

APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

1. Type of Submission:

- Preapplication
- Application
- Changed/Corrected Application

2. Type of Application:

- New
- Continuation
- Revision

If Revision, select appropriate letter(s)

Other (specify):

3. Date Received

04/08/2017

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

DE-EE0009931

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

a. Legal Name: STATE OF SOUTH DAKOTA

b. Employer/Taxpayer Identification Number (EIN/TIN):
466000364c. UEI:
P48YKBCML619

d. Address:

Street 1: 910 E. Sioux Ave

Street 2:

City: PIERRE

County: HUGHES County

State: SD

Province:

Country: U.S.A.

Zip / Postal Code: 575014517

e. Organizational Unit:

Department Name:
DEPARTMENT OF SOCIAL SERVICESDivision Name:
DIVISION OF ECONOMIC ASSISTANCE

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: Mr First Name: David

Middle Name:

Last Name: Gall

Suffix:

Title: Program Administrator

Organizational Affiliation:

Telephone Number: 6057734131

Fax Number: 6057736657

Email: david.gall@state.sd.us

APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

9. Type of Applicant:

A State Government

10. Name of Federal Agency:

U. S. Department of Energy

11. Catalog of Federal Domestic Assistance Number:

81.042

CFDA Title:

Weatherization Assistance Program

12. Funding Opportunity Number:

DE-WAP-0002024

Title:

2024 Weatherization Assistance Program (WAP)

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

State of South Dakota

15. Descriptive Title of Applicant's Project:

Weatherization of low-income homes in the state of South Dakota.

APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

16. Congressional District Of:

a. Applicant: South Dakota At-Large Congressional District b. Program/Project: SD-Statewide

Attach an additional list of Program/Project Congressional Districts if needed:

17. Proposed Project:

a. Start Date: 07/01/2024 b. End Date: 06/30/2025

18. Estimated Funding (\$):

a. Federal	2,559,646.00
b. Applicant	0.00
c. State	0.00
d. Local	0.00
e. Other	0.00
f. Program Income	0.00
g. TOTAL	2,559,646.00

19. Is Application subject to Review By State Under Executive Order 12372 Process?:

- a. This application was made available to the State under the Executive Order 12372 Process for review
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372

20. Is the applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation)

No

21. By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to**

I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency

Authorized Representative:

Prefix: First Name: Matthew

Middle Name: K.

Last Name: Althoff

Suffix:

Title: Cabinet Secretary

Telephone Number: 6057733166

Fax Number:

Email: matt.althoff@state.sd.us

Signature of Authorized Representative: Signed Electronically

Date Signed: 06/28/2024

U.S. DEPARTMENT OF ENERGY



BUDGET JUSTIFICATION FOR FORMULA GRANTS

Applicant: STATE OF SOUTH DAKOTA
Award number: EE0009931

Budget period: 07/01/2024 - 06/30/2025

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

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

Position	Description of Duties of Professionals
Program Administrator David Gall	General administration and oversight of program, technical, and program monitoring of agencies
Program Specialist II (Vacant)	Assistance with subgrantee monitoring, initial review of subgrantee payment requests, and assists with subgrantee policy guidance.

Direct Personnel Compensation:

Position	Salary/Rate	Time	Direct Pay
Program Administrator David Gall	\$81,250.64	40.0000 % FT	\$32,500.26
Program Specialist II (Vacant)	\$65,000.00	50.0000 % FT	\$32,500.00
		Direct Pay Total	\$65,000.26

2. FRINGE BENEFITS

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

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

The State Employee Health Plan, Workers' Compensation, and Unemployment Compensation costs are all approved by the Feds through the Statewide Cost Allocation Plan. The exact "rate" isn't approved, but all the costs associated with the rate are approved.

