

STATE OF CALIFORNIA  
STANDARD AGREEMENT  
STD. 213 A (Rev. 6/03)

AGREEMENT NUMBER <b>09B-5508</b>	AMENDMENT NUMBER <b>1</b>
REGISTRATION NUMBER <b>47000109353398.1</b>	

- This Agreement is entered into between the State Agency and the Contractor named below  
STATE AGENCY'S NAME  
**Department of Community Services and Development**  
CONTRACTOR'S NAME  
**El Dorado County Department of Human Services**
- The term of this Agreement is : **January 1, 2009 through June 30, 2010**
- The maximum amount of this Agreement is: **\$ 1,527,054.00**
- The parties mutually agree to this amendment as follows. All actions noted below are by this reference made a part of the Agreement and incorporated herein:
  - The maximum amount of this Agreement payable to Contractor by the State has changed from \$1,521,911.00 to \$1,527,054.00, reflecting an increase of \$5,143.00.

RECEIVED  
CONTRACT SERVICES UNIT  
2009 SEP 22 PM 12:39

ATTEST: SUZANNE ALLEN de SANCHEZ,  
Clerk of the Board of Supervisors  
By Micic MacFarland  
DEPUTY

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

<b>CONTRACTOR</b>		<b>CALIFORNIA</b> Department of General Services Use Only
CONTRACTOR'S NAME (If other than an individual, state whether a corporation, partnership, etc.) <b>El Dorado County Department of Human Services</b>		<p>I hereby certify that all conditions for exemption have been complied with, and this document is exempt from the Department of General Services' approval.</p> <p><u>Donna Fairchild</u></p> <p><input type="checkbox"/> Exempt per _____</p>
BY (Authorized Signature) <u>Ray Nutting</u> <b>RAYMOND L. NUTTING</b>	DATE SIGNED (Do not type) <b>8/25/09</b>	
PRINTED NAME AND TITLE OF PERSON SIGNING <b>Vice-Chairman, El Dorado County Board of Supervisors</b>		
ADDRESS <b>3057 Briw Rd #A, Placerville, CA 95667</b>		
<b>STATE OF CALIFORNIA</b>		
AGENCY NAME <b>Department of Community Services and Development</b>		
BY (Authorized Signature) <u>Ed Lee</u>	DATE SIGNED (Do not type) <b>10/19/09</b>	
PRINTED NAME AND TITLE OF PERSON SIGNING <b>Ed Lee, Manager, Information Technology Services</b>		
ADDRESS <b>700 North 10th Street, Room D215, Sacramento, California 95811-0336</b>		

09B-5508 - Amendment No. 1

- A. Additional \$1,262.00 for LIHEAP Weatherization assistance, as set forth in Exhibit B, Attachment I, Column A, CSD 557D.
- B. Additional \$0.00 for LIHEAP Delayed Weatherization assistance, as set forth in Exhibit B, Attachment I, Column B, CSD 557D.
- C. Additional \$0.00 for LIHEAP Assurance 16 Program Costs as set forth in Exhibit B, Attachment II, CSD 537E.
- D. Additional \$134.00 for LIHEAP Intake Program Costs for ECIP and HEAP as set forth in Exhibit B, Attachment II, CSD 537E.
- E. Additional \$98.00 for LIHEAP Administrative Costs for Assurance 16, ECIP, and HEAP as set forth in Exhibit B, Attachment II, CSD 537E.
- F. Additional \$335.00 for LIHEAP ECIP and Leveraging, if applicable: Outreach and its related costs as set forth in Exhibit B, Attachment II, CSD 537E.
- G. Additional \$0.00 for LIHEAP ECIP: Wood, Propane, and Oil assistance as set forth in Exhibit B, Attachment II, CSD 537E.
- H. Additional \$184.00 for LIHEAP ECIP: ECIP Heating and Cooling Service assistance as set forth in Exhibit B, Attachment II, CSD 537E.
- I. Additional \$62.00 for LIHEAP HEAP: Outreach and its related costs as set forth in Exhibit B, Attachment II, CSD 537E.
- J. Additional \$3,068.00 for LIHEAP HEAP: Wood, Propane, and Oil assistance as set forth in Exhibit B, Attachment II, CSD 537E.

2. EXHIBIT B, BUDGET DETAIL AND PAYMENT PROVISIONS, 1. BUDGET CONTINGENCIES, B. Federal Budget Contingency, item 6) is changed to read as follows:
  - “6) **It is mutually agreed that if the Congress does not appropriate sufficient funds for this Program or appropriates additional funds, this Agreement shall be amended to reflect any increase or decrease in funds.**”
3. EXHIBIT B, BUDGET DETAIL AND PAYMENT PROVISIONS, 4. REIMBURSEMENT GUIDELINES, D. Weatherization and EHCS Specific, item d., regarding emergency repairs and replacements and reporting them in EARS is deleted in its entirety.
4. EXHIBIT B, BUDGET DETAIL AND PAYMENT PROVISIONS, 4. REIMBURSEMENT GUIDELINES, D. Weatherization and EHCS Specific, 7) Other Program Reimbursements, item a. Permit and Disposal Fees, is changed to read as follows:
  - “a. **Permit and Disposal Fees**  
  
“Permit and disposal fees are acceptable expenses and may be charged only once to ECIP EHCS, or LIHEAP Weatherization, or DOE Weatherization, per appliance or weatherization measure, per weatherized dwelling. Permit and disposal fee reimbursement includes crew member, subcontractor, or other personnel staff time and will be reimbursed based on the actual cost of the fee and actual labor hours.”
5. EXHIBIT B, BUDGET DETAIL AND PAYMENT PROVISIONS, 4. REIMBURSEMENT GUIDELINES, E. Severe Weather Energy Assistance and Transportation Services (SWEATS), is changed to read as follows:
  - “E. **Severe Weather Energy Assistance and Transportation Services (SWEATS)**  
  
“Reimbursement shall be in accordance with the SWEATS Policy, EXHIBIT F, ATTACHMENT II when specifically authorized by CSD.”
6. EXHIBIT B, BUDGET DETAIL AND PAYMENT PROVISIONS, ATTACHMENT I, 2009 LIHEAP WEATHERIZATION BUDGET is changed to read as per the attached EXHIBIT B, Attachment I.
7. EXHIBIT B, BUDGET DETAIL AND PAYMENT PROVISIONS, ATTACHMENT II, 2009 LIHEAP EHA-16 PROGRAM BUDGET is changed to read as per the attached EXHIBIT B, Attachment II.

8. EXHIBIT B, BUDGET DETAIL AND PAYMENT PROVISIONS, ATTACHMENT III, 2009 LIHEAP NONCONSIDERATION ALLOCATIONS, is changed to read as per the attached EXHIBIT B, Attachment III.
9. EXHIBIT B, BUDGET DETAIL AND PAYMENT PROVISIONS, ATTACHMENT IV, 2009 REIMBURSEMENT RATES FOR WEATHERIZATION AND EHCS ACTIVITIES, is changed to read as per the attached EXHIBIT B, Attachment IV.
10. EXHIBIT F, PROGRAMMATIC PROVISIONS, 6. WEATHERIZATION ACTIVITY GUIDELINES, B. Dwelling Eligibility, 7) Previously Weatherized Dwellings, is changed to read as follows:

**“7) Previously Weatherized Dwellings**

- “a. Once a dwelling has been submitted to CSD for reimbursement as a completed unit, any subsequent weatherization services provided to the dwelling shall be considered reweatherization.**
- “b. Completed weatherized dwellings under this Agreement and reported to CSD after January 1, 2009, Contractors can perform measures not previously installed with the initial weatherization service.**
- “c. A previously applied measure may be reinstalled during its useful life term, as described on EXHIBIT B, ATTACHMENT IV, due to premature failure or if the measure was destroyed by the prior-occupying household. Justification for the replacement must be documented in the client file. If the useful life term has expired for the previously applied measure, then Contractor can provide the replacement measure under reweatherization without justification.**
- “d. Unoccupied multi-unit dwellings previously weatherized in accordance with this Agreement and subsequently upon tenant occupation receives appliance repair and/or replacement services shall constitute a reweatherized dwelling.**
- “e. If a dwelling has been previously weatherized under a CSD or another federal or non-federal program, Contractor may provide previously unapplied mandatory and optional measures within the dollar limits of this Agreement. The dwelling and occupant eligibility must be recertified.**
- “f. Contractor shall not report demographics for reweatherized dwellings when reweatherization services occurred during the same contract period.”**

11. EXHIBIT F, PROGRAMMATIC PROVISIONS, 15. RECORD-KEEPING RESPONSIBILITIES, H. Automation, item 1) is changed to read as follows:

**“H. Automation**

**“1) Contractor shall use an automated application system capable of supporting LIHEAP’s data collection and reporting requirements. Contractor must use ServTraq, ServTraqLITE. or equivalent software database transfer method to transmit client data to CSD. No database transfer will be accepted prior to the completion of ServTraqLITE training or for those using a stand-alone database application, successful data file transfer testing to CSD. Contractor shall submit the data in accordance with CSD’s data entry standards. Contractor shall assure that adequate files are maintained as required in EXHIBIT F, PROGRAMMATIC PROVISIONS, Section 9., RECORD-KEEPING RESPONSIBILITIES.”**

12. EXHIBIT F, PROGRAMMATIC PROVISIONS, ATTACHMENT II, Severe Weather Energy Assistance and Transportation Services (SWEATS) Policy, is changed to read as per the attached EXHBIT F, ATTACHMENT II.

