

BUDGET INFORMATION - Non-Construction Programs

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

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Federal	81.042	\$ 446,086.00		\$ 5,141,200.00		\$ 5,587,286.00
2.						
3.						
4.						
5. TOTAL		\$ 446,086.00	\$ 0.00	\$ 5,141,200.00	\$ 0.00	\$ 5,587,286.00

SECTION B - BUDGET CATEGORIES

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

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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 03/31/2022		

SECTION A - BUDGET SUMMARY						
Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.						
2.						
3.						
4.						
5. TOTAL		\$ 446,086.00	\$ 0.00	\$ 5,141,200.00	\$ 0.00	\$ 5,587,286.00

SECTION B - BUDGET CATEGORIES					
6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) HEALTH AND SAFETY	(2) PROGRAM OPERATIONS	(3) LIABILITY INSURANCE	(4)	
a. Personnel	\$ 0.00	\$ 0.00	\$ 0.00		\$ 230,594.00
b. Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00		\$ 97,472.00
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00		\$ 11,790.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00		\$ 960.00
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00		\$ 14,342.00
f. Contract	\$ 341,566.00	\$ 4,074,996.00	\$ 0.00		\$ 5,183,122.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00
h. Other Direct Costs	\$ 0.00	\$ 0.00	\$ 0.00		\$ 28,141.00
i. Total Direct Charges	\$ 341,566.00	\$ 4,074,996.00	\$ 0.00		\$ 5,566,421.00
j. Indirect Costs	\$ 0.00	\$ 0.00	\$ 0.00		\$ 20,865.00
k. Totals	\$ 341,566.00	\$ 4,074,996.00	\$ 0.00		\$ 5,587,286.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00

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IV.1 Subgrantees

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

IV.2 WAP Production Schedule

Planned units by quarter or category are no longer required, no information required for persons.	
Weatherization Plans	Units
Total Units (excluding reweatherized)	541 541
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	541
C Total Units Reweatherized	0
D Total Dwelling Units to be Weatherized and Reweatherized (B + C)	541
E Average Vehicles & Equipment Acquisition Cost per Unit (A divided by D)	\$0.00
AVERAGE COST PER DWELLING UNIT (DOE RULES)	
F Total Funds for Program Operations	\$4,074,996.00
G Total Dwelling Units to be Weatherized and Reweatherized (from line D)	541
H Average Program Operations Costs per Unit (F divided by G)	\$7,532.34
I Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J Total Average Cost per Dwelling (H plus I)	\$7,532.34

IV.3 Energy Savings

Method used to calculate savings: ☒ WAP algorithm ☐ Other (describe below)		
Units	Savings Calculator (MBtus)	Energy Savings

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

Method used to calculate savings description:

IV.4 DOE-Funded Leveraging Activities

The State will not be leveraging any funds.

IV.5 Policy Advisory Council Members

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

Cristina Freeman	Type of organization: Utility Contact Name: Cristina Freeman Phone: 8032174409 Email: cristina.freeman@dominionenergy.com
Dwayne White	Type of organization: Unit of Federal Government Contact Name: Dwayne White Phone: 8032533655 Email: dwayne.white@sc.usda.gov
Evans Taylor	Type of organization: Utility Contact Name: Evans Taylor Phone: 9197915906 Email: evans.taylor@duke-energy.com
Geoffrey Penland	Type of organization: Utility Contact Name: Geoffrey Penland Phone: 8433606336 Email: geoff.penland@santeecooper.com
Jennifer Moore	Type of organization: Non-profit (not a financial institution) Contact Name: Jennifer Moore Phone: 8037335421 Email: jmoore@uway.org
John Frick	Type of organization: Utility Contact Name: John Frick Phone: 8037393064 Email: john.frick@ecsc.org
Samuel D. Bass, Jr.	Type of organization: Local agency Contact Name: Phone: 8433209760 Email: sdbass@cmeoc.org
Stacey Washington	Type of organization: Unit of State Government Contact Name: Phone: 8037370804 Email: swashington@ors.sc.gov
Trish Jerman	Type of organization: Other Contact Name: Trish Jerman Phone: 8033151609 Email: trish.jerman@gmail.com

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

Date Held Newspapers that publicized the hearings and the dates the notice ran

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

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IV.7 Miscellaneous

Average Cost Per Unit (ACPU)

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

Subgrantees - GLEAMS HRC and Waccamaw EOC renewed their DUNS.

GLEAMS HRC - Expiration date: 02/19/2022

Waccamaw EOC - Expiration date: 02/19/2022

2019 American Customer Satisfaction Index (ACSI) Survey Action Plan

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

SC OEO is working to continue improving our scores by:

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

Recipient Principal Investigator

Paul Younginer

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803-734-9861

Recipient Business Officer

James Miller

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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

Definition of Income

Income means Cash Receipts earned and/or received by the applicant before taxes during applicable tax year(s) but not the Income Exclusions listed below. Gross Income is to be used, not Net Income.

Income Inclusions

Money, wages, and salaries earned or received by the applicant before taxes during the applicable tax year(s) or before any deductions, net receipts from non-farm or farm self-employment (receipts from a person's own business or from an owned or rented farm after deductions for business or farm expenses), income also includes regular payments from Social Security, railroad retirement, unemployment compensation, strike benefits from union funds, worker's compensation, veteran's payments, training stipends, alimony, military family allotments, private pensions, government employee pensions (including military retirement pay), regular insurance or annuity payments, dividends, interest, net rental income, net royalties, periodic receipts from estates or trusts, net gambling or lottery winnings.

Income Exclusions

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

Eligibility Documentation

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

Eligible Dwelling Units

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

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

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

Determining Client Eligibility

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

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household must be re-certified.

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

Describe what household eligibility basis will be used in the Program

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

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

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

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

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

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

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

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

V.1.2 Approach to Determining Building Eligibility

Procedures to determine that units weatherized have eligibility documentation

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

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

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

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

Eligible Dwelling Units

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

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

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

Describe Reweatherization compliance

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

Describe what structures are eligible for weatherization

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

Small Multifamily is 5-24 units per building and Large Multifamily is 25+ units per building or if there are central mechanical systems serving more than one dwelling unit/building. 2-4 unit buildings are counted as Single Family residences in DOE reporting.

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

Describe how Rental Units/Multifamily Buildings will be addressed

Structures Eligible for Weatherization

All single family, manufactured housing, and multifamily housing.

Rental Units/Multifamily Buildings

- Single family rental dwellings and buildings with up to four units are addressed using the NEAT software.
- Multifamily housing containing five or more units will be addressed by the subgrantee submitting a proposal to DOE through OEO providing the project details.
- Subgrantees will ensure a Homeowner, Fuel Release form 101 is completed for each building containing a dwelling unit to be weatherized.
- Shelters may be weatherized. The cost per unit is based on the shelter regulations detailing that a provider may count each 800 square feet as a dwelling or each floor level as a dwelling.

Rental Units

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

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

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

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

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

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

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

The Homeowner, Fuel Release Form 101 includes:

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

Shelters

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

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

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

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

Describe the deferral Process

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

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

Postponement of work is advisable until problems can be resolved and/or alternative sources of assistance are identified. Existing conditions under

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which a dwelling unit can be deferred until certain corrective actions occur include, but may not be limited to, the following:

Deferral issues that would not be helped with additional funding:

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

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

- Roof repair needed.
 - Mold/moisture
 - Sewage
 - Pest infestation
 - Prohibits effective weatherization
 - Structurally unsound
 - Other (explain in notes)
- Ceiling repair needed.
 - Mold/moisture
 - Sewage
 - Pest infestation
 - Prohibits effective weatherization
 - Structurally unsound
 - Other (explain in notes)
- Wall (interior and/or exterior) repair needed.
 - Mold/moisture
 - Sewage
 - Pest infestation
 - Prohibits effective weatherization
 - Structurally unsound
 - Other (explain in notes)
- Floor repair needed.
 - Mold/moisture
 - Sewage
 - Pest infestation
 - Prohibits effective weatherization
 - Structurally unsound
 - Other (explain in notes)
- Foundation or subspace repair needed.
 - Mold/moisture
 - Sewage
 - Pest infestation
 - Prohibits effective weatherization
 - Structurally unsound
 - Other (explain in notes)
- Plumbing repair needed.
 - Mold/moisture
 - Sewage
 - Pest infestation
 - Other (explain in notes)
- Electrical repair needed.
 - Prohibits effective weatherization (e.g., cannot insulate walls due to knob & tube wiring)
 - Safety hazard
 - Other (explain in notes)

