

## 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

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

DE-EE0009897

## State Use Only:

6. Date Received by State:

7. State Application Identifier:

## 8. APPLICANT INFORMATION:

a. Legal Name: GUAM ENERGY OFFICE

b. Employer/Taxpayer Identification Number (EIN/TIN):  
980018947c. UEI:  
J91RM3DJ2KV1

## d. Address:

Street 1: 548 N. Marine Corp. Drive

Street 2:

City: Tamuning

County: GUAM County

State: GU

Province:

Country: U.S.A.

Zip / Postal Code: 969130000

## e. Organizational Unit:

Department Name:  
GUAM ENERGY OFFICE

Division Name:

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

Prefix: First Name: Tina

Middle Name:

Last Name: Mafnas

Suffix:

Title: Planner IV

Organizational Affiliation: Guam Energy Office

Telephone Number: 6716464361

Fax Number: 6716491215

Email: tina.mafnas@energy.guam.gov

**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:**

Title:

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

ISLAND-WIDE

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

WEATHERIZATION ASSISTANCE PROGRAM SERVICES IN GUAM

**APPLICATION FOR FEDERAL ASSISTANCE SF-424**

Version 02

**16. Congressional District Of:**

a. Applicant: Guam At-Large Congressional District

b. Program/Project: GU-Statewide

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

a. Start Date: 04/01/2024

b. End Date: 03/31/2025

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

a. Federal	294,042.00
b. Applicant	0.00
c. State	0.00
d. Local	0.00
e. Other	0.00
f. Program Income	0.00
g. TOTAL	294,042.00

**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: First Name: Rebecca

Middle Name: J.

Last Name: Respicio

Suffix:

Title: Director

Telephone Number: 6716464361

Fax Number: 6716491215

Email: rebecca.respicio@energy.guam.gov

Signature of Authorized Representative: Signed Electronically

Date Signed: 01/26/2024

**U.S. DEPARTMENT OF ENERGY**



**BUDGET JUSTIFICATION FOR FORMULA GRANTS**

Applicant: GUAM ENERGY OFFICE  
Award number: EE0009897

Budget period: 04/01/2024 - 03/31/2025

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>
Planner IV	Develops State Plan, prepares all grant applications, budgets, and other required documents, implements grant projects, prepares all quarterly, annual reporting and other reporting as requested. Monitors expenditures and ensure grant conditions are met. Provides technical assistance and support to staff as well as conduct programmatic monitoring. Conduct client intake process and quality assurance inspections on housing units.
Program Coordinator II	Assist the Planner in the programmatic and monitoring of WAP. Prepares and issues requests for quotations, IFBs, market research, and WRF inspections. Assist Planner in tracking appliances, consumables, purchase orders, etc. to ensure supplies are available for WAP services. Conducts client intake process and provides energy outreach and education to clients. Schedules home energy assessment and appliance installations. Conducts quality control inspections on every weatherized unit. Conducts market research and procurement process for WAP materials and appliances. Inputs new client data information and other WAP work information into the GEO database and assist Planner in the inventory controls. Updates WAP documents, brochures, and outreach materials.
Maintenance Leader	Leads & participates in the energy assessments/audits, retrofits, and prepares units for final inspection. Sets up energy outreach booths at expo events. Inputs energy supplies installed into homes into the GEO database. Maintains all WAP tools and accessories.
Director	Oversees the agency's programs and operations and ensures the agency carries out its mission and goals. Serves as the Governor's energy advisor and works closely with the oversight legislative chairperson. Ensures that all federal laws and policies, Guam's laws and policies, