

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT

SECOND AMENDMENT TO CONTRACT NO. C000050335

This contractual Agreement entered into by and between the **Commonwealth of Pennsylvania, Department of Community and Economic Development**, hereinafter referred to as the "**Grantor**", and the

**LYCOMING/CLINTON COUNTIES COMMISSION
FOR COMMUNITY ACTION (STEP), INC
2138 Lincoln Street
Williamsport, PA 17701**

hereinafter referred to as the "**Grantee**" party of the second part.

WITNESSETH:

WHEREAS, the **Grantor** has a Contract with the **Grantee**, and

WHEREAS, the **Grantor** wishes to amend the Contract to allow the **Grantee** to carry out the scope of services, and

NOW, THEREFORE, the parties hereto intending to be legally bound do hereby agree to the following:

1. Those programmatic changes and modification detailed in Appendix A, B & C .
2. The amount of this Budget Amendment is **THREE HUNDRED SEVENTEEN THOUSAND, SIX HUNDRED SIXTY EIGHT DOLLARS (\$317,668.00) AND NO CENTS-----**. The total amount of this Contract as amended will be **SEVEN HUNDRED FORTY ONE THOUSAND, TWO HUNDRED FORTY SEVEN DOLLARS (\$741,247.00) AND NO CENTS-----**.
3. All terms and conditions of this Contract not changed or modified by this Amendment shall remain in full force and effect.

IN WITNESS WHEREOF the parties hereunto have set their hands and seals on:

WITNESS:

LYCOMING/CLINTON COUNTIES
COMMISSION FOR COMMUNITY ACTION
(STEP), INC

For Commonwealth signatures only

Vendor Number _____
Federal Identification Number _____

Commonwealth of Pennsylvania
Acting through the
Department of Community and
Economic Development

GRANTEE: Please sign & complete at "X's" only

X By [Signature] (Seal)
X Title President and CEO
X Date 2/29/12

[Signature] 3/15/12
Secretary/Deputy Secretary Date

Approved:

I hereby certify that funds in the amount of
\$317,668 are available under Appropriations
Symbol:

X By [Signature]
X Title Chief Financial Officer
X Date 2/29/12

7021311000 2419001000 P390429042006600700 -
\$166,859
7022211000 2419001000 P395009503006600700 -
\$142,559
7022211000 2419001000 P395009503306600700 -
\$8,250

Program WXX
Contract # C000050335
CFDA # DOE: 81.042
CFDA # LIHEAP: 93.568

For Commonwealth signatures only

Approved as to Legality and Form

[Signature] 3/12/12
Office of Chief Counsel Date

Preapproved Form # 4-K-2202
Office of General Counsel Date

Preapproved Form # 4-K-2202
Office of Attorney General Date

Comptroller approved as to fiscal responsibility,
budgetary appropriateness and availability of
funds:

[Signature] 3/26/12
Comptroller Date



WEATHERIZATION ASSISTANCE PROGRAM PROPOSAL SUMMARY

SECTION I: GENERAL INFORMATION

| | |
|--|----------------------------|
| CONTRACT NUMBER: C000050335 | IRS TAX EXEMPT NUMBER: |
| SUBGRANTEE: Lycoming/Clinton Counties Commission for Community Action (STEP) Inc. | |
| AGENCY ADDRESS: 2138 Lincoln Street Williamsport, Pa. 17701 | |
| EXECUTIVE DIRECTOR: Terry Roller | TELEPHONE: 576-601-9659 |
| CONTACT PERSON Kevin Mitcheltree | TELEPHONE: 570-601-9650 |

AMOUNT OF GRANT REQUEST

| | |
|----------------|------------|
| Total Grant: | \$ 317,668 |
| DOE: | 150,809 |
| LIHEAP Crisis: | 166,859 |
| Other: | |

OTHER NON-WEATHERIZATION FUNDS

| SOURCE | AMOUNT |
|--------|--------|
| | |
| | |
| | |
| Total: | \$ |

SECTION II: APPLICATION SUMMARY

PROPOSED EXPENDURE PERIOD

| | |
|---|--------------|
| (DOE) From: 07/01/2011 | To: 06/30/12 |
| (LIHEAP Crisis) From: 10/1/2011 | To: 09/30/12 |
| (OTHER) From: | To: |
| Area(s) to be served: Clinton and Lycoming Counties | |

PROPOSED # UNITS TO BE WEATHERIZED

| | |
|----------------|----|
| DOE: | 20 |
| LIHEAP CRISIS: | 75 |
| OTHER: | |

SECTION III: PROGRAM SUMMARY

Lycoming/Clinton Counties Commission for Community Action (STEP Inc.) is a non-profit agency providing multiple social service programs to the residents of Lycoming and Clinton counties. Our Weatherization Programs are administered through a combination of direct hire and subcontracted labor. The low income clients we serve will be recruited through our waiting list of over 800 households. These households (consisting of trailers, and single and double homes) will be prioritized through the State priority system. Each home will receive a baseload and energy audit consistent with the State Priority list and standards. Customer education efforts through this program will provide the client with the information and tools necessary to allow them to help themselves save energy as well as understand and reap the benefits of the weatherization measures we install.

