

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. EE0007950		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address STATE OF SOUTH DAKOTA 910 E. Sioux Ave PIERRE, SD 575014517		4. Program/Project Start Date 07/01/2019	5. Completion Date 06/30/2022

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Federal 2019-2021 Combined Budget	81.042	\$ 0.00		\$ 6,689,469.00		\$ 6,689,469.00
2.						
3.						
4.						
5. TOTAL		\$ 0.00	\$ 0.00	\$ 6,689,469.00	\$ 0.00	\$ 6,689,469.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) DOE	(2) GRANTEE ADMINISTRA TION	(3) SUBGRANTE E ADMINISTRA	(4) GRANTEE T&TA	
a. Personnel	\$ 0.00	\$ 127,976.00	\$ 0.00	\$ 0.00	\$ 127,976.00
b. Fringe Benefits	\$ 0.00	\$ 37,089.00	\$ 0.00	\$ 0.00	\$ 37,089.00
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 36,000.00	\$ 36,000.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
f. Contract	\$ 0.00	\$ 0.00	\$ 615,715.00	\$ 46,200.00	\$ 6,488,404.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other Direct Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
i. Total Direct Charges	\$ 0.00	\$ 165,065.00	\$ 615,715.00	\$ 82,200.00	\$ 6,689,469.00
j. Indirect Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
k. Totals	\$ 0.00	\$ 165,065.00	\$ 615,715.00	\$ 82,200.00	\$ 6,689,469.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

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SECTION A - BUDGET SUMMARY						
Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.						
2.						
3.						
4.						
5. TOTAL		\$ 0.00	\$ 0.00	\$ 6,689,469.00	\$ 0.00	\$ 6,689,469.00

SECTION B - BUDGET CATEGORIES					
6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) SUBGRANTEE T&TA	(2) PROGRAM OPERATIONS	(3) HEALTH AND SAFETY	(4) LIABILITY INSURANCE	
a. Personnel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 127,976.00
b. Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 37,089.00
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 36,000.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
f. Contract	\$ 586,676.00	\$ 4,065,320.00	\$ 1,016,331.00	\$ 94,289.00	\$ 6,488,404.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other Direct Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
i. Total Direct Charges	\$ 586,676.00	\$ 4,065,320.00	\$ 1,016,331.00	\$ 94,289.00	\$ 6,689,469.00
j. Indirect Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
k. Totals	\$ 586,676.00	\$ 4,065,320.00	\$ 1,016,331.00	\$ 94,289.00	\$ 6,689,469.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

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SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.						
2.						
3.						
4.						
5. TOTAL		\$ 0.00	\$ 0.00	\$ 6,689,469.00	\$ 0.00	\$ 6,689,469.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) FINANCIAL AUDITS	(2)	(3)	(4)	
a. Personnel	\$ 0.00				\$ 127,976.00
b. Fringe Benefits	\$ 0.00				\$ 37,089.00
c. Travel	\$ 0.00				\$ 36,000.00
d. Equipment	\$ 0.00				\$ 0.00
e. Supplies	\$ 0.00				\$ 0.00
f. Contract	\$ 63,873.00				\$ 6,488,404.00
g. Construction	\$ 0.00				\$ 0.00
h. Other Direct Costs	\$ 0.00				\$ 0.00
i. Total Direct Charges	\$ 63,873.00				\$ 6,689,469.00
j. Indirect Costs	\$ 0.00				\$ 0.00
k. Totals	\$ 63,873.00				\$ 6,689,469.00
7. Program Income	\$ 0.00				\$ 0.00

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

(Grant Number: EE0007950, State: SD, Program Year: 2019)

IV.1 Subgrantees

Subgrantee (City)	Planned Funds/Units
Interlakes Community Action Agency (Madison)	\$1,699,453.00 138
Northeast SD Community Action Agency (Sisseton)	\$1,242,058.00 101
Rural Office of Community Services (Lake Andes)	\$1,565,455.00 127
Western SD Community Action Agency (Rapid City)	\$1,935,238.00 157
Total:	\$6,442,204.00 523

IV.2 WAP Production Schedule

Planned units by quarter or category are no longer required, no information required for persons.	
Weatherization Plans	Units
Total Units (excluding reweatherized)	523 523
Rewatherized Units	0 0
Average Unit Costs, Units subject to DOE Project Rules	
VEHICLE & EQUIPMENT AVERAGE COST PER DWELLING UNIT (DOE RULES)	
A Total Vehicles & Equipment (\$5,000 or more) Budget	\$0.00
B Total Units Weatherized	523
C Total Units Reweatherized	0
D Total Dwelling Units to be Weatherized and Reweatherized (B + C)	523
E Average Vehicles & Equipment Acquisition Cost per Unit (A divided by D)	\$0.00
AVERAGE COST PER DWELLING UNIT (DOE RULES)	
F Total Funds for Program Operations	\$4,065,320.00
G Total Dwelling Units to be Weatherized and Reweatherized (from line D)	523
H Average Program Operations Costs per Unit (F divided by G)	\$7,773.08
I Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J Total Average Cost per Dwelling (H plus I)	\$7,773.08

IV.3 Energy Savings

Method used to calculate savings: ☒ WAP algorithm ☐ Other (describe below)			
	Units	Savings Calculator (MBtus)	Energy Savings
This Year Estimate	523	29.3	15324
Prior Year Estimate	229	29.3	6710
Prior Year Actual	190	29.3	5567
Method used to calculate savings description:			
South Dakota's estimated energy savings for 2019-2022 are shown on the following algorithm: DOE Program Amount			

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

(Grant Number: EE0007950, State: SD, Program Year: 2019)

	(A) Total DOE State Weatherization Allocation \$6,689,469 (B) Total Cost associated with Administration, T&TA, H&S, Audits, Liability Ins. \$2,624,169 (C) Subtract the amount entered in line (B) from line (A), for total Federal (DOE) funds available to weatherize homes \$4,065,320 (D) Estimated State Average Cost per Home - \$7,776 (E) Divide the amount entered on line (C) by the amount entered on line (D), for Total Estimated Homes to be Weatherized-523. (F) Multiply (E) by 29.3 MBtu for Total Annual Estimated Energy Savings resulting from DOE appropriated fund 15,323.9 MBtu's	
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IV.4 DOE-Funded Leveraging Activities

IV.5 Policy Advisory Council Members

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

Barbara Garcia	Type of organization: Contact Name: Phone: 6052096313 Email: bkgrcsd@gmail.com
Cecilia Fire Thunder	Type of organization: Other Contact Name: Native Americans, elderly, disabled and low-income populatio Phone: 6054072470 Email: c.firethunder@gmail.com
Colleen Winter	Type of organization: Contact Name: Phone: 6052801731 Email: colleenwinter57501@gmail.com
Holly Bodenstedt	Type of organization: Contact Name: Phone: 6057605249 Email: hsboden@vyn.midco.net
Hugh Grogan	Type of organization: Other Contact Name: elderly, disabled, native american, and low-income population Phone: 6053383833 Email: hubert.grogan@gmail.com
Jesse Ronning	Type of organization: Other Contact Name: Phone: 6056929415 Email: jjronning@swiftel.net
Linda I. Wordeman	Type of organization: Other Contact Name: Phone: 6053913408 Email: sodakholdings@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

05/03/2021 Notice of Public Hearing will run in the following newspapers- Aberdeen American News, Sioux Falls Argus Leader, Mitchell Daily Republic, and Rapid City Journal. The Notice was also posted on the DSS Website for Public Hearings.

IV.7 Miscellaneous

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

(Grant Number: EE0007950, State: SD, Program Year: 2019)

Recipient Business Officer

Bill Regynski
bill.regynski@state.sd.us
700 Governors Drive
Pierre, SD 57501
605-773-5182

Recipient Principal Investigator

David Gall
david.gall@state.sd.us
910 E. Sioux Ave
Pierre, SD 57501
605-773-4131

American Customer Satisfaction Index (ACSI) Narrative:

The State has made significant strides in addressing the timeframe it takes for the payments to be made, when a voucher is received by the State, it will be processed within 2 business days and sent to the Social Services Finance Office, once they verify, it is then sent to the Bureau of Finance and Management for Payment.

Currently, there is an annual meeting in Pierre with CAP technical staff and the State Technical Monitor to discuss best practices.

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

(Grant Number: EE0007950, State: SD, Program Year: 2019)

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

According to the 2000 census there are 95,112 households with income at or below 200% of poverty level. As allowed in DOE regulations, the State of South Dakota sets its weatherization eligibility limit at 200% of the federal poverty level.

Describe what household eligibility basis will be used in the Program

Any household that is currently receiving LIEAP assistance is automatically income eligible for Weatherization. All other households seeking Weatherization will be determined using DOE regulations on income eligibility.

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

Lawfully admitted aliens with permanent residence must present documentation showing they have been so classified from Immigration and Naturalization(INS). Alien status is normally verified through annotations made by INS on Forms I-94, I-151, I-551, Passport, G-641, or I-688. If the INS document does not clearly indicate the alien's eligible or ineligible status, the SAVE process must be utilized. Eligible aliens will be counted as household members.

V.1.2 Approach to Determining Building Eligibility

Procedures to determine that units weatherized have eligibility documentation

Prior to the weatherization of a unit, documentation shall be placed in the client file verifying that the unit is occupied by a family who has income at or below 200% of poverty level. Household income will not be verified for the Weatherization Assistance Program if the household has been certified as LIEAP eligible during the current program period. For eligibility purposes the client file must contain -

- 1) Weatherization application or supplemental form used to gather information for individuals eligible through LIEAP
- 2) ELIGIBILITY: method of eligibility determination;
- 3) Verification of ownership;
- 4) Landlord Agreement signed by property owner or agent prior to the installation of weatherization measures.

Describe Reweathering compliance

All homes weatherized with Federal funds in the last 15 years are ineligible for additional weatherization assistance. However, DOE allows weatherization funds to be used to reweatherize units which were partially weatherized with DOE funds prior to the fifteen year cutoff date. These dwelling units will receive a new energy audit which takes into account any previous energy conservation improvements to the dwelling. To ensure that homes that were weatherized within the last 15 years will not again receive Weatherization services, the subgrantees maintain a file tracking all the homes that have been weatherized. In addition, the inspector puts a sticker in the home during the final inspection in a location that would be seen during a future audit.

Describe what structures are eligible for weatherization

Single family site built homes, manufactured homes, owner occupied multi-unit buildings, and rental units containing commercial property.

Describe how Rental Units/Multifamily Buildings will be addressed

Rental buildings shall be treated the same as owner-occupied buildings by utilizing Weatherization Energy Audits in determining

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

(Grant Number: EE0007950, State: SD, Program Year: 2019)

appropriate measures to be performed.

Subgrantees must receive written permission from the owner (or authorized representative) to weatherize the building. Subgrantees are required to use their agency Rental Agreement for each rental weatherization project.

A building containing rental units may be weatherized if not less than 66 percent (50 percent for a duplex and four-plex) of the units in the building are eligible units or will become eligible within 180 days under a Federal, State or local government rehabilitation program. In these large multi-family buildings, if 50% or more of the units are certified as eligible, weatherization may occur. This exception applies only to those large multi-family buildings where an investment of DOE funds would result in significant energy-efficiency improvements. The State of South Dakota will seek DOE approval prior to starting the process of weatherizing a multifamily building. The Priority Matrix will be utilized to determine if a multi-family building is eligible for Weatherization services.

DOE/HUD Multi-Family Agreement-

Program Guidance 17-4-

<https://energy.gov/sites/prod/files/2017/06/f34/WPN%2017-4%20HUD%20Multifamily%20Final.pdf>

If the entire building is not eligible for weatherization, because there are not enough units occupied by eligible families, service to the entire building shall be deferred.

Owner Occupied Multi-Unit Buildings

If all units in a multi-unit building are separately owned and occupied by individual owners, then each unit shall be treated as a separate single family building. If the entire building is not determined eligible, then work on common area measures (shared water heaters, heating systems, laundry appliances, etc.) is not allowed.

Landlord Contributions

The written permission of the owner or authorized agent of a single family dwellings must be obtained before weatherization can occur. In the case of renter occupied dwellings, the goal of the Weatherization project is to assist low income tenants as much as possible without excessive or undue enhancement for the property owner. A Weatherization Assistance Program Landlord Agreement must be signed by the landlord or authorized agent and placed in the client file giving permission for the agency to work on the unit. These agreements include provisions that:

o the landlord agrees to render 1/3 of the cost for the weatherization activities **prior to** work beginning on the home **UNLESS** the landlord income is less than 200%. If the landlord contribution is waived, the sub grantee will verify and document the landlord income in the client file.

o the rent will not be increased solely due to the weatherization improvements

o the landlord shall not evict the tenant so long as the tenant complies with the present lease agreement

South Dakota Weatherization Manual Revised 02-24-2011 1

South Dakota shall require that all landlord contributions be applied directly toward the cost of weatherizing the landlord's property.

A building containing rental units may be weatherized if not less than 66 percent of the units in the building are eligible units or will become eligible within 180 days under a Federal, State or local government rehabilitation program.

Landlord Agreement

Each Grantee shall have a Landlord Agreement before weatherizing any rental units.

A Landlord Agreement, signed by the owner or the rental agent, shall be placed in rental unit client file and shall include the following:

1) The landlord and tenant give authorization to the Grantee;

to install, or have installed, weatherization materials in the dwelling;

to access the property at reasonable times to work on or inspect the dwelling;

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

(Grant Number: EE0007950, State: SD, Program Year: 2019)

2) The landlord agreement shall affirm;

the property is not presently being offered for sale;

rent shall not be raised for a period of two years solely due to the increased value because of the weatherization of the unit;

no undue or excessive enhancement will occur to the value of dwelling units;

to cooperate with the Grantee in connection with the rental property;

Tenants must be notified in writing of the formal complaint process. If there is a violation of the landlord agreement the tenant must first notify the Grantee for resolution. If the complaint is not resolved at the Grantee level the tenant may submit a written request for investigation to the:

Office of Energy Assistance

910 E Sioux Ave

Pierre, SD 57501 10 CFR 440.22 (3)(i)

Rental Units Containing Commercial Property

If a building contains a rental unit(s) and is also used for commercial purposes, only the part of the building that is occupied by an eligible person may be weatherized. Grantees may not weatherize commercial property. Where a measure will need to be installed on both the eligible unit and commercial area to be effective (i.e. framing sidewall insulation) the grantee shall charge the portion associated with the eligible unit to the program and charge the portion associated with the commercial area to the property owner. The amount charged to the property owner may not be counted toward the owner contribution if an owner contribution is required. If the property owner declines the measure or declines to pay for the portion associated with the commercial area the unit shall be deferred.

Group Homes

Grantees may weatherize eligible, private, not-religious, nonprofit or publicly owned long-term group homes. Group homes are facilities that provide housing for families and individuals, such as Community Based Care Facilities that provide housing for elderly and disabled persons. These are eligible when they meet the dwelling unit and separate living quarter's requirements.

South Dakota Weatherization Manual Revised 02-24-2011 2 South Dakota Weatherization Manual Revised 02-24-2011 3

Grantees must review the building and establish the number of dwelling units in the building. If the group home has a central kitchen used by the occupants, each living area does not qualify as separate living quarters. For the purpose of determining how many dwelling units use the guidelines under Temporary Shelters.

Group homes are not automatically eligible because they are licensed as Community Based Care Facilities.

Describe the deferral Process

Weatherization service shall be denied when the building is not eligible or there are no weatherization measures to complete.

Applicants may appeal a denial of service utilizing the Grantees appeal process

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. Local Grantees, which include crews and sub-contractors, are expected to pursue reasonable options on behalf of the dwelling owner, including referrals, and to use good judgment in dealing with difficult situations. Grantees should not defer service simply because of the presence of a hazard. Every effort should be made to identify other resources to address the identified hazards. Whenever appropriate, educational information on how to address the hazard should be shared with the occupant.

A written deferral policy must be established by the local Grantee. The deferral policy should outline the procedures followed when weatherization measures may not be installed in a dwelling unit. When service is deferred the owner or occupant should be given a reasonable timeframe to correct the problem.

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

(Grant Number: EE0007950, State: SD, Program Year: 2019)

Examples of reasonable timeframes would be thirty days for housekeeping concerns or ninety for major remodeling work. Deferral conditions may include:

- 1) Standing water, mold, friable asbestos, deteriorated lead-based paint surfaces or other hazardous materials which cannot be addressed by the weatherization work.
- 2) Evidence of infestations of rodents, insects, and/or other vermin.
- 3) Un-vented space heater(s) that may have a harmful effect on the air quality of the home.
- 4) Disabled or inoperable heating plant at the time of the initial inspection.
- 5) Unsecured pets that may prevent workers from safely completing their work.
- 6) The presence of sewage or animal feces in the home.
- 7) Improperly stored chemicals, combustible materials, or other fire hazards that present a danger to the occupants or the workers.
- 8) Maintenance or housekeeping practices that limit the access of workers to the dwelling or create an unhealthy work environment.
- 9) Major remodeling is in progress, which limits the proper completion of major weatherization measures.
- 10) HUD funded dwellings, at the time of completion, will not meet applicable HUD Lead-Based Paint standards.
- 11) Electrical or plumbing hazards that cannot be addressed as a part of weatherization services.
- 12) Threat(s) of violence or abusive behavior to worker(s) or household member(s) during the weatherization process.
- 13) The illegal presence or use of any controlled substance in the home during the weatherization process.
- 14) Occupant has known health conditions that prohibit the installation of insulation or other weatherization materials.
- 15) Occupants refusal of required ventilation to meet ASHRAE 62.2
- 16) The client is uncooperative with the weatherization agency, either in demanding that certain work be done and refusing higher priority work which is needed, or by being abusive to the work crew or subcontractor, or by being unreasonable in allowing access to the unit, every attempt should be made to explain the program and the benefits of the work. If this fails, work should be suspended and the State Weatherization Office consulted.

Units Undergoing Remodeling:

Units undergoing remodeling, which have untreated remodeled areas that directly affect the weatherization process, shall not be weatherized. The client's application shall remain a part of the Grantees records until recertification is necessary. Weatherization of the unit may proceed if remodeling is completed to the standards of a completed dwelling unit and the client qualifies for the program at the time of that completion.

A Deferral of Service Notification must be used to document and notify applicants of conditions that require the deferral of service. The applicant must receive a written notification within five working days of the decision to defer service. Included with the notice must be the grantee's applicant appeal procedures.

V.1.3 Definition of Children

Definition of children (below age): **19**

V.1.4 Approach to Tribal Organizations

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

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

Low-income members of an Native American Tribe will receive benefits equivalent to the assistance provided to other low-income persons.

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

(Grant Number: EE0007950, State: SD, Program Year: 2019)

V.2 Selection of Areas to Be Served

The four agencies listed below offer weatherization services to all tribal and non-tribal homes in all 66 counties in South Dakota.

AGENCY: Interlakes Community Action Agency, P.O. Box 268, Madison, S.D.

Counties Served: Brookings, Clark, Codington, Deuel, Grant, Hamlin, Kingsbury, Lake, McCook, Minnehaha, Miner, Moody.

AGENCY: Northeast SD Community Action Agency, 104 Ash St E., Sisseton, SD

Counties Served: Beadle, Brown, Campbell, Day, Edmunds, Faulk, Hand, Hughes, Hyde, Marshall, McPherson, Potter, Roberts, Spink, Stanley, Sully, Walworth.

AGENCY: Rural Office of Community Services, P.O. Box 547, Wagner, SD

Counties Served: Aurora, Buffalo, Bon Homme, Brule, Charles Mix, Clay, Davison, Douglas, Gregory, Hanson, Hutchinson, Jerauld, Jones, Lincoln, Lyman, Mellette, Sanborn, Todd, Tripp, Turner, Union, Yankton.

AGENCY: Western SD Community Action Program, 1844 Lombardy Dr., Rapid City, SD

Counties Served: Bennett, Butte, Corson, Custer, Dewey, Fall River, Haakon, Harding, Jackson, Lawrence, Meade, Pennington, Perkins, Shannon, Ziebach.

V.3 Priorities

Priority shall be given to identifying and providing weatherization assistance to households receiving low-income energy assistance.

Priority shall be given to the following households;

- Households with elderly persons 60 or older,
- Households with disabled persons,
- Families with children not exceeding age 19.

Once a home has been determined a priority household, the subgrantees will utilize the Priority Matrix to assist in determining the order in which households will receive Weatherization assistance.

Breakdown of how the priority households will be determined is attached as Priority Matrix.pdf

For multi-family units, all occupied dwelling units within the building will have a priority score determined. Those individual scores are added up, then divided by the total number of dwelling units in the building.

V.4 Climatic Conditions

Weather bureau statistics show that most portions of South Dakota have average wind speeds of 15 miles per hour and experience wind speeds of 25 miles per hour at least thirty percent of the time throughout the year. In populated areas, heating degree days range from less than 6,300 to over 8,500. Elevations in these area's range from less than 1,200 to over 5,200 feet.

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

(Grant Number: EE0007950, State: SD, Program Year: 2019)

V.5 Type of Weatherization Work to Be Done

V.5.1 Technical Guides and Materials

South Dakota Weatherization Materials-
South Dakota Weatherization Field Guide - <http://wxfieldguide.com/sd/>
South Dakota Policy and Procedures Manual

South Dakota contracted with Saturn Resource Management to update the South Dakota Weatherization Field Guide to include the Department of Energy Standard Work Specifications and is currently doing the first review. The updated field guide was completed in 2019.

All Weatherization work completed must meet or exceed all local and state building codes. The following activities fall within the scope of this program and shall be considered for Weatherization. Energy conservation measures must prove cost effective, showing an SIR of 1.0 or greater, by NEAT/MHEA/TREAT energy audits before measures can be installed. All materials used will conform to 10 CFR 440, Appendix A.

All Subgrantees have received the updated Weatherization Field Guide containing the approved DOE SWS specifications (attachment FieldGuideReceipts.pdf) and all agreements and vendor contracts contain language which clearly documents the SWS specifications for work quality (attachment Flowdown Requirements.pdf).

Field guide types approval dates

Single-Family: 1/7/2019
Manufactured Housing: 1/7/2019
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)

South Dakota received conditional approval in June 2014.

Approval Date: 5/28/2015

Audit Procedure: Manufactured Housing

Audit Name: Other (specify)

South Dakota received conditional approval in June 2014.

Approval Date: 5/28/2015

Audit Procedure: Multi-Family

Audit Name: Other (specify)

Since multi-family completions reported to DOE do not exceed 20% of overall production South Dakota will request approval for multi-family units on a case-by-case basis.

Approval Date:

Comments

NEAT/MHEA audits are residential and manufactured energy audits developed and /or tailored by Oak Ridge National Laboratories (ORNL) for the U.S. Department of Energy for use in the Weatherization Assistance Program. The NEAT/MHEA Audits as approved by the Department of Social Services and DOE shall be used by all South Dakota agencies in determining the correct priority of weatherization improvements for each dwelling unit. Each audit analysis will remain in the client file. Prices paid for materials and labor is to be updated annually or when a significant change in a factor occurs. The NEAT/MHEA Audits are approved waiver audits which when used, allows local Weatherization agencies to vary from the 40% minimum materials requirement for each home the audit is applied to. The NEAT or MHEA audit is required on all homes/modular homes completed and thus the 40% materials minimum will not apply.

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

(Grant Number: EE0007950, State: SD, Program Year: 2019)

In carrying out Weatherization projects, first priority is given to stopping infiltration by repairing broken windows, patching roofs and walls, caulking cracks and joints and weather-stripping doors and windows; a second priority is given to installing a balanced combination of cost effective energy conserving home improvements including insulation of attics, floors, walls, foundations, water heaters and exposed heating ducts, furnace replacements, etc. The Weatherization activities will be based upon NEAT/MHEA calculations and is limited to approved weatherization measures with a savings to investment ratio (SIR) of 1.0 or greater. Weatherization Measures shall not be implemented where the SIR of that measure is lower than 1.0.

All energy improvements must have a "stand alone" SIR of at least 1.0. Landlord contributions cannot be applied to a measure which will reduce the overall cost and increase the measures SIR thus making the measure cost effective.

Multi-family unit completions make up less than 20% of all Weatherized homes in South Dakota. Subgrantee's must submit a written request to the Grantee to seek approval to Weatherize a multifamily unit. South Dakota will then seek DOE approval prior to any work being completed.

V.5.3 Final Inspection

Each local Weatherization agency shall establish internal control systems to ensure that no dwelling unit will be reported to the state as complete until the local agency has performed a final inspection and certified that all work has been completed in a professional manner in accordance with approved priority procedures by a certified Quality Control Inspector. Prior to submitting a unit to the State office as a completion, the unit will be inspected by a sub-grantee QCI that did not perform the installation of measures. The QCI inspection sheet signed by the individual performing the final inspection and by the occupant of the unit must be placed in the client file. This inspection sheet must contain information stating that all measures have been properly installed and all the weatherization work has been completed in a professional manner and in accordance with 10 CFR 440.21(b).

Each subgrantee will provide proof documentation to the State showing individuals that are a certified QCI.

Due to limited funding, South Dakota will be utilizing the DOE prescribed QCI option of Independent Auditor/QCI. This has been the process for years in South Dakota and the grantee reviews the State Monitor QCI findings to ensure agencies are meeting standards.

All QCI inspections must meet all the standards set forth in the South Dakota Weatherization Field Guide. Failure to adequately inspect homes utilizing the field guide will result in follow-up work to ensure all work was completed as outlined in the field guide, and continued failure to adequately inspect homes would lead to further disciplinary actions.

V.6 Weatherization Analysis of Effectiveness

South Dakota receives a monthly data file from each subgrantee which is imported into South Dakota's Weatherization Database that is used to track number of homes weatherized, number of people assisted, type of home weatherized, and basic demographics of the household members. This allows South Dakota to ensure

production goals are being met by the Subgrantee and homes are being Weatherized in accordance with the State Plan.

South Dakota also conducts technical monitoring on no less than 10% of the homes Weatherized. To go along with the Technical Monitoring, South Dakota recently developed a Technical Monitoring Database that will be used to track findings within homes and give feedback to the agency that was monitored. South Dakota, with assistance from the subgrantee's has categorized findings based on 11 categories-

- a) Windows
- b) Doors
- c) Ventilation
- d) HVAC (Furnace)

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

(Grant Number: EE0007950, State: SD, Program Year: 2019)

- e) Water Heaters
- f) Base Load Measures
- g) Health & Safety
- h) Client Education
- i) Infiltration
- j) Insulation
- k) Client File

Using these categories, South Dakota will better be able to target areas where further training is needed. Also, the State or Federal rule that the finding is based on is cited and included in the report to assist the subgrantee in locating the specific rule that lead to the finding.

The State of South Dakota is also utilizing data from the Weatherization Assistant Database created by Oakridge Laboratories. Weatherized homes are posted to an FTP site by the subgrantee's and the State then imports these homes into their own database. This data is then exported and analyzed to view the average cost savings of the program.

These Databases are used together to determine the effectiveness of the program overall and help determine where further training may be required to assist in continuous quality improvement.

V.7 Health and Safety

See Attached H&S Plan.

V.8 Program Management

V.8.1 Overview and Organization

Title IV of the Energy Conservation and Production Act, as amended Pub. L. 94-385, authorizes the Department of Energy to establish a program to weatherize the homes of low-income individuals, particularly those who are elderly or disabled or have children and those who receive low income energy assistance.

The South Dakota Weatherization Program is one of the programs operated by the Office of Energy Assistance. This office is a division of the State Department of Social Services (see attached organizational charts.)

The South Dakota Department of Social Services has been allocated funds by the Department of Energy to implement a weatherization assistance program to increase the energy efficiency of dwellings owned or occupied by low-income individuals. The goals of this program are to reduce their total residential energy expenditures, and to improve their health and safety. Priority will be given to those low income individuals who are particularly vulnerable, such as elderly, the disabled, and families with children. These goals will be accomplished through client education efforts and by installing cost effective measures such as, insulation, base-load lighting and refrigerators, storm windows, caulking and weather stripping, and making repairs to or replacing inefficient heating systems.

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

(Grant Number: EE0007950, State: SD, Program Year: 2019)

South Dakota will sub grant Department of Energy Weatherization Assistance Program funds to four community action agencies. These organizations are currently administering effective weatherization programs and are meeting production goals. They have been selected on the basis of quality of work, achievement of current goals, qualified and experienced staff and ability to secure volunteers as well as the past achievements in working with low-income individuals. The four agencies are:

Interlakes Community Action Program
Northeast South Dakota Community Action Program
Rural Office of Community Services
Western South Dakota Community Action Program

All four agencies have administered weatherization assistance programs since the program was part of CSA. The agencies have employed individuals under CETA, JTPA, Green Thumb and Work Release programs. The agencies are experienced in working with community service volunteers, hired labor and contracted labor.

The increased use of subcontracted labor and the decline in the use of volunteers has provided greater cost-effective programs. The community action agencies were established under Title II of the Economic Opportunity Act of 1964.

V.8.2 Administrative Expenditure Limits

Not more than 15 percent of the grant will be used for administrative purposes.

V.8.3 Monitoring Activities

The South Dakota Department of Social Services is dedicated to continuous quality improvement, program integrity, accountability and technical proficiency to assure program consistency and compliance.

The Department of Social Services will perform annual evaluations of the subgrantees implementation of policies, procedures, documentation, training, and oversight and poor performance will be corrected promptly. Other participants in the weatherization program, such as installation contractors and affected households, will be included in the subgrantee evaluation process. DSS will create open communication systems to identify quickly any challenges and immediately remedy the issues.

All weatherization work must comply with national, state and local codes. South Dakota monitors sub grantee staff qualifications by requiring sub grantees to report all staff training and certifications. South Dakota currently has four certified Quality Control Inspectors (at least one at each agency) that will inspect 100% of the completed units prior to submission to DOE. They should have knowledge included but not limited to training in inspection skills, construction, installation practices, principles of heat loss, blower doors and whole-house diagnostic technology.

The South Dakota Department of Social Services will solicit qualified contractor(s) to conduct technical monitoring of no less than 10% of weatherized homes during the 2019-2022 program year(s). South Dakota has contracted with Cal Steiner the last several years to monitor homes, he received QCI certification on September 10, 2014. Mr. Steiner will evaluate the workmanship and techniques used by weatherization crews, focusing on compliance with weatherization guidelines, priorities and the quality of work.

The units that will be monitored by the contractor(s) will be selected randomly by the State Weatherization staff. Each of the selected units will be evaluated to ensure:

- 1) File review sign-off
- 2) Priority Documentation/justification
- 3) Weatherization application or supplemental form used to gather information for individuals eligible through LIEAP
- 4) ELIGIBILITY: method of eligibility determination;
- 5) Verification of ownership or rental agreement;

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

(Grant Number: EE0007950, State: SD, Program Year: 2019)

- 6) Landlord Agreement signed by property owner or agent prior to the installation of weatherization measures;
 - 7) Indoor Air Quality questionnaire
 - 8) NEAT, MHEA, TREAT Audit Output (Recommended Measures) Report;
 - 9) Work orders which include:
 1. A field audit form and auditors notes,
 2. A measures list and total measures cost,
 3. Final inspection form, signed by the client,
 4. Justification for Measures not completed, and
 5. Documentation related to non-DOE/LIEAP weatherization work on the unit;
 - 10) For multifamily dwelling unit, cross-references to the other weatherized units in the building;
 - 11) Health and Safety Inspection Checklist;
 - 12) Pre September 1978 housing-Documentation that the EPA Lead Booklet has been given to the owner and occupant.
 - 13) Renovation Recordkeeping and pictures including warning sign
 - 14) Mold Notification Form if applicable, Ventilation in Your Home, if applicable
 - 15) A completed Heating System Checklist;
 - 16) Building Diagnostics documentation and Combustion Safety Test results;
 - 17) Pre and Post Blower Door Tests results;
 - 18) Follow-up forms if applicable,
 - 19) Documentation of any waivers or approvals pertaining to the job or building;
 - 20) Client Satisfaction form;
 - 21) Approved, deferred or denied units, include a copy of the notification provided the household or attach a copy to the application if no client file exists;
 - 22) Photographs are required on all jobs and shall include at a minimum the following:
 1. The frontal view of the unit exterior
 2. Leaky water heater before replacement
 3. Photo documentation of Lead-Safe work practices
 4. Doors and windows (if infiltration problem exists).
 - 23) Historic Preservation documents
 - 24) Insulation certificate
- State Weatherization staff will receive technical monitoring reports from Mr. Steiner and will use the reports to monitor the performance of the selected contractor(s). If there are concerns about the selected contractor's performance, State Weatherization staff will accompany the selected contractor to an onsite visit. The contract will include a clause that will allow the State to terminate the contract for noncompliance with contract requirements or unacceptable performance. If there are concerns about the Community Action Agency performance, State Weatherization staff will accompany the selected contractor on a follow up visit. Copies of the inspection sheets and a summary of the findings will be sent to the sub grantee no later than thirty (30) days following the onsite visit. A Weatherization Monitoring Report that contains additional work known as follow-ups may result in:
- 1) Disallowed costs
 - 2) Increased inspection/monitoring rate

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

(Grant Number: EE0007950, State: SD, Program Year: 2019)

3) Additional required training for the sub grantee or specified staff of the sub grantee

State Weatherization staff will conduct a minimum of one monitoring visit of each sub grantee during the program year to evaluate program management in the areas of:

1) Planning

2) Organization

3) Fiscal management –

1. Each sub grantee is required to have an annual independent financial audit.

2. SD Office of Provider Reimbursements and Audits conducts a comprehensive financial audit of each sub grantee to ensure compliance with 2 CFR 200 Financial Assistance Rules.

4) Program outreach

5) Purchasing practices

6) Implementation of corrective action

7) Weatherization files

8) Inventory control

9) Health and safety compliance

10) Client eligibility

11) Payroll

12) Vehicle and equipment

13) work orders

14) ASHRAE

A summary of the program monitoring, including corrective action requirements, will be sent to the Executive Director of the agency within thirty days of the visit. A Weatherization Monitoring Report that contains follow-ups may result in:

1) Disallowed costs

2) Increased inspection/monitoring rate additional required training for the sub grantee or specified staff of the sub grantee.

The annual program monitoring resulted in no findings.

24 homes were monitored during the 2020-2021 program year. There were 8 instances that had minor findings (6 with insulation and 2 with infiltration). All findings will be discussed during the annual technical monitoring meeting to be held sometime during the 2021-2022 program year to ensure compliance.

V.8.4 Training and Technical Assistance Approach and Activities

See attached T&TA Plan.

(Grant Number: EE0007950, State: SD, Program Year: 2019)

Percent of overall trainings

Comprehensive Trainings:	95.0
Specific Trainings:	5.0

Breakdown of T&TA training budget

Percent of budget allocated to Auditor/QCI trainings:	80.0
Percent of budget allocated to Crew/Installer trainings:	15.0
Percent of budget allocated to Management/Financial trainings:	5.0

V.9 Energy Crisis and Disaster Plan

South Dakota is not electing to pursue energy crisis plan at this time.