

## APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

## 1. Type of Submission:

- Preapplication
- Application
- Changed/Corrected Application

## 2. Type of Application:

- New
- Continuation
- Revision

If Revision, select appropriate letter(s)

Other (specify):

## 3. Date Received

01/13/2021

## 4. Applicant Identifier:

## 5a. Federal Entity Identifier:

## 5b. Federal Award Identifier:

DE-EE0009887

## State Use Only:

## 6. Date Received by State:

02/13/2023

## 7. State Application Identifier:

## 8. APPLICANT INFORMATION:

a. Legal Name: American Samoa Government

## b. Employer/Taxpayer Identification Number (EIN/TIN):

970000676

## c. UEI:

FMP7ZJT875M5

## d. Address:

Street 1: Territorial Energy Office

Street 2:

City: Pago Pago

County: Ma'Oputasi

State: AS

Province:

Country: U.S.A.

Zip / Postal Code: 967990000

## e. Organizational Unit:

## Department Name:

Weatherization Assistance Program

## Division Name:

TERRITORIAL ENERGY OFFICE

## f. Name and contact information of person to be contacted on matters involving this application:

Prefix: Ms First Name: Malelega

Middle Name:

Last Name: Tuilosega

Suffix:

Title: Manager

Organizational Affiliation: American Samoa Government

Telephone Number: 6846991101

Fax Number: 6846992835

Email: malelega684@gmail.com

**APPLICATION FOR FEDERAL ASSISTANCE SF-424**

Version 02

**9. Type of Applicant:**

F U.S. Territory or Possession

**10. Name of Federal Agency:**

U. S. Department of Energy

**11. Catalog of Federal Domestic Assistance Number:**

81.042

CFDA Title:

Weatherization Assistance Program

**12. Funding Opportunity Number:**

DE-WAP-0002024

Title:

2024 Weatherization Assistance Program (WAP)

**13. Competition Identification Number:**

DE-FOA-0000216

Title:

PY 2023 Weatherization Formula Grant

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

Territory-wide

**15. Descriptive Title of Applicant's Project:**

PY 2023 Weatherization Formula Grant

**APPLICATION FOR FEDERAL ASSISTANCE SF-424**

Version 02

**16. Congressional District Of:**

a. Applicant: American Samoa At-Large Congressional District      b. Program/Project: AS-Statewide

**Attach an additional list of Program/Project Congressional Districts if needed:****17. Proposed Project:**

a. Start Date: 07/01/2024      b. End Date: 06/30/2025

**18. Estimated Funding (\$):**

a. Federal	278,158.00
b. Applicant	0.00
c. State	0.00
d. Local	0.00
e. Other	0.00
f. Program Income	0.00
g. TOTAL	278,158.00

**19. Is Application subject to Review By State Under Executive Order 12372 Process?:**

- a. This application was made available to the State under the Executive Order 12372 Process for review
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372

**20. Is the applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation)**

No

**21. By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to**

 I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency

**Authorized Representative:**

Prefix: Mr      First Name: Misipati

Middle Name:

Last Name: Salanoa

Suffix:

Title: Director

Telephone Number: 6846991101

Fax Number: 6846992835

Email: msalanoa@gmail.com

Signature of Authorized Representative: Signed Electronically

Date Signed: 09/12/2024

**U.S. DEPARTMENT OF ENERGY**



**BUDGET JUSTIFICATION FOR FORMULA GRANTS**

Applicant: American Samoa Government  
Award number: EE0009887

Budget period: 07/01/2024 - 06/30/2025

**1. PERSONNEL** - Prime Applicant only (all other participant costs are listed in 6 below and form SF-242A, Section B. Line 6.f. Contracts and Sub-Grants).

Positions to be supported under the proposed award and brief description of the duties of professionals:

<u>Position</u>	<u>Description of Duties of Professionals</u>
WAP Manager	Manages and oversees the daily operations of the WAP Formula and WAP BIL-funded projects. Program Operations - 30% T&TA - 10% Health and Safety client education - 10% TOTAL - 50%
Program Assistant	Intake - 20% Weatherization - 10% Home assessments - 10 Training - 10% TOTAL: 50%
Energy Grants Manager	Oversee WAP Formula and WAP BIL grants.
Finance Manager	Oversee WAP Formula and WAP BIL Fiscal activities: Budgeting, Monitoring and Tracking Expenditures, Compliance, and other financial duties.

Direct Personnel Compensation:

<u>Position</u>	<u>Salary/Rate</u>	<u>Time</u>	<u>Direct Pay</u>
WAP Manager	\$55,000.00	50.0000 % FT	\$27,500.00
Program Assistant	\$26,000.00	50.0000 % FT	\$13,000.00
Energy Grants Manager	\$63,000.00	50.0000 % FT	\$31,500.00
Finance Manager	\$59,000.00	25.0000 % FT	\$14,750.00
		Direct Pay Total	\$86,750.00

**2. FRINGE BENEFITS**

- a. Are the fringe cost rates approved by a Federal Agency? If so, identify the agency and date of latest rate agreement or audit below, and attach a copy of the rate agreement to the application.
- b. If a. above does not apply, please use this box (or an attachment) to further explain how your total fringe benefits costs were calculated. Your calculations should identify all rates used, along with the base they were applied to (and how the base was derived), and a total for each (along with grand total). If there is an established computation methodology approved for state-wide use, please provide a copy. Also, please fill out the table below with the Fringe Benefits Calculations.

FICA/Medicare	7.65%
Workman's Compensation	1.05%
Retirement	14.0%
TOTAL:	22.70

Fringe Benefits Calculations

<u>Position</u>	<u>Direct Pay</u>	<u>Rate</u>	<u>Benefits</u>
WAP Manager	\$27,500.00	22.7000 %	\$6,242.50
Program Assistant	\$13,000.00	22.7000 %	\$2,951.00
Energy Grants Manager	\$31,500.00	22.7000 %	\$7,150.50
Finance Manager	\$14,750.00	22.7000 %	\$3,348.25
		Fringe Benefits Total	\$19,692.25

**3. TRAVEL**

- a. Please provide the purpose of travel, such as professional conference(s), DOE sponsored meeting(s), project management meeting, etc. If there is any foreign travel, please identify.

<u>Purpose of Trip</u>	<u>Number of Trips</u>	<u>Cost Per Trip</u>	<u>Total</u>
Travel to Manu'a to conduct client intake, audits, monitor weatherization crew, final inspections.	8	\$1,170.00	\$9,360.00
Travel for WAP staff (2) to attend NASCSP Mid-Winter and Annual Conference. These are training opportunities for the staff. NASCSP: National Association For State Community Services Program	2	\$6,000.00	\$12,000.00
Attend conference training for National Community Action Partnership (NCAP).	2	\$8,000.00	\$16,000.00
		Travel Total	\$37,360.00

- b. Please provide the basis for estimating the costs, such as past trips, current quotations, Federal Travel Regulations, etc. All listed travel must be necessary for the performance of the award objectives.

Cost estimate for this travel expense is based on past trips, current airline/ferry ticket quotes and invoices. The amounts reflects registration fees for NASCSP and NCAP.

**4. EQUIPMENT** - Equipment is generally defined as an item with an acquisition cost greater than \$10,000 and a useful life expectancy of more than one year.

- a. List all proposed equipment below and briefly justify its need as it applies to the objectives of the award.

<u>Equipment</u>	<u>Unit Cost</u>	<u>Number</u>	<u>Total Cost</u>	<u>Justification of Need</u>
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- b. Please provide a basis of cost such as vendor quotes, catalog prices, prior invoices, etc. and justify need. If the Equipment is being proposed as Cost Share and was previously acquired, please provide the source and value of its contribution to the project and logical support for the estimated value shown. If it is new equipment which will retain a useful life upon completion of the project, provide logical support for the estimated value shown. Also, please indicate whether the Equipment is being used for other projects or is 100% dedicated to the DOE project.

