

**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. EE0009923		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address Commonwealth of the Northern Marianas Islands Asuncion Drive, House #1337 Saipan, MP 969500000		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		\$ 281,163.00		\$ 281,163.00
2.						
3.						
4.						
5. TOTAL		\$ 0.00	\$ 0.00	\$ 281,163.00	\$ 0.00	\$ 281,163.00

**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) GRANTEE ADMINISTRATI ON	(2) GRANTEE T&TA	(3) PROGRAM OPERATIONS	(4) Weatherization Readiness	
a. Personnel	\$ 3,721.00	\$ 26,044.00	\$ 44,648.00	\$ 0.00	\$ 74,413.00
b. Fringe Benefits	\$ 1,097.00	\$ 7,679.00	\$ 13,165.00	\$ 0.00	\$ 21,941.00
c. Travel	\$ 1,413.00	\$ 13,505.00	\$ 13,342.00	\$ 0.00	\$ 28,260.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 50.00	\$ 350.00	\$ 600.00	\$ 0.00	\$ 1,000.00
f. Contract	\$ 2,503.00	\$ 17,523.00	\$ 30,041.00	\$ 65,241.00	\$ 115,308.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other Direct Costs	\$ 1,030.00	\$ 7,210.00	\$ 7,360.00	\$ 0.00	\$ 20,600.00
i. Total Direct Charges	\$ 9,814.00	\$ 72,311.00	\$ 109,156.00	\$ 65,241.00	\$ 261,522.00
j. Indirect Costs	\$ 737.00	\$ 5,431.00	\$ 8,198.00	\$ 4,900.00	\$ 19,641.00
k. Totals	\$ 10,551.00	\$ 77,742.00	\$ 117,354.00	\$ 70,141.00	\$ 281,163.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

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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	\$ 281,163.00	\$ 0.00	\$ 281,163.00

SECTION B - BUDGET CATEGORIES					
6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) HEALTH AND SAFETY	(2)	(3)	(4)	
a. Personnel	\$ 0.00				\$ 74,413.00
b. Fringe Benefits	\$ 0.00				\$ 21,941.00
c. Travel	\$ 0.00				\$ 28,260.00
d. Equipment	\$ 0.00				\$ 0.00
e. Supplies	\$ 0.00				\$ 1,000.00
f. Contract	\$ 0.00				\$ 115,308.00
g. Construction	\$ 0.00				\$ 0.00
h. Other Direct Costs	\$ 5,000.00				\$ 20,600.00
i. Total Direct Charges	\$ 5,000.00				\$ 261,522.00
j. Indirect Costs	\$ 375.00				\$ 19,641.00
k. Totals	\$ 5,375.00				\$ 281,163.00
7. Program Income	\$ 0.00				\$ 0.00

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WEATHERIZATION ASSISTANCE PROGRAM (WAP)  
WEATHERIZATION ANNUAL FILE WORKSHEET**

**(Grant Number: EE0009923, State: MP, Program Year: 2023)**

**IV.1 Subgrantees**

<b>Subgrantee (City)</b>	<b>Planned Funds/Units</b>
CNMI Dept. of Public Works (Saipan)	\$192,870.00 80
<b>Total:</b>	<b>\$192,870.00</b> <b>80</b>

**IV.2 WAP Production Schedule**

Weatherization Plans		Units
Total Units (excluding reweatherized)		15
Reweatherized Units		65
Average Unit Costs, Units subject to DOE Project Rules		
<b>VEHICLE &amp; EQUIPMENT AVERAGE COST PER DWELLING UNIT (DOE RULES)</b>		
A	Total Vehicles & Equipment (\$5,000 or more) Budget	\$0.00
B	Total Units Weatherized	15
C	Total Units Reweatherized	65
D	Total Dwelling Units to be Weatherized and Reweatherized (B + C)	80
E	Average Vehicles & Equipment Acquisition Cost per Unit (A divided by D)	\$0.00
<b>AVERAGE COST PER DWELLING UNIT (DOE RULES)</b>		
F	Total Funds for Program Operations	\$117,354.00
G	Total Dwelling Units to be Weatherized and Reweatherized (from line D)	80
H	Average Program Operations Costs per Unit (F divided by G)	\$1,466.93
I	Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J	Total Average Cost per Dwelling (H plus I)	\$1,466.93

**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	80	29.3	2344
	Prior Year Estimate	80	29.3	2344
	Prior Year Actual	72	29.3	2110
<b>Method used to calculate savings description:</b>				

**IV.4 DOE-Funded Leveraging Activities**

The Energy Division will not use DOE-funded leveraging.

**IV.5 Policy Advisory Council Members**

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

	Type of organization: Unit of Local Government
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Arlene Reyes	Contact Name: Mr. James Rayphand Phone: 6703226537 Email: <a href="mailto:jimbo@ovrgov.net">jimbo@ovrgov.net</a>
Christina M. Babauta	Type of organization: Unit of Local Government Contact Name: Phone: 6706644481 Email: <a href="mailto:c.babauta@cnmienergy.com">c.babauta@cnmienergy.com</a>
Gary P. Camacho	Type of organization: Local agency Contact Name: Mr. Gary Camacho Phone: 6706647502 Email: <a href="mailto:gary.camacho@cucgov.org">gary.camacho@cucgov.org</a>
Pamela Sablan, Exec. Director	Type of organization: Unit of Local Government Contact Name: Ms. Pamela Sablan, Exec. Director Phone: 6706647000 Email: <a href="mailto:psablan.cnmicdd@gmail.com">psablan.cnmicdd@gmail.com</a>
Resel Billy-Magofna	Type of organization: Local agency Contact Name: Ms. Resel Billy-Magofna Phone: 6706642568 Email: <a href="mailto:resel.billy@liheap.gov.mp">resel.billy@liheap.gov.mp</a>
Thelma B. Inos	Type of organization: Unit of Local Government Contact Name: Thelma B. Inos Phone: 6706644480 Email: <a href="mailto:cnmienergy@gmail.com">cnmienergy@gmail.com</a>
Vicenta Rosario	Type of organization: Unit of Local Government Contact Name: Vicenta Rosario Phone: 6706644884 Email: <a href="mailto:vicentariosario@cnmimedicaid.com">vicentariosario@cnmimedicaid.com</a>

**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
04/12/2022	Our office held the public hearing at our government offices on 4/12/22. Location: Energy Office 1337 Asuncion Drive. Capitol Hill Saipan, MP 96950

**IV.7 Miscellaneous**

<p>Principal Investigator: Christina M. Babauta</p> <p>Program Manager Email: <a href="mailto:c.babauta@cnmienergy.com">c.babauta@cnmienergy.com</a> Phone contact: <a href="tel:670-664-4481">670-664-4481</a></p> <p>Recipient Business Officer: Thelma B. Inos Energy Director Email: <a href="mailto:cnmienergy@gmail.com">cnmienergy@gmail.com</a> Phone contact: <a href="tel:670-664-4480/1">670-664-4480/1</a></p> <p>1. Describe how funds will be distributed and how households will be prioritized to receive WRF. <b>No direct funds will be distributed to any household but they will receive the recommended appliances/materials based on the home audit performed.</b></p> <p>2. State that they will ensure that funds will be expended on units weatherized with formula PY 2023 grant funds. <b>Yes, we acknowledge that funds expended to weatherize will be with the formula PY'23 grant funds.</b></p> <p>3. State that they will Monitor and Track the funds for each building and unit weatherized, and at a minimum, capture measures/repairs and associated costs, the following: <b>The CNMI Energy Division will definitely monitor and track per homeowner (dwelling) the nature of the repairs made along with the cost incurred. We would like to set a cap of</b></p>
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**not-to-exceed (NTE) \$5,000 for repairs on electrical, floor, roof, doors, window, and clean up per residential homeowner.**

4. State that you will ensure that the funds expended result in a completed, weatherized unit.

**The CNMI Energy Division will ensure that each residential unit will be fully weatherized and funds expended properly.**

5. Did the grantee provide how they track deferral?

**The CNMI Energy Division will ensure that each residential household that was deferred will be followed up. If no progress is made after 30 days, the application will not be entertained until such time they make the necessary deferred action plan is made.**

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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

Eligibility criteria will be implemented based on approved 2022 Poverty Income Guidelines for Alaska at 200% of Poverty.

