

# WATEREE COMMUNITY ACTIONS, INC. BOARD OF DIRECTORS MEETING

Meeting Minutes  
September 27, 2011

## **Opening:**

The regular meeting of the WCAI Board of Directors was called to order at 7:03 p.m. on September 27, 2011 in the WCAI Conference Room by Ms. Ernestine Lowery, Board Chairperson.

## **Attendance:**

### **Board Members Present:**

Col. Claude Eichelberger	Mr. Thomas Harvin
Mr. Mark W. Binkley	Ms. Lorraine Dennis
Mr. James Brown	Mr. James Bennett
Ms. Geraldine Robinson	Ms. Annette Tucker
Ms. Ernestine Lowery	Ms. Bernice Wright
Ms. Kelly Riles-Andrews	Mr. Robert Fleming

### **Board Members Absent:**

Ms. Melissa Simmons

## **Agenda:**

Welcome was given by Ms. Lowery.

Invocation was given by Mr. James Brown.

## **Introduction of Guests:**

Ms. Lowery welcomed the return of Mr. James Bennett and Mr. Ken McManus, Director of the Office of Economic Opportunity, and Mr. Rick Woodard, Woodard Insurance Agency.

Ms. Lowery reviewed the Agenda.

## **Approval of Minutes:**

Ms. Lowery reviewed the minutes included in the Board Packets.

- ❖ A motion was made by Ms. Geraldine Robinson to accept and approve the minutes of the Regular Board meeting held August 9, 2011 and the Special Call Board meeting held September 6, 2011. The motion was seconded by Mr. Mark Binkley, and passed.

## **Old Business:**

### **Insurance Report:**

Mr. Rick Woodard provided a review of the status of insurance process. He noted that there are no compliance issues and that payments continue to be administered on time.

### **Board Compliance Report:**

Mr. Ken McManus reviewed the timeline for the release of the final Board Compliance Report and sought comments from Board Members. He noted that this should be an interactive process. He reviewed previous monitoring issues and the current direction of the Agency from the perspective of the CEO.

Personnel Committee Report:

Colonel Eichelberger reviewed the performance evaluations submitted by Board Members. The need for a fully seated Personnel Committee was discussed.

Membership Committee:

Mr. Binkley advised the Board that it was necessary to complete the election of officers for 2012 and to fill the vacancy created by Ms. Lowery's acclimation to the position of Board Chairperson.

The following outlines the results of the election:

2011 1 <sup>st</sup> Vice Chair	Geraldene Robinson
2012 Board Chairperson	Ernestine Lowery
2012 1 <sup>st</sup> Vice Chair	Geraldene Robinson
2012 2 <sup>nd</sup> Vice Chair	Robert Fleming
2012 3 <sup>rd</sup> Vice Chair	Annette Tucker
2012 Secretary/Treasurer	James Brown

- ❖ The 2011 1<sup>st</sup> Vice Chair appointment was made upon a motion by Mr. Binkley and second by Ms. Dennis. Motion passed unanimously.
- ❖ All 2012 appointments were made upon a motion by Mr. Binkley and second by Ms. Robinson. Motion passed unanimously.

Executive Session:

Mr. Binkley made a motion to enter Executive Session to discuss legal issues. Motion was seconded by Mr. Brown and passed. Board entered Executive Session at 7:58pm.

New Business:

CEO Report

Dr. Coleman reviewed the Board Compliance timeline and advised that a corrective action report would be required upon receipt of the final report. He noted the need for updated Agency By-laws. Dr. Coleman reviewed the items in the CEO report included in the Board Packet. This included CSBG/LIHEAP guidelines, a revised Summerton lease agreement, recent committee appointments and the following action items: Employee Handbook, CSBG/LIHEAP 2012 Budget, and Legal Updates. Discussion ensued regarding the action items.

- ❖ A motion to accept and approve the Employee Handbook was made by Ms. Tucker and seconded by Ms. Dennis. Motion passed.

Finance Report

Mr. Brown presented the Finance Report, which was included in the Board Packet for review. He noted the timeline for funding for Head Start and CSBG/LIHEAP. He noted the resignation of Chief Financial Officer, Eric Morris, effective October 14, 2011.

- ❖ Mr. Brown made a motion to accept the Finance Report, with a second by Mr. Binkley. The motion passed.

#### HPRP/Trans-Aid Report

The HPRP Program Report, which was included in the Board Packet, was reviewed by Mr. Ken Buxton. He addressed a recent lead-based paint issue in Ashley Chase Apartments. He noted positive movement within the HPRP Program, based upon meetings with OEO staff.

#### Weatherization Program Report

Mr. Barnes reviewed the Weatherization Program Report, which was included in the Board Packet. He noted the completion of 492 homes as of August 2011 within the Weatherization ARRA program. He discussed the need to complete a multi-family unit in order to meet the program quota. He reviewed upcoming and recently attended trainings.

#### CSBG/LIHEAP Program Report

The CSBG/LIHEAP Report, which was included in the board packet, was reviewed by Ms. Carpenter. She noted the number of clients served within various programs. She informed the Board that the Heating Phase would begin on October 3, 2011 and provided a schedule for mass screening for each county served. She reviewed the mass screening process. Ms. Carpenter reviewed the CSBG/LIHEAP budget and Work Plan, to include salaries, constraints, reductions and services.

- ❖ The motion to accept and approve the CSBG/LIHEAP budget and Work Plan was made by Mr. Binkley and seconded by Mr. Bennett. Motion passed.

#### Head Start Program Report

The Head Start Program Report was presented by Ms. Mance. The report was included in the board packet. Ms. Mance reviewed pending closure of the Manning Center. She reviewed new regulations outlining Head Start teacher criteria, and the Agency's adherence to the regulations. She noted the 2012 grant funding levels. Ms. Mance reviewed the budget and goals for the Migrant Head Start program. Additionally, she noted action needed regarding Indirect Cost reporting.

- ❖ A motion was made to accept the Head Start Program report by Mr. Brown and seconded by Mr. Binkley.

Ms. Lowery thanked all Program Directors for their reports. She then entertained a motion to enter Executive Session to discuss two matters.

Executive Session ended at 10:50 pm.

With no additional business to conduct, the meeting was adjourned at 10:51 pm upon motion by Mr. Brown and second by Ms. Tucker.

Minutes Submitted by: LaDonna Mangley

# WATEREE COMMUNITY ACTIONS, INC. BOARD OF DIRECTORS MEETING

Meeting Minutes  
January 31, 2012

## Opening:

The regular meeting of the WCAI Board of Directors was called to order at 7:04 p.m. on January 31, 2012 in the WCAI Conference Room by Ms. Earnestine Lowery, Board Chairperson.

## Attendance:

### **Board Members Present:**

Mr. James Bennett	Mr. Thomas Harvin
Mr. James Brown	Mr. Claude Eichelberger
Ms. Geraldine Robinson	Ms. Annette Tucker
Ms. Earnestine Lowery	Ms. Bernice Wright
Ms. Kelly Riles-Andrews	Mr. Robert Fleming

### **Board Members Absent:**

Ms. Melissa Simmons	Ms. Lorraine Dennis
Mr. Mark Binkley	

## Agenda:

Welcome was given by Ms. Lowery. She outlined the goal of unity in all endeavors as we go through the 2012 year.

Invocation was given by Dr. James L. Coleman, Jr.

## Introduction of Guests:

Ms. Lowery welcomed the guests in attendance. Ben McCoy and Dr. Ella Busbee were introduced. Mr. Ken McManus, Director of the Office of Economic Opportunity, was also welcomed.

Ms. Lowery requested a change to the Agenda. She asked that the Executive Session be moved from the end of the agenda to immediately after the approval of the minutes.

- ❖ A motion was made by Ms. Geraldene Robinson to approve the agenda with requested changes and seconded by Mr. James Bennett. Motion carried.

## Approval of Minutes:

Ms. Lowery reviewed the minutes included in the Board Packets.

- ❖ A motion was made by Ms. Geraldine Robinson to accept and approve the minutes of the Regular Board meeting held November 18, 2011 with the correction of a typographical error. The motion was seconded by Ms. Annette Tucker and subsequently carried.

## Executive Session:

Ms. Lowery announced that the board would enter Executive Session.  
Executive Session ended at 8:10pm.

## Chief Executive Officer Report:

Dr. Coleman referred to the report included in the package submitted to all Board Members. He highlighted the Workforce Investment H1B Grant, SC Helps Application, and property owned by the Agency. In regards to the property, he suggested moving forward with extending the first right to



purchase to the previous property owners. He also proposed reducing the current contribution to the 403b plan. Right now the agency contributes \$2 for every \$1 the employee contributes. This is not sustainable. He recommended that the Agency contribution be reduced by half, to an equal match. He asked that the board approve these items.

- ❖ Mr. James Brown made a motion to approve Dr. Coleman's report with the approval of the action items outlined within, to include the Workforce Investment Grant, SC Helps Application, the selling of property and the 403b contribution reduction. The motion was seconded by Ms. Annette Tucker. Motion carried.

Ms. Lowery noted that the Finance and Property Committee will be working with Dr. Coleman to move forward regarding the selling of the property.

#### Finance Report:

Mr. James Brown introduced Ms. Keisha Dyer, Chief Financial Officer. He recounted her work with the Office of Economic Opportunity. Ms. Dyer reviewed her "Observations and Assessments" of the department with the Board. This document was included in the package mailed to Board members. The first action taken was to ensure that all purchase orders are entered into the accounting software. Additionally, all requisitions and invoices are submitted with codes from program directors. She noted the need for a true intranet. Additional observations were reviewed. Expenditures throughout the Agency were discussed, to include credit card expenditures.

- ❖ A motion to accept the Finance Report as information was made by Ms. Geraldene Robinson and seconded by Ms. Annette Tucker. Motion carried.

#### HPRP/Trans-Aid Report

Mr. Buxton opened his report by commending the teamwork within the Agency. He noted that the HPRP grant was a three year grant, a part of the ARRA stimulus. The first year, no action was taken. The second year, there was a rush to spend, and there was an over expenditure. Then a temporary hold was placed on expenditures to clean up the program. Additional funding has been received, and the Agency is working to expend those funds at this time. Program reports are on time and are error-free. This is a significant improvement. The last quarterly and monthly reports submitted to OEO were not only on time, but also had an error rate of 0.00%. Currently, the only county with funding for HPRP is Richland County. All other counties are being served through referrals and assistance navigating available services. He commended Dr. Rhonda Richburg for her work with the Trans-Aid Program. Two clients recently exited the program: one was terminated for noncompliance, and the second exited the program successfully.

- ❖ A motion to accept the HPRP/Trans-Aid Report as information was made by Mr. James Bennett and seconded by Mr. James Brown. Motion carried.

#### CSBG/LIHEAP Report

Ms. Laury Carpenter reviewed the program year, ended December 2011. She noted that the 2012 budget application was approved; however, the LIHEAP budget for 2012 is being cut approximately 25%. The bulk of program salaries are heavy on the CSBG side. Because of that, we do not anticipate any staffing changes. She then reviewed Agency guidelines put in place for 2012. She outlined the emergency status only guideline for the first three months of this year. She noted the application for

two additional services within her program: SC Helps and United Way. A monitoring visit by the Office of Economic Opportunity was scheduled January 9<sup>th</sup> – 13<sup>th</sup>. The visit was extended to two weeks. There were a total of 142 findings: 93 GEAP, 33 LIHEAP and 16 CSBG (Youth Leadership/Meals on Wheels/and other integrated programs.) The GEAP findings included the 2010 reprocessing. The GEAP guidelines were not followed. Discussion ensued regarding why the guidelines were not followed. It was noted that this occurred during the tenure of the previous director. Total findings at this time for repayment from the nonfederal account is \$5506.20. This may increase. Discussion continued regarding the timespan for repayment. Ms. Carpenter noted that since her tenure, there were a total of 11 findings, due to unallowables, totaling \$109. She reviewed the training held with her staff and the accountability of the staff regarding repayment of unallowable charges. The poverty guidelines were reviewed.

- ❖ A motion to approve the CSBG/LIHEAP Program Report was made by Ms. Annette Tucker and seconded by Mr. James Brown. Motion carried.

#### Head Start Program Report:

Ms. Georgia Mance reviewed the monthly report for December 2011 and January 2012. She noted the Arbitration Policy and Procedure. This was not included in the Employee Handbook, but it is necessary for the Board to review and concur. The ERSEA (Enrollment, Recruitment, Selection, Eligibility and Attendance) Plan was reviewed for both Head Start and Early Head Start. She noted the Child and Adult Care Food Program Report for December, the Migrant Self Assessment and Program Improvement Plan report. The recruiting timeline for Migrant Head Start was discussed. Also included in the packet was the Governing Board Protocol information for the upcoming on site monitoring visit. She noted the importance of Board Members making themselves available to the review team.

- ❖ A motion to accept the Head Start Program Report as information was made by Mr. James Brown and seconded by Ms. Bernice Wright. Motion carried.

#### By-Laws Committee:

Ms. Lorraine Dennis was selected as the Chairperson of the By-Laws Committee. Mr. Thomas Harvin and Ms. Bernice Wright are also members. Dr. Coleman reviewed the meeting held by the By-Laws Committee held on Friday, January 20<sup>th</sup> at 10:00 am. The committee members were given a copy of the current Agency By-Laws as well as by-laws from another community action agency. The committee will go through the documents and present recommended By-Laws changes to the Board of Directors at the next regular meeting to be held March, 27, 2012. One significant change discussed was moving the board meeting time from 7pm to 6pm.

#### Personnel Committee Report:

Mr. James Brown recounted a grievance heard by the committee.

#### Membership Committee Report:

Ms. Annette Tucker noted that the committee met to discuss the Clarendon County election. It will be held at the Manning High School on February 16<sup>th</sup> at 6:30pm. She also noted that the committee is working to fill the three other vacancies. Additionally, it was noted that Ms. Melissa Simmons and Mr. Mark Binkley tendered their resignations.

- ❖ A motion was made to accept the resignation of Ms. Melissa Simmons by Ms. Geraldene Robinson and seconded by Mr. James Bennett. Motion carried.

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- ❖ A motion was made to accept the resignation of Mr. Mark Binkley by Ms. Geraldene Robinson and seconded by Mr. James Bennett. Motion carried.

Ms. Lowery reviewed the Community Action Promise. She asked that it be incorporated in the board meetings either before or after the invocation. She also requested that it be posted in the community service centers.

Dr. Coleman also noted the Annual Report and asked for Board approval.

- ❖ A motion was made by Mr. James Bennett and seconded by Ms. Annette Tucker to accept the Annual Report. Motion carried.

Dr. Coleman noted that the same Employee Handbook included in this packet was issued to every employee. He also reviewed upcoming training opportunities.

- ❖ With no additional business to conduct, the meeting was adjourned at 9:21 pm upon motion by Mr. Brown and second by Ms. Robinson.

Minutes Submitted by: Lia L. Brown

Approved by:

James E. Brown

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# WATEREE COMMUNITY ACTIONS, INC. BOARD OF DIRECTORS MEETING

Meeting Minutes  
February 23, 2012

## Opening:

The special call meeting of the WCAI Board of Directors was called to order at 6:40 p.m. on February 23, 2012 in the WCAI Conference Room by Ms. Earnestine Lowery, Board Chairperson.

## Attendance:

### **Board Members Present:**

Col. Claude Eichelberger	Mr. Thomas Harvin
Mr. James Brown	Ms. Lorraine Dennis
Ms. Geraldine Robinson	Ms. Annette Tucker
Ms. Ernestine Lowery	Mr. James Bennett

### **Board Members Absent:**

Mr. Robert Fleming  
Ms. Bernice Wright  
Ms. Kelly Riles

## Agenda:

Welcome was given by Ms. Earnestine Lowery.

Invocation was given by Dr. James L. Coleman, Jr.

Ms. Lowery thanked everyone for coming, particularly the Head Start staff present.

## Old Business:

### Update on Relocation of Agency Headquarters

Dr. Coleman advised that new Headquarters will be located at 2611 Forest Drive, Suite 115, Columbia, SC. This is the SC Human Affairs Commission building. It is the goal to have the doors open on April 2<sup>nd</sup>. Dr. Coleman noted that a formal announcement will be made to staff now that the Board has been informed. He noted that Representative Clyburn's Office was instrumental in assisting our Agency to secure the space at an affordable price. He noted that the CSBG staff currently located at 30 and 32 E. Liberty Street, Sumter will be moving to the 13 S. Main Street, Sumter location. Existing furniture will be used. Dr. Coleman noted that all Board members are welcomed to visit the space prior to opening.

### Eastover Location

Dr. Coleman noted the report of low productivity at the Eastover location. Due to budget cuts in the CSBG program, the Agency is looking at closing the Eastover location. He noted that services are not being removed from Richland County. Staff would be moved from the Eastover Office to the Two Notch and Atlas Road locations. He noted a review of work reflecting an average of two applications per day at the Eastover location. Discussion ensued regarding the current rent being paid for the location, as well as the possibility of reducing the number of days operating from that site in lieu of completely closing. A Board member requested additional information regarding the current rate of applicants as compared to historical data. Dr. Coleman noted that we can address in detail at the next regular board meeting.

#### Migrant Head Start

Ms. Georgia Mance, Head Start Director, provided an update on East Coast Migrant Head Start. East Coast Migrant is the grantee for the Migrant Head Start program, with whom we have worked for over twenty years. In 2009, we had a noncompliance cited related to not having enough bilingual staff in Lake City. During the follow up the next year, it was noted by East Coast Migrant that we were meeting the standards; however, the migrant division in Washington DC did not agree and cited it as a deficiency. In August 2011, a team of three came in to review documentation and visit the site to determine if we had sufficient bilingual staff. Based upon this review, we received documentation stating that we were no longer deficient in that particular area.

In December, East Coast Migrant was included in the list of programs required to participate in Head Start Recompetition. East Coast has indicated that recompetition will begin March 25<sup>th</sup>. East Coast Migrant has inquired whether this Agency will stay with them as a part of the Migrant program or if we were planning to apply to the Office of Head Start (OHS) as a grantee. They have also indicated that they would prefer that Wateree be a part of its direct service program instead of working as a delegate agency. Currently, this Agency is the only delegate agency in South Carolina. A third option for the Agency would be to apply to OHS as separate direct services grantee. Discussion regarding the Agency's responsibilities under each option ensued. Questions and answers regarding the options, specifically the impact on staff, were documented by Ms. Mance and provided to the Board members. Discussion continued regarding the decrease in migrant enrollment, the state laws impacting the migrant population, the migrant and head start budget, and the potential decrease in administrative dollars.

- ❖ Based upon the vision and comments provided by the board members, in conjunction with programmatic knowledge, Ms. Mance recommended that the Agency pursue direct services as a part of East Coast Migrant. A motion reflecting this recommendation was made by Ms. Annette Tucker and seconded by Mr. James Bennett. Motion carried.

#### Personnel Matter

The board communicated with the Agency attorney, Linda Edwards, regarding a personnel matter. A course of action was established and agreed upon by the Board.

- ❖ Mr. James Brown made a motion to accept the recommendation made by Attorney Edward. Second by Mr. Thomas Harvin. The motion carried.

#### Recommendations

Recommendations were made by Attorney Edwards regarding removal of the Board from the grievance process. A grievance committee comprised of peers was discussed. A second recommendation regarding encouraging staff to discuss employment issues with the Human Resources department instead of entertaining discussions between board members and staff was made.

Additional information regarding peer grievance committees was provided by Ms. Dennis, based upon her work experience. Mr. Brown relayed similar information based upon his work experience. Ms.

Lowery recounted examples of contact received from employees. Discussion continued regarding the selection and approval of grievance committee members, as well as the steps required to change the current grievance process.

#### Membership Committee

Ms. Lowery relayed that we are working to get the board roster completed. Ms. Tucker advised that the election for the Poor Sector representative of Clarendon County was completed with the election of Ms. Pamela Joyner. She will be seated at the regular board meeting in March. Lee, Richland and Sumter County vacancies are being addressed. The need for a legal representative on the board was discussed.

#### Adjournment

A motion to adjourn was made by Ms. Lorraine Dennis and seconded by Mr. Thomas Harvin. With no additional business to conduct, the meeting was adjourned at 7:44 pm.

Minutes Submitted by: Lorraine Dennis  
Minutes Approved by: Thomas Harvin

WATEREE COMMUNITY ACTIONS, INC. BOARD OF DIRECTORS MEETING

Meeting Minutes  
March 27, 2012

**Opening:**

The regular meeting of the WCAI Board of Directors was called to order at 7:12 p.m. on March 27, 2012 in the WCAI Conference Room by Ms. Earnestine Lowery, Board Chairperson.

**Attendance:**

**Board Members Present:**

Mr. James Bennett  
Mr. James Brown  
Ms. Kelly Riles-Andrews  
Ms. Earnestine Lowery  
Ms. Pamela Joyner  
Ms. Lorraine Dennis

Mr. Thomas Harvin  
Mr. Claude Eichelberger  
Ms. Annette Tucker  
Ms. Bernice Wright  
Mr. JD Dellinger  
Mr. Hampton Gardner

**Board Members Absent:**

Mr. Robert Fleming  
Ms. Geraldine Robinson

Mr. Donald Gist

**Agenda:**

Invocation was given by Dr. James L. Coleman, Jr.

Welcome was given by Ms. Lowery.

**Introduction of Guests:**

Ms. Lowery welcomed the guests in attendance. All stood and were given the opportunity to introduce themselves: Rubye Johnson, Burnette Burns, Marion Newton, Bubba Lowry, Hannah Hickmon, and Calvin Hasting.

Ms. Lowery recognized and introduced two new board members. She noted that a third member was en route. Ms. Pamela Joyner, Clarendon County Poor Sector, and Mr. JD Dellinger, Lee County Public Sector addressed the Board.

- ❖ A motion was made by Mr. James Bennett to seat and accept Pamela Joyner/Clarendon County Poor sector, JD Dellinger/ Lee County Public Sector, as Board members and was seconded by Mr. James Brown. Motion carried.

Ms. Lowery recommended a modification of the Agenda to allow Ms. Johnson to address the Board.

- ❖ The motion to accept the Agenda with the modification was made by Mr. Brown and seconded by Mr. Bennett. The motion carried.

Ms. Rubye Johnson addressed the Board, advising that she is speaking as an advocate for the poor. She relayed her past work experience with the Agency and noted a concern regarding the relocation of the Administration Office from Sumter to Columbia. Her concerns were based on the history of the organization and the legality of the move. Ione Dwyer addressed the Board regarding her recollections of the founding of Wateree Community Actions, Inc. She indicated that the Headquarters should not move based upon the fact that it was founded in Sumter.

Ms. Lowery thanked the guests for their feedback and advised that the Board would respond to the remarks offered. She noted that we are concerned about feelings of those present. She advised that the guests are welcomed to remain for the rest of the meeting, or they could be dismissed at this time.

Ms. Hickmon provided an invitation to the Board regarding the Lee County Male Involvement Parade.

**Approval of Minutes:**

Ms. Lowery reviewed the minutes included in the Board Packets.

- ❖ A motion was made by Mr. James Brown to accept and approve the minutes of the Regular Board meeting held January 31, 2012 and the Special Call Board meeting held February 23, 2012. The motion was seconded by Mr. Eichelberger and subsequently carried.

**Old Business:**

Ms. Lowery requested that Dr. Coleman provide an update on the relocation of the Agency Administrative Headquarters. Dr. Coleman thanked the guests for their concern regarding WCAI. He noted that the office will be officially open on April 2, 2012.

**New Business:**

**Chief Executive Officer Report:**

Dr. Coleman referred to the report included in the package submitted to all Board Members. He highlighted the inclusion of the revised By-Laws and the Strategic Planning document. The Strategic Planning meeting is scheduled to be held April 21<sup>st</sup>. A five year Strategic Plan is needed for clear direction. He reviewed the fact that property owned by Wateree has been forwarded to Realtor. The property was previously purchased at tax sales, and action is now being taken to identify the original owners to allow them the first right to purchase. The Agency Newsletter was reviewed. Submission of the SC Helps grant application was reviewed. Dr. Coleman recounted details regarding the SC Helps program. He noted that the Workers Compensation Insurance carrier has been changed. The 403b reduction letter issued to staff was reviewed. Issues related to insurance have been identified. Staff is reviewing options for presentation to the Board. Noted that we are assessing programs and continuing to streamline and make processes more efficient. Dr. Coleman reviewed the funding levels in various counties and the need to be proactive in ensuring the viability of WCAI. There was a review of remainder of CEO Report, to include the Gospel Concert fundraiser, settlement of lawsuits, rotary presentations and the Agency's path forward. Dr. Coleman also addressed the suggestion made by the Agency Attorney related to the removal of Board members from the employee grievance process. The suggestion was to develop an employee grievance committee. Dr. Coleman asked for approval to replace the board governance appeal procedure with an employee grievance committee, based upon guidance provided from Ms. Dennis related to the state grievance procedure.

Ms. Lowery reiterated the importance of attendance at the Strategic Planning meeting, to be held April 21, 2012.

**Finance Report:**

Ms. Keisha Dyer reviewed the year to date expenditures for fiscal year 2012 for the following programs: Head Start, CSBG, USDA, LIHEAP, Project Share, Administration, Nonfederal Share, Housing Projects, Weatherization ARRA, Migrant Head Start, Trans-Aid, HPRP, and Weatherization. She reviewed the program credit card expenditures, 2012 Administration budget, and review of banking options.

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#### HPRP/Trans-Aid Report

Mr. Buxton noted that the Trans-Aid HMIS data, back to 2006, has been reviewed and is correct. This will allow accurate reporting when using this data in support of grant submissions. Quarterly case inspections were completed. One family is exiting into permanent housing at the end of this month. There is one current vacancy within the Trans-Aid program. HPRP received an additional \$125,000 for Richland County in October. The staff is working to expend these funds at this time. Currently, the only county with funding for HPRP is Richland County. All other counties are being served through referrals and assistance navigating available services. Data is being transferred between the two continuums of information in our service area. The Emergency Solutions Grant was discussed.

#### Weatherization Report

Mr. Barnes reviewed the report included in the board package. The Agency is continuing to work in the pilot program in partnership with Black River. The Department of Energy (DOE) has allowed a six month extension of the ARRA program. Over 800 homes have been completed. In regards to the ARRA Budget, an additional \$39,000 was received for training for the new fee for service program. A budget revision was submitted to reflect the additional funding. There are also salary increases included on the revised ARRA budget because salary decreases will be necessary on the regular budget due to funding levels. In regards to the Regular WAP program, 100 % of DOE funds have been expended. 2011 monitoring visit was reviewed. The funding allocation for 2012 is \$644,000 – this is a large decrease from 2011. Impact to program was discussed. Progress on Columbia Gardens multi-family unit was reviewed.

#### CSBG/LIHEAP Report

Ms. Laury Carpenter provided updates related to Youth Leadership and Academic Camps. Partnerships with various agencies and churches, to include Camden First and Clemson Extension, were reviewed. This allows an expansion of services due to pooled resources. Information was provided related to the May Fair event, to be held May 31, 2012 at Dutch Square Center in Columbia. New recognition programs were reviewed. The first allocation of GEAP funding has been expended for all five counties. Service criteria for clients were reviewed. Ms. Carpenter discussed the Needs Assessment included in the package and recounted the importance of the board completing and returning the document. The Advisory council meeting schedule was reviewed. Board involvement was encouraged. Discussion was held regarding the recommended closure of the Eastover location due to budget reduction, low productivity and overhead.

Dr. Coleman indicated that in response to a Board member's concerns and feedback from community leaders contacted by the board member, a community meeting will be held to address the concerns of the citizens of Eastover. A decision will then be made based upon data.

#### Head Start Program Report:

Ms. Georgia Mance reviewed the monthly report for February and March, USDA Report and attendance reports. She noted that the average daily attendance has been maintained at or above the 85% minimum requirement. She reviewed additional information with the Board Members: .72% cost of living increase, funding breakdown, notification of Federal Review from DANYA, erroneous payment monitoring, fiscal training, board training, migrant direct services operation, federal interest in migrant facilities, recompetition process, 2011 audit timeline, wage comparability study, and cost allocation plan.

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Grants and Planning Program Report:

Ms. Lowery extended an apology for the oversight of not including the Grants and Planning report on the Agenda and asked that Ms. Brailsford present her report.

Ms. Brailsford reviewed the following grant submissions planned: Emergency Solutions Grant and Mutual of America. She also reviewed the grant applications already submitted: Richland County Discretionary Grant and Wal-Mart State Giving Foundation.

Action Items

- ❖ A motion was made to accept and approve the CEO report and grievance process recommendation, the Finance Report, the HPRP/Trans-Aid Report, CSBG/LIHEAP Report, the Head Start Report, the Weatherization Report, revised ARRA Weatherization budget and regular Weatherization budget by Mr. Bennett and seconded by Mr. Harvin. The motion carried with all Board members present voting.

By-Laws Committee

A draft copy of the revised By-Laws was included in the Board package. Ms. Dennis reviewed meetings held by the committee and noted the highlighted By-Laws changes. Some changes included: terminology of "low-income" instead of "poor", reduction in term limit of low income sector representation, change in board meeting start time, change in structure of offices of board, composition of executive committee, and fiscal procedures. She reiterated that the Agency attorney has reviewed and approved the recommended changes.

- ❖ A motion was made to accept the By-Laws Committee report and revision of the Wateree Community Actions, Inc. By-Laws by Ms. Tucker and seconded by Mr. Bennett. Motion carried.

Election

The position of Secretary/Treasurer has been separated into two separate positions. Mr. James Brown will continue to serve in the capacity of Treasurer. Colonel Eichelberger nominated Ms. Annette Tucker to fill the Secretary position. There were no additional nominations.

- ❖ A motion was made by Mr. Brown and seconded by Ms. Riles Andrews that the nominations close and that Ms. Annette Tucker serve as Secretary of the Board of Directors. The motion carried.

Ms. Lowery welcomed Ms. Tucker to her new position.

Membership Committee Report

Ms. Tucker reviewed the seating of the Lee County Public Sector and Clarendon County Low Income Sector board members. She presented Mr. Hampton Gardner, Sumter County Private Sector and Attorney Donald Gist, Richland County Private Sector as prospective board members.

- ❖ A motion was made to seat Mr. Hampton Gardner, Sumter County Private Sector and Attorney Donald Gist, Richland County Private Sector as members of the Board of Directors of Wateree Community Actions, Inc. by Mr. Brown and seconded by Mr. Bennett. Motion carried.

Ms. Lowery welcomed the newly seated members and congratulated the membership committee on their diligence in working to fill all vacant board seats. She noted that the Membership Committee will work to complete the Orientation Process.

She congratulated staff and board members on the direction of the Agency.

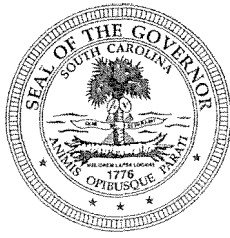
- ❖ With no additional business to conduct, the meeting was adjourned at 9:03 pm upon motion by Ms. Dennis and second by Ms. Tucker.

Minutes Submitted by: L. Hanna Mackley

Approved by: Geraldine Tucker

March 27, 2012

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# State of South Carolina

## Office of the Governor

NIKKI R. HALEY  
GOVERNOR

OFFICE OF EXECUTIVE  
POLICY AND PROGRAMS

July 25, 2011

Dr. James Coleman  
Executive Director  
Wateree Community Actions, Inc.  
Post Office 1838  
Sumter, South Carolina 29151-1838

Dear Dr. Coleman:

This letter provides the results of the Community Services Block Grant (CSBG) Program and the Low-Income Home Energy Assistance Program (LIHEAP) monitoring visit conducted at Wateree Community Actions, Inc. on November 3-8, 2010. The purpose of this monitoring was to review the agency's implementation of the Program Year (PY) 2010 CSBG and LIHEAP programs.

The Appeal and Fair Hearing Procedures are visibly displayed in the lobby at the main office. To date, the agency does not have any appeals. Included in this report are the observations/areas of concern, recommendations, and required actions discussed during this visit for the CSBG and LIHEAP programs.

The board roster and minutes were provided during the monitoring. There is one vacancy on the board for the Representative for the public sector. Once this vacancy is filled, please submit the board minutes, the completed composition form and a revised roster to OEO.

There are no pending files under LIHEAP and CSBG. The agency appears to be operating CSBG and LIHEAP Programs in compliance with State and Federal regulations. However, agency is to ensure the files show where a balance remains, how the balance is paid.

Dr. James Coleman

July 5, 2011

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### Financial Reporting

PY 2010 Budget Amendment #2 was approved for CSBG and LIHEAP on December 9, 2010.

❖ **Budgets**

Total 2010 CSBG Budget	\$1,575,566.14
Total 2010 LIHEAP Budget	<u>\$7,109,226.29</u>
Budget Total	\$8,684,792.43

❖ Financial Status Reports (FSR) and Household Reports are complete through December 2010.

Thank you and your staff for the assistance and cooperation during this visit. If you have any questions, please call me at (803) 734-1962.

Sincerely,



Michael L. Johnson  
Program Assistant

Enclosure

c: Joseph Postell, Board Chairperson  
Fredrica Brailsford, Director of CSBG/LIHEAP  
Ken McManus, OEO Director  
Diana Graham, Senior Manager for Audit  
2010 CSBG and LIHEAP Agency Files

**Via email and mailing:**

**OFFICE OF THE GOVERNOR  
Office of Economic Opportunity  
Columbia, South Carolina 29201**

**LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM  
(LIHEAP)**

**AND**

**COMMUNITY SERVICES BLOCK GRANT (CSBG)**

**PY 2010 Monitoring Field Report**

**AGENCY NAME:** Wateree Community Actions, Inc.  
**ADDRESS:** 13 South Main Street  
Sumter, South Carolina 29151  
Phone: (803) 775-4354  
**SITE(S) VISITED:** Main Office  
**PERIOD REVIEWED:** January 1, 2010 – October 31, 2010  
**DATES OF VISIT:** November 3-8, 2010  
**PROGRAMS REVIEWED:** CSBG and LIHEAP Programs  
**AGENCY  
EXECUTIVE DIRECTOR:** Dr. James Coleman  
**STAFF INTERVIEWED:** Ms. Fredrica Brailsford, Director of CSBG/LIHEAP  
Mr. Joseph Davis, Chief Operating Officer  
**DATE OF REPORT:** July 5, 2011  
**OEO REVIEWERS:** Ms. Bertie McKie, Senior Manager for CSBG/LIHEAP  
Ms. Sandra Grant, Program Coordinator  
Ms. Shanna Graham, Program Coordinator  
Ms. LaMyra Sanders, Program Coordinator  
Mr. Michael L. Johnson, Program Assistant

## A. LIHEAP PROGRAM YEAR 2010

### Subgrantee Monitoring Results

#### Section I: Revenues and Expenses

**Energy Assistance** - Based on the 2010 closeout FSR dated February 24, 2011, the total allocation for Energy Assistance is \$6,325,994.73. The expenditures are \$6,691,577.78 which was over spent by \$365,583.05.

**Energy Counseling** - Based on the FSR for the period ending February 24, 2011, the total allocation for Energy Counseling is \$356,944.38. The expenditures are \$219,436.23, which represents an expenditure rate of 61%. The balance of funds was \$137,508.15.

#### Section II: Files

Seventy (70) files were randomly selected and reviewed to ensure accuracy and adherence to program requirements. There are no pending files.

*(Resolved)*

**R. Randolph (10376861), D. Wilson (09130493)** – Check copies were provided.

**D. Courtney (10304356), A. Burkett (09128981), P. Johnson (10300365), A. Jones (09156629), L. Taylor (09247439), W. Laws (10304357)** - Documentation was provided to show how the remaining balance was paid.

**V. Bethel (09140622)** – Social Security number was corrected in DBA.

**D. Scott (10310893)** – Household information was provided.

**V. Johnson (09136738)** – Income documentation was provided.

*(Observation)*

1. In a few cases, inaccuracies were indentified in DBA on applications. Ensure that the notes match the application.

2. OEO in PY 2010 requires that agencies pay the total energy bill to include the past due and current charges. The only amount to be deducted is the unallowable charges as outlined in the 2010 LIHEAP Administrative Guide. If a balance is left after the LIHEAP assistance is provided, it must either be satisfied or arrangements must be made between the vendor and the client before WCA can make a pledge. Notes should explain this.

3. The agency was reminded to ensure that the client's date of birth and Social Security number are being put into DBA correctly.
4. The agency is doing a good job with DBA and meeting LIHEAP requirements. Emergencies are being addressed in the required time frame.
5. The Action Plans were prepared and signed.

### **Section III: Performance Target Outcome**

**Performance Target Outcome (PTO):** 6,500 eligible individuals/families are enrolled for financial assistance to alleviate heating/cooling situations during 2010.

1. Based on the Household Reports:

- 7825 households received Direct Assistance to reduce their energy burden and increase the household's disposable income.
- 2780 households received a home energy emergency crisis intervention assistance to prevent disconnection.
- 42 households received a home energy Heating Ventilating and Air Conditioning (HVAC) system.
- 0 households received an air conditioner.

### **Section IV: Project Share Non-State, Non-Federal Funds**

*"Project Share funding is administered on a state fiscal year cycle; beginning July 1<sup>st</sup> and ending June 30<sup>th</sup> of the following year, and the program operates on the calendar year with LIHEAP." (LIHEAP Administrative Guide).*

**South Carolina Electric & Gas** - The FSR for the period ending November 2010, reflects expenditures totaling \$1,527.06. The total revenue is \$56,853.86. The balance of funds was \$55,326.80.

## **B. CSBG PROGRAM YEAR 2010**

### **Subgrantee Monitoring Results**

- ❖ Files were randomly selected for review. Case Management and GEAP files were properly documented and files validated follow-up and referrals.



- ❖ The agency operates three CSBG programs: (1) Case Management, (2) GEAP, (3) Youth Leadership.

### Section I: Case Management

**Case Management** - Based on the 2010 closeout FSR dated February 24, 2011, the total allocation for Case Management is \$575,316.40. The expenditures are \$556,423.00 which represents an expenditure rate of 97%. The balance of funds was \$18,893.40

**Identified Problem:** Needs assessment revealed low-income individuals lack affordable housing, mal nutrition and life threatening health conditions.

**Service/Activity:** 40 individuals will receive up to \$1,000 for deposits, and or rental assistance.

**Outcome/Indicator:** 30 of 50 (60%) of the individuals will obtain housing assistance; 30 of 50 (60%) of individuals will remain in affordable housing and avoid becoming homeless. 50 of 150 or 33% will have access safe and affordable services/facilities. 275 of 300 or 92% will receive food.

Files reviewed: 10

*(Resolved)*

1. **E. Stokes (10372959)** – Documentation was provided to show how the remaining balance was paid.
2. **T. James (10330537), E. Stokes (10372959), S. Floyd (09272757), J. Starks (09236658), M. Hickmon (09152706), M. Pendergrass (09132700), T. Robinson (09173736)** - Check copies were provided.
3. **C. Williams (10351599)** – Household information corrected in DBA.

*(Observation)*

1. Agency files showed where a balance remained, the agency did not indicate how the balance was paid.
2. Check copies should always be placed in files.
3. The agency was reminded to ensure client's household are being put into DBA correctly.

### Section II: General Emergency Assistance Program (GEAP)

**GEAP** - Based on the 2010 closeout FSR for the period ending February 24, 2011, the total allocation for GEAP is \$232,370.76. The expenditures are \$130,150.00 which represents an expenditure rate of 20%. The balance of funds is \$50,245.16.

**Identified Problem:** Lack of financial resources to meet low-income households' basic needs.

**Service/Activity:** 100 individuals/families will receive emergency assistance for rent or mortgage up to \$500 to prevent eviction or foreclosure during 2010.

**Outcome/Indicators:** 500 individuals/families will receive emergency assistance to alleviate crisis situations during 2010. 300 individuals/families will receive emergency assistance with utilities, food, medicine, medical services, household goods, clothing, temporary shelter, and/or heating/cooling system repairs during 2010.

Files reviewed: 20

*(Resolved)*

1. **J. Nelson (10341880), M. Hinson (09152263)** – Documentation was provided to show how the remaining balance was paid.
2. **L. Keitt (10329775), L. Taylor (09214467), D. Gibbs (09144320), D. Stuckey (09134324), C. Winestock (09130605)** – Check copies were provided.
3. **L. Taylor (09204582)** – Documentation for another client was found in file.
4. **G. Mohamed (09201787)** – Income was recalculated.
5. **R. Graterol (09214192)** – Signature for Action Plan was provided.

*(Observation)*

1. Agency files showed where a balance remained, the agency did not indicate how the balance was paid. Wateree Community Action should always have balances satisfied before providing a service; otherwise, the clients' emergency remains.
2. The agency was reminded to ensure that follow ups are required when providing mortgage assistance.
3. The agency needs to ensure income needs to be calculated correctly.

### Section III: Youth Leadership Program

**Youth Leadership Program** - Based on the 2010 closeout FSR dated February 24, 2011, the total allocation for Youth Leadership is \$26,785. The expenditures are \$26,785 which represents an expenditure rate of 100%.

**Identified Problem:** Youth lack marketable employment skills.

**Service/Activity:** 125 Youth/Adults ages 16 to 24 complete the 20 pre-employment skills training and receive a benchmark certificate. 125 enrollees ages 16 to 24, that complete 85% of the program are placed on limited work experience (internship) for 80 hours and receive a stipend of \$6.25 per hour.

**Outcome/Indicators:** 19 or 15.2 will obtain a job; 10 or 8% will maintain a job for at least 90 days; 5 or 4% will obtain an increase in employment income and/or benefits; 5 or 4% will achieve "living wage" employment and/or benefits.

Files reviewed: 27

*(Resolved)*

1. **M. Moore (09269114)** – A permission slip was provided.
2. **D. Bracey (10338283)** – A time sheet was provided.
3. **J. Robinson (10342135), S. Jackson (10290574)** – Check copies were provided.
4. **C. Wiley (09149292), B. Carter (10331164), L Blyther (09132223), M. Butler (09290331)** – Proof of lessons of Character Education were provided.
5. **R. Haigler (09137008)** – Household information updated in DBA.
6. **W. Sims (09149513)** – Pre-Assessment form was provided.

*(Observation)*

1. The agency is to ensure each file contains permission slips and time sheets.
2. Check copies and pre-assessment forms should always be placed in files.
3. The agency was reminded to keep track of the current status of the students.
4. Income must be calculated properly to avoid serving ineligible customers and repayments.

#### **Section IV: Board Members**

The Board of Director's roster was provided during the monitoring along with board minutes for January 26, March 4 & 30, 2010. Minutes are complete, concise and signed by the Board Chair. Board minutes include reports from the executive director, personnel, finance, nominating and planning committees.

The agency's board is comprised of 15 members. At the time of the monitor visit, there were 14 members and one vacancy. The vacancy include Representative of the poor.

Minutes must show the democratic process for the Representative of the poor. Once this vacancy is filled, please submit the board minutes, the completed composition forms and a revised roster to OEO.

#### **C. OTHER NARRATIVE**

On November 3, 2010, an entrance conference was conducted and attended by Dr. James Coleman, Ms. Fredrica Brailsford, Mr. Joseph Davis, Ms. Bertie McKie, Ms. Sandra Grant, Ms. Shanna Graham, Ms. LaMyra Sanders and Mr. Michael Johnson.

Vehicles were inspected for the appropriate logos. Current registration and insurance cards were provided on site. Vehicle Tag numbers and mileage were recorded as:

2010 Ford E350 XL Super Duty Wagon - mileage 1,182

2010 Ford Focus - mileage 666

2008 Chevrolet Uplander - mileage 14,158

On November 8, 2010, the exit conference was attended by Dr. James Coleman, Ms. Fredrica Brailsford, Mr. Joseph Davis, Ms. Bertie McKie, Ms. Sandra Grant, Ms. Shanna Graham, Ms. LaMyra Sanders and Mr. Michael Johnson. The comments, observations, recommendations and areas of concern outlined in this report were discussed at this time.

This monitoring is closed and no further action is required.

**Wateree Community Actions, Inc.**  
**Quality Improvement/Corrective Action Plan**

**Program Area:**

*Community Services Block Grant and Low Income Heating and Energy Program*

**Complaints/Allegations:**

*Agency staff serves themselves, other employees and their immediate family members.*

**Finding:**

*Based on the review of monitored files by the Office of Economic Opportunity, many of the allegations are true and valid.*

**Guidance:**

*Taken from the Office of Economic Opportunity Grant Agreements:*

- **Office of Economic Opportunity Grant Agreement Terms and Conditions:**  
*According to the Community Services Block Grant Program CFDA #93.569; Program Year (PY) 2010; Grant Agreement between The State of South Carolina Office of the Governor Office of Economic and Wateree Community Actions Agency; Effective Dates: January 1, 2009 through December 31, 2009 and January 1, 2010 through December 31, 2010, the following are terms and conditions:*
- Conflict of Interest: Personnel and other officials connected with the Grant shall adhere to the requirements given below:
  - 
  - i. Advice: No official or employee of the State or a unity of local government or of non-government Grantees/Subgrantees shall participate personally through decision, approval, disapproval, recommendation, the rendering of advice, investigation, or otherwise in any proceeding, application, request for a ruling or other determination, contract, grant, cooperative grant, claim controversy, or other particular matter in these funds are used, where to his knowledge their immediate family, partners, organization other than a public agency in which he is servicing as officer, director, trustee, partner, or employee or any person or organization with whom he is negotiatiting or has any arrangement concerning perspective employment, has a financial interest.
  - ii. Appearance: In the use of these grant funds, officials or employees of the State or a local unity of government and non-governmental Subgrantees shall avoid any action which might result in, or create the appearance of:

- a) Using an official position for private gain;
- b) Giving preferential treatment to any person;
- c) Losing complete independence or impartiality;
- d) Making an official decision outside official channels; or
- e) Affecting adversely the confidence of the public in the integrity of the government or the program.

**Consequences:**

*Wateree Community Actions, Inc. Personnel Policy Manual and the Program Integrity/Fraud Policy:*

• **Wateree Community Actions Inc. Policy and Procedures Manual**

*XIII. Disciplinary Action and Termination of Employment: Standards of Employee Conduct and Discipline states, "The agency is vitally concerned that all employees should have clear guidelines that will enable them to perform their duties with maxim efficiency and job satisfaction, to work effectively and cheerfully with their co-workers, and to know fully their rights as an employee and their obligations to the agency. The table that appears on the next-page identifies some of the forms of conduct that employees are not expected to exhibit while on the job, and the table also identifies the specific kinds of disciplinary action that will be taken in response to cases of employee misconduct that do occur. The table is designed to serve as guide that will enhance protection of an employee's interests, and it does not necessarily include all the forms of employee misconduct that may occur."*

*The Policy and Procedures Manual also gives a list of the nature of offenses and the associated consequences. For purposes of this corrective action plan, the following offenses were noted with the first offense consequence that is associated:*

- i. *Disloyalty to the agency or misrepresentation of it policies: First Offense, Discharge*
- ii. *Falsifying agency records: First Offense, Discharge\*
- iii. *Violation of the Code of Conduct*

**Corrective Action:** Based on the above mentioned, the following action will be taken. The following employees will be reprimanded by way of termination or written reprimand with a demotion in position based on the guidance of the Office of Economic Opportunity Grant Agreement; the Wateree Community Actions, Inc. Policy and Procedures Manual; the Program/Integrity Fraud Policy.

**Employee's Name**

**Service(s) Received**

Shalana Edwards

Employee and he mother own property that has been leased to a Wateree customer (Scott Agnew). The employee personally served the customer on 3/13/09, 6/16/09, 9/21/10, and 12/17/10. Other staff served the customer on 3/20/09 and 2/4/11. The services included rent, utility and LSAP.

Sharolyn Clark	Employee personally served her brother (Larry Clark) on 9/17/09; another employee served him on 3/25/09. Employee was served 6/9 and 4/6/09 (FPL 110.60).
Adell Jackson	Employee served her parents (James & Albertha Sargent FPL 144.96) on 3/16/09 and 6/22/10; other staff served them on 11/30/09 and 11/17/10. Additionally, employee served her grandson's household (Jermaine Jackson, Jr.) on 8/18/09 and 10/21/10.
Nicole N'diaye	Employee (FPL 97.47) was served with mortgage assistance on 2/7/09 and 11/20/10, utility assistance on 3 occasions, 2 of her children are enrolled in YLP and LIFE Program and received Health/Nutrition assistance. Employee served her mother 3 times including LSAP (Barbara Keith-FPL was 147.16 – LSAP was designed for the poorest of the poor), employee served Sonja Singleton (who is listed as her contact person in her personnel file) twice and other employees served Sonja twice.
Joanne Richardson	Employee served her mother (Flossie Pringle FPL 83.13) twice; her mother was served 8 times with utility assistance, once with nutrition, LSAP and received a HVAC unit.
Andrea Robinson	Employee (FPL 88.40) personally served herself on 3/31/09 and was assisted by other employees on two separate occasions.
Carolyn Abercrombie	Employee served her mother (Ella Davis) once and her mother was served by other employees 3 times; employee (FPL 221.47) was served 3 times and child is in YLP. The child was constantly transferred from households in DBA (appears the transfers were done to make households eligible); however, employee is ineligible according to FLP -reimbursement required.
Amber Sargent	Employee mother (Valinda Sargent-FPL 105.72-employee live in mother's household) was served on 2 occasions.
Lillian Dwyer	Employee served her father (Robert Wright, Sr.) and he was served 5 other times by staff to include LSAP (FPL 130.61) and WAP; employee personally served her brother's household Robert & Cara Wright) once and he was served 5 other times by other staff to include LSAP FPL 75.11).
Veronica Ragins	(FPL 66.97) Assisted by her mother (Virginia Ragins – also an employee) and by other staff 3 times.
Virginia Ragins	Employee assisted her daughter, Veronica Ragins-also an employee; served her husband (Woodrow Ragins-FPL 120.48) 4 times.

The LSAP was designed to address energy needs for the elderly and/or disabled with the lowest FPL. The agency's policy for selecting beneficiaries was to award customers with FPLs below 75% first, then advancing to the next level by adding 25% until the funds were exhausted.

**Corrective Action:** Based on the other finding related to employees, who qualify, receiving multiple services, the policies and procedures related to employees receiving services will be updated and implemented. The policies and procedures will require final approval by the Chief Executive Officer before any vouchers are paid for services. Moreover, the following will be observed:

#### 2011 CSBG/LIHEAP Program Internal Operation Plan

1. The following persons will meet to determine the allocation amount for each county and each phase of the program: Deputy Director CSBG/LIHEAP, LIHEAP Program Assistant, CSBG Program Assistant, Program Compliance Officer and Data Entry/Computer Specialist.
2. The Data Entry/Computer Specialist will create the fund categories in DBA. The Data Entry/Computer Specialist will print a copy of the Fund accounts that have been created. a copy of the Fund Accounts will be distributed to the Deputy Director CSBG/LIHEAP and the Program Compliance Officer.
3. The LIHEAP and CSBG Program Assistant, Program Compliance Officer and the Deputy Director will verify that the amounts are correct for each category of spending.
4. The complete listing of all funds created and verified will be distributed to the County Program Coordinators, Program Assistants, Program Compliance Officer, Deputy Director CSBG/LIHEAP, Chief Operations Officers, and Chief Financial Officer.
5. The County Coordinators will identify their applicable fund categories in DBA and send an acknowledgement email to the Data Entry/Computer Specialist, Deputy Director, Program Compliance Officer and LIHEAP and CSBG Program Assistant verifying the available amount to expend.
6. The County Coordinators will submit applications three times a week to be processed for payment. Each batch submitted will have a cover sheet attached that will identify the beginning balance for each type of fund (i.e. Direct Assistance, ECIP, HVAC, etc) and the ending balance based on the applications being submitted in that batch.
7. The LIHEAP Program Assistant will verify the batch balances and totals for each



customer's application. (This will be c.c. to the CSBG Program Assistant, Program Compliance Officer and Deputy Director CSBG/LIHEAP).

8. The County Coordinators will pull fund balances each Monday morning prior to taking any new applications. This balance will be compared to the batch totals on hand to ensure that all figures are accurate. This fund balance will be forwarded to the Deputy Director, LIHEAP and CSBG Program Assistants, Program Compliance Officer, Project Director, and Chief Operations Officer.
9. The County Coordinators will also transmit an electronic copy of the complete Excel Log for the customers served from LIHEAP to the Deputy Director and LIHEAP and CSBG Program Assistants, and Program Compliance Officer for cross reference and verification. (Initially weekly for this process.)

Wateree Community Actions, Inc.  
Homelessness Prevention and Rapid Re-Housing Program

Upon arrival the agency had most of its client files, client logs and accounting print outs available. Upon inspection of the accounting documents it was discovered that they did not provide both vendor and client information. Through discussion with the agency's Chief Financial Officer, Eric Morris, regarding OEO's expectations in this matter the information was provided in a very timely fashion. OEO appreciated his positive and cooperative attitude.

Further, the agency's human resources officer, very cooperative and efficient and providing the agency's employee roster and HPRP staff personnel records.

While there is still some work to do in determining if conflicts of interest exists in the provision of HPRP services at the agency, OEO's review of the HPRP staff personnel records and clients serve data contained in the DBA system indicate no obvious cases of wrongdoing. More clearly HPRP staff were not found to be providing services to any persons listed as relatives or associates within their personnel records.

**Concern----**OEO recognized through the client logs that even though the agency has just revised its budget another budget revision may be needed. The agency must go through the existing client files to determine if payments were charged correctly to the appropriate budgetary line items and make all needed adjustments so as to accurately determine of the budget needs to be adjusted. For example, it was discovered that if a client came in and was assisted with four months of arrearages, all four months were most likely paid out of the short-term rent line item. This is incorrect in that only three months of arrearages should have been paid out of short-term rent and the fourth month should have been paid out of medium-term rent. Instances such as this may be contributing to the appearance that the agency is spending a proportionately large share of funding in preventive short-term rent.

**Finding-----Initial Assessment:** HPRP requires that the household must receive at least an initial consultation and eligibility assessment with a case manager or other authorized representative who can determine eligibility and the appropriate type of assistance needed. While it is evident that the agency is utilizing HMIS to process an intake and some file contain notes pertaining to the client's situation, the notes are not detailed enough and/or do not contain enough information to ascertain that all eligibility factors have been met.