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- Cleanup or remediation required beyond scope of weatherization.
 - Mold/moisture
 - Sewage
 - Suspected Asbestos Containing Materials (indicate attic, walls, etc.)
 - Lead Paint
 - Pest infestation
 - Clutter restricting access to necessary areas
 - Other (explain in notes)
- Exterior drainage repairs needed e.g. landscaping or gutters
 - Mold/moisture
 - Sewage
 - Other (explain in notes)

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

V.1.3 Definition of Children

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

V.1.4 Approach to Tribal Organizations

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

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

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

V.2 Selection of Areas to Be Served

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

The Weatherization Assistance Program is to be administered locally by community action agencies, per South Carolina Code section 48-52-440. The local community action agency is responsible for administration and implementation of the program. Preference is given to any community action agency which has, or is currently administering, an effective program under 10 CFR 440 or under Title II of the Economic Opportunity Act of 1964. Funds are allocated based upon the most recent Census poverty population in the counties the subgrantees serves.

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

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

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

2. Carolina Community Actions, Inc.

Counties - Chester, Fairfield, Lancaster, Union, York

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

Counties - Beaufort, Berkeley, Charleston, Dorchester, Jasper

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4. Chesterfield-Marlboro Economic Opportunity Council, Inc.

Counties - Chesterfield, Darlington, Dillon, Marlboro

5. GLEAMNS Human Resources Commission, Inc.

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

6. Lowcountry Community Action Agency

Counties - Colleton, Hampton

7. Waccamaw Economic Opportunity Council, Inc.

Counties - Georgetown, Horry, Williamsburg

8. Wateree Community Actions, Inc.

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

DESIGNATION/RE-DESIGNATION OF ELIGIBLE WAP ENTITIES

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

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

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

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

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

V.3 Priorities

20 points are assigned for each priority classification. DBA FACSPRO calculates the total points. Subgrantees select dwellings with the highest points. Households with the highest points are selected for weatherization.

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

Time Period for Income Verification

Applications must be recertified after a 12-month period.

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V.4 Climatic Conditions

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

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

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

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

Note: SC annual heating and cooling degree days based on January 1, 2020 through November 29, 2020.

Base temperature = 65°F.

Greenville, SC - Greenville Downtown (KGMU)

Heating Degree Days – 1,823

Cooling Degree Days – 2,030

Columbia, SC - Metropolitan Airport (KCAE)

Heating Degree Days – 1,602

Cooling Degree Days – 2,346

Charleston, SC - Charleston International Airport (KCHS)

Heating Degree Days – 1,173

Cooling Degree Days – 2,586

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

V.5 Type of Weatherization Work to Be Done

V.5.1 Technical Guides and Materials

Technical Guides and Materials

- Standard Work Specification (SWS) Field Guides for Site-Built and Manufactured Housing were approved by the Department of Energy on October 26, 2018.
- All tasks performed on client homes will meet the specifications, objectives and desired outcomes outlined in the South Carolina Field Guide.
- All weatherization work will be performed in accordance with U.S. Department of Energy approved procedures and materials listed 10 CFR 440 Appendix A. Also, South Carolina subgrantees must perform all work according to the National Renewable Energy Laboratory (NREL) 2017 South Carolina Retrofitting Field Guides for Single Family and Manufactured dwellings.

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

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

Incidental Repairs (IRMs)

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

Energy Audit Procedures

Single Family Buildings

- National Energy Audit (NEAT) approved August 26, 2019.
- NEAT will be used to determine the cost effectiveness of all single family, site built family homes.