All other terms and conditions shall remain unchanged.

## **2009 LIHEAP Amendment - Changed Attachments**

- EXHIBIT B, BUDGET DETAIL AND PAYMENT PROVISIONS, Attachment I, 2009 LIHEAP WEATHERIZATION BUDGET and its Instructions, which are unchanged.
- EXHIBIT B, BUDGET DETAIL AND PAYMENT PROVISIONS, Attachment II, 2009 LIHEAP EHA-16 PROGRAM BUDGET and its Instructions, which are unchanged.
- EXHIBIT B, BUDGET DETAIL AND PAYMENT PROVISIONS, Attachment III, 2009 LIHEAP NONCONSIDERATION ALLOCATIONS.
- EXHIBIT B, BUDGET DETAIL AND PAYMENT PROVISIONS, Attachment IV, REIMBURSEMENT RATES FOR WEATHERIZATION AND EHCS ACTIVITIES.
- EXHIBIT F, PROGRAMMATIC PROVISIONS, ATTACHMENT II, Severe Weather Energy Assistance and Transportation Services (SWEATS) Policy

**EXHIBIT B - ATTACHMENT I  
2009 LIHEAP WEATHERIZATION BUDGET**

Contractor: El Dorado County Department of Human Services		Contract Number: 09B-5508 (A1)	Telephone Number: (530) 642-4893
Class "B" Contractor's License No.:		Name on License:	
Prepared By: Maki Ganno		E-mail Address: <a href="mailto:maki.ganno@edcgov.us">maki.ganno@edcgov.us</a>	Fax Number: (530) 295-2560
<b>10 - ADMINISTRATIVE BUDGET</b>		<b>COLUMN A</b>	<b>COLUMN B</b>
1.	Administrative Costs	\$ 18,505	\$ 37,823
<b>20 - WEATHERIZATION PROGRAM BUDGET</b>			
1.	Intake (2% of Section 30)	\$ 4,626	\$ 9,455
2.	Outreach (5% of Section 30)	11,564	23,639
3.	Training and Technical Assistance (up to 2% of Section 30)	4,600	9,429
4.	Direct Program Activities	186,363	386,790
5.	Liability Insurance	2,200	2,200
6.	Vehicle and Equipment - Acquisition Costs		
7.	Workers' Compensation	3,800	3,800
	<b>Total Program Costs (lines 1 through 7)</b>	<b>\$ 213,153</b>	<b>\$ 435,313</b>
<b>30 - TOTAL BUDGET (Total of Section 10 and 20)</b>		<b>\$ 231,658</b>	<b>\$ 473,136</b>
<b>40 - TOTAL HOUSEHOLDS</b>		# 164	# 336
<b>50 - APPROVED LABOR RATE</b>			\$ 56.00

**INSTRUCTIONS**  
**EXHIBIT B – ATTACHMENT I, 2009 LIHEAP WEATHERIZATION BUDGET**  
**CSD 557D (Rev. 10/9/08)**

**10 – ADMINISTRATIVE BUDGET**

Line 1 – Administrative Costs - Enter the amount of funds allocated for all Administrative Costs for Columns A and B. Administrative costs includes salaries, wages, workers' compensation, and fringe benefits for administrative staff, accounting, audit, intake (intake in excess of 2% may be charged as an administrative cost), equipment, facilities, office equipment and supplies, telephone, training and travel for administrative staff, utilities, and miscellaneous expenditures.

**20 – WEATHERIZATION PROGRAM BUDGET**

Line 1 – Intake - Enter the amount of funds allocated for Intake activities in Columns A and B.

Line 2 – Outreach - Enter the amount of funds allocated for Outreach activities in Columns A and B, i.e., flyers, brochures, advertisements, etc.

Note: Outreach is 5% of the total Weatherization Program Budget, excluding carryover and administrative costs. For Column A, this amount is 5% of the Weatherization Program Budget to be paid to Contractor for the months of January through March (60% of the total Weatherization Program Budget). For Column B, this amount is 5% of the total remaining amount (40% of the total Weatherization Program Budget) to be paid contingent upon approval of a Weatherization Waiver as referenced in the contract.

Line 3 – Training and Technical Assistance - Enter the amount of funds allocated for weatherization-related training and technical assistance, both internal and external, in Columns A and B. Costs include actual labor costs, training materials, admissions, and travel expenditures. Training costs must not exceed 2% of the total Weatherization Program Budget.

Line 4 – Direct Program Activities - Enter the amount of funds budgeted for Direct Program Activities in Columns A and B. Include costs associated with the installation of measures including labor, materials, subcontractors, disposal fees, and permits, travel.

Line 5 - Liability Insurance - Enter the amount of funds budgeted for insurance bonds, general liability, vehicle insurance, and pollution occurrence insurance (if applicable) in Columns A and B.

Line 6 - Vehicle and Equipment - Acquisition Costs - Enter the amount of funds budgeted for acquisition cost of Vehicles and Equipment in Columns A and B. Include only those purchases that are over \$5,000 per unit.

Line 7 - Workers' Compensation - Enter the amount of funds budgeted for workers' compensation for program staff in Columns A and B. Do not include workers' compensation for salaries allocated to administrative costs.

Total Other Program Costs - Enter the sum of lines 1 through 7 for Columns A and B.

**30 – TOTAL BUDGET**

Enter the sum of Sections 10 and 20 for Columns A and B. Verify the total allocation as provided by CSD.

**40 – TOTAL HOUSEHOLDS**

Enter the number of households projected to be weatherized during the 2009 Program Year in Columns A and B.

**50 – APPROVED LABOR RATE**

Enter the CSD-approved Contractor Labor Rate.



**EXHIBIT B - ATTACHMENT II  
2009 LIHEAP EHA-16 PROGRAM BUDGET**

Contractor: El Dorado County Department of Human Services		Contract Number: 09B-5508 (A1)	Telephone Number: (530) 642-4893
Prepared By: Maki Ganno		E-mail Address: <a href="mailto:maki.ganno@edcgov.us">maki.ganno@edcgov.us</a>	Fax Number: (530) 295-2560
<b>10 - ASSURANCE 16 BUDGET</b>			
1.	Assurance 16 Activities		\$ 113,937
<b>20 - ADMINISTRATIVE BUDGET (ASSURANCE 16, ECIP, AND HEAP)</b>			
1.	Administrative Costs		\$ 76,351
<b>30 - INTAKE BUDGET (ECIP AND HEAP)</b>			
1.	Intake (2% of ECIP/HEAP Consideration/Nonconsideration Allocation)		\$ 31,617
<b>40 - OUTREACH BUDGET (ECIP AND HEAP)</b>			
1.	Outreach (5% of ECIP/HEAP Consideration/Nonconsideration Allocation)		\$ 79,047
<b>50 - ECIP/HEAP PROGRAM BUDGET</b>			
1.	ECIP EHCS Cooling Service Repair/Replacement		\$ 17,817
2.	ECIP EHCS Heating Service Repair/Replacement		18,002
2a.	ECIP Water Heater Repair/Replacement		6,000
3.	ECIP EHCS Other Program Costs		
4.	ECIP Wood, Propane, and Oil		197
5.	Severe Weather Energy Assistance and Transportation Services (activated by CSD)		13,945
6.	HEAP Wood, Propane, and Oil		691,905
7.	Liability Insurance		3,600
8.	Training and Technical Assistance (up to 2% of ECIP/HEAP consideration lines 1 through 7)		
9.	Vehicle and Equipment		
10.	Workers' Compensation		1,500
	<b>TOTAL ECIP/HEAP Program Budget (Total of Section 50, Items 1-10)</b>		<b>\$ 752,966</b>
<b>60 - TOTAL BUDGET (Total of Sections 10, 20, 30, 40, and 50)</b>			<b>\$ 1,053,918</b>
<b>70 - ECIP PROGRAM HOUSEHOLDS</b>			
1.	ECIP EHCS Cooling Service Repair/Replacement	#	15
2.	ECIP EHCS Heating Service Repair/Replacement	#	15
3.	ECIP EHCS Water Heater Repair/Replacement	#	6
4.	ECIP Wood, Propane and Oil Households	#	
	<b>TOTAL ECIP Program Households (Total of Lines 1 through 4)</b>	<b>#</b>	<b>36</b>
<b>80 - HEAP WOOD, PROPANE, AND OIL HOUSEHOLDS</b>			<b># 1,730</b>
<b>90 - APPROVED LABOR RATE</b>			<b>\$ 56</b>

