

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. EE0009887		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address American Samoa Government Territorial Energy Office Pago Pago, AS 967990000		4. Program/Project Start Date 07/01/2023	5. Completion Date 06/30/2024

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. Federal	81.042	\$ 0.00		\$ 278,158.00		\$ 278,158.00
2.						
3.						
4.						
5. TOTAL		\$ 0.00	\$ 0.00	\$ 278,158.00	\$ 0.00	\$ 278,158.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) GRANTEE ADMINISTRATI ON	(2) PROGRAM OPERATIONS	(3) GRANTEE T&TA	(4) HEALTH AND SAFETY	
a. Personnel	\$ 1,096.00	\$ 81,554.00	\$ 0.00	\$ 0.00	\$ 82,650.00
b. Fringe Benefits	\$ 184.00	\$ 10,916.00	\$ 1,728.00	\$ 2,627.00	\$ 17,109.00
c. Travel	\$ 0.00	\$ 6,000.00	\$ 3,000.00	\$ 0.00	\$ 9,000.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 64,990.00
e. Supplies	\$ 0.00	\$ 85,993.00	\$ 0.00	\$ 0.00	\$ 85,993.00
f. Contract	\$ 0.00	\$ 0.00	\$ 1,502.00	\$ 0.00	\$ 1,502.00
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	\$ 1,280.00	\$ 184,463.00	\$ 6,230.00	\$ 2,627.00	\$ 261,244.00
j. Indirect Costs	\$ 3,720.00	\$ 7,115.00	\$ 3,541.00	\$ 2,538.00	\$ 16,914.00
k. Totals	\$ 5,000.00	\$ 191,578.00	\$ 9,771.00	\$ 5,165.00	\$ 278,158.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

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3. Name and Address American Samoa Government Territorial Energy Office Pago Pago, AS 967990000		4. Program/Project Start Date 07/01/2023	5. Completion Date 06/30/2024

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		\$ 0.00	\$ 0.00	\$ 278,158.00	\$ 0.00	\$ 278,158.00

SECTION B - BUDGET CATEGORIES					
6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) Weatherization Readiness	(2)	(3)	(4)	
a. Personnel	\$ 0.00				\$ 82,650.00
b. Fringe Benefits	\$ 1,654.00				\$ 17,109.00
c. Travel	\$ 0.00				\$ 9,000.00
d. Equipment	\$ 64,990.00				\$ 64,990.00
e. Supplies	\$ 0.00				\$ 85,993.00
f. Contract	\$ 0.00				\$ 1,502.00
g. Construction	\$ 0.00				\$ 0.00
h. Other Direct Costs	\$ 0.00				\$ 0.00
i. Total Direct Charges	\$ 66,644.00				\$ 261,244.00
j. Indirect Costs	\$ 0.00				\$ 16,914.00
k. Totals	\$ 66,644.00				\$ 278,158.00
7. Program Income	\$ 0.00				\$ 0.00

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IV.1 Subgrantees

Subgrantee (City)	Planned Funds/Units
Territorial Energy Office (Pago Pago)	\$263,387.00 60
Total:	\$263,387.00 60

IV.2 WAP Production Schedule

Weatherization Plans		Units
Total Units (excluding reweatherized)		60
Reweatherized Units		0
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	60
C	Total Units Reweatherized	0
D	Total Dwelling Units to be Weatherized and Reweatherized (B + C)	60
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	\$191,578.00
G	Total Dwelling Units to be Weatherized and Reweatherized (from line D)	60
H	Average Program Operations Costs per Unit (F divided by G)	\$3,192.97
I	Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J	Total Average Cost per Dwelling (H plus I)	\$3,192.97

IV.3 Energy Savings

Method used to calculate savings: <input checked="" type="checkbox"/> WAP algorithm <input type="checkbox"/> Other (describe below)				
		Units	Savings Calculator (MBtus)	Energy Savings
	This Year Estimate	60	29.3	1758
	Prior Year Estimate	90	29.3	2637
	Prior Year Actual	23	29.3	674
Method used to calculate savings description:				
<div style="border: 1px solid black; padding: 5px;"> ----- Method used to calculate savings: WAP algorithm provided by DOE Guide </div>				

IV.4 DOE-Funded Leveraging Activities

Leveraged funds not included in DOE budget.