Manufactured Housing

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

Multifamily

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

Five or More Unit Multifamily Buildings

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

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The preliminary assessment is to include the following:

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

Property Documents to be covered during preliminary process

- DBA FACSPRO Application for all eligible households.
- Homeowner/Fuel Release Form #101 for all eligible households.
- Detailed scope of work highlighting the proposed weatherization measures and any energy problem areas.
- Matching funds, if applicable for weatherization work.
- Description of other funds the owner may be using for other repair and/or renovations.
- Project schedule.
- Net energy savings / benefits potential. This is based upon historical or expected energy savings or benefits, prior to the actual audit being completed on the building.

Field guide types approval dates

Single-Family: 11/5/2018
Manufactured Housing: 11/5/2018
Multi-Family:

V.5.2 Energy Audit Procedures

Audit Procedures and Dates Most Recently Approved by DOE

Audit Procedure: Single-Family
Audit Name: NEAT
Approval Date: 8/26/2019

Audit Procedure: Manufactured Housing
Audit Name: MHEA
Approval Date: 8/26/2019

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

Comments

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

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

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

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

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

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

Manufactured Homes

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

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

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

MULTIFAMILY (5+ units per building)

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

Transitioning to Weatherization Assistance Version 10

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

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

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V.5.3 Final Inspection

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

Quality Control Inspector

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

Verifies Work Performed Against the Work Plan and SWS

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

Observes the Weatherization Work In-Progress

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

A Quality Inspection:

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

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approved Field Guide)

- The QCI must perform a final blower door test, ensuring that the ASHRAE fans are properly set according to the results of the final blower door test and provide documentation in the file.
- The QCI is required to perform and record combustion tests to check for carbon monoxide and efficiency of combustion fired appliances and provide documentation in the file.
- The QCI is required to perform a CAZ test in all Combustion Appliance Zones to check "worst-case" conditions prior to passing the home and provide documentation in the file.
- The QCI is required to check for carbon monoxide and efficiency of combustion fired appliances "worst-case" conditions should be performing and recording combustion tests to check for carbon monoxide and efficiency of combustion fired appliances, they should also be performing a CAZ test in all Combustion Appliance Zones to check "worst-case" conditions prior to passing the home. This effort should also be listed in this section and documented in the client file.

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

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

Subgrantee	QCI (s) on Staff
Aiken/Barnwell Counties Community Action Agency	5
Carolina Community Actions	1
Chesterfield-Marlboro Economic Opportunity Council	1
GLEAMNS Human Resources Commission	3
Lowcountry Community Actions	1
Charleston County Human Services dba Palmetto Community Action Partnership	1
Waccamaw Economic Opportunity Council	2
Wateree Community Actions	1

SC OEO's QCI certified inspectors will monitor (at least) 10 percent of the completed units and accompanying client files for each subgrantee until the Subgrantee has in-place an independent QCI assessor and inspector. Subgrantees are required to ensure that each Weatherization completion receives an appropriate and properly executed final inspection. This inspection must be performed by a certified Quality Control Inspector (QCI). SC OEO, as part of their regular monitoring procedure will review final inspection forms, subgrantee inspection processes and completed homes to ensure the inspections are being performed correctly and in a manner that is consistent with DOE expectations as outlined in WPN-15-4.

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

V.6 Weatherization Analysis of Effectiveness

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

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

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

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

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

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

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

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

Subgrantee Default, Suspension, Transfer / Termination

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

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

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

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

V.7 Health and Safety

Utilizing DOE Monies – Health and Safety

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

The maximum DOE funded health and safety cost per dwelling is \$1,050.