**INSTRUCTIONS**  
**EXHIBIT B – ATTACHMENT II, 2009 LIHEAP EHA-16 PROGRAM BUDGET**  
**CSD 537E (Rev. 10/09/08)**

**10 – ASSURANCE 16 PROGRAM BUDGET**

Line 1 – Assurance 16 Activities - Enter the amount of funds allocated for Assurance 16 Activities.

**20 – ADMINISTRATIVE BUDGET (ASSURANCE 16, ECIP, AND HEAP)**

Line 1 – Administrative Costs - Enter the amount of funds allocated for Administrative Costs. Administrative costs include salaries, wages, workers' compensation, and fringe benefits for administrative staff, accounting, audit, intake (intake in excess of 2% may be charged as an administrative cost), equipment, facilities, office equipment and supplies, telephone, training and travel for administrative staff, utilities, and miscellaneous expenditures.

**30 – INTAKE PROGRAM BUDGET (ECIP AND HEAP)**

Line 1 – Intake - Enter the amount of funds allocated for Intake activities.

**40- OUTREACH BUDGET (ECIP AND HEAP)**

Line 1 – Outreach – Enter the amount of funds allocated for outreach and related services.

**50 – ECIP/HEAP PROGRAM BUDGET**

Lines 1 through 11 – ECIP/HEAP Program Budget Line Items - Enter the amount of funds budgeted for ECIP EHCS Cooling Service Repairs and Replacements, ECIP EHCS Heating Service Repairs and Replacements, ECIP EHCS Water Heater Repair/Replacement, ECIP EHCS Other Program Costs (includes disposal fees, travel credit, HERS Rater etc.), ECIP Wood, Propane, and Oil payments, Severe Weather Energy Assistance and Transportation Services, and HEAP Wood, Propane, and Oil payments. Enter the amounts budgeted for liability insurance, training and technical assistance (limited to 2% of the total ECIP/HEAP consideration allocation), vehicle and equipment (include those purchases that are over \$5,000), workers' compensation, and energy education workshops.

Total ECIP/HEAP Program Budget – Enter the sum of Sections 1-10.

**60 – TOTAL BUDGET**

Enter the sum of Sections 10 and 50.

**70 – ECIP PROGRAM HOUSEHOLDS**

Lines 1 through 3 – ECIP Program Households - Enter the number of projected households for ECIP EHCS Cooling Source Repairs and Replacements, ECIP EHCS Heating Source Repairs and Replacements, and ECIP Wood, Propane, and Oil.

Total ECIP Program Households - Enter the sum of lines 1 through 4.

**80 – HEAP WOOD, PROPANE, AND OIL HOUSEHOLDS**

Enter the number of projected households for HEAP Wood, Propane, and Oil to be served.

**EXHIBIT B - ATTACHMENT III  
2009 LIHEAP NONCONSIDERATION ALLOCATIONS**

Contractor: El Dorado County Department of Human Services		Contract Number: 09B-5508 (A1)	Telephone Number: (530) 642-4893
Prepared By: Maki Ganno	E-mail Address: <a href="mailto:maki.ganno@edcgov.us">maki.ganno@edcgov.us</a>	Fax Number: (530) 295-2560	

**90 - NONCONSIDERATION ECIP BUDGET**

1	ECIP Electric and Gas (Fast Track) Allocation per County	
2	El Dorado	\$ 54,320
3	Alpine	\$ 1,457
4		\$
5		\$
6		\$
7		\$
8		\$
9	<b>TOTAL</b>	\$ 55,777

**100 - NONCONSIDERATION HEAP BUDGET**

1	HEAP Electric and Gas Allocations per County	
2	El Dorado	\$ 570,364
3	Alpine	\$ 15,316
4		\$
5		\$
6		\$
7		\$
8		\$
9	<b>TOTAL</b>	\$ 585,680

**110 - NONCONSIDERATION HEAP ESTIMATED NUMBER OF HOUSEHOLDS**

1	HEAP Electric and Gas Estimated Number of Households per County	
2	El Dorado	# 1,426
3	Alpine	# 38
4		#
5		#
6		#
7		#
8		#
9	<b>TOTAL</b>	# 1,464

The total amount allocated to the Nonconsideration program has been entered by CSD and is not made part of the total consideration for this Agreement but shall be for Contractor's use as described in EXHIBIT B, BUDGET DETAIL AND PAYMENT PROVISIONS, and EXHIBIT F, PROGRAMMATIC PROVISIONS.

EXHIBIT B, ATTACHMENT IV, REIMBURSEMENT RATES FOR WEATHERIZATION AND EHCS ACTIVITIES

Line No.	Measure	Type	Classification	Allowable Measures by Funding Source	Maximum Expenditure Limits Per Job	Fixed Rates	Quantity Limits Per Job	Splitting of Measures between CSD Programs				Reweathering - LIHEAP and ECIIP Measure Life (Replacement Cycle In Full Years)	Foot-notes	
								Fixed Fee - Single Quantity	Fixed Fee - Multi Quantity	Labor/Mat - Quantity Limited	Labor/Mat - Non-Quantity Limited			
<b>SECTION: Assessments/Diagnostics</b>														
1	Dwelling Assessment	With Attic Without Attic	ADS	LIHEAP		\$65 per assessment \$40 per assessment	1 assessment per dwelling	N					Modified dwelling assessment allowed within 4 years from original assessment	1
2	Combustion Appliance Safety Test	Modified Assessment (for Reweatherized dwellings only) Pre Post	ADS	LIHEAP		\$70 per test \$40 per test	1 assessment per reweatherized visit	N					Required if infiltration reduction measures (INF) are installed	
3	Blower Door Test		ADS	LIHEAP		\$75 per test	1 test per dwelling	N						2
4	Duct Leakage Test	Pre Post	ADS	LIHEAP		\$60 per test \$50 per test	1 test per dwelling	N						3, 10
5	Contractor Post-Weatherization Inspection		ADS	LIHEAP		Hourly Crew Labor Rate	3 hours per dwelling, 1 inspection per dwelling Total chargeable inspections not to exceed 25% of completed units	N					N/A	4

EXHIBIT B, ATTACHMENT IV, REIMBURSEMENT RATES FOR WEATHERIZATION AND EHCS ACTIVITIES

Line No.	Measure	Type	Classification *	Allowable Measures by Funding Source	Maximum Expenditure Limits Per Job	Fixed Rates	Quantity Limits Per Job	Splitting of Measures between CSD Programs				Reweathering-LIHEAP and ECIP Measure Life (Replacement Cycle in Full Years)	Foot-notes
								Fixed Fee - Single Quantity	Fixed Fee - Multi Quantity	Labor/Mat - Quantity Limited	Labor/Mat - Non-Quantity Limited		
SECTION: Health and Safety													
6	Carbon Monoxide Alarm	Hard-Wired & Line-Cord Lithium Battery	HSM	LIHEAP	\$189 per dwelling \$135 per dwelling		1 occurrence per dwelling; no maximum quantity			Y - whole # only	4	5	
7	Cooking Appliance Repair, Free Standing Range or Cook Top	Electric Natural Gas and Propane Other Types Not Listed	HSM	LIHEAP	\$375 or 50% of replacement		1 repair per dwelling	N			4	6, 7, 8	
8	Cooking Appliance Replacement, Free Standing Range or Cook Top	Electric Natural Gas and Propane Other Types Not Listed	HSM	LIHEAP	\$750		1 replacement per dwelling	N			10	6, 7, 8	
9	Cooling Repair	Multi-Unit Central System	HSM	LIHEAP, ECIP HCS	\$597 per MUD or 50% of replace.		1 repair per MUD unit/building	N			4	5, 6, 7, 8, 9, 10, 20, 32	
		AC Forced Air Unit (Split System)			\$1320 or 50% of replace	1 repair per dwelling	5, 6, 7, 8, 9, 10, 20, 21						
		AC Wall/Window Evaporative Cooler			\$597 or 50% of replace \$550 or 50% of replace		5, 6, 7, 9, 10						
10	Cooling Replacement	Multi-Unit Central System	HSM	LIHEAP, ECIP HCS	\$1194 per MUD		1 replacement per MUD unit/building	N			20	5, 6, 7, 8, 10, 20, 32	
		AC Forced Air Unit (Split System)			\$2640		5, 6, 7, 8, 10, 20, 21						
		AC Wall/Window Evaporative Cooler Roof Evaporative Cooler Window/Wall			\$1194 \$1100 \$936		5, 6, 8, 10, 22						

EXHIBIT B, ATTACHMENT IV, REIMBURSEMENT RATES FOR WEATHERIZATION AND EHCS ACTIVITIES

Line No.	Measure	Type	Classification *	Allowable Measures by Funding Source	Maximum Expenditure Limits Per Job	Fixed Rates	Quantity Limits Per Job	Splitting of Measures between CSD Programs				Rework/Replacement Cycle in Full Years	Foot-notes
								Fixed Fee - Single Quantity	Fixed Fee - Multi Quantity	Labor/Mat - Quantity Limited	Labor/Mat - Non-Quantity Limited		
11	Heating Source Repair	Multi-Unit Central System	HSM	LIHEAP, ECIP HCS	\$792 per MUD or 30% of replace.		1 repair per MUD unit/building				4	6, 7, 8, 9, 10	
		Exterior Wall Direct Vent, Interior Wall and Floor Furnace			\$792 or 30% of replace.		1 repair per dwelling						6, 7, 8, 9, 10, 11, 12
		Forced Air Unit (Split System)			\$1044 or 30% of replace.		1 replacement per MUD unit/building						6, 7, 8, 10
		Mobile Home Furnace			\$742 or 30% of replace.								
		Other Types Not Listed			\$1080								
		Package (Dual Pack)			\$1530 or 30% of replace.								
Wood-Fueled	\$1080 or 30% of replace.												
12	Heating Source Replacement	Multi-Unit Central System	HSM	LIHEAP, ECIP HCS	\$2640 per MUD		1 replacement per MUD unit/building			20	6, 7, 8, 10		
		Exterior Wall Direct Vent, Interior Wall and Floor Furnace			\$2640								
		Forced Air Unit (Split System)			\$3480								
		Mobile Home Furnace			\$2472								
		Other			\$3600								
		Package (Dual Pack)			\$5100								
Wood-Fueled	\$3600												
13	Kitchen Exhaust Installation, Repair & Replacement	Range Hoods, Wall/Ceiling Mounts	HSM	LIHEAP	\$350		1 repair or replacement per dwelling			10	33		
14	Water Heater Repair	Multi-Unit Central System	HSM	LIHEAP, ECIP HCS	\$490 per MUD or 50% of replace		1 repair per MUD unit/building			4	6, 7, 8, 10, 32		
		Electric			\$490 or 50% of replace		1 repair per dwelling					6, 7, 8, 11, 32	
		Natural Gas & Propane											

EXHIBIT B, ATTACHMENT IV, REIMBURSEMENT RATES FOR WEATHERIZATION AND EHCS ACTIVITIES

Line No.	Measure	Type	Classification *	Allowable Measures by Funding Source	Maximum Expenditure Limits Per Job	Fixed Rates	Quantity Limits Per Job	* Splitting of Measures between CSD Programs				Rework/Replacement Cycle (Replacement Cycle in Full Years)	Foot-Notes
								Fixed Fee - Single Quantity	Fixed Fee - Multi Quantity	Labor/Mat - Quantity Limited	Labor/Mat - Non-Quantity Limited		
15	Water Heater Replacement	Multi-Unit Central System Electric Natural Gas and Propane	HSM	LIHEAP, ECIP, HCS	\$980 per MUD \$980		1 replacement per MUD unit/building 1 replacement per dwelling		N			10	6, 7, 8, 10, 32 6, 7, 8, 10
SECTION: Priority													
16	Attic Ventilation		INS	LIHEAP	\$355		1 occurrence per dwelling; no maximum quantity				Y	20	5, 15
17	Caulking	Mobile Home	INF	LIHEAP	\$90 per dwelling	1 caulking per dwelling	N					4	16
		Multi-Unit			\$45 per dwelling								
		Single			\$75 per dwelling								
		R-value 11											
18	Ceiling Insulation	R-value 19	INS	LIHEAP		1 occurrence per dwelling; no maximum quantity					Y	20	
		R-value 30											
		R-value 38											
		Hard Wire											
19	Compact Fluorescent Lamps	Thread Based	EBL	LIHEAP	\$170	2 lamps per dwelling				Y - whole # only		4	5, 27
						10 bulbs per dwelling							
20	Cover Plate Gaskets		INF	LIHEAP	\$33 per dwelling	1 occurrence per dwelling	N					20	16
21	Duct Insulation		INS	LIHEAP	\$ .95 per sq. ft.	1 occurrence per dwelling; no maximum quantity				Y		10	5
22	Duct Repair and Replacement		INF	LIHEAP, ECIP, HCS	\$1223	1 repair or replacement per dwelling					N	10	10
23	Fluorescent Torchiere Lamp Replacement		EBL	LIHEAP	\$150	2 lamps per dwelling				Y - whole # only		4	5, 27

EXHIBIT B, ATTACHMENT IV, REIMBURSEMENT RATES FOR WEATHERIZATION AND EHCS ACTIVITIES

Line No.	Measure	Type	Classification *	Allowable Measures by Funding Source	Maximum Expenditure Limits Per Job	Fixed Rates	Quantity Limits Per Job	Splitting of Measures between CSD Programs				Reweathering - LIHEAP and ECIIP Measure Life (Replacement Cycle in Full Years)	Foot-notes
								Fixed Fee - Single Quantity	Fixed Fee - Multi Quantity	LaborMat - Quantity Limited	LaborMat - Non-Quantity Limited		
24	Glass Replacement and Window Repair		INF	LIHEAP	\$525		1 occurrence per dwelling; no maximum quantity				Y - whole # only	10	17
25	Hot Water Flow Restrictor	Faucet Restrictor Low Flow Handheld Showerhead Low Flow Showerhead	HWR	LIHEAP		\$8 per restrictor \$35 per showerhead \$27 per showerhead	1 occurrence per dwelling; no maximum quantity			Y - whole # only		4	5
26	Kneewall Insulation	R-value 11 R-value 19	INS	LIHEAP			1 occurrence per dwelling; no maximum quantity			Y		20	
27	Minor Envelope Repair		INF	LIHEAP	\$1331; Disaster Relief \$3514		1 occurrence per dwelling			N		4	13, 16, 17, 18
28	Refrigerator Replacement	19 cu. ft. and below Over 19 cu. ft.	EBL	LIHEAP	\$1032 \$1187		1 replacement per dwelling			N		15	5, 20, 28
29	Sliding Glass Door	Repair Replacement	INF	LIHEAP	\$713 \$1425		1 repair per dwelling 1 replacement per dwelling			N		15	
30	Thermostat	Manual Programmable	HCM	LIHEAP		\$65 per thermostat \$157 per thermostat	1 thermostat per dwelling			N		10	5, 25, 27
31	Vent Cover, Interior	Evaporative Cooler/Air Conditioner	INF	LIHEAP		\$66 per cover	2 covers per dwelling			Y - whole # only		4	16



EXHIBIT B, ATTACHMENT IV, REIMBURSEMENT RATES FOR WEATHERIZATION AND EHCS ACTIVITIES

Line No.	Measure	Type	Classification *	Allowable Measures by Funding Source	Maximum Expenditure Limits Per Job	Fixed Rates	Quantity Limits Per Job	Splitting of Measures between CSD Programs				Rework/Replacement Cycle in Full Years	Foot-notes
								Fixed Fee - Single Quantity	Fixed Fee - Multi Quantity	Labor/Mat - Quantity Limited	Labor/Mat - Non-Quantity Limited		
32	Water Heater Blanket		HWR	LIHEAP		\$55 per blanket	1 blanket per dwelling	N				4	5
33	Water Heater Pipe Wrap		HWR	LIHEAP		\$3.90 per lin ft	1 occurrence per dwelling; no maximum quantity		Y			10	5
34	Weatherstripping	Hinged Door	INF	LIHEAP		\$44 per door	1 occurrence per dwelling; no maximum quantity		Y - whole # only			4	16
		Other	INF	LIHEAP	\$1238	\$2.10 per lin ft	1 occurrence per dwelling; no maximum quantity		Y		Y - whole # only	10	17
SECTION: Optional													
36	Ceiling Fans		HCM	LIHEAP	\$176		1 occurrence per dwelling; no maximum quantity					10	5
37	Exterior Water Pipe Wrap		HWR	LIHEAP		\$3.90 per lin ft	1 occurrence per dwelling; no maximum quantity		Y			10	5
38	Floor Foundation Venting		INS	LIHEAP	\$360		1 occurrence per dwelling; no maximum quantity				Y	20	5, 15
39	Floor Insulation	> 36" clearance	INS	LIHEAP			1 occurrence per dwelling; no maximum quantity					20	5, 24
		< 36" clearance	INS	LIHEAP			1 occurrence per dwelling; no maximum quantity				Y	20	5, 24
40	Microwave Oven		EBL	LIHEAP	\$284		1 oven per dwelling				N	10	5, 23, 26

EXHIBIT B, ATTACHMENT IV, REIMBURSEMENT RATES FOR WEATHERIZATION AND EHCS ACTIVITIES

Line No.	Measure	Type	Classification *	Allowable Measures by Funding Source	Maximum Expenditure Limits Per Job	Fixed Rates	Quantity Limits Per Job	Splitting of Measures between CSD Programs				Reweathering - LIHEAP and ECIP Measure Life (Replacement Cycle in Full Years)	Foot-notes
								Fixed Fee - Single Quantity	Fixed Fee - Multi Quantity	Labor/Mat - Quantity Limited	Labor/Mat - Non-Quantity Limited		
41	Shadescreens		HWR	LIHEAP	\$500		1 occurrence per dwelling; no maximum quantity			Y		4	5
42	Shutters		INF	LIHEAP		\$6.00 per sq ft	1 occurrence per dwelling; no maximum quantity		Y			10	5
43	Storm Windows	Fixed, Glass Glazing	INF	LIHEAP		\$12.40 per sq ft	1 occurrence per dwelling; no maximum quantity		Y			10	16
		Fixed, Polycarbonate				\$18.40 per sq ft							
		Operable, Glass Glazing				\$13.90 per sq ft							
		Operable, Polycarbonate				\$21.40 per sq ft							
44	Timer, Electric Water Heater		HWR	LIHEAP	\$750	\$112 per timer	1 timer per dwelling		N		4	5	
45	Tinted Window Film		HWR	LIHEAP		\$3.30 per sq ft	1 occurrence per dwelling; no maximum quantity		Y		4	5	
46	Wall Insulation, Stucco and Wood		INS	LIHEAP		\$1.05 per sq ft	1 occurrence per dwelling; no maximum quantity		Y		20	5	
SECTION: Supplemental													
47	Disposal Fees		OTH	LIHEAP, ECIP HCS			No max. quantity				N	If incurred	
48	Permits		OTH	LIHEAP, ECIP HCS			No max. quantity				N	If incurred	
49	HERS Rater		OTH	LIHEAP, ECIP HCS			No max. quantity				N	If incurred	
50	Shop Fee		OTH	LIHEAP		\$10 per dwelling	1 fee per dwelling				N		30

EXHIBIT B, ATTACHMENT IV, REIMBURSEMENT RATES FOR WEATHERIZATION AND EHCS ACTIVITIES

Line No.	Measure	Type	Classification	Allowable Measures by Funding Source	Maximum Expenditure Limits Per Job	Fixed Rates	Quantity Limits Per Job	Splitting of Measures between CSD Programs				Reweathering - LIHEAP and ECIP Measure Life (Replacement Cycle in Full Years)	Foot-notes
								Fixed Fee - Single Quantity	Fixed Fee - Multi Quantity	Labor/Mat - Quantity Limited	Labor/Mat - Non-Quantity Limited		
51	Travel Credit	Single	TRA	LIHEAP, ECIP HCS, SWEATS		1 hour @ Approved Labor Rate + \$18	1 credit per WX, ECIP HCS or SWEATS dwelling	N				1 credit per reweatherized dwelling; 1 credit per reweatherized ECIP HCS dwelling	
		Multit (over 5 units)				\$8.50 per dwelling	1 trip per weatherized dwelling		N			1 trip per reweatherized dwelling	34
		Lodging and per diem	TRA	LIHEAP, ECIP HCS, SWEATS	\$750		No max quantity; 1 mileage charge per WX, ECIP HCS or SWEATS dwelling					No max quantity; 1 mileage charge reweatherized dwelling; 1 mileage charge per reweatherized ECIP HCS dwelling	31
52	Mileage Outside of 60-Mile Round Trip		TRA	LIHEAP, ECIP HCS, SWEATS		\$0.91 per mile							
SECTION: SWEATS Program Costs													
53	Portable Equipment Purchased and Held on Reserve	Air Conditioner	SWE	SWEATS			No max. quantity						
		Evaporative Cooler											
		Heater Fan Generator Other											
54	Repair and Maintenance of Reserved Appliances	Air Conditioner	SWE	SWEATS			No max. quantity						
		Evaporative Cooler											
		Heater Fan Generator Other											
55	Additional Reimbursement—Fees, Fares, or Costs for Rental Vehicles		SWE	SWEATS			No max. quantity						



**FOOTNOTES SECTION**

1	Unit assessments are charged for each completed unit in addition to applicable blower door and/or duct leakage testing.
2	Following a determination that no combustion byproduct hazards exist, pre-weatherization blower door testing for shell-sealing purposes is a mandatory activity on a minimum of twenty percent (20%) of the total SFD (1 to 4 units) including mobile homes, and a minimum of five percent (5%) of MUD (5 or more units) weatherized under this Agreement. Blower door diagnostic testing shall be proportional to the number of completed units for each quarter.
3	A duct leakage test using the Duct Blaster is a stand-alone test and may be performed in conjunction with the Blower Door Test for purposes of assessing outside air infiltration.
4	An inspection of twenty-five percent (25%) of the total number of dwellings weatherized under this Agreement must be completed in accordance with CSD Inspection Policies and Procedures. Reimbursement shall not exceed the maximum twenty-five percent (25%) limit. A maximum of 25% of the total dwellings reported in a reporting period shall be inspected and shall continue through the contract term. If due to rounding the number of required inspections does not equal 25%, the number of required inspections performed shall be rounded up and the maximum reimbursement limit will be increased accordingly. Reimbursement is allowable for the actual labor hours of the inspection activity including travel at the approved labor rate, up to a maximum of three hours per dwelling.
5	If a combustion appliance safety hazard or other unsafe conditions requiring repair is found to exist and cannot be repaired under the scope of the program, Contractor may apply the non-envelope sealing measures identified by this note.
6	Must be classified as mandatory if a gas or electrical safety hazard exists. Age of the appliance cannot be used as a criterion for replacement.
7	If required by the local jurisdiction, a building permit must be obtained and finalized for vented appliance installations (Furnace, Boiler, Water Heater, Cook Top and Free Standing Range, and Vented Space Heater), Evaporative Cooler, Central HVAC, and Wood-Fueled
8	Special licensing is required for the installation of Central HVAC systems, Furnace, and Boilers. Special licensing may also be required for the installation and/or repair of Evaporative Cooler, Oven Cook Top and Free Standing Range, Vented Space Heater, Air Conditioning, and Gas and Electric Water Heaters, if two or more weatherization measures are not installed in a single unit. Electrical wiring upgrade/replacement and knob-and-tube wiring certification will always require a C-10 license.
9	Repairs include cleaning and filter replacement.
10	These maximums apply to heating and cooling source and water heater repairs and replacements under ECIPECHCS with the exceptions as noted in EXHIBIT B, BUDGET DETAIL AND PAYMENT PROVISIONS, Section 4. REIMBURSEMENT GUIDELINES, C. Weatherization and EHCS Specific, Item 3). Duct repair and replacement is an allowable stand-alone measure when needed or triggered by Title 24 regulations under the weatherization program only. However, duct repairs and replacements can only be charged to ECIPECHCS when provided in conjunction with heating/cooling services billed to EHCS when required under Title 24.
11	Costs that exceed the maximums in other categories of cooling and heating repairs and replacements cannot be charged to the line items reserved for other types of cooling and heating units not already listed.
12	Propane furnace repairs and replacements shall be reimbursed under Other Types Not Listed.
13	Energy Conservation Measures and Activity Definitions are included in the CSD weatherization installation standards, and EXHIBIT G, DEFINITIONS.
14	A wood-fueled space heater may only be installed if it is to be used to replace a fossil-fueled space heater and/or damaged or hazardous wood stove that cannot feasibly be repaired, i.e., cost of repair exceeds thirty percent (30%) of replacement cost or existing unit is not a listed and labeled stove.
15	Per dwelling, attic and floor foundation venting may only be performed in conjunction with ceiling and floor insulation, respectively.
16	When using a blower door in conjunction with weatherizing a dwelling, do not apply these measures if the infiltration is less than the Minimum Ventilation Requirement or if the economic stop point for air sealing has been reached. Does not apply to catastrophic leaks that are health and safety hazards, e.g., broken-out window, severely damaged door, etc.
17	Costs that exceed the maximums in Glass Replacement and Window Repairs cannot be charged to Minor Envelope Repair or Window Replacement. The maximum reimbursement for Window Replacement is an average of all dwellings receiving new windows. If costs should occur such that the average maximum is exceeded for Window Replacements, the additional costs cannot be charged to Minor Envelope Repair or Glass Replacement and Window Repairs.
18	When installing a Minor Envelope Repair Measure, the installation of deadbolt locks in conjunction with an exterior door replacement is allowable on rental units only. Reimbursement will be based on the material costs for the door, the deadbolt lock, and the labor.
19	Includes sliding glass doors. Does not include weatherstripping applied to attic and crawl space access hatches, to evaporative-cooler and air-conditioner covers, or to open combustion appliance enclosure doors. Expenditures for weatherstripping applied to covers and enclosure doors shall be charged under the appropriate appliance repair line item. When insulation is not installed, applies to access hatches and windows.
20	Technicians performing evacuation and charging of refrigerant must have EPA-approved certification as a Type II or Universal technician. Refrigerant shall be recovered, and all hazardous waste materials shall be disposed of in conformance with federal, state, and local codes.
21	Do not perform if dwelling has an operable evaporative cooler.
22	Electric Base Load Measures: Special training is a mandatory prerequisite for Contractors before performing Evaporative Cooler Installation and Window/Wall Air Conditioner Replacement. Contractor must contact CSD to schedule training.
23	Cabinet retrofits are only allowed for built-in microwaves that have been replaced and are reimbursable under Minor Envelope Repair.

**FOOTNOTES SECTION**

24	Crawl space height shall be documented on the Weatherization Building Assessment and Job Order Sheet (CSD 540).
25	Manual Thermostats may be installed only if the old thermostat is inoperable and may be installed in lieu of Programmable Thermostats if it is determined that the client receiving such services will not be able to operate and maintain the Programmable Thermostat properly.
26	Microwaves may be installed in dwellings with gas cooking appliances.
27	Contractors shall ensure the proper disposal of hazardous wastes products such as fluorescent light tubes, batteries, and mercury thermostats in accordance with the Universal Waste Rule (Hazardous Waste Management System: Modification of the Hazardous Waste Recycling Regulatory Program); Final Rule.
28	CSD Policies and Procedures for electric base-load measures state that a replacement refrigerator may be replaced only if it was manufactured in 1992 or earlier. Documentation in the client file shall contain the manufacturer, make, and model and age of all replaced refrigerators. Age must be verified utilizing the Refrigerator Energy Use Data at <a href="http://www.waptac.org">www.waptac.org</a> or other applicable resources per Interim Policies and Procedures and Standards, June 2005.
29	May be used by those Contractors that find that the per-square-foot rate under the other storm window categories is too high in comparison to the actual cost of materials within its service area.
30	Shop fees are used to cover incidental supplies that are difficult to track. Shop fees are allowed once per weatherized dwelling. Shop fees are not applicable for ECIP EHCS or reweatherized dwellings.
31	Only mileage exceeding a 60-mile round trip to the job site is reimbursable. Mileage is allowed once per weatherized dwelling.
32	The total cost per unit must be allocated to all units in the building being served by the central unit. Total costs of the central unit is subject to the sixty-six percent (66%) or fifty percent (50%) eligibility rule used to weatherize all units in a building.
33	Repairs and replacements are allowable on pre-existing and vented kitchen exhausts. New vented kitchen exhausts may be installed where one was not existing in mobile homes only.
34	One lodging and per diem claim filed for each dwelling is not limited by the number of crew members on the out-of-town job(s) and/or the number of nights required to stay to complete the out-of-town job(s). It is limited, however, to one trip by a crew for each weatherized or reweatherized dwelling. If more than one dwelling is weatherized during the single trip, the cost must be prorated among those units and shall be limited to that single trip.

## EXHIBIT F – ATTACHMENT II

# Severe Weather Energy Assistance and Transportation Services (SWEATS) Policy

### General Information

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**Purpose** The purpose of the SWEATS Policy is to provide guidelines for Agencies' use of SWEATS-related emergency services.

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**Intent** The intent of SWEATS is to address the energy-related emergency needs of low-income households affected by a natural disaster.

In general, SWEATS emergency services are to be viewed as temporary or interim measures only and are not intended to serve as a permanent solution to serving the long-term heating/cooling energy needs of low-income households beyond the present emergency or crisis.

It is strongly encouraged that Contractors conduct follow up on clients receiving SWEATS emergency (temporary) heating/cooling services to ensure their health and safety until such time a more permanent solution can be offered to alleviate the health hazard condition.

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- Activation**
1. The activation of SWEATS services is at CSD's sole discretion.
  2. Agencies may only implement SWEATS services upon CSD approval and notification that a particular event has triggered its use.
  3. The official notification will identify the effective period for providing SWEATS services.
  4. Agencies must submit to CSD a written statement specifying what steps they have taken to coordinate services with the local CSBG provider to respond to the low-income needs and ensure that the ECIP and CSBG funds are being maximized in response to the local emergency.
  5. In the event a bona fide emergency occurs during CSD non-business hours, Contractor at its discretion can elect to activate the terms and conditions of SWEATS. The local activation of SWEATS will remain in effect until CSD's next official business day.
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**SWEATS  
Service  
Provisions**

SWEATS service provisions include:

- ✓ Utility Assistance
  - ✓ Temporary Housing Services
  - ✓ Transportation Services
  - ✓ Temporary Heating and Cooling Appliances
- 

*Continued on next page*

## EXHIBIT F – ATTACHMENT II

### Severe Weather Energy Assistance and Transportation Services (SWEATS) Policy

#### General Information, Continued

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**SWEATS  
Service  
Provisions  
(continued)**

SWEATS service provisions are exempt from the priority plan requirements. However, agencies must exercise discretion for ensuring that the SWEATS services target qualified low-income households most impacted by the natural disaster and with the greatest need.

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**Program  
Eligibility**

1. Eligible low-income households are defined as those experiencing an energy-related emergency as a direct result of a natural disaster.
  2. To expedite the eligibility verification process, households may self-certify total household income by completing the SWEATS intake form (CSD 53). Clients must provide a written statement qualifying their economic hardship as a direct result of a natural disaster and the inability to manage household energy expenditures, i.e., unemployed, reduced work hours, with the exception to clients seeking SWEATS Utility Assistance.
  3. Eligibility determination is not required for those clients receiving SWEATS transportation services to and from cooling centers or shelters. However, efforts should be made to limit services to eligible low-income households most at-risk.
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**\*NOTE\***

1. A social security number **is not required** to complete the SWEATS Utility Assistance form.
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*Continued on next page*



## EXHIBIT F – ATTACHMENT II

### Severe Weather Energy Assistance and Transportation Services (SWEATS) Policy

#### Service Provisions – SWEATS Utility Assistance

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##### Allowable Services

1. Agencies are allowed to provide SWEATS utility benefits only to those low-income families experiencing economic hardship as a direct result of a disaster and at-risk of losing energy services or unable to secure utility services.

The SWEATS benefit amount, NOT TO EXCEED \$1,000, is limited to:

- ✓ The amount due at the time of intake to the utility company in energy charges,
  - ✓ Reconnection fees, and
  - ✓ Other assessed utility fees surcharges.
2. SWEATS Utility assistance benefits are entirely separate from HEAP, WPO, and Fast Track Utility assistance benefits, and may be issued to an eligible household previously receiving a HEAP or Fast Track benefit within the current program year.
  3. Clients with their utilities included in rent are eligible to receive SWEATS utility assistance services. In these instances, the same eligibility and benefit guidelines apply with the exception that the agency will issue the benefit directly to the client.
- 

##### SWEATS Benefit Responsibilities

Service Providers shall deliver SWEATS benefits directly to energy vendors and/or utility companies on behalf of clients whose energy sources are natural gas, electricity, or wood/propane/oil.

1. CSD will coordinate with the utility companies to accept new SWEATS Utility Assistance manual direct pay process.
  2. Agencies shall complete the SWEATS Manual Direct Payment Form (CSD 291) providing a compiled list of customers, accounts, and qualifying benefit amount for SWEAT utility assistance recipients.
  3. A Service Provider shall submit completed Manual Direct Payment form and payment to utility company for account crediting.
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*Continued on next page*

## EXHIBIT F – ATTACHMENT II

### Severe Weather Energy Assistance and Transportation Services (SWEATS) Policy

#### Service Provisions – SWEATS Utility Assistance, Continued

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##### **LIHEAP Flexibility**

Under this flexibility, SWEATS eligible households may self-certify their eligibility for HEAP and Fast Track services by:

1. Completing the CSD Energy Intake Form, CSD 43;
2. Affirming their low-income eligibility by stating their gross monthly income (on the intake form);
3. Indicating the utility service provider (utility company) in which to apply the LIHEAP Assistance benefit;
4. Providing an estimation of the household's average energy expenditures for natural gas and/or electricity; and
5. Signing the application attesting the accuracy of the provided information and the applicant's income eligibility to participate in the program.

In order to enter self-certified HEAP and Fast Track applications into CLASS, service providers must obtain the required account information. e.g., account number, service address, and customer of record, to satisfy applicant data requirements and ensure the successful delivery of the benefit to client's utility account.

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##### **Transferring Funds**

1. If an Agency so chooses, it may transfer funds from the nonconsideration HEAP and/or Fast Track components of the LIHEAP contract into the SWEATS Utility assistance component.
  2. A budget modification will be necessary to accomplish the transfer of nonconsideration funds to the SWEATS Utility Assistance component. If you choose this option, please contact your Field Representative for further instructions. CSD will expedite the transfer of funds, to facilitate immediate assistance.
  3. No budget modification will be required if the transfer is from a consideration component to the SWEATS component.
  4. Unspent funds – At the conclusion of this temporary option, CSD will contact your agency to facilitate the return of any unspent funds to the original nonconsideration component through a modification process.
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## EXHIBIT F – ATTACHMENT II

### Severe Weather Energy Assistance and Transportation Services (SWEATS) Policy

#### Service Provisions – Temporary Shelter and Transportation

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##### Temporary Shelter, Coats, and Blankets

1. Agencies are allowed to provide temporary shelter or house individuals in hotels, apartments, or other living situations in which homes have been destroyed or damaged, i.e., placing people in settings to preserve health and safety and to move them away from the energy crisis situation.
  2. Temporary shelter or housing expenses shall be limited to a maximum of five (5) days per eligible household.
  3. Agencies may also provide coats, blankets, and sleeping bags as tangible benefits to keep individuals warm.
- 

##### Transportation Services

Agencies are allowed to provide for transportation (cars, shuttles, buses) to transport low-income individuals to:

1. Cooling centers **only** during the summer months.
  2. Shelters, when health and safety is endangered by loss of access to heating or cooling, and
  3. Medical facilities to seek assistance and treatment for displaced low-income individuals residing in a temporary shelter.
  4. Allowable modes of transportation under the SWEATS program:
    - a. Agency-owned or leased vehicles,
    - b. Adequately insured staff vehicles,
    - c. Public transportation, and
    - d. Vehicles rented specifically for the sole purpose of transporting clients to cooling centers or hotels.
-

## EXHIBIT F – ATTACHMENT II

### Severe Weather Energy Assistance and Transportation Services (SWEATS) Policy

#### Service Provisions – Portable Heating and Cooling Appliances

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**Purchases** In accordance with LIHEAP contract procurement guidelines, agencies may purchase portable equipment for the purpose of creating a reserve of appliances to lend to clients on a temporary and interim basis when a SWEATS event occurs. Service Providers may purchase portable equipment under this policy prior to a designated SWEATS event.

The following portable equipment purchases are allowable under the SWEATS policy:

- ✓ Air Conditioners
  - ✓ Evaporative Coolers
  - ✓ Heaters
  - ✓ Fans
  - ✓ Generators.
- 

- Loaned Appliances**
1. Priority shall be given to those persons dependent upon electrically powered medical equipment and/or other medical conditions, which would require crisis intervention services.
  2. Portable heating and cooling equipment can be loaned to clients on a temporary basis until such time as:
    - a) The dwelling's heating and/or cooling appliance is repaired or replaced; or
    - b) The crisis or emergency has passed.
  3. Generators can be held in reserve and loaned to clients for use during blackouts or other similar emergencies to sustain warm or cool indoor air temperatures and/or to mitigate other health and safety concerns.
- 

- Loaned Appliance Returns**
1. It is the responsibility of the Contractor to contact the client to make arrangements for retrieval.
  2. Clients are required to return the portable equipment to the Contractor before the installation of permanent heating and cooling services can ensue.
- 

*Continued on next page*

EXHIBIT F – ATTACHMENT II

Severe Weather Energy Assistance and Transportation Services (SWEATS) Policy

Service Provisions – Portable Heating and Cooling Appliances, Continued

**Loaned  
Appliance  
Returns**  
(continued)

3. At agency’s discretion, the following portable appliances do not have to be returned:

Appliance	Cost
Space Heater	Less than \$75
Fan	Less than \$25

**Service  
Responsibilities**

1. Many appliances that may be used for emergency service **do not** offer the energy-efficiency and safety benefits as compared to the long-term residential heating and cooling services offered under ECIP EHCS and weatherization.
2. In addition, many such appliances are not designed or intended to serve as the primary heating or cooling source for a residence. Therefore, Contractors shall exercise caution when rendering these appliances to ensure that clients are fully educated on the proper use, limitations, and maintenance of these appliances in accordance with manufacturer’s instructions.
3. Contractor shall give priority to such clients for receiving weatherization and ECIP EHCS Services in the future.

**Disallowed  
Services**

LIHEAP and/or SWEATS funds may not be used to provide emergency services that are not home energy-related, including:

1. Payments for water/sewage utility services;
2. Mortgage or rent assistance, UNLESS assistance benefits are necessary costs to shelter individuals from the crisis situation for a TEMPORARY period of time not to exceed a maximum of five (5) days;
3. Ramps and wheelchairs;
4. Utility assistance for households housing displaced victims UNLESS the household is already low-income and qualifies for LIHEAP assistance;
5. School uniforms and school supplies;
6. Clothing (except for coats);
7. Mattresses, cots, air beds, and pillows;
8. Gift cards, phone cards, and food and department store vouchers/gift certificates;
9. Site clean-up to homes not occupied by low-income families and where the condition of the dwelling makes it ineligible to receive weatherization services, i.e., completely destroyed, major structural damage, etc.

## EXHIBIT F – ATTACHMENT II

### Severe Weather Energy Assistance and Transportation Services (SWEATS) Policy

#### Reimbursable Expenses

---

##### Temporary Shelter, Coats, and Blankets

Actual costs related to temporary shelter/housing (limited to five [5] days), coats, blankets, and sleeping bags are reimbursable expenses.

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##### Transportation Services

The following expenses related to transportation to cooling centers or hotels are reimbursable:

1. Mileage accumulated from transporting low-income clients and those most at-risk to Cooling Centers or Hotels.
  2. Mileage is reimbursable at the current LIHEAP mileage rate and is not subject to the 60-mile round trip rule. The entire round trip from the vehicle storage site and back is chargeable to the program.
  3. Reimbursement for public transportation and vehicles rented specifically for the sole purpose of transporting clients to cooling centers or hotels are reimbursable at actual costs.
- 

##### Portable Appliances

The following expenses related to temporary portable appliances are reimbursable:

1. Actual Costs of portable appliances purchased and held in reserve for loan to client can be charged to the program when acquired.
  2. Labor and Materials associated with the repair and maintenance of all portable heating and cooling appliances and generators held in reserve for purposes of loaning the appliances to clients on an interim basis is a chargeable expense. Repair and maintenance of appliances not part of the reserve inventory under terms of this policy must be absorbed through the approved labor rate.
  3. Labor costs incurred with the delivery and set-up of portable heating/cooling appliances and generators to clients, including labor expenses for agency staff (crewmembers and support staff) and subcontractors.
  4. Fuel expenses to run loaned generators are reimbursable.
  5. Contractors may claim a single travel credit to cover travel expenses for the delivery of loaned portable appliances/generators to Single-Family Dwellings (1 to 4 Units) and Multi-Unit Dwellings (5 or more Units).
  6. Mileage is reimbursable at the current LIHEAP long-distance mileage rate and is subject to the 60-mile round trip rule.
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EXHIBIT F – ATTACHMENT II

Severe Weather Energy Assistance and Transportation Services (SWEATS) Policy

Reporting Requirements

Use of Forms Below are listed the forms and their use under the SWEATS program.

Utility Assistance

Form No.	Use
CSD 43	<b>Energy Intake Form</b> – Used for all Utility Assistance Payments to capture all required eligibility information for SWEATS Utility service applicants including client demographics and income.
CSD 291	<b>Manual Direct Payment Form</b> – Used for Utility assistance payments to list all customer names, accounts, and amount credited for utility company use.

SWEATS Portable Equipment Loan Program

Form No.	Use
CSD 51	<b>Severe Weather Energy Assistance and Transportation Services Intake Form</b> - Used for all portable appliance loans to capture client demographics, income, dwelling type, and type of portable equipment loaned.
CSD 52	<b>Portable Appliance Loan Agreement and Release and Waiver</b> – Used for all portable appliance loans by providing a description of equipment loaned and terms and conditions of the loan agreement. Agreement requires the signature of the client before the loaned appliance is provided.

Reimbursement

Form No.	Use
CSD 670	<b>Assurance 16/Intake/ECIP/HEAP Expenditure Activity Report</b> – Used for all SWEATS Services to report SWEATS Client Demographics and reimbursements for all SWEATS Services provided during the report period.

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EXHIBIT F – ATTACHMENT II

Severe Weather Energy Assistance and Transportation Services (SWEATS) Policy

Reporting Requirements, Continued

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**Utility Assistance**

Expenditure reimbursements for the SWEATS Utility Assistance payments are to be reported in EARS under Section 240 – SWEATS Program Costs, Utility Assistance Payment.

1. Enter number of households served with utility assistance in the “# of Dwellings” column.
2. Enter total benefits paid in the “Rate or Materials or Fees” column.

Client Demographics – client demographics and income data conveyed on the Energy\_Intake form (CSD 43), are to be reported under:

- ✓ Section 215– SWEATS HHs Assisted with Gross Monthly Incomes
  - ✓ Section 216– SWEATS HHs Assisted with at Least One Member who is a Vulnerable Population
  - ✓ Section 217– SWEATS Recipients – Number of People Assisted
  - ✓ Section 218– SWEATS Recipients – Serviced dwellings by type.
- 

**Temporary Shelter, Coats, Blankets**

Contractor shall report temporary shelter/housing, coats, and blankets in EARS under Section 240 – SWEATS Program Costs.

1. Enter number of households served in the “# of Dwellings” column.
  2. Enter total cost for Shelter/Housing in the “Rate or Materials or Fees” column.
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**Transportation Services**

When transportation is provided by agency, staff and rental vehicles, mileage is reportable in Section 240 – SWEATS Program Costs, Mileage to Cooling Centers or Hotels.

1. Enter the number of miles to be reimbursed under the “Units of Measure or Labor” column.
2. The mileage rate is preset. The total cost will be calculated according to the miles entered.

Costs for public transportation fares and rental vehicles (excluding fuel costs) are reportable in Section 240 – SWEATS Program Costs.

1. Enter number of households served in the “# of Dwellings” column.
  2. Enter total cost for transportation in the “Rate or Materials or Fees” column.
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EXHIBIT F – ATTACHMENT II  
Severe Weather Energy Assistance and Transportation Services (SWEATS) Policy

**Reporting Requirements – Portable Appliances, Continued**

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**NOTE:** If a client is loaned a portable appliance, the following information shall be reported even if the client subsequently receives ECIP EHCS or weatherization services.

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**Purchase of Portable Appliances** Expenditure reimbursement for the actual purchase cost of portable equipment and generators are to be reported under Section 240 – SWEATS Program Costs.

1. Enter the total number of appliances purchased under the “Dwellings” column.
2. Enter the actual cost of equipment purchase under the “Rate or Materials or Fees” column.

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**Loaned Portable Appliances** Expenditure reimbursement for the loaned appliance is to be reported under Section 241 – SWEATS Loaned Appliances Program.

1. Enter the total dwellings under the “Dwellings” Column.
2. Enter the total labor costs incurred (based on the approved LIHEAP labor rate and actual labor hours), if applicable under the “Units of Measure or Labor” column. **This should not include travel time.**
3. If support labor is incurred and **no crew labor** is chargeable, then Contractors shall report actual support staff labor expenses under the “Other Labor” column.

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**Repair and Maintenance of Loaned Appliances** Expenditure reimbursement for the repair and maintenance of loaned appliances is to be reported under Section 240 – SWEATS Program Costs.

1. Enter the total number of appliances that received repair/maintenance under the “Dwellings” column.
2. Enter the total labor costs incurred based upon the approved labor rate and actual labor hours in accordance with current LIHEAP reimbursement guidelines under the “Unit of Measure or Labor” column.
3. Enter the actual cost of materials used to repair/maintain appliance under the “Rate or Materials or Fees” column.

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## EXHIBIT F – ATTACHMENT II

### Severe Weather Energy Assistance and Transportation Services (SWEATS) Policy

#### Reporting Requirements – Portable Appliances, Continued

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<b>Fuel for Loaned Generators</b>	<p>Expenditure reimbursement for the cost of fuel supplied to clients for the temporary use of generators is to be reported for reimbursement under Section 241 – SWEATS Loaned Appliances Program.</p> <ol style="list-style-type: none"><li>1. Enter the number of dwellings receiving fuel for loaned generators under the “# of Dwellings” column.</li><li>2. Enter the total labor costs incurred (based on the approved LIHEAP labor rate and actual labor hours), under the “Units of Measure or Labor” column.</li><li>3. Enter the cost of the fuel supplied, under the “Rate or Materials or Fees” column.</li><li>4. Enter any costs incurred for subcontractors. <b>This should not include travel time.</b></li><li>5. If support labor is incurred and no crew labor is chargeable, then contactors shall report actual support staff labor expenses under the “Other Labor” column.</li></ol>
<b>Travel Credits</b>	<p>Travel credit claims related to the delivery of loaned equipment are to be reported under Section 243– SWEATS Loaned Appliances Program. Enter the total number of dwellings receiving loaned equipment services for the reporting period under the appropriate dwelling type (Single Family or Multi-Unit).</p>
<b>Mileage</b>	<p>Expenditure reimbursement for the cost of mileage that exceeds 30 miles one-way or 60 miles round trip to deliver a portable appliance or generator is to be reported under Section 243– SWEATS Loaned Appliances Program.</p>
<b>Client Demographics</b>	<p>Client demographics and income data conveyed on the Intake form (CSD 43) shall be reported in the same manner as Utility Assistance payments.</p>

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## EXHIBIT F – ATTACHMENT II

### Severe Weather Energy Assistance and Transportation Services (SWEATS) Policy

#### Record-keeping Requirements

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**Utility Assistance**

All SWEATS Utility Assistance client files must be maintained in the same manner as standard ECIP Fast Track clients. They shall include:

1. Energy Intake Form (CSD 43);
  2. Utility/energy bills or equivalent; and
  3. Written statement attesting to economic hardship.
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**Temporary Shelter, Coats, and Blankets**

Service Providers are required to establish adequate documentation that the funds were used for allowable purchases.

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**Transportation Services**

Mileage records must be maintained to substantiate the request for reimbursement. The log must include:

1. A log of client names receiving the transportation service;
  2. Type of transportation;
  3. The names and physical location of the cooling facilities and hotels; and
  4. Dates of when transportation services were rendered.
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**Portable Appliances**

Portable Appliance Log

At a minimum, a log must be kept in such a manner that records the location of all portable appliances on loan and in reserve. This log shall also document the retirement or loss of reserve equipment, and permanently issued portable devices, e.g., fans, space heaters.

Portable Appliance Loan Agreement

All files for clients receiving temporary and permanently issued portable equipment for an emergency situation must include:

1. Energy Crisis Intervention Services Intake Form (CSD 51);
  2. Self-certification of client eligibility; and
  3. Portable Appliance Loan Agreement Release and Waiver (CSD 52)
  4. Mileage records, if applicable.
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