Estimated number of units to be served:

- Elderly Occupied-6 DOE/16 LIHEAP
- Handicapped Occupied- 4 DOE/13 LIHEAP
- Single Family Rentals- 4 DOE/1 LIHEAP
- Multi-Family Occupied- 3 DOE/1 LIHEAP
- Mobile Home Owner Occupied- 5 DOE/33 LIHEAP
- Mobile Home Rental Occupied- 1 DOE/0 LIHEAP
- Owner Occupied- 7 DOE/40 LIHEAP

SECTION III: PROGRAM SUMMARY *(cont'd)*

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SECTION IV: CERTIFICATION

| | |
|---|--|
| AUTHORIZED SIGNATURE: <i>Traci A. Lowe</i> | NAME AND TITLE: <i>TRACI A. Lowe, CFO</i> |
| DATE SUBMITTED: <i>2/29/12</i> | |

Appendix A Pg 2 of 2

PA Weatherization Program
Budget Summary for FY 2011 - 2012

| | |
|--|--|
| Agency: | Lycoming Clinton Counties Commission for Community Action (STEP), Inc. |
| Application Date: | 2/3/2012 |
| Proposed Contract Period: | 07/01/2010 - 09/30/2013 |
| Expenditure Period: | 07/01/2011 - 09/30/2012 |
| Amendment Number: <i>(if applicable)</i> | 2 |
| Contract Number: | C0000050335 |
| Amendment Date: | 2/3/2012 |

| | DOE | LIHEAP | FY 11/12 Total Wx Program |
|--|---------------------|---------------------|------------------------------|
| I. Administration | | | |
| A. Personnel | 5,399.00 | 4,899.00 | 10,298.00 |
| B. Operating Costs | 3,795.00 | 3,444.00 | 7,239.00 |
| C. Office Equipment | 0.00 | 0.00 | 0.00 |
| TOTAL ADMINISTRATIVE COSTS | \$9,194.00 | \$8,343.00 | \$17,537.00 |
| II. Financial Audit | | | |
| A. Financial Audit | 754.00 | 834.00 | 1,588.00 |
| TOTAL FINANCIAL AUDIT COSTS | \$754.00 | \$834.00 | \$1,588.00 |
| III. Direct Services | | | |
| A. Program Support | 17,879.00 | 25,095.00 | 42,974.00 |
| B. Program Operations | 104,279.00 | 130,559.00 | 234,838.00 |
| C. Vehicles & Major Equipment | 0.00 | 0.00 | 0.00 |
| D. Health & Safety | 9,100.00 | 0.00 | 9,100.00 |
| TOTAL DIRECT SERVICES | \$131,258.00 | \$155,654.00 | \$286,912.00 |
| IV. Liability | | | |
| A. Liability | 1,353.00 | 2,028.00 | 3,381.00 |
| TOTAL LIABILITY | \$1,353.00 | \$2,028.00 | \$3,381.00 |
| V. Training & Technical Assistance | | | |
| A. Training & Technical Assistance | 8,250.00 | 0.00 | 8,250.00 |
| TOTAL Training & Technical Assistance | \$8,250.00 | \$0.00 | \$8,250.00 |
| GRAND TOTAL | \$150,809.00 | \$166,859.00 | \$317,668.00 |
| | DOE | LIHEAP | |
| Proposed Number of Units | 20 | 75 | |
| Cost per Unit (as per DOE) | \$6,108 | \$2,075 | |

APPENDIX B

SPECIAL CONDITIONS
WEATHERIZATION ASSISTANCE FOR LOW-INCOME PERSONS PROGRAM

Notwithstanding any provision contained herein to the contrary, the following Special Conditions apply to the above – referenced grant contract and are incorporated therein:

Original:

The grant contract amount represents the entire amount allocated to each agency based on a distribution formula. The agency will initially have spending authority for 50% of the allocation. Over the course of the 2010-2011 program year, the other 50% will be authorized or redistributed based upon specific performance quality metrics that will focus on quality, reporting and compliance with production schedules and the all other program requirements.

Subsequent Amendment:

Federal Funding Accountability and Transparency Act Provisions.

- (1) Registration and Identification Information.
 - (A) The Grantee must maintain current registration in the Central Contractor Registration (www.ccr.gov) at all times during which the Grantee has active federal awards funded pursuant to this Contract. A Dun and Bradstreet Data Universal Numbering System (DUNS) Number (www.dnb.com) is one of the requirements for registration in the Central Contractor Registration.
 - (B) The Grantee must provide its assigned DUNS number, and DUNS + 4 number if applicable, to the Commonwealth along with the Grantee's return of the signed Contract. The Commonwealth will not process this Contract until such time that the Grantee provides this information.
- (2) Primary Location.
 - (A) The Grantee must provide to the Commonwealth the primary location of performance under the grant award, including the city, State, and zip+4. If performance is to occur in multiple locations, then the Grantee must list the location where the most amount of the grant award is to be expended pursuant to this Contract.
 - (B) The Grantee must provide this information to the Commonwealth along with the Grantee's return of the signed Contract. The Commonwealth will not process this Contract until such time that the Grantee provides this information.
- (3) Compensation of Officers.

- (A) The Grantee must provide to the Commonwealth the names and total compensation of the five most highly compensated officers of the entity if:
- (i) the entity in the preceding fiscal year received:
 - (a) 80 percent or more of its annual gross revenues in Federal awards; and
 - (b) \$25,000,000 or more in annual gross revenues from Federal awards; and
 - (ii) the public does not have access to information about the compensation of the senior executives of the entity through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986.
- (B) If the Grantee does not meet the conditions listed above, then it must specifically affirm to the Commonwealth that the requirements of this clause are inapplicable to the Grantee.
- (C) The Grantee must provide information responding to this question along with the Grantee's return of the signed Contract. The Commonwealth will not process this Contract until such time that the Grantee provides such information responding to this question.