the result of observation for resolution of problems, or to meet updates required by DOE.
4. SC OEO staff and Subgrantee staff will participate in national activities as they are planned. SC OEO will assure staff are able to attend these meetings and will encourage Subgrantee staff to take advantage of training opportunities by utilizing T&TA funds.
5. SC OEO management staff 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. Subgrantee T&TA funds may be used to train contractors, including providing a reasonable stipend to contractors who attend WAP training at the request of the Subgrantee. All such contractors must sign a retention agreement in accordance with DOE guidelines. T&TA funds may also be used for Subgrantee administrative staff to attend Weatherization related training.
10. 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.
11. 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

- Tier 1 training must be provided by a DOE approved and IREC accredited training program. IREC training centers near South Carolina and being providing training to the South Carolina WAP program include:
 - Southface – located in Atlanta, Georgia
 - Everblue – located in Charlotte, North Carolina
 - Community Housing Partners – located in Christiansburg, Virginia
- Tier 1 training is specific trainings that align with the Job Task Analysis (JTA) for the job duties. The specific job duties include Quality Control Inspector (QCI), Energy Auditor (EA) and Crew Leader/Supervisor.
- All new personnel that the subgrantees hires to be Energy Auditors and/or Quality Control Inspectors must be certified within 9 months of hired date.
- Trainings for Energy Auditor and Quality Control Inspector are on a 3 year training cycle. The Building Performance Institute (BPI) requires each of these two job duties to be re-certified every 3 years. Therefore, the majority of subgrantees' training plans call for an intense 1-2 weeks

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of training, prior to sitting for the re-certification exams. JTA specific training for Crew Leader/Supervisor is on a cyclical basis to obtain continuing education credits (CEUs).

- o Historically, 26 percent of all trainings being provided to the South Carolina WAP program are Tier 1 trainings.

Tier 2 training

- o Tier 2 trainings will be provided on an as-needed basis. The specific training that is needed will determine the training provider (either OEO staff or one of the IREC training providers).
- o All new personnel and contractors that the subgrantees hire for the weatherization program must complete the following training courses with 6 months of hire date.
 - Lead Safe Weatherization (LSW) – Crew Worker, Energy Auditor, Quality Control Inspector
 - OSHA 10 Course - Crew Worker, Energy Auditor, Quality Control Inspector, Contractor
 - EPA Renovate-Repair-Paint (RRP) course & certification - Energy Auditor, Quality Control Inspector
- o Tier 2 trainings include the following courses. All of the courses are required for Crew Workers, Program Management, Energy Auditors, and Quality Control Inspectors. Only the last five (5) courses [ASHRAE 62.2, Duct Testing, Blower Door Diagnostics, Insulation Installations – Attic Prep, and Wall Insulation Evaluations] are required for Contractors.

- Manufactured Home Fundamentals
- Envelope and Duct Leakage
- ASHRAE 62.2 (2016)
- Client Education
- Duct Testing
- OSHA Construction – 10 hour
- Blower Door Air Sealing
- Lead Safe Weatherization
- EPA RRP
- EPA RRP Refresher Course
- HVAC Fundamentals
- Combustion Appliance Zone Testing
- Floor, Wall, Attic Insulation
- Manufactured Home Fundamentals
- HVAC Fundamentals

Tier 1 - Comprehensive Training	Crew Worker	Crew Leader	Energy Auditor	Quality Control Inspector
HEP - Quality Control Inspector			X	X
HEP - Energy Auditor			X	X
Retrofit Installer	X	X		
Crew Leader		X		

Tier 2 - Specialized Training	Crew Worker	Crew Leader	Program Management	Energy Auditor	Quality Control Inspector	Contractor
Manufactured Home Fundamentals	X	X	X	X	X	
Envelope and Duct Leakage	X	X	X	X	X	
ASHRAE 62.2 (2016)	X	X	X	X	X	
Client Education		X	X	X	X	
Duct Testing	X	X				
OSHA Construction - 10 hour	X	X	X	X	X	X
Blower Door Guided Air Sealing	X	X	X	X	X	X
Lead Safe Weatherization	X					
EPA RRP		X	X	X	X	X
EPA RRP (Refresher course)		X	X	X	X	X
HVAC Fundamentals		X		X	X	
Combustion Appliance Zone Testing (CAZ)		X		X	X	X

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Floor, Wall, Attic Insulation	X			X	X	X
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Activities planned for WAP PY 2020:

First Quarter (April - June 2020):

- Three monthly TAG Meetings - 3rd Thursday
- On-site T&TA as needed
- Home Performance Conference - April 27-30, 2020 - New Orleans, Louisiana
- State Conference - April 14-17, 2020

Second Quarter (July - September 2020):

- Three monthly TAG Meetings - 3rd Thursday
- On-site T&TA as needed
- Energy Outwest 2020 Conference – August 10-14, 2020 – Austin, Texas
- NASCSP Annual Conference - Grand Rapids, Michigan Sep. 28 – Oct. 2, 2020

Third Quarter (October - December 2020):

- SCCAP Fall Conference - November 2020
- Three monthly TAG Meetings - 3rd Thursday
- On-site T&TA as needed

Fourth Quarter (January - March 2021):

PAC Meeting - January 2021

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

Comprehensive Trainings:	26.0
Specific Trainings:	74.0

Breakdown of T&TA training budget

Percent of budget allocated to Auditor/QCI trainings:	14.0
Percent of budget allocated to Crew/Installer trainings:	29.0
Percent of budget allocated to Management/Financial trainings:	57.0

V.9 Energy Crisis and Disaster Plan

PURPOSE

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

POLICY

All Subgrantees of the Weatherization Assistance Program (WAP) must adhere to the following policy if requesting weatherization funding toward disaster planning and relief. Disaster relief funds are to be used only in the event of a declared emergency at the state or federal level and shall be used only to provide emergency services to low income individuals and families in the designated disaster area. WAP has a very limited role in any disaster response plan.

DOE funds are very limited to eligible weatherization activities and the purchase and delivery of weatherization materials. To the extent services are in support of eligible weatherization (or permissible reweatherization) work for eligible households, such expenditure is allowable. Allowable

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expenditures under WAP include:

- The cost of incidental repairs to an eligible dwelling unit if such repairs are necessary to make the installation of weatherization materials effective.
- The cost of eliminating health and safety hazards, elimination of which is necessary before the installation of weatherization materials.
- Weatherization personnel can be paid from DOE funds to perform functions related to protecting the DOE investment. Such activities include: securing weatherization materials, tools, equipment, weatherization vehicles, or protection of local agency weatherization files, records and the like during the initial phase of the disaster response. Local agencies may use weatherization vehicles and/or equipment to help assist in disaster relief provided the WAP is reimbursed according to the DOE regulations.

The use of DOE funds for relief efforts is limited to the following:

- Per WPN 12-7, the total allowance for relief efforts limited to allowance of \$6,500 per dwelling unit.
- The total allowance for incidental repairs in support of installation of weatherization materials is limited to \$500.
- The total allowance for health and safety costs is limited to \$1,050.
- To the extent that the services are in support of eligible weatherization (or permissible reweatherization) work, such expenditure would be allowable. For example, debris removal at a dwelling unit so that the unit can be weatherized would be an allowable cost. Debris removal from a dwelling unit that is not to be weatherized would not be an allowable cost. As such, using DOE funds to pay for weatherization personnel to perform relief work in the community as a result of a disaster is not allowable.

Reprioritization of Weatherization requests

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

Reweatherization work

In the event of a declared federal or state disaster, weatherization crews may return to a unit reported as a completion to DOE that has been "damaged by fire, flood, or act of God, to be reweatherized, without regard to the date of weatherization". 10 CFR 440.18(f)(2)(ii). Local authorities must deem the dwelling unit(s) salvageable as well as habitable and the damage to the materials is not covered by insurance or other form of compensation.

If funding is available, SC OEO will consider all requests from Subgrantees for disaster relief funds that meet the outlined criteria.

The requests must include the following components:

- Overview of disaster
- Date disaster was declared a federal or state disaster
- Additional funding requested, if applicable
- How weatherization funds/weatherization work will be utilized to enhance disaster relief funds in the federal or state defined disaster area. Subgrantees must submit requests to the SC OEO. Once submitted, SC OEO will review with the assistance of the DOE.

Funding for Disaster Planning and Relief

If SC OEO approves a Subgrantee disaster relief plan, an agency can dedicate current year allocation and funding to the identified disaster area, and serve that area as priority over other areas.