

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. EE0007915		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address Office of Community Services, Dept of Labor & Industrial Relations, 830 Punchbowl Street, Rm. 420 Honolulu, HI 968135095		4. Program/Project Start Date 07/01/2020	
		5. Completion Date 06/30/2021	

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Award + Carryover	81.042	\$ 221,134.00		\$ 302,402.00		\$ 523,536.00
2.						
3.						
4.						
5. TOTAL		\$ 221,134.00	\$ 0.00	\$ 302,402.00	\$ 0.00	\$ 523,536.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) GRANTEE ADMINISTRA TION	(2) SUBGRANTE E ADMINISTRA	(3) GRANTEE T&TA	(4) SUBGRANTE E T&TA	
a. Personnel	\$ 15,120.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 15,120.00
b. Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
c. Travel	\$ 0.00	\$ 0.00	\$ 10,000.00	\$ 0.00	\$ 10,000.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
f. Contract	\$ 0.00	\$ 28,728.00	\$ 0.00	\$ 23,500.00	\$ 498,416.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other Direct Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
i. Total Direct Charges	\$ 15,120.00	\$ 28,728.00	\$ 10,000.00	\$ 23,500.00	\$ 523,536.00
j. Indirect Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
k. Totals	\$ 15,120.00	\$ 28,728.00	\$ 10,000.00	\$ 23,500.00	\$ 523,536.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. EE0007915		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address Office of Community Services, Dept of Labor & Industrial Relations, 830 Punchbowl Street, Rm. 420 Honolulu, HI 968135095		4. Program/Project Start Date 07/01/2020	
		5. Completion Date 06/30/2021	

SECTION A - BUDGET SUMMARY						
Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.						
2.						
3.						
4.						
5. TOTAL		\$ 221,134.00	\$ 0.00	\$ 302,402.00	\$ 0.00	\$ 523,536.00

SECTION B - BUDGET CATEGORIES					
6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) PROGRAM OPERATIONS	(2)	(3)	(4)	
a. Personnel	\$ 0.00				\$ 15,120.00
b. Fringe Benefits	\$ 0.00				\$ 0.00
c. Travel	\$ 0.00				\$ 10,000.00
d. Equipment	\$ 0.00				\$ 0.00
e. Supplies	\$ 0.00				\$ 0.00
f. Contract	\$ 446,188.00				\$ 498,416.00
g. Construction	\$ 0.00				\$ 0.00
h. Other Direct Costs	\$ 0.00				\$ 0.00
i. Total Direct Charges	\$ 446,188.00				\$ 523,536.00
j. Indirect Costs	\$ 0.00				\$ 0.00
k. Totals	\$ 446,188.00				\$ 523,536.00
7. Program Income	\$ 0.00				\$ 0.00

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
WEATHERIZATION ANNUAL FILE WORKSHEET

(Grant Number: EE0007915, State: HI, Program Year: 2020)

IV.1 Subgrantees

Subgrantee (City)	Planned Funds/Units
Hawaii County Economic Opportunity Council (HCEOC) (Hilo)	\$123,477.00 20
Honolulu Community Action Program (Honolulu)	\$287,006.00 26
Kauai Economic Opportunity, Inc. (KEO) (Lihue)	\$28,486.00 2
Maui Economic Opportunity, Inc. (MEO) (Wailuku)	\$59,447.00 11
Total:	\$498,416.00 59

IV.2 WAP Production Schedule

Weatherization Plans	Units
Total Units (excluding reweatherized)	59
Rewatherized Units	0

Note: Planned units by quarter or category are no longer required, no information required for persons.

Average Unit Costs, Units subject to DOE Project Rules		
VEHICLE & EQUIPMENT AVERAGE COST PER DWELLING UNIT (DOE RULES)		
A	Total Vehicles & Equipment (\$5,000 or more) Budget	\$0.00
B	Total Units Weatherized	59
C	Total Units Reweatherized	00
D	Total Dwelling Units to be Weatherized and Reweatherized (B + C)	59
E	Average Vehicles & Equipment Acquisition Cost per Unit (A divided by D)	\$0.00
AVERAGE COST PER DWELLING UNIT (DOE RULES)		
F	Total Funds for Program Operations	\$446,188.00
G	Total Dwelling Units to be Weatherized and Reweatherized (from line D)	59
H	Average Program Operations Costs per Unit (F divided by G)	\$7,562.51
I	Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J	Total Average Cost per Dwelling (H plus I)	\$7,562.51

IV.3 Energy Savings

Method used to calculate savings: ☒ WAP algorithm ☐ Other (describe below)			
	Units	Savings Calculator (MBtus)	Energy Savings
This Year Estimate	59	29.3	1729
Prior Year Estimate	44	29.3	1289
Prior Year Actual	32	29.3	938
Method used to calculate savings description:			

IV.4 DOE-Funded Leveraging Activities

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
WEATHERIZATION ANNUAL FILE WORKSHEET

(Grant Number: EE0007915, State: HI, Program Year: 2020)

Not applicable.

IV.5 Policy Advisory Council Members

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

Dean Masai	Type of organization: Unit of State Government Contact Name: Dean Masai Phone: 8085873804 Email: dmasai@dbedt.hawaii.gov
Elisa Furtado-Fischer	Type of organization: Unit of State Government Contact Name: Elisa Furtado-Fischer Phone: 8085865727 Email: EFurtado-Fischer@dhs.hawaii.gov

IV.6 State Plan Hearings (Note: attach notes and transcripts to the SF-424)

Date Held	Newspapers that publicized the hearings and the dates the notice ran
04/14/2020	Notices for the public hearing on the State Plan shall be published on the Hawaii OCS website at www.labor.hawaii.gov/ocs/service-programs-index/weatherization-assistance-program by March 30, 2020. Emails shall also be sent to each CAA on March 30, 2020 with the link to the public hearing notice and the draft of the WAP PY 2020 State Plan.

IV.7 Miscellaneous

Recipient Business Officer:

Name: Courtney Ho

E-mail: courtney.n.ho@hawaii.gov

Phone#: (808)586-8679

Recipient Principal Investigator:

Name: Bow Mun Chin

E-mail: bowmun.chin@hawaii.gov

Phone#: (808)586-8624

American Customer Satisfaction Index (ACSI) Action Plan

Based on the results of the 2019 ACSI and responses from Subgrantees, the State of Hawaii's Office of Community Services' (OCS) action plan for PY 2020 is to:

- Improve communications with Subgrantees on developing the State Plan to increase transparency, and build the relationship between the State office and Community Action Agencies;
- Develop and host a training for Subgrantees, specific to the State of Hawaii's WAP program to gain more knowledge on weatherizing multifamily and rental units, weatherization best practices, and other technical guidances; and
- Coordinate grant monitoring with Subgrantees by scheduling on-site monitoring visits, informing Subgrantees of documents that will be reviewed using the pre-monitoring checklist, and sending monitoring reports containing relevant feedback and best practices within thirty (30) days after the monitoring visit.

Hawaii's WAP Policies and Procedures

The State of Hawaii's OCS is updating the WAP Policies and Procedures, which will be finalized and sent to DOE for review and approval during PY 2020.

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
STATE PLAN/MASTER FILE WORKSHEET

(Grant Number: EE0007915, State: HI, Program Year: 2020)

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

V.1 Eligibility

V.1.1 Approach to Determining Client Eligibility

Provide a description of the definition of income used to determine eligibility

The program serves households that meet the client eligibility criteria in 10 CFR §440. In general, eligible households are at or below 200 percent of the Federal Poverty Guidelines for Hawaii, as established by the U.S. Department of Health and Human Services, or contain a household member who has received cash assistance payments under Title IV or XVI of the Social Security Act during the 12-month period preceding the determination of eligibility.

DLIR-OCS is working with Hawaii Public Housing Authority (HPHA) and the four subgrantees on meeting eligibility requirements. DLIR-OCS is currently working on receiving approval from Department of Housing and Urban Development (HUD) and U.S. Department of Energy (DOE) to weatherize HPHA multifamily buildings.

Describe what household eligibility basis will be used in the Program

The primary goal is to provide weatherization services and reduce energy costs for low-income households in accordance with 10 CFR §440.3, §440.22 and §440.16(b). Priority shall be given to households with elderly persons (over the age of 60), persons with disabilities, families with children (up to age 19), high residential energy users, and households with a high energy burden.

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

DLIR-OCS is fully compliant with the requirements of the Qualified Alien Status and Eligibility provisions of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, and DLIR-OCS adheres to the guidance provided by Weatherization Program Notice (WPN) 12-1, part 5.1, effective January 31, 2012. Grantees are directed and encouraged to review guidance provided by Health and Human Services (HHS) under Low-Income Home Energy Assistance Program (LIHEAP). This guidance can be found by going to <https://aspe.hhs.gov/basic-report/summary-immigrant-eligibility-restrictions-under-current-law#sec1>. HHS Information Memorandum LIHEAP-IM-25 dated August 28, 1997, states that all qualified aliens, regardless of when they entered the United States, continue to be eligible to receive assistance and services under LIHEAP if they meet other program requirements. To eliminate any possible contradiction of eligibility for weatherization services at the state and local level for qualified aliens, the definition adopted by HHS will also apply to the DOE WAP. HHS issued Information Memorandum LIHEAP-IM-98-25 dated August 6, 1998, outlining procedures for LIHEAP and weatherization subgrantees serving non-qualified aliens to implement new status verification requirements. To ensure continuity between LIHEAP and WAP for the many subgrantees operating both programs, the DOE WAP will follow the interpretation as adopted by HHS.

V.1.2 Approach to Determining Building Eligibility

Procedures to determine that units weatherized have eligibility documentation

Subgrantees have intake, client selection procedures, and unit energy audit procedures to determine the eligibility of the clients and the dwelling units. First, staff follow procedures on how to administer an intake form, which gathers information on family data, annual income, and client needs. An assessment of the dwelling unit will be conducted to ascertain whether the unit meets the criteria for WAP weatherization services. Subgrantees will ascertain whether the energy consumption levels at the dwelling unit appear to be excessive and amenable to remediation by installation of standard Hawaii WAP remediation installations, such as solar hot water heaters and/or energy-efficient refrigerators. Then a Program Coordinator will screen the intake form and determine household eligibility within program guidelines. After a client's eligibility has been certified, the client will remain eligible for weatherization assistance for twelve months from date of application. If weatherization work has not started before the twelve months are up, the household may reapply using only a declaration of income statement. However, applicants who are on the waiting list are subject to the WPN 20-3 requirement that eligibility documentation be updated at least annually.

Eligible buildings must comply with 10 CFR §440.22, such that not less than 66 percent of the dwelling units in the building are income eligible or will become eligible within 180 days. No dwelling unit may be weatherized without verification of income eligibility from either HPHA, the property owner, or the household.

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
STATE PLAN/MASTER FILE WORKSHEET

(Grant Number: EE0007915, State: HI, Program Year: 2020)

Describe Reweathering compliance

Subgrantees are aware that no dwelling unit may be reweatherized if the home was weatherized after September 30, 1994. If a dwelling unit has been previously weatherized, then subgrantees determine if reweatherization shall be given to previously weatherized units, though it is not encouraged. Subgrantees retain new records of all weatherized dwellings for a minimum of three years from the day the grant is closed and keep a list of homes that have been weatherized. The retained records include the date of weatherization and a description of DOE funds and other funds used for weatherization of a particular dwelling.

If a subgrantee wishes to serve homes located in disaster area, they shall abide by DOE guidance, WPN 12-7, which addresses Disaster Planning and Relief. Subgrantees follow the appropriate procedures when initiating reweatherization measures of these dwelling units.

Describe what structures are eligible for weatherization

Eligible dwelling units per 10 CFR §440 includes rental or owner-occupied single-family dwellings, manufactured homes, multi-family buildings up to 24 units, and shelters. To receive weatherization services, a manufactured home must be a permanent, stationary, full-time residential dwelling. Buildings with 25 or more units may be weatherized with prior approval from the state. Non-stationary campers and trailers are not allowed to receive weatherization services.

Property fifty years old or older must be reviewed for possible historic status or features and shall be weatherized only in such a way as complies with the State Historic Preservation Officer (SHPO) Programmatic Agreement.

Describe how Rental Units/Multifamily Buildings will be addressed

Subgrantees may weatherize any rental unit including dwelling units in a small multi-family building using Hawaii's supplemental priority list, which was approved by DOE on March 3, 2020. Small multi-family buildings are defined as having 5 to 24 dwelling units in the building. Prior to weatherization of any rental unit, written permission of the building owner or their agent is required. Subgrantees will also have the property owner sign a Landlord Cooperation Agreement, attached as Other_Master_Landlord Agreement, to help identify the direct benefits of the weatherization work and ensure the benefits accrue primarily to the low-income client, in accordance with 10 CFR §440.22(b)(3)(i). The landlord tenant agreement prevents the landlord from evicting the tenant or from increasing rent unless the eviction or rent increase is demonstrably related to matters other than the weatherization work performed, and otherwise requiring landlord cooperation in supporting the goals of these WAP weatherization installations, in accordance with 10 CFR §440.22(b)(3). This cooperation agreement also ensures that the rights of tenants and the weatherization investment in rental buildings are protected, and that the benefits of weatherization accrue to the low-income persons the program intends to serve. Subgrantees may use their own versions a landlord tenant agreement provided that it complies with all applicable policies and procedures regarding rentals as described in Hawaii's WAP Policies and Procedures Manual. DLIR-OCS will update WAP Policies and Procedures, and the finalized version will be sent to DOE PO and Technical PO, which will then be distributed to Subgrantees.

In instances where a tenant does not pay for utilities directly, subgrantees must ensure the weatherization benefits accrue to the low-income tenants. The subgrantee needs to demonstrate in sufficient detail how the benefits of weatherization work will accrue to primarily the low-income tenants of the eligible multi-family building. A combination of at least three of the following benefits which include, but are not limited to:

- Longer term preservation of the property as affordable housing;
- Continuation of protection against rent increases beyond that required under the WAP regulations (10 CFR §440.22(b)(3)(ii));
- Investment of the energy savings in facilities or services that offer measurable direct benefits to tenants;
- Investment of the energy savings from the weatherization work in specific health and safety improvements with measurable benefits to tenants;
- Improvements to ventilation and to heat and hot water distribution to improve the comfort of residents;
- Establishment of a shared savings program; and
- Generic assertions such as "tenant services will be improved" or "weatherization will improve health and safety" are not sufficient to demonstrate that the accrual of benefits requirement is met.

To weatherize multi-family buildings with more than 24 dwelling units, subgrantees will work with the property owner to document that not less than 66 percent of the dwelling units in the building are income eligible or will become income eligible dwelling units within 180 days under a Federal, State, or local government program, in accordance with 10 CFR §440.22(b)(2). Since Hawaii does not have an approved priority list or field guide for large multi-family buildings, DLIR-OCS will work with Subgrantees to submit each building to DOE for review and approval prior to proceeding with weatherization work (per WPNs 16-5 and 19-4). For HUD assisted buildings, DLIR-OCS will follow the procedures in WPN 17-4 and complete the HUD property certification process, including submission of the:

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
STATE PLAN/MASTER FILE WORKSHEET

(Grant Number: EE0007915, State: HI, Program Year: 2020)

1. Property Self Certification form that specifies that the building in question meets DOE's income eligibility requirements, and
2. Property Occupancy Report from current property records that confirm compliance with DOE's income eligibility requirements.

Per WPN 16-5, individual units with a multi-family building must meet specific criteria and be approved by DOE on a case-by-case basis prior to weatherization. Hawaii's policy is to weatherize the entire multi-family building whenever possible. For buildings that do not meet the 66% eligibility rule, DLIR-OCS will work with DOE to address individual units, where applicable.

References to the specific eligibility of multi-family buildings is addressed in 10 CFR §440.22(b)(2). DLIR-OCS defines "certain eligible types of large multi-family buildings" as privately owned multi-family buildings. In accordance with 10 CFR §440.22(b), subgrantees will ensure that a minimum of 50 percent of the dwelling units in duplexes, four-unit buildings, and "certain eligible types of large multi-family buildings" occupied by a family that meets the income requirements. Subgrantees must submit a Property Self-Certification form and a Property Occupancy Report to HUD and DOE, in accordance with Weatherization Program Notice 17-4. To weatherize "certain eligible types of large multi-family buildings," subgrantees must obtain the landlord and tenant's signatures on the Landlord Cooperation Agreement. Signed copies of this document will be provided to both the tenant and the property owner.

Describe the deferral Process

When there are major health, safety, or other circumstances that render the dwelling unit untenable, unsafe, or infeasible for weatherization installation, the subgrantee may decide whether to defer work in a dwelling unit or to not provide weatherization services. The issues that could result in deferral of services include but are not limited to:

- Major roof leakage;
- Major foundation damage;
- Major moisture problem, including mold infestation;
- Major plumbing problems;
- Human or animal waste in the home;
- Major electrical problems or fire hazards;
- The home is vacant, or the client is moving; and
- The home is for sale.

Behavioral issues may also be a reason to defer services to a client, including but not limited to:

- Illegal activity on the premises;
- Occupant's hoarding makes difficult or impossible to perform a complete audit; and
- Lack of cooperation by the client.

Should deferral be appropriate, the subgrantee provides a written Weatherization Deferral Notice to the clients. The client will be given 30 days to take corrective action. If the client is able to take corrective action within 30 days, then work will resume as soon as possible. If the problem is not corrected within 30 days, the subgrantee will change the status of the job to inactive. The client is able to reapply once the problem on the Deferral Notice has been corrected.