**2021 POVERTY GUIDELINES FOR ALASKA**

Size of Family Unit	Threshold	200%
1	\$16,990	\$33,980
2	\$22,890	\$45,780
3	\$28,790	\$57,580
4	\$34,690	\$69,380
5	\$40,590	\$81,180
6	\$46,490	\$92,980
7	\$52,390	\$104,780
8	\$58,290	\$116,580

For families with more than 8 persons, 100% of the poverty level increases by \$5,900 for each additional person. Therefore, for weatherization at 200% of the poverty level, add \$11,800 for each additional person.

Describe what household eligibility basis will be used in the Program

**Eligibility:**

Eligibility criteria will be implemented based on the approved Low-Income Poverty Guidelines. Determination will be based on client intake information. Weatherization priority will be given to elderly persons; persons or families with disabilities; families with children; and household with a high energy burden.

**V.1.1 Approach to Determining Client Eligibility:**

**2021 Approved 'Poverty Income Guidelines' for Northern Mariana Islands:**

Size of Family Unit	Threshold	200%
1	\$16,090	\$32,180
2	\$21,770	\$43,540
3	\$27,450	\$54,900
4	\$33,130	\$66,260
5	\$38,810	\$77,620
6	\$44,490	\$88,980
7	\$50,170	\$100,340
8	\$55,850	\$111,700

For families with more than 8 persons, add \$11,360 for each additional person.

The adjusted average expenditure limit remains at \$3,500, however, eligible dwellings will receive weatherization services based on the approved cost expenditure per unit.

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**Eligibility Basis:**

Each applicant must provide all outlined mandatory information in the application/form. Prospective applicants will be required to identify and provide verification of all household income source (i.e., not limited to the most recent income check stubs, retirement pension statements, business gross receipts, as applicable). Household demographic and residence specific information including, but not limited to the applicant who owns their own home. All applicants will be required to sign the application and certify to the validity of the information provided.

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

CNMI will follow the policy as outlined in the 'Summary of Immigrant Eligibility Restrictions - Under Current Law

As of 2/25/2009' under the HHS guidelines: <http://aspe.hhs.gov/hsp/Immigration/restrictions-sum.shtml>.

**V.1.2 Approach to Determining Building Eligibility**

Procedures to determine that units weatherized have eligibility documentation

**V.I.2. Approach to Determining Building Eligibility:**

- a. Applicant must submit all required documents (i.e., property info)
- b. WAP shall review for conformity and validity, and conduct direct interview with applicant regarding property information.
- c. Eligible dwelling whose income is at or below 200% of the approved poverty level as established by the Director of Office of Management and Budget shall be eligible.
- d. Eligible building shall contain a member of the Social Security Act or applicable state or local law during the 12-month period preceding the determination of eligibility for weatherization assistance; or
- e. If state elects, eligible unit shall receive assistance under the Low-Income Energy Assistance Act of 1981, provided that such basis is at least 200% of the poverty level.

**Multi-Family Building:**

A building containing multi-family dwelling units may be weatherized provided that not less than 66 percent (50 percent for duplexes and four-unit buildings, and certain eligible types of large multi-family buildings) are eligible dwelling units and the entire building must be weatherized, and not individual units. The low income household must benefit from the energy saving of said building and the rights of the household be protected.

When a Multi-family building has been identified prior to any weatherization services, an energy audit shall be performed in the units. After such audit has been completed the energy audit report shall be submitted to the WAP Project Manager for approval prior to the commencement of any work on such a building.

**Section 1011(h) of the Energy Act of 2020, will amend 42 U.S. Code § 6865(c)(2) and remove the reweatherization date, September 30, 1994, and create a “rolling” option. Dwelling units weatherized (including dwelling units partially weatherized) under this part, or under other Federal programs, may not receive further financial assistance for weatherization under this part until the date that is 15 years after the date such previous weatherization was completed.**

Describe Reweathering compliance

Re-weatherization Compliance: 10 CFR 440.18(e)(2)(iii):

(e) No grant funds awarded under this part shall be used for any of the following purposes: (1) To weatherize a dwelling unit which is designated for acquisition or clearance by a Federal, State, or local program within 12 months from the date weatherization of the dwelling unit would be scheduled to be completed; or (2) To install or otherwise provide weatherization materials for a dwelling unit weatherized previously with grant funds under this part, except: (i) As provided under § 440.20; (ii) If such dwelling unit has been damaged by fire, flood, or act of God and repair of the damage to weatherization materials is not paid for by insurance; or (iii) That dwelling units partially weatherized under this part or under other Federal programs during the period September 30, 1975, through September 30, 1994, may receive further financial assistance for weatherization under this part. While DOE will continue to require these homes to be reported separately, States may count these homes as completions for the purposes of compliance with the per home expenditure limit in § 440.18. Each dwelling unit must receive a new energy audit which takes into account any previous energy conservation improvements to the dwelling.

Describe what structures are eligible for weatherization

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- a. Comply in accordance with § 440.22-(Eligible dwelling units).
- b. Multi-family units will be reviewed based on the following eligibility criteria;
  - A building containing multi-family dwelling units may be weatherized provided that not less than 66 percent (50 percent for duplexes and four-unit buildings) are eligible dwelling units and the entire building must be weatherized, and not individual units. The low income household must benefit from the energy saving of said building and the rights of the household be protected.
  - When a Multi-family building has been identified prior to any weatherization services, an energy audit shall be performed in the units. After such audit has been completed the energy audit report shall be submitted to WAP Project Manager for prior approval to the commencement of any work on such a building.

**Describe how Rental Units/Multifamily Buildings will be addressed**

- Multi-family units will be reviewed based on the eligibility criteria.
- Rental Units are not eligible to participate for the WAP program.
- Rental units are not eligible for reason that the low income recipients rarely stay for one year and in addition there is an large apartment unit that caters to low income clients and have all the energy efficient appliances installed already.

**Describe the deferral Process**

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Deferral may be necessary if health and safety issues cannot be adequately addressed according to WPN 11-6 guidance. The decision to defer work in a dwelling is difficult but necessary in some cases. This does not mean that assistance will never be available, but that work must be postponed until the problems can be resolved and/or alternative sources of help are found. In the judgement of the auditor, any conditions that exist, which may endanger the health and/or safety of the workers or occupants, should be deferred until the conditions are corrected. Deferral may also be necessary where occupants are uncooperative, abusive, or threatening. The grantee should be specific in their approach and provide the process for clients to be notified in writing of the deferral and what corrective actions are necessary for weatherization to continue. The grantee should also provide a process for the client to appeal to a higher level in the organization.

Agency shall issue a Deferral/Referral Notice to clients in dwellings where problems exist that are outside the scope of Weatherization.

Clients will be given 30 days to take corrective action. If the client is able to take corrective action within 30 days, work should resume as soon as possible after the Agency receives notification from the client. If problems identified in the Deferral Notice are not corrected within 30 days, the job shall be placed in an inactive file. The client can reapply when and if the problems noted on the Deferral have been corrected.

**Deferral conditions may include:**

- a. building structure or its electrical system is in a state of disrepair and failure is imminent.
- b. the dwelling sewage or other sanitary problems will endanger the workers/crews and client if the weatherization work is to be performed.
- c. extensive moisture/mildew are severe and cannot be resolved under the existing health and safety measures
- d. the extent of the lead-based paint in the dwelling would potentially create further health and safety hazards.
- e. the client is uncooperative, abusive or threatening to the auditors, crews or staff who must work or visit the dwelling
- f. illegal or unsafe activities have been observed at the client home and may endanger the crew
- g. others reasons identified below under health and safety or identified by assessor or crew

A "Weatherization Deferral/Referral Notice" has been developed which will include clients name, address, date of audit/assessment, clear description of health and safety issue, when and under what conditions weatherization work could continue, client's signature and date they were informed indicating they were informed of their rights and options.

**V.1.3 Definition of Children**

Definition of children (below age): **18**



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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 recognized tribes in the Northern Mariana Islands and all low income individuals are served equally.

**V.2 Selection of Areas to Be Served**

Islands of Saipan, Tinian, Rota

**V.3 Priorities**

**V.3: Priorities-Service Delivery: Should a waiting list exist, weatherization services will be extended to primary owned dwelling to qualified Low Income Applicant respectively:**

- elderly persons (60 years and older);
- family or persons with disability(ies);
- families with children age 18 and below;
- high residential energy users; and
- household with a high energy burden

Documentations shall include: valid/current identification; disability certification as determined by social service(s) entity; birth certificate; current energy consumption statement from utility agency. All documentation shall be verified by CNMI WAP personnel.

A point system (1-5) criteria shall be utilized incorporating the listed categories to help determine priority services should there be multiple applicants under the same classification.

Five being the highest

One being the lowest

**V.4 Climatic Conditions**

**V.4: Climatic Condition:**

The climate for the CNMI (Saipan, Rota & Tinian) is tropical marine which hot and humid all year round. Its climate characterized by relative high and uniform temperatures. The annual average temperature is 83 degrees Fahrenheit (F) and humidity is very high with monthly averages between 79 and 86 percent. The Commonwealth is situated some 600 miles east of an area in the Western Pacific, which is the breeding area of cyclonic disturbances. As a result the Commonwealth is in what is known as weather condition four at all times which means that 40 mile an hour winds are possible within 72 hours. These cyclonic disturbances can quickly and sometimes unexpectedly develop into typhoon force winds of 120 miles per hour or greater. The months of greatest humidity are July to November. The mean annual rainfall is approximately 83.8 inches, but rainfall varies from year to year. Sometimes the islands experience droughts generally during the period from December through June. Some rain does occur during the dry season. The wet season is from July through October.

Based on the climatic conditions, the weatherization program is strictly on air conditioning (cooling) and no heating needed as weather is never below 70 degrees Fahrenheit (F) .

**V.5 Type of Weatherization Work to Be Done**

**V.5.1 Technical Guides and Materials**

**\*\*We have attached th**

**V.5: Type of Weatherization work to be done:**

An energy audit will be conducted to determine the type of measure to be performed by utilizing the approved diagnostic equipment. WAP will contain the elements of, but not limited to the: replacement of inefficient to efficient refrigerator, window type air condition unit, and other measures i.e., replacement of incandescent light bulbs to compact fluorescent bulbs, installation of door

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strip, caulking/insulation, minor repairs of exposed lighting wires and light switch, etc.).

Measures installed must show a "Saving-To-Investment Ratio (SIR)" equal or greater than 1.0, which is the average cost per unit in compliance with guidelines and balancing the amount of service to each client.

The standardized final inspection of post work will be performed for quality assurance to ensure such measure is performed correctly and thoroughly prior to being reported as a complete unit.

**V.5.1: Technical Guides and Materials:**

All weatherization materials, standards and energy audit procedures, must meet the standards for weatherization as published in 10 CFR 440.21, Appendix A. Utilization of approved diagnostic audit equipment. Such equipment would be used to analyze refrigerator replacement.

**Services May Include:**

Energy Audit

An energy audit will be performed per qualified household dwelling prior to determine the effective retrofit project.

Refrigerators - Kilowatt meter is placed for minimum of 2 hours and inspection of manufacturer date, make and model and serial number along with the deficiency of the appliance such as the door seals, temperature control, ice build up, water leakage and the condition on the interior and exterior of the appliance. In addition, due to health & safety issue, outlet is checked if connected (plug) properly/correctly.

High efficiency refrigerator will be installed based on assessment. Disposal of the existing units will be performed in accordance to local and federal regulations. Refrigerants are captured and recycled in accordance to local and federal regulations. Stand alone freezers or through the door water and/or ice units are not allowed.

Air Conditioning - Inspection of manufacturer date, make and model and serial number along with the deficiency of the appliance such as the ice build up, water leakage and the condition on the interior and exterior coil condenser if corroded, motor noise and the EER for the existing unit. In addition, room is measured to see if the correct number and size of a/c is installed based on the total number of square feet. Lastly, due to health & safety issues, outlet is checked if connected or plug-in properly/correctly.

High efficiency air-condition units will be installed based on assessment. Condition space will be air sealed to reduce leakage. Old units are decommissioned and disposed in accordance to local and federal regulations. Air condition freon are recaptured and recycled in accordance to local and federal regulations.

Lighting Retrofit - Replace and install Energy Star® compact fluorescent light bulbs.