NA

**5. SUPPLIES** - Supplies are generally defined as an item with an acquisition cost of \$10,000 or less and a useful life expectancy of less than one year. Supplies are generally consumed during the project performance.

- a. List all proposed supplies below, the estimated cost, and briefly justify the need for the supplies as they apply to the objectives of the award. Note that all direct costs, including Supply items, may not be duplicative of supply costs included in the indirect pool that is the basis of the indirect rate applied for this project.

<u>General Category</u>	<u>Cost</u>	<u>Justification of Need</u>
Program Operations - Supplies	\$101,859.00	Purchase refrigerators and AC units. Cost is all inclusive: delivery, installation, pick-up and decommission old units.
Health & Safety	\$3,000.00	Power surge protectors and safety switches.
Materials and Supplies Total	\$104,859.00	

- b. Please provide a basis of cost for each item listed above and justify need. Examples include vendor quotes, prior purchases of similar or like items, published price list, etc.

The dollar estimation is from historical data, vendor quotes, and purchases of similar items. Please note that the cost for refrigerators (18.2 - 19.2 cu.ft.) has increased.

**6. CONTRACTS AND SUBGRANTS** - Provide the following information for New proposed subrecipients and subcontractors. For ongoing subcontractors and subrecipients, this information does not have to be restated here, if it is provided elsewhere in the application; under Name of Proposed Sub, indicate purpose of work and where additional information can be found (i.e weatherization subgrants, Annual File section IV.1).

<u>Name of Proposed Sub</u>	<u>Total Cost</u>	<u>Basis of Cost*</u>
Staff Training Needs	\$4,000.00	Staff Training with Energy Smart Academy - 2 staff Training: Comprehensive Courses costs per person: Crew Leader: Online - \$399.00 Energy Auditor: Online - \$599.00 Quality Control Inspector: Online - \$399.00 Retrofit Installer Technician: Online - \$499.00 Building Science Principles: Online - \$199.00
Weatherization Readiness Funds	\$58,490.00	For home repairs and deferrals.
Contracts and Subgrants Total	\$62,490.00	

\*For example, Competitive, Historical, Quote, Catalog

**7. OTHER DIRECT COSTS** - Other direct costs are direct cost items required for the project which do not fit clearly into other categories. These direct costs may not be duplicative of costs included in the indirect pool that is the basis of the indirect rate applied for this project. Examples are: conference fees, subscription costs, printing costs, etc.

a. Please provide a General Description, Cost and Justification of Need.

<u>General Description</u>	<u>Cost</u>	<u>Justification of Need</u>
NASCSP Dues	\$2,500.00	Mid-Winter and Annual Training Conference
Fuel	\$1,500.00	Fuel for WAP vehicle
Other Direct Costs Total	\$4,000.00	

b. Please provide a basis of cost for each item listed above. Examples include vendor quotes, prior purchases of similar or like items, published price list, etc.

Basis for the cost estimates are from vendor quotes and past purchases of like items. These costs are separated from Indirect Costs and used for WAP related activities only.

**8. INDIRECT COSTS**

a. Are the indirect cost rates approved by a Federal agency? If so, identify the agency and date of latest rate agreement or audit and provide a copy of the rate agreement.

Indirect costs are approved and signed by the US Department of the Interior and ASG Treasurer. Please see the attachment.

New Treasury Director:

Mr. Malemo Lafoia Tausaga

Executive Office Building

American Samoa Government

Pago Pago, AS 96799

Phone: (684) 633-4155

Fax: (684) 633-4100

www.americansamoa.gov/directors

b. If the above does not apply, indicate the basis for computation of rates, including the types of benefits to be provided, the rate(s) used, and the cost base for each rate. You may provide the information below or provide the calculations separately.

The name and phone number of the individual responsible for negotiating the State's indirect cost rates.