Deferral measures are referenced in the Hawaii Weatherization Field Guide, attached as Other_Master_Field Guide.

V.1.3 Definition of Children

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

V.1.4 Approach to Tribal Organizations

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

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

Currently, there is no federally recognized tribal organization in the State of Hawaii.

V.2 Selection of Areas to Be Served

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
STATE PLAN/MASTER FILE WORKSHEET

(Grant Number: EE0007915, State: HI, Program Year: 2020)

Weatherization assistance is needed and provided statewide to all four counties: the City and County of Honolulu, Kauai County, Maui County, and Hawaii County. The PY2019 subgrantees will continue to provide services through PY2020. If at any time during the program year, a subgrantee is unable to meet WAP requirements, terminates its weatherization contract, or has excess funds, DLIR-OCS has the option of reallocating the funds among the remaining subgrantees.

V.3 Priorities

Priority for service delivery is given to elderly people, people with disabilities, families with children, high residential energy users, and households with high energy burden, in compliance with 10 CFR §440.16 and 10 CFR §440.22. Once a potential client has filled out the intake form, the subgrantee determines eligibility and ranks them on a point system, giving more points on the basis of priorities listed in 10 CFR §440.16.

V.4 Climatic Conditions

Due to Hawaii's tropical climate, Hawaii only experiences two seasons, winter and summer. Hawaii's summer is between the months of May and September and winter is October and April. During the summer, Hawaii experiences an increase in temperature, humidity, and sun intensity with a decrease in trade winds; and during the winter, Hawaii experiences heavy rain and lower temperatures. The following links summarize Hawaii's climate:

- Hawaii Average Precipitation (<http://www.wrcc.dri.edu/cgi-bin/anomimage.pl?haw12mPn.gif>)
- Precipitation Departure from Average (<http://www.wrcc.dri.edu/cgi-bin/anomimage.pl?haw12mPdep.gif>)
- Heating Degree Days in Hawaii (<http://www.wrcc.dri.edu/cgi-bin/anomimage.pl?haw12mHdd.gif>)
- Heating Degree Days Departure from Average (<http://www.wrcc.dri.edu/cgi-bin/anomimage.pl?haw12mHdddep.gif>)
- Cooling Degree Days in Hawaii (<http://www.wrcc.dri.edu/cgi-bin/anomimage.pl?haw12mCdd.gif>)
- Cooling Degree Days Departure from Average (<http://www.wrcc.dri.edu/cgi-bin/anomimage.pl?haw12mCdddep.gif>)
- Average Temperature (<http://www.wrcc.dri.edu/cgi-bin/anomimage.pl?haw12mTv.gif>)
- Average Max Temperature (<http://www.wrcc.dri.edu/cgi-bin/anomimage.pl?haw12mTx.gif>)

V.5 Type of Weatherization Work to Be Done

V.5.1 Technical Guides and Materials

The Hawaii Standard Work Specifications (SWS) Field Guide can provide subgrantees with guidance in addition to the 10 CFR §440 and 2 CFR §200. Before DLIR-OCS contracts the subgrantees, they are required to submit a quality assurance plan that provides, in detail, their procedures to ensure all Federal, State and County requirements are being met.

Currently, weatherization services include;

- Intake;
- Assessment and audit;
- Energy saving measures;
- Energy education;
- Verification of work; and
- Monitoring energy usage and savings.

Installation measures are dependent on the energy audit that the subgrantee conducts for each household. Currently, there are eight approved weatherization measures in the Approved Hawaii Priority List that applies to single family homes and multi-family buildings with units of four or less (DOE approved on December 19, 2016). The following measures are listed in the order of highest to lowest in terms of cost effectiveness:

- Low-Flow Showerheads;
- Compact Fluorescent Light Bulbs (CFLs) or Light-Emitting Diodes (LEDs);

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
STATE PLAN/MASTER FILE WORKSHEET

(Grant Number: EE0007915, State: HI, Program Year: 2020)

- Advanced Power Strips;
- Small Room Air Conditioners (6-15,000 Btu/h cooling capacity) Replacement*;
- Solar Water Heater or Hybrid Heat Pump Water Heater Installation;
- Refrigerator Replacement; and
- Large Room Air Conditioner (18,000 Btu/h cooling capacity) Replacement for Hawaii Island, Kauai, Lanai and Molokai only*.

* Air conditioner replacements may only be installed if the occupant is at-risk as defined by documented medical reasons for needing air conditioning. More information can be found in the Health and Safety Plan.

All subgrantee agreements and vendor contracts, active in PY 2017 and beyond, include language that clearly documents the SWS specifications for work quality outlined in WPN 15-4, section 2. A digital copy of the Hawaii Weatherization Field Guide (Field Guide) can be accessed online at <http://labor.hawaii.gov/ocs/service-programs-index/weatherization-assistance-program/>. By signing PY 2020 WAP contracts with DLIR-OCS, subgrantees acknowledge they received the Field Guide and are held accountable to make sure all weatherization work meets or exceeds the standards set forth in the Field Guide. DLIR-OCS will ensure that subgrantees are providing their contractors with the required information on their expectation of work quality and program guidance by including the following language in their contract:

1. Subgrantee must certify it has informed contractors that work must meet the standards as outlined in the Hawaii Weatherization Field Guide and the Standard Work Specifications. This certification must be done annually and must be signed off by the subgrantee and an authorized employee of the contractor company.
2. All energy audits performed by the subgrantee or it's contractor will meet or exceed the requirements set forth in Weatherization Program Notice 16-8.

During on-site monitoring, DLIR-OCS will ensure that the language and required signatures for the Field Guide are in the subgrantee contractor files. Subgrantees will ensure that all contractors sign the final inspection form to indicate that the SWS Field Guide procedures and standards were implemented in the installation of the weatherization measures. (See Hawaii Priority List Attachment.)

Field guide types approval dates

Single-Family: 7/9/2019
Manufactured Housing:
Multi-Family:

V.5.2 Energy Audit Procedures

Audit Procedures and Dates Most Recently Approved by DOE

Audit Procedure: Single-Family
Audit Name: Priority List
Approval Date: 12/19/2016

Audit Procedure: Manufactured Housing
Audit Name: No Audit/Priority List for this building type
Approval Date: 12/19/2016

Audit Procedure: Multi-Family
Audit Name: No Audit/Priority List for this building type
Approval Date:

Comments

A pre-installation evaluation, a post-installation evaluation, and an evaluation three and six months after the final inspection is conducted by the subgrantees. The data collected from these evaluations will be used to examine the client's energy cost at the given time to determine the efficiency and productivity of the weatherized measures installed in the dwelling.
--

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
STATE PLAN/MASTER FILE WORKSHEET

(Grant Number: EE0007915, State: HI, Program Year: 2020)

V.5.3 Final Inspection

In accordance with 10 §CFR 440.21, to complete installation of weatherization services for a dwelling, the subgrantee or its authorized representative conducts a final inspection of the dwelling unit to certify that all weatherization and mechanical work has been completed in a quality manner, is in compliance with applicable rules and codes, and is in accordance with the priorities determined by the audit.

Due to the type of weatherization done in the State of Hawaii and geographical location, Hawaii has an exemption for Certified Quality Control Inspectors (QCI). Therefore, the final inspector needs to be trained on the specific measures the State of Hawaii implements, but does not need to go through the QCI training.

The Hawaii SWS Field Guide aligns with WPN 15-4 section 3, which governs the quality control inspection process and outlines disciplinary actions for inadequate inspection practices. The inspector conducts a final inspection of all weatherized dwellings, which includes photos of the weatherized dwelling to show visual proof of installation and compliance to verify the following:

- Review all completed work with the client;
- Confirm that the client is satisfied;
- Specify corrective actions whenever the work does not meet standards; and
- Verify that all required paperwork, with required signatures, is in the client file.

V.6 Weatherization Analysis of Effectiveness

The effectiveness of the subgrantee's weatherization work is assessed using monthly program reports that reflect the targeted number of outcomes the number of homes that were weatherized, the measures that were implemented, and the status of applicants and potential applicants. In addition, the subgrantees submit a narrative to DLIR-OCS with a more detailed account of what the subgrantee did within the month.

Through the monthly report, the Program Specialist is able to see the variance between the targeted outcomes and the current outcomes per provider. This allows the Program Specialist to have a high level of awareness of the progression of each subgrantee towards meeting their contracted outcomes and effectiveness.

V.7 Health and Safety

(See Health and Safety Attachment.) Grantee does not have a separate Health and Safety budget category. The Subgrantees include this expense in their installation costs.

V.8 Program Management

V.8.1 Overview and Organization

Administratively attached to DLIR, OCS was created by the State Legislature in 1985. This legislation is codified as Chapter 371K, Hawaii Revised Statutes.

DLIR-OCS collaborates with various public and private agencies to assist Hawaii's low-income, immigrant, and refugee populations to overcome and alleviate barriers to economic self-sufficiency through an array of community-based programs and services. The primary purpose of DLIR-OCS is "to facilitate and enhance the development, delivery, and coordination of effective programs for those in need and to provide advice and assistance to the agencies of the executive branch in the human service field, and the legislature."

The DLIR-OCS office is located in the Keelikolani building at 830 Punchbowl Street, Room 420, Honolulu, Hawaii 96813, telephone (808) 586-8675, fax (808) 586-8685.

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
STATE PLAN/MASTER FILE WORKSHEET

(Grant Number: EE0007915, State: HI, Program Year: 2020)

V.8.2 Administrative Expenditure Limits

The funding allocated to the State of Hawaii for WAP for PY 2020 is under \$350,000. Therefore, the State may allocate 10 percent of the total award for administrative costs, five percent to itself and five percent to the subgrantees as a whole.

V.8.3 Monitoring Activities

DLIR-OCS goals for monitoring WAP activities include:

1. Analyzing service delivery, program performance, and quality and effectiveness of the work on completed dwelling units.
2. Determining program compliance and accountability.
3. Identifying problems, deficiencies, and areas for program improvement.
4. Assisting agencies in their program operations and compliance with DOE and State regulations.
5. Advising agencies on how to correct any weaknesses and deficiencies.
6. Assessing the need for training and technical assistance to improve local agency service delivery, cost-effectiveness, and accountability.
7. Assessing how agencies, contractors, and anyone installing weatherization measures abide by the standards and technical requirements as stated in the updated Hawaii Weatherization Field Guide provided on the DLIR-OCS website: <http://labor.hawaii.gov/ocs/service-programs-index/weatherization-assistance-program/>.
8. Determining ways that monitoring activities can be improved.

In accordance with 10 CFR 440.23 and to achieve the defined goals based on the principles stated above, DLIR-OCS monitors and evaluates the operations of projects carried out by subgrantees by performing periodic monitoring reviews of the fiscal, programmatic, and field functions of local weatherization agencies through:

1. Desktop monitoring: The DLIR-OCS Program Specialist will review and track all available subgrantee reports for progress, expenditures, timeliness, audit findings, and resolution of findings.
2. Subgrantee Agency On-site Monitoring Visits: Each subgrantee receives at least one field visit per year. Additional visits are scheduled as needed to address specific subgrantee issues as they arise. Included in these visits are:
 - Fiscal Monitoring:
 - i. Review of financial records;
 - ii. Review of purchasing and bidding practices;
 - iii. Review of payroll and documentation;
 - iv. Review of travel records;
 - v. Review of vendor payments; and
 - vi. Reviews last fiscal audit.
 - Field Monitoring
 - i. Client files;
 - ii. Weatherization materials, tool, equipment, and inventory;
 - iii. Client scheduling practices;
 - iv. Safety policies and practices; and
 - v. Ten percent of all weatherized units.

DLIR-OCS observes the following procedures for monitoring:

1. Monitoring visits will be scheduled in advance with the subgrantee. The WAP Manager will send a memorandum with the monitoring schedule. Subgrantee agencies will be given a period of time to inform the WAP Manager if there are overriding conflicts with the scheduled dates for the agency, and new monitoring dates will be selected. If traveling becomes a health and safety issue, instead of conducting an on-site monitoring visit DLIR-OCS will conduct desktop monitoring and hold a teleconference call with the subgrantee. At least five working days prior to the teleconference call, the subgrantee will send DLIR-OCS the required program documents. The subgrantee's fiscal documents will also be sent to DLIR-OCS by the day of the teleconference call.
2. Upon arrival at the agency, the monitor(s) will conduct an entrance interview with the appropriate agency personnel to explain the purpose of the visit,

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
STATE PLAN/MASTER FILE WORKSHEET

(Grant Number: EE0007915, State: HI, Program Year: 2020)

records and information needed, and the planned timeframe of the visit. An exit interview will be tentatively scheduled with the Weatherization Coordinator and the WAP staff of the subgrantee. The Weatherization Coordinator must be available at all times during the monitoring visit.

3. DLIR-OCS will conduct inspections on:
 - i. At least 10 percent of the units reported as completed will have an on-site monitoring inspection;
 - ii. At least 10 percent of the units reported as completed will have files reviewed;
 - iii. Spot checks will be made by the Program Specialist of the material on hand at the subgrantees' storage as well as materials already installed; and
4. DLIR-OCS will conduct an exit interview with the Weatherization Coordinator and all other staff of the subgrantee as DLIR-OCS considers appropriate on the basis of the information received during the monitoring inspection. The exit interview will include a review of the monitoring analysis.
5. Each monitoring inspection will be documented by a report prepared by DLIR-OCS's monitoring staff. DLIR-OCS will send a copy of the report to the subgrantee. The monitoring report will identify any corrective action that needs to be taken, and it will also identify each unit visited or inspected by DLIR-OCS. DLIR-OCS will prepare the monitoring report within 30 days after the conclusion of the monitoring visit. If a monitoring report identifies matters for which DLIR-OCS believes that corrective action must be taken, the subgrantee shall respond fully within 30 days after receiving the report.
6. Action for removal of a subgrantee from the program: If DLIR-OCS determines after monitoring that a subgrantee is materially failing to provide services in accordance with its contract with DLIR-OCS, DLIR-OCS may initiate proceedings to terminate financial assistance to that subgrantee pursuant to 10 CFR §440.15 (e) and §440.30.

Based on the prior year's expenses for airfare, rental car, and parking costs, DLIR-OCS estimates spending about \$1,200 (12%) of its T&TA funds to conduct monitoring visits to the three service providers that are not located on the Island of Oahu, DLIR-OCS's home base.

V.8.4 Training and Technical Assistance Approach and Activities

The management of the weatherization program at the local level requires expertise in a wide array of areas including construction management, fiscal policy, client education, energy transfer theory, materials science, installation techniques, and related issues. In addition, weatherization agencies must operate their programs in accordance with a variety of governmental regulations and policies. Therefore, DLIR-OCS's approach to T&TA activities includes training at the grantee and subgrantee level. T&TA needs are assessed through on-site visits, email requests, detailed evaluation from regional training sessions, and any monthly program reports.

A portion of the T&TA funds are distributed to local agencies to use for their particular weatherization-related training needs, such as workshops targeting best practices for weatherization personnel, and weatherization specific conferences. As the State of Hawaii does not have any in-state IREC accredited training programs, the Subgrantees are encouraged to complete such training using their T&TA funds to travel to the U.S. mainland to attend such trainings by IREC accredited trainers. It is noted that the State of Hawaii does not have certified Quality Control Inspectors.

Grantee & Subgrantee T&TA:

In PY 2019, a portion of the T&TA funds were used to pay NASCSP membership dues. Through the NASCSP membership, OCS staff gain ongoing guidance, webinars, and direct T&TA from NASCSP staff. OCS spent the remaining grantee T&TA funds to fly four NASCSP trainers to Oahu to conduct training for all providers who administer WAP. The training consisted of WAP Grant Guidance, strategizing how to spend down WAP funds and improve production, and program manager training.

A portion of PY 2020 T&TA funds will be used for OCS's WAP Specialist to attend NASCSP's annual conference in September 2020 and NASCSP's winter conference in February 2021. These trainings will provide OCS staff with the opportunity to continue developing an understanding of the technical standards. OCS will spend the remaining grantee T&TA funds, not including funds needed to conduct monitoring visits, to contract with NASCSP to conduct training for all providers who administer WAP services. Some of the T&TA funds will also be used to pay NASCSP membership dues. Each subgrantee's T&TA funds are intended for WAP staff to attend comprehensive and specific trainings offered by Energy OutWest, NASCSP, and Building Performance Association. Additionally, DLIR-OCS may coordinate and offer an annual workshop for Subgrantees in PY 2020 to continue improving WAP knowledge and skills contingent upon the compliance with federal and state health and safety guidelines.

Percent of overall trainings

Comprehensive Trainings:	0.0
Specific Trainings:	100.0

Breakdown of T&TA training budget

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
STATE PLAN/MASTER FILE WORKSHEET

(Grant Number: EE0007915, State: HI, Program Year: 2020)

Percent of budget allocated to Auditor/QCI trainings:	50.0
Percent of budget allocated to Crew/Installer trainings:	50.0
Percent of budget allocated to Management/Financial trainings:	0.0

V.9 Energy Crisis and Disaster Plan

The State of Hawaii's Energy Crisis Plan can be found here (<http://files.hawaii.gov/dbedt/op/docs/Energy.pdf>). Hawaii has the Hawai'i Emergency Management Agency that coordinates services during disasters, issues disaster warnings, and educates the community about disaster preparedness (<http://scd.hawaii.gov/index.htm>).