

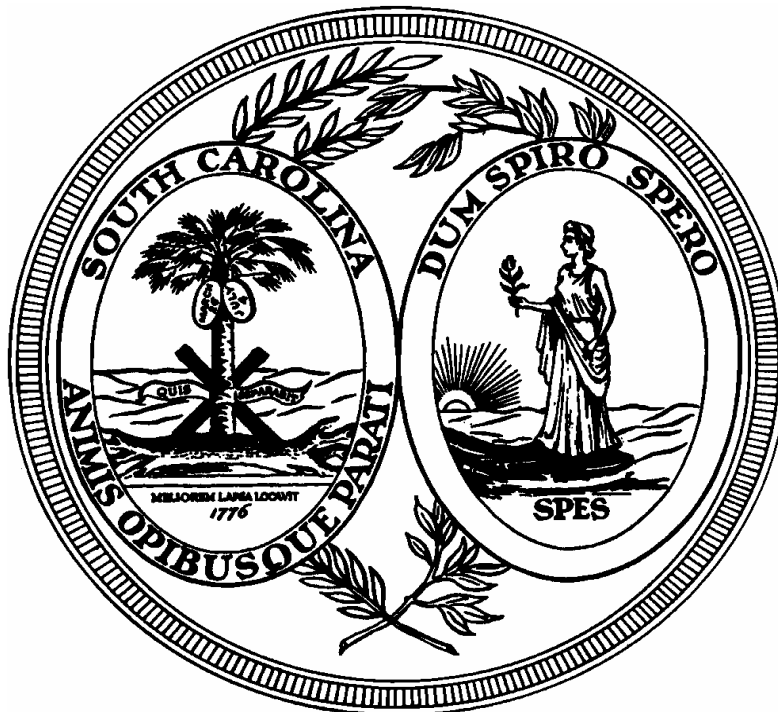
# STATE OF SOUTH CAROLINA

## WEATHERIZATION ASSISTANCE PROGRAM

### FOR THE UNITED STATES DEPARTMENT OF ENERGY

#### AMERICAN RECOVERY and REINVESTMENT ACT of 2009

## STATE PLAN



Ashlie Lancaster, Director

Paul F. Younginer, Senior Manager for Weatherization

## **TABLE OF CONTENTS**

Overview

Grant Application - SF 424

Budget Information - 424A

Budget Explanation - GO-PF20a

### **ANNUAL FILE**

#### **Subgrantee Information**

- II.3 Subgrantees
- II.4 WAP Production Schedule
- II.5 Energy Savings
- II.6 Training, Technical Assistance, and Monitoring Activities
- II.7 DOE-Funded Leveraging Activities
- II.8 Policy Advisory Council
- II.9 State Plan Hearings
- II.10 Adjustments to On-File Information
- II.11 Miscellaneous
  - Disaster Relief

#### **Public Hearing Minutes**

### **MASTER FILE**

- III.1 Eligible Population
  - III.1.1 General Description
  - III.1.2 Selection of Areas to Be Served
  - III.1.3 Priorities
- III.2 Climatic Conditions
- III.3 Weatherization Work
  - III.3.2 Energy Audit Procedures
  - III.3.4 Assessment of Effectiveness
- III.4 Health and Safety
- III.5 Rental Procedures
- III.6 Program Management
  - III.6.1 Overview
  - III.6.2 Administrative Expenditure Limits
  - III.6.3 Monitoring Approach
  - III.6.4 Training and Technical Assistance Approach
  - III.6.5 Energy Crisis Plan

### **ASSURANCES**

## OVERVIEW

### Background

On February 17, 2009, President Obama signed the American Recovery and Reinvestment Act (ARRA) of 2009, which includes \$5 billion for the Weatherization Assistance Program. On March 12, 2009, the United States Department of Energy (DOE) issued the Funding Opportunity Announcement for the Weatherization Assistance Program (WAP). Included in the announcement were state allocations, grant guidance, and timelines for the completion of the required plan.

This program is designed to assist low-income households in reducing their fuel costs and to contribute to national energy conservation through increased energy efficiency and consumer education. Weatherization measures provided by this program will reduce heat loss and energy costs by improving the thermal efficiency of dwelling units occupied by low-income households.

The South Carolina Governor's Office – Office of Economic Opportunity (OEO) is the State's administering authority for the WAP ARRA. OEO submitted an initial application, which consisted of a SF 424 form and the estimated number of units to be weatherized, to DOE on March 19, 2009. A comprehensive state plan is due to DOE on May 12, 2009. Community Action Agencies (subgrantees) will contract with the OEO to provide weatherization assistance in each of South Carolina's forty-six counties.

### Important Dates

- January 6, 2009 - OEO met with existing weatherization subgrantees.
- March 12, 2009 - DOE released state allocation amounts and grant guidance.
- March 19, 2009 - OEO submitted SF424 form and estimated number of units to DOE.
- April 5, 2009 - OEO ARRA planning meeting with subgrantee's fiscal and programmatic staff - SCASHA Conference.
- April 28, 2009 - Draft WAP ARRA State Plan posted to OEO's website.
- May 8, 2009 - Energy Advisory Council meeting - Draft WAP ARRA State Plan.
- May 8, 2009 - Public Hearing on WAP ARRA State Plan.
- May 12, 2009 - Deadline for WAP ARRA State Plan to be submitted to DOE.

### ARRA Changes to the Existing Weatherization Assistance Program

- \$6,500 per unit maximum
- Eligibility up to 200% of Federal Poverty Guidelines.
- Re-weatherization date reset to September 30, 1994.
- Mobile Home Priority list (pending DOE approval).
- Prevailing wages requirement (pending final DOE determination).

### Eligibility

Income requirements for the ARRA Weatherization funds are 200% of the federal poverty level.

### Other Requirements/Criteria

A qualifying household must apply through a local Community Action Agency. Once the household is determined to be eligible it is placed on a waiting list. The waiting period varies with each subgrantee depending on the area need. The priority population for the WAP ARRA is persons who are particularly vulnerable such as the elderly, persons with disabilities, families with children under 6 years of age, high residential energy users, and households with high-energy burden.

### Implementation Process/Steps

There are hundreds of low-income households on waiting lists identifying homes ready for weatherization. The weatherization network in South Carolina has some capacity to increase the number of homes weatherized. Additional capacity is planned to meet the full scope of DOE ARRA weatherization funding. OEO will monitor program delivery and quality assurance as required by USDOE and ARRA.

Based on the established DOE per dwelling average of \$6,500 and a total program operations allocation of \$42, 246, 220, the State of South Carolina plans to weatherize 6,500 homes over the three year life of the grant. We anticipate completing 40% of our goal within the first year, and 75% within the second year, and the remainder in the third year of subgrantee activities. This will be accomplished through a collaborative partnership with both public and private entities.

We will need additional energy auditors, assessors, inspectors, subcontractors and crew workers with specialized weatherization knowledge, and HVAC contractors. In addition to the funds coming to South Carolina for weatherization, the South Carolina (SC) State Energy Office is receiving approximately \$50 million for the State Energy Program that will be used for retrofits in public buildings. These programs coupled with projects funded through Energy Efficiency and Conservation Block Grants will create a need for Home Energy Rating System (HERS) Raters and the Leadership in Energy and Environmental Design (LEEDS) certifications. As such, we will partner with the SC Energy Office and the SC Technical College System to create six (6) regional SC Energy Efficiency Training Centers to train workers to fill not only the jobs immediately created by recovery programs, but also to be part of the future green workforce that will help people sustain employment long term. These regional training centers will train weatherization workers and prepare them for Building Performance Institute (BPI) certification as Building Analyst, Air Sealing and Infiltration, Manufactured Housing, or HVAC certification. They will also train HERS Raters and provide LEEDS certifications. In addition to the SC State Energy Office, the electric cooperatives, investor-owned, municipal, and public utilities have expressed interest in employing workers trained with these skills.

We will identify potential candidates for training programs through local Workforce Investment Act One Stop Employment Centers, the Office of Small and Minority Business Certification, local CSBG programs administered by community action agencies, Vocational Rehabilitation, and contacts to our office and the SC Association of Community Action Partnerships.

We will administer the program through a network of local community action agencies serving all forty-six (46) counties of the state. We will assist the agencies in identifying homes for weatherization services through local government and utilities. We are also working with the SC Housing Finance and Development Authority to identify homes.

Energy savings will be measured through a partnership with the state's three major investor-owned utilities and the SC Electric Cooperatives to measure energy usage, including weather normalizing variables, for one year prior and one year after weatherization.

#### **Timely Completion of the Units to be Weatherized**

All agencies will receive a visit within the first month of the program with a follow-up within 8 weeks of the initial visit. Any subgrantee failing to meet initial start-up requirements to include the purchasing of equipment, securing of trained personnel, and assessment of homes with a schedule for production will be provided additional training and technical assistance, to include partnership development. Subgrantees still failing to perform will have their contracts revoked and funds redirected to another entity. Subgrantees will be required to submit monthly WAP ARRA reports to demonstrate progress prior to receiving additional funding. Subgrantees will be required to spend 75% of their WAP ARRA funds in the first 2 years of the grant.

A new statewide computerized database will be implemented. Initially, subgrantees will be entering WAP ARRA applicants and other related information.

#### **Davis-Bacon Act-Prevailing Wages**

All laborers and mechanics employed by contractors and subcontractors on projects funded directly by or assisted in whole or in part by and through the Federal Government pursuant to the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5, shall be paid wages at rates not less than those prevailing on projects of a character similar in the locality as determined by the Secretary of Labor in accordance with

subchapter IV of chapter 31 of title 40, United States Code. With respect to the labor standards specified in this section, the Secretary of Labor shall have the authority and functions set forth in Reorganization Plan numbered 14 of 1950 (64 Stat. 1267, 5 U.S.C. App.) and section 3145 of title 40 United States Code. See U.S. Department of Labor, Wage and Hour Division website at <http://www.dol.gov/esa/whd/contracts/dbra.htm>. Wage determinations can be found at <http://www.wdol.gov>.

**APPLICATION FOR FEDERAL ASSISTANCE SF-424**

Version 02

1. Type of Submission:

- Preapplication
- Application
- Changed/Corrected Application

2. Type of Application:

- New
- Continuation
- Revision

If Revision, select appropriate letter(s)

Other (specify):

3. Date Received

4. Applicant Identifier:

5a. Fed Entity Identifier:

5b. Federal Award Identifier:

EE00120

**State Use Only:**

6. Date Received by State: 04/22/2009

7. State Application Identifier:

**8. APPLICANT INFORMATION:**

a. Legal Name: SC Governor's Office

b. Employer/Taxpayer Identification Number (EIN/TIN):

576000286

c. Organizational DUNS:

786543020

**d. Address:**

Street 1: 1205 Pendleton Street

Street 2:

City: Columbia

County: Richland

State: SC

Province:

Country: U.S.A.

Zip / Postal Code: 29201-3756

**e. Organizational Unit:**

Department Name:

SC Governor's Office

Division Name:

Office of Economic Opportunity

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

Prefix: Ms. First Name: Ashlie

Middle Name: N.

Last Name: Lancaster

Suffix:

Title: Director

Organizational Affiliation:

Telephone Number: (803)734-0425

Fax Number: (803)734-0356

Email: alancaster@oepp.sc.gov

**APPLICATION FOR FEDERAL ASSISTANCE SF-424**

Version 02

**9. Type of Applicant:**

A State Government (State)

**10. Name of Federal Agency:**

U. S. Department of Energy

**11. Catalog of Federal Domestic Assistance Number:**

81.042

CFDA Title:

Weatherization Assistance For Low Income Persons

**12. Funding Opportunity Number:**

DE-FOA-0000051

Title:

WAP Formula Grant - American Recovery and Reinvestment Act (ARRA)

**13. Competition Identification Number:**

Title:

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

Statewide

**15. Descriptive Title of Applicant's Project:**

**APPLICATION FOR FEDERAL ASSISTANCE SF-424**

Version 02

**16. Congressional District Of:**

a. Applicant: 06

b. Program/Project: Statewide

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

**17. Proposed Project:**

a. Start Date: 04/01/2009

b. End Date: 03/31/2012

**18. Estimated Funding (\$):**

a. Federal	58,892,771.00
b. Applicant	0.00
c. State	0.00
d. Local	0.00
e. Other	0.00
f. Program Income	0.00
g. TOTAL	58,892,771.00

**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 on:
- 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 comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code Title 218, Section 1001)**

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 specific instructions.

**Authorized Representative:**

Prefix: Ms. First Name: Ashlie

Middle Name: N.

Last Name: Lancaster

Suffix:

Title: Director

Telephone Number: (803)734-0425

Fax Number:

Email: alancaster@oepp.sc.gov

Signature of Authorized Representative: Signed Electronically

Date Signed: 03/19/2009

**APPLICATION FOR FEDERAL ASSISTANCE SF-424**

Version 02

**Applicant Federal Debt Delinquency Explanation:**

The following field should contain an explanation if the Applicant is delinquent on any Federal Debt. Maximum number of characters that can be entered is 4,000. Try and avoid extra spaces and carriage returns to maximize the availability of space.

**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. Amendment number:	EE00120 A000	2. Program/Project Title Weatherization Assistance For Low Income Persons
3. Name and Address	SC Governor's Office 1205 Pendleton Street Columbia SC 29201-3756	4. Program/Project Start Date 04/01/2009
		5. Completion Date 03/31/2012

**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. DOE	81.042	\$ 0.00		\$ 58,892,771.00		\$ 58,892,771.00
2. STATE			\$ 0.00		\$ 0.00	\$ 0.00
3.						
4.						
5. TOTALS		\$ 0.00	\$ 0.00	\$ 58,892,771.00	\$ 0.00	\$ 58,892,771.00

**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) GRANTEE ADMINISTR ATION	(2) SUBGRANTE E ADMINISTR	(3) GRANTEE T&TA	(4) PROGRAM OPERATION S	
a. Personnel	\$ 467,440.00	\$ 0.00	\$ 292,161.00	\$ 0.00	\$ 759,601.00
b. Fringe Benefits	\$ 190,442.00	\$ 0.00	\$ 108,431.00	\$ 0.00	\$ 298,873.00
c. Travel	\$ 105,610.00	\$ 0.00	\$ 159,830.00	\$ 0.00	\$ 265,440.00
d. Equipment	\$ 6,500.00	\$ 0.00	\$ 27,000.00	\$ 0.00	\$ 33,500.00
e. Supplies	\$ 15,300.00	\$ 0.00	\$ 21,800.00	\$ 0.00	\$ 37,100.00
f. Contractual	\$ 579,738.00	\$ 3,399,121.00	\$ 9,479,824.00	\$ 42,246,220.00	\$ 57,371,669.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other	\$ 34,500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 34,500.00
i. Total Direct Charges	\$ 1,399,530.00	\$ 3,399,121.00	\$ 10,089,046.00	\$ 42,246,220.00	\$ 58,800,683.00
j. Indirect Charges	\$ 57,236.00	\$ 0.00	\$ 34,852.00	\$ 0.00	\$ 92,088.00
k. Totals	\$ 1,456,766.00	\$ 3,399,121.00	\$ 10,123,898.00	\$ 42,246,220.00	\$ 58,892,771.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. Amendment number:	EE00120 A000	2. Program/Project Title Weatherization Assistance For Low Income Persons
3. Name and Address	SC Governor's Office 1205 Pendleton Street Columbia SC 29201-3756	4. Program/Project Start Date 04/01/2009
		5. Completion Date 03/31/2012

**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. TOTALS		\$ 0.00	\$ 0.00	\$ 58,892,771.00	\$ 0.00	\$ 58,892,771.00

**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) Subgrantee T&TA	(2) Health and Safety	(3)	(4)	
a. Personnel	\$ 0.00	\$ 0.00			\$ 759,601.00
b. Fringe Benefits	\$ 0.00	\$ 0.00			\$ 298,873.00
c. Travel	\$ 0.00	\$ 0.00			\$ 265,440.00
d. Equipment	\$ 0.00	\$ 0.00			\$ 33,500.00
e. Supplies	\$ 0.00	\$ 0.00			\$ 37,100.00
f. Contractual	\$ 210,000.00	\$ 1,456,766.00			\$ 57,371,669.00
g. Construction	\$ 0.00	\$ 0.00			\$ 0.00
h. Other	\$ 0.00	\$ 0.00			\$ 34,500.00
i. Total Direct Charges	\$ 210,000.00	\$ 1,456,766.00			\$ 58,800,683.00
j. Indirect Charges	\$ 0.00	\$ 0.00			\$ 92,088.00
k. Totals	\$ 210,000.00	\$ 1,456,766.00			\$ 58,892,771.00
7. Program Income	\$ 0.00	\$ 0.00			\$ 0.00

**U.S. DEPARTMENT OF ENERGY  
GOLDEN FIELD OFFICE**



**BUDGET EXPLANATION FOR FORMULA GRANTS**

Applicant: SC Governor's Office

Budget period: 04/01/2009 - 03/31/2012

Award number: EE00120

Amendment number: A000

1. **PERSONNEL** - Prime Applicant only (all other participant costs are listed in 6 below and form DOE F 4600.4, 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:

<b>Position</b>	<b>Description of Duties of Professionals</b>
Senior Manager for Weatherization	Under supervision of the Director, manages the development and coordination of the ARRA WAP State Plan, including development of procedures and objectives for program, as well as implementing program procedures in accordance with federal and state regulations and guidelines. Supervises staff whose duties include specialized training and technical assistance. Serves as program liaison.
Director	Oversees the management of ARRA WAP. Participates in monitoring and T&TA activities. Reviews and disseminates ARRA WAP information/reports/correspondence.
WAP ARRA Manager	Under supervision of the Director, manages the contracts and monitoring for all WAP ARRA Grants. Supervises ARRA WAP monitoring staff.
Program Assistant	Under supervision of the WAP ARRA Manager, performs duties generally governed by broad instructions, completing special projects for ARRA Weatherization grants. Comprehends Weatherization programs and disseminates accurate program information based on public inquiries. Ensures that program information regarding WAP grants is properly communicated to subgrantees. Prepares reporting for ARRA WAP.
Program Coordinator	Works under the supervision of the Program Coordinator II to ensure the WAP ARRA operates in accordance with state and federal regulations through monitoring, training, and technical assistance. Coordinate and monitor subgrantees. Ensures that minimal requirements are met and work quality remains consistent by subgrantees throughout the State.
Training Coordinator	Under supervision of the Senior Manager for Weatherization, serves as a training coordinator liaison between OEO and six SC Technical Colleges that will provide specialized weatherization training classes to weatherization personnel and contractors. Provides WAP training on SC ROMA.
Auditor III	Under supervision of the Senior Manager for Audits, responsible for performing financial monitoring of subgrantees by making on-site field visits to determine financial contract compliance. In addition, duties include providing technical fiscal assistance.
Senior Manager for Fiscal Services	Under supervision of the Director, assures accountability of funds by managing or supervising the management of all financial transactions in accordance with all federal, state, and local requirements. Manages the office's fiscal grant activities and ensures accuracy of financial records.
Fiscal Analyst II	Under supervision of the Senior Manager for Fiscal Services, assists in the review and approval process of all subgrantee budgets. Prepares various comparative reports on expenditures and by funding program(s), provides technical assistance, and performs specialized analysis of program fiscal data.