V.8 Program Management

V.8.1 Overview and Organization

The South Carolina Weatherization Assistance Program is administered by the South Carolina Department of Administration, Office of Economic Opportunity in Columbia, South Carolina. Created by the Community Economic Opportunity Act of 1983, the Office of Economic Opportunity (OEO) is the state's administering agency for the Community Services Block Grant, Low-Income Home Energy Assistance Program, Weatherization Assistance Program and Emergency Solutions Grant. OEO works in partnership with community action agencies and other non-profit agencies to

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

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

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

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

V.8.2 Administrative Expenditure Limits

Grantee can take up to 7.5% of the total DOE 2021 allocation for administration. Subgrantees who were allocated more than \$350,000 in 2021 DOE funds must limit administrative expenses to 7.5% of their award amount. Those subgrantees who are allocated less than \$350,000 in 2021 DOE funds must limit administrative expenses to 12.5% of their award.

V.8.3 Monitoring Activities

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

Comprehensive Monitoring

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

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

Technical Monitoring

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

Financial Monitoring

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

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

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

If significant deficiencies are discovered, such as health and safety violations, poor quality installation of materials, or major measures missed, SC OEO will require the subgrantee to take appropriate corrective action to resolve the outstanding issues within 30 days. SC OEO will conduct a follow-up monitoring visit and will inspect additional units until it can be assured that all deficiencies are resolved. Units in progress will be reviewed but not counted as a part of monitoring. In progress monitoring may include:

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

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

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

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

Virtual Monitoring

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

The following categories will be covered:

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

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

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

Administrative Monitoring

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

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

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

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

Fiscal Monitoring

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

File Review

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

Final Inspection – QCI

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

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

Health and Safety Testing

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

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

Closing of QCI

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

SC OEO Weatherization Staff

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

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

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

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

CORRECTIVE ACTION AND SUSPENSION OF FUNDING

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

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

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

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

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

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

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

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

REMEDIES FOR NONCOMPLIANCE

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

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

ADMINISTRATIVE ENFORCEMENT

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

A. Effects of Suspension

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

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

B. Relationship to Debarment and Suspension

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

TERMINATION

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

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

A. Termination for Lack of Funds

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

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B. Termination for Breach of Grant

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

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

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

D. Termination by Subgrantee

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

E. Termination for Convenience

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

F. Termination for Insolvency

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

G. Termination by Department of Energy (DOE)

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

H. Notice of Termination

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

I. Process for Termination

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

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

V.8.4 Training and Technical Assistance Approach and Activities

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

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

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monitoring, obtaining and maintain certifications, training, training support, and providing or receiving programmatic and technical assistance. T&TA funds may also be used to train contractors participating in the program provided a retention agreement is obtained.

Technical Advisory Group (TAG)

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

The purpose of the TAG is to:

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

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

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

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

Comprehensive Training - Tier 1

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

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

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can be obtained by attending BPI authorized trainings.

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

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Specific Training - Tier 2

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

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

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

Activities planned for WAP PY 2021:

First Quarter (April - June 2021):

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

Second Quarter (July - September 2021):

- Three monthly TAG Meetings - 3rd Thursday

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

Third Quarter (October - December 2021):

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

Fourth Quarter (January - March 2022):

PAC Meeting - January 2022

T&TA, as needed

Three monthly TAG Meetings - 3rd Thursday

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

Percent of overall trainings

Comprehensive Trainings: 75.0

Specific Trainings: 25.0

Breakdown of T&TA training budget

Percent of budget allocated to Auditor/QCI trainings: 50.0

Percent of budget allocated to Crew/Installer trainings: 25.0

Percent of budget allocated to Management/Financial trainings: 25.0

V.9 Energy Crisis and Disaster Plan

PURPOSE

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

POLICY

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

Allowable expenditures under WAP include:

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

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

- Securing weatherization materials, tools,
- Securing equipment,
- Securing weatherization vehicles,

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

Subgrantees may use weatherization vehicles and/or equipment to help assist in disaster relief provided the WAP is reimbursed according to the DOE Financial Assistance Regulations 10 CFR Part 600.

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

- The total allowance for disaster related hazards is limited to \$6,500.
- The total allowance for incidental repairs in support of installation of weatherization materials is limited to \$500.
- The total allowance for health and safety costs is limited to \$1,050.
- To the extent that the services are in support of eligible weatherization (or permissible re-weatherization) work, such expenditure would be allowable.

Reprioritization of Weatherization requests coming from the disaster area

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