Name: Malemo Lafoia Tausaga

Phone Number: 6846334155

Indirect costs calculations:

<u>Indirect Cost Account</u>	<u>Direct Total</u>	<u>Indirect Rate</u>	<u>Total Indirect</u>
Supplies	\$3,000.00	0.0000 %	\$0.00
Indirect Personnel	\$60,000.00	9.0100 %	\$5,406.00

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Indirect Costs Total	\$5,406.00
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**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 07/01/2024	5. Completion Date 06/30/2025

**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	\$ 42,399.00		\$ 278,158.00		\$ 320,557.00
2.						
3.						
4.						
5. TOTAL		\$ 42,399.00	\$ 0.00	\$ 278,158.00	\$ 0.00	\$ 320,557.00

**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	\$ 3,000.00	\$ 57,750.00	\$ 16,000.00	\$ 10,000.00	\$ 86,750.00
b. Fringe Benefits	\$ 4,682.00	\$ 7,658.00	\$ 3,676.00	\$ 3,676.00	\$ 19,692.00
c. Travel	\$ 3,422.00	\$ 10,000.00	\$ 13,937.00	\$ 10,001.00	\$ 37,360.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 3,036.00	\$ 99,224.00	\$ 0.00	\$ 2,599.00	\$ 104,859.00
f. Contract	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 62,490.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other Direct Costs	\$ 2,500.00	\$ 1,500.00	\$ 0.00	\$ 0.00	\$ 4,000.00
i. Total Direct Charges	\$ 16,640.00	\$ 176,132.00	\$ 33,613.00	\$ 26,276.00	\$ 315,151.00
j. Indirect Costs	\$ 4,221.00	\$ 1,185.00	\$ 0.00	\$ 0.00	\$ 5,406.00
k. Totals	\$ 20,861.00	\$ 177,317.00	\$ 33,613.00	\$ 26,276.00	\$ 320,557.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00



**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 07/01/2024	5. Completion Date 06/30/2025

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		\$ 42,399.00	\$ 0.00	\$ 278,158.00	\$ 0.00	\$ 320,557.00

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				\$ 86,750.00
b. Fringe Benefits	\$ 0.00				\$ 19,692.00
c. Travel	\$ 0.00				\$ 37,360.00
d. Equipment	\$ 0.00				\$ 0.00
e. Supplies	\$ 0.00				\$ 104,859.00
f. Contract	\$ 62,490.00				\$ 62,490.00
g. Construction	\$ 0.00				\$ 0.00
h. Other Direct Costs	\$ 0.00				\$ 4,000.00
i. Total Direct Charges	\$ 62,490.00				\$ 315,151.00
j. Indirect Costs	\$ 0.00				\$ 5,406.00
k. Totals	\$ 62,490.00				\$ 320,557.00
7. Program Income	\$ 0.00				\$ 0.00

**U.S. Department of Energy**  
Weatherization Assistance Program (WAP)  
BUDGET INFORMATION REMARKS  
**Grant Number:** EE0009887, **State:** AS  
**Recipient:** American Samoa Government

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**Remarks**

note: carry over sheet page 13 in application instruction  
justification

U.S. Department of Energy  
**WEATHERIZATION ASSISTANCE PROGRAM**  
**SUBGRANTEE INFORMATION**  
State: AS Grant Number: EE0009887 Program Year: 2024

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Name: **Territorial Energy Office**

Contact: Malelega Tuiolosega

UEI: FMP7ZJT875M5

DUNS:

Address: Territorial Energy Office

Phone: (684) 699-110125

Tafuna Energy House

Fax: (684) 699-2835

Pago Pago, AS 96799-0000

Email: malelega.tuiolosega@teo.as.gov

Counties served: Ma'Oputasi  
Ituau County  
Sua  
Leasina  
Vaifanua  
Sa'Ole

Tentative allocation: \$ 266,083.00

Congressional CD  
districts served: AS-00

Planned units: 80

Type of organization:

Source of labor: Agency and Contractors

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**U.S. Department of Energy**  
Weatherization Assistance Program (WAP)  
**WEATHERIZATION ANNUAL FILE WORKSHEET**  
**Grant Number: EE0009887, State: AS, Program Year: 2024**  
**Recipient: American Samoa Government**

**IV.1 Subgrantees**

Subgrantee (City)	Planned Funds/Units
Territorial Energy Office (Pago Pago)	\$266,083.00 80
<b>Total:</b>	<b>\$266,083.00</b> <b>80</b>

**IV.2 WAP Production Schedule**

Weatherization Plans	Units
Total Units (excluding reweatherized)	80
Reweatherized Units	0
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	80
C Total Units Reweatherized	0
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	\$177,317.00
G Total Dwelling Units to be Weatherized and Reweatherized (from line D)	80
H Average Program Operations Costs per Unit (F divided by G)	\$2,216.46
I Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J Total Average Cost per Dwelling (H plus I)	\$2,216.46

**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	60	29.3	1758
	Prior Year Actual	60	29.3	1758
<b>Method used to calculate savings description:</b>				
<div style="border: 1px solid black; padding: 5px; min-height: 40px;"> <p>-----</p> <p>Method used to calculate savings: WAP algorithm provided by DOE Guide</p> </div>				

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

N/A
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**U.S. Department of Energy**  
Weatherization Assistance Program (WAP)  
**WEATHERIZATION ANNUAL FILE WORKSHEET**  
**Grant Number: EE0009887, State: AS, Program Year: 2024**  
**Recipient: American Samoa Government**

**IV.5 Policy Advisory Council Members**

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

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

IV.I The amounts \$266,083.00 (Annual file) and \$62,490.00 (Budget Contracts) differ in that the lesser amount is the WRF amount.

**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 major and minor structural repairs. These repairs will include: windows, doors, ceiling, roof, walls, insulation of AC room(s), vents, floors. Electric wiring, panel box replacement if needed. 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 up to \$3,000.00 for minor repairs and up to \$40,000.00 for major repairs of WR Funds.**
- **We intend to track the deferrals manually and have a record of each home on file for reporting and to avoid duplication.**
- **DOE WAP recently provided us with a spreadsheet to track homes that fall into the WRF category.**

**Item IV.7: Grantee Principal Investigator/Business Contact:**

Malelega Tuiolosega (Program Manager) & Sisavai'i Tuala-Tamaalelagi (WAP/LIHEAP Manager)

Apeta Talaifaga (Field Crew Manager)

Territorial Energy Office

**U.S. Department of Energy**  
Weatherization Assistance Program (WAP)  
WEATHERIZATION ANNUAL FILE WORKSHEET  
**Grant Number:** EE0009887, **State:** AS, **Program Year:** 2024  
**Recipient:** American Samoa Government

American Samoa Government

Phone: (684) 699-1101

Fax: (684) 699-2835

Email: malega684@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

**U.S. Department of Energy**  
Weatherization Assistance Program (WAP)  
STATE PLAN / MASTER FILE WORKSHEET  
**Grant Number:** EE0009887, **State:** AS, **Program Year:** 2024  
**Recipient:** American Samoa Government

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:

**U.S. Department of Energy**  
Weatherization Assistance Program (WAP)  
STATE PLAN / MASTER FILE WORKSHEET  
**Grant Number:** EE0009887, **State:** AS, **Program Year:** 2024  
**Recipient:** American Samoa Government

- 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 measels 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:
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: 11/28/2022

Audit Procedure: Multi-Family
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Audit Name:
Approval Date:

Comments

Energy audit for multi-family units continued:

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.

We are currently in discussion with HUD and the Development Bank of American Samoa on weatherizing HUD homes, specifically lights and lighting fixtures.

Audit process:

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.

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.

**V.5.3 Final Inspection**

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))

**V.6 Weatherization Analysis of Effectiveness**

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.

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

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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

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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.