A walk thru audit is performed on both interior and exterior of the household whereas lighting fixture counts are made on number of incandescent bulbs to be replaced to CFL's.

As part of the health & safety issue, smoke detectors will be provided based on audit finding.

All weatherization work shall be performed in accordance to DOE's approved energy audit procedures and 10 CFR 440 Appendix A - Standards for Weatherization Materials.

**Field guide types approval dates**

Single-Family:
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)
Single-family Priority list as approved by U.S. DOE on March 07 2017
Approval Date: 3/7/2022

Audit Procedure: Manufactured Housing
Audit Name:
Approval Date:

Audit Procedure: Multi-Family
Audit Name:

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Approval Date:

Comments

**Multi-family Buildings:**

A building containing multi-family dwelling units may be weatherized provided that not less than 66 percent (50 percent for duplexes and four-unit buildings) are eligible dwelling units and the entire building be weatherized, and not individual units. The low income household must benefit from the energy saving of said building and the rights of the household be protected.

When a Multi-family building has been identified prior to any weatherized services, an energy audit shall be performed in the units. After such audit has been completed the energy audit report shall be submitted to WAP Project Manager for prior approval to the commencement of any work on such a building.

**The CNMI Energy Division submitted the priority list on June 20, 2016 and was approved on March 07, 2017 by US DOE.**

**V.5.3 Final Inspection**

V.5.3 Final Inspection:

As specified in 10 CFR 440.16(g), no dwelling unit will be reported to DOE as completed until a final inspection is performed by the CNMI Energy Director or Building Inspector or third party other than the WAP Energy Auditor. All weatherization work must be certified that has been completed in compliance with the approved priorities and work order.

Under no circumstances are final inspectors permitted to inspect their own work.

**V.6 Weatherization Analysis of Effectiveness**

**V.6: Weatherization Analysis of Effectiveness:**

Program production and achievement are analyzed pre- and post- services. Post data tracking shall be compiled utilizing utility bill. The review will confirm that measures are performed according to the program standards.

This process will allow for identification of trend that may express a training need, or specific jobs that may need to be monitored due to documentation measures.

In addition, clients are performing good energy conservation practices as educated by CNMI WAP personnel.

PROCESS Evaluation:

- Improve communications between CNMI WAP and clients;
- Update and revise the Policy and Procedures Manual and move towards a searchable, electronic version
- Review client education "best practices" for the program and emphasize client follow-up
- Develop a standard metric to measure and track training efficiency

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**V.7 Health and Safety**

(See Attached Health and Safety)  
A deferral/referral form has been developed and shall be issued to clients when it has been determined that it is necessary to defer services.

**V.8 Program Management**

**V.8.1 Overview and Organization**

**V.8.1: Overview and Organization:**

The Weatherization Assistance Program (WAP) provides assistance "to reduce energy costs for low-income families, particularly for the elderly, people with disabilities and children by improving the energy efficiency of their homes while ensuring their health and safety."

The CNMI DPW/Energy Division is the prime recipient of WAP funds and will be responsible for the implementation of the program. All grant awards under this program shall comply with applicable laws including regulations contained 10 CFR Part 440, The Energy Policy Act of 2005, Energy Independence and Security Act of 2007 and other procedures applicable as prescribed by U.S. DOE.

**The state agency will:**

1. administer WAP in accordance to the purpose of the program to eligible low-income families that meet the approved poverty income
2. ensure timely services to qualified low income families
3. collaborate with other entities that serves the low income to access WAP services
4. educate and provide energy efficiency information to clients

**Agency Composition:**

The CNMI Energy Division is the direct recipient of WAP program funds. Currently the WAP staffing organization consists of a Director, WAP Program Manager and WAP Energy Auditor. Responsibilities as follows but not limited to the following:

-Energy Director: Overall responsible for the management of the program; fiscal affairs; policy compliance; administration of services

-Program Manager: Executes program services; procurement of services; program coordination; submission of reports

-WAP Energy Auditor: Performs home energy audit/assessments; client education; coordination with contractors for the installation of services

Other programs under Energy:

- \*State Energy Program (SEP) Formula Grant
- \*SEP ARRA
- \*Energy Efficiency Conservation Block Grant (EECBG) ARRA

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**V.8.2 Administrative Expenditure Limits**

The Energy Division will use no more than 5% of the grant for administrative purposes pursuant to section 440.18(d) in DOE Final Rule of 2002.

