

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. EE0009982		2. Program/Project Title Weatherization Assistance Program: Bipartisan Infrastructure Law	
3. Name and Address GUAM ENERGY OFFICE 548 N. Marine Corp. Drive Tamuning, GU 969130000		4. Program/Project Start Date 07/01/2022	5. Completion Date 06/30/2027

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		\$ 1,303,123.00		\$ 1,303,123.00
2.						
3.						
4.						
5. TOTAL		\$ 0.00	\$ 0.00	\$ 1,303,123.00	\$ 0.00	\$ 1,303,123.00

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) HEALTH AND SAFETY	
a. Personnel	\$ 25,711.00	\$ 112,330.00	\$ 290,147.00	\$ 0.00	\$ 428,188.00
b. Fringe Benefits	\$ 5,506.00	\$ 38,717.00	\$ 93,617.00	\$ 0.00	\$ 137,840.00
c. Travel	\$ 11,700.00	\$ 74,014.00	\$ 12,486.00	\$ 0.00	\$ 98,200.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 44,268.00	\$ 0.00	\$ 44,268.00
e. Supplies	\$ 16,907.00	\$ 11,334.00	\$ 457,541.00	\$ 28,031.00	\$ 513,813.00
f. Contract	\$ 13,320.00	\$ 21,862.00	\$ 8,418.00	\$ 0.00	\$ 43,600.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other Direct Costs	\$ 24,590.00	\$ 10,124.00	\$ 2,500.00	\$ 0.00	\$ 37,214.00
i. Total Direct Charges	\$ 97,734.00	\$ 268,381.00	\$ 908,977.00	\$ 28,031.00	\$ 1,303,123.00
j. Indirect Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
k. Totals	\$ 97,734.00	\$ 268,381.00	\$ 908,977.00	\$ 28,031.00	\$ 1,303,123.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

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IV.1 Subgrantees

Subgrantee (City)	Planned Funds/Units
Guam Energy Office (Tamuning)	\$937,008.00 114
Total:	\$937,008.00 114

IV.2 WAP Production Schedule

Weatherization Plans		Units
Total Units (excluding reweatherized)		114
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	114
C	Total Units Reweatherized	0
D	Total Dwelling Units to be Weatherized and Reweatherized (B + C)	114
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	\$908,977.00
G	Total Dwelling Units to be Weatherized and Reweatherized (from line D)	114
H	Average Program Operations Costs per Unit (F divided by G)	\$7,973.48
I	Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J	Total Average Cost per Dwelling (H plus I)	\$7,973.48

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	114	29.3	3340
	Prior Year Estimate	36	29.3	1055
	Prior Year Actual	46	29.3	1348
Method used to calculate savings description:				
<p>The method used to calculate energy savings is the WAP Algorithm set by USDOE to obtain the amount of energy to be saved. USDOE cites the 2005 Meta-evaluation that suggests a much higher rate of energy savings from weatherization in cold climate regions versus hot climate regions.</p>				

IV.4 DOE-Funded Leveraging Activities

The Guam Energy Office does not anticipate any USDOE funded leveraging activities at this time.

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IV.5 Policy Advisory Council Members

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

Arthur San Agustin	Type of organization: Unit of State Government Contact Name: Arthur U. San Agustin Phone: 6717357101 Email: arthur.sanagustin@dphss.guam.gov
Carlos V. Camacho	Type of organization: Non-profit (not a financial institution) Contact Name: Carlos Camacho Phone: 6719697175 Email: ironwoodhousing@gmail.com
Edith Pangelinan	Type of organization: Unit of State Government Contact Name: Edith Pangelinan Phone: 6716474143 Email: edith.pangelinan@ghc.guam.gov
Guam Housing and Urban Renewal Authority (GHURA)	Type of organization: Unit of State Government Contact Name: Elizabeth F. Napoli, Executive Director Phone: 6714751330 Email: efnapoli@ghura.org
Phyliss Leon Guerrero	Type of organization: Unit of State Government Contact Name: Phyliss Leon Guerrero Phone: 6714754643 Email: phyllis.leonguerrero@disid.guam.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
09/02/2022	Advertisement of a notice to the public to comment on the proposed WAP-BIL Guam Weatherization State Plan was published on September 2, 2022 on the Guam Energy Office website and in the POST Guam newspaper. The notice invites the public to attend a public hearing on September 19th at 10 a.m. at the Guam Energy Office. Due to COVID-19, attendance will be limited in accordance with the public health agency's guidance. The proposed State Plan is available for download on GEO's website at energy.guam.gov . The notice will be attached to the SF-424 application form via PAGE.
09/16/2022	The Guam WAP Review Committee members virtual meeting was held on September 16, 2022, at 10:00 p.m. The members are to provide comments on the weatherization assistance program as well as the annual State Plan. The official transcript will be attached to the SF-424 application via PAGE as required.
09/19/2022	The Guam Energy Office held a public hearing for the public to comment on the proposed WAP-BIL Guam Weatherization State Plan for PY2022. The official transcript is attached to the SF-424 application via PAGE as required.

IV.7 Miscellaneous

<p>The Recipient Business Officer and Recipient Principal Investigator is:</p> <p>Name: Rebecca Jean Respicio, Director, Guam Energy Office Address: 548 N. Marine Corps Drive, Tamuning, Guam 96913 Phone No.: 671-646-4361 Fax No.: 671-649-1215 Email: rebecca.respicio@energy.guam.gov</p> <p><u>Guam WAP Utility Rebate</u></p> <p>Guam WAP partnered with Guam Power Authority (GPA) to obtain rebates for WAP-purchased materials such as but not limited to window A/C units and mini-splits air conditioners. Rebate funds associated with those purchases will be credited back against WAP-BIL Guam's WAP program costs first and before submitting for draw request.</p> <p><u>Davis Bacon Act Compliance</u></p> <p>GEO does not foresee WAP-BIL services to be extended to multifamily buildings of 5 units or more, however, in the event GEO extends WAP-BIL services to multifamily buildings with no fewer than 5 units, GEO will require to pay wages to all laborers and mechanics engaged in the construction, alteration, or repair of those</p>
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multifamily buildings (whether employed by a contractor or subcontractor) wages "at rates not less than those prevailing on similar projects in the locality, as determined by the Secretary of Labor." (Section 41101 of the BIL referenced in subpart (b)). In addition, GEO, through its local procurement process, requires the offeror to declare compliance with the latest U.S. D.O.L. wage determination for Guam.

Buy American Provisions

Compliance with the Buy American provisions when GEO WAP-BIL services are provided to public housing or serve a public function. In addition, GEO, through its local procurement process, will require the offeror to provide written certification that the products are manufactured domestically.

Fuel Switching

Guam imports petroleum products for use in transport and electricity. Its economy is dependent on the import of gasoline and jet fuel for transport and residual fuel oil for electricity. Due to single fuel use for electricity, GEO does not plan to administer fuel-switching in the program.

Source: https://en.wikipedia.org/wiki/Energy_in_Guam

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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

Guam has selected poverty level determined in accordance with criteria established by the U.S. Department of Health and Human Services (HHS) Poverty Income Guidelines for Alaska (updated periodically in the Federal Register by HHS under the authority of 42 U.S.C. 9902 (2)). In addition, Guam will follow the updated weatherization program notice relating to the federal poverty guidelines and definition of income for use in the weatherization assistance program when determining client eligibility.

Preference is given to eligible low-income clients who are elderly, persons with disabilities, household with children, and then those with a high energy burden (continuous high utility bills).

Describe what household eligibility basis will be used in the Program

Client household is eligible when GEO has certified the dwelling unit is eligible for WAP services and the client household meets the following:

- (1) With an income at or below 200% of the poverty level determined in accordance with criteria established by the Office of the 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 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; or
- (2) Which contains a member who has received cash assistance payments under Title IV or XVI of the Social Security Act or applicable State or local law at any time during the 12 months preceding the determination of eligibility for weatherization assistance; or
- (3) if the State elects, is eligible for assistance under the Low-Income Home Energy Assistance Act of 1981, provided that such basis is at least 200% of the poverty level determined in accordance with criteria established by the Director of the Office of Management and Budget.

GEO has established written policies in the Guam Weatherization Program Standard Operating Procedures (SOP) that sets forth procedures to determine dwelling unit priority [440.16]. Written policies cover income eligibility, rental property eligibility determination, and tenant benefit assurance from weatherization services. Guam complies with all household and building eligibility criteria outlined in 10 CFR 440.22 and has selected Alaska's appropriate set of poverty guidelines due to similar energy and economic characteristics.

If weatherization services do not begin within 12 months of the eligibility determination date, the household's eligibility must be re-determined.

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

Guam will follow the policies outlined in "Summary of Immigrant Eligibility Restrictions Under Current Law as of 2/25/2009" in the HHS guidelines, when determining eligibility of qualified and nonqualified aliens.

V.1.2 Approach to Determining Building Eligibility

Procedures to determine that units weatherized have eligibility documentation

During the application intake process, GEO will require submission of every income-earned documentations of individuals living in

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household to verify income eligibility of every client and will be included in the client's file. A dwelling unit is eligible for weatherization assistance if it is occupied by a household unit that meets the income guidelines and building eligibility guidelines.

Single family dwelling units must meet the income eligibility in order to receive weatherization services.

Duplexes to four-unit buildings must meet the 50% income eligibility criteria in order to receive weatherization services for the whole building otherwise weatherization services will be provided to only the applicant(s) meeting the income eligibility.

Multi-family buildings three stories or less and have 5 units up to 25 units that are each individually cooled must meet the 66% income eligibility criteria in order to receive weatherization services for the whole building otherwise weatherization services will be provided to only the applicant(s) meeting the income eligibility.

Describe Reweathering compliance

Guam was awarded WAP funds for the first time in 2009, thus, the re-weatherization of units prior to September 30, 1994 per 10 CFR §440.18(e)(2)(iii) is not applicable. Any dwelling unit that received weatherization services will not be revisited until 15 years after the date that such previous weatherization was completed, per 42 U.S.C. 6865(c), as amended. In addition, a unit may be re-weatherized if such dwelling unit has been damaged by fire, flood, or an act of God and repair of the damage to weatherization materials is not paid for by insurance, per 440(18)(2)(ii). Each dwelling to be weatherized is required to receive a new energy assessment that takes into account any previous energy conservation improvements to the dwelling.

Describe what structures are eligible for weatherization

To be considered for weatherization, a dwelling must be a structure, including a stationary mobile home, apartment, group of rooms, or a single room occupied as separate living quarters (including historic properties), and qualified shelters or other group facilities. Government institutions, halfway houses, nursing homes, recreational vehicles (RVs), cars, trucks or tents are not eligible dwellings for weatherization services. Properties having only a commercial use are not eligible for weatherization. Properties forty-five (45) 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 Historical Programmatic Office (SHPO). Weatherization of a dwelling unit which is designated for acquisition or clearance by a Federal, State, or local program within 12 months from the completion date of weatherization is not allowed.

Describe how Rental Units/Multifamily Buildings will be addressed

Guam has developed policy regarding the weatherization of rental property, including procedures to document that the tenant receives the benefits of weatherization [440.22(b)]. Rental property owners may be required to contribute to the cost of weatherization [440.22(d)].

Language from the Homeowner/Rental Certification & Authorization Form addresses the DOE requirements regarding limits on rent increases and undue enhancement. Renters are notified of the stipulations on rent increases. Rental property owners must provide signature approval of work to be performed on a standardized Homeowner/Rental Certification & Authorization Form. GEO has established an arbitration procedure for disputes relating to violations of rental agreements. Tenants and property owners are notified of this process at the time of weatherization. A Customer Bill of Rights is provided to every tenant which includes a statement that tenants shall not be subjected to rent increases based on weatherization services conducted in the unit. As part of the rental agreement, landlords must agree to repayment of weatherization service for violation of the agreement [440.22(c)].

Describe the deferral Process

Guam has a detailed policy and clear procedures to follow when deferral is necessary (in the Guam Weatherization Program SOP). It is required that a written deferral policy outlines the procedures for making a deferral decision and notifying the customer. It must include guidelines for determining a time period for correction of issues identified, and notification regarding resources available to assist the customer. Reasons for deferral include structural or other issues that would limit the effectiveness or reduce the lifetime of measures (such as in a home needing roof replacement). There are also health and safety reasons that may warrant deferral of a unit. Additional information on deferrals is found in the Guam WAP Health and Safety Plan attached to the grant application.

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V.1.3 Definition of Children

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

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 established or recognized Native American Tribal Organizations on Guam.

V.2 Selection of Areas to Be Served

All areas of Guam will be served. Based on Guam's population of 153,836 occupying about 212 square miles of land, GEO will service areas that consist of the following:

1. Public housing units that are deemed eligible for the program such as Guam Housing Corporation and Guam Housing and Urban Renewal Authority rental units.
2. Guam's eligible household who resides in a home or a rental unit.

V.3 Priorities

Guam will prioritize weatherization services based on a point system categorized under elderly, disabled persons, households with children under eighteen years old, and households with a high energy burden [440.16(b)].

V.4 Climatic Conditions

Guam's tropical climate is warm year-round. The average temperature is in the mid 80 degrees Fahrenheit. There are only two seasons, the dry (December - June) and the rainy (July - November). The warmest months are from March through August. The coolest and least humid months accompanied with western trade winds are in December through February. The average wind speed is 9.5 mph and the annual rainfall totals up to 80 to 110 inches. According to the National Weather Service Forecast Office located in Hueneme Road, Bldg, 3232, Barrigada, Guam, the historical temperature high was at 95 degrees Fahrenheit on June 30, 1969 and most recent low was at 70 degrees Fahrenheit on June 22, 1966. For the purpose of reducing the cost of home cooling, the cooling degree days and the table below is provided:

Period of Record General Climate Summary - Cooling Degree Days

Station:(914229) GUAM WSMO

From Year=1957 To Year=1998

Cooling Degree Days for Selected Base Temperature (F)

Base	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Annual
55	697	633	714	730	777	758	766	754	733	755	733	737	8788
57	635	577	652	670	715	698	704	692	673	693	673	675	8058
60	542	492	559	580	622	608	611	599	583	600	583	582	6962
65	387	351	404	430	467	458	456	444	433	445	433	427	5136

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70	232	209	250	280	312	308	301	289	283	290	283	272	3310
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Cooling Degree Day units are computed as the difference between the daily average temperature and the base temperature. (Daily Ave. Temp. - Base Temp.) One unit is accumulated for each degree Fahrenheit the average temperature is above the base temperature. Negative numbers are discarded. Example: If the days high temperature was 95 and the low temperature was 51, the base 60 heating degree day units is $((95 + 51) / 2) - 60 = 13$. This is done for each day of the month and summed. Table updated on Jul 28, 2006. Months with 5 or more missing days are not considered. Years with 1 or more missing months are not considered. Source: *Western Regional Climate Center*, wrc@dr.edu

V.5 Type of Weatherization Work to Be Done

V.5.1 Technical Guides and Materials

Due to the warm climate of the island, weatherization efforts will be directed at improving the efficiency of cooling systems, reduction in electrical energy demand of light fixtures and selected household appliances, client energy education, and mitigate energy-related health and safety concerns. To maximize the benefits of the WAP services, work will be performed by trained personnel and the process will be monitored from initial client application to certification of completed weatherization work.

GEO, in a satisfactory manner, performs program activities according to the "Weatherization Assistance for Low Income Persons Program" regulations pursuant to Part A, U.S.C. 6861-6872 of Title IV of the Energy Conservation and Production Act, Pub. L94-385, 90 Stat. Et. Seq: Title 10, Chapter 2, Part 440 (published in the Federal Register), Friday, December 8, 2000, Vol. 65 No. 237.

GEO field and technical guides used by staff consists of the GEO Energy Audit Priority List (USDOE approved March 2021), GEO Weatherization Field Guide & Priority List For Single Family Homes (USDOE approved May 2021), and GEO Weatherization Program Procedure Manual.

GEO is an agency of the Government of Guam and its Dept. of Administration, General Services Agency handles GEO's procurement that includes bids and awards. Every vendor is required to follow and abide by the bid contract that includes our bid specifications and purchase order agreements which are signed by vendor. GEO will provide its vendor the field guide installation guidelines that relates to the award.

Typical work includes refrigerator replacement, window air conditioner replacement, and mini-split air conditioners with Energy Star® qualified appliances or equivalent, lighting replacement with light-emitting diode (LED) bulbs, low-flow shower heads and faucet aerators. In addition, further work will involve base load reduction measures. Other work includes energy-related health and safety measures. Allowable expenditures are established to meet the requirements of 10 CFR Part 440.18. All work is performed in accordance to local building codes, approved field and technical guides, and DOE-approved energy audit procedures. All materials and specifications are met per the standards set forth in 10 CFR 440, Appendix A.

Field guide types approval dates

Single-Family: 3/4/2020
Manufactured Housing: 3/4/2020
Multi-Family: 3/4/2020

V.5.2 Energy Audit Procedures

Audit Procedures and Dates Most Recently Approved by DOE

Audit Procedure: Single-Family
Audit Name: Other (specify)
On March 17, 2021, U.S. DOE approved the revised Guam Weatherization Priority List and the Guam Weatherization Field Guide was approved on May 07, 2021.
Approval Date: 3/4/2020

Audit Procedure: Manufactured Housing
Audit Name: Other (specify)
Not applicable.

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Approval Date: 3/4/2020

Audit Procedure: Multi-Family

Audit Name: Other (specify)

On March 17, 2021, USDOE approved for small multi-family buildings three stories or less containing up to 24 units that are each individually heated (i.e., water heater) and cooled.

Approval Date: 3/4/2020

Comments

One to Four Unit Buildings

Guam will use the USDOE approved priority list for all 1 to 4 unit buildings. Each energy conservation measure must have a Savings to Investment Ratio (SIR) of at least 1.0 and the total job SIR must also be at least 1.0.

Manufactured Housing

There is no expectation on weatherizing mobile or manufactured housing on Guam.

Multi-family

For small multi-family building with 5 to 25 units, GEO will use the USDOE approved priority list that is used also for 1 to 4 unit buildings.

For large multi-family, shelters, or group homes, GEO will conduct an energy audit to gather information that will be submitted to USDOE for review and approval. No work will commence pending USDOE approval.

V.5.3 Final Inspection

A dwelling unit will not be reported as completed until the Grantee or its authorized representative has performed a final inspection to certify that the work has been completed in a workmanlike manner. In addition, the work must agree with the work determined by the energy audit/home assessment and job task/work order. The final inspection shall be performed by an inspector other than the energy auditor or contractor performing the work. The signed inspection form certifies that the measures installed should, under reasonable conditions, save energy and make the dwelling more comfortable for the inhabitants. If a designated measure is not installed or performed and/or any discrepancies encountered in the case file, then a written explanation must be included in the inspection form along with a job task/work order indicating the corrective measures to be taken. The energy auditor is to complete the work order and a final inspection will be conducted to ensure the corrective measures were completed and it meets work standards.

Due to the type of weatherization measures completed in Guam and due to its geographical location, Guam has an exemption for the certified Quality Control Inspectors (QCI). The final inspector will be provided adequate training on the weatherization measures implemented in Guam. The Guam's Quality Work Plan, (attached to this grant application) aligns with WPN 22-4 section 2, which governs the quality control inspection process. 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;
- Client satisfaction from the intake process to the close out of unit;
- 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

In order to document the effectiveness of the Program, GEO continues to obtain energy usage information from occupants of the dwellings

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weatherized. GEO obtains from the occupant's energy usage bills that cover the period for twelve months prior to weatherization and twelve months after weatherization.

In 2013, GEO, through its consultant, conducted an Energy Savings Report and Analysis for Guam homes weatherized during 2010 and 2011. Based on the recommendations GEO will emphasize on 1) analyze pre-billings prior to the start of the retrofit to determine best savings; 2) through the initial home visits, determine existing conditions of lighting fixtures, refrigerators, air conditioner units working conditions prior to the retrofits, and 3) review total cost of weatherization per home before fixtures/appliances are installed to determine potential payback period. In addition, during the on-site visits, customers will be interviewed to verify customer understanding of completed work and satisfaction level. Reports are generated to assist GEO with unit selection to ensure the on-site monitoring visits will create the best opportunities to review measures that may need improvement, or to review jobs that may have higher measure costs. This allows GEO to determine what training might improve quality of work.