David Gall Fringe

Social Security: 7.65%\$2,486
 Retirement: 6.00%\$1,950
 Health and Life: 8,62240%\$3,449
 Worker's comp: 0.37%\$120
 Unemployment: 0.10%\$33
 Total\$8,038

Program Specialist Fringe

Social Security: 7.65%\$2,486
 Retirement: 6.00%\$1,950
 Health and Life: 8,62250%\$4,311
 Worker's comp: 0.37%\$120
 Unemployment: 0.10%\$33
 Total\$8,900

Fringe Benefits Calculations

Position	Direct Pay	Rate	Benefits
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Program Administrator David Gall	\$32,500.26	24.7317 %	\$8,037.87
Program Specialist II (Vacant)	\$32,500.00	27.3850 %	\$8,900.12
		Fringe Benefits Total	\$16,937.99

3. TRAVEL

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

<u>Purpose of Trip</u>	<u>Number of Trips</u>	<u>Cost Per Trip</u>	<u>Total</u>
In-state meetings, subgrantee monitoring, and out of state DOE conference or meeting.	4	\$2,500.00	\$10,000.00
In-state meetings, and national conferences.	4	\$500.00	\$2,000.00
		Travel Total	\$12,000.00

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

Planning more in-State and out of State travel for PY 2023 for training, national conferences, etc... Any unused funds will be re-allocated to agencies for Program Operations.
 The PY23 proposed Travel costs are separate and apart from SD's BIL grant #EE0010016 and will be used exclusively to support SD's WAP grant #EE0009931.

4. EQUIPMENT - Equipment is generally defined as an item with an acquisition cost greater than \$10,000 and a useful life expectancy of more than one year.

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

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

No equipment is needed for PY2015.

5. SUPPLIES - Supplies are generally defined as an item with an acquisition cost of \$10,000 or less and a useful life expectancy of less than one year. Supplies are generally consumed during the project performance.

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

<u>General Category</u>	<u>Cost</u>	<u>Justification of Need</u>
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- b. Please provide a basis of cost for each item listed above and justify need. Examples include vendor quotes, prior purchases of similar or like items, published price list, etc.

No supplies are needed for PY2015.

6. CONTRACTS AND SUBGRANTS - Provide the following information for New proposed subrecipients and subcontractors. For ongoing subcontractors and subrecipients, this information does not have to be restated here, if it is provided elsewhere in the application; under Name of Proposed Sub, indicate purpose of work and where additional information can be found (i.e weatherization subgrants, Annual File section IV.1).

<u>Name of Proposed Sub</u>	<u>Total Cost</u>	<u>Basis of Cost*</u>
Western SD Community Action Agency (Rapid City, SD)	\$792,515.00	90% Low-Income Households (200% of the Federal Poverty Level), 10% Agency Coverage Area (Square Miles)
Interlakes Community Action Agency (Madison, SD)	\$672,219.00	90% Low-Income Households (200% of the Federal Poverty Level), 10% Agency Coverage Area (Square Miles)
Rural Office of Community Services (Lake Andes, SD)	\$675,531.00	90% Low-Income Households (200% of the Federal Poverty Level), 10% Agency Coverage Area (Square Miles)
Northeast SD Community Action Agency (Sisseton, SD)	\$533,958.00	90% Low-Income Households (200% of the Federal Poverty Level), 10% Agency Coverage Area (Square Miles)
State Technical Monitor (to be determined through RFP)	\$45,600.00	RFP
Contracts and Subgrants Total	\$2,719,823.00	

*For example, Competitive, Historical, Quote, Catalog

7. OTHER DIRECT COSTS - Other direct costs are direct cost items required for the project which do not fit clearly into other categories. These direct costs may not be duplicative of costs included in the indirect pool that is the basis of the indirect rate applied for this project. Examples are: conference fees, subscription costs, printing costs, etc.

a. Please provide a General Description, Cost and Justification of Need.

<u>General Description</u>	<u>Cost</u>	<u>Justification of Need</u>
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b. Please provide a basis of cost for each item listed above. Examples include vendor quotes, prior purchases of similar or like items, published price list, etc.

8. INDIRECT COSTS

- a. Are the indirect cost rates approved by a Federal agency? If so, identify the agency and date of latest rate agreement or audit and provide a copy of the rate agreement.
- b. If the above does not apply, indicate the basis for computation of rates, including the types of benefits to be provided, the rate(s) used, and the cost base for each rate. You may provide the information below or provide the calculations separately.