**V.8.3 Monitoring Activities**

**V.8.3: Monitoring Activities:**

A standardized and formalized monitoring process has been established by the Energy Division. A third party – Energy Director or building inspector will perform inspection and monitoring of no less than 30% of all weatherized dwellings during program period to ensure compliance and effectiveness of the WAP program.

The purpose of monitoring is to assure all WAP programs are managed in accordance with applicable laws, regulations and other policies and procedures that DOE may issue. Program monitoring as follows: (program activities; field work and fiscal/procurement management) which may be performed at different times and may have differing frequency.

- Evaluating actual accomplishments against planned activities and determining the effectiveness of WAP policy.
- Program and administrative deficiencies and needs.
- Property management, inventory, materials.

Reports of monitoring visits are to be completed within 30 days of the visit. These reports will summarize the findings and when necessary, direct the providers to take specific actions to correct issues of noncompliance and/or to develop a plan of action to improve performance.

Monitoring reports shall include a corrective action with an allowable time frame for all deficiency to be rectified. A follow up inspection will be performed after such deficiency is amended.

Review of evidence of effective weatherization work and compliance with Weatherization Program Standards; determination of compliance and accountability in the areas of client files, procurement, finance, and materials tracking; and follow up on the status of previously identified issues.

**V.8.4 Training and Technical Assistance Approach and Activities**

**V.8.4: Training and Technical Assistance:**

With the current trend of improved technology, it is important that program staff be knowledgeable and maintain levels of skills with the weatherization standard, technologies, development of the program, and health and safety.

Regional and in-state training will be utilized when identified or the need arises.

T&TA funds will be utilized to identify and address the needs of the program; maximize production, improve program management, improve the technical skills of WAP auditor(s) managing crews and contractors, WAP policies, ensure the health and safety of WAP clients, and works, reduce the potential for waste, fraud, and abuse in the program.

**Training Opportunities:**

- Basic Weatherization Strategy/Tactics
- OSHA Safety Training
- DOE Mandated Regulations (Program Management in Policies, Regulations)
- ASHRAE
- Inspector Refresher (as needed)
- Diagnostic standards
- Combustion Appliance Testing Compliance
- Database System
- Codes and Standards
- Quality Control

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- Standard Weatherization Fundamentals as needed (insulation, air sealing, health and safety, auditor and crew)
- Ongoing Lead Safe Work Practices to maintain compliance with all EPA regulations and DOE Guidance
- Applicable certifications

Technical assistance will continue by a third party on the approaches of on-site program, administrative, fiscal, and field assistance based on monitoring findings.

We will be attending in person the 2022 Energy Outwest for hands-on training, tutorial, and one on one opportunities on new technologies with the weatherization experts. In addition, training from NASCSP to earn BPI credits.

We would like to work also with the Energy Smart Academy out to Santa Fe, New Mexico for certified training for energy auditors, QCI, and other needed certifications to meet the standards for the Weatherization Assistance Program.

Percent of overall trainings

Comprehensive Trainings:	50.0
Specific Trainings:	50.0

Breakdown of T&TA training budget

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

**V.9 Energy Crisis and Disaster Plan**

**V.9: Energy Crisis and Disaster Plan:**

In the event of an official disaster/emergency declaration by the President or the Governor of the Commonwealth of the Northern Mariana Islands (CNMI) grantee may return to the previously reported unit as a completion to Department of Energy that has been damaged by fire, flood, or act of God to be re-weatherized, without regard to date of previous weatherization, per 10 CFR 440.18(f)(2)(ii). Local authorities must deem the dwelling unit salvageable as well as habitable and the damage to the materials must not be covered by insurance or other form of compensation. WAP will coordinate all effort with local governments and the Federal Emergency Management Agency (FEMA) in all resources.

Dwellings to be re-weatherized shall receive the same services prior to such disaster. A certification for re-weatherization services will be performed as applicable in accordance to program requirements.

WAP funds to pay weatherization personnel to perform relief work in the community as a result of a disaster are not allowable.

All work completed during disaster periods shall conform to the CNMI Weatherization Program.