Note that an eviction notice and proof of income alone are not enough to determine eligibility and appropriateness for HPRP. For households who are at-risk of losing their housing, in addition to documenting that the household meets income eligibility criteria and are at-risk of losing their current housing, grantees and sub-grantees must assess and document the household would become literally homeless “but for” HPRP assistance.. This includes assessing and documenting a household’s support networks and financial resources and other housing options. HUD recognizes this determination requires a level of professional judgment and discretion and encourages grantees and sub-grantees to carefully think about how they assess and document these criteria. To ensure program compliance, the case file should include case notes and other documentation (as appropriate) that demonstrate the grantee or sub-grantee has assessed the client’s other financial resources, support networks and subsequent housing options.

These notes must be clearly labeled as “Initial Assessment” and contain enough detail about the household’s situation for a reasonable person to come to the same conclusion that the household is indeed eligible for HPRP services, and they must provide the agency’s justification for offering assistance. For example, in the client file for K. Jenkins the case states that she has medical problems but there is no substantiating documentation to validate the client statements and how these medical problems lead the client to require HPRP assistance.

**Area Median Income:** Client files do exhibit that the agency is correctly collecting sufficient information to make a reasonable conclusion regarding the total household income to include collecting income verification for all household members eighteen years of age or older. Additionally, the agency is also utilizing HUD’s income sheet which assist in the accurate calculations of annualized income.

**Response to Concern:** Budget and client log need to comply with revised budget or another revision of the budget is needed.

**Corrective Action:** Currently the finance department and the HPRP Director have sat down to look at the budget, and we are currently working on some adjustments as we speak. The HPRP Director is now compiling the short-term assistance rendered to clients to see if those same clients needed to have services expended out of medium term. Once this is completed, the Finance Director will be able to determine whether a revision of the budget is needed.

**Corrective Action:** On the initial assessment, the case managers did not fully understand what to document in the files. They thought it was enough to write a few lines on what the client needs and want. Since February 16, 2011 the HPRP, case managers have been

trained and are currently being supervised to ensure they are “telling” the client’s story. The staff was trained to address, “the who, what, when, where and why”. The case managers have been issued all of their client files and charged to go back and follow up on the previous clients and ask the above questions to address the clients’ story. Our new client case managers are being supervised on their documentation on every aspect of why the client is in the office, what happened to them, when did it happen, and how are they going to help them. The case managers are encouraged to pay special attention to what the client is telling them, and document accurately.

- **Concern—Housing Status/“but for”—other housing options, support networks, community resources):** For this criteria the household must be either homeless (to receive rapid re-housing assistance) or at risk of losing its housing (to receive homeliness prevention assistance) and must meet the following circumstances:
  - a. No appropriate subsequent housing options have been identified;
  - b. The household lacks the financial resources to obtain immediate housing or remain in its existing housing; and
  - c. The household lacks support networks needed to obtain immediate housing or remain in its existing housing.

Client files do indicate that the agency is making an attempt to verify family, friend, and community resources. Client files did include notarized letters from family members regarding their inability to provide housing and/or financial assistance for the client. However, the agency is advised to have such statements notarized by agency personnel in that some statements within the client files were obviously written and signed by the same person when they were supposed to be from different family members. Having such statements notarized by an agency employee could minimize this potential fraud and misuse of the program.

**Finding---Short-term vs Medium-term rent assistance, 18 month limitation, 6 month arrearage limitation:** As discussed above with the budget revision issue, HPRP funds may be used to provide tenant-based rental assistance to allow participants to remain in their homes or to obtain and remain in rental units they select in two distinct forms through short term (may not exceed rental costs accrued over 3months) and medium-term (may not exceed rental costs accrued from 4 to 18 months).

The client files reviewed during the monitoring visit did not exhibit that the agency had an adequate and consistent tracking mechanism accounting for the months of assistance a client receives. The agency must develop a tracking mechanism that can be contained within an individual client’s file besides just the voucher indicating the amount of funding being paid out on the client’s behalf that evidences the accurate accounting of short-term assistance versus medium-term assistance.

Response to Concern: Housing status/ "but for"

**Corrective Action:** Since the monitor's visit February 14-16, 2011, the HPRP Director and Coordinator have been diligent in conducting training updates for case managers.

a) The HPRP case manager staff have been issued all of their client files, and they are currently updating all files to reflect due diligence in the search for missing information on each client ability or inability to utilize other housing and financial resources. The case management staff are making home visits and making phone calls to follow-up on clients.

b) The HPRP case managers under the direct supervision of the coordinator are following up by home visits and telephone calls with previous clients to obtain documentation that states the client did not have and currently may or may not have financial resources that address their homeless situation.

c) The HPRP case managers under the direct supervision of the coordinator, are following up on previously served clients' to see if there is a need to retrieve documentation as to whether or not there were any community-supported networks that were available to them during the initial assessment. The HPRP Director have collaborated with client service programs like CSBG/LIHEAP and other community agencies to identify whether or not there is funding available for rental or utility assistance that potential HPRP clients can obtain. For example in the CSBG/LIHEAP program's the outreach staff are doing client referrals and attaching a summary from DBA that states services are available or not.

#### **Response to Finding: Short-term vs. Medium term**

**Corrective Action:** Since February 16, 2011, case management staff, began documenting on each client's financial assistance form the amount of assistance clients received. If doing an application on a new client the case manager is now using two client assistant vouchers to reflect the amount of the three-month rental assistance, and if the client is being assisted for two or three subsequent months the client assistance voucher reflects the amount of that payment. We use one requisition to reflect the total amount. If the client received rent payment for six (6) months they are documenting the first three months as short-term financial assistance, and the subsequent three months are documented as medium-term. In addition, the client files will include fully completed copies of client assistance vouchers, requisitions with PO numbers, and the check copy for each payment.

**Concern—Legal Leases:** while most files did contain a legal lease a few did not. Additionally, and most importantly, a client's legal responsibility to pay rent must be verified by documentation contained within the file establishing tenancy whether it is a

lease or not. HUD provides that in the absence of a lease, “other written evidence of a valid pre-existing tenancy must be in the case files. For example, if there is an oral lease agreement in place, court documents could serve to document the household’s tenancy; similarly, a case manager could review a landlord’s rent ledger to confirm the amount of rent and terms of the oral lease agreement and make a note in the case file as documentation of tenancy.” When leases are available the agency should verify that the client is the one listed on the lease as responsible for paying the rent. Please refer to the client file for K. Sumter/Washington.

**Finding---Rent Reasonableness:** The HPRP Notice provides that, “the rental assistance paid cannot exceed the actual rental cost, which must be in compliance with HUD’s standard of “rent reasonableness.” Rent reasonableness means that the total rent charged for a unit must be reasonable in relation to the rents being charged during the same time period for comparable units in the private unassisted market and must not be in excess of rents being charged by the owner during the same time period for comparable non-luxury unassisted units.

While most client files did contain a completed rent reasonable form (a few did not), the completed forms evidenced that the agency did not complete the forms utilizing true comparable. Type of home, size, location and age and condition varied greatly on the same form indicating a lack of understanding for the concept of rent reasonableness as required. Additionally, there were no statements where agency staff justified or explained why they determined the property to meet the standards of rent reasonableness to help OEO understand how this conclusion came to be.

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**Response to Concern: legal leases**

**Corrective Action:** Since February 16, 2011 the Director of HPRP program services, have instructed HPRP staff not accept hand written or typed leases, especially the typed ones that are not notarized. From that day forward, we will only accept legal leases signed and dated by certified property managers, real estate agents, or property owners. This process will ensure inclusive information on the HPRP client and family members who are occupants in the clients’ household, and eliminate fraud.

**Response to Finding: Rent Reasonableness**

**Corrective Action:** Under the direct supervision of the HPRP coordinator, HPRP case managers have been issued all of their client files and they are making sure they have documented all information needed to complete the rent reasonableness forms, and since February 16, 2011, they have received updated training on how to complete the form.

Case managers are now trained on the correct wording that is needed on the rent reasonableness form that shows they have explained why they determine the property to meet the rent reasonableness standard. Case Management staff was encouraged to pay special attention to their research in finding housing that matches the clients existing home. In other words if the client lives in a mobile home then compare reasonable rent with mobile homes.

Included in the training was reminders that when searching for motel/hotels for clients to stay in there have to be rate comparisons for that as well. The staff now understands they must compare reasonable rates for hotel or motels and indicate on the completed form why they determine that motel/hotel to be reasonable. In this instance now that the HPRP staff have slowed down in doing client intake to produce eligible applicants the staff can take more time in actually case managing each new client, and follow-up with the needs of the previous clients.

**Concerns—Hotel/Motel Vouchers:** The HPRP Notice provides that, “HPRP funds may be used for reasonable and appropriate motel and hotel vouchers for up to 30 days if no appropriate shelter beds are available and subsequent rental housing has been identified but is not immediately available for move-in by the program participants. The client file and discussion with agency personnel do indicate that the agency understands and abides by the restrictions of this service. However, the agency must also substantiate that the lowest or most reasonable vendor was utilized in providing this service in a case note within the client’s file. Factors to consider when determining reasonable and appropriate cost besides the HPRP Notice guidelines include the cost, location, and amenities provided by the facility.

**Finding—Lead-Based Paint:** HPRP is subject to the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801 et seq.), as amended by the Residential Lead Based Paint Hazard Reduction Act of 1992 (42 U.S.C. 4851 et seq.) and implementing regulations at 24 CFR parts 35, subparts A, B, M, and R shall apply to housing occupied by families receiving assistance through HPRP.

Some client files revealed that the agency was not completing the HUD forms in their entirety for instances where lead was triggered. When lead is triggered the agency must ensure that all parts of the checklist including the certification giving the dwelling’s address that was inspected, by whom, and indicating that the inspector is certifying no evidence of possible lead-based paint was identified must be included in the client file. Please note the case of K. Jenkins.

**Response to Concerns: Hotel/Motel Vouchers**

**Corrective Action:** The HPRP Coordinator gave the case managers all of their client files so that they can search participants that have received hotel/motel assistance, and document in the files the hotel/motel was habitable, safe and affordable. For future reference the case managers have received training to do hotel/motel reasonableness before placing clients in hotels/motels, and they are to make sure during the visual assessment of the hotel/motel they need to address the fact that the establishment and the room is clean, safe, and habitable.

**Response to Finding: Lead Base Paint**

**Corrective Action:** The HPRP Coordinator gave HPRP case managers their client files so that they can go over all files that have lead base paint forms, verify if there were any triggers. The case managers have been advised to complete their lead based paint forms if the triggers are present like children in the home under the age of six (6), Housing structure built before 1978, and pregnancy, and make sure they certify no evidence of lead based paint and place their signature as the person who did the inspection

**Concerns---Sustainability/Case Management/Housing stability plans:** While sustainability is not an eligibility factor in determining assistance, it is a concern presented within the HPRP Notice. OEO understands that one of the agency's primary concerns has been increasing its expenditures to avoid the recapture of grant funds, which it has done now being 45% expended through the January FSR. However, it is now time to refocus on one of the primary tenants of the HPRP Notice that is housing stability. No client files exhibited the creation and maintenance of case plans or housing stability plans. In fact, the client files indicated overwhelmingly that clients were provided a one-time assistance amount and then left to their own devices with their files being closed. Often during the file review, it was determined that the clients were not sustainable and would need further assistance. The agency must weigh the merits of hurried expenditures against the sustainability of the clients it serves or else the same clients will still not be stably housed at the conclusion of HPRP assistance. Agency staff must begin to reconnect with clients in establishing housing stability plans, documenting all client and vendor contacts, client and vendor progress on issues, and whether or not the client is meeting the goals established in their housing stability plan.

**HMIS:** As a follow-up on discussion regarding part of the above concerns with files being closed immediately upon the issuance of financial assistance, I have communicated through a series of emails with David King regarding OEO's concern in this matter. He asserts that these were not his implicit instructions. Should the agency have ongoing issues in this area, please do not hesitate to contact me.



**Response to the Concern: Sustainability/Case Management/Housing Stability plans:**

Since February 16, 2011, under the direct supervision of the HPRP Director and Coordinator, the case managers have received training on how to document all client activities in the profile. There should be things in the file such as how will the client sustain themselves once HPRP assistance is received, do the client need more assistance and why, and case specific, extensive weekly or daily case management follow-up, which includes extensive documentation. Case managers were given their client files and requested to follow up on all clients whose cases were closed. They are to open up those cases and ensure the clients housing stability and sustainability status. If the client's are in need of further assistance, they are to give it to them.

**Response to HMIS**

Initially, the HPRP Director and Coordinator interpreted that David King's instruction's on when to exit client's from HPRP programs it is recommended that clients who have proof of paid services should be exited from the program on the stamped check copy date. This is what we were doing, but as of February 16, 2011, we no longer do this.

**Wateree Community Actions, Inc.,**  
**FIELD AUDIT REVIEW**  
**FISCAL YEAR ENDING December 31, 2010**

**AUDIT STAFF:** Diana Graham, Senior Audit Manager

Based on the audit procedures performed during our field visit on February 15-18, 2011 of the Agency (Wateree CA, Inc.), we noted the following regarding the grants awarded to the Agency by OEO. This report is to inform the Agency of audit's review of the federal grants administered by OEO as of the aforementioned date. Further review of federal programs is required to complete the fiscal audit and will be performed at a scheduled time with the Agency.

**Auditor Comments:** Our review of the following grants for the effective periods listed resulted in areas of concern in regards to the Agency's reporting of expenditures to the OEO as compared to the Agency's budgeted funds and expenditures reported on the trial balance.

**AREA OF CONCERN NUMBER: AOC 01-10**

**COMMUNITY SERVICE BLOCK GRANT**

**Program Year: January 1, 2010 – December 31, 2010**

**Effective Period: January 1, 2010 – December 31, 2010**

**Area of Concern Title:** Reporting of Grant Expenditures – Trial Balance vs. FSR

**Condition:** During our review of the Agency's Financial Status Reports (FSRs) submitted to the OEO in comparison to the Agency's Trial Balance for Program Year ending December 31, 2010, the expenditures reported on the FSR were under reported by \$54,332.46. The expenditures reported on the FSR were based on the December 2010 revised report dated January 18, 2011. Once the OEO received the Agency's final FSR for the 2010 program year dated February 24, 2011 the expenditures reported had a variance of \$113,281.35 from the expenditures reported on the Agency's trial balance. While the previous report of expenditures were under stated, the final reported of CSBG expenditures were overstated when comparing the final FSR to the Trial Balance.

The expenditures reported on the Agency's trial balance totaled \$1,462,284.79 while the total expenditures reported on the final FSR for December 31, 2010 totaled \$1,575,566.14, which resulted in the above mentioned variance of \$113,281.35. The category with the largest variance was CSBG GEAP client assistance category, which had a \$106,618.99 variance between the FSR and the trial balance.

**Cause:** Unknown

**Effect:** The over or under statement of expenditures reported on the FSR reports submitted to the OEO could place the Agency in jeopardy of mismanagement of federal funds.

**Criteria:** In accordance to the OMB Circular A-110 Revised administrative requirements for federal grants Sec. 21(b) states that recipients financial management systems shall provide for accurate, current and complete disclosure of the financial results of each federally sponsored project or program, records that identify adequately the source and application of funds for federally sponsored activities and effective control over and accountability of all funds.

**Recommendation:** The Agency is required to submit a corrective action plan outlining what procedures will be taken to remedy the inaccurate reporting of federal expenditures recorded on financial status reports that are submitted to the OEO.

**Corrective Action:** The Agency will observe the recommendation by OEO by in ensuring careful monthly review expenditure reports prior to submission to OEO. The Agency will interface its accounting system to DBA to ensure a more accurate method of tracking client assistance obligations and payments.

**AREA OF CONCERN NUMBER: AOC 02-10**

**COMMUNITY SERVICES BLOCK GRANT**

**Program Year:** January 1, 2010 – December 31, 2010

**Effective Period:** January 1, 2010 – December 31, 2010

**Area of Concern Title:** Reporting of Grant Expenditure – Budget to Actual

**Condition:** During our review of the Agency's final Financial Status Report (FSR) submitted to the OEO in comparison of the Agency's Budget for Program Year ending December 31, 2010, to the expenditures reported on the FSR there were four categories that had an overs expenditure of budgeted funds. These categories would include Administration Other, Case Management Other, Support Services GEAP and Support Services Nutrition. The Agency is allowed a 15% line item variance between the budget and actual expenditures of funds. There were two categories that had a 15% or greater variance in line item expenditures. Included in these two categories were Case Management Other and Support Services GEAP. The Case Management Other budget was \$101,366.40 and the total expenditures were \$117,336.51 which was over expended by \$15,970.11. Support Services GEAP budget was \$130,150.00 and the total expenditures were \$232,370.76 which caused an over expenditure of \$102,220.76.

**Cause:** Unknown

**Effect:** The over or under statement of expenditures reported on the FSR reports submitted to the OEO could place the Agency in jeopardy of mismanagement of federal funds.

**Criteria:** In accordance to the OMB Circular A-110 Revised administrative requirements for federal grants Sec.21(b) states that recipients' financial management systems shall provide for accurate, current and complete disclosure of the financial results of each federally sponsored project or program, records that identify adequately the source and application of funds for federally-sponsored activities and effective control over and accountability of all funds.

**Recommendation:** Although the CSBG grant agreement allows a 15% line item variance between the budgeted funds and actual expenditures, OEO recommends that management within the fiscal and program area perform periodic reviews of budget to actual expenditures in an effort to prevent over expenditure within budgeted categories. A careful review of expenditure reports should also be performed prior to submission to the OEO to ensure adequate reporting and accountability of funds. The Agency is required to submit a corrective action plan outlining what procedures will be taken to remedy the inaccurate reporting of federal expenditures recorded on financial status reports that are submitted to the OEO.

**Corrective Action:** The Agency will observe the recommendation by OEO by ensuring careful monthly review expenditure reports prior to submission to OEO. The reports will be generated by the Program Area, with preparation by the accounting clerk; then reviewed and approved the by the Chief Financial Officer, with final review and approval by the Chief Executive Officer.

**AREA OF CONCERN NUMBER: AOC 03-10**

**COMMUNITY SERVICES BLOCK GRANT – ARRA**

**Program Year:** July 1, 2009 – September 30, 2010

**Effective Period:** July 1, 2009 – September 30, 2010

**Area of Concern Title:** Reporting of Grant Expenditures – Budget to Actual

**Condition:** During our review of the Agency's final Financial Status Report (FSR) submitted to the OEO in comparison of Agency's Budget for Program Year ending September 30, 2010, to the expenditure of budgeted funds. The over expenditures are within the categories of ARRA Case Management Other and ARRA Support Services. The Agency is allowed a 15% line item variance between the budget and actual expenditures of funds. The ARRA Case Management over expenditure was within the "Other" line item category in the amount of \$33,644.10. There were five line item categories under ARRA Support Services that reported over expenditures totaling \$105,842.84.

**Cause:** Unknown

**Effect:** The over or under statement of expenditures reported on the FSR reports submitted to the OEO could place the Agency in jeopardy of mismanagement of federal funds.

**Criteria:** In accordance to the OMB Circular A-110 Revised administrative requirements for federal grants Sec.21(b) states that recipients' financial management systems shall provide for accurate, current and complete disclosure of the financial results of each federally sponsored project or program, records that identify adequately the source and application of funds for federally-sponsored activities and effective control over and accountability of all funds.

**Recommendation:** Although the CSBG grant agreement allows a 15% line item variance between the budgeted funds and actual expenditures, OEO recommends that management within the fiscal and program area perform periodic reviews of budget to actual expenditures in an effort to prevent over expenditure within budgeted categories. A careful review of expenditure reports should also be performed prior to submission to the OEO to ensure adequate reporting and accountability of funds. The Agency is required to submit a corrective action plan outlining what procedures will be taken to remedy the inaccurate reporting of federal expenditures recorded on financial status reports that are submitted to the OEO.

**Corrective Action:** The Agency will observe the recommendation by OEO by ensuring careful monthly review expenditure reports prior to submission to OEO. The reports will be generated by the Program Area, with preparation by the accounting clerk; then reviewed and approved the by the Chief Financial Officer, with final review and approval by the Chief Executive Officer.

#### **AREA OF CONCERN NUMBER AOC 04-10**

##### **LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM**

**Program Year:** January 1, 2010 - December 31, 2010

**Effective Period:** January 1, 2010 – December 31, 2010

**Area of Concern Title:** Reporting of Grant Expenditures – Budget to Actual

**Condition:** During our review of the Agency's final Financial Status Report (FSR) submitted to the OEO in comparison of the Agency's Budget for Program Year ending December 31, 2010, to the expenditures reported on the FSR there was an over expenditure of funds budgeted for Energy Assistance ECIP client services category. The total funds budgeted for this category was \$4,875,994.73 and the total funds expended were \$5,462,577.78 which resulted in an over expenditure of \$586,582.05. Although the Agency is allowed a 15% line item variance between

the budget and actual expenditures of funds, there is concern for this substantial over expenditure of funds.

**Cause:** Unknown

**Effect:** The over or under statement of expenditures reported on the FSR reports submitted to the OEO could place the Agency in jeopardy of mismanagement of federal funds.

**Criteria:** In accordance to the OMB Circular A-110 Revised administrative requirements for federal grants Sec.21(b) states that recipients' financial management systems shall provide for accurate, current and complete disclosure of the financial results of each federally sponsored project or program, records that identify adequately the source and application of funds for federally-sponsored activities and effective control over and accountability of all funds.

**Recommendation:** Although the CSBG grant agreement allows a 15% line item variance between the budgeted funds and actual expenditures, OEO recommends that management within the fiscal and program area perform periodic reviews of budget to actual expenditures in an effort to prevent over expenditure within budgeted categories. A careful review of expenditure reports should also be performed prior to submission to the OEO to ensure adequate reporting and accountability of funds. The Agency is required to submit a corrective action plan outlining what procedures will be taken to remedy the inaccurate reporting of federal expenditures recorded on financial status reports that are submitted to the OEO.

**Corrective Action:** The Agency will observe the recommendation by OEO by in ensuring careful monthly review expenditure reports prior to submission to OEO. The reports will be generated by the Program Area, with preparation by the accounting clerk; then reviewed and approved the by the Chief Financial Officer, with final review and approval by the Chief Executive Officer. The Agency will also interface its accounting system to DBA to ensure a more accurate method of tracking client assistance obligations and payments.



# State of South Carolina

## Office of the Governor

MARK SANFORD  
GOVERNOR

OFFICE OF EXECUTIVE  
POLICY AND PROGRAMS

### WEATHERIZATION ASSISTANCE PROGRAM MEMORANDUM NO. W 05-10

DATE: September 14, 2010

SUBJECT: PY 2010 Weatherization Assistance Program (WAP) Actual Funding

The attached reflect your agency's actual allocation for WAP PY 2010 DOE WAP, LIHEAP WAP, PY 2009 LIHEAP WAP Carryover, and PY 2009 DOE WAP Carryover for the PY 2010 Weatherization Assistance Program.

DOE WAP	\$ 1,388,815.00
LIHEAP WAP	\$ 7,096,696.00
PY 2009 LIHEAP WAP Carryover	\$ 2,962,771.88
PY 2009 DOE WAP Carryover	\$ 4,601.00
<b>TOTAL</b>	<b>\$ 11,452,883.88</b>

The subgrantees' allocation for WAP PY 2010 (April 1, 2010 through March 31, 2011) appears as follows:

#### PY 2010 WAP Allocations

	Admin	3.75% Addtl Admin	3% Health & Safety	Program Operations	T&TA	Total
OEO (3%)	\$ 41,664	\$ 0	\$ 0	\$ 0	\$ 227,763	\$ 271,857.00
Subgrantees (7%)	\$ 97,217	\$ 69,441	\$ 41,664	\$ 861,066.00	\$ 50,000	\$ 1,116,958.00
LIHEAP WAP	\$ 0	\$ 0	\$ 0	\$ 7,096,696.00	\$ 0	\$ 7,096,696.00
2009 LIHEAP WAP Carryover	\$ 0	\$ 0	\$ 0	\$ 2,962,771.88	\$ 0	\$ 2,962,771.88
DOE Carryover	\$ 0	\$ 0	\$ 0	\$ 0	\$ 4,601	\$ 4,601.00
<b>TOTAL</b>	<b>\$ 138,881</b>	<b>\$ 69,441</b>	<b>\$ 41,664</b>	<b>\$ 10,920,533.88</b>	<b>\$ 282,364</b>	<b>\$ 11,452,883.88</b>

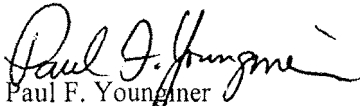
#### IMPORTANT INFORMATION:

- 1) The attached allocation sheets reflect the **ACTUAL** funding for WAP PY 2010.
- 2) The overall maximum average for regular PY 2010 WAP is \$12,610 (DOE - \$6,500 and LIHEAP WAP - \$6,110).
- 3) OEO Budget Form 516 and OEO FSR Form 515 are available on the OEO Website to accommodate financial budgeting and reporting for the WAP PY 2010.
- 4) The WAP PY 2010 will require a Program Operations budget be established by the funding source. DOE Weatherization funds must be reported as fully expended by the close of the grant period (March 31, 2011). Any unexpended funds will be represented within the LIHEAP Weatherization funds.

**WAP Memorandum W 05-10**  
**September 14, 2010**  
**Page Two**

- 5) If you plan to give salary increases in WAP PY 2010, the application and first budget amendment will include all salary increases for the program year.
- 6) A copy of board approval must accompany the first amendment budgets. In the place of board minutes you may wish to use the revised Budget Approval form included with the budget forms.
- 7) If the Pollution Occurrence Insurance has expired from the submission of the Application budget, please provide an updated Certificate of Insurance.
- 8) Program Income – Income generated from leasing/renting equipment to subcontractors must be used to complete additional dwelling units in accordance with DOE Rules. This should be incorporated in the appropriate section of the updated WAP Budget (Budget Narrative Only). The WAP budget can be downloaded on the OEO Web site.
- 9) Please use this memorandum to develop the 1<sup>st</sup> Amendment budget for submission as soon as possible, but no later than the close of business on Wednesday, October 20, 2010.

If you have any questions, please contact me at (803) 734-9861 on program issues or Ann Harmon, Senior Manager for Fiscal Services, at (803) 734-9828 on fiscal issues.



Paul F. Youngner  
Senior Manager for Weatherization

**Attachments**

**DISTRIBUTION:**

CAA Board Chairperson  
CAA WAP Executive Directors  
CAA WAP Fiscal Officers  
CAA WAP Coordinators  
Louise Cooper, OEO Director  
OEO staff  
PY 2010 WAP Control File



**PY 2010 WEATHERIZATION ALLOCATIONS**  
**DOE CFDA # 81.042, GRANT # DE-FG26-07NT43110**  
**LIHEAP - CFDA # 93.568 GRANT # G-10B1SCLIEA**  
**(2000 Census Data for Poverty Percentages)**

**April 1, 2010 Through March 31, 2011**

<b>AGENCY/COUNTY</b>	<b>ALLOCATION</b>
<b>Aiken/Barnwell CA Commission, Inc.</b>	<b>\$2,570,423</b>
<b>Carolina CA, Inc.</b>	<b>\$768,440</b>
<b>Charleston County HSC</b>	<b>\$1,847,156</b>
<b>Chesterfield Marlboro, EOC, Inc.</b>	<b>\$719,695</b>
<b>GLEAMNS HRC, Inc.</b>	<b>\$1,569,159</b>
<b>Lowcountry Community Action Agency, Inc.</b>	<b>254,513.88</b>
<b>OCAB CAA, Inc.</b>	<b>\$526,831</b>
<b>Piedmont Community Action, Inc.</b>	<b>\$768,221</b>
<b>Waccamaw EOC, Inc.</b>	<b>\$880,282</b>
<b>Wateree CA, Inc.</b>	<b>\$1,274,135</b>
<b>GRAND TOTAL</b>	<b>11,178,855.88</b>

**WEATHERIZATION ALLOCATIONS (2000 Census)**  
**PY 2010 PROJECTED ALLOCATION - DOE CFDA # 81.042, GRANT AWARD #DE-FG26-07NT43110**  
**and LIHEAP - CFDA # 93.568 GRANT # G-10B1SCLIEA**  
**April 1, 2010 Through March 31, 2011**

AGENCY/COUNTY	T&TA	DOE Admin. (Including Additional 5%)	DOE Health and Safety	DOE Program Operations	LIHEAP Program Operations	2009 Unexpended LIHEAP Program Operations	Total LIHEAP Program Operations	Total Program Operations	TOTAL	TOTAL (including T&TA, Admin. and Health&Safety)	Total DOE Dwellings @6500 Average
<b>Aiken/Barnwell</b>											
Aiken		\$5,918	\$1,479	\$30,576	\$252,004	\$105,208	\$357,212	\$387,788	\$395,185		5
Allendale		\$1,055	\$264	\$5,451	\$44,922	\$18,754	\$63,676	\$69,127	\$70,446		1
Barnwell		\$1,469	\$367	\$7,595	\$62,593	\$26,132	\$88,725	\$96,320	\$98,156		1
Lexington		\$5,880	\$1,470	\$30,378	\$250,371	\$104,527	\$354,898	\$385,276	\$392,626		5
Richland		\$12,284	\$3,071	\$61,469	\$523,097	\$218,386	\$741,483	\$804,952	\$820,307		10
Greenville		\$11,811	\$2,953	\$61,024	\$502,943	\$209,972	\$712,915	\$773,939	\$788,703		9
<b>TOTAL</b>	<b>\$5,000</b>	<b>\$38,417</b>	<b>\$9,604</b>	<b>\$198,493</b>	<b>\$1,635,930</b>	<b>\$682,979</b>	<b>\$2,318,909</b>	<b>\$2,517,402</b>	<b>\$2,565,423</b>	<b>\$2,570,423</b>	<b>31</b>
<b>Carolina</b>											
Chester		\$1,568	\$392	\$8,103	\$66,780	\$27,880	\$94,660	\$102,763	\$104,723		1
Fairfield		\$1,375	\$344	\$7,104	\$58,548	\$24,443	\$82,991	\$90,095	\$91,814		1
Lancaster		\$2,311	\$578	\$11,943	\$98,431	\$41,094	\$139,525	\$151,468	\$154,357		2
Union		\$1,287	\$322	\$6,847	\$54,786	\$22,873	\$77,659	\$84,306	\$85,915		1
York		\$4,891	\$1,223	\$23,272	\$208,288	\$86,957	\$295,245	\$320,517	\$326,631		4
<b>TOTAL</b>	<b>\$5,000</b>	<b>\$11,432</b>	<b>\$2,859</b>	<b>\$55,965</b>	<b>\$486,833</b>	<b>\$203,247</b>	<b>\$690,080</b>	<b>\$749,149</b>	<b>\$763,440</b>	<b>\$768,440</b>	<b>9</b>
<b>Charleston</b>											
Beaufort		\$3,710	\$927	\$19,167	\$157,972	\$65,951	\$223,923	\$243,090	\$247,727		3
Berkeley		\$4,886	\$1,222	\$25,240	\$208,075	\$86,868	\$294,943	\$320,189	\$326,297		4
Charleston		\$15,005	\$3,751	\$77,530	\$638,987	\$266,768	\$905,755	\$983,285	\$1,002,041		12
Dorchester		\$2,770	\$692	\$14,311	\$117,947	\$49,241	\$167,188	\$181,499	\$184,961		2
Jasper		\$1,215	\$304	\$6,377	\$51,735	\$21,599	\$73,334	\$79,611	\$81,130		1
<b>Subtotal</b>	<b>\$5,000</b>	<b>\$27,586</b>	<b>\$6,896</b>	<b>\$142,531</b>	<b>\$1,174,716</b>	<b>\$490,427.00</b>	<b>\$1,665,143</b>	<b>\$1,807,674.00</b>	<b>\$1,842,156.00</b>	<b>\$1,847,156.00</b>	<b>22</b>
<b>Chesterfield-Marlboro</b>											
Chesterfield		\$2,605	\$651	\$13,458	\$110,921	\$46,308	\$157,229	\$170,687	\$173,943		2
Darlington		\$4,085	\$1,021	\$21,105	\$173,940	\$72,618	\$246,558	\$267,663	\$272,769		3
Dillon		\$2,223	\$556	\$11,487	\$94,670	\$39,523	\$134,193	\$145,680	\$148,459		2
Marlboro		\$1,790	\$447	\$9,248	\$76,219	\$31,820	\$108,039	\$117,287	\$119,524		1
<b>TOTAL</b>	<b>\$5,000</b>	<b>\$10,703</b>	<b>\$2,675</b>	<b>\$55,298</b>	<b>\$455,750</b>	<b>\$190,269</b>	<b>\$646,019</b>	<b>\$701,317</b>	<b>\$714,695</b>	<b>\$719,695</b>	<b>8</b>
<b>GLEAMNS</b>											
Abbeville		\$1,060	\$265	\$5,476	\$45,135	\$18,843	\$63,978	\$69,454	\$70,779		1
Anderson		\$5,974	\$1,494	\$30,869	\$254,417	\$106,215	\$360,632	\$391,501	\$398,969		6
Edgefield		\$1,037	\$259	\$5,356	\$44,141	\$18,428	\$62,569	\$67,925	\$69,221		1
Greenwood		\$2,762	\$690	\$14,268	\$117,592	\$49,093	\$166,685	\$180,953	\$184,405		2
Laurens		\$2,935	\$734	\$15,163	\$124,973	\$52,174	\$177,147	\$192,310	\$195,979		2
McCormick		\$465	\$116	\$2,405	\$19,800	\$8,266	\$28,066	\$30,471	\$31,052		0
Newberry		\$1,820	\$455	\$9,403	\$77,496	\$32,353	\$109,849	\$119,252	\$121,527		1
Oconee		\$2,151	\$538	\$11,116	\$91,618	\$38,249	\$129,867	\$140,983	\$143,672		2
Pickens		\$4,322	\$1,080	\$22,327	\$184,017	\$76,825	\$260,842	\$283,169	\$288,571		3
Saluda		\$898	\$225	\$4,641	\$38,251	\$15,969	\$54,220	\$58,861	\$59,984		1
<b>TOTAL</b>	<b>\$5,000</b>	<b>\$23,424</b>	<b>\$5,856</b>	<b>\$121,874</b>	<b>\$997,440</b>	<b>\$416,415</b>	<b>\$1,413,855</b>	<b>\$1,534,879</b>	<b>\$1,564,159</b>	<b>\$1,569,159</b>	<b>19</b>

# WEATHERIZATION ALLOCATIONS (2000 Census)

PY 2010 PROJECTED ALLOCATION - DOE CFDA # 81.042, GRANT AWARD #DE-FG26-07NT43110

and LIHEAP - CFDA # 93.568 GRANT # G-10B1SCLIEA

April 1, 2010 Through March 31, 2011

AGENCY/COUNTY	T&TA	DOE Admin. (Including Additional 5%)	DOE Health and Safety	DOE Program Operations	LIHEAP Program Operations	2009 Unexpended LIHEAP Program Operations	Total LIHEAP Program Operations	Total Program Operations	TOTAL	TOTAL (including T&TA, Admin. and Health&Safety)	Total DOE Dwellings @6500 Average
<b>Lowcountry CAA, Inc.</b>											
Colleton		\$2,439	\$609	\$12,589	\$103,754	\$43,316	\$147,070	\$159,659	\$162,707		2
Hampton		\$1,300	\$325	\$6,716	\$55,354	23,111.88	78,465.88	85,181.88	86,806.88		1
<b>Subtotal</b>	\$5,000	\$3,739	\$934	\$19,305	\$159,108	66,427.88	\$225,536	\$244,841	249,513.88	254,513.88	3
<b>OCAB</b>											
Bamberg		\$1,340	\$335	\$6,923	\$57,057	\$23,821	\$80,878	\$87,801	\$89,476		1
Calhoun		\$742	\$185	\$3,832	\$31,580	\$13,184	\$44,764	\$48,596	\$49,523		1
Orangeburg		\$5,733	\$1,433	\$29,621	\$244,126	\$101,919	\$346,045	\$375,666	\$382,832		4
<b>Subtotal</b>	\$5,000	\$7,815	\$1,953	\$40,376	\$332,763	\$138,924	\$471,687	\$512,063	\$521,831	\$526,831	6
<b>Piedmont</b>											
Cherokee		\$2,184	\$547	\$11,280	\$92,967	\$38,812	\$131,779	\$143,059	\$145,790		2
Spartanburg		\$9,247	\$2,312	\$47,772	\$393,725	\$164,375	\$558,100	\$605,872	\$617,431		7
<b>TOTAL</b>	\$5,000	\$11,431	\$2,859	\$59,052	\$486,692	\$203,187	\$689,879	\$748,931	\$763,221	\$768,221	9
<b>Waccamaw</b>											
Georgetown		\$2,871	\$718	\$14,836	\$122,276	\$51,049	\$173,325	\$188,161	\$191,750		2
Horry		\$7,103	\$1,776	\$36,707	\$302,532	\$126,303	\$428,835	\$465,542	\$474,421		6
Williamsburg		\$3,132	\$783	\$16,179	\$133,347	\$55,670	\$189,017	\$205,196	\$209,111		2
<b>TOTAL</b>	\$5,000	\$13,106	\$3,277	\$67,722	\$558,155	\$233,022	\$791,177	\$858,899	\$875,282	\$880,282	10
<b>Waterce</b>											
Clarendon		\$2,180	\$545	\$11,263	\$92,825	\$38,753	\$131,578	\$142,841	\$145,566		2
Florence		\$6,103	\$1,526	\$31,532	\$259,881	\$108,497	\$368,378	\$399,910	\$407,539		5
Kershaw		\$2,028	\$507	\$10,479	\$86,368	\$36,057	\$122,425	\$132,904	\$135,439		2
Lee		\$1,220	\$305	\$6,301	\$51,948	\$21,687	\$73,635	\$79,938	\$81,463		1
Marion		\$2,470	\$617	\$12,761	\$105,173	\$43,908	\$149,081	\$161,842	\$164,929		2
Sumter		\$5,004	\$1,251	\$25,858	\$213,114	\$88,972	\$302,086	\$327,944	\$334,199		4
<b>TOTAL</b>	\$5,000	\$19,005	\$4,751	\$98,196	\$809,309	\$337,874	\$1,147,183	\$1,245,379	\$1,269,135	\$1,274,135	16
<b>GRAND TOTAL</b>	\$50,000	\$166,658	\$41,664	\$861,066	\$7,096,696	2,962,771.88	\$10,059,468	\$10,920,534	11,128,855.88	11,178,855.88	133



## State of South Carolina

### Office of the Governor

NIKKI R. HALEY  
GOVERNOR

OFFICE OF EXECUTIVE  
POLICY AND PROGRAMS

May 18, 2011

Dr. James Coleman  
Chief Executive Director  
Wateree Community Actions, Inc.  
Post Office Box 1838  
Sumter, South Carolina 29151-1838

Dear Dr. Coleman,

This letter is to provide the results of the monitoring assessment of the PY 2010 Weatherization Assistance Program (WAP) as implemented by Wateree Community Actions.

The initial monitoring visit was conducted by Mr. David Smith, February 15-17, 2011. A total of four (4) dwellings and client files were inspected. Because of the many problems found during Mr. Smith's visit, Gregg McConkey and I conducted additional monitoring visits on March 14-18, 2011, March 21-24, 2011, and March 29 – April 1, 2011.

Listed below are our findings:

- Incomplete or no assessments.
- Incomplete or no final inspections.
- No estimates of work to be done by the subcontractor.
- No combustion appliance safety zone testing.
- Incomplete or no blower door testing.
- Incomplete or no duct testing.
- Inaccurate recording of actual cost of materials/labor in conjunction with Housing Trust funds. **Note:** Housing Trust and WAP funds used to weatherize Ms. Charlene Davis' and Mr. Terry Culick's dwelling.
- Not following the Priority Measures for site-built dwellings and/or mobile homes.
- Purchased materials not installed on dwellings.
- Poor workmanship.

**Dr. James Coleman**  
**May 18, 2011**  
**Page Two**

A total of 33 dwellings were inspected which will all require some degree of rework. The following pages (8) provide the rework detail on all 33 dwellings. Wateree must complete these reworks by June 30, 2011.

These problems were a result of poor management and oversight by Mr. Howard Parnell, Weatherization Coordinator and Mr. Earl Hammett, Weatherization Field Supervisor. **Please note:** Mr. Kenny Barnes replaced Mr. Howard Parnell as the Weatherization Coordinator in November 2010.

Attached are the following documents:

- Attachment A – Pictures and Rework Detail – 33 Dwellings
- Attachment B – List of Dwellings Inspected by County  
List of Dwellings to be inspected
- Attachment C - Training Status Report

In conclusion, many improvements have been made to the Weatherization Assistance Program under the management of Mr. Kenny Barnes. It is vital that Mr. Barnes attend future weatherization trainings as his schedule will allow. Thank you and your staff for the courtesies extended to David Smith, Gregg McConkey, and me during our monitoring visits. If you have any questions, please give me a call at (803) 734-9861.

Sincerely,



Paul F. Younginer

Senior Manager for Weatherization

c: Mr. Joseph Pastell, Wateree CA Board Chairperson  
Mr. Kenny Barnes, Wateree CA Weatherization Coordinator  
Mr. Kenneth McManus, OEO Director  
PY 2010 WAP Agency Control File

**DISALLOWED and/or MISSING MATERIALS**

	Date Completed	Name	Address	DOE Expenditure	LIHEAP Expenditure	Household Recap Rpt Total All Funds	File Total	Discrepancy	HVAC or Vented Htr	Disallowed Materials	Missing Materials	Assessor	Contractor	Labor Hours	Final Inspector
Jul	7/25/10	Mattie McFadden	1313 Renegade Tr., New Zion	\$7,511.27	\$0.00	\$7,511.27				NO	1 bundle - shingles 2 Floor Registers CO/Smoke Detector			63	
Jul	7/23/10	Carolyn Evans	2050 Old Creek Rd Florence	\$3,757.69	\$0.00	\$3,757.69					1 window - 36 x 54			68	
Aug	8/9/10	Susie Abraham	6401 Old River Rd., Florence	\$6,637.74	\$0.00	\$6,637.74			YES		6 slant back roof vents		OJ Remodeling		Earl Hammett
Sep	9/17/10	Genevieve Montgomery	185 Brown St., Lake City	\$5,657.72	\$0.00	\$5,657.72					13 pieces - 1x4x16 boards		OJ Remodeling		Earl Hammett
Jul	7/22/10	Betty York	400 Fountain Hill, Bishopville	\$3,574.56	\$0.00	\$3,574.56	\$4,454.56	\$880.00	YES	2 3/4 4X8 Plywood 1 10x12 Glass 3 Clear Glass	YES		OJ Remodeling	42	Earl Hammett
Sep	9/14/10	Eva Wilson	2737 Sandy Grove Ch. Rd. Lamar	\$6,500.00	\$1,950.00	\$8,450.00	ok		tune-up	4 x 8 formica (red baromall) Storm Door	YES	Earl Hammett	OJ Remodeling	77	Earl Hammett
Oct	10/15/10	Bobbie McCormick	107 E. Pickens St., Marion	\$4,522.79	\$0.00	\$4,522.79					1 bundle mineral siding			52	
Nov	11/29/10	Samuel Rabon, Jr.	429 Guyton Ct., Mullins	\$5,249.25	\$0.00	\$5,249.25			Empire 65k htr	Weatherstripping material/labor that was installed on windows that were already weatherstripped. Roof vents	NO				
Oct	10/14/10	Cynthia Burrows	27 Creed St., Sumter	\$4,999.25	\$0.00	\$4,999.25	\$7,290.81	\$2,291.56		1 Circular Saw Blade 1 General Purpose Blades 1 Shank Coil Nails 1 Steel plywood clips?	NO	Cleveland Gates	Sumter Home Insul.	84.9	
Nov	11/3/10	Kate Anderson	2440 Camden Hwy., Sumter	\$5,283.47	\$0.00	\$3,510.00	\$5,198.47	\$85.00		NO	2 sheets drywall Supplies - pop-off valve		D&H Construction	54	
Dec	12/1/10	Ada Anthony	150 Corbett St., mayesville	\$10,722.35	\$0.00	\$10,722.35	\$4,461.00	\$6,261.35		Aluminum Tape Clear Tape Duct Tape Gorilla Tape Masking Tape	1 sheet Drywall		D&H Construction	25	Earl Hammett
Oct	10/18/10	Fannie Smoot	2416 Alligator Rd. Effingham	\$8,042.89	\$0.00	\$8,042.89				Gorilla Tape	NO		OJ Remodeling		
Jul	7/26/10	Mary McDaniel	411 E. Marlboro St Florence	\$9,123.20	\$0.00	\$9,123.20			YES	38 boxes - \$1292 coil nails	NO		OJ Remodeling	86	Hammett
Nov	11/15/10	Elhora Palmer	475 Balfield Rd., Pinewood	\$5,200.00	\$0.00	\$5,200.00				50yd Tape Measure	NO				
Oct	10/1/10	Lucreta Bannister	2377 Gov. Richardson Rd.	\$8,251.76	\$0.00	\$8,251.76				Caution tape Duct Tape 12 Lead Testers	YES		D&H Construction	77	Earl Hammett
Jul	7/28/10	John Gregg	4502 Francis Marion, Florence	\$3,676.59	\$0.00	\$3,676.59	ok				Great Stuff-foam insulation 2 Bx Drywall Screws 4 white caulk		OJ Remodeling	40	Earl Hammett
Aug	8/30/10	Betty Peterson	203 E. Moore St., Sumter	\$3,168.05	\$0.00	\$3,168.05	ok				22 Construction & Adhesive Sealant 3 Spray Foam 5 1 x 4 x 12 Spruce 5 2 x 4 x 10 L&J 5 Foam Tape 1 1/4 Paneling (MDF) 1 Paneling 1 3/4 BC Plywood			36	Earl Hammett

	Date Completed	Name	Address	DOE Expenditure	LIHEAP Expenditure	Household Recap Rpt Total All Funds	File Total	Discrepancy	HVAC or Vented Htr	Disallowed Materials	Missing Materials	Assessor	Contractor	Labor Hours	Final Inspector
Jul	7/13/10	Addie Moses	3000 Cabbage Rd., Sumter	\$6,500.00	\$1,380.53	\$7,880.53	ok				2 A/C Foam 1 Weatherstripping 1 1/4 Paneling 1 Smoke Detector 1 3/8 Dowel		D&H Construction	90	Mark Christman
Aug	8/9/10	Mamie Wilson	27 Walsh Grove, Sumter	\$5,219.38	\$0.00	\$5,219.38	ok		Rinnai Htr	NO	3 A/C Foams 1 9 x 24 R-19				

	Date Completed	Name	Address	DOE Expenditure	LIHEAP Expenditure	Household Recap Rpt Total All Funds	Assessor	Contractor	Labor Hours	Final Inspector
<b>CLARENDON</b>										
Jul	7/23/10	Mattie Ragin	2206 Willie Richburg, Summerton	\$7,425.13	\$0.00	\$7,425.13				
Jul	7/25/10	Mattie McFadden	1313 Renegade Tr., New Zion	\$7,511.27	\$0.00	\$7,511.27			63	
Oct	10/1/10	Lucretia Bannister	2377 Gov. Richardson Rd.	\$8,251.76	\$0.00	\$8,251.76		D&H Construction	77	Earl Hammett
Oct	10/6/10	Martina Pearson	1386 Megan Ln., Manning	\$6,463.49	\$0.00	\$6,463.49		Eugene Hudson	25	Earl Hammett
Oct	10/8/10	Ernestine Deas	1282 Lyden Ave., Manning	\$5,931.50	\$0.00	\$5,931.50		D&H Construction	77	Earl Hammett
Oct	10/20/10	Geromia Morris	1067 Peacock St., Manning	\$6,265.25	\$0.00	\$6,265.25				
Oct	10/25/10	Mary James	5092 Old River Rd. Pinewood	\$3,962.83	\$0.00	\$3,962.83				
Nov	11/15/10	Elnora Palmer	475 Balfield Rd., Pinewood	\$5,200.00	\$0.00	\$5,200.00				
Nov	11/30/10	Carolet Thomas	3196 Wash Davis Rd., Summerton	\$4,335.00	\$0.00	\$4,335.00				
Dec	12/1/10	Juanita Oliver	1362 Little Star Rd., Manning	\$3,824.34	\$0.00	\$3,824.34		D&H Construction	48	
Dec	12/1/10	Alma Murray	6165 Skinner Rd., Gable	\$3,773.65	\$0.00	\$3,773.65		D&H Construction		Robert Turner, Elliott Chase
Dec	12/14/10	Elizabeth Brand	6609 June Burn Rd., Manning	\$4,008.89	\$0.00	\$4,008.89				
Jan	1/5/11	Willie Mae Johnson	98010 Raccoon Rd., Manning	\$6,386.00	\$0.00	\$6,386.00				
Jan	1/31/11	Ester James	1190 Barberry St., Summerton	\$6,500.00	\$1,625.98	\$8,125.98				
Jan	1/12/11	Oliver Servance	1108 Sonnet Dr., Manning	\$5,302.14	\$0.00	\$5,302.14				
Feb	2/1/11	Inez Johnson	3495 S. Brewington Rd., Manning	\$4,770.35	\$0.00	\$4,770.35				
<b>KERSHAW</b>										
July	7/1/10	Charlene Davis	408 Oakview Dr., Lugoff	\$3,383.83	\$0.00	\$3,383.83				
Dec	12/2/10	Larry Robinson	1521 Lewis St., Camden	\$3,315.00	\$0.00	\$3,315.00				
Dec	12/2/10	Ruby Knight	1896 Koon Rd., Lugoff	\$1,950.00	\$0.00	\$1,950.00				
Dec	12/16/10	Geraldine Adamson	1871 Summit Ridge Dr., Camden	\$3,063.23	\$0.00	\$3,063.23				
Dec	12/16/10	Lurena Warren	910 W. Chestnut St., Camden	\$7,846.14	\$0.00	\$7,846.14				
Jan	1/20/11	Candi Yarborough	122 York St., Camden	\$6,295.30	\$0.00	\$6,295.30			48	
<b>FLORENCE</b>										
Jul	7/23/10	Carolyn Evans	2050 Old Creek Rd. Florence	\$3,757.69	\$0.00	\$3,757.69			68	
Jul	7/26/10	Mary McDaniel	411 E. Marlboro St. Florence	\$9,123.20	\$0.00	\$9,123.20		OJ Remodeling	86	Earl Hammett
Jul	7/28/10	John Gregg	4502 Francis Marion, Florence	\$3,676.59	\$0.00	\$3,676.59		OJ Remodeling	40	Earl Hammett
Aug	8/9/10	Susie Abraham	6401 Old River Rd., Florence	\$6,637.74	\$0.00	\$6,637.74		OJ Remodeling		Earl Hammett
Sep	9/16/10	Rosa McCutcheon	1855 N. Old Georgetown Rd. Scranton	\$6,500.00	\$359.42	\$6,859.42		OJ Remodeling	60	Earl Hammett
Sep	9/17/10	Terry Culick	1340 Barrineau Rd., Lake City	\$5,221.10	\$0.00	\$5,221.10				
Sep	9/17/10	Genevieve Montgomery	185 Brown St., Lake City	\$5,657.72	\$0.00	\$5,657.72		OJ Remodeling		Earl Hammett
Oct	10/8/10	Alonza Scipio	1107 N. Irby St., Florence	\$4,566.86	\$0.00	\$4,566.86		OJ Remodeling	68	Earl Hammett
Oct	10/18/10	Mandell Hines	3007 N. Old River Rd. Florence	\$6,355.74	\$0.00	\$6,355.74			75	
Oct	10/18/10	Fannie Smoot	2416 Alligator Rd. Effingham	\$8,042.89	\$0.00	\$8,042.89		OJ Remodeling		
Dec	12/1/10	Isaac Salters	271 E. Claff Circle, Lake City	\$3,115.24	\$0.00	\$3,115.24		OJ Remodeling	68	
Dec	12/1/10	Mary Miles	2060 McAllister Mill Rd., Scranton	\$4,672.62	\$0.00	\$4,672.62	Cleveland Gates	OJ Remodeling		



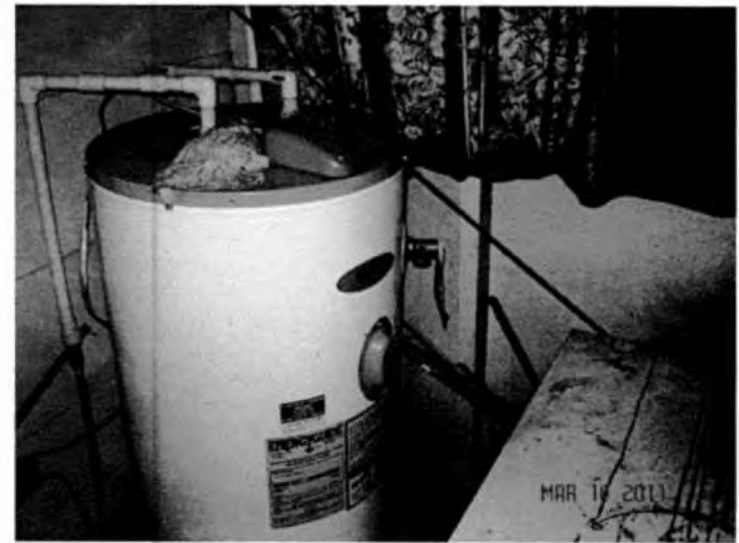
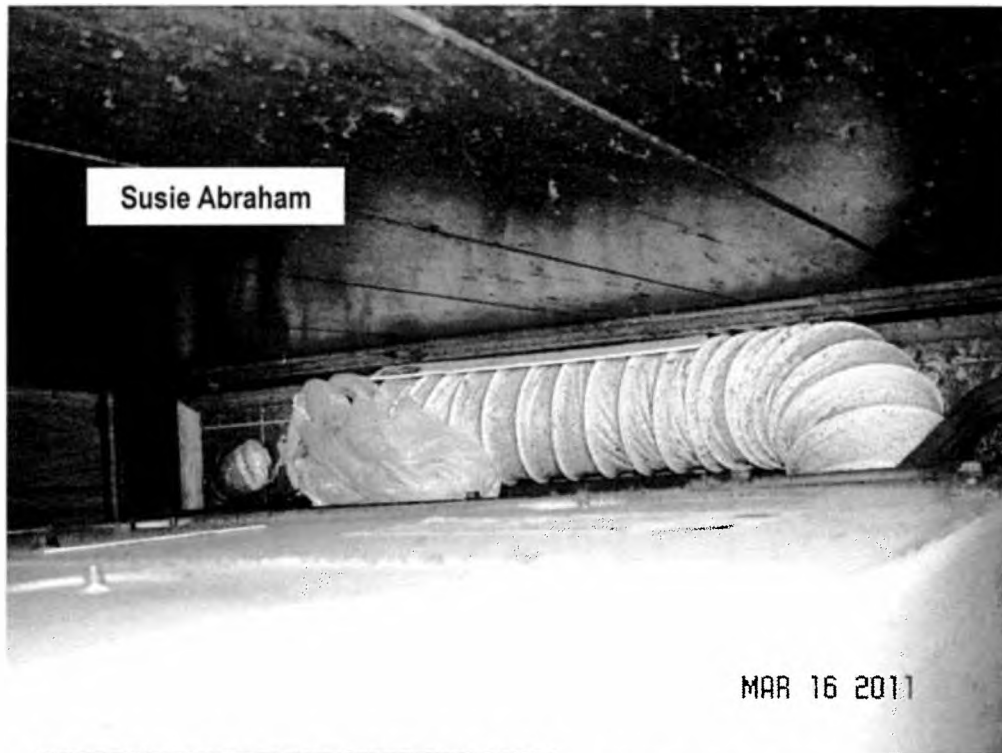
	Date Completed	Name	Address	DOE Expenditure	LIHEAP Expenditure	Household Recap Rpt Total All Funds	Assessor	Contractor	Labor Hours	Final Inspector
<b>LEE</b>										
Jul	7/19/10	Lousie Jennings	2700 Rembert Ch. Rd., Dalzell	\$7,842.78	\$0.00	\$7,842.78				
Jul	7/22/10	Betty York	400 Fountain Hill, Bishopville	\$3,574.56	\$0.00	\$3,574.56		OJ Remodeling	42	Earl Hammett
Sep	9/14/10	Eva Wilson	2737 Sandy Grove Ch. Rd. Lamar	\$6,500.00	\$1,950.00	\$8,450.00	Earl Hammett	OJ Remodeling	77	Earl Hammett
Jan	1/31/11	Louise Marshall	26320 Lucknow Rd., Bishopville	\$6,500.00	\$227.51	\$6,727.51		OJ Remodeling	30	Earl Hammett
Feb	2/11/11	Stacey Kennedy	1765 Jamestown Rd., Bishopville	\$3,466.19	\$0.00	\$4,562.44				
Feb	2/11/11	Verlie Rufus	521 James St., Bishopville	\$3,930.68	\$0.00	\$3,930.68				
<b>MARION</b>										
Oct	10/15/10	Bobbie McCormick	107 E. Pickens St., Marion	\$4,522.79	\$0.00	\$4,522.79			52	
Nov	11/29/10	Samuel Rabon, Jr.	429 Guyton Ct., Mullins	\$5,249.25	\$0.00	\$5,249.25				
Nov	11/29/10	Earlden Lewis	314 Dickson Hgts., Marion	\$1,944.04	\$0.00	\$1,944.04				
Jan	1/31/11	Melvin Weaver	8064 Pages Ct., Gresham	\$4,631.66	\$0.00	\$4,631.66	Cleveland Gates			Earl Hammett
<b>SUMTER</b>										
Jul	7/13/10	Addie Moses	3000 Cabbage Rd., Sumter	\$6,500.00	\$1,380.53	\$7,880.53		D&H Construction	90	Mark Christman
Jul	7/10/10	Mary McElveen	4115 Bush Branch Rd., Sumter	\$6,500.00	\$505.90	\$7,005.90				
Aug	8/9/10	Mamie Wilson	27 Walsh Grove, Sumter	\$5,219.38	\$0.00	\$5,219.38		D&H Construction	58	Earl Hammett
Aug	8/30/10	Betty Peterson	203 E. Moore St., Sumter	\$3,168.05	\$0.00	\$3,168.05			36	
Aug	8/30/10	Janie Moore	5490 Mayrant Rd., Rembert	\$5,003.28	\$0.00	\$5,003.28		D&H Construction	34	Earl Hammett
Aug	8/31/10	Malcolm Jackson	22 Shuler Dr., Sumter	\$5,812.10	\$0.00	\$5,812.10		D&H Construction	35	
Aug	8/31/10	Betty Smalls	149 Milton Rd., Sumter	\$4,181.57	\$0.00	\$4,181.57				
Oct	10/14/10	Cynthia Burrows	27 Creed St., Sumter	\$4,999.25	\$0.00	\$4,999.25	Cleveland Gates	Sumter Home Insul.	84.9	
Oct	10/14/10	Mary Goodley	1025 Plowden Mill Rd., Sumter	\$4,583.28	\$0.00	\$4,583.28	Robert Turner	D&H Construction	42	Mark Christman
Oct	10/19/10	Joyce Wright	5435 Byron Rd., Wedgefield	\$4,986.23	\$0.00	\$4,986.23		Marroc Construction	68	Mark Christman
Nov	11/3/10	Katie Anderson	2440 Camden Hwy., Sumter	\$5,283.47	\$0.00	\$3,510.00		D&H Construction	54	

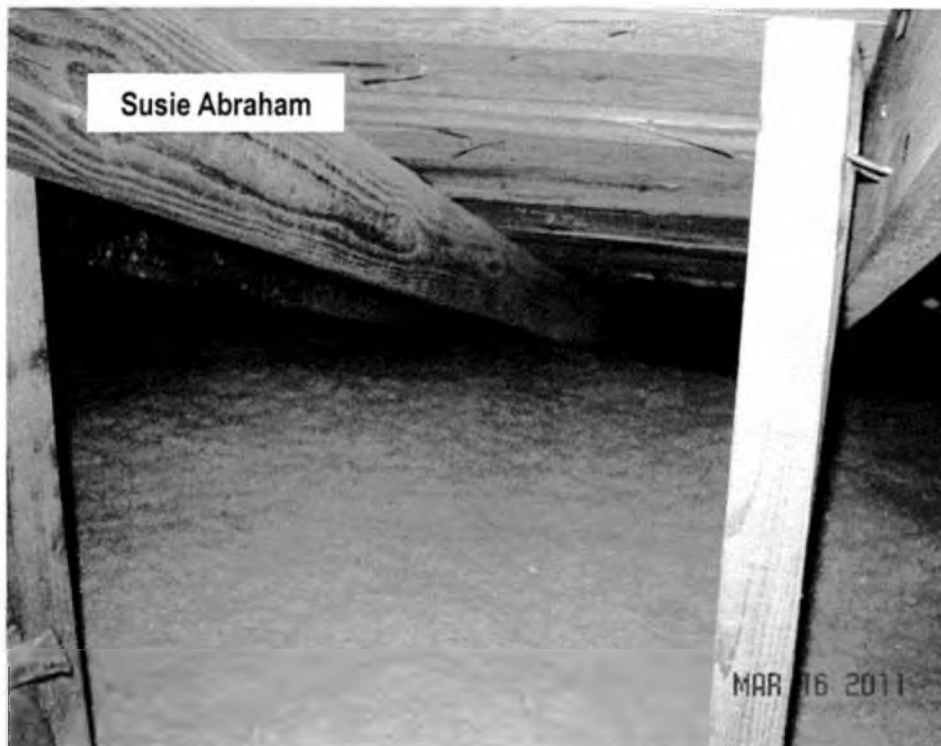
	Date Completed	Name	Address	DOE Expenditure	LIHEAP Expenditure	Household Recap Rpt Total All Funds	Assessor	Contractor	Labor Hours	Final Inspector
Dec	12/1/10	Ada Anthony	150 Corbett St., mayesville	\$10,722.35	\$0.00	\$10,722.35		D&H Construction	25	Earl Hammett
Dec	12/6/10	Ethel Leaf	1670 Boulevard Rd., Sumter	\$3,072.18	\$0.00	\$3,072.18				
Feb	2/3/11	Joyce Mickens	908 S. Main St., Sumter	\$4,826.33	\$0.00	\$4,826.33				
Feb	2/14/11	Eddie McDaniel	740 Josh Wells Rd	\$0.00	\$9,422.35	\$9,422.35				
Mar	3/21/11	Christopher Benenhaley	328 Stuckey St	\$0.00	\$3,933.42	\$3,933.42				
Mar	3/9/11	Carrie Frierson	756 Webb St	\$0.00	\$2,450.04	\$2,450.04				

**1. Susie Abraham, 6401 Old River Rd., Florence – Florence County**



1. Blower Door – Complete any additional air sealing with blower door running. Record information on new sheet.
2. Duct Testing – Complete any additional air sealing with blower door running. Record information on new sheet.
3. Repair and Insulate belly with blown fiberglass and Belly Board (Outward Clinch Staple Gun made by Bostich). (not pictured)
4. Remove insulation around brick chimney in attic and build a dam.
5. Insulate/weatherstrip attic stairway. (not pictured)
6. Replace vinyl vent pipe for dryer with rigid and exit to outside.
7. Evenly spread cellulose insulation in attic.
8. Verify 60 bags verses the 30 bags that is written on the Insulation Information Card.
9. Install Chimney liner if needed.
10. Contractor to pay back cost of 6 slantback roof vents.
11. Install pop-off to outside.
12. Insulate hot water heater.
13. Seal the ducts with Mastic. Replace foil tape with mastic tape.





INSULATION INFORMATION

THE INSTALLER CERTIFIES THAT CELLULOSE FIBER OR FIBERGLASS BATT (circle) INSULATION HAS BEEN INSTALLED ACCORDING TO FEDERAL REGULATIONS IN THE FOLLOWING AREA:

IN THE ATTIC TO PROVIDE AN R-VALUE OF R13 USING 30 BAGS AT A THICKNESS OF 11 INCHES COVERING \_\_\_\_\_ TOTAL SQUARE FEET.

SIGNED: Olin Jones

AGENCY'S NAME: WATEREE COMMUNITY ACTIONS, INC.

DATE: 8-9-16



2. Charlene Davis, 408 Oakview Dr., Lugoff – Kershaw County



1. Blower Door – Complete any additional air sealing with blower door running. Record information on new sheet.
2. Duct Testing – Complete any additional air sealing with blower door running. Record information on new sheet.
3. Provide a breakdown of materials/labor for weatherization and for Housing Trust Funds
4. Insulate the roof cavity.
5. Insulate the belly.
6. Vacuum out all debris in ducts.
7. Replace damaged dryer vent pipe.
8. Provide a copy of a Manual J to assure that installed unit was sized correctly.
9. New registers were purchased. Verify that the registers are new and are safely secured to the floor.
10. Note: Charlene Davis was reported twice in PY 2010 – 7/1/10 and 9/1/10. Send to OEO an amended Recap Report.

Charlene Davis



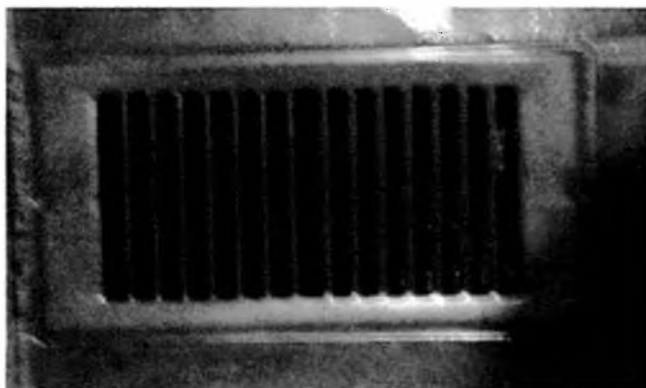




02/15/2011



Charlene Davis



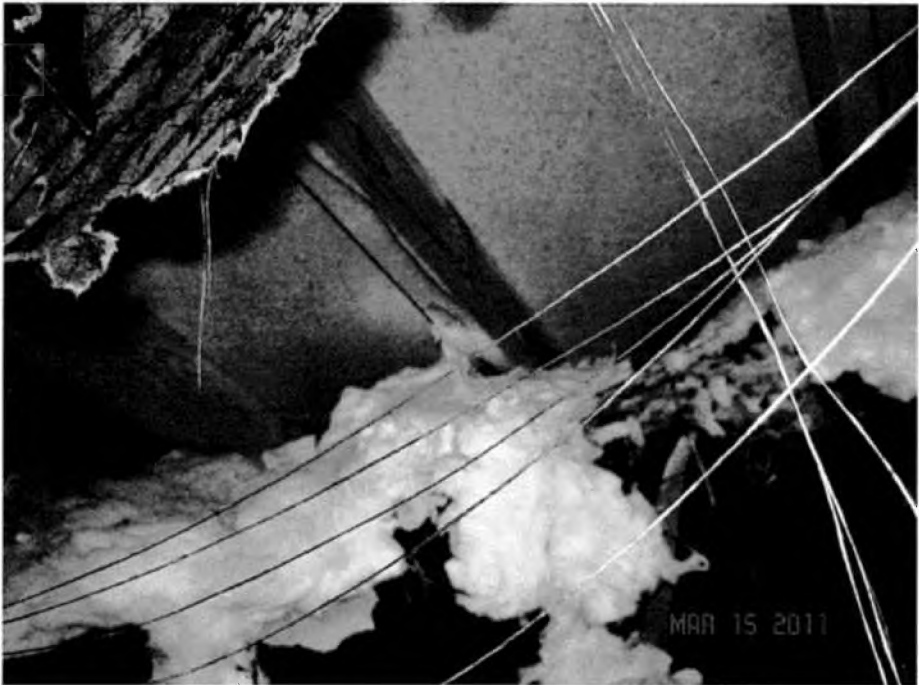


3. Carolyn Evans, 2050 Old Creek Rd., Florence – Florence County



1. Blower Door – Complete any additional air sealing with blower door running. Record information on new sheet.
2. Duct Testing – Complete any additional air sealing with blower door running. Record information on new sheet.
3. Repair and Insulate belly with blown fiberglass and Belly Board (Outward Clinch Staple Gun made by Bostich).
4. Contractor to install at his expense one window (36 x 54).
5. Replace dryer (vinyl) vent hose with rigid flexible and vent to the outside.
6. Install blown fiberglass in roof cavity.

Carolyn Evans





4. John Gregg, 4502 Francis Marion Rd., Florence – Florence County



1. Blower Door – Complete any additional air sealing with blower door running. Record information on new sheet.
2. Duct Testing – Complete any additional air sealing with blower door running. Record information on new sheet
3. Have HVAC person return to dwelling to fix problem with furnace – Heater will not turn on and the air conditioner will not turn off.
4. HVAC person to clean A-Coil.
5. Insulate roof cavity.
6. Do not insulate belly (open sewer).

John Gregg







5. Mandell Hines, 3007 North Old River Rd., Florence – Florence County



1. Blower Door – Complete any additional air sealing with blower door running. Record information on new sheet.
2. Replace single wall vent pipe with double wall vent pipe for new heater.
3. Complete Manual J.
4. Replace inside dryer vent lint trap with rigid vent pipe and exit to outside of home.
5. Seal around all window a/c and clean filters. Install a/c foams for all.
6. Evenly spread cellulose insulation in attic.
7. Build a dam in the attic around space heater vent pipe.
8. Insulate hot water heater and vent out pop-off to outside of home.
9. Weatherstrip door (closet leading from kitchen).
10. Investigate possibility of installing cellulose insulation in empty cavity in kitchen (add-on room).
11. Verify that new vent pipe for heater meets code.

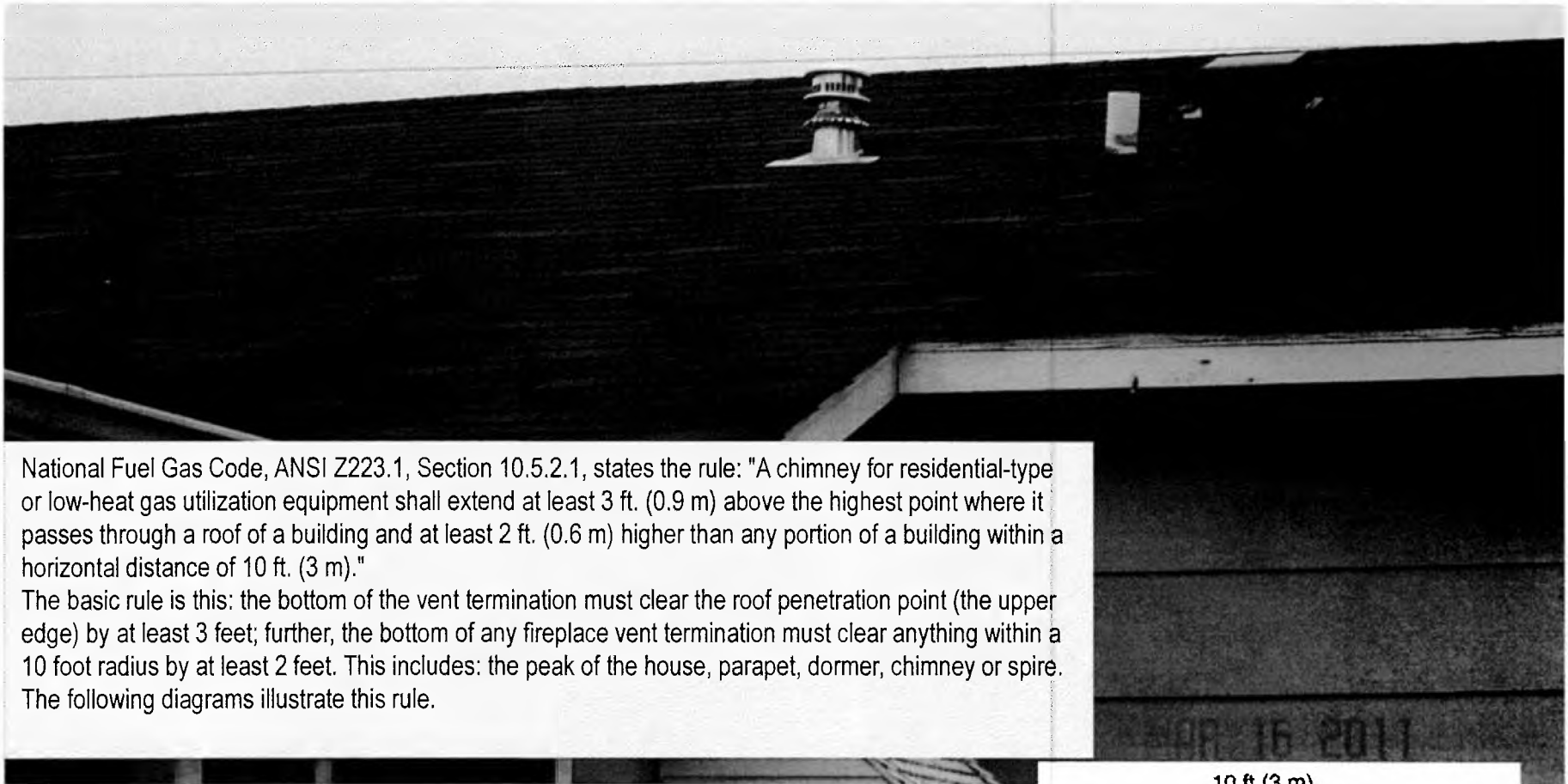
## Mandell Hines





Mandell Hines

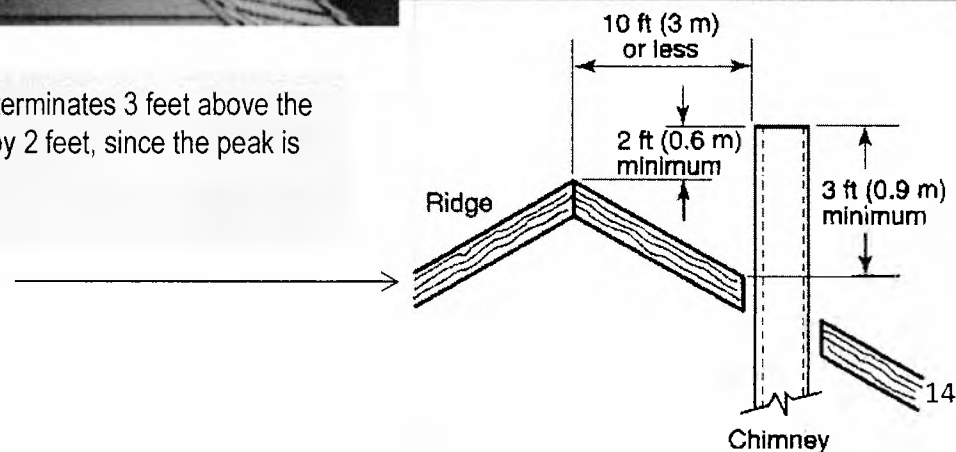




National Fuel Gas Code, ANSI Z223.1, Section 10.5.2.1, states the rule: "A chimney for residential-type or low-heat gas utilization equipment shall extend at least 3 ft. (0.9 m) above the highest point where it passes through a roof of a building and at least 2 ft. (0.6 m) higher than any portion of a building within a horizontal distance of 10 ft. (3 m)."

The basic rule is this: the bottom of the vent termination must clear the roof penetration point (the upper edge) by at least 3 feet; further, the bottom of any fireplace vent termination must clear anything within a 10 foot radius by at least 2 feet. This includes: the peak of the house, parapet, dormer, chimney or spire. The following diagrams illustrate this rule.

This image, while not exactly to scale, demonstrates that the flue terminates 3 feet above the highest penetration of the roof. It also clears the ridge of the roof by 2 feet, since the peak is within 10 feet of the flue termination:



6. Ester James, 1190 Barberry St., Summerton – Clarendon County



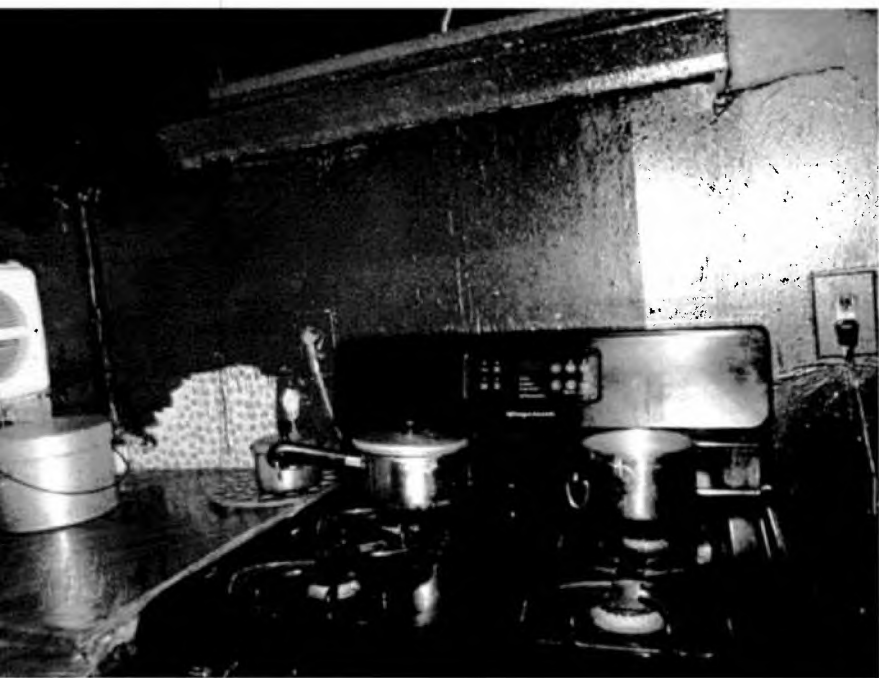
1. Verify the CO level for the gas stove for each burner and oven.
2. New Empire vented heater - Not installed according to manufacturer instructions. Vent pipe must be installed by a qualified person. Re-do installation to correct clearances. Install a floor pan under the heater.

When facing the front of the room heater the minimum clearances to combustible construction (material) are the following:

- Right side 6". Left side 6"
- Recommend 18" on left side for servicing
- Rear of draft hood 2"

Ester James

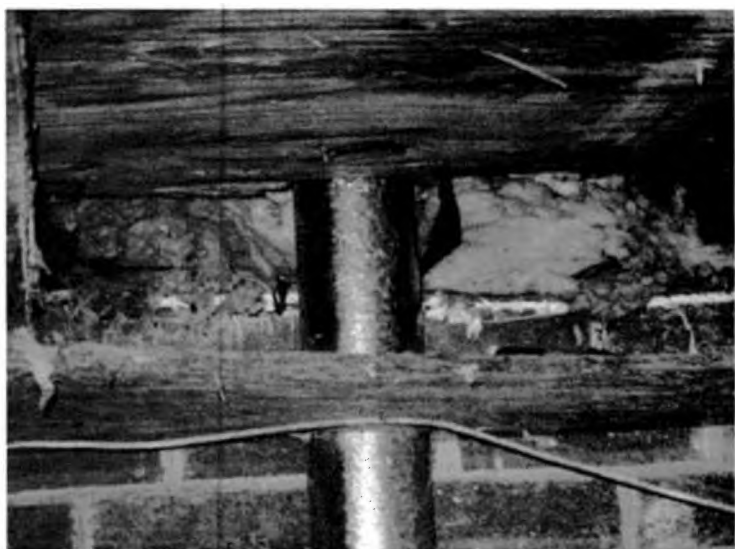






Ester James





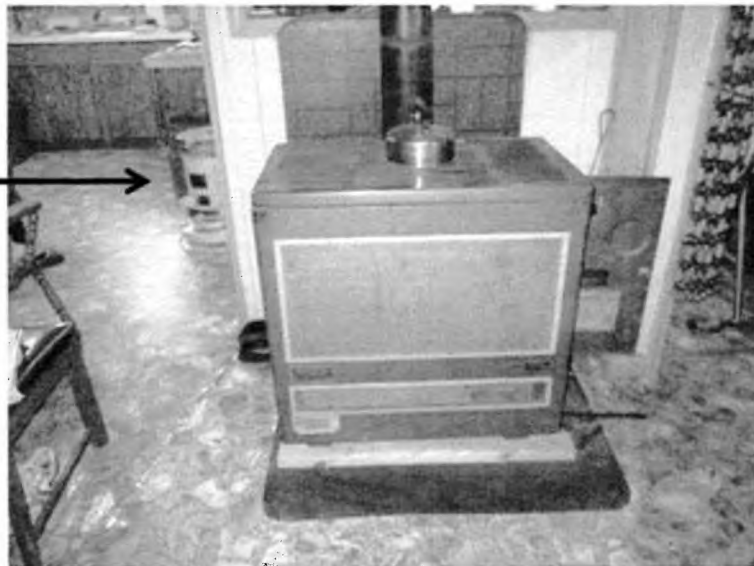
7. Mary James, 5092 Old River Rd., Pinewood – Clarendon County



1. Blower Door – Complete any additional air sealing with blower door running. Record information on new sheet.
2. New vented natural gas heater installed. Verify that the vent pipe is installed according to code.
3. Replace 2 x 4 under wood stove with bricks or concrete blocks.
4. Remove unvented space heater from dwelling.
5. Remove insulation from hot water heater. (poor installation by contractor).
6. Install pop-off to outside for hot water heater.
7. Install a cover plate on junction box next to hot water heater.
8. Verify that the taped wiring splice is safely secured.
9. Air seal around window a/c.



UNVENTED  
HEATER



Mary James



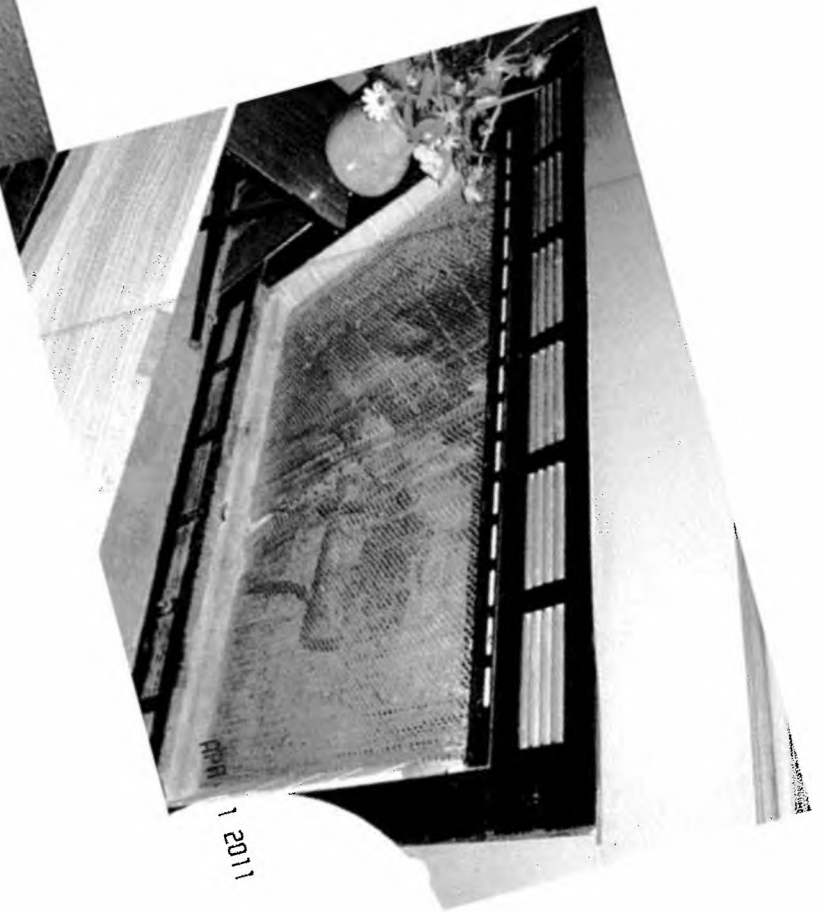
8. Louise Jennings, 2700 Rembert Church Rd., Dalzell – Lee County



1. Blower Door – Complete any additional air sealing with blower door running. Record information on new sheet.
2. Duct Testing – Complete any additional air sealing with blower door running. Record information on new sheet.
3. Seal fireplace.
4. Vacuum ducts.
5. Install pan under hot water heater.
6. Repair hole in ceiling.
7. Seal around window air conditioners (2). Clean air filters.
8. Re-attach dryer vent pipe to outside.
9. Repair belly where insulation is falling through.
10. Replace vinyl dryer vent pipe with metal vent pipe.
11. Verify that hot water heater pop-off vent pipe exits to outside.



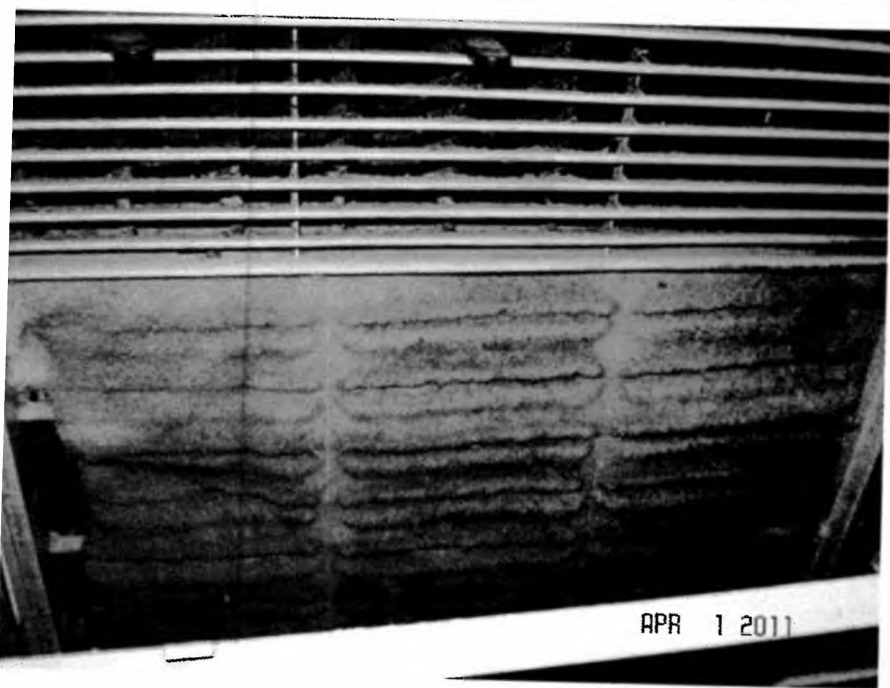
Louise Jennings



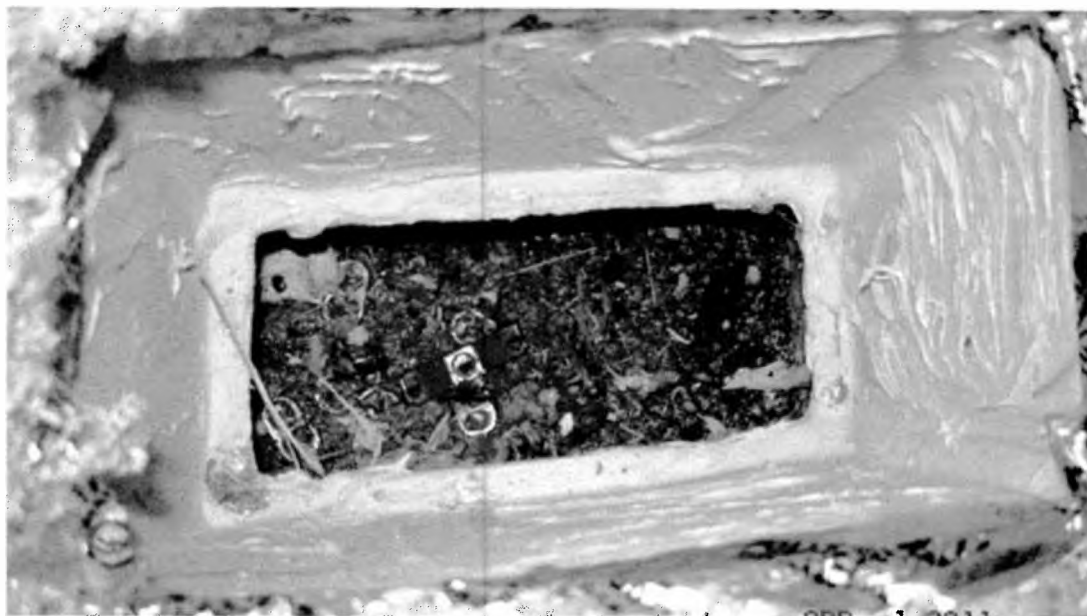
Louise Jennings







Louise Jennings

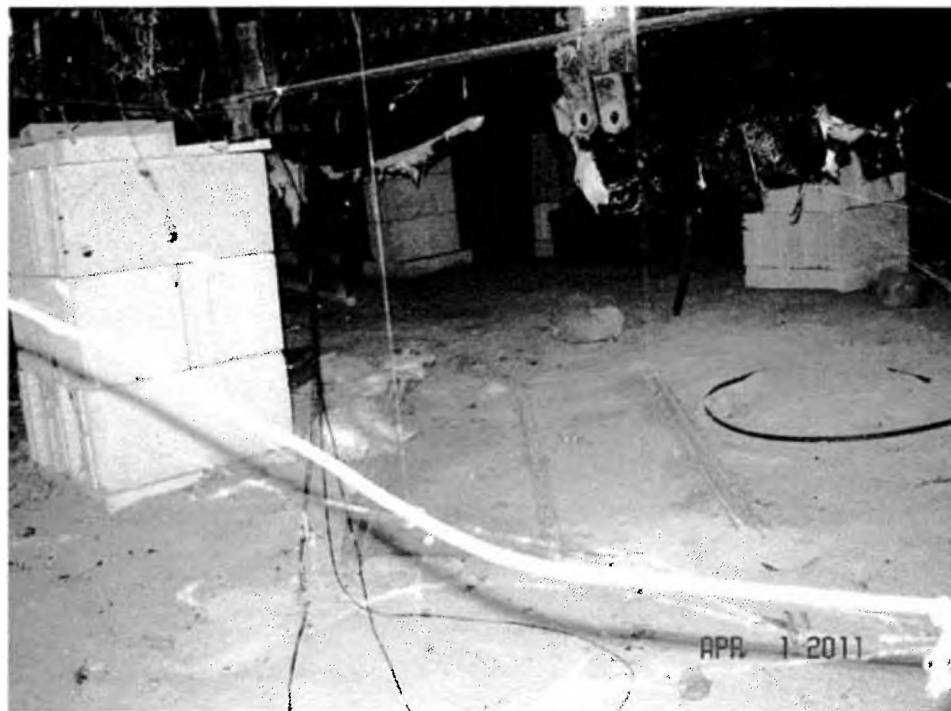


Louise Jennings





Louise Jennings





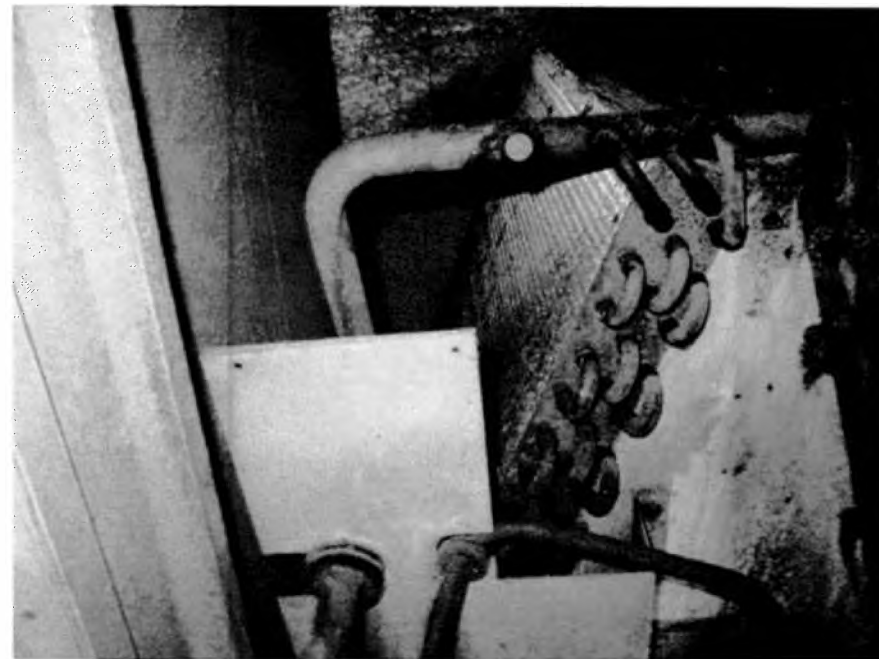
9. Willie Mae Johnson, 98010 Raccoon Rd., Manning – Clarendon County



1. Blower Door – Complete any additional air sealing with blower door running. Record information on new sheet.
2. Duct Testing – Complete any additional air sealing with blower door running. Record information on new sheet.
3. Vacuum out all debris in vents.
4. Clean the A-Coil.
5. Repair side door to eliminate crack between door knob and deadbolt.
6. Replace foil tape with mastic tape.

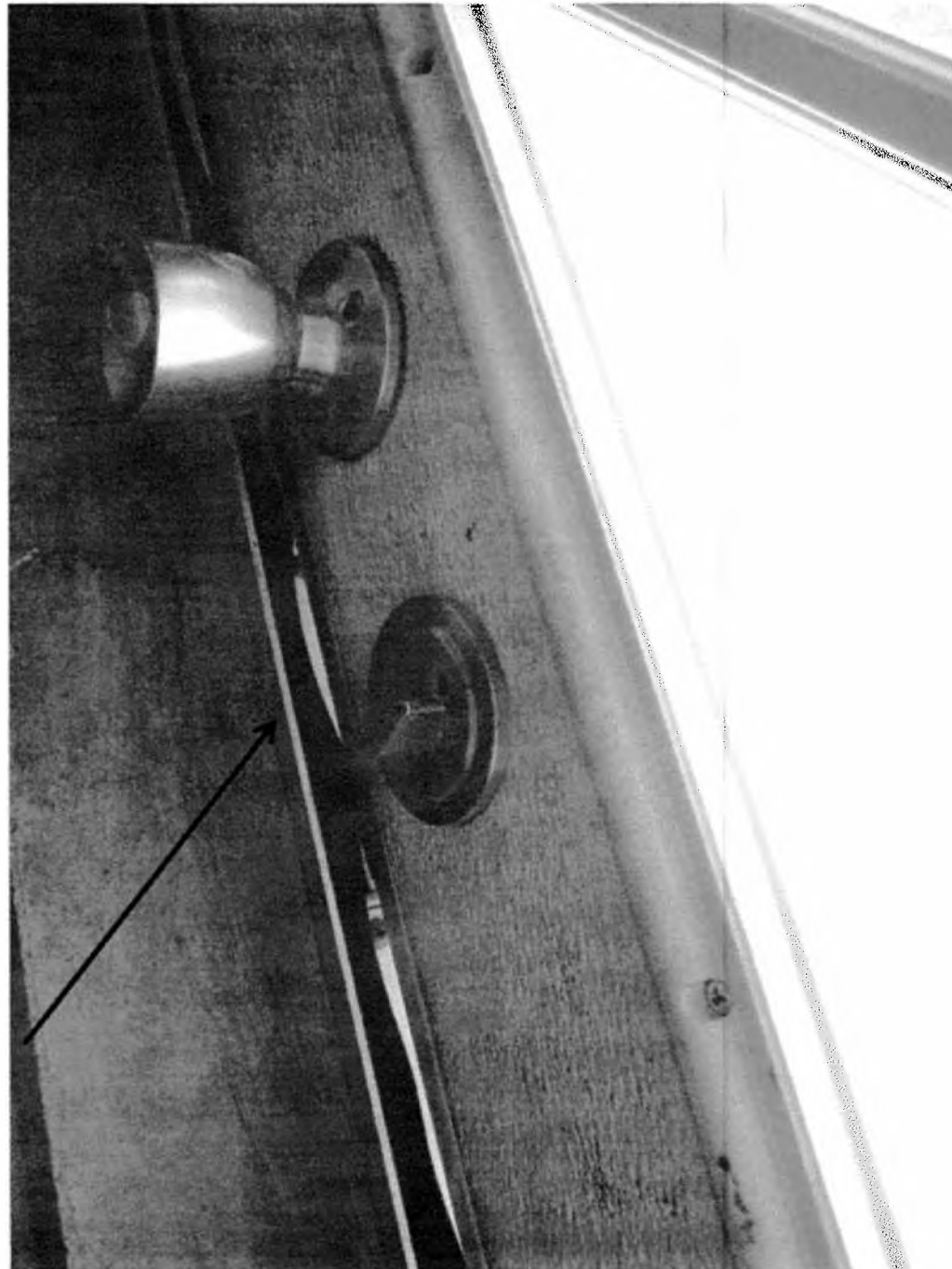


Willie Mae Johnson





**Willie Mae Johnson**



10. Ruby Knight, 1896 Koon Rd., Lugoff – Kershaw County



1. Blower Door – Complete any additional air sealing with blower door running. Record information on new sheet.
2. Duct Testing – Complete any additional air sealing with blower door running. Record information on new sheet.
3. Replace sloppy installation of insulation around hot water heater.
4. Replace attic insulation card with a new card that provides accurate information.
5. Evenly spread the cellulose insulation in the attic.
6. Assure that proper blocking is done in attic.

INSULATION INFORMATION CARD

THE INSTALLER CERTIFIES THAT CELLULOSE FIBER  
OR FIBERGLASS BATT (circle) INSULATION HAS BEEN  
INSTALLED ACCORDING TO FEDERAL REGULATIONS  
IN THE FOLLOWING AREA:

IN THE ATTIC TO PROVIDE AN R-VALUE  
OF \_\_\_\_\_ USING 45 BAGS AT A THICKNESS  
OF 12 INCHES COVERING \_\_\_\_\_ TOTAL  
SQUARE FEET.

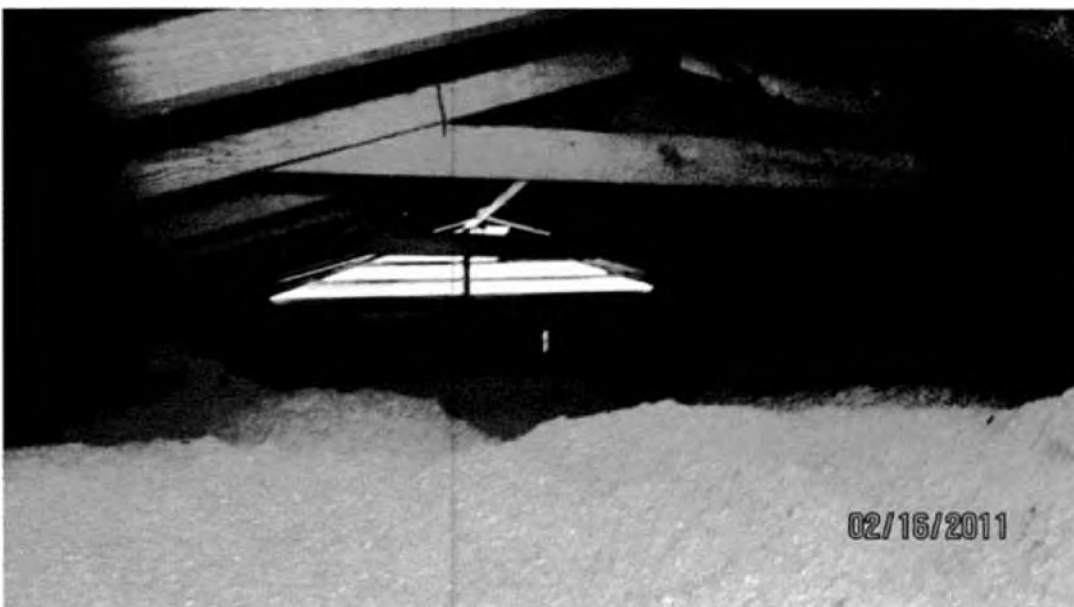
SIGNED: D. H. Egan

AGENCY'S NAME: Water Committee

DATE: 9-30-10

Ruby Knight

02/16/2011



11. Ethel Leaf, 1670 Boulevard Rd., Sumter – Sumter County



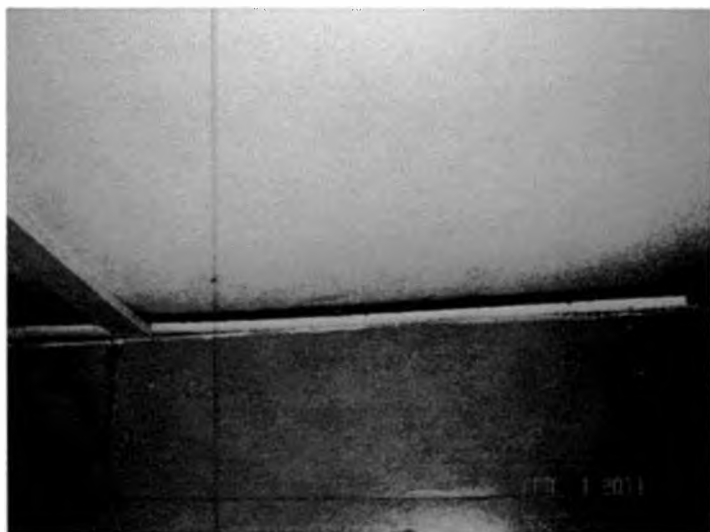
1. Blower Door – Complete any additional air sealing with blower door running. Record information on new sheet.
2. Evenly spread cellulose insulation in attic.
3. Replace insulation information card with a new one that accurately reports the installed insulation.
4. Verify that hot water heater pop-off pipe exits to outside.
5. Repair large crack in outside wall to prevent water from entering the dwelling.
6. Correct floor problem. May need to replace floor joist.
7. Safely secure 220 volt wire in conduit outside of dwelling.

Ethel Leaf

INSTALLED  
IN THE FOLLOWING AREA:  
  
IN THE ATTIC TO PROVIDE AN R-VALUE  
OF \_\_\_\_ USING 2-0 BAGS AT A THICKNESS  
OF 1 1/2 INCHES COVERING \_\_\_\_ TOTAL  
SQUARE FEET.  
  
SIGNED: D. H. Constant  
AGENCY'S NAME: Wheaton County









Ethel Leaf

When a solution cannot be provided, you must install a suitable water heater. Such pans must limit the water level to a depth of 1 3/4 inches at the pan. Each pan must have a minimum length and width of at least 2 inches greater than the water heater, and must be piped to an adequate drain.

**UPPER AND LOWER THERMISTERS MUST BE ADJUSTED TO THE SAME TEMPERATURE**  
 The upper and lower thermistors must be adjusted to the same temperature before the system is used. The upper thermistor is located in the upper chamber of the system and the lower thermistor is located in the lower chamber. The temperature of the upper chamber is controlled by the upper thermistor and the temperature of the lower chamber is controlled by the lower thermistor. The system is designed to maintain a constant temperature in both chambers and the upper and lower thermistors must be adjusted to the same temperature before the system is used.

Diagram 1: Front face view. The net shows a 2x2 center and four corner pieces. The pieces are labeled: 1 (white), 2 (yellow), 3 (blue), 4 (red), 5 (green), 6 (orange), 7 (purple), 8 (brown), 9 (pink).

Diagram 2: Top face view. The net shows a 2x2 center and four corner pieces. The pieces are labeled: 1 (white), 2 (yellow), 3 (blue), 4 (red), 5 (green), 6 (orange), 7 (purple), 8 (brown), 9 (pink).

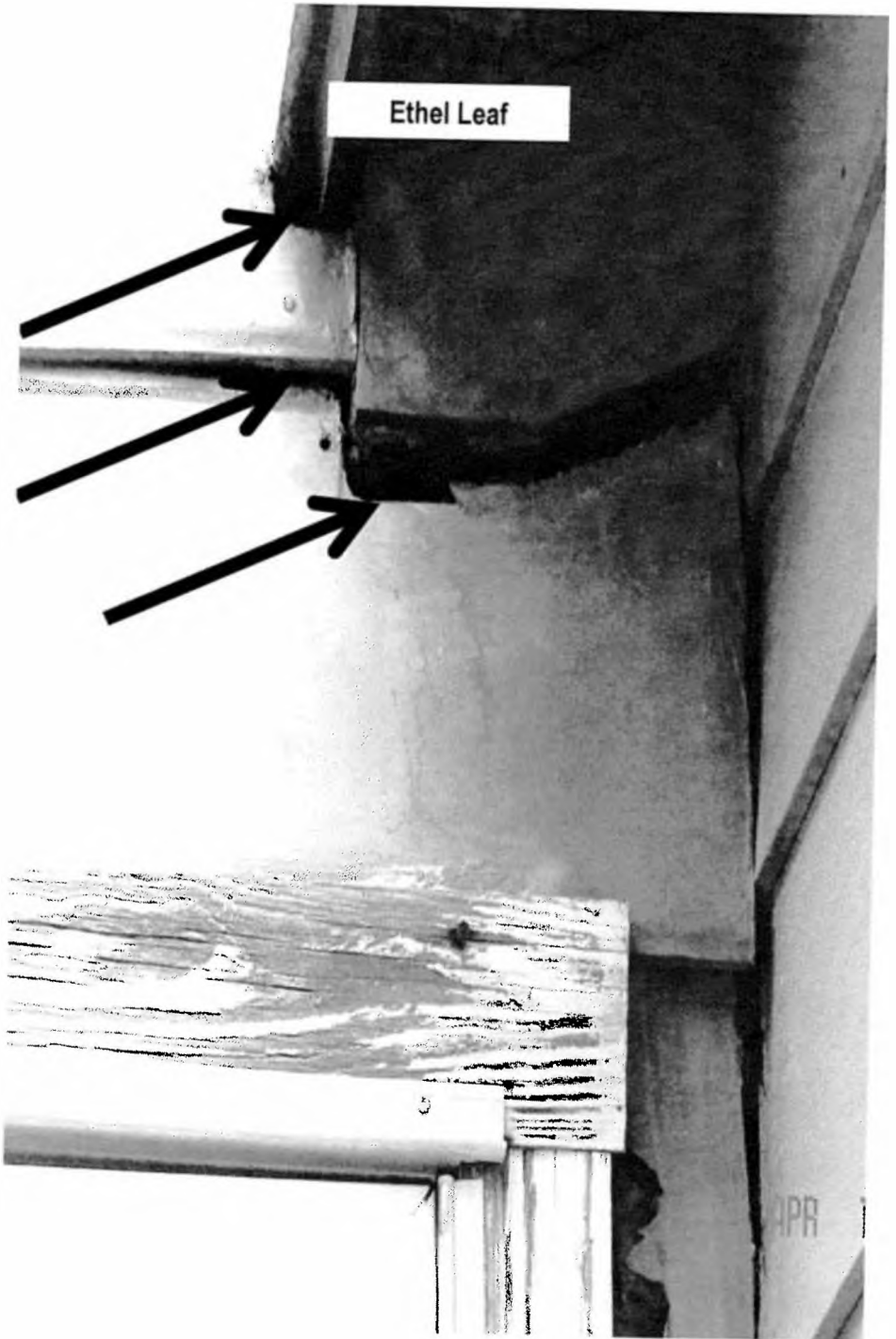
Diagram 3: Right face view. The net shows a 2x2 center and four corner pieces. The pieces are labeled: 1 (white), 2 (yellow), 3 (blue), 4 (red), 5 (green), 6 (orange), 7 (purple), 8 (brown), 9 (pink).

Handwritten notes in German, likely a student's response to a question about the relationship between the two groups. The text is partially obscured by a horizontal line.

Water temperatures over 125°F can cause serious burns instantly or through frozen scalds.  
Children, disabled and elderly are at highest risk of being scalded.  
See instructions manual before setting temperatures at water heater.  
Read water heater labeling for showering temperatures limiting values are available. See comment.



Ethel Leaf





Ethel Leaf





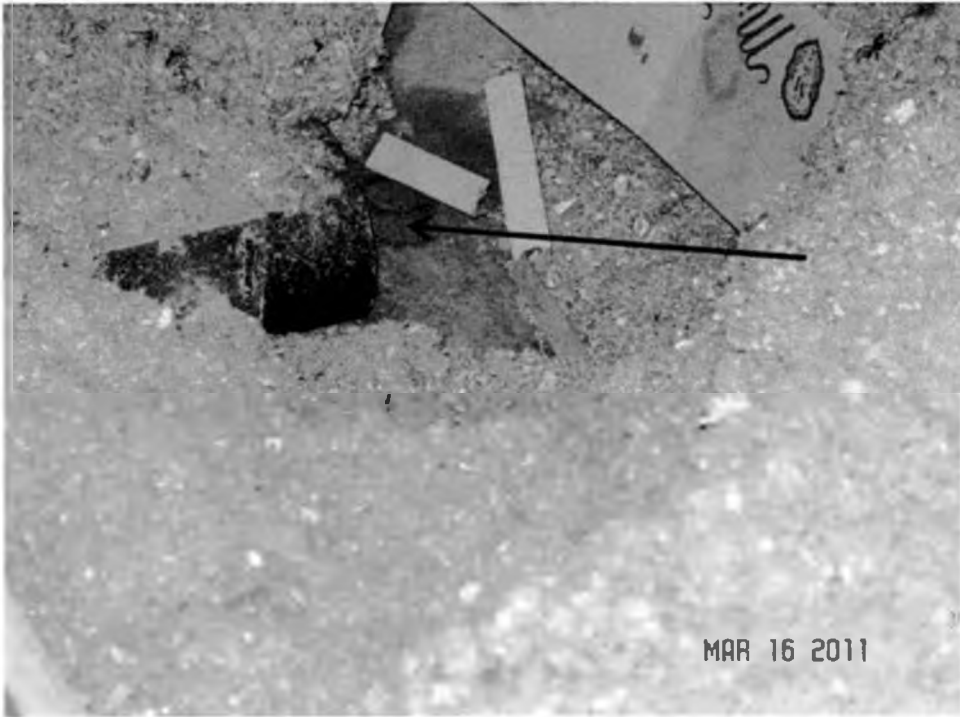
12. Earlden Lewis, 314 Dickson Heights, Marion – Marion County



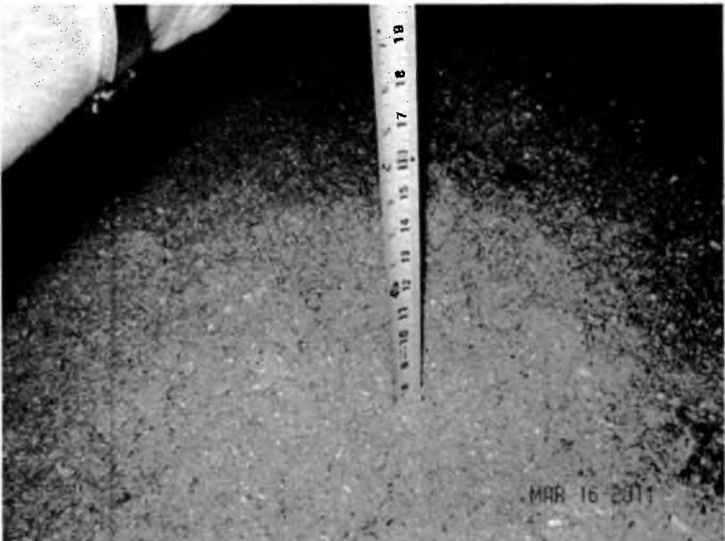
1. Blower Door – Complete any additional air sealing with blower door running. Record information on new sheet.
2. Duct Testing – Complete any additional air sealing with blower door running. Record information on new sheet.
3. Spread cellulose insulation evenly to achieve 11" depth.
4. Contractor pays back the cost for one attic stairway.
5. Attic Stairway - Insulate top of lid and weatherstrip.
6. Investigate possible plumbing vent pipe in attic that appears to be disconnected.
7. Replace dryer (vinyl) vent hose with rigid flexible and vent to the outside.



Earlden Lewis





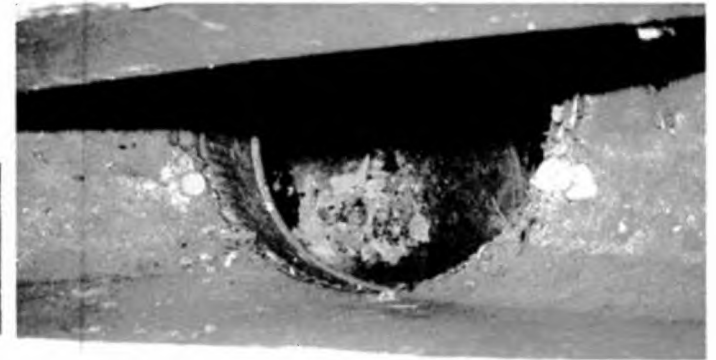


Earliden Lewis

Vinyl dryer vent pipe

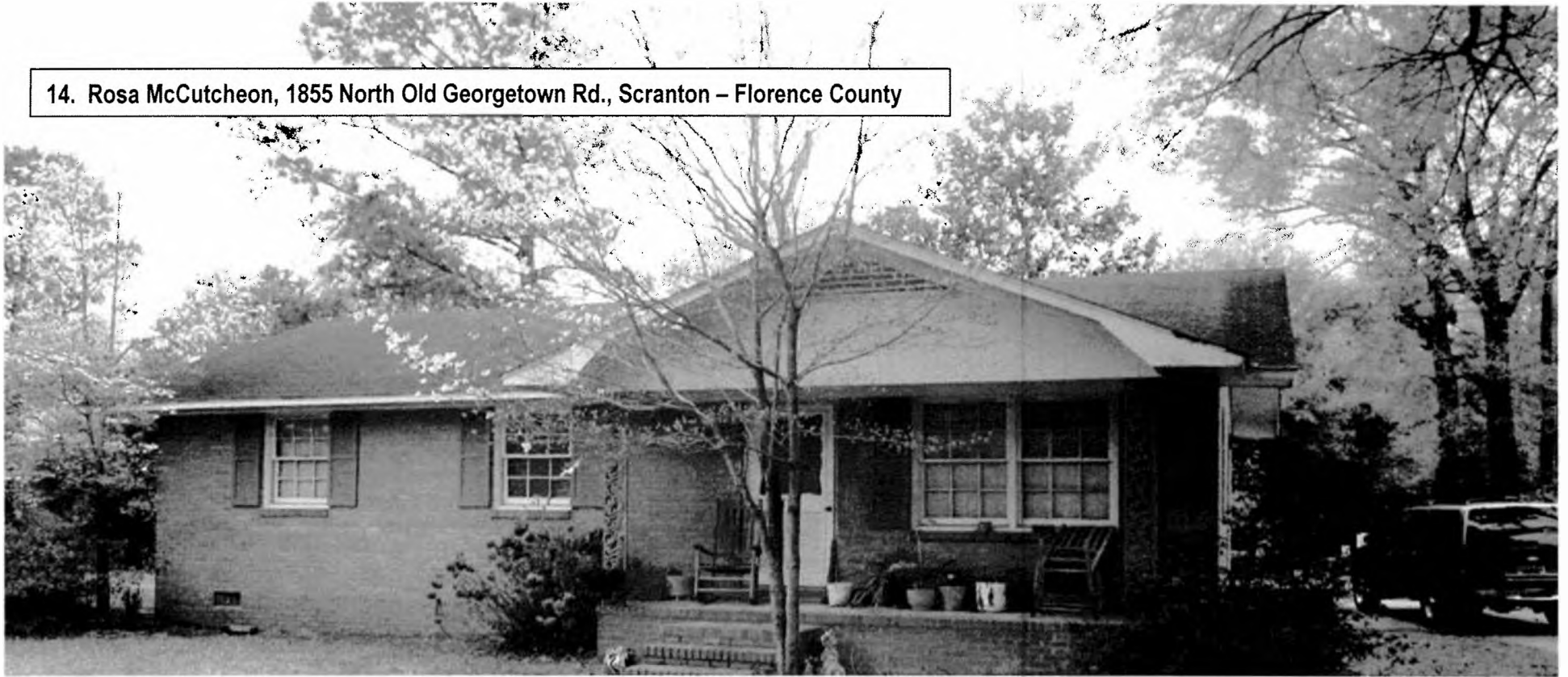
MAR 16 2011

13. Bobbie McCormick, 107 East Pickens St., Marion – Marion County

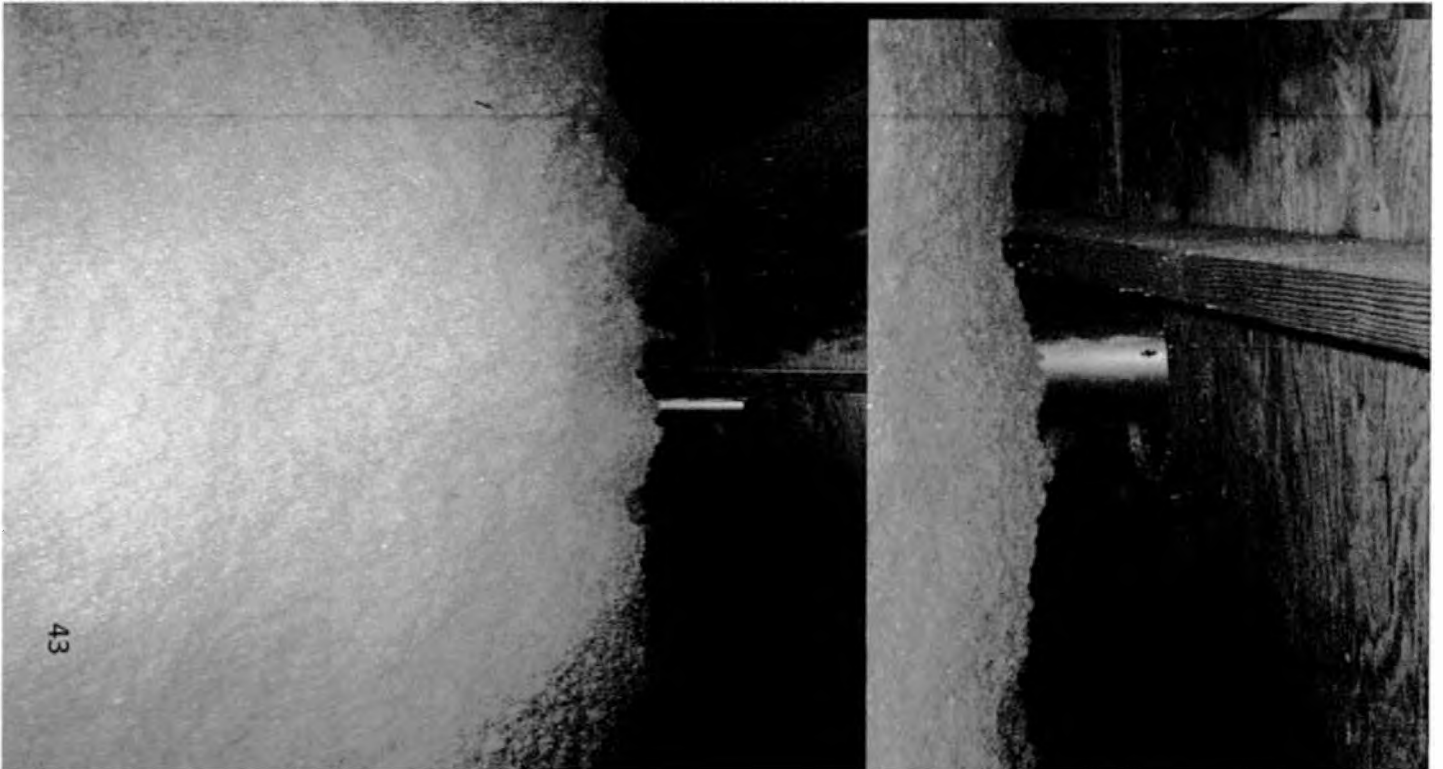


1. Blower Door – Complete any additional air sealing with blower door running. Record information on new sheet.
2. Duct Testing – Complete any additional air sealing with blower door running. Record information on new sheet. All registers, boots sealed with Mastic and vacuum inside ducts.
3. Contractor to pay back cost of the one bundle of mineral siding (asbestos siding) and associated materials (nails).
4. Attic Stairway – Install  $\frac{1}{2}$ " OSB for the lid w/handle. Weatherstrip on top of box and attach batt insulation on top of lid.
5. Seal fireplace opening.
6. Replace foil tape with mastic tape.

14. Rosa McCutcheon, 1855 North Old Georgetown Rd., Scranton – Florence County

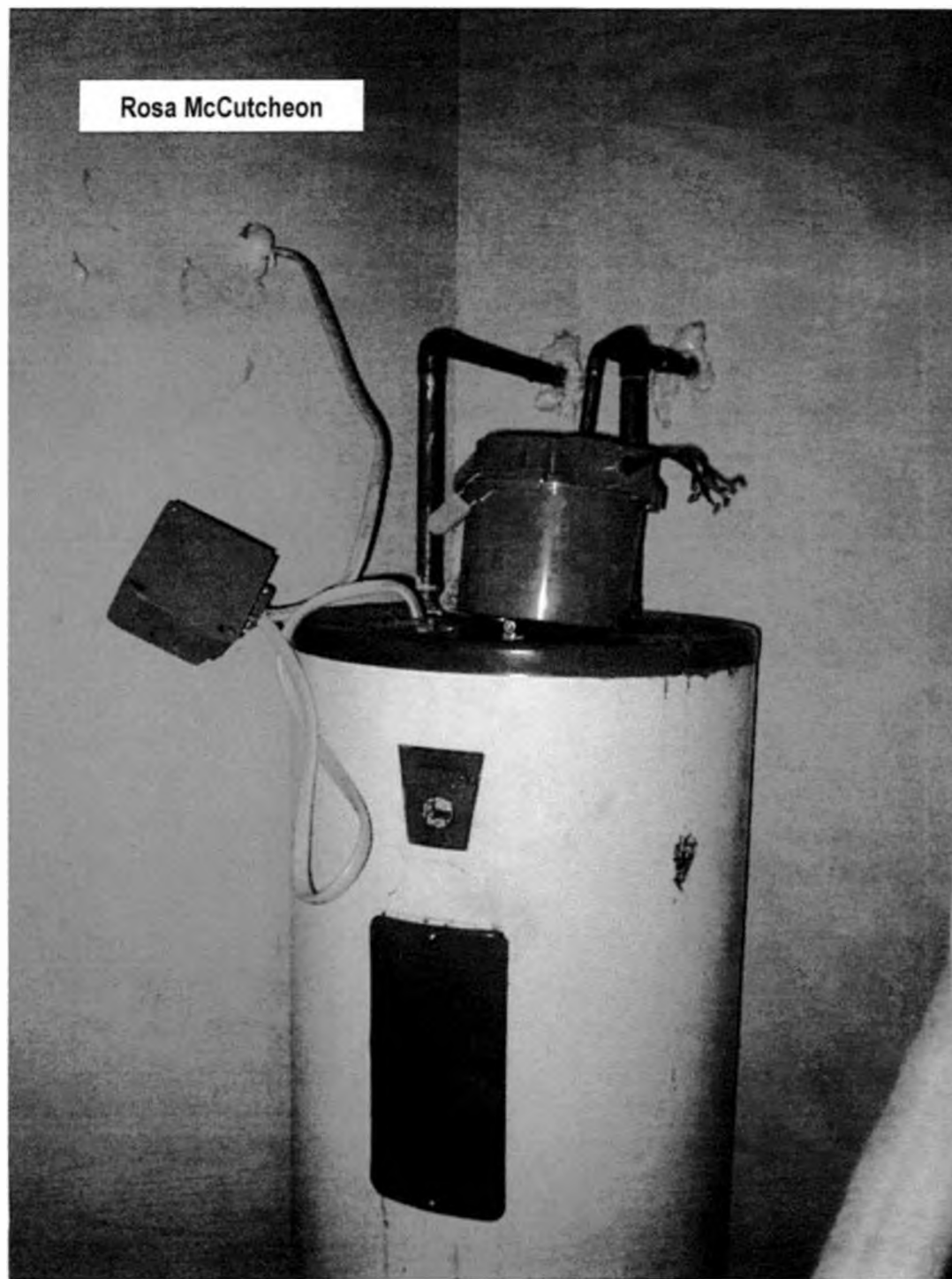


1. Blower Door – Complete any additional air sealing with blower door running. Record information on new sheet.
2. Seal around window a/c.
3. Clean the A-Coil.
4. Repair front door to eliminate crack between door knob and deadbolt.
5. New vented heater not installed correctly. Re-do installation to correct clearances around unit and in the attic. Install a floor pan under the heater.
6. Remove existing unvented heater.
7. Floor under the hot water heater was repaired. Install a pan under the hot water heater. Verify that the hot water heater is not leaking.





Rosa McCutcheon





15. Mary McDaniels, 411 East Marlboro St., Florence – Florence County

Front side of house

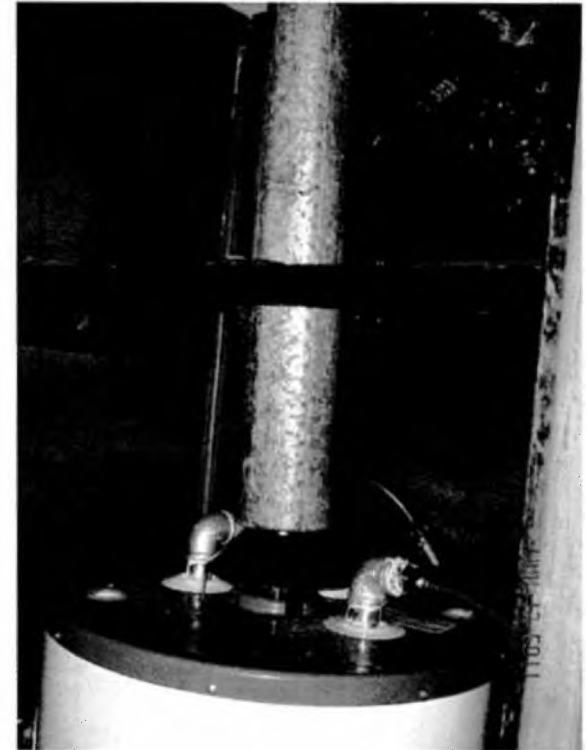
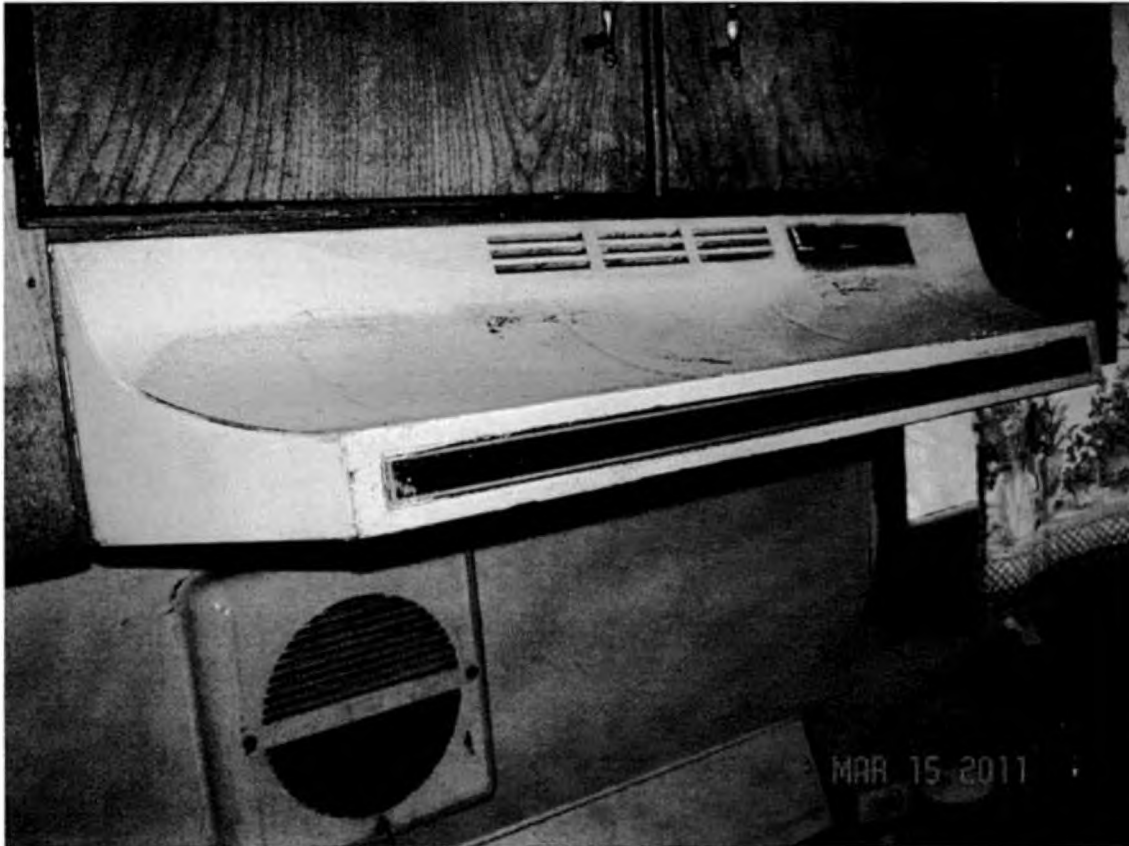


Back side of house

1. High cost for roofing coil nails – 38 boxes - \$1,292 – Contractor to refund amount not used.
2. Vent pop-off to outside.
3. Insulate/weatherstrip attic hatch.
4. New roof covered up plumbing vent pipes – Contractor to vent above roof line.
5. Perform CAZ on gas hot water heater in closet.
6. Remove aluminum duct tape in registers and install mastic.
7. Check distance from gas hot water heater or heater exhaust pipe from attic vents. Correct problem as needed.
8. Verify range hood exhaust working properly.
9. Install a Firestop spacer where the gas hot water heater vent pipe passes through the ceiling.

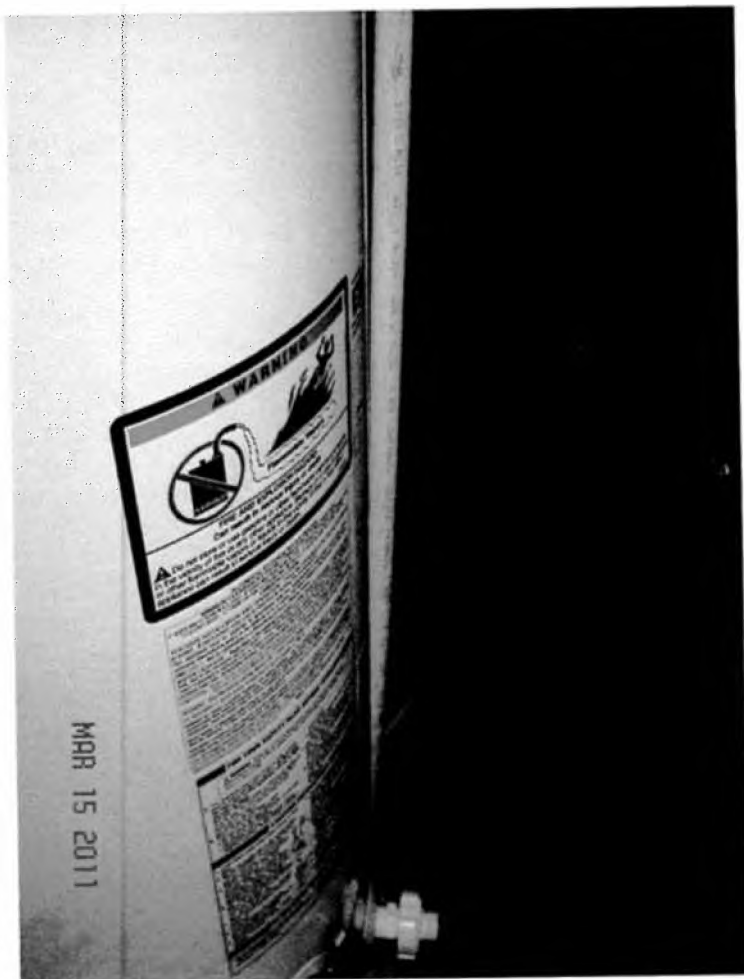
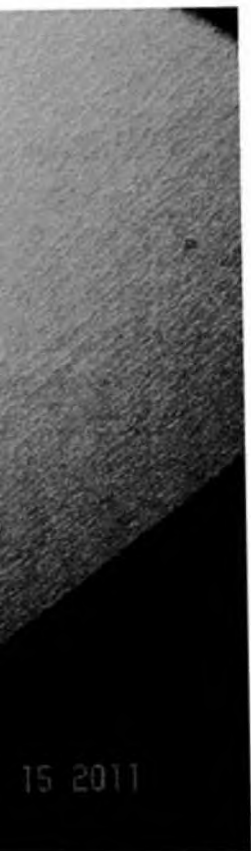


Mary McDaniels



Mary McDaniels





16. Mary Miles, 2060 McAllister Mill Rd., Scranton – Florence County



1. Blower Door Test
2. Duct leakage Test. Mastic all registers and vacuum out trash/debris.
3. Insulate/Seal/weatherstrip attic stairway. Remove insulation batt in attic stairway.
4. Seal off old register above chair in den.
5. Replace filter in return behind TV. (not pictured)
6. Remove and dispose properly the paint chips lying on the ground.
7. Seal cracks around area where unvented space heater (not working) is located.
8. HVAC person to examine unit in outdoor closet. (not pictured)
9. Temporary air-seal the fireplace.

**Mary Miles**





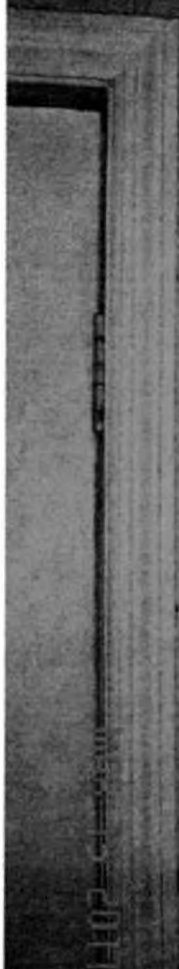
Mary Miles







Mary Miles





**17. Genevieve Montgomery, 185 Brown St., Lake City – Florence County**



1. Blower Door – Complete any additional air sealing with blower door running. Record information on new sheet.
2. Duct Testing – Complete any additional air sealing with blower door running. Record information on new sheet.
3. Seal around all air conditioner window units. Install  $\frac{1}{2}$ " plywood and caulk on both sides of A/C.
4. Clean a/c filters.
5. Insulate hot water heater in outside closet.
6. Contractor to pay for one slantback roof vent. 6 purchased, 5 on house.
7. Insulate and weatherstrip attic stairway.
8. Pay back for 13 pieces of primed 1 x 4 x 16 lumber.
9. Run pop-off from hot water heater to outside (if needed).
10. Spread cellulose insulation evenly to achieve 11" depth.