Business Manager	Under supervision of the Senior Manager for Fiscal Services, performs varied clerical accounting and bookkeeping duties which may include posting, updating, reconciling, routine auditing and preparing summary financial and statistical reporting. Ensures the accuracy of subgrantee financial status reports and assists with close-out process of all grants.
Administrative Coordinator	Under supervision of the Director, performs varied administrative duties which support all grants and the functions of the Weatherization program.
Senior Audit Manager	Under supervision of the Director, responsible for the planning, scheduling, supervision, and management of subgrantee on-site fiscal monitoring for grant compliance, including technical fiscal assistance. Performs desk reviews of subgrantee single audits.
Information Resource (IR) Coordinator II	Under supervision of the Director, responsible for the design, installation, operation and repair of agency software utilized for weatherization customers. Analyze complex data and data collection and develop methods to obtain accurate, useful output.
Data Coordinator	Under the supervision of the IR Coordinator, assists with the development of reports and training for subgrantees in the use of client based software.
Auditor III	Under supervision of the Senior Auditor, responsible for performing financial monitoring of subgrantees by making on-site field visits to determine financial contract compliance. Performs technical fiscal assistance.
Auditor III	Under supervision of the Senior Auditor, responsible for performing financial monitoring of subgrantees by making on-site field visits to determine financial contract compliance. Performs technical fiscal assistance.
Data Coordinator	Under the supervision of the IR Coordinator, assists with the development of reports and training for subgrantees in the use of client based software.
Fiscal Analyst II	Under supervision of the Senior Manager for Fiscal Services, assists in the review and approval process of all subgrantee budgets. Prepares various comparative reports on expenditures by funding program(s), provides technical assistance, and performs specialized analysis of program fiscal data.

## Direct Personnel Compensation:

<b>Position</b>	<b>Salary/Rate</b>	<b>Time</b>	<b>Direct Pay</b>
Senior Manager for Weatherization	\$163,290.08	15 % FT	\$24,493.51
Director	\$216,297.00	13.5 % FT	\$29,200.10
WAP ARRA Manager	\$120,000.00	100 % FT	\$120,000.00
Program Assistant	\$74,643.00	50 % FT	\$37,321.50
Program Coordinator	\$90,822.00	100 % FT	\$90,822.00
Training Coordinator	\$90,822.00	70 % FT	\$63,575.40
Auditor III	\$127,902.00	34 % FT	\$43,486.68
Senior Manager for Fiscal Services	\$155,655.00	34 % FT	\$52,922.70
Fiscal Analyst II	\$90,822.00	27 % FT	\$24,521.94
Business Manager	\$134,307.00	32 % FT	\$42,978.24
Administrative Coordinator	\$122,916.00	28 % FT	\$34,416.48
Senior Audit Manager	\$153,444.00	34 % FT	\$52,170.96

Information Resource (IR) Coordinator II	\$168,579.00	15.5 % FT	\$26,129.74
Data Coordinator	\$73,374.00	34 % FT	\$24,947.16
Auditor III	\$90,822.00	27 % FT	\$24,521.94
Auditor III	\$90,822.00	27 % FT	\$24,521.94
Data Coordinator	\$70,551.00	27 % FT	\$19,048.77
Fiscal Analyst II	\$90,822.00	27 % FT	\$24,521.94
		Direct Pay Total	\$759,601.00

## 2. FRINGE BENEFITS

- a. Are the fringe cost rates approved by a Federal Agency? If so, identify the agency and date of latest rate agreement or audit below, and include a copy of the rate agreement.
- b. If a 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 as an attachment.

If a 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 as an attachment.

Admin T&TA Total  
 Total Personnel Budget \$759,601  
 Number of Positions (FTE) 6.95 5.65 1.30  
 Fringe Benefits (to include FICA, Worker's  
 Comp., Unemployment Comp., etc.) est. 39.0%  
 \$265,860  
 Insurance (\$4,750/FTE) \$33,013  
**Total Fringe Benefits \$298,873.00**

**Personnel and Fringe Benefits are estimated for Three Fiscal Years**

### Fringe Benefits Calculations

<u>Position</u>	<u>Direct Pay</u>	<u>Rate</u>	<u>Benefits</u>
Senior Manager for Weatherization	\$24,493.51	38.76 %	\$9,493.68
Director	\$29,200.10	38.76 %	\$11,317.96
WAP ARRA Manager	\$120,000.00	38.76 %	\$46,512.00
Program Assistant	\$37,321.50	38.76 %	\$14,465.81
Program Coordinator	\$90,822.00	38.70 %	\$35,148.11
Training Coordinator	\$63,575.40	39.71 %	\$25,245.79
Auditor III	\$43,486.68	39.75 %	\$17,285.96
Senior Manager for Fiscal Services	\$52,922.70	39.75 %	\$21,036.77
Fiscal Analyst II	\$24,521.94	39.75 %	\$9,747.47
Business Manager	\$42,978.24	39.75 %	\$17,083.85
Administrative Coordinator	\$34,416.48	39.75 %	\$13,680.55
Senior Audit Manager	\$52,170.96	39.75 %	\$20,737.96
Information Resource (IR) Coordinator II	\$26,129.74	39.75 %	\$10,386.57
Data Coordinator	\$24,947.16	39.75 %	\$9,916.50
Auditor III	\$24,521.94	39.75 %	\$9,747.47
Auditor III	\$24,521.94	39.75 %	\$9,747.47
Data Coordinator	\$19,048.77	39.75 %	\$7,571.89
Fiscal Analyst II	\$24,521.94	39.75 %	\$9,747.47
		Fringe Benefits Total	\$298,873.28

3. **TRAVEL** - Identify total foreign and domestic travel as separate items.

a. Proposed travel:

<b>Purpose of Trip</b>	<b>Number of Trips</b>	<b>Cost Per Trip</b>	<b>Total</b>
Monitoring Visits	84	\$1,425.00	\$119,700.00
Audit Visits	84	\$1,150.00	\$96,600.00
Nascsp, National and Statewide Training	13	\$3,780.00	\$49,140.00
		Travel Total	\$265,440.00

b. Basis for computation of travel expenses (e.g., current airline quotes, past trips, federal or organization travel policy, etc.):

b. Specify the basis for computation of travel expenses (e.g., current airline ticket quotes, past trips of a similar nature, federal government or organization travel policy, etc.).

Domestic:

**Monitoring**

Monitoring/ Audit Visits: Estimated costs for monitoring/audit visits over three years for fourteen subgrantees from main office in Columbia to all areas of the state are based on the costs of past monitoring trips and state and federal travel regulations/per diem.

**NASCSP Fall Conference**

Costs based on prior trips and state and federal travel regulations/ per diem.

**DOE National Weatherization Conference**

Costs based on prior trips and state and federal travel regulations/ per diem.

> All travel expenses are reimbursed on the basis of the State of South Carolina's travel regulations and allowable amounts for reimbursement. Current budgeted amounts are based on previous costs. All travel costs are estimated for ARRA based on three years.

4. **EQUIPMENT** - As defined in 10 CFR 660.202. Definitions are at [http://www.access.gpo.gov/nara/cfr/waisidx\\_00/10cfr660\\_202.html](http://www.access.gpo.gov/nara/cfr/waisidx_00/10cfr660_202.html)

a. Basis of cost estimates (e.g., vendor quotes, prior purchases of similar or like items, etc.):

Provide the basis for the equipment cost estimates (e.g., vendor quotes, prior purchases of similar or like items, etc.).

Equipment costs based on state contract pricing.

b. Briefly justify the need for items of equipment to be purchased.

Due to the hiring of additional staff, furniture (desk) is needed for new office space. In addition, due to the rules of monitoring at least 5% of homes weatherized by the sub grantees, another vehicle will be needed for the current vehicle will be utilized to monitor homes of the regular WAP program. Equipment will be used by monitors to evaluate dwellings that have been weatherized by subgrantees. Also, equipment will be used for training and instructional purposes.

b. Equipment to be purchased and justification of need:

<b>Equipment</b>	<b>Unit Cost</b>	<b>Number</b>	<b>Total Cost</b>	<b>Justification of Need</b>
------------------	------------------	---------------	-------------------	------------------------------

U Shaped Desk with Hutch	\$6,500.00	1	\$6,500.00	Due to the hiring of staff, furniture is needed for new office space. All equipment ordered are on state contract.
Chevrolet Tahoe	\$27,000.00	1	\$27,000.00	Due to the rules of monitoring at least 5% of homes weatherized by the sub grantees, another vehicle will be needed for the current vehicle will be utilized to monitor homes of the regular WAP program. Equipment will be used by monitors to evaluate dwellings that have been weatherized by subgrantees. Also, equipment will be used for training and instnctional purposes.
Equipment Total			\$33,500.00	

**5. MATERIALS AND SUPPLIES** - As defined in 10 CFR 660.202.

a. Basis cost estimates (e.g., vendor quotes, prior purchases of like items, etc.):

Provide the basis for the materials and supplies cost estimates (e.g., vendor quotes, prior purchases of similar or like items, etc.).

Prior purchases of similiar or like items.

b. Briefly justify the need for items of material to be purchased.

OEO will hire an additional four employees, thus office equipment/ supplies will be needed for new staff. All costs are estimated for three years.

b. Supplies to be purchased and justification of need:

<u>General Category</u>	<u>Cost</u>	<u>Justification of Need</u>
Office Supplies, file cabinets, etc.	\$25,000.00	OEO will hire an additional four employees, thus office supplies will be needed for new staff. Cost estimated for three years.
Postage	\$7,500.00	Necessary for dissemination of program information and materials.
Motor Vehicle Supplies	\$4,600.00	Necessary for continued functioning of vehicles for travel for monitoring, audits and training.
Materials and Supplies Total	\$37,100.00	

**6. CONTRACTS AND SUBGRANTS** - All other participant costs including subcontractor sub-grants, and consultants

For ongoing subcontractors and sub recipients described elsewhere in the application, document and item numbe is listed.

<u>Name of Proposed Sub</u>	<u>Total Cost</u>	<u>Basis of Cost*</u>
Fourteen Sub grantees	\$47,312,107.00	Total Disbursement of ARRA WAP dollars to subgrantees for the three years.
Repair and Maintenance	\$15,600.00	Prior purchases of similar or like items, all cost estimates for three years
Motor Vehicle Repair	\$4,500.00	Prior purchases of similar or like items, all cost estimates for three years
Telephone	\$6,500.00	Prior purchases of similar or like items, all cost estimates for three years
Speakers, Conferen. Ldrs/ State Technical College System	\$9,705,638.00	Technical School certification/ creation of regional Energy Efficiency Training Centers, statewide database system, other certified training as needed. Estimate for three years
Space Costs	\$96,000.00	Due to the hiring of additional staff, additional office space is needed. Estimation for three years.

State Association \$231,324.00 An 800 service number administered through the SC Association of Community Action Partnerships to direct potential employees to technical schools for certifications, in addition to the ability to direct potential customers in need of weatherization to their homes. Estimate for three years.

Contracts and Subgrants Total \$57,371,669.00

\*For example, Competitive, Historical, Quote, Catalog

7. **OTHER DIRECT COSTS** - All direct costs not included in above categories

a. Basis for cost estimates (e.g., vendor quotes, prior purchase of similar items, etc.):

Include all direct costs not included in above categories.

a. Provide the basis for the cost estimates (e.g., vendor quotes, prior purchases of similar or like items, etc.).

> Prior purchases of similar or like items.

b. Briefly justify the need for items to be purchased.

> Vehicle insurance, advertising for the public hearing, and other program announcements are necessary for administration of the grant as well as calibration of blower door and co detector (Fyrite Pro)

All Costs are estimates for three years

b. Other direct costs and justification of need:

<u>General Description</u>	<u>Cost</u>	<u>Justification of Need</u>
Insurance (Vehicles)	\$15,600.00	Prior purchases or similar or like items, three year estimate
Insurance (Equipment)	\$13,500.00	Prior purchases or similar or like items, thtee year estimate
Publish, subsc. copy	\$5,400.00	Prior purchases or similar or like items, three year estimate
Other Direct Costs Total	\$34,500.00	

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.

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

> Indirect cost rates are approved by US Health and Human Services (HHS).

b. If a 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 as an attachment.