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

Name: Bill Regynski

Phone Number: 6057735182

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. EE0009931		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address STATE OF SOUTH DAKOTA 910 E. Sioux Ave PIERRE, SD 575014517		4. Program/Project Start Date 07/01/2024	5. Completion Date 06/30/2025

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 2022 Budget	81.042	\$ 254,115.00		\$ 2,559,646.00		\$ 2,813,761.00
2.						
3.						
4.						
5. TOTAL		\$ 254,115.00	\$ 0.00	\$ 2,559,646.00	\$ 0.00	\$ 2,813,761.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) GRANTEE ADMINISTRATI ON	(2) SUBGRANTEE ADMINISTRATI ON	(3) GRANTEE T&TA	(4) SUBGRANTEE T&TA	
a. Personnel	\$ 65,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 65,000.00
b. Fringe Benefits	\$ 16,938.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 16,938.00
c. Travel	\$ 0.00	\$ 0.00	\$ 12,000.00	\$ 0.00	\$ 12,000.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
f. Contract	\$ 0.00	\$ 301,384.00	\$ 45,600.00	\$ 232,000.00	\$ 2,719,823.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other Direct Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
i. Total Direct Charges	\$ 81,938.00	\$ 301,384.00	\$ 57,600.00	\$ 232,000.00	\$ 2,813,761.00
j. Indirect Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
k. Totals	\$ 81,938.00	\$ 301,384.00	\$ 57,600.00	\$ 232,000.00	\$ 2,813,761.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. EE0009931	2. Program/Project Title Weatherization Assistance Program
3. Name and Address STATE OF SOUTH DAKOTA 910 E. Sioux Ave PIERRE, SD 575014517	4. Program/Project Start Date 07/01/2024
	5. Completion Date 06/30/2025

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		\$ 254,115.00	\$ 0.00	\$ 2,559,646.00	\$ 0.00	\$ 2,813,761.00

SECTION B - BUDGET CATEGORIES						
6. Object Class Categories	Grant Program, Function or Activity					Total (5)
	(1) PROGRAM OPERATIONS	(2) HEALTH AND SAFETY	(3) LIABILITY INSURANCE	(4) FINANCIAL AUDITS		
a. Personnel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 65,000.00	
b. Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 16,938.00	
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 12,000.00	
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
f. Contract	\$ 1,265,881.00	\$ 316,470.00	\$ 29,200.00	\$ 18,250.00	\$ 2,719,823.00	
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
h. Other Direct Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
i. Total Direct Charges	\$ 1,265,881.00	\$ 316,470.00	\$ 29,200.00	\$ 18,250.00	\$ 2,813,761.00	
j. Indirect Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
k. Totals	\$ 1,265,881.00	\$ 316,470.00	\$ 29,200.00	\$ 18,250.00	\$ 2,813,761.00	
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. EE0009931		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address STATE OF SOUTH DAKOTA 910 E. Sioux Ave PIERRE, SD 575014517		4. Program/Project Start Date 07/01/2024	5. Completion Date 06/30/2025

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		\$ 254,115.00	\$ 0.00	\$ 2,559,646.00	\$ 0.00	\$ 2,813,761.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) Weatherization Readiness	(2)	(3)	(4)	
a. Personnel	\$ 0.00				\$ 65,000.00
b. Fringe Benefits	\$ 0.00				\$ 16,938.00
c. Travel	\$ 0.00				\$ 12,000.00
d. Equipment	\$ 0.00				\$ 0.00
e. Supplies	\$ 0.00				\$ 0.00
f. Contract	\$ 511,038.00				\$ 2,719,823.00
g. Construction	\$ 0.00				\$ 0.00
h. Other Direct Costs	\$ 0.00				\$ 0.00
i. Total Direct Charges	\$ 511,038.00				\$ 2,813,761.00
j. Indirect Costs	\$ 0.00				\$ 0.00
k. Totals	\$ 511,038.00				\$ 2,813,761.00
7. Program Income	\$ 0.00				\$ 0.00

U.S. Department of Energy
Weatherization Assistance Program (WAP)
BUDGET INFORMATION REMARKS
Grant Number: EE0009931, **State:** SD
Recipient: STATE OF SOUTH DAKOTA

Remarks

Single Audit - <https://legislativeaudit.sd.gov/reports/State/Statewide%202023.pdf>

Grantee Admin - State Program staff only allocate a portion of their salaries and fringe to Weatherization funds. The remaining is paid for by Low Income Energy Assistance funding.

In accordance with 2 CFR 200.425(a)(2), only those Subgrantees expending more than \$750k in total Federal Funding annually will receive FINANCIAL AUDITS funding identified in the Grantee's SF-424a Budget. All four subgrantees are monitored annually.

The Program Specialist II position has been through the interview process, and we are going through the approval process for the recommended candidate.

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: SD Grant Number: EE0009931 Program Year: 2024

Name: **Interlakes Community Action Agency**

Contact: Mike Anderson
UEI: N8MMMS2SGTL7
DUNS: 102298288
Phone: (605) 256-6518
Fax: (605) 256-2238
Email: manderson@interlakescap.com

Address: P.O. Box 268
Madison, SD 57042-0000

Counties served: HAMLIN County
DEUEL County
CLARK County
KINGSBURY County
GRANT County
MINNEHAHA County
BROOKINGS County
MCCOOK County
CODINGTON County
MOODY County
LAKE County
MINER County

Tentative allocation: \$ 672,219.00
Planned units: 41
Type of organization: Local agency

Congressional districts served: CD
SD-00

Source of labor: Contractors

Name: **Northeast SD Community Action Agency**

Contact: Kristin Hofland
UEI: FWKZUKMKN3F2
DUNS: 017698119
Phone: (605) 698-7654
Fax: (605) 698-3038
Email: kristin@growsd.org

Address: 104 Ash St E
Sisseton, SD 57562-0000

Counties served: SULLY County
WALWORTH County
DAY County
STANLEY County
EDMUNDS County
CAMPBELL County
ROBERTS County
BEADLE County
FAULK County
HAND County
POTTER County
SPINK County
BROWN County
MARSHALL County
HUGHES County
MCPHERSON County
HYDE County

Tentative allocation: \$ 533,958.00
Planned units: 28
Type of organization: Local agency

Congressional districts served: CD
SD-00

Source of labor: Agency and Contractors

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: SD Grant Number: EE0009931 Program Year: 2024

Name: **Rural Office of Community Services**

Contact: Peter Smith

Address: PO Box 70
Lake Andes, SD 57356-0000

UEI: DTMLBNKGSV25

DUNS: 150649457

Phone: (605) 487-7634

Fax: () -

Email: psmith@rocsinc.org

Counties served: CLAY County
TURNER County
UNION County
LYMAN County
HUTCHINSON County
TODD County
SANBORN County
MELLETTTE County
LINCOLN County
JONES County
BUFFALO County
JERAULD County
DOUGLAS County
BRULE County
TRIPP County
AURORA County
DAVISON County
BON HOMME County
HANSON County
CHARLES MIX County
YANKTON County
GREGORY County

Tentative allocation: \$ 675,531.00

Planned units: 37

Type of organization: Local agency

Congressional
districts served:

CD
SD-00

Source of labor: Agency and Contractors

Name: **Western SD Community Action Agency**

Contact: William Thompson

Address: 1844 Lombardy Drive
Rapid City, SD 57701-0000

UEI: LNLSS3HDNNN7

DUNS: 092003490

Phone: (605) 348-1460

Fax: (605) 348-8440

Email: wthompson@wsdca.org

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: SD Grant Number: EE0009931 Program Year: 2024

Counties served:	HARDING County FALL RIVER County BENNETT County CORSON County SHANNON County DEWEY County LAWRENCE County HAAKON County CUSTER County PENNINGTON County BUTTE County JACKSON County ZIEBACH County PERKINS County MEADE County	Tentative allocation: \$ 792,515.00 Planned units: 45 Type of organization: Local agency	Congressional districts served:	<u>CD</u> SD-00
Source of labor: Agency and Contractors				