Genevieve Montgomery

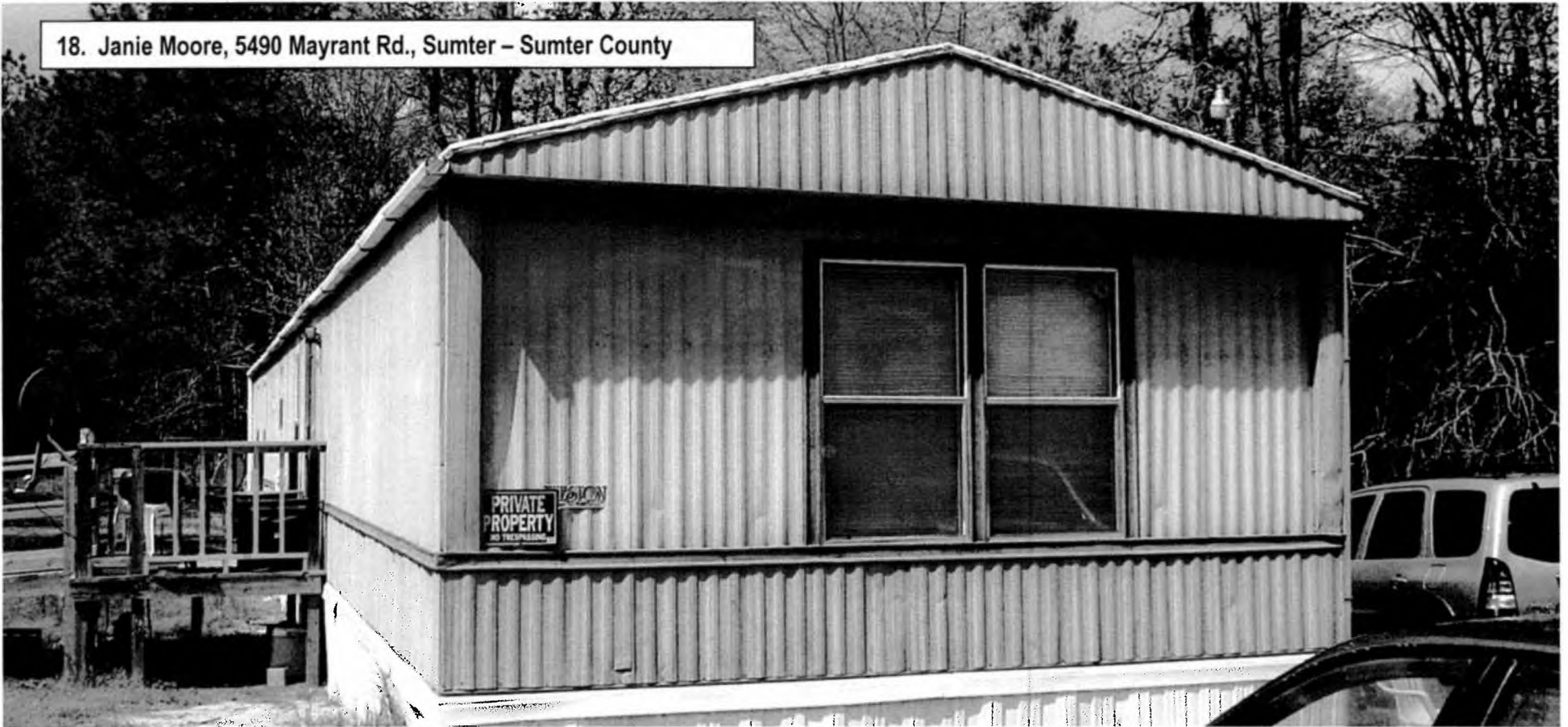


Genevieve Montgomery





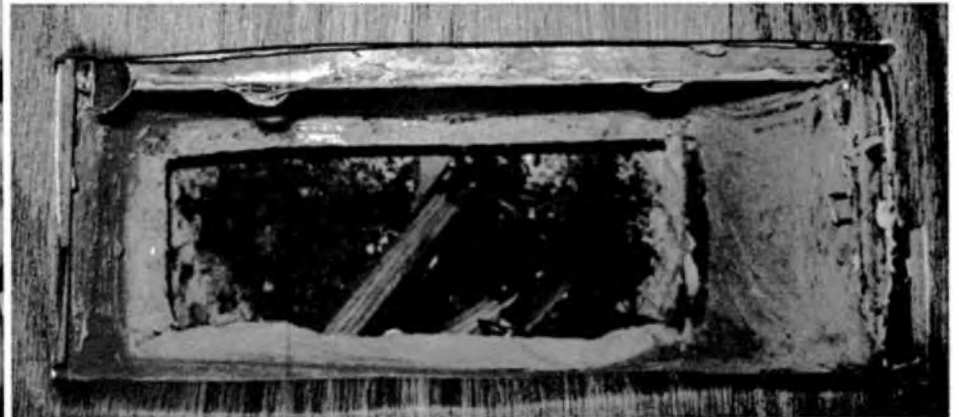
18. Janie Moore, 5490 Mayrant Rd., Sumter – Sumter County



1. Blower Door – Complete any additional air sealing with blower door running. Record information on new sheet.
2. Duct Testing – Complete any additional air sealing with blower door running. Record information on new sheet.
3. Vacuum out all debris in vents.
4. Clean the A-Coil.



Janie Moore





19. Geromia Morris, 1067 Peacock St., Manning – Clarendon County



1. Blower Door – Complete any additional air sealing with blower door running. Record information on new sheet.
2. Duct Testing – Complete any additional air sealing with blower door running. Record information on new sheet.
3. Remove insulation from hot water heater (poor installation by contractor).
4. Repair torn bathroom exhaust pipe in attic and exit through the roof.
5. Provide client with air filters.
6. Correct materials installed. Invoice indicates that 2 roof vents were purchased. A total of 4 roof vents were installed.



Geromia Morris



20. Addie Moses, 3000 Cubbage Rd., Sumter – Sumter County

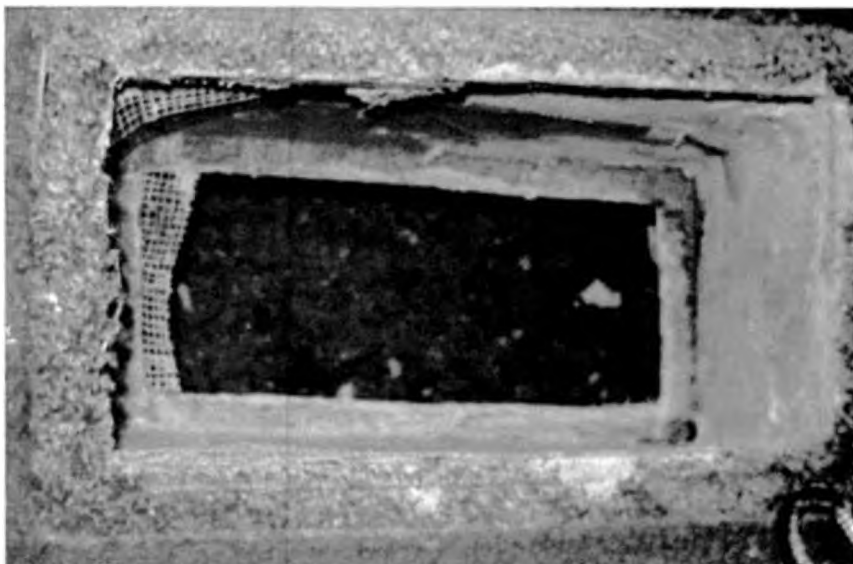


1. Blower Door – Complete any additional air sealing with blower door running. Record information on new sheet.
2. Duct Testing – Complete any additional air sealing with blower door running. Record information on new sheet.
3. Vacuum out all debris in ducts. Apply mastic where air leaks are evident.
4. Replace damaged dryer vent pipe in the crawl space and exit to the outside.
5. Re-locate the CO detector from behind the sofa to another area in the dwelling.
6. Repair leaking hot/cold water at connection to the hot water heater.

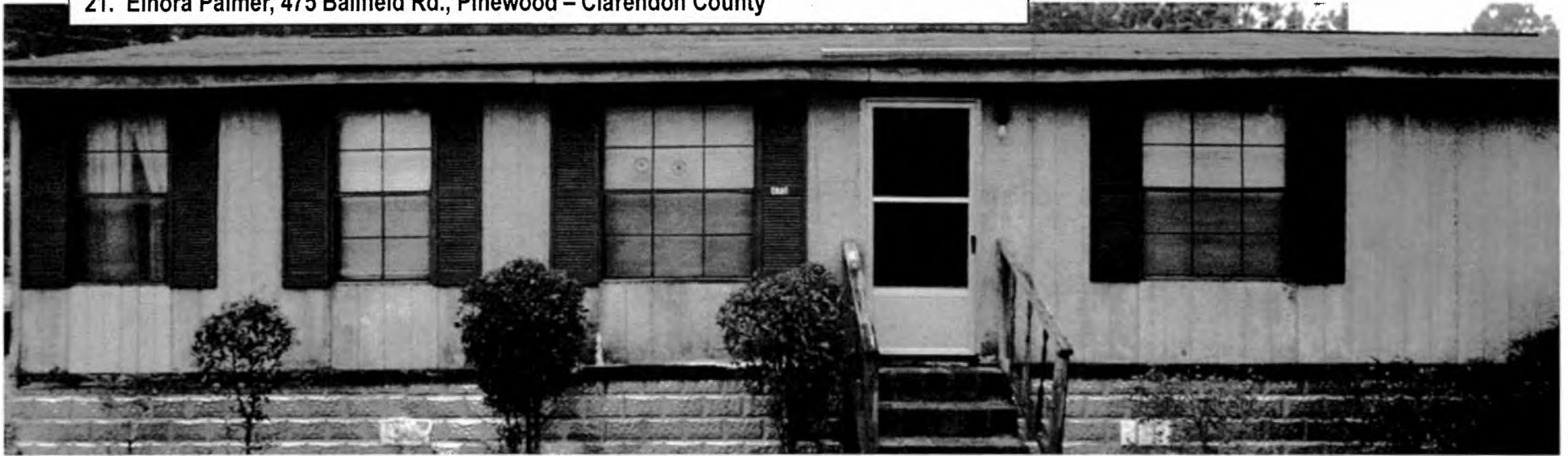
Addie Moses

MAR 31 2011

MAR 31 2011



21. Elnora Palmer, 475 Ballfield Rd., Pinewood – Clarendon County



1. Blower Door – Complete any additional air sealing with blower door running. Record information on new sheet.
2. Duct Testing – Complete any additional air sealing with blower door running. Record information on new sheet.
3. Vacuum out all debris in vents.
4. Return the cost of the 50 yard tape measure that was purchased.
5. Install pop-off drain pipe to the outside.
6. Safely secure sharp metal object on top of hot water heater.
7. Provide air filters to client.

22. Betty Peterson, 203 East Moore St., Sumter – Sumter County



1. Blower Door – Complete any additional air sealing with blower door running. Record information on new sheet.
2. Duct Testing – Complete any additional air sealing with blower door running. Record information on new sheet.
3. Complete Manual J – Verify that installed unit matches Manual J.
4. Evenly spread cellulose insulation to achieve 11" thickness.
5. Replace crushed dryer vent pipe.



Betty Peterson



INSULATION INFORMATION CARD

THE INSTALLER CERTIFIES THAT CELLULOSE FIBER OR FIBERGLASS BATT BULK INSULATION HAS BEEN INSTALLED ACCORDING TO THERMAK REQUIREMENTS IN THE FOLLOWING AREA:

OF THE ATTIC TO PROVIDE AN R-VALUE OF 38. (11'x20' 20' BATS AT A THICKNESS OF 10" PEELS COVERING 300 TOTAL SQUARE FEET.

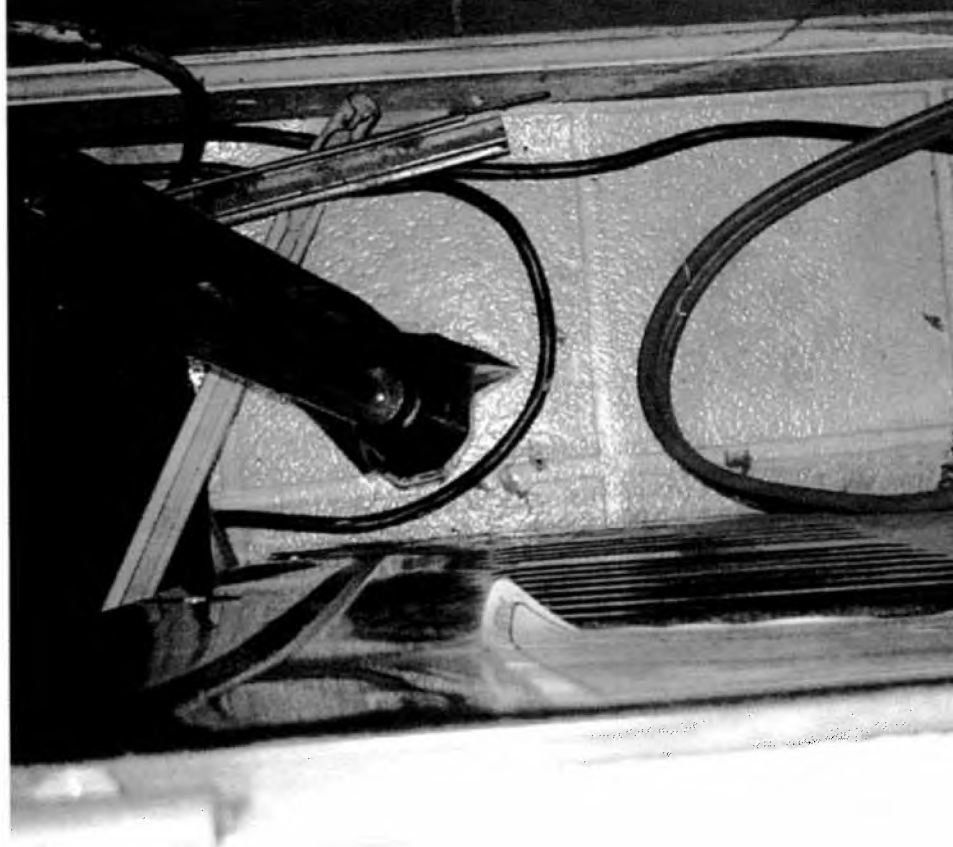
SIGNED: L.H. Corbetta  
AGENCY'S NAME: Valerie Conley Bell  
DATE: 2/10/11

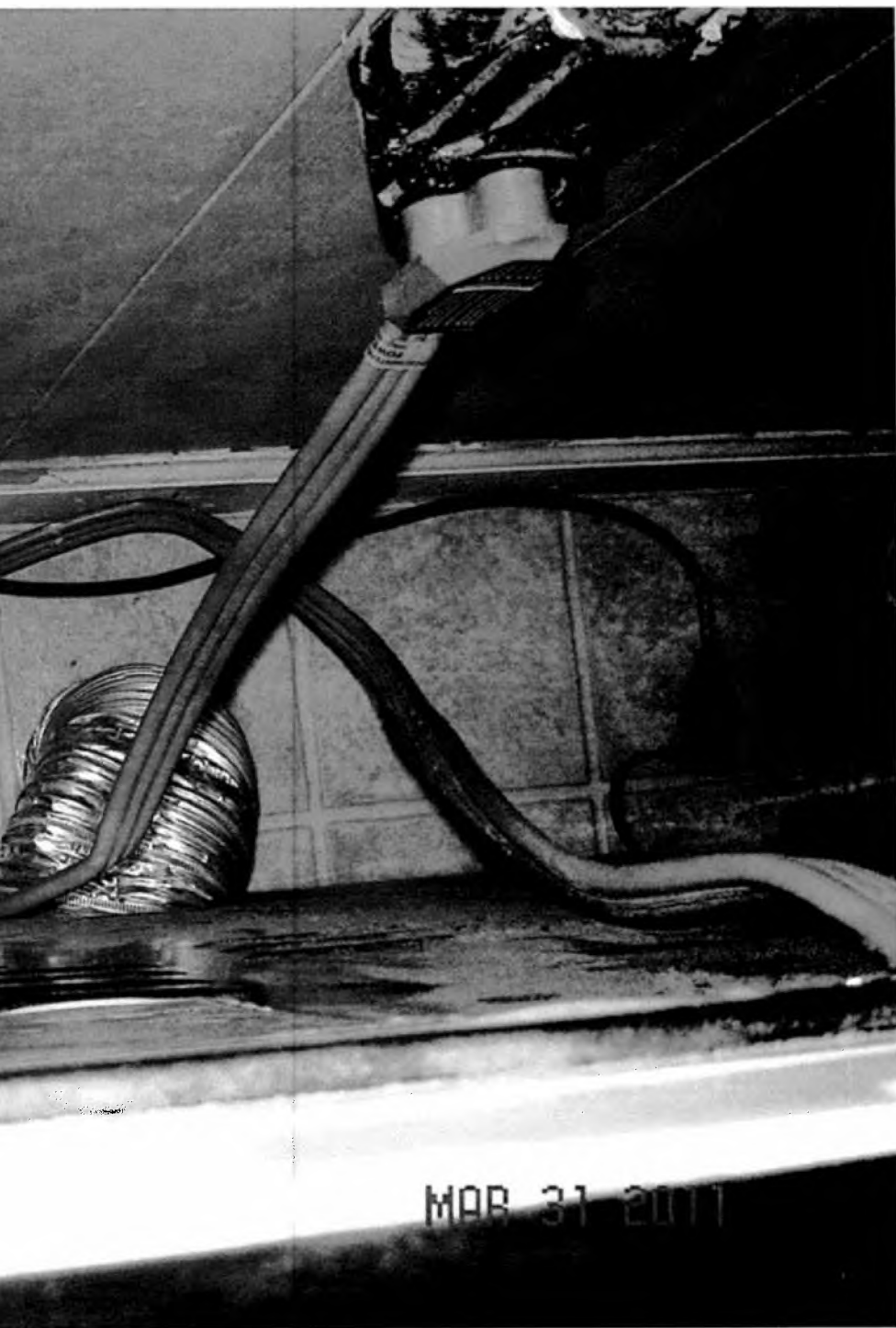


MAR 31 2011



Betty Peterson



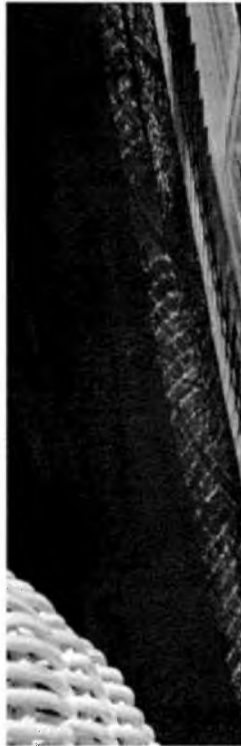
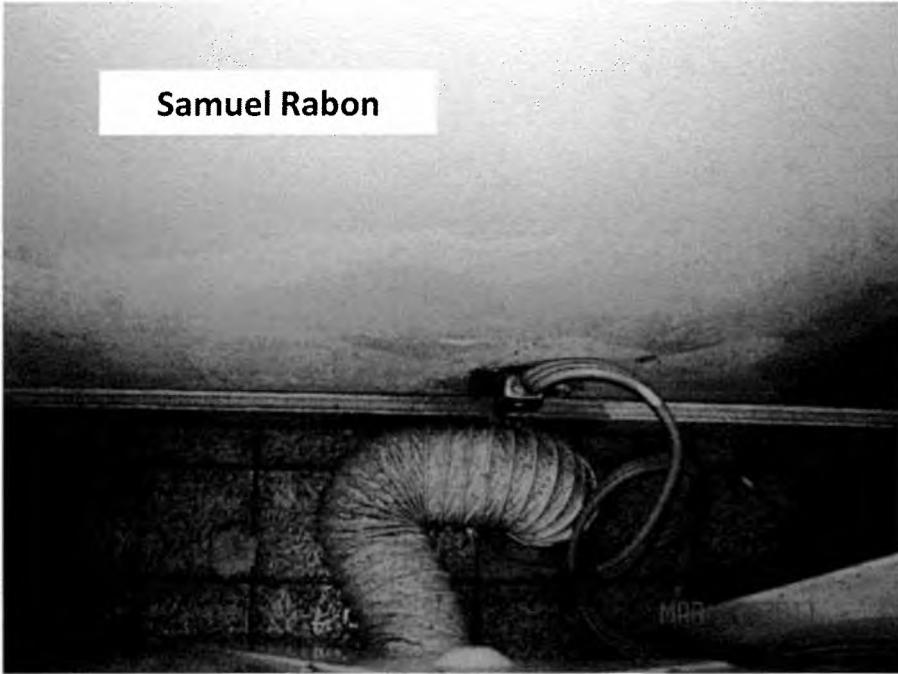


**23. Samuel Rabon, Jr., 429 Guyton Ct., Mullins – Marion County**



1. Conduct Blower Door testing.
2. Conduct Duct Testing.
3. Install floor pan under new installed vented space heater.
4. Contractor to pay back cost for door jams that were installed as w/s on new windows that were already weatherstripped.
5. Complete Manual J.
6. Clean refrigerator coils with shop vac.
7. Minimum clearances not met for vent pipe extending through the roof. National Fuel Gas Code, ANSI Z223.1, Section 10.5.2.1, states the rule: "A chimney for residential-type or low-heat gas utilization equipment shall extend at least 3 ft. (0.9 m) above the highest point where it passes through a roof of a building and at least 2 ft. (0.6 m) higher than any portion of a building within a horizontal distance of 10 ft. (3 m).
8. Contractor to pay back cost for roof vents.
9. Seal around window a/c and clean filter and install a/c foam.
10. Ken to determine refund for any lumber.
11. Replace vinyl dryer vent pipe with flexible rigid.
12. Note: Samuel Rabon's name was reported twice in PY 2010 – 11/29/10 and 12/1/10. Send to OEO an amended Recap Report.

**Samuel Rabon**





Samuel Rabon





Samuel Rabon

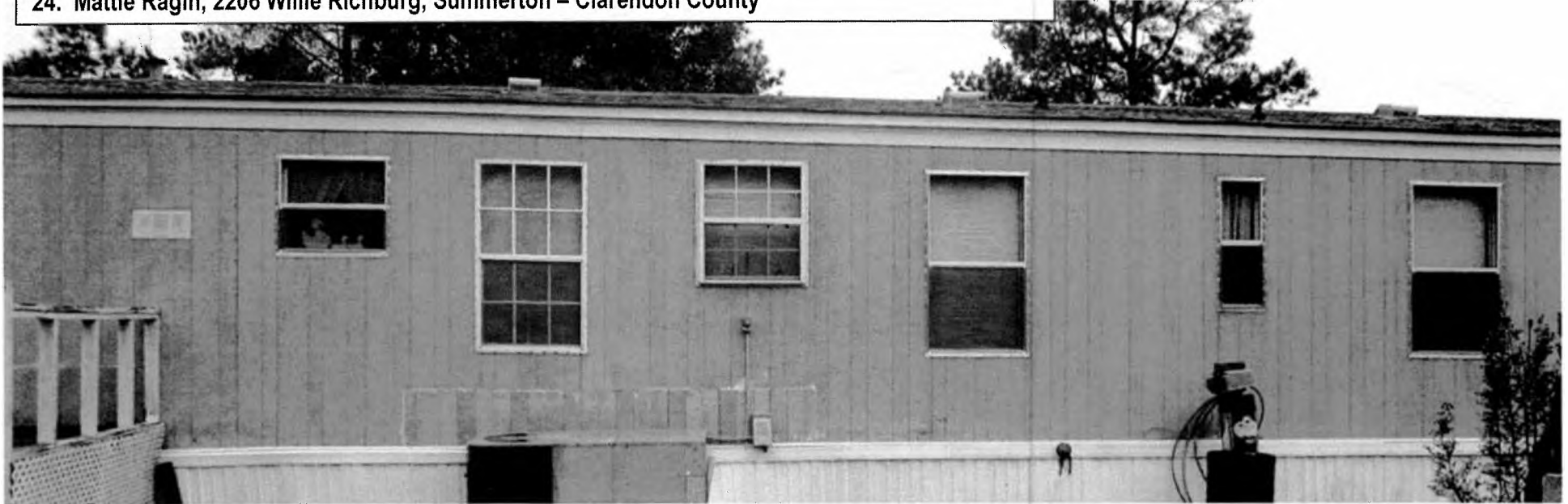


MAR 17 2011



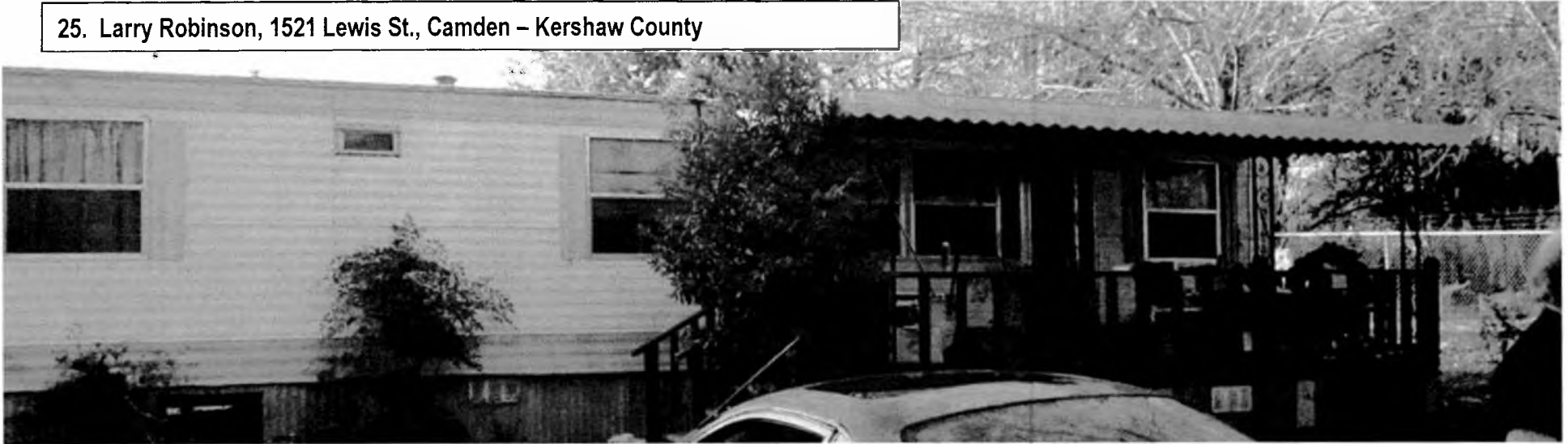


24. Mattie Ragin, 2206 Willie Richburg, Summerton – Clarendon County



1. Provide filters
2. Belly needs to be inspected to assure that it is properly insulated.
3. Check warped floor in kitchen
4. Replace vinyl dryer vent pipe with metal.

25. Larry Robinson, 1521 Lewis St., Camden – Kershaw County



1. Blower Door – Complete any additional air sealing with blower door running. Record information on new sheet.
2. Duct Testing – Complete any additional air sealing with blower door running. Record information on new sheet.
3. Vacuum ducts.
4. Patch holes in belly.

26. Issac Salters, 271 East Claff Circle, Lake City – Florence County



1. Blower Door – Complete any additional air sealing with blower door running. Record information on new sheet.
2. Conduct CAZ test for gas hot water heater in closet. Install appropriate ventilation in door.
3. Replace range hood exhaust with one with an operating damper and replace outside louver vent cover.
4. Complete Manual J.
5. Call gas vendor to check if outside propane is leaking gas.
6. Evenly spread cellulose insulation in attic to achieve 11" depth.
7. Vent pop-off on hot water heater to outside (if needed).
8. Assure that unvented space heater is not operable (disconnect gas line).