> Next page - copy of the rate agreement - 8.7%

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: Finance Director

Phone Number: (803)734-0432

Indirect costs calculations:

<u>Indirect Cost Account</u>	<u>Direct Total</u>	<u>Indirect Rate</u>	<u>Total Indirect</u>
------------------------------	---------------------	----------------------	-----------------------

---

Indirect Cost	\$1,058,483.00	8.70 %	<u>\$92,088.02</u>
		Indirect Costs Total	\$92,088.02

**WEATHERIZATION ASSISTANCE PROGRAM  
SUBGRANTEE INFORMATION**

State: SC Grant Number: EE00120 Program Year: 2009

Name:	<b>Aiken/Barnwell Counties Community Action Agency</b>	Contact:	Mr. Nick Adams, WX Coordinator
Address:	PO Box 2066 291 Beaufort Street Aiken, SC 29802-2066	Phone:	(803)648-6836
		Fax:	(803)649-1588
		Email:	nadams@abcac.org
Counties served:	Aiken Barnwell Lexington	Tentative allocation:	\$ 3,765,103.00
		Planned units:	517
		Type of organization:	Local agency
		Congressional districts served:	<u>CD</u> 02 03
Name:	<b>Beaufort-Jasper Economic Opportunity Commission, Inc.</b>	Contact:	Mr. Leroy Gilliard, Executive Director
Address:	Post Office Drawer 9 Beaufort, SC 29901-4510	Phone:	(843)470-4508
		Fax:	(843)470-4510
		Email:	beaufortjaspereoc@hotmail.com
Counties served:	Beaufort Jasper	Tentative allocation:	\$ 1,407,171.00
		Planned units:	192
		Type of organization:	
		Congressional districts served:	<u>CD</u> 02
Name:	<b>Carolina Community Actions, Inc.</b>	Contact:	Kevin McCrowery, WX Coordinator
Address:	P O Box 933 546 South Cherry Road Rock Hill, SC 29731	Phone:	(803)324-9767
		Fax:	(803)366-5719
		Email:	weatherization@hotmail.com
Counties served:	Chester Fairfield Lancaster Union York	Tentative allocation:	\$ 3,246,457.00
		Planned units:	446
		Type of organization:	Local agency
		Congressional districts served:	<u>CD</u> 04 05
Name:	<b>Charleston County Human Services</b>	Contact:	Mr. Kenny McClellan, WX Coordinator
Address:	P O Box 20968 1069 King Street Charleston, SC 29413	Phone:	(843)724-6760
		Fax:	(843)724-6787
		Email:	cchscwxc@bellsouth.net
Counties served:	Berkeley Charleston Dorchester	Tentative allocation:	\$ 6,420,449.00
		Planned units:	884
		Type of organization:	Local agency
		Congressional districts served:	<u>CD</u> 01 06
Name:	<b>Chesterfield-Marlboro</b>	Contact:	John McCray, WX Coordinator
Address:	P O Box 866 318-322 Front Street Cheraw, SC 29520	Phone:	(843)320-9760
		Fax:	(843)320-9770
		Email:	jmccray@cmeoc.org
Counties served:	Chesterfield Marlboro	Tentative allocation:	\$ 1,257,335.00
		Planned units:	172
		Type of organization:	Non-profit organization
		Congressional districts served:	<u>CD</u> 05

**WEATHERIZATION ASSISTANCE PROGRAM  
SUBGRANTEE INFORMATION**

State: SC Grant Number: EE00120 Program Year: 2009

Name:	<b>Darlington County Community Action Agency, Inc.</b>	Contact:	Dr. Ernest K. Nicholson, Executive Director
Address:	904 South Fourth Street Hartsville, SC 29550-0704	Phone:	(843)332-1135
		Fax:	(843)332-3971
		Email:	enicholson@dccaa.net
Counties served:	Darlington	Tentative allocation:	\$ 1,169,775.00
		Planned units:	159
		Type of organization:	
		Congressional districts served:	<u>CD</u> 05

Name:	<b>GLEAMNS Human Resources Commission Inc</b>	Contact:	Mr. Ken McClendon, WX Coordinator
Address:	P O Box 1326 237 Hospital Street Greenwood, SC 29648	Phone:	(864)223-8434
		Fax:	(864)223-9456
		Email:	
Counties served:	Abbeville Edgefield Greenwood Laurens McCormick Newberry Saluda	Tentative allocation:	\$ 3,117,398.00
		Planned units:	428
		Type of organization:	Local agency
		Congressional districts served:	<u>CD</u> 03 04 05

Name:	<b>Lowcountry Community Action Agency, Inc.</b>	Contact:	Mr. Leroy Womble, Executive Director
Address:	Post Office Box 1726 Walterboro, SC 29488	Phone:	(843)549-5576
		Fax:	(843)549-2190
		Email:	lwomble2@mail32.com
Counties served:	Colleton Hampton	Tentative allocation:	\$ 1,071,803.00
		Planned units:	146
		Type of organization:	
		Congressional districts served:	<u>CD</u> 02 06

Name:	<b>Orangeburg-Calhoun-Allendale-Bamberg CAA, Inc.</b>	Contact:	Mr. Calvin Wright, Executive Director
Address:	Post Office Drawer 710 Orangeburg, SC 29116-0710	Phone:	(803)536-1027
		Fax:	(803)536-4657
		Email:	cwright@ocabcaa.org
Counties served:	Allendale Bamberg Calhoun Orangeburg	Tentative allocation:	\$ 2,522,110.00
		Planned units:	346
		Type of organization:	
		Congressional districts served:	<u>CD</u> 02 06

Name:	<b>Pee Dee Community Action Partnership</b>	Contact:	Mr. Walter Fleming, Executive Director
Address:	Post Office Drawer 12670 Florence, SC 29504-2670	Phone:	(843)678-3400
		Fax:	(843)678-3404
		Email:	waltfleming2004@aol.com

**WEATHERIZATION ASSISTANCE PROGRAM  
SUBGRANTEE INFORMATION**

State: SC Grant Number: EE00120 Program Year: 2009

Counties served:	Dillon Florence Marion	Tentative allocation: \$ 3,062,810.00 Planned units: 421 Type of organization:	Congressional districts served:	<u>CD</u> 05 06
Name:	<b>Piedmont Community Actions, Inc.</b>	Contact:	Aaron Tate, WX Coordinator	
Address:	300A South Daniel Morgan Avenue Spartanburg, SC 29340	Phone:	(864)585-8183	
		Fax:	(864)515-9397	
		Email:	mthompson@pcasp.org	
Counties served:	Cherokee Spartanburg	Tentative allocation: \$ 3,245,514.00 Planned units: 446 Type of organization: Local agency	Congressional districts served:	<u>CD</u> 04 05
Name:	<b>Sunbelt Human Advancement Resources</b>	Contact:	Dr. Willis H. Crosby, Jr. President, CEO	
Address:	Post Office Box 10204 Greenville, SC 29603-0204	Phone:	(864)269-0700	
		Fax:	(864)295-6151	
		Email:	wcrosby@shareasc.org	
Counties served:	Anderson Greenville Oconee Pickens	Tentative allocation: \$ 6,870,544.00 Planned units: 946 Type of organization:	Congressional districts served:	<u>CD</u> 03 04
Name:	<b>Waccamaw Economic Opportunity Council, Inc.</b>	Contact:	Mr. Leamon Bellamy, WX Coordinator	
Address:	Post Office Box 1467 1261 Hwy. 501 East, Suite B Conway, SC 29528	Phone:	(843)234-4140	
		Fax:	(843)23-4411	
		Email:	leamon.bellamy@weoc.org	
Counties served:	Georgetown Horry Williamsburg	Tentative allocation: \$ 3,719,833.00 Planned units: 511 Type of organization: Local agency	Congressional districts served:	<u>CD</u> 01 06
Name:	<b>Wateree Community Actions, Inc.</b>	Contact:	Mr. Howard Parnell, WX Coordinator	
Address:	Post Office Box 1838 Sumter, SC 29151-1838	Phone:	(803)773-9716	
		Fax:	(803)775-9708	
		Email:	watereecaa@sc.rr.com	
Counties served:	Clarendon Kershaw Lee Richland Sumter	Tentative allocation: \$ 6,435,805.00 Planned units: 886 Type of organization: Local agency	Congressional districts served:	<u>CD</u> 02 05 06

## U.S. Department of Energy

## WEATHERIZATION ANNUAL FILE WORKSHEET

Grant: EE00120

Amendment: 000

State: SC

Program year: 2009

Budget period: 04/01/2009 - 03/31/2012

## II.3 Subgrantees

Grantee	City	Tentative	
		Funding	Units
Aiken/Barnwell Counties Community Action Agency	Aiken	3,765,103.00	517
Beaufort-Jasper Economic Opportunity Commission, Inc.	Beaufort	1,407,171.00	192
Carolina Community Actions, Inc.	Rock Hill	3,246,457.00	446
Charleston County Human Services	Charleston	6,420,449.00	884
Chesterfield-Marlboro	Cheraw	1,257,335.00	172
Darlington County Community Action Agency, Inc.	Hartsville	1,169,775.00	159
GLEAMNS Human Resources Commission Inc	Greenwood	3,117,398.00	428
Lowcountry Community Action Agency, Inc.	Walterboro	1,071,803.00	146
Orangeburg-Calhoun-Allendale-Bamberg CAA, Inc.	Orangeburg	2,522,110.00	346
Pee Dee Community Action Partnership	Florence	3,062,810.00	421
Piedmont Community Actions, Inc.	Spartanburg	3,245,514.00	446
Sunbelt Human Advancement Resources	Greenville	6,870,544.00	946
Waccamaw Economic Opportunity Council, Inc.	Conway	3,719,833.00	511
Wateree Community Actions, Inc.	Sumter	6,435,805.00	886
<b>TOTALS</b>		<b>47,312,107.00</b>	<b>6,500</b>

## II.4 WAP Production Schedule

<b>Total Units (excluding reweatherized)</b>	<b>6,500</b>
-----	
Units by type (excluding reweatherized):	
Owner-occupied single-family site-built	
Single-family rental site-built	
Multi-family	
Owner-occupied mobile home	
Renter-occupied mobile home	
Shelter	
Units by occupancy:	
Elderly	
Persons with disabilities	
Native American	
Children	
High residential energy user	
Household with a high energy burden	
Other unit types:	
<b>Rewatherized Units</b>	<b>0</b>
-----	

## U.S. Department of Energy

## WEATHERIZATION ANNUAL FILE WORKSHEET (continued)

Grant: EE00120

Amendment: 000

State: SC

Program year: 2009

Budget period: 04/01/2009 - 03/31/2012

Average Unit Costs, including Reweathering, Subject to DOE Program Rules		
VEHICLES & EQUIPMENT AVERAGE COST PER DWELLING UNIT (DOE RULES)		
A	Total Vehicles & Equipment (\$5,000 or more) Budget	
B	Total Units Weatherized	6,500
C	Total Units Reweatherized	0
D	Total Dwelling Units to be Weatherized and Reweatherized (B + C)	6,500
E	Average Vehicle & Equipment Acquisition Cost per Unit (A divided by D)	\$0.00
AVERAGE COST PER DWELLING UNIT (DOE RULES)		
F	Total Funds for Program Operations	\$42,246,220.00
G	Total Dwelling Units to be Weatherized and Reweatherized (from line D)	6,500
H	Average Program Operations Cost per Unit (F divided by G)	\$6,499.42
I	Average Vehicle & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J	Total Average Cost per Dwelling (H plus I)	\$6,499.42

## II.5 Energy Savings

Method used to calculate energy savings:                      WAP algorithm                       Other (describe below)

**Other Energy Savings Method Description:**

Energy savings will be measured through a partnership with the state's three major investor-owned utilities and the Electric Cooperatives of South Carolina to measure energy usage, including weather normalizing variables, for one year prior and one year after weatherization.

Estimated energy savings: 206,310 (MBtu)

Estimated prior year savings:    Actual: 0

If variance is large, explain:

## II.6 Training, Technical Assistance, and Monitoring Activities

The Recovery Act's purposes are to stimulate the economy and to create and retain jobs. To meet this goal, South Carolina will need additional energy auditors, assessors, inspectors, subcontractors and crew workers with specialized weatherization knowledge. Based on the established DOE per dwelling average of \$6,500 and a total program operations allocation of \$42, 246, 220, the State of South Carolina plans to weatherize 6,500 homes over the three year life of the grant. We anticipate completing 40% of our goal within the first year and 75% within the second year of subgrantee activities. This will be accomplished through a collaborative partnership with both public and private entities. We will need additional energy auditors, assessors, inspectors, subcontractors and crew workers with specialized weatherization knowledge, and HVAC contractors. In addition to the funds coming to South Carolina for weatherization, the South Carolina (SC) State Energy Office is receiving approximately \$50 million for the State Energy

## U.S. Department of Energy

**WEATHERIZATION ANNUAL FILE WORKSHEET (continued)****Grant: EE00120****Amendment: 000****State: SC****Program year: 2009****Budget period: 04/01/2009 - 03/31/2012**

---

Program that will be used for retrofits in public buildings. These programs coupled with projects funded through Energy Efficiency and Conservation Block Grants will create a need for Home Energy Rating System (HERS) Raters and the Leadership in Energy and Environmental Design (LEEDS) certifications. As such, we will partner with the SC Energy Office and the SC Technical College System to create six (6) regional SC Energy Efficiency Training Centers to train workers to fill not only the jobs immediately created by recovery programs, but also to be part of the future green workforce that will help people sustain employment long term. These regional training centers will train weatherization workers and prepare them for Building Performance Institute (BPI) certification as Building Analyst, Air Sealing and Insulation, Manufactured Housing, or HVAC certification. They will also train HERS Raters and provide LEEDS certifications. In addition to the SC State Energy Office, the electric cooperatives, investor-owned, municipal, and public utilities have expressed interest in employing workers trained with these skills. We will identify potential candidates for training programs through local Workforce Investment Act One Stop Employment Centers, the Office of Small and Minority Business Certification, local CSBG programs administered by community action agencies, Vocational Rehabilitation, and contacts to our office and the SC Association of Community Action Partnerships.

It is mandatory that all subgrantee WAP Coordinators become Building Analyst certified and that all crews/subcontractors have at least one BPI certified worker on site. These requirements are detailed in the grantee/subgrantee grant agreement/contract. It is also mandatory that state level WAP employees receive BPI certification. Other training needs for subgrantees will be determined through initial on-site visits and through individualized T&TA requests. Moreover, if monitoring reveals problem areas, the state will coordinate appropriate training to address.

**Monitoring**

The Office of Economic Opportunity will hire four new weatherization staff members, a training coordinator, two additional monitors and a program assistant, as well as providing partial funding for additional audit and fiscal staff members to monitor financial transactions. This will ensure the quality of the program will be maintained as production increases. Energy savings will be measured through a partnership with the state's three major investor-owned utilities and the SC Electric Cooperatives to measure energy usage, including weather normalizing variables, for one year prior and one year after weatherization.

All agencies will receive a visit within the first month of the program with a follow-up within eight (8) weeks of the initial visit. Any subgrantee failing to meet initial start-up requirements to include the purchasing of equipment, securing of trained personnel, and assessment of homes with a schedule for production will be provided additional training and technical assistance, to include partnership development. Subgrantees still failing to perform will have their contracts revoked and funds redirected to another entity. Subgrantees will be required to submit monthly WAP ARRA reports to demonstrate progress prior to receiving additional funding. Subgrantees will be required to spend 75% of their WAP ARRA funds within the first two years of the grant.

**Reporting Requirements**

The reporting requirements are set forth in Attachment B of Funding Opportunity Announcement

## U.S. Department of Energy

**WEATHERIZATION ANNUAL FILE WORKSHEET (continued)****Grant: EE00120****Amendment: 000****State: SC****Program year: 2009****Budget period: 04/01/2009 - 03/31/2012**

---

DEFOA-0000051. Financial and progress reports will be used to adhere to the transparency and oversight requirements detailed in the Recovery Act and posted on <http://www.recovery.gov>. Please note that the due date of certain reports may change. DOE intends to modify the periodic Progress Report to include, at a minimum, reporting on the following items:

- > Jobs created at the state agency level
- > Jobs created using state contractors
- > Jobs retained at the state agency level
- > Jobs retained with state contractors
- > Jobs created at the local agency level
- > Jobs created using local agency contractors
- > Jobs retained at the local agency level
- > Jobs retained with local agency contractors
- > State desk monitoring/oversight visits
- > State on-site monitoring/oversight visits
- > Hours trained at the state agency
- > Hours trained at the local agency
- > Equipment units purchased that are more than \$5,000

As applicable, all additional reports will be submitted through the Program's on-line web-based reporting system - eGrants. The following reports are required to be submitted by the state to DOE on a quarterly basis through the WinSAGA reporting system and are due 30 days after the end of the quarter:

- > A quarterly SF 269 (Financial Status Report)
- > A Quarterly Program Report (Production and Expenditures by line items)

**II.7 DOE-Funded Leveraging Activities**

The State will not be leveraging any funds.

**U.S. Department of Energy**

**WEATHERIZATION ANNUAL FILE WORKSHEET (continued)**

**Grant: EE00120**

**Amendment: 000**

**State: SC**

**Program year: 2009**

**Budget period: 04/01/2009 - 03/31/2012**

**II.8 Policy Advisory Council Members (names, groups, agencies)**

Ms. Mignon L. Clyburn, Public Service Commission	
Mr. Homer Mitchell, SCE&G	
Mr. Carmen Sanpiago, Acercamiento Hispano	
Janet Lockhart	
Larry Floyd	
Mr. George Acker	
Reverend Donnie Chambers	
Arnold Collins	
Mrs. Denise Williams	
Mr. Ed Bodie, Manager or Retail Services	
Mr. Michael A. Gray, VP, Community Initiatives	
Mr. John Frick, Electric Cooperatives of SC	
Ms. Mindy Taylor, Progress Energy	
Vacant, Piedmont Natural Gas	
Vacant, Berkeley Electric Cooperatives	
Vacant, Propane Gas Association	

**II.9 State Plan Hearings (send notes, minutes, or transcript to the DOE office)**

Hearing Date
05/08/2009

\_\_\_\_\_  
Newspapers that publicized the hearings and the dates that the notice ran.

"The State" newspaper  
April 24, 25, 2009

**II.10 Adjustments to On-File Information**

**Prevailing Wages**

All laborers and mechanics employed by contractors and subcontractors on projects funded directly by or assisted in whole or in part by and through the Federal Government pursuant to the Recovery Act shall be paid wages at rates not less than those prevailing on projects of a character similar in the locality as determined by the Secretary of Labor.

**Website Information**

For the purposes of transparency, South Carolina will provide information regarding the expenditure of Recovery funds through a website established by DOE. The address for this website is: <http://www.recovery.gov/>. The Recovery Act requires a website to be established and maintained to track how and where tax dollars are being spent.