U.S. Department of Energy
Weatherization Assistance Program (WAP)
WEATHERIZATION ANNUAL FILE WORKSHEET
Grant Number: EE0009931, State: SD, Program Year: 2024
Recipient: STATE OF SOUTH DAKOTA

IV.1 Subgrantees

Subgrantee (City)	Planned Funds/Units
Interlakes Community Action Agency (Madison)	\$672,219.00 41
Northeast SD Community Action Agency (Sisseton)	\$533,958.00 28
Rural Office of Community Services (Lake Andes)	\$675,531.00 37
Western SD Community Action Agency (Rapid City)	\$792,515.00 45
Total:	\$2,674,223.00 151

IV.2 WAP Production Schedule

Weatherization Plans	Units
Total Units (excluding reweatherized)	151
Reweatherized Units	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	151
C Total Units Reweatherized	0
D Total Dwelling Units to be Weatherized and Reweatherized (B + C)	151
E Average Vehicles & Equipment Acquisition Cost per Unit (A divided by D)	\$0.00
AVERAGE COST PER DWELLING UNIT (DOE RULES)	
F Total Funds for Program Operations	\$1,265,881.00
G Total Dwelling Units to be Weatherized and Reweatherized (from line D)	151
H Average Program Operations Costs per Unit (F divided by G)	\$8,383.32
I Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J Total Average Cost per Dwelling (H plus I)	\$8,383.32

IV.3 Energy Savings

Method used to calculate savings: <input checked="" type="checkbox"/> WAP algorithm <input type="checkbox"/> Other (describe below)				
		Units	Savings Calculator (MBtus)	Energy Savings
	This Year Estimate	151	29.3	4424
	Prior Year Estimate	161	29.3	4717
	Prior Year Actual	175	29.3	5128
Method used to calculate savings description:				
South Dakota's estimated energy savings for 2023-2024 are shown on the following algorithm:				
DOE Program Amount				

U.S. Department of Energy
Weatherization Assistance Program (WAP)
WEATHERIZATION ANNUAL FILE WORKSHEET
Grant Number: EE0009931, State: SD, Program Year: 2024
Recipient: STATE OF SOUTH DAKOTA

(A) Total DOE State Weatherization Allocation \$2,302,723
(B) Total Cost associated with Administration, T&TA, H&S, Audits, Liability Ins. \$1,036,842
(C) Subtract the amount entered in line (B) from line (A), for total Federal (DOE) funds available to weatherize homes \$1,265,881
(D) Estimated State Average Cost per Home - \$8,383
(E) Divide the amount entered on line (C) by the amount entered on line (D), for Total Estimated Homes to be Weatherized-151.
(F) Multiply (E) by 29.3 MBtu for Total Annual Estimated Energy Savings resulting from DOE appropriated fund 4,424.3 MBtu's

IV.4 DOE-Funded Leveraging Activities

IV.5 Policy Advisory Council Members

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

Colleen Winter	Type of organization: Contact Name: low income, elderly and disabled individuals and families Phone: 6052801731 Email: colleenwinter57501@gmail.com
Elton Blemaster	Type of organization: Other Contact Name: Elderly, low-income population Phone: 6052802624 Email: eltonblemaster40@gmail.com
Howard Grinager	Type of organization: Other Contact Name: Elderly, disabled, low income population Phone: 6052802624 Email: grinagerh@gmail.com
Karen Michels	Type of organization: Contact Name: community health Phone: 6056617108 Email: Mkcm@iw.net
Sandy Diegel	Type of organization: Contact Name: nonprofit administration, strategic planning, board and orga Phone: 6057303919 Email: sldiegel@gmail.com
Stacey Tieszen	Type of organization: Contact Name: child advocate Phone: 6053102088 Email: happenstance06@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
04/25/2024	Notice of Public Hearing will run in the following newspapers- Aberdeen American News, Mitchell Daily Republic, Sioux Falls Argus Leader, and Rapid City Journal. The Notice was also posted on the DSS Website for Public Hearings.

IV.7 Miscellaneous

Recipient Business Officer
Bill Regynski

U.S. Department of Energy
Weatherization Assistance Program (WAP)
WEATHERIZATION ANNUAL FILE WORKSHEET
Grant Number: EE0009931, **State:** SD, **Program Year:** 2024
Recipient: STATE OF SOUTH DAKOTA

bill.regynski@state.sd.us

700 Governors Drive

Pierre, SD 57501

605-773-5182

Recipient Principal Investigator

David Gall

david.gall@state.sd.us

910 E. Sioux Ave

Pierre, SD 57501

605-773-4131

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

Weatherization Readiness Funds:

Agencies have access for WRF funds to prevent the deferral of homes. These funds are distributed utilizing the existing funding formula. Homes that receive WRF funds must result in a DOE completion. The maximum amount allowed to be used on a home is \$15,000, and all requests require approval from the State Program Administrator prior to proceeding. Eligible situations include:

Roof repair/replacement

Wall repair (interior or exterior)

Ceiling repair

Floor repair

Foundation or subspace repair

Exterior drainage repairs (e.g., landscaping or gutters)

Plumbing repairs

Electrical repair

Clean-up or remediation beyond typical scope of WAP

Lead paint

Asbestos (confirmed or suspected, including vermiculite), mold and/or moisture

Replacement of high CO, appliances not covered by H&S that would otherwise result in a deferral

Replacement would only be allowed once all steps identified in the H&S plan have been exhausted

South Dakota is utilizing the DOE developed spreadsheet for tracking and reporting WRF requests and approvals.

Subgrantees will keep all documentation related to the use of WRF funds (photo, work orders, etc..) in client file. This information will be sent to the State upon completion of the home. WRF funds will be made available to households that will result in a completion on or prior to 06-30-2025 for Regular DOE funds, and result in a completion on or prior to 06-30-2026 for BIL funds.

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During the selection of homes for the State Technical Monitoring, at least one home from each agency that has utilized WRF funds will be selected, if applicable.

South Dakota does not prioritize households that require WRF funds. The reason is without an onsite visit to the home, it is difficult to determine if the households that apply for Weatherization are in need of the funds.

Fuel Switching:

Generally, heating system replacements must maintain the existing fuel type. Exceptions to this would include:

If a fuel oil system exists and gas is available to house.

Electric resistance heater replacements, with any other fuel, has a savings-to-investment ratio of greater than 1.0 (use the electric fuel switch calculator to determine the savings-to-investment).

If the original fuel type is wood, coal or kerosene a more reliable replacement system can be modeled as a Health and Safety measure.

If the existing fuel type is difficult to acquire.

If occupants have health conditions that are worsened by the existing fuel type (Medical proof required).

In accordance with 2 CFR 200.425(a)(2), only those Subgrantees expending more than \$750k in total Federal Funding annually will receive FINANCIAL AUDITS funding identified in the Grantee's SF-424a Budget.

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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

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

Describe what household eligibility basis will be used in the Program

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

Which contains a member who has received cash assistance payments during the preceding twelve month-period under Titles IV and XVI of the Social Security Act, Pub. L. No. 88-452, 42 U.S.C. § 2701 et seq. or applicable State or local law;"

(HUD) means-tested programs'

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

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

V.1.2 Approach to Determining Building Eligibility

Procedures to determine that units weatherized have eligibility documentation

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

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

Which contains a member who has received cash assistance payments during the preceding twelve month-period under Titles IV and XVI of the Social Security Act, Pub. L. No. 88-452, 42 U.S.C. § 2701 et seq. or applicable State or local law;"

Also, (HUD) means-tested programs'

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

Describe Reweatherization compliance

All homes weatherized with Federal funds in the last 15 years are ineligible for additional weatherization assistance. However, DOE allows weatherization funds to be used to reweatherize units which were partially weatherized with DOE funds prior to the fifteen year cutoff date. These dwelling units will receive a new energy audit which takes into account any previous energy conservation improvements to the dwelling. To ensure that homes that were weatherized within the

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last 15 years will not again receive Weatherization services, the subgrantees maintain a file tracking all the homes that have been weatherized. In addition, the inspector puts a sticker in the home during the final inspection in a location that would be seen during a future audit.

Describe what structures are eligible for weatherization

Single family site built homes, manufactured homes, owner occupied multi-unit buildings, and rental units containing commercial property. Shelters are not eligible for Weatherization.

Describe how Rental Units/Multifamily Buildings will be addressed

Rental buildings shall be treated the same as owner-occupied buildings by utilizing Weatherization Energy Audits in determining appropriate measures to be performed.

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

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

DOE/HUD Multi-Family Agreement-

Program Guidance 22-5-

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

Owner Occupied Multi-Unit Buildings

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

Landlord Contributions

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

- o the landlord agrees to render 1/3 of the cost for the weatherization activities **prior to** work beginning on the home UNLESS the landlord income is less than 200%. If the landlord contribution is waived, the sub grantee will verify and document the landlord income in the client file.
- o the rent will not be increased solely due to the weatherization improvements
- o the landlord shall not evict the tenant so long as the tenant complies with the present lease agreement

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

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

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Landlord Agreement

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

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

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

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

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

2) The landlord agreement shall affirm;

the property is not presently being offered for sale;

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

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

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

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

Office of Energy Assistance

910 E Sioux Ave

Pierre, SD 57501

10 CFR 440.22 (b)(3)(iii)

Rental Units Containing Commercial Property

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

Group Homes

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

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

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

Describe the deferral Process

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

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

The decision to defer work in a dwelling is difficult but necessary in some cases. This does not mean that assistance will never be available, but that work must be postponed until the problems can be resolved and/or alternative sources of help are found. Local agencies, which include crews and sub-contractors, are expected to pursue reasonable options on behalf of the dwelling owner, including referrals, and to use good judgment in dealing with difficult situations. Agencies should not defer service simply because of the presence of a hazard. Every effort should be made to identify other resources to address the identified hazards. Whenever appropriate, educational information on how to address the hazard should be shared with the occupant.

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

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

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

Units Undergoing Remodeling:

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

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

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appeal procedures.

V.1.3 Definition of Children

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

V.1.4 Approach to Tribal Organizations

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

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

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

V.2 Selection of Areas to Be Served

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

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

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

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

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

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

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

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

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

V.3 Priorities

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

Priority shall be given to the following households;

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

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

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

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

Our priority system currently does not consider high energy user or high energy burden.

V.4 Climatic Conditions

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

Attached is a map (South Dakota Heating Degree Days Map.png) that assigns a region to each county based on heating degree data. We also currently utilize WA 8.9 for our Energy Audits and the weather file in this software has four SD locations that are taken into consideration when using the software.

V.5 Type of Weatherization Work to Be Done

V.5.1 Technical Guides and Materials

South Dakota Weatherization Materials-
South Dakota Weatherization Field Guide - <https://acrobat.adobe.com/link/review?uri=urn%3Aaaid%3Ausc%3AUS%3Aef41c425-696d-4a23-96d2-23a44527847b>

also attached as SD Wx Field Guide.pdf

South Dakota contracted with Saturn Resource Management to update the South Dakota Weatherization Field Guide to include the Department of Energy Standard Work Specifications.

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

Field guide types approval dates

Single-Family: 8/15/2022
Manufactured Housing: 8/15/2022
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: 10/26/2020

Audit Procedure: Manufactured Housing
Audit Name: MHEA
Approval Date: 10/26/2020

Audit Procedure: Multi-Family

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Audit Name:
Approval Date:

Comments

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

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

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

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

V.5.3 Final Inspection

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

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

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

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

V.6 Weatherization Analysis of Effectiveness

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

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

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

- a) Windows
- b) Doors
- c) Ventilation
- d) HVAC (Furnace)
- e) Water Heaters
- f) Base Load Measures
- g) Health & Safety
- h) Client Education
- i) Infiltration
- j) Insulation
- k) Client File

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

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

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

V.7 Health and Safety

See Attached H&S Plan.

H&S funds are budgeted separately from Program Operations and any projected unused H&S funds will be converted to Program Operations.

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V.8 Program Management

V.8.1 Overview and Organization

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

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

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

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

Interlakes Community Action Program
Northeast South Dakota Community Action Program, dba Grow SD
Rural Office of Community Services
Western South Dakota Community Action Program

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

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

V.8.2 Administrative Expenditure Limits

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

V.8.3 Monitoring Activities

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

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

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

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South Dakota is currently going through the Request for Proposal process to conduct technical monitoring of 24 homes (16.3% of the estimated total of homes completed for 2024-2025). CHP will evaluate the workmanship and techniques used by weatherization crews, focusing on compliance with weatherization guidelines, priorities and the quality of work.

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

- 1) File review sign-off
- 2) Priority Documentation/justification
- 3) Weatherization application or supplemental form used to gather information for individuals eligible through LIEAP
- 4) ELIGIBILITY: method of eligibility determination;
- 5) Verification of ownership or rental agreement;
- 6) Landlord Agreement signed by property owner or agent prior to the installation of weatherization measures;
- 7) Indoor Air Quality questionnaire
- 8) NEAT, MHEA, TREAT Audit Input and Output Reports;
- 9) Work orders which include:
 1. A field audit form and auditors notes,
 2. A measures list and total measures cost,
 3. Final inspection form, signed by the client,
 4. Justification for Measures not completed, and
 5. Documentation related to non-DOE/LIEAP weatherization work on the unit;
- 10) For multifamily dwelling unit, cross-references to the other weatherized units in the building;
- 11) Health and Safety Inspection Checklist;
- 12) Pre September 1978 housing-Documentation that the EPA Lead Booklet has been given to the owner and occupant.
- 13) Renovation Recordkeeping and pictures including warning sign
- 14) Mold Notification Form if applicable, Ventilation in Your Home, if applicable
- 15) A completed Heating System Checklist;
- 16) Building Diagnostics documentation and Combustion Safety Test results;
- 17) Pre and Post Blower Door Tests results;
- 18) Follow-up forms if applicable,
- 19) Documentation of any waivers or approvals pertaining to the job or building;
- 20) Client Satisfaction form;
- 21) Approved, deferred or denied units, include a copy of the notification provided the household or attach a copy to the application if no client file exists;
- 22) Photographs are required on all jobs and shall include at a minimum the following:
 1. The frontal view of the unit exterior
 2. Leaky water heater before replacement
 3. Photo documentation of Lead-Safe work practices

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4. Doors and windows (if infiltration problem exists).

23) Historic Preservation documents

24) Insulation certificate

State Weatherization staff will receive technical monitoring reports from CHP and will use the reports to monitor the performance of the selected contractor(s). If there are concerns about the selected contractor's performance, State Weatherization staff will accompany the selected contractor to an onsite visit. The contract will include a clause that will allow the State to terminate the contract for noncompliance with contract requirements or unacceptable performance. If there are concerns about the Community Action Agency performance, State Weatherization staff will accompany the selected contractor on a follow up visit. Copies of the inspection sheets and a summary of the findings will be sent to the sub grantee no later than thirty (30) days following the onsite visit. A Weatherization Monitoring Report that contains additional work known as follow-ups may result in:

1) Disallowed costs

2) Increased inspection/monitoring rate

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

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

1) Planning

2) Organization

3) Fiscal management –

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

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

4) Program outreach

5) Purchasing practices

6) Implementation of corrective action

7) Weatherization files

8) Inventory control

9) Health and safety compliance

10) Client eligibility

11) Payroll

12) Vehicle and equipment

13) work orders

14) ASHRAE

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

1) Disallowed costs

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

The annual program monitoring resulted in no findings.

Subgrantees will keep all documentation related to the use of WRF funds (photo, work orders, etc..) in client file.. This information will be sent to the State upon completion of the home.

V.8.4 Training and Technical Assistance Approach and Activities

See attached T&TA Plan.

Percent of overall trainings

Comprehensive Trainings:

Specific Trainings:

Breakdown of T&TA training budget

Percent of budget allocated to Auditor/QCI trainings:

Percent of budget allocated to Crew/Installer trainings:

Percent of budget allocated to Management/Financial trainings:

V.9 Energy Crisis and Disaster Plan

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