V.7 Health and Safety

Please refer to the Guam WAP Health & Safety Plan attached to the SF-424 application via PAGE.

V.8 Program Management

V.8.1 Overview and Organization

GEO is a line agency under the Executive Branch of the government of Guam. GEO supports energy conservation, energy efficiency, and renewable energy programs and practices. GEO also implements programs for the benefit of the island community such as the Guam Weatherization Assistance Program (WAP) for eligible low-income families. Under the WAP, GEO provides a whole-house approach to weatherization services that include energy inspections, technical assessment, installation, monitoring, and education outreach on energy conservation, energy efficiency, and renewable energy.

GEO is located at 548 North Marine Corps Drive, Tamuning, Guam 96913, telephone (671) 649-4362, fax (671) 649-1215, website: energy.guam.gov.

V.8.2 Administrative Expenditure Limits

GEO will not spend more than the allowable administrative cost of 7.5 percent of the award as approved by the federal grantor.

V.8.3 Monitoring Activities

GEO is a direct service grantee, which also serves as a subgrantee, thus, the following monitoring approach is being taken in accordance with 10 CFR 440.23.

Desktop Monitoring: The program manager will review and track all available reports for progress, expenditures, timelines, audit findings, and resolution of findings.

Fiscal Monitoring: GEO's state financial agencies (Guam Bureau of Budget & Management Research and the Department of Administration) serves as a check and balance of our financial records, purchasing and bidding practices, payroll and documentation, travel records, vendor payments, and fiscal audit to assure those federal dollars are spent in accordance to local and federal requirements.

Field Monitoring: GEO's program manager will conduct its quarterly field monitoring which includes spot checks and quality assurance inspections. Inspection will also include a review of client files, weatherization materials, tools, equipment, and inventory, safety policies and practices, and 10% of completed weatherization units. Further monitoring will be conducted in compliance with all program rules, energy audit procedures, crew operations, client interaction, and data collection and reporting. When problems are discovered, a corrective action plan will be developed for areas needing improvement, and training will be provided to staff.

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The QCI will conduct a full inspection of every dwelling unit that has received weatherization services 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. A complete inspection, signed by the QCI, shall be placed in each job file.

V.8.4 Training and Technical Assistance Approach and Activities

The Training and Technical Assistance (T&TA) Plan activities are driven by the overall objectives of saving energy and reducing the state's carbon dioxide and other greenhouse gas emissions. These objectives will be reached through the delivery of quality installations, at the lowest possible cost, to the greatest possible number of dwellings. Furthermore, the activities will incorporate recommendations from GEO field monitoring visits, DOE Project Officer visits, internal state audits, quality assurance reports, and other reports.

The comparison between the effectiveness and the energy savings achieved are determined through field monitoring visits, pre- and post-weatherization analysis of energy usage per home, installation of energy measures, and client education.

Training and technical assistance will be provided through on-site visits, regional training sessions, or statewide training sessions. Any out-of-state training meetings or conferences must receive prior approval.

GEO will provide training and technical assistance to staff:

- Routine Technical Assistance. Technical assistance covering any programmatic aspect of operations can be provided during monitoring visits by the monitoring staff or at any time problems are encountered. If the monitor identifies major problems, more extensive technical assistance will be scheduled in the immediate future following the monitoring visit. Technical assistance related to the actual installation of weatherization measures will be provided either by GEO or through trainers.
- State Training. GEO plans to attend the mid-winter NASCSP Winter Conference 2023 on April 3-7, 2023 in Washington, DC which may include specific training for the island grantees. In addition, GEO plans to attend the Energy Out West conference scheduled for August 10-14, 2024 in Austin, Texas. WAP staff will have the opportunity to interact with their peers, gain additional knowledge and skills in the weatherization area and obtain technical training at the conference. Further training plans include GEO's participation in the NASCSP conferences either virtual or on-site based on the availability of funds. In addition, GEO will continue to participate in monthly call-ins with USDOE and NASCSP. Under administrative training, GEO will continue to seek procurement training offered through the Guam Community College which is specifically focused on local government procurement. Additionally, GEO will look into grant writing training for administrative staff. This training will allow staff to build up their knowledge and expertise in this field. Furthermore, GEO will review NASCSP on-demand virtual training for new staff such as WAP New Manager Orientation, Introduction to WAP, and other related topics.
- On-Site Training. GEO will seek a vendor to provide LRRP training for its field staff. Should GEO hire new field staff, GEO will provide mandatory training including the LRRP and 10-hour OSHA training. Furthermore, mandatory comprehensive training for all staff will be available online by EnergySmart School Academy, Santa Fe Community College (IREC accredited and GEO's vendor), and may extend another year based on staff knowledge and understanding of the program. The comprehensive training will include energy auditor, retrofit installer, crew leader, and quality control inspectors training. Classroom and field training sessions will continue on an as-needed basis for field staff performing energy audits, retrofits, and health and safety tests and repairs. Field training sessions will reinforce classroom training already conducted and will provide updated information on new equipment and components.

In the prior year, GEO had a contract with EnergySmart School Academy, Santa Fe Community College, which is IREC accredited. The EnergySmart School Academy assisted GEO with the development of its comprehensive training that was tailored to Guam based on its WAP priority list. The comprehensive training included the energy auditor, retrofit installer, crew leader, and quality control inspector training. During PY22, GEO plans to renew its contract for another year.

GEO will require WAP field staff to attend mandatory training and obtain certification for the EPA Lead Renovation, Repair & Painting (LRRP) every 5 years and an initial 10-Hour OSHA for General Industry with a refresher course every 5 years. GEO will also require WAP staff to receive mandatory training on energy auditor, retrofit installer, crew leader, and quality control inspector training with a refresher course every 5 years. Other training may also include Lead Safe Weatherization (LSW), basic electrical safety, identification of electrical hazards, fire hazard safety, local code compliance, combustion safety testing, basic mold and moisture awareness training, and indoor air quality.

In addition, all WAP staff will have training on client energy education with refresher training every 3 years or on an as-needed basis. This training will provide staff with an understanding of weatherization and will allow staff to ensure the maximum effectiveness of the weatherization measures. Client energy education training will also allow the staff to work with clients to affect positive changes in

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STATE PLAN/MASTER FILE WORKSHEET**

(Grant Number: EE0009982, State: GU, Program Year: 2022)

energy usage habits. Prior to meeting with a client, the staff will review the client's energy billings and the client questionnaire to best educate the client on energy efficiency and energy conservation. Furthermore, the staff educates the client as to the types of energy measures that were installed in the home. Outreach materials are also provided to the clients as part of the energy education process such as energy-saving tips, Guide to Mold, Moisture, and Your Home, Lead-Safe Certified Guide to Renovate Right, A Citizen's Guide to Radon, and various other energy-related materials.

Percent of overall trainings

Comprehensive Trainings:	57.0
Specific Trainings:	33.0

Breakdown of T&TA training budget

Percent of budget allocated to Auditor/QCI trainings:	25.0
Percent of budget allocated to Crew/Installer trainings:	50.0
Percent of budget allocated to Management/Financial trainings:	25.0

V.9 Energy Crisis and Disaster Plan

The Guam Comprehensive Emergency Management Plan developed by the Guam Office of the Homeland Security/Office of Civil Defense is used for the appropriate local and federal entities during an emergency and disaster plan. GEO's role is to provide support to the Guam Power Authority, an autonomous Government of Guam agency under the Executive Branch providing all of the island's energy needs, during an emergency and disaster crisis including an energy emergency crisis. The use of the weatherization funds to address disaster relief activities are only when dwelling unit receiving services are eligible to qualify based on income and building requirement under the Guam WAP. All policies for weatherization must be followed including the Guam WAP Health & Safety Plan. Weatherization funds cannot be used for any activities that will not meet WAP policies and regulations.