The transparency requirements of the Recovery Act are intended to ensure that the crucial accountability

## U.S. Department of Energy

**WEATHERIZATION ANNUAL FILE WORKSHEET (continued)****Grant: EE00120****Amendment: 000****State: SC****Program year: 2009****Budget period: 04/01/2009 - 03/31/2012**

objectives are met:

- > Funds are awarded and distributed in a prompt, fair, and reasonable manner;
- > The recipients and uses of all funds are transparent to the public, and the public benefit of these funds are reported clearly, accurately, and in a timely manner;
- > Funds are used for authorized purposes, and instances of fraud, waste, error, and abuse are mitigated;
- > Projects funded under this Act avoid unnecessary delays and cost overruns; and
- > Program goals are achieved, including specific program outcomes and improved results on broader economic indicators. Note: These stipulations may require additional information be collected from the State and subgrantees. DOE will provide the State with guidance on any additional reporting requirements, once available.

**II.11 Miscellaneous****DISASTER RELIEF**

The South Carolina Department of Energy (DOE) Weatherization Assistance Program (WAP) Disaster Relief Plan is to provide emergency services to low-income individuals and families affected by a disaster as determined by a Presidential or Gubernatorial order declaring either a Federal or State Emergency. The disaster generally involves three phases:

- > The crisis itself;
- > The cleanup; and
- > The repair or rebuilding of the area.

It is not uncommon for weatherization work to be suspended during the crisis and early clean-up period until community services such as electricity, water, and other infrastructure can be returned to normal. The plan will be in effect for a minimum of six months but could be extended dependent upon the anticipated recovery period.

Disaster relief services are only available to qualified low-income households directly affected by the declared disaster. Local agencies may re-prioritize service requests from these households so that timely weatherization and reweatherization services can be provided. Dwellings may only be provided repairs or weatherization services that are not paid for by insurance. The burden of proof of what is and is not covered by insurance is put on the policy holder.

Emergencies may be a result of natural or man-made factors. It is the responsibility of the Weatherization Assistance Program, through its subgrantee network, to assist state and community authorities in normalizing areas affected by a disaster by providing WAP resources to assist South Carolina low-income citizens in recovering and rebuilding after the disaster. The Weatherization Program will adhere to the following guidelines when responding to any disasters in which the lowincome population has been affected. These guidelines are intended to maximize the assistance we are able to provide while protecting the limited resources of the program. Disaster-mitigation planning activities shall be implemented as soon as practical after the declaration of a disaster. A WAP subgrantee shall not commit WAP resources (labor or financial) until it receives approval from the OEO. Any additional disaster-related funds will be allocated based on the extent of the disaster in each subgrantee area. Funds must supplement, not supplant, other funds available for disaster assistance.

All funds received by the client to cover damages must be considered prior to the allocation of WAP

---

resources. *Attachment 1*, the Disaster Certification form located at the end of this section, should be completed for each client requesting disaster assistance. Safety measures, such as downed power lines, must be in place prior to mitigation activities. Agency staff should consult with local utilities to ensure electric, gas and sewer hazards have been corrected or repaired.

**Allowable disaster activities may include:**

- > Evacuation of low-income populations;
  
- > Debris removal and other clean-up work as well as normal weatherization services. If agency staff is assigned to another area of the state to assist in disaster activities, it will be the parent subgrantee's responsibility to maintain their salaries and to arrange for agency reimbursement.

**The following WAP priority list is recommended for disaster homes.**

- > Labor for gutting damaged components of the house and debris clean up.
  
- > Primary heating system replacement and repair (including ductwork repair; replacement, cleaning and sealing of all joints; and venting, flue and chimney replacement, repair and cleaning).
  
- > Domestic water heaters (venting and flues included).
  
- > Window and door repair and/or replacement.
  
- > Air sealing (basic infiltration and exfiltration work).
  
- > Attic insulation and ceiling coverage.
  
- > Wall insulation.

**Eligibility Requirements**

WAP subgrantees must ensure that applicants for disaster assistance (1) meet the current eligibility requirements, (2) are located within the designated disaster area and (3) have been directly affected by the disaster. **Homes located in FEMA-sanctioned areas are not eligible for assistance.**

Applicant homes must be certified as habitable, and a disaster certification form must be completed, signed and retained in the client file. The owner of a rental unit must list the property with Section 8 or provide other proof that the unit will remain exclusively for the low-income. Client income eligibility may be based on one month's income, and client certification will suffice if no documentation is available. Victims needing heating system or water heater repair or replacements will be served first.

If disaster-damaged dwellings have been previously weatherized, they may be re-weatherized without regard to the initial date of weatherization if the damage is not covered by insurance. Victims may receive repair or replacement to domestic hot water heaters as a health-and-safety measure. Repairs to the building

---

structure that exceed the allowable limits must be approved by the state.

**Equipment Procurement**

Procurement of equipment and appliances can be done through telephone bids in disaster situations and all purchased items should meet minimum energy-efficiency ratings.

**Additional Funding**

If additional funds are received, a subgrantee may allocate up to \$10,000 per unit. If no additional funds are received, the state plan cost limits apply. Program operations money may be used to support mitigation and clean-up activities. No additional administrative funds will be provided for disaster work.

**Disaster Expenditures Accountability and Reporting**

Disaster expenditures must be accounted for and reported separately from other costs on the monthly recap report in the Leveraged/Other funds. The costs will not be included in the averages. Budget adjustments must be made within 30 days of the date of the incurred costs.

**Contributions**

A subgrantee is required to negotiate with an owner/landlord for a co-participation match contribution, but not to the point of hindering the client's chances for receiving services in the event the landlord does not agree or cannot afford to contribute. A recommended landlord contribution is to pay 15% of all non-heating system material and labor costs incurred not to exceed \$450.00 and up to 50% of the heating system and/or refrigerator related materials and labor costs incurred not to exceed \$1,000.00. This payment is due upon completion of the job. It is also understood that if the Landlord refuses to sign the agreement and cooperate fully in this matter, this application for Weatherization services will be returned to the bottom of our waiting list.

**Disaster Plan - Mobile Homes**

Mobile homes manufactured after 1976 receive a Housing and Urban Development (HUD) certification during the manufacturing process. The designation is a 2- by 4- inch red and silver metal tag attached to the back end of the roadside (back door side) of the home. A mobile home damaged by the flood must be checked to ensure that the HUD label has been removed or work is not authorized. These units can be sold only for parts and scrap metal and cannot be sold or represented as a dwelling unit. Red plastic 4- by 6- inch Prohibition of Sale stickers have been placed on homes determined by the Manufactured Housing Department of the South Carolina Public Service Commission to be in non-compliance and are not to be offered for sale as a dwelling unit. If this red plastic sticker is found on a mobile home and the HUD label is still attached to the home, the unit has problems that must be repaired but that will not necessarily be considered a total loss. In these cases, contact the Public Service Commission to determine what work must be done in order to make this home safe as a dwelling unit. The HUD label is removed when the unit is deemed to be damaged beyond reasonable repair. The city or county may also have inspected these units and may have tagged them with some other type of warning. If this is the case, the owner must be informed that the issues must be resolved with that governmental body (city or county) prior to any weatherization work.

**U.S. Department of Energy****WEATHERIZATION ANNUAL FILE WORKSHEET (continued)****Grant: EE00120****Amendment: 000****State: SC****Program year: 2009****Budget period: 04/01/2009 - 03/31/2012**

---

The Manufactured Housing Department of the South Carolina Public Service Commission has found that homes that have standing water above the floor level usually have received major damage to the load-bearing system of the dwelling. The walls and floor decking of a mobile home are typically glued to the floor joists with water-soluble glue. If the home has been soaked with water above the floor, virtually nothing will be holding the walls and floor together. Repair of all flood-damaged mobile homes manufactured after January 1, 1974, requires recertification that the dwelling has been brought back into compliance with the construction and safety standards to which it was originally manufactured. Therefore, repair of mobile homes manufactured in 1974 or later is impractical for the Weatherization Program if the floor has been water-soaked and is buckled.

Mobile homes manufactured before 1974 are unregulated. Issues involved in repairing and weatherizing these older homes have not been solved. The State would require site-specific approval if a Subgrantee wants to address weatherizing or repairing such a dwelling.

A mobile home that has flood damage to the heating ducts and/or the underbelly area, but which still has the floor decking intact, can possibly be repaired within the normal scope of the Weatherization Program, depending on what else it needs to be properly weatherized. If there are any questions concerning the safety or livability of flood damaged mobile homes, please contact the State.

**Minutes - Public Hearing - May 8, 2009**

Welcome to the Public Hearing for the State of South Carolina Weatherization Assistance Program for the United States Department of Energy American Recovery and Reinvestment Act of 2009 State Plan. My name is Paul Younginer, Senior Manager for Weatherization, SC Governor’s Office - Office of Economic Opportunity (OEO). Also from OEO are Gregg McConkey, Weatherization ARRA Manager, Thomas Welch, Senior Manager for Audits, and Ashlie Lancaster, Director.

The advertisement for this Public Hearing appeared in The State Newspaper on April 24 and 25, 2009. The advertisement reads as follows -

A Public Hearing will be held in Columbia on Friday, May 8, 2009, at 2:30 p.m. in room 364, Edgar A Brown Building, 1205 Pendleton Street, Columbia, S.C. 29201. As the state administering agency, the South Carolina Governor’s Office of Economic Opportunity (OEO) will receive comments on the draft United States Department of Energy State Plan for the American Recovery and Reinvestment Act (ARRA) funds for the Weatherization Assistance Program. South Carolina anticipates receiving an allocation of \$58,892,771 from the ARRA allocation formula grant award. The ARRA formula grant funds will be allocated to community action agencies serving all 46 counties of the state. In addition, upon approval by DOE, any unused administrative or training and technical assistance allocation will be released to other non-profits and units of local government for award on a competitive basis to increase overall production. Community Action Agencies will be selected based on: Experience and effectiveness in weatherization; Extent and quality of previous work; Staff size and credentials; Ability to secure and train additional workers; Experience in assisting low-income persons; and their Capacity to undertake timely and effective weatherization.

The proposed community action agencies are listed below:

Aiken/Barnwell/Lexington Counties Community Action Commission, Inc.
Beaufort-Jasper Economic Opportunity Council, Inc.
Carolina Community Action Agency, Inc.
Charleston County Human Services
Chesterfield-Marlboro Economic Opportunity Council, Inc.
Darlington County Community Action Agency
GLEAMNS Human Resources Commission, Inc.
Lowcountry Community Action Agency, Inc.
OCAB Community Action Agency
Pee Dee Community Action Agency
Piedmont Community Actions, Inc.
Sunbelt Human Advancement Resources, Inc.
Waccamaw Economic Opportunity Council, Inc.
Wateree Community Actions, Inc.

At the hearing, a representative from OEO will describe the ARRA-Funded Weatherization Assistance Program (WAP) and the proposed use of the funds. Local officials and citizens are encouraged to participate in the hearing process. Written and oral comments received will be used to finalize the ARRA-Funded Weatherization Assistance Program State Plan.

The ARRA State Plan will be available at the office of each community action agency throughout the State and the Office of the Governor, Office of Economic Opportunity, 1205 Pendleton St., Columbia,

S.C. 29201, after April 27, 2009. The ARRA State Plan will also be available on the OEO website at [www.oep.sc.gov/oao/](http://www.oep.sc.gov/oao/).

In conjunction with the proposed ARRA State Plan, there are 2 items that I will discuss that affect the regular PY 2009 WAP and the ARRA WAP -

1. In February 2009, OEO submitted a Request for Bids to the SC Community Action network (14 agencies) for the purpose of acquiring 3 counties (Berkeley, Dorchester, Colleton) to provide weatherization. Only one CAA submitted a bid which was Charleston County Human Services Commission. Charleston County Human Services Commission will provide weatherization during the regular PY 2009 WAP to the following counties - Beaufort, Berkeley, Charleston, Colleton, Dorchester, and Jasper.
2. OEO submitted to DOE a revised State Plan for the regular PY 2009 WAP. The revisions made to the regular PY 2009 WAP State Plan are:
  - **PY 2009 Funding**  
The revised PY 2009 funding includes \$1,997,743 (Supplemental) plus \$2,244,587 (PY 2009 allocation) for a total of \$4,242,330.
  - **Adjusted Average**  
The revised adjusted average is increased from \$3,055 to \$6,500. This change also resulted in a change in the quota for PY 2009.
  - **Client Intake/Income Verification**  
A new statewide computerized database will be implemented. Initially, subgrantees will be entering weatherization applicants and other related information. The database will certify income eligibility. In addition, agencies will be allowed six months from initial income eligibility verification to begin weatherization. After six months, income eligibility must be recertified.
  - **Mobile Homes – Requesting to continue utilizing a Priority List**  
The State was approved to use a Priority List for mobile homes in April 2007. The development of the Mobile Home Priority List was based on the Mobile Home Energy Audit (MHEA). The State acknowledges that a new version of MHEA was released November 2008 and that DOE is requiring MHEA to be implemented in PY 2009. The State has submitted a report identifying the typical labor/material costs for weatherizing mobile homes in South Carolina to Alex Moore (DOE's energy audit review contractor). Upon approval, the State will develop a written set of energy audit standards that include procedures specifically designed for mobile homes. In the meantime, the State will continue using the 2007 Mobile Home Priority List.
  - **PY 2009 Ramp-up**  
The State is utilizing 15% Low Income Home Energy Assistance Program (LIHEAP) WAP funding for capital intensive measures to include roof repair/replacement as well as weatherization measures.
  - **Poverty Income**  
The income eligibility level for the DOE WAP is 200% of the Poverty Income Guidelines.
  - **Reweatherization**

Dwellings weatherized from September 30, 1994, and earlier may be reweatherized.  
 Note: Previous date was September 30, 1993.

The WAP ARRA program is designed to assist low-income households in reducing their fuel costs and to contribute to national energy conservation through increased energy efficiency and consumer education. Weatherization measures provided by this program will reduce heat loss and energy costs by improving the thermal efficiency of dwelling units occupied by low-income households.

The South Carolina Governor’s Office – Office of Economic Opportunity (OEO) is the State’s administering authority for the WAP ARRA. OEO submitted an initial application, which consisted of a SF 424 form and the estimated number of units to be weatherized, to DOE on March 19, 2009. A comprehensive state plan is due to DOE on May 12, 2009. Community Action Agencies (subgrantees) will contract with the OEO to provide weatherization assistance in each of South Carolina’s forty-six counties.

ARRA Award for South Carolina	\$	58,892,771
State Administration - 3%	\$	1,456,766
Training and Technical Assistance Funds	\$	10,333,898
Available for Subgrantee Obligation	\$	47,102,107
Subgrantee Administration - 7%	\$	3,399,121
Subgrantee Program Support (materials, labor)	\$	42,246,220
Health and Safety	\$	1,456,766

Based on the established DOE per dwelling average of \$6,500 and a total program operations allocation of \$42, 246, 220, the State of South Carolina plans to weatherize 6,499 homes over the three year life of the grant. We anticipate completing 40% of our goal within the first year, and 75% within the second year, and the remainder in the third year of subgrantee activities. This will be accomplished through a collaborative partnership with both public and private entities.

We will need additional energy auditors, assessors, inspectors, subcontractors and crew workers with specialized weatherization knowledge, and HVAC contractors. In addition to the funds coming to South Carolina for weatherization, the South Carolina (SC) State Energy Office is receiving approximately \$50 million for the State Energy Program that will be used for retrofits in public buildings. These programs coupled with projects funded through Energy Efficiency and Conservation Block Grants will create a need for Home Energy Rating System (HERS) Raters and the Leadership in Energy and Environmental Design (LEEDS) certifications. As such, we will partner with the SC Energy Office and the SC Technical College System to create five (5) regional SC Energy Efficiency Training Centers to train workers to fill not only the jobs immediately created by recovery programs, but also to be part of the future green workforce that will help people sustain employment long term. These regional training centers will train weatherization workers and prepare them for Building Performance Institute (BPI) certification as Building Analyst, Air Sealing and Insulation, Manufactured Housing, or HVAC certification. They will also train HERS Raters and provide LEEDS certifications. In addition to the SC State Energy Office, the electric cooperatives, investor-owned, municipal, and public utilities have expressed interest in employing workers trained with these skills.

**ARRA Changes to the Existing Weatherization Assistance Program**

- \$6,500 per unit maximum
- Eligibility up to 200% of Federal Poverty Guidelines.
- Re-weatherization date reset to September 30, 1994.

- Mobile Home Priority list (pending DOE approval).
- Prevailing wages requirement (pending final DOE determination).

OEO will award the WAP ARRA program to the CAAs contingent upon receiving an approvable work plan.

### Corrections

- Duplicate pages - pages 21, 22 - Certifications Regarding Lobbying; Debarment, Suspension and other responsibility matters; and drug-free workplace requirements will be replaced by pages 23, 24, 25, 26, 27, 28.
- Section II. MASTER FILE, **Prioritization of Work** - page 35 - Delete “Additionally, LIHEAP funds may be used for capital intensive measures including roof repair/replacement. The maximum average amount of LIHEAP funds is \$6,110 for capital intensive measures.”
- I.3 SUBGRANTEE INFORMATION - Page 13 - Charleston County Human Services - Add Berkeley, Dorchester, Colleton counties.

The State Office received email comments from Ms Jessica McMoore for Mr. Leroy Gilliard of the South Carolina Association of Community Action Partnerships, 2700 Middleburg Drive, Suite 213, Columbia, SC 29204, Phone: 803-771-9404, Fax: 803-771-9619, [www.scacap.org](http://www.scacap.org).

**Question 1** Will the individuals that will be receiving training at the Technical School be paid for their time while they are in training?

**Answer - If they are employed by a CAA, they can be paid while attending training by the CAA. Additionally, CAA's may decide to use Workforce Investment Act or CSBG funding to provide employment supports such as stipends.**

**Question 2** What are the requirements for admission to the technical schools to receive the training? Will these requirements and qualification accommodate and/or embrace the unskilled, unemployed, disconnected youth, dislocated workers and other such population groups served by community action agencies?

**Answer - The only requirement is a high school diploma or GED and the participant is unemployed or underemployed.**

**Question 3** Will the CAA be receiving training funds directly to pay for at least 2weeks to 3 weeks of on Paid the job training and orientation (after completion of the Tech Schools) of the Community Action Weatherization Program, and such specialized training not provided by the technical colleges?

**Answer - Funds for on the job training and orientation will be available directly to the CAAs. Requests for these funds should be submitted to the OEO office individually for approval.**

Are there any other comments?

**Kenny McClellan:** In regard to the training, is this going to be a first-come, first-serve basis?

**Response:** The Technical School has not yet developed the schedule for the training courses. OEO and subgrantees have received numerous phone calls from contractors inquiring about the training. When the schedule is developed, OEO will make the announcement and inform the individuals who have already contacted OEO.

**Kenny McClellan:** How long will each training course last?

**Response:** Each course should last five to six days.

**Margaret Woodson:** How are your subgrantees going to load the information regarding the contractors in a quarterly report to the Office of Small Minority Business?

**Response:** The data will be collected on the monthly Financial Status Reports submitted by subgrantees and the information will be reported to the Office of Small Minority Business in the Office of Economic Opportunity Minority Business Expenditure report.

**Tabitha Reyes:** How will the monitoring by the State be handled?

**Response:** The State will continue monitoring subgrantees and will have to hire additional individuals to monitor 5% of the dwellings that are completed.

**Alex Alderman:** In the event of failure in taking the test for the certification trainings, is this a one time thing? Will they have another opportunity to take the test again?

**Response:** Yes. If an individual employed by a CAA fails the test, they are allowed to re-take the course/test.

**Warren Campbell:** Will the State keep up/track the contractors that have received their certifications? Could the State provide this information in an Excel spreadsheet through a link with their website?

**Response:** Those names will not be lost. OEO will have a person on staff that will be managing the training. OEO will provide this information through our website.

**Kenny McClellan:** I see in the PY 2009 WAP State Plan and the ARRA State Plan that we will continue using the 2007 Mobile Home Priority measures without doing NEAT? Are we authorized to continue using the 2007 Mobile Home Priority List?

**Response:** That is what we are proposing in the State Plan. If the State Plan is approved, the State will continue using the 2007 Priority List until further notice.

**Bruce Forbes:** Regarding community action agencies subcontracting with subcontractors in doing the work and also honoring the drug-free workplace situation, how do we as an agency insure that with a subcontractor? Is drug testing required?

**Response:** The Drug-Free is a certification for the agency to have in place. The subcontractor could provide a letter to the community action agency that his company is a drug-free organization. Drug testing will be the decision of the individual community action agency.

**Warren Campbell:** What is the standard level that you are trying to bring the house to?

**Response:** There are several tests that we do on a house to make sure that the house will be less leaky after weatherization is done. Every house is different in determining what will be done. We will be operating two programs at the same time. One is the regular Weatherization Assistance Program and one is the ARRA Weatherization Assistance Program. The regular Weatherization Assistance Program will include additional LIHEAP funds for capital intensive measures such as roof replacements.

**Diane Ciardi:** In regards to what you just said, we have a house that needs a new roof. Water is leaking in the house which has caused mold. Is there anything in place at any agency that we can refer these clients to that have mold? After the mold remediation, can these clients get involved with having their homes weatherized?

**Response:** After the mold has been cleaned-up and removed, the dwelling may be weatherized. The agency overseeing the removal of the mold should provide the client with a letter stating that the mold has been removed. DOE funds cannot be used to remove mold.

**Mimi Thompson:** Are all the agencies required to do a SLED background check on the contractors that will be getting their certifications?

**Response:** The determination to conduct a SLED background check is made by the local agency.

**Tiffany Vaught:** When will agencies be monitored by the State office?

**Response:** Agencies will receive an initial visit within the first two months of the program. In addition, each agency will receive a full on-site review within the first year of the grant.

**Tom Faulkner:** Because of the rapid readiness requirement, training will be hard to gear-up. Will there be a need to contract with existing professional services that will already have the equipment. I understand that when you do your visit, you basically say that you are good and these are your problems

and you coming back a month later and you better be ready that time or you will have to find someone else to the work. That seems the way I read the State Plan.

**Response:** Agencies will have to gear-up and start to work very quickly. Work needs to start immediately and we will start monitoring early.

**Response - Thomas Welch:** From a Fiscal perspective, we will be going out to all subgrantees to review their fiscal capabilities and their plans to perform this weatherization program. We will be going out whenever programmatic does their review. It will not be a visit just looking for expenditures but for a plan with a good system in place.

**Tom Faulkner:** If you do contract with the Assessors, do you have to bid that work or do you have to send in a RFP and consider professional services?

**Response:** Local agencies will be handling the bid processes and not the State office.

**Diane Ciardi:** In regard to start-up requirements which is stated on page 3, is the purchase of equipment included with the hiring of personnel?

**Response:** Yes.

**Diane Ciardi:** In regard to Disaster Assistance, how do we know if it is a FEMA sanctioned area? What should our agency do to proceed with weatherizing dwellings that have been identified as a disaster area?

**Response:** A FEMA sanctioned area will be determined by a Presidential or Gubernatorial order declaring either a Federal or State Emergency. Agencies should submit a letter to the State office for approval identifying the dwellings that you plan to weatherize and to assure that the dwellings will not be covered under the individual's insurance plan.

**Kenny McClellan:** Following up on the request from Mr. Gilliard, how will agencies receive training and technical assistance funds for additional training?

**Response:** Funds for on the job training and orientation will be available directly to the CAAs. Requests for these funds should be submitted to the OEO office individually for approval.

**Nick Adams:** Do we have to have at least one person onsite that is BPI certified?

**Response:** Yes.

**Kevin McCrowey:** Is that starting now or is that a one year process?

**Response:** The certification requirement must be met within the first year of the grant.

**Bennie Marshall:** If you receive BPI certification from other states, does it qualify?

**Response:** BPI certification is recognized nationally.

**Paul Younginer:** Any other comments.

The time is 3:35 p.m. This public hearing is adjourned.

**U.S. Department of Energy**

**STATE PLAN/MASTER FILE WORKSHEET**

**Grant Number: EE00120, State: SC, Program Year: 2009**

This worksheet should be completed as specified in Section III of the Weatherization Assistance Program Application Package.

**III.1 Eligible Population**

**III.1.1 General Description**

**Definition of income used to determine eligibility:**

Refers to total annual cash receipts before taxes from all sources, with the exceptions noted below. Income **includes** money, wages and salaries before any deductions; net receipts from non-farm or farm self-employment (receipts from a person's own business or from an owned or rented farm after deductions for business or farm expenses). 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, and military family allotments; private pensions, government employee pensions (including military retirement pay), and regular insurance or annuity payments; dividends, interest, net rental income, net royalties, periodic receipts from estates or trusts, and net gambling or lottery winnings.

Income **excludes** capital gains; any assets drawn down as withdrawals from a bank, the sale of property, a house, or a car; one-time payments from a welfare agency to a family or person who is in temporary financial difficulty; tax refunds, gifts, loans, lump-sum inheritances, onetime insurance payments, or compensation for injury. Income also excludes non-cash benefits, such as the employer-paid or union-paid portion of health insurance or other 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, and such Federal non-cash benefit programs as Medicare, Medicaid, Food Stamps, school lunches, and housing assistance and combat zone pay to the military.

Note: Child support payments and college scholarships are also excluded.

**Procedures to determine that units weatherized have eligibility documentation:**

The state of South Carolina has established, published and implemented procedures to ensure that no dwelling unit may be weatherized without documentation that it is an eligible unit meeting the following criteria:

A family unit whose income is at or below 200% of the poverty level as published by the U.S. Department of Health and Human Services.

A family unit that contains a member who has received cash assistance payments under Title IV or XVI of the Social Security Act, or applicable South Carolina law at any time during the 12 month period preceding the determination of eligibility for weatherization assistance.

**Definition of children: Below age** 18

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

**U.S. Department of Energy**

**STATE PLAN/MASTER FILE WORKSHEET (continued)**

**Grant Number: EE00120, State: SC, Program Year: 2009**

**If YES, Recommendation: If NO, statement that assistance to low-income tribe members and other low-income persons is equal:**

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

**III.1.2 Selection of Areas to Be Served**

All geographical areas of the state are served.

**III.1.3 Priorities**

It is required that of the dwellings weatherized, 50% be occupied by the elderly, 20% be occupied by the disabled, 20% be occupied by the elderly, with households with children age 5 and younger, 5% be occupied by a high energy user household, and 5% be occupied by a high energy burden household.

**Time Period for Income Verification**

The period for determining income eligibility will be based on the total household income accounted for the past 30 days.

**Nondiscrimination**

No person shall on the grounds of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or part with DOE funds. Any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1975 or with respect to an otherwise qualified disabled individual as provided in section 504 of the Rehabilitation Act of 1973 also shall apply to this weatherization program.

**Temporary disqualification of certain newly legalized aliens from receipt of weatherization benefits**

Sections 245A and 210A of the Immigration and Nationality Act (INA), as amended, made certain aliens, legalized under the Immigration and Control Act (ICA) of 1986, temporarily ineligible for Weatherization assistance. The provisions of this law have expired. The only potential implications affecting Weatherization services are those individual cases that were open while this law was in effect.

The Welfare Reform Act, officially referred to as the Personal Responsibility and Work Opportunity Act of 1996, H.R. 3734, placed specific restrictions on the eligibility of aliens for "Federal meanstested public benefits" for a period of five years. As defined in a Federal Register notice dated August 26, 1997 (62 FR 45256) the Department of Health and Human Services (HHS) is interpreting "Federal means-tested public benefits" to include only those benefits provided under Federal meanstested, mandatory spending programs. HHS Information Memorandum LIHEAP-IM-25 dated August 28, 1997, states that all qualified aliens, regardless of when they entered the United States, continue to be eligible to receive assistance and services under the Low-Income Home Energy Assistance Program (LIHEAP) if they meet

## U.S. Department of Energy

### STATE PLAN/MASTER FILE WORKSHEET (continued)

Grant Number: EE00120, State: SC, Program Year: 2009

other program requirements. To eliminate any possible contradiction of eligibility for Weatherization services at the State and local level for qualified aliens, the definition adopted by HHS will also apply to the DOE Weatherization Assistance Program. HHS issued Information Memorandum LIHEAP-IM-98-25 dated August 6, 1998, outlining procedures for LIHEAP and Weatherization grantees serving non-qualified aliens to implement new status verification requirements. This memorandum is based on a proposed rule issued by the Department of Justice (DOJ) on August 4, 1998. The Welfare Reform Act is a complex issue and there is some confusion on the specific application of this part of the Act. To insure Program continuity between LIHEAP and Weatherization for the many subgrantees operating both programs, the DOE Weatherization Assistance Program will follow the interpretation as adopted by HHS. The primary area of confusion resides in the types of local agencies that are exempt/non exempt from "status verification requirements." Local agencies that are both charitable and non-profit, which comprise about three-quarters of the local agency network, would be exempt. However, those agencies which are designated as local government agencies operating the Weatherization Program would not be exempt and, therefore, must conduct "status verification." Under the DOJ ruling, grantees subject to this ruling have 2 years to fully implement this procedure after the publication date of the final rule. As of this date the final rule has not yet been issued.

#### III.2 Climatic Conditions

The State of South Carolina is comprised of three basic climatic regions:

- 1- Greenville - Upper State
- 2- Columbia - Central
- 3- Charleston - Lower State

#### III.3 Weatherization Work

##### III.3.1 Type of Work to Be Done

###### Single-Family Homes

###### **#1 Air Sealing**

Use the blower door and digital manometer to guide air sealing. Determine the closure target: calculate building volume, perform blower door test, and find the closure target on the table provided during training. Determine the Minimum Ventilation Rate/Building Tightness Limit (MVR/BTL) of each home. Never seal below this limit. Pets and smokers require more ventilation. Seal plumbing, electrical, and HVAC penetrations through ceiling, flooring, and exterior walls. Use proper materials for high-temperature surfaces. Add sufficient ventilation when house is air sealed too tightly. Check the MVR/BTL to determine how much ventilation is required

###### **#2 Attic Insulation**

Check electrical circuits. Enclose exposed wires and connections in junction boxes. To prevent insulating over knob-and-tube wiring, build dams before attic blow. Alternatively, consider re-wiring knob-and-tube circuits in attic. Check attic ventilation. There should be 1 square foot of attic net free vent area for every 300 feet of ceiling area. Half of the vent area should be located low and half should be located high to induce good ventilation. Add attic insulation.

###### **#3 Dense-Pack Sidewall Insulation**

**U.S. Department of Energy**

**STATE PLAN/MASTER FILE WORKSHEET (continued)**

**Grant Number: EE00120, State: SC, Program Year: 2009**

Sidewall Insulation - Drill test holes to determine existing insulation.

If there is no existing wall insulation, dense-pack all sidewall cavities with insulation. If all test holes indicate existing wall insulation, skip sidewall insulation measure. If some wall cavities have existing insulation and some do not, drill additional test holes to determine if sidewall dense-packing is warranted. If at least half of the wall cavities have no existing insulation, dense-pack all sidewalls with insulation. After sealing major attic and floor bypasses, insulating the attic, and dense-packing the sidewalls, take another blower door reading to determine if closure target has been reached. If not, use the digital manometer to locate and seal the remaining bypasses. Fill sidewalls with densely packed cellulose. Standard cavities should fill in only a few minutes. If longer, check for blowouts.

**#4 Smart Thermostat**

For central heating and/or cooling systems, setback thermostats can be cost effective if the client is educated on the proper use of these devices. Do not install if client has difficulty understanding the instructions. Document in file.

**#5 Compact Fluorescent Lamps (CFLs)**

Replace incandescent bulbs used more than one to two hours per day. Maintain or moderately improve existing lighting levels.

**#6 Seal and Insulate Ducts**

Seal accessible ducts, connections, and boots with mastic. Insulate ducts located outside the conditioned space with foil-faced duct insulation, which has a R-value of R-4 to R-11. Pressure pan test all registers with blower door running to determine relative air leakage of tested sites.

**#7 Floor Insulation**

Add R-30 to all uninsulated floors or maximum amount that joist dimensions will allow unless space heating is provided by an electric heat pump, in which case add R-19. Do not add floor insulation if there is any existing insulation and space heating is provided by natural gas or electric heat pump. If existing insulation is R-11 or less and space heating is provided by propane or electric resistance, add R-11. Excessive moisture from frequent rain or high water tables can enter a house through the crawl space and cause mold, mildew, and structural damage. Even if no floor insulation is added, install plastic sheeting on the entire dirt floor of crawl spaces to reduce or eliminate this source of moisture.

**#8 Refrigerator**

Estimate annual electricity consumption by metering or locate usage in a database. Cost must include delivery and installation of the new refrigerator, and removal and environmentally responsible de-manufacturing of the old unit. Replacement should be determined by criteria in database.

**Mobile Homes - Requesting to continue utilizing a Priority List**

The State was approved to use a Priority List for mobile homes April 2007. The development of the

## U.S. Department of Energy

### STATE PLAN/MASTER FILE WORKSHEET (continued)

Grant Number: EE00120, State: SC, Program Year: 2009

Mobile Home Priority List was based on the Mobile Home Energy Audit (MHEA). The State acknowledges that a new version of MHEA was released November 2008 and that DOE is requiring MHEA to be implemented in PY 2009. The State has submitted a report identifying the typical labor/material costs for weatherizing mobile homes in South Carolina to Alex Moore (DOE's energy audit review contractor). Upon approval, the State will develop a written set of energy audit standards that include procedures specifically designed for mobile homes. Until then, State will continue using the 2007 Mobile Home Priority List.

#### **#1 Duct Sealing and House Pressure Reduction**

Pay special attention to leaks at the furnace base plate and duct connector. If a mobile home floor return system exists, it must be permanently sealed from the living space, and new adequately sized return system added to the closet. Any crossover duct work should be properly connected, sealed, secured (off the ground), and insulated. Ends of delivery ducts should be inspected and sealed off with a sheet metal block a few inches past the delivery register.

#### **#2 Roof-Cavity Insulation with Associated Air Sealing**

Attic air sealing should always precede attic insulation. Together, these two weatherization measures form the most cost-effective, durable, and practical improvement available to mobile homes with insulation levels at or below R-10. Ensure that the attic cavity is not over filled or dense packed. Before sealing and insulating the attic, the roof must be inspected to ensure it is strong enough for the crew and contractor traffic this measure may involve. Add all necessary roof repair and roof-coating costs to this measure as long as costs do not exceed \$2 per square foot.

#### **#3 Floor Insulation and Associated Air Sealing**

Floor leak testing and air sealing should precede floor insulation. Provide freeze protection for the water pipes as necessary. Make sure the ducts are sealed prior to floor insulation. Ensure that the belly cavity is not overfilled or dense packed. In cavities greater than 8 inches, try to bring the belly bottom up closer to the floor, without damaging the ductwork or water lines. Before air sealing the floor and insulating belly, the estimator must identify the possible hazards to worker's health and safety presented by sewer leaks, animal or insect infestations, and dangerously deteriorated floor joists or decking. These hazards must be corrected before weatherization can proceed.

#### **#4 Water Heating Packages**

Install a low-flow showerhead when shower flow exceeds 3 gallons per minute. Insulate the first feasible 6 feet of hot and cold water pipes. Set the hot water temperature to 120o and educate client as to why this setting is chosen.

#### **#5 Baseload Electricity Reduction**

Replace incandescent bulbs that are used more than one to two hours per day. Set freezer temperature between 0o and 5o and refrigerator temperature between 38o and 40o. Replace refrigerator with

**U.S. Department of Energy**

**STATE PLAN/MASTER FILE WORKSHEET (continued)**

**Grant Number: EE00120, State: SC, Program Year: 2009**

energy-efficient model if testing shows annual consumption is high enough to justify measure cost (see single home chart and guidelines).

**#6 Air Sealing**

Air sealing is not a major priority unless existing air leakage rate is more than 2,000 CFM50. Maintain or moderately improve existing lighting levels. If air sealing efforts reduce the infiltration below the building tightness limit, add mechanical ventilation as needed. Special focus should be directed at water heater closets. Since combustion air for the water heater is typically provided through grilles in the access door located in the exterior wall, air sealing and insulating should target the three interior walls of the water heater closet. In other words, the thermal and air barriers should be between the water heater closet and the main body of the home.

**Prior to Assessment**

Prior to an assessment of a prospective dwelling, the subgrantee must have a completed application and all necessary paper work, including proof of income eligibility, owner's/renter's name and address/contact information and utility supplier(s).

**Permission to Proceed**

Prior to **any** work being done on a dwelling (including baseload measures) and prior to a subcontractor visiting the dwelling for purposes of evaluating the cost of the job, the subgrantee must have a signed statement from the owner (or owner's agent) that permission has been granted to perform weatherization and base-load measures on and at the dwelling. The statement must include a list of measures that are proposed to be installed. If walls are to be blown, the statement must indicate that the owner / owner's agent has seen pictures of what a wall blow includes and how it will look when completed. If windows are to be installed, the state must indicate that the owner / owners agent is aware that the measure will not include cosmetic treatment of the window trim. If a refrigerator is to be installed, the statement must clearly indicate who owns the refrigerator. A copy of this statement with owner's / owner's agent signature clearly visible must be in the job file. A second copy must be given to the tenant and the original must be given to the owner/owner's agent.

**Prioritization of Work**

Work will be done by following the Priority List, starting at measure #1. The maximum average unit cost for overall program expenditure is \$6,500 with DOE ARRA funds.

**III.3.2 Energy Audit Procedures**

\* The state of South Carolina has established policy to ensure that when subgrantees weatherize rental units, financial eligibility is determined and written permission of the owner or his agent is obtained. In multiple unit buildings, the state ensures that 66 percent of the building (50 percent in the case of duplexes or quadrplexes) are eligible units. The state's policy also ensures that the benefits of weatherization accrue primarily to the tenant, including units where the tenants pay for their energy through their rent. The state recognizes that it may weatherize shelters under conditions set forth in

## U.S. Department of Energy

### STATE PLAN/MASTER FILE WORKSHEET (continued)

Grant Number: EE00120, State: SC, Program Year: 2009

440.22. State policy for rental units states that for a reasonable period of time, not less than twelve months, the tenant will not be subjected to rent increases unless those increases can be demonstrated to be related matter and conditions other than the weatherization measures performed. State policy also provides an avenue for complaint in such matters. Tenants and landlords are informed in writing that no undue or excessive enhancement shall be provided to the rental unit or building by weatherization assistance.

<u>Unit Types</u>	<u>Audit Procedures and Dates Most Recently Approved by DOE</u>
Single-family	Priority Measures List - April 2006
Multi-family	* See Comments
Mobile Home	Priority Measures - April 2007

#### III.3.3 Final Inspection

Each dwelling unit (100% of jobs weatherized or where baseload measures were installed) that is being reported as complete for the purpose of obtaining DOE funds must have in the job file an inspection form signed by a designated subgrantee staff person. The inspection form must have information that indicates that all measures designated to be installed were installed in a workmanlike manner. The signed inspection form certifies that measures installed should under reasonable conditions save energy and make the dwelling more comfortable for the inhabitants. If a designated measure is not installed, then a written explanation must be included in the file and noted on the inspection form.

**Note:** A weatherized unit is a dwelling unit on which an approved energy audit or priority list has been applied and weatherization work has been completed. The use of DOE funds on a unit may include, but are not limited to, auditing, testing, measure installation, inspection, the purchase of equipment or vehicles, training, or administration. Therefore, a dwelling unit that meets both the definition of a DOE weatherized unit and has DOE funds used directly on it is a DOE completed unit and may be included in the production numbers reported.

#### Self Declaration

Subgrantees may use an OEO approved form (such as a post card mailed by owner) for declaration of receipt and installation of a new refrigerator. If subgrantee does not receive the self-declaration form within two weeks of delivery, subgrantee must explore other ways of verifying inspection. A measure is not considered completed until it has passed final inspection (1 CFR, Part 440, 16 (g)).

#### III.3.4 Assessment of Effectiveness

In order to calculate the most accurate energy savings, energy savings will be measured through a partnership with the state's three major investor-owned utilities and the Electric Cooperatives of South Carolina to measure energy usage, including weather normalizing variables, for one year prior and one year after weatherization.

**U.S. Department of Energy**

**STATE PLAN/MASTER FILE WORKSHEET (continued)**

**Grant Number: EE00120, State: SC, Program Year: 2009**

The state of South Carolina WAP has established the policy of evaluating subgrantees' program effectiveness. Programs are assessed through the following:

**Program Administration**

- Program files and accuracy and timely completion/submission of reports.
- Work quality and oversight.
- Monitoring reports.

**Performance Analysis**

- Income eligibility.
- Number of Elderly, Disabled, Children, High Energy User, Households with High Energy Burden served.
- Expenditures versus number of dwellings weatherized. Production quotas and expenditures.
- Carbon Monoxide, Blower Door, Refrigerator testing.
- Client education.
- Health and safety.
- Referrals to LIHEAP/CSBG.
- Proper use of Priority Measures/Weatherization measures selected.
- Final inspection/Re-inspections and follow-up.
- Lead safe weatherization work practices and Mold and moisture checklist.
- Personnel training and client education.
- Program files and accuracy and timely completion/submission of reports.
- Work quality and oversight.
- Monitoring reports.

**III.4 Health and Safety**

See attachment.

**III.5 Rental Procedures**

**RENTAL PROCEDURES**

The state of South Carolina has established policy to ensure that when subgrantees weatherize rental units, financial eligibility is determined and written permission of the owner or his agent is obtained. In multiple unit buildings, the state ensures that 66% of the building (50% in the case of duplexes or quadrplexes) are eligible units. The state's policy also ensures that the benefits of weatherization accrue primarily to the tenant, including units where the tenants pay for their energy through their rent. The state recognizes that it may weatherize shelters under conditions set forth in 440.22.

State policy for rental units states that for a reasonable period of time, not less than twelve months, the tenant will not be subjected to rent increases unless those increases can be demonstrated to be related matter and conditions other than the weatherization measures performed. State policy also provides an avenue for complaint in such matters. Tenants and landlords are informed in writing that no undue or

**U.S. Department of Energy**

**STATE PLAN/MASTER FILE WORKSHEET (continued)**

**Grant Number: EE00120, State: SC, Program Year: 2009**

excessive enhancement shall be provided to the rental unit or building by weatherization assistance.

**Leased Dwelling Units**

No leased/rented dwelling unit shall be weatherized without first obtaining the written permission of the owner of the dwelling unit or the agent. The benefits of weatherization assistance shall accrue primarily to the low-income tenants. Rents shall not be raised because of the weatherization assistance provided by this grant; and no undue or excessive enhancement will occur to the value of the dwelling units. Signed statements will be obtained from the owners or their agents certifying that rents will not be raised because of work done because of this assistance.

**Documentation**

All documentation shall remain the property of OEO and in the event of program closure, either by OEO or the subgrantee, such files shall revert to OEO.

**III.6 Program Management**

**III.6.1 Overview**

The Office of the Governor's Office of Economic Opportunity, through Federal funds, administers programs under assigned grants which provide assistance to the economically or socially disadvantaged citizens of South Carolina; and to carry out the provisions of the Community Economic Opportunity Act of 1983;

- > To provide technical assistance to local agencies and communities in developing and carrying out such programs;
- > To provide the Governor with information with respect to programs and policies of all anti-poverty resources;
- > To act as an advocate for the poor at the State and national level and to provide the Governor, Legislature and other public and private entities throughout the State with information on socio-economic conditions affecting low-income South Carolinians;
- > To mobilize Federal, State and Local resources to enable the Governor to effectively respond to the needs of South Carolinians who are economically or socially disadvantaged;
- > To monitor, conduct, supervise and administer those matters pertaining to Community Services, Homeless Programs, Community Food and Nutrition, Low-Income Home Energy Assistance and Low-Income Weatherization funded operations in South Carolina in coordination with pertinent State and Federal agencies as directed by the Governor, or appropriate federal authorities, with the concurrence of the Governor;
- > The OEO is organized to administer respective program functions through service units. These are: Weatherization and LIHEAP, Community Services/Stewart B. McKinney Act Homeless Programs, Audits, and Fiscal Services. Subgrantees are subject to procedures outlined in OEO Fiscal Guidance and Procedures Manual and other memoranda.

**III.6.2 Administrative Expenditure Limits**

Ten percent (10%) is allowable for administration. The state will allocate seven percent (7%) of this amount to subgrantees and retain the other 3 percent (3%).

## U.S. Department of Energy

### STATE PLAN/MASTER FILE WORKSHEET (continued)

Grant Number: EE00120, State: SC, Program Year: 2009

#### III.6.3 Monitoring Approach

OEO WAP monitor(s) will conduct a comprehensive monitoring of each subgrantee at least once a year. The comprehensive monitoring must include review of client files and subgrantees records, as well as actual inspection of at least 5 percent of the completed units. The subgrantees will be monitored to determine compliance with program standards and to increase program quality and efficiency. On-site monitoring of subgrantees will be done to identify methods, deficiencies, and successes in program operations and to assess technical assistance needs to develop appropriate training courses. Inspection of completed dwelling units is done to monitor prioritization of weatherization measures, job costs, quality of workmanship and material standards so that the work completed is reflected in the job files. Monitor(s) will inspect at least 5% of the total number of dwellings of the completed and/or in-progress dwellings at least 5% of the total. Inspection of warehouse and review of materials inventory are completed to insure adequate space and security at reasonable costs for the material inventory. Also, material inventory and condition of materials are verified. The OEO reviews monthly subgrantee reports (Recap and Household) to determine if subgrantee is meeting its goals and expenditures in compliance with expenditure schedules. Program and fiscal monitoring will be used to determine the program and operational effectiveness of subgrantees.

South Carolina requires an annual single audit, as required by OMB Circular A-133. Program operations and cost effectiveness are included in the audit report. Prior year single audits for each subgrantee will be desk reviewed within six months of receipt.

#### **Fiscal Accountability**

All subgrantees must develop and maintain fiscal and accounting procedures, which conform to both federal and state policy for grants administration. Subgrantees also submit monthly Financial Status Reports. In addition, subgrantees are governed by OMB A-122 for non-profit organizations, which sets forth principles for determining allowable costs of programs under grants, contracts, and cooperative agreements with the federal government.

The state of South Carolina has established fiscal controls and fund accounting procedures to assure the proper disbursement of all federal funds received by the state. Additionally, the state has established procedures for monitoring the utilization of such funds by project operators.

#### **A description of the controls and procedures to be implemented is as follows:**

The OEO will follow the established fiscal policies and procedures mandated by state law. To accomplish this, the OEO will coordinate these policies with various other branches of state government, including but not limited to the Budget and Control Board, the Office of the Comptroller General, the General Services Division, the state Treasurer's Office, the state Auditor and other units of the Governor's Office. Financial areas addressed in these procedures consist of fiscal management controls, the accounting system, fund controls, personnel and payroll management, property management, procurement, and the disbursement of funds. The financial standards set forth by the state establish an

## U.S. Department of Energy

### STATE PLAN/MASTER FILE WORKSHEET (continued)

Grant Number: EE00120, State: SC, Program Year: 2009

adequate accounting system with appropriate internal controls which will safeguard assets, check the accuracy and reliability of accounting data, promote operating efficiency and encourage compliance with prescribed management policies.

#### **Desk and Field Audit**

Subgrantees that expend \$500,000 or more in federal awards shall have a single audit conducted for that year in accordance with OMB Circular A-133. Refer to OEO Fiscal Guidance Manual.

A field audit may be conducted to assess internal controls, grant compliance and compliance with OEO Fiscal Guidance Manual. Refer to OEO Fiscal Guidance Manual.

#### **Productivity**

For ARRA, all agencies will receive a visit within the first month of the program with a follow-up within 8 weeks of the initial visit. Any subgrantee failing to meet initial start-up requirements to include the purchasing of equipment, securing of trained personnel, and assessment of homes with a schedule for production will be provided additional training and technical assistance, to include partnership development. Subgrantees still failing to perform will have their contracts revoked and funds redirected to another entity. Subgrantees will be required to submit monthly WAP ARRA reports to demonstrate progress prior to receiving additional funding. Subgrantees will be required to spend 75% of their WAP ARRA funds by 2010

#### **III.6.4 Training and Technical Assistance Approach**

OEO will partner with the SC Energy Office and the SC Technical College System to create six (6) regional SC Energy Efficiency Training Centers to train workers to fill not only the jobs immediately created by recovery programs, but also to be part of the future green workforce that will help people sustain employment long term. These regional training centers will train weatherization workers and prepare them for Building Performance Institute (BPI) certification as Building Analyst, Air Sealing and Insulation, Manufactured Housing, or HVAC certification. They will also train HERS Raters and provide LEEDS certifications. In addition to the SC State Energy Office, the electric cooperatives, investor-owned, municipal, and public utilities have expressed interest in employing workers trained with these skills.

The State and subgrantees will utilize T&TA funds for attending local and national weatherization training meetings and conferences.

#### **Weatherization Standards**

The State will be implementing a standards manual for weatherizing dwellings employing the methods taught in Hot Climate Whole House Weatherization Initiative trainings.

#### **Reporting**

All work and program reporting is to be performed in accordance with the policies and procedures stipulated in the South Carolina State Plan for DOE Low-Income Home Weatherization Assistance and

**U.S. Department of Energy**

**STATE PLAN/MASTER FILE WORKSHEET (continued)**

**Grant Number: EE00120, State: SC, Program Year: 2009**

the grant between the state and the subgrantees.

**Operation of the Program**

Low-income applicants will be screened for proper eligibility documentation, and each dwelling will be assessed using the approved Priority List or to determine the cost and extent of weatherization measures to be applied to the dwelling.

All contractors hired by subgrantees will adhere to the policies and procedures pursuant to the management and operation of the Weatherization Assistance Program. All work is to be performed in an acceptable manner and checked for thoroughness upon completion by the subgrantee weatherization coordinator. If a contractor fails to render service in an acceptable and satisfactory manner, this will be considered grounds for termination of the grant with the subgrantee. Subgrantees will be responsible for submitting proof of liability insurance by their designated contractor(s) to the OEO prior to the new grant period.

In the event that the Monthly Weatherization Recap and Household Report submitted by a subgrantee indicate fiscal or production irregularity, the OEO will perform a special monitoring visit to identify the problem area(s).

In order to prevent service disruption to eligible clients in the affected area, the grant for service to the counties in which the grant has been terminated will be either amended to allow for the subgrantee in a geographically adjacent service area to resume service in the affected counties or a RFP will be issued for a new subgrantee. The OEO will provide technical assistance to expedite either transition.

**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, which shall 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; and
- 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. 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 to the grant, or the state, the subgrantee may terminate the grant by giving fifteen (15) 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

**U.S. Department of Energy**

**STATE PLAN/MASTER FILE WORKSHEET (continued)**

**Grant Number: EE00120, State: SC, Program Year: 2009**

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 shall 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.

**Volunteers**

The Office of Economic Opportunity will encourage continued mobilization of volunteer resources by local program operators in an attempt to make more funds available. However, OEO will provide the majority of labor costs for operation of the program. Occupants of the housing being weatherized will be given an opportunity to provide labor where possible as well as volunteers from the Council on Aging, Green Thumb, and other community-based organizations as allowed under terms of liability insurance.

**Supplanting**

The financial assistance received by the state of South Carolina will not supplant any state or local funds made available for Weatherization Assistance Program activities.

**Subgrantee and Subcontractor**

- Dwelling is assessed by a subgrantee staff person.
- Subgrantee staff person conducts diagnostic testing.
- Subcontractor submits bid for weatherizing the dwelling.
- Weatherization Coordinator approves bid and notifies subcontractor to begin work.
- Subcontractor conducts "test-out" procedures after dwelling is completed.
- Subgrantee staff conducts "test-out" procedures during final inspection to assure all work is completed properly.
- Subgrantee pays subcontractor.

**III.6.5 Energy Crisis Plan**

n/a

**State Plan/Master File Worksheet - (Attachment)****III.4 Health and Safety**

The primary purpose of a health and safety plan is to establish the policies and procedures under which health and safety concerns are addressed in the Weatherization Assistance Program (WAP). The state will ensure the prudent use of the Health and Safety funding by subgrantees. The goal is to ensure energy savings result from weatherization services while promoting a healthy and safe environment for clients, contractors, crew, staff, and subcontracted installers. The Health and Safety Procedures are applicable to all activities under the WAP.

**Client Education**

Client education activities are encouraged. Subgrantees have been trained on client education techniques and opportunities. This training is reinforced during field monitoring visits as our monitors are trained to speak with clients about various energy saving (and some non-energy saving) steps that they can take such as changing filters once a month, using compact fluorescent lights, responsible management of their thermostats, water heater temperature usage and settings, combustion appliance safety, moisture control, and lead safety. Subgrantees are required to distribute lead (when potential for hazard exists), combustion appliance safety (when present), and mold and moisture awareness pamphlets to clients prior to weatherization.

**Health and Safety Measures**

Those measures necessary to eliminate energy related hazards within a structure, which by their remedy, allow for the installation of weatherization materials while ensuring that the structure is left in a safe condition.

**Weatherization Measures**

Building shell and equipment measures determined to be cost-effective by DOE.

**Weatherization Materials**

Those materials listed in Appendix A of the DOE WAP for Low-Income Persons Final Rule, 10 CFR Part 440.

**Incidental Repairs**

Repairs necessary for the effective performance or preservation of weatherization materials.

**Expenditure Limits and Reporting**

There is no limit set for Health and Safety costs. Three percent (3%) of the agency's allocation is designated for Health and Safety. Health and Safety costs are recorded and tracked separately in the accounts and on the house audit/assessment form and reported as a separate line item on the Invoice Voucher. Subgrantees must report all expenditures related to Health and Safety on their monthly financial status reports. The number of units that received Health and Safety funds must appear on the household report.

**Client Health and Safety Measures**

Five health and safety concerns are frequently encountered in weatherization of low-income homes. The five hazards described below were chosen for remediation because they represent life and health threatening problems common to low-income housing. Although the problems are serious, practical solutions are available to contractors at reasonable cost with existing technology and equipment. Training has been provided by OEO at the Weatherization Center for Excellence to subgrantee weatherization personnel to deal with each of these. Guidelines are published in the Southeast Weatherization Field Guide.

**State Plan/Master File Worksheet - (Attachment)****Carbon Monoxide**

Combustible appliances, including furnaces, water heaters, cooking ranges, ovens and vented space heaters, are included in this measure. Testing for safety will be conducted in accordance with Southeast Weatherization Field Guide, section 4.4. The weatherization coordinators have carbon monoxide detection equipment and have been trained in the performance of appropriate safety tests. If measured carbon monoxide exceeds safe levels as prescribed by EPA, ASHRAE, and gas utilities, corrective action is taken which may include cleaning of equipment including chimney or flue, tune-up, correcting pressure imbalances, repair a furnace, and other measures as needed. Carbon monoxide detectors may be installed as needed. For guidance refer to the Southeast Weatherization Field Guide, section 1-7.

**Air Quality and Ventilation**

Indoor air quality and minimum ventilation levels are addressed in the Southeast Weatherization Field Guide, Section 2.6. Minimum acceptable levels for air changes are based on ASHRAE standards. When necessary, mitigation is provided by determining the source of the problem and implementing an effective mitigation strategy. To assure acceptable ventilation levels, a timed system of mechanical ventilation, with fresh make-up air may be appropriate. Repair of existing exhaust fans may be done by contractor/crew, but new or replacement installations which involve rewiring will require a licensed electrical contractor.

**Electrical Safety**

Electrical inspection by a licensed electrician is required for each building component (attic, walls, floor) containing knob-and-tube wiring for which insulation is proposed, prior to insulation being installed. Repairs, if necessary, are to be made before insulation work can proceed. The electrician must certify in writing that the knob-and-tube wiring in each component is safe for insulation. Copies of this statement must be posted at the residence and placed in the client's file. The cost of electrical inspection and minor electrical repairs may be charged to the Health and Safety category.

**Lead Safe Weatherization (LSW):** LSW is a set of protocols to be used when disturbing surfaces that may have lead-based paint that will reduce and control the amount of lead dust and paint chips that are generated.

**Moisture and Mold**

The Weatherization Assistance Program does not encompass mold remediation. DOE funds are not to be used to test, abate, remediate, purchase insurance, or alleviate existing mold conditions identified during the assessment, the work performance period or the quality control inspection. Where multiple funding sources are used, the performance of any of the aforementioned activities must be expensed to a non-DOE funding source. However, DOE funds may be used to correct energy-related conditions and/or to assure the **immediate health of workers and clients.**

Weatherization of a home, and air-sealing in particular, could potentially increase the risk of moisture and mold in a home, thereby causing structural damage and/or a health risk to the inhabitants. As well, existing mold could pose a health risk to both the inhabitants and the weatherization crew. South Carolina has adopted a set of protocols to ensure that these risks are minimized during weatherization.

**A) Moisture Assessment**

All homes should be checked for previous or existing moisture problems.

**State Plan/Master File Worksheet - (Attachment)**

Mold in homes arises from conditions of excess moisture. During initial inspection, field coordinators are to assess the homes with special attention to the following signs:

- Evidence of condensation on windows and walls indicated by stains or mold;
- Standing water, open sumps, open wells, dirt floors, water stains, etc. in basements. Also, check to see if firewood is stored in the basement and whether laundry is hung there to dry during the winter months;
- Leaking supply or waste pipes;
- Attic roof sheathing shows signs of mold or mildew.
- Identification of existing or potential moisture problems shall be documented in the client file.

If existing moisture problems are found, no air sealing should be done unless the source of the moisture can be substantially reduced or effective mechanical ventilation can be added to cost-effectively remove the moisture. In some cases, air sealing must be done in order to reduce the source of the moisture (i.e. sealing off crawlspaces from the house, or sealing attic leakage to eliminate condensation on the roof deck). Because air tightening may cause an increase in relative humidity, client education should include information about moisture problems and possible solutions. In the course of weatherization, any low-cost measures that help reduce the humidity levels in the house should be installed. Examples of these activities are venting dryers, venting existing bath or kitchen exhaust fans or installing moisture barriers on dirt floors. A dwelling that has a CFM50 greater than the Building Tightness Limit (BTL) is no guarantee that moisture will not be a problem in that home.

**B) Repair or Elimination of Moisture Problems**

Repair of moisture problems that might 1) result in health problems for the client 2) damage the structure over the short- or long-term, or 3) diminish the effectiveness of the weatherization measures must be done before the weatherization job is completed.

Moisture problems can be reduced or eliminated by controlling the source of the moisture. This can involve:

- Installing a plastic ground cover on a crawlspace floor;
- Venting dryers to the outside of the building;
- Sealing the foundation;
- Providing positive drainage away from foundation;
- Repairing the roof, flashing, gutter, and downspout;
- Educating the client about the sources of moisture that they are able to control.
- Moisture problems can be reduced or eliminated by ventilating areas where excessive moisture is produced, such as bathrooms and kitchens. This should include installation of a high quality exhaust fan in the subject area and informing the client of the related moisture issues and the proper operation and use of the fan.

**Dryer Vents**

- Electric dryers must be vented to the outdoors of the building whenever feasible; gas dryer vents must always be vented to the outdoors.
- Mobile home dryer vents must be extended through the skirting to the outdoors.
- Dryer vent ductwork should be smooth surfaced and, whenever possible, not exceed fourteen feet. No more than two 90° elbows may be used in the vent system. Relocation

**State Plan/Master File Worksheet - (Attachment)**

- of dryers may need to be considered to meet this vent pipe-length limitation.
- Flexible metal vent pipe may be used if it does not exceed six feet in length.
  - Gas dryer vent pipe should not be installed with sheet metal screws or other intrusive fasteners that will collect lint (according to NFPA 54).

**C) Mold Assessment/Clean-up**

All homes should be checked for mold during the initial inspection. If a mold condition is discovered during the initial inspection of the home that cannot be adequately addressed by the weatherization crew, then the dwelling unit should be referred to the appropriate public or non-profit agency for remedial action. As well, clients must be notified and informed of the presence of mold in their homes and are to be given a copy of the pamphlet *A Brief Guide to Mold, Moisture, and Your Home*. If the moldy area is less than 10 square feet (about 3 ft. by 3 ft.), then the job can most likely be handled by the weatherization crew.

**Professionals should be contacted when:**

- The mold covers more than 10 square feet;
- There is evidence of extensive water damage;
- It is suspected that the heating/ventilation/air conditioning (HVAC) system may be contaminated, i.e. there is mold near the intake of the system. The HVAC is not to be run, as it could spread mold throughout the house;
- The water and/or mold damage was caused by sewage or other contaminated water;
- There is a health concern.

**For instances when the moldy area is less than 10 square feet, the following steps may be taken:**

- Eliminate or repair all moisture problems using the aforementioned moisture protocols;
- Scrub mold off hard surfaces with detergent and water, and dry completely
- Absorbent materials, such as ceiling tiles and carpet, may have to be thrown away when they become moldy. Mold can grow on or fill in the empty spaces and crevices of porous materials, so the mold may be difficult or impossible to remove completely;
- Avoid exposing yourself or others to mold;
- Do not paint or caulk moldy surfaces. Clean up the mold and dry the surfaces before painting. Paint applied to the moldy surfaces is likely to peel;
- When unsure about how to clean an item, or if the item is expensive or of sentimental value, a specialist should be consulted;
- Avoid breathing in mold or mold spores. In order to limit your exposure to airborne mold, N-95 respirators are recommended when working in moldy areas;
- Wear gloves. Long gloves that extend to the middle of the forearm are recommended;
- Wear goggles. Goggles that do not have ventilation holes are recommended;
- Revisit the site(s) shortly after clean-up to make sure that it shows no signs of water damage or mold growth.

**LEAD SAFE WEATHERIZATION (LSW) MINIMUM STANDARDS**

In 2007, DOE commissioned a study conducted by the National Center for Healthy Housing (NCHH), "*Analysis of Lead-Safe Weatherization Practices and the Presence of Lead in*

**State Plan/Master File Worksheet - (Attachment)**

*Weatherized Homes.*" The results of the study indicated that levels of lead paint were sometimes higher than acceptable Environmental Protection Agency (EPA) standards following the completion of certain Weatherization measures, specifically, when work was done on doors and windows.

South Carolina WAP issued Memorandum W 07-08, December 19, 2008, instructing agencies to provide a copy of "Renovate Right" to each weatherization client that lives in a site-built dwelling built before 1978. Also, the client must sign the "Pre-Renovation Form," as confirmation of receiving the lead brochure.

During WAP PY 2009, training using either the DOE Benchmark LSW curriculum or the Montana State University curriculum will be scheduled for all subgrantees. These curriculums build on the foundation provided in the DOE WPN 02-6 which makes up South Carolina's current LSW Procedures and Guidelines. Training will be provided either through the National Weatherization Training Conference and will also be incorporated into the SC Energy Efficiency Training Centers being created through the SC Technical School system and funded through ARRA WAP.

When working in pre-1978 homes with possible lead-based paint present, protection will be afforded to clients and workers. This includes the proper client notification, implementation of approved LSW techniques and procedures by workers, and strict attention to quality control. Workers must be aware of the hazards associated with lead-based paint and conduct weatherization activities in such a manner as to avoid contaminating homes with lead-based paint dust and debris in addition to exposing themselves and their families to this hazard.

The WAP cannot perform lead abatement activities. Only labor and material costs associated with measures installation and Health & Safety funding may be used for performing LSW. Guidelines and procedures for performing LSW apply to all dwellings that:

- Are pre-1978 construction;
- Have not been clearance tested (not an allowable weatherization cost);
- Will have more than 2 sq. ft. of surface disturbed; or
- Have visible flaking or chalking painted surfaces.

The coordinator must evaluate the condition of all painted surfaces, especially around the doors and windows. Any of the above situations may require that work must be deferred and the client notified by sending a certified letter to include:

- Results of the dwelling inspection and the reason that prohibits work from proceeding;
- Statement that a hazardous situation may exist;
- Details of what needs to be done before weatherization can proceed;
- Statement noting that the situation may not be addressed in the program;
- The local county health department contact information; and
- Request that the agency be contacted after the situation has been rectified.

When working on pre-1978 homes, the subgrantee must assume that lead paint exists unless

**State Plan/Master File Worksheet - (Attachment)**

proven otherwise through a certified lead paint test. Working with other housing repair programs may enable clearance testing to be performed on dwellings slated to receive weatherization. Those testing results must be included in the client file.

Not related to the Recovery Act, but since issuance of WPN 09-1, the Environmental Protection Agency (EPA) has recognized two currently available lead test kits for use in determining whether lead paint exists in a pre-1978 house. One of the kits is available for use in only one state-Massachusetts. The other test kit is available at hardware and home renovation stores in most areas and also available online. EPA intends to release the names of additional EPA-recognized test kits in the near future, which will be posted at <http://www.epa.gov/lead>. DOE will notify Grantees of their availability. Further information on Lead Paint and Lead Safe Weatherization can be found in WPN 09-6 and further guidance on the use of these kits will be issued as WPN 09-6A.

In order to verify subgrantee compliance, the state office weatherization monitor(s) will:

- Work with the subgrantee to conduct a monitoring visit that coincides with a pre-1978 dwelling being weatherized and LSW procedures being conducted as early as possible in the agreement period;
- Utilize the Minimum Standards for LSW (WPN 08-6, Attachment 1) to determine compliance;
- Decide if any non-compliance issues warrant a return visit or if photo documentation will support corrective actions being implemented;
- Coordinate as many site visits as necessary to assure compliance; and
- Perform follow-up visits.

If the subgrantee refuses to adhere to LSW program guidelines and remain in noncompliance, the state may consider terminating the agreements and proceed with seeking a new provider agency. Subgrantee reporting requirements are as follows.

- Photo documentation of LSW procedures being performed is required for any pre-1978 weatherized dwelling with installed measures that disturbed more than two square feet of surface (door, window and wall, ceiling or floor repairs). Photos will be part of the client file folder or saved in the WAP computer database (DBA FACSPRO).
- Failure to include the required photo documentation in the client file or computer database may result in the home being disallowed.
- Documentation to confirm Pollution Occurrence Insurance coverage for subgrantee and contractors.
- Documentation to confirm crews or contractors have received LSW training.

**Training**

South Carolina subgrantees originally received LSW training on March 25, 2003 and February 20, 2004. Beginning April 2010, federal law will require that contractors performing renovation, repair and painting projects that disturb lead-based paint in homes, child care facilities, and schools built before 1978 to be certified and follow specific work practices to prevent lead contamination. During PY2009, DOE is to provide additional guidance to states in complying with EPA's training and certification requirements for PY 2010.

**State Plan/Master File Worksheet - (Attachment)****Crew and Staff - Health and Safety Standards**

The standards included here provide only general guidelines for health and safety concerns. Detailed specifications regarding worker health and safety are found in OSHA Safety and Health Standards (29 CFR 1926\1910) published by the U.S. Department of Labor, and corresponding WISHA Rule WAC 296-62. Worker safety rules of general application are also contained in the Southeast Field Guide, section 1.2. Another source of safety rules is found in "First Aid In The Workplace", written by Grant B. Goold, MPA/HAS, EMTP. These standards are applicable to all workers providing services using funding under the DOE WAP program.

**Training and Monitoring**

The weatherization coordinator is responsible for maintaining the contractor's weatherization health and safety program. Specific responsibilities may be delegated to adequately trained and competent personnel.

1. **Employee Training** - New employees should not begin working in the field until training is provided. Training will include:

- Conventional health and safety issues such as heavy lifting, safe ladder usage, electrical safety, power tools, other work practices, and conditions encountered in the weatherization program.
- Use, maintenance, and importance of protective equipment such as eye and ear protection, respirator, and gloves.
- Proper usage of hazardous chemicals and substances such as foams, sealants, and cleaners in the weatherization work environment.
- The Material Safety Data Sheets (MSDS) provided by suppliers that describe the method to properly handle potentially hazardous materials. Inform employees where the MSDS are located, how to understand their content, and how to obtain and use appropriate hazard information.

**2. Safety Meetings**

Safety meetings should be conducted monthly. The content of meetings should focus primarily on issues of current importance, for example, OSHA requirements, new information on safety procedures, or product related information (MSDS). During the meeting, employees should be encouraged to ask questions.

The main purpose will be the ability of the employee to retain and understand information covered during the meeting. Limit the amount of information covered to just one issue, when possible, such as lifting, tool maintenance, electrical equipment, or understanding of Material Safety Data Sheets. Posters relating to such matters are available and should be displayed during the month that particular issue is discussed.

Minutes of each meeting (listing topics discussed and concerns) should be recorded and kept on file. A list of employee attendance will be included.

**3. On-Site Inspection**

An announced, on-site inspection of each crew shall be conducted monthly by the weatherization coordinator or designee. This inspection will include:

**State Plan/Master File Worksheet - (Attachment)**

- Ascertaining the extent of the client's understanding of weatherization activities being performed. If health and safety issues are documented, this information shall also be included in the discussion.
- Inspecting condition of personal safety equipment and confirming that all crew members are adequately supplied. Crew members must wear prescribed equipment if warranted by the activities being conducted.

Checking that each crew vehicle is supplied with a:

- Complete first aid kit designed to provide basic first aid.
- Adequately charged hand-operated fire extinguisher, designed for all three types of fire (electrical, wood, and liquid). Ensure service date has not expired.
- Binder containing list of hazardous chemicals (common and chemical name), location where they are used, usage and hazardous information (signs/symptoms of exposure and required first aid), and list of Material Safety Data Sheets. (Note: Copies of MSDS are not required if master files are accessible by all crew members).
- Inspect hand and power tools and similar equipment. Any found to be defective shall be tagged and removed from service. Equipment not in use shall be properly stored.
- Inspect work area to ensure activities are conducted in a safe manner, including provision of adequate light, proper disposal of debris, connection of power equipment to a ground fault circuit interrupter, and resolution of health and safety issues.

**General Work Practices**

The prevention of occupationally induced injuries and illnesses will be given precedence over production activities. Weatherization personnel are required to exhibit caution and care during the course of the work day.

**1. The Crew Leader/Foreman**

The Crew Leader/Foreman is responsible for being in compliance with any instructions pertaining to health or safety as they apply to crew production activities:

- Contact client before performing work. Provide the opportunity for discussing crew activities that will occur and occupant safety while work is in progress. When subcontractors are used, the WAP weatherization coordinator or designee will be responsible for client contact.
- Ensure each crew member is reasonably protected when production activities are being conducted.
- For pre-1978 buildings: If lead-based paint is assumed or found by testing to be present, and in the course of weatherization, to be disturbed, ensure that lead safe weatherization practices are employed. Inform the client of the nature of the work to be done, and encourage that children be off-site while the work is taking place. Set up containment of the area, appropriate to the activity - confine dust to as small an area as possible. Ensure crew is properly equipped with protective clothing and properly fitting HEPA respirators, and wear the gear during the course of lead work. Ensure that when cutting, drilling, or sanding, crew wet the surface to minimize dust. (See sections on Personal Protective Equipment, Hand and Power Tools, and Housekeeping Activities for further guidance on Lead-Safe Weatherization Practices. See also Lead Paint Safety: A Field Guide for

**State Plan/Master File Worksheet - (Attachment)**

Painting, Home Maintenance, and Renovation Work written by Montana State University under contract with DOE and HUD.

**2. Personal Protective Equipment**

The use of personal protective equipment will be strictly enforced. Hearing and ear protection are required for individuals working around high decibel equipment. Each crew person will wear a respirator, protective eye-wear, and protective clothing when necessary. Respiratory protection is required for individuals working in high dust environments, including when using loose fill insulation blowing equipment, installing materials in attic and floor areas, and during prolonged use of grinding or power saw equipment. When working in an environment in which lead based paint dust will be generated, each employee within the work area may be required to wear a properly fitted NIOSH-approved HEPA respirator and protective clothing which will be removed upon vacating the work area.

**3. Hand and Power Tools**

All hand and power tools and similar equipment shall be maintained in a safe condition. This equipment will be inspected daily, and any equipment found defective shall be tagged and removed from service until it has been repaired or replaced. Protective guards are to be in place and functioning properly while a power tool is in use.

All electrical equipment, tools, and extension cords shall be grounded properly. All electrical power for 120-volt or greater will be protected by a ground fault circuit interrupter (GFCI). Any extension cords found defective (insulation worn or cut, or frayed wires) are to be removed from the job site and disposed of. It is recommended that, when using power tools on surfaces that contain lead-based paint, a HEPA dust collection attachment be used. Tools shall be cleaned after use.

**4. General Fall Protection**

Portable ladders shall be placed on a substantial base at a four-to-one pitch. Extension ladders are to be extended a minimum of 36 inches above the landing (i.e., where roof access occurs), or where not practical, be provided with grab rails and be secured against movement while in use. Portable metal ladders shall not be used where they may contact electrical conductors. The use of ladders with broken or missing rungs or steps, broken or split side rails, or with other faulty or defective construction is prohibited. When ladders with such defects are discovered, they shall immediately be withdrawn from service. Extra precaution is required while weatherization activities are conducted on the roof area. When an individual is above 16 feet or adequate stability cannot be maintained, safety gear, such as harness or safety straps, is required.

**5. Housekeeping Activities**

All scrap lumber, waste material, and debris shall be removed from the immediate area as work progresses. An area outside the home should be designated for storing such material, which should be removed from the premises at the end of each work day or when the job is completed. Equipment shall be removed from the immediate work area and properly stored when no longer required or when each phase of the weatherization process is completed. Individuals shall be equipped with a tool belt or vest, in which hand tools not in use are then properly stored and readily accessible when required. When lead-based paint dust is generated during the course of work, the area must be cleaned no later than the end of each work day. All materials used in the debris collection system must be removed in a lead-safe manner, the area thoroughly vacuumed using a HEPA vacuum, and the area must be washed and wiped down with a detergent solution.

**State Plan/Master File Worksheet - (Attachment)****6. Attic/Crawl Space Areas**

Before weatherization activities are conducted, the following is required:

- Health and safety corrective action documented on the Building Job Order Sheet is to be completed.
- An adequate and safe means of access is provided.
- Each individual has assessed the area and become familiar with existing conditions.
- When possible, cut out holes required for venting before work is started and install vents after weatherization activities are completed. This procedure provides both additional ventilation and light.
- Precaution shall be taken when working in areas with low clearance. Work in areas with less than 24-inch clearance may be waived.

**Walk-Away Standards**

The decision to walk-away from a dwelling without providing weatherization services is difficult but necessary in some cases. Many problems encountered in low-income housing are beyond the scope of the Weatherization Assistance Program. Walk-away does not mean that assistance will never be available, but that any work must be postponed until the problems can be resolved and alternative sources of help be found as necessary. Contractors/crews should develop guidelines and a standardized form. The form should include the client's name and address, dates of the audit/assessment and when the client was informed, a clear description of the problem, conditions under which weatherization could continue, the responsibility of all parties involved, and the client(s) signature(s) indicating that they understand and have been informed of their rights and options.

**Walk-away conditions may include:**

- The client has known health conditions that prohibit the installation of insulation and other weatherization materials.
- The house has sewage or other sanitary problems so that to begin work on the house would further endanger the client and the weatherization installers.
- The house has been condemned or electrical, heating, plumbing, or other equipment has been "red tagged" by local or state building official or utilities.
- Moisture problems are so severe they cannot be resolved under existing health and safety measures and minor repairs.
- Dangerous conditions exist due to high carbon monoxide levels in combustible appliances and cannot be resolved under existing health and safety measures.
- The client is uncooperative, abusive, or threatening to crew, subcontractors, monitors, inspectors, or others who must work on or visit the house.
- Contractors/crews are expected to actively pursue all alternative options on behalf of the client, including referrals, and use good judgment in dealing with difficult situations.
- The building structure or its mechanical systems, including electrical and plumbing, are in such a state of disrepair that failure is imminent and the conditions cannot be resolved in a cost-effective manner.

State Plan/Master File Worksheet - (Attachment)

---

## CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

---

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 34 CFR Part 82, "New Restrictions on Lobbying," and 34 CFR Part 85, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Energy determines to award the covered transaction, grant, or cooperative agreement.

---

### 1. LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement. Standard Form-LLL not required

Funds than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement. If checked, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

---

### 2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

### 3. DRUG-FREE WORKPLACE

This certification is required by the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D) and is implemented through additions to the Debarment and Suspension regulations, published in the Federal Register on January 31, 1989, and May 25, 1990.

#### *ALTERNATE I (GRANTEES OTHER THAN INDIVIDUALS)*

(1) The grantee certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an ongoing drug-free awareness program to inform employees about:

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the work-place not later than five

calendar days after such conviction.

- (e) Notifying the agency, in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to energy grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:
  - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
  - (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).
- (2) The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance:  
(Street address, city, county, state, zip code)

---



---



---

Check if there are workplaces on file that are not identified here

#### 4. LOBBYING DISCLOSURE ACT OF 1995, SIMPSON-CRAIG AMENDMENT

Applicant organizations which are described in section 501(c)(4) of the Internal Revenue Code of 1986 and engage in lobbying activities after December 31, 1995, shall not be eligible for the receipt of Federal funds constituting an award, grant, or loan. Section 501(c)(4) of the Internal Revenue Code of 1986 covers:

*Civic leagues or organizations not organized for profit but operated exclusively for the promotion of social welfare, or local associations of employees, the membership of which is limited to the employees of a designated person or persons in a particular municipality, and the net earnings of which are devoted exclusively to charitable, educational, or recreational purposes.*

As set forth in the Lobbying Disclosure Act of 1995 (Public Law 104-65, December 19, 1995), as amended ["Simpson-Craig Amendment," see Section 129 of The Balanced Budget Downpayment Act, I (Public Law 104-99, January 26, 1996)], lobbying activities is defined broadly. (See section 3 of the Act.)

The undersigned certifies, to the best of his or her knowledge and belief, that: it IS NOT an organization described in section 501(c)(4) of the Internal Revenue Code of 1986; OR that it IS an organization described in section 501(c)(4) of the Internal Revenue Code of 1986, which, after December 31, 1995, HAS NOT engaged in any lobbying activities as defined in the Lobbying Disclosure Act of 1995, as amended.

#### ALTERNATE II (GRANTEES WHO ARE INDIVIDUALS)

- (1) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substances in conducting any activity with the grant.

If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to every grant officer or of her designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

NAME OF APPLICANT	PR/AWARD NUMBER AND/OR PROJECT NAME
SC Governor's Office	09EE00120
PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	
Ms. Ashlie N. Lancaster	Director
SIGNATURE	DATE
Signed Electronically	06/01/2009

**OMB Burden Disclosure Statement**

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Office of Information Resources Management Policy, Plans, and Oversight, Records Management Division, HR-422 - GTN, Paperwork Reduction Project (1910-0400), U.S. Department of Energy, 1000 Independence Avenue, S.W., Washington, DC 20585; and to the Office of Management and Budget (OMB), Paperwork Reduction Project (1910-0400), Washington, DC 20503.

SC Governor's Office

(Hereinafter

called the "Applicant") HEREBY AGREES to comply with Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352), Section 16 of the Federal Energy Administration Act of 1974 (Pub. L. 93-275), Section 401 of the Energy Reorganization Act of 1974 (Pub. L. 93-438), Title IX of the Education Amendments of 1972, as amended, (Pub. L. 92-318, Pub. L. 93-568, and Pub. L. 94-482), Section 504 of the Rehabilitation Act of 1973 (Pub. L. 93-112), the Age Discrimination Act of 1977 (Pub. L. 94-135), Title VIII of the Civil Rights Act of 1968 (Pub. L. 90-284), the Department of Energy Organization Act of 1977 (Pub. L. 95-91), the Energy Conservation and Production Act of 1976, as amended, (Pub. L. 94-385) and Title 10, Code of Federal Regulations, Part 1040. In accordance with the above laws and regulations issued pursuant thereto, the Applicant agrees to assure that no person in the United States shall, on the ground of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity in which the Applicant receives Federal assistance from the Department of Energy.

**Applicability and Period of Obligation**

In the case of any service, financial aid, covered employment, equipment, property, or structure provided, leased, or improved with Federal assistance extended to the Applicant by the Department of Energy, this assurance obligates the Applicant for the period during which Federal assistance is extended. In the case of any transfer of such service, financial aid, equipment, property, or structure, this assurance obligates the transferee for the period during which Federal assistance is extended. If any personal property is so provided, this assurance obligates the Applicant for the period during which it retains ownership or possession of the property. In all other cases, this assurance obligates the Applicant for the period during which the Federal assistance is extended to the Applicant by the Department of Energy.

**Employment Practices**

Where a primary objective of the Federal assistance is to provide employment or where the Applicant's employment practices affect the delivery of services in programs or activities resulting from Federal assistance extended by the Department, the Applicant agrees not to discriminate on the ground of race, color, national origin, sex, age, or disability, in its employment practices. Such employment practices may include, but are not limited to, recruitment, advertising, hiring, layoff or termination, promotion, demotion, transfer, rates of pay, training and participation in upward mobility programs; or other forms of compensation and use of facilities.

**Subrecipient Assurance**

The Applicant shall require any individual, organization, or other entity with whom it subcontracts, subgrants, or subleases for the purpose of providing any service, financial aid, equipment, property, or structure to comply with laws and regulations cited above. To this end, the subrecipient shall be required to sign a written assurance form; however, the obligation of both recipient and subrecipient to ensure compliance is not relieved by the collection or submission of written assurance form.

**Data Collection and Access to Records**

The Applicant agrees to compile and maintain information pertaining to programs or activities developed as a result of the Applicant's receipt of Federal assistance from the Department of Energy. Such information shall include, but is not limited to the following: (1) the manner in which services are or will be provided and related data necessary for determining whether any persons are or will be denied such services on the basis of prohibited discrimination; (2) the population eligible to be served by race, color, national origin, sex, and disability; (3) data regarding covered employment including use or planned use of bilingual public contact employees serving beneficiaries of the program where necessary to permit effective participation by beneficiaries unable to speak or understand English; (4) the location of existing or proposed facilities connected with the program and related information adequate for determining whether the location has or will have the effect of unnecessarily denying access to any person on the basis of prohibited discrimination; (5) the present or proposed membership by race, color, national origin, sex, age and disability in any planning or advisory body which is an integral part of the program; and (6) any additional written data determined by the Department of Energy to be relevant to the obligation to assure compliance by recipients with laws cited in the first paragraph of this assurance.

All Other Editions Are Obsolete

The Applicant agrees to submit requested data to the Department of Energy regarding programs and activities developed by the Applicant from the use of Federal assistance funds extended by the Department of Energy. Facilities of the Applicant (including the physical plants, buildings, or other structures) and all records, books, accounts, and other sources of information pertinent to the Applicant's compliance with the civil rights laws shall be made available for inspection during normal business hours of request of an officer or employee of the Department of Energy specifically authorized to make such inspections. Instructions in this regard will be provided by the Director, Office of Civil Rights, U.S. Department of Energy.

This assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts (excluding procurement contracts), property, discounts or other Federal assistance extended after the date hereof, to the Applicants by the Department of Energy, including installment payments on account after such date of application for Federal assistance which are approved before such date. The Applicant recognizes and agrees that such Federal assistance will be extended in reliance upon the representations and agreements made in this assurance, and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Applicant, the successors, transferees, and assignees, as well as the person(s) whose signatures appear below and who are authorized to sign this assurance on behalf of the Applicant.

**Applicant Certification**

The Applicant certifies that it has complied, or that, within 90 days of the date of the grant, it will comply with all applicable requirements of 10 C.F.R. § 1040.5 (a copy will be furnished to the Applicant upon written request to DCE).

**Designated Responsible Employee**

Ms. Ashlie N. Lancaster

Director

(803)734-0425

Name and Title (Printed or Typed)

Telephone Number

Signed Electronically

06/01/2009

Signature

Date

SC Governor's Office

( ) -

Applicant's Name

Telephone Number

06/01/2009

Address: 1205 Pendleton Street  
Columbia  
Richland  
SC

29201-3756

Date

Authorized Official:  
President, Chief Executive Officer  
or Authorized Designee

Name and Title (Printed or Typed)

Telephone Number

Signature

Date