IV.5 Policy Advisory Council Members

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

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Evelyn Lili'o-Satele	Type of organization: Unit of State Government Contact Name: Phone: 6846992560 Email: els.taoa@yahoo.com
Petti Tagipo Matila	Type of organization: Unit of State Government Contact Name: Phone: 6846335155 Email: petti.matila@doc.as
Ruth Matagi-Fa'atili	Type of organization: Unit of State Government Contact Name: Phone: 6846334031 Email: rmatagifaatili@gmail.com
Ryan Tuato'o	Type of organization: Utility Contact Name: Phone: 6846991234 Email: ryant@aspower.com
Tapumanaia Galu Satele, Jr.	Type of organization: Unit of State Government Contact Name: Phone: 6846992441 Email: satele83@gmail.com

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
05/04/2023	New memorandum attached for Public Health Measles outbreak relevant to PAC meeting. Public Hearing held on May 4, 2023.

IV.7 Miscellaneous

Items 9:
No change from last year.

Item 11: Solar water heaters-currently gathering information on small PV systems and solar water heaters, so that they may be added to and approved for American Samoa's priority list

Item IV.5: PAC Council members
With the new administration, we have new PAC council members.

Weatherization Readiness Funds:

- **Readiness funds: Other than moisture and mold from the constant humidity and rains, we plan to use our readiness funds for minor structural repairs. A certified electrician will be on staff soon and if needed, readiness funds will assist with minor electrical repairs and roofing and widening doors.**
- **We plan to use \$3,000.00 of WR Funds towards these repairs.**
- **We intend to track the deferrals manually and have a record of each home on file for reporting and to avoid duplication.**

Item IV.7: Grantee Principal Investigator/Business Contact:
Malelega Tuilosega, Program Manager (WAP/LIHEAP/LIHWAP)
Territorial Energy Office
American Samoa Government
Phone: (684) 699-1101
Fax: (684) 699-2835

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Email: malelega684@gmail.com

We continue to practice health/safety measures when conducting home audits: mask up, hand sanitizers, maintain social distancing, wipe surfaces, etc.

Tracking deferrals:

We are using the attached template to track our deferrals. Please see SF-424 attachments, item 12.

Pago Pago, AS 96799

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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

A dwelling unit shall be eligible for weatherization assistance if household income level is at or below 200 percent of the Federal poverty guidelines established by the Department of Health and Human Services (DHHS), or if it contains a 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. In determining household income eligibility, American Samoa will use the Federal poverty guideline for the continental United States.

Listed below are instances when the applicant may be asked to produce a notarized letter for proof of income:

1. Unemployed and only source of income are remittances, etc.
2. Self-employed.
3. A large household dependent (10+) on Social Security or Retirement benefit from one household member.

It will also be up to the discretion of the Intake Supervisor, on whether an applicant provide a notarized letter or not.

We recognize that we serve low-income families and that the fee for a notary public may deter some families from providing proof of income. As a result, a TEO staff will enroll in a Notary Public course as soon as it is offered on-island. In this way, the notary fee can be waived for families that cannot afford the fee.

Describe what household eligibility basis will be used in the Program

The dwelling unit is eligible for assistance if it is occupied by a family unit:

- Whose income is at or below 200 percent of the poverty level determined in accordance with criteria established by the Director of the Office of Management and Budget, except that the Secretary may establish a higher level if the Secretary, after consulting with the Secretary of Agriculture and the Secretary of Health and Human Services, determines that such a higher level is necessary to carry out the purposes of this part and is consistent with the eligibility criteria established for the weatherization program under Section 222(a)(12) of the Economic Opportunity Act of 1964; , Pub. L. No. 88-452, 42 U.S.C. § 2701 et seq;
- DOE distributes to Grantees, as made available, Poverty Income Guidelines and Definition of Income. This document includes a revised definition of income for use by Grantees and Subgrantees in their programs. The revisions in this document include defining income, cash receipts, exclusions, proving eligibility, child support, annualizing income, and re-certification.
- Grantee is reminded that the supporting documentation for applicants applying for weatherization that may be on a waiting list or for other reasons must have their eligibility documentation updated at least annually.
- Which contains a member who has received cash assistance payments during the preceding twelve month-period under Titles IV and XVI of the Social Security Act, Pub.L. No. 88-452, 42 U.S.C. § 2701 et seq. or applicable State or local law; or
- If a Grantee elects, is eligible for assistance under the Low Income Home Energy Assistance Act of 1981, provided that such basis is at least 200 percent of the poverty level determined in accordance with criteria established by the Director of the Office of Management and Budget.

Priority will be given to households with the following population:

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- elderly person (age 60 and over)
- persons with disabilities
- families with children under the age of 20
- families with a high energy burden
- high energy energy users

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

Grantee will follow guidance provided by Health and human Services (HHS) under the Low Income Home Energy Assistance Program (LIHEAP) to ensure service to qualified aliens. Grantee will ensure that DOE weatherization services shall only be provided to eligible populations.

V.1.2 Approach to Determining Building Eligibility

Procedures to determine that units weatherized have eligibility documentation

The Territorial Energy Office (TEO) require applicants to provide documentation of Social Security benefits, a recent utility bill, proof of disability, proof of household income for previous months (3); a copy of their most recent photo ID, and a list of household members.. Copies of these items will be attached to the WAP application for TEO files. To ensure no dwelling receives services more than once, TEO WAP keep track of the electricity meter number, which never change unless the structure is destroyed.

Describe Reweatherization compliance

Homes are eligible for reweatherization under the following circumstances:

1. fire
2. floods and/or landslides
3. cyclone
4. tsunami

A decision will be rendered once an assessment is made of the unit and repair of the damage to weatherization materials is not paid for by insurance.

Dwelling units weatherized (including dwelling units partially weatherized) under this part, or under other Federal programs (in this paragraph referred to as 'previous weatherization'), may not receive further assistance for weatherization under this part until the date that is 15 years after the date such previous weatherization was completed. This paragraph does not preclude dwelling units that have received previous weatherization from receiving assistance and services (including the provision of information and education to assist with energy management and evaluation of the effectiveness of installed weatherization material) other than weatherization under this part or under other Federal programs, or from receiving non-Federal assistance for weatherization.

Describe what structures are eligible for weatherization

Single-family units are eligible for weatherization.

Multi-family units have not been a part our housing stock until recently. ARRA funding made it possible for construction of multi-family units for low-income families under the 1602 program. WAP staff have not had sufficient training or experience in multi-family audits, etc.

Mobile homes are not part of American Samoa's housing stock.

Describe how Rental Units/Multifamily Buildings will be addressed

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Our WAP staff have not had sufficient training or experience in conducting multi-family audits, etc. Since WAP was implemented in 2009, the WAP staff has yet to audit a multi-family unit(s). Since 2010, a lot of multi-family structures for low-income families were built, however, no individual(s) from these units have applied for assistance. Efforts will be made to ensure that individuals in multi-family units are aware of their eligibility for assistance.

TEO WAP may use financial assistance to weatherize a building containing rental dwelling units pending written permission from the landlord. The benefit of energy saving must benefit the low-income tenants and assure that the rights of the tenants are protected. A building containing rental dwelling units may be weatherized provided that not less than 66% (50% for duplexes and four-unit buildings) are eligible dwelling units.

Describe the deferral Process

Since the program started in 2009, there have been no deferrals. However, a unit is deferred based on the following:

- Visual indication that structure is not safe for weatherization or audit;
- Location of the unit is in a potential economic development site or flood plain;
- Health and Safety issues

The client will be informed and asked to make improvements before the structure can be considered for weatherization. More details is can be found in the Health & Safety plan attached.

Health and Safety:

Due to the Covid-19 Pandemic, the TEO-WAP have implemented additional health and safety measures to safeguard the field crew and household. Some of these measure were already in place as in September of 2019, a measles outbreak took place in neighboring Samoa which claimed 83 lives, the majority of them children under 5 and the elderly. They are now standard procedures for the Office:

Health and Safety Measures during the measles and Covid-19 pandemic:

1. Constant hand-washing for 20 seconds with antibacterial soap and/or hand sanitizer;
2. Wear a face-mask;
3. Get vaccinated for the MMR or a booster shot;
4. Once staff shows symptoms of a cold and/or flu, they must stay home;
5. Cough into your elbow or into your shirt, etc.;
6. Refrain from shaking hands, hugs, or any close personal contact;
7. Ensure field crew have ample supply of hand-sanitizers and bleach wipes when going into the field;
8. Wipe everything with clorox wipes before, during and after conducting house assessments, installation monitoring and final inspections. This extends to the house being assessed, etc.
9. Maintain social distancing. Request the owner of the house accompany the WAP staff during assessments, etc.,
and ask the others to wait outside.
10. Discourage the public from visiting the office and conduct everything online and over the phone.
11. Public hearing (see attached).

V.1.3 Definition of Children

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

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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.

There are no tribal organizations in the Territory of American Samoa. All clients will be treated equally.

V.2 Selection of Areas to Be Served

American Samoa, an insular possession of the United States, is the only territory south of the equator. It consists of seven tropical islands in the South Pacific about 2200 miles southwest of Hawaii and 1545 miles northeast of New Zealand. In 2007, the population was estimated to be 68,200 with an annual growth rate of 2%. The total territorial land area is 77 square miles, with Tutuila, the largest island, at about 58 square miles. Approximately 97% of the population reside in Tutuila while the remaining 3% reside on the outer islands; Aunu'u, Ofu, Olosega and Ta'u. The Formula Weatherization Assistant Program grant will be serving eligible households on all the islands of American Samoa.

V.3 Priorities

Priority for weatherization services will be provided to low-income American Samoan residents most vulnerable to rising energy costs. Priority will be given to households with one or all of the following population:

- Elderly persons (age 60 and over)
- Persons with disabilities
- Families with children 19 and under.

Households with high energy burden: Families that use the majority of their combined income to pay the electricity bill receive priority.

Households that are high energy users will receive priority. The majority of Samoan families have three generations in one household. Many times, the children choose to remain at home with their parents. They tend to contribute to the high usage and becomes a burden if there is only one income, or household rely on SS benefits and/or retirement benefits.

Point system:

Low-income - 25

Elderly - 25

Disabled - 25

Children - 25

The points remain the same regardless of the number of elderly, disabled, and/or children in the household. It does change in the absence of any of the priority population.

V.4 Climatic Conditions

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The territory has a tropical maritime climate with abundant rain and warm, humid days and nights. Average temperature in 2011 was estimated at 83.3°F. A total of 145 inches of rainfall was recorded. The dry season is from April through August and the wet season September through March. However, for this year, the dry season has yet to begin.

180 CDD in American Samoa in September 2013

2,190 = sum of all CDD for 1-year for American Samoa

V.5 Type of Weatherization Work to Be Done

V.5.1 Technical Guides and Materials

Weatherization measures:

The type of weatherization work to be done will be determined based on an approved priority list developed by SMS/DOE and the Territorial Energy Office. Measures may include window air conditioners, low flow faucets and showerheads, and possibly other measures as the priority list dictates.

All weatherization measures will meet the savings to investment ratio of 1 or greater.

Homes are eligible for weatherization under the following circumstances:

1. Fire
2. Flooding from heavy rains
3. Cyclone
4. Tsunami

A decision will be rendered once an assessment is made of the unit and repair of the damage to weatherization materials is not paid for by insurance.

While solar water heaters are on the priority list, at this time, it is not economical to include this measure in the weatherization process. No technical guide for solar water heater installation has been created, nor for refrigerator or window A/C unit installation.

No dwelling unit may be reported to DOE as completed until an authorized representative of TEO has performed a final inspection and certified that applicable work has been completed in a workmanlike manner and in accordance to the DOE-approved energy audit procedures and 10 CFR 440 Appendix A.

Field guide types approval dates

Single-Family: 9/21/2020
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: Other (specify)
Customized Priority List approved by DOE November 15, 2017
Approval Date: 11/28/2022

Audit Procedure: Manufactured Housing
Audit Name:
Approval Date:

Audit Procedure: Multi-Family

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Audit Name:
Approval Date:

Comments

<p>Energy audit for multi-family units continued:</p> <p>2. Audit information on multi-family unit and all relevant information will be submitted to DOE Project Officer for review and approve the projects on a case-by-case basis in the absence of a multi-family energy audit. Since the WAP was implemented in 2009, there have been 0% of multi-family units weatherized. As mentioned previously, newly constructed multi-family dwellings under the 1602 program are now available for use, however, these units have new refrigerators, lights, etc., already installed.</p> <p>We are currently in discussion with HUD and the Development Bank of American Samoa on weatherizing HUD homes, specifically lights and lighting fixtures.</p> <p>Audit process:</p> <ol style="list-style-type: none">1. Check applicant information on the audit form.2. Call the client, ensure all the information is correct, confirm directions to the home.3. Once at the home, check the meter number against the one on the application to ensure you are at the right home.4. Begin audit on outside lights, fixtures and electric outlets/sockets.5. Move indoors, plug in the "Kill-a-watt" meter into the wall outlet for the refrigerator. Plug the refrigerator into the "kill-a-watt" meter outlet and set meter for 2 hours.6. Begin audit of lights, fixtures, electric outlets, power-strips, AC units (if applicable). Audit electronic items, etc.7. Move to next room, repeat step 4.8. Must include the number of all the rooms in the house, i.e., bathroom(s), kitchen, closet(s), etc.9. Once audit is complete, have the homeowner sign the audit sheet and address any questions and/or concerns. <p>As a pre-caution, inform the homeowner to latch or cage their pets if applicable. Auditors will not leave their vehicle if pets are loose in the yard.</p>

V.5.3 Final Inspection

<p>No dwelling unit will be reported to DOE as a completed unit until all weatherization materials have been installed and the grantee or an authorized representative has performed a final inspection(s) including any mechanical work performed and certified that the work has been completed in a workmanlike manner and in accordance with the priority determined by the audit procedures. (10CFR440.16 (g))</p>

V.6 Weatherization Analysis of Effectiveness

<p>The Territorial Energy Office (TEO) will request access to utility bill data pre- and post- weatherization and shall monitor the change in kilowatt usage and actual cost savings as a result of the weatherization measures taken. The TEO WAP will create a database to compare usage and actual costs before and after weatherization and measure effectiveness of the weatherization measures. TEO will assure that TEO WAP-crew are properly trained to install the prescribed measures. TEO work to expand implementation of energy analysis via further research and increased community collaboration. Specific methods may include, but are not limited to, financial management, conservation strategies, and learning more about energy efficiency measurement tools.</p> <p>The TEO Technical Division will review audit process, audit tools, complete on-site visits and interview energy auditors; on-site visits/final inspections of weatherized units, interview weatherization crew. Findings from this report will include information on all conservation measures, Health and Safety data, demographic analysis and complete a systems check of audit tools. This review will be done on a quarterly basis and will assess strengths and weaknesses, and job completion performance. Training and Technical</p>
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Assistance needs are assessed through these on-site visits, email requests, performance evaluation, round-table discussions by WAP staff.

WAP staff will meet weekly to discuss special cases, including issues from previous week (Issues Log Book); schedule audits, weatherization and final inspection of residences. The Issues Log Book will include all issues noted during inspection/monitor visits. The log book will generate a report that include corrective measures for each household, etc. Corrective measures, once completed will be logged and dated. This log book will be available for review by the Project Officer.

Finally, the WAP Manager will complete and Technical Division staff will inspect 100% of completed units and findings, etc., will be recorded and corrective measures implemented if needed.

V.7 Health and Safety

Health and Safety plan for American Samoa attached.

V.8 Program Management

V.8.1 Overview and Organization

The Territorial Energy Office (TEO) is under the Office of the Governor and has been designated to operate the Weatherization Assistance Program (WAP). The TEO Director reports directly to the Governor. Other programs operated by TEO include the State Energy Program (SEP), Low-Income Home Energy Assistance program (LIHEAP), Energy Efficiency Community Block Grant (EECBG), etc. A Program Manager will run WAP, who will report to the TEO Director and submit quarterly reports to the Golden Field Office.

There are seven (7) employees at the TEO and five (5) of us can do client intake:

- ensure the application for assistance has all the information and signed;
- ensure all the supported documents are attached;
- ensure contact information is accurate;
- explain the weatherization process and different phases;
- provide staff contact information to the client.

Three (3) of the staff conduct energy audits and monitor installation; two (2) of the staff conduct final inspections. All five (5) are able to provide clients with public awareness and education.

In addition, TEO work/collaborate with the American Samoa Environmental Protection Agency (ASEPA) and the American Samoa Power Authority (ASPA) on renewable projects. Some of the more current projects in discussion are the electric school buses (USEPA & ASEPA) and a windmill project (ASPA & private company).

V.8.2 Administrative Expenditure Limits

There are no sub-grantees in the Territory. TEO will be performing the function of both the grantee and subgrantee. No more than 5% percent of grant funds will be spent on administrative costs.

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V.8.3 Monitoring Activities

Monitoring Approach: The overall goals of monitoring are to ensure compliance with rules, policies and the efficiency, quality and effectiveness of WAP operations. An additional goal is to identify and correct issues that have the potential to cause major program deficiencies. Full-time staff includes field auditor and Manager. General monitoring strategies include the following:

Desk Monitoring:

- include ongoing reviews of monthly programmatic and fiscal data, review of data from each household served such as final cost by measure and by job and mechanical test results.
- Inspections of completed dwellings to determine compliance with federal and state requirements, client satisfaction and work quality.
- Household file reviews: will review required forms, signatures and required supporting documents. On-site inspections will take place in the presence of the client, WAP staff and TEO technical staff.
- 5% of completed units will be monitored and report on issues, concerns and corrective actions will be completed by TEO technical staff and submitted to WAP Manager.
- final report and corrective measures will be sent to TEO Director and kept on file.
- Administrative review include follow-up on issues in the Issues Log Book and any other administrative and/or fiscal issues as needed.

Tracking:

- Findings and other issues will be tracked through the Issues Log Book; electronic and hard copies of these findings will be kept and will be available upon request;
- Analysis of these findings, will not only enable review of individual household data but could be used to determine trends and common themes, as a guide to program policy, overall program direction and T&TA needs.

V.8.4 Training and Technical Assistance Approach and Activities

Monitoring activities of all types, including dwelling inspections, client education and fiscal/administrative field and desk monitoring, will be used to identify specific areas where improvement is needed. Some T&TA activities may be addressed and completed during monitoring visits or carried out at a later date depending on the situation. Staff members will participate in Training and Technical Assistance (T&TA) activities in a number of important ways including specific training sessions, conferences/workshops and planning activities. TEO WAP will look out for training opportunities locally, and in some cases, through the retention of an outside trainer.

Training and technical assistance will include ALL aspect of the program, including but not limited to:

- House audits and client education in the field, use of auditing tools/equipment;
- Health and safety training for crew and family, electrical safety;
- New employee training;
- energy conservation educational material

Evaluation forms will be distributed as a part of every group T&TA event. The completed evaluations provide information about the effectiveness of the workshop, class or other group activity. Evaluations may also suggest additional training or part of future T&TA needs assessments.

Recommendation for staff training will be based on need and on availability of said training(s). A list of possible training is listed below:

- Lead safety inspection
- Electrical safety
- Quality control
- Calculations and algorithms (kWh, megawatts, BTUs)
- Reporting procedures
- Hot climate initiatives
- OSHA requirements
- Appliance efficiency
- Solar thermal training
- Final inspections

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

(Grant Number: EE0009887, State: AS, Program Year: 2023)

The Weatherization Manager will attend NASCSP and DOE Conferences, as funds permit, to represent American Samoa and to participate in discussions regarding Weatherization Assistance Program policy, rules, and regulations. Other staff may attend as directed by the State Energy Program Manager.

Percent of overall trainings

Comprehensive Trainings:	<input type="text" value="0.0"/>
Specific Trainings:	<input type="text" value="100.0"/>

Breakdown of T&TA training budget

Percent of budget allocated to Auditor/QCI trainings:	<input type="text" value="25.0"/>
Percent of budget allocated to Crew/Installer trainings:	<input type="text" value="25.0"/>
Percent of budget allocated to Management/Financial trainings:	<input type="text" value="50.0"/>

V.9 Energy Crisis and Disaster Plan

Currently, crisis is addressed on a case basis. In the event of a natural or man-made disaster, assistance cannot be rendered if a home has been damaged, etc. Assistance can only be rendered when the home is safe for habitat. However, assistance can be provided if the family is in a shelter or other such home. A crisis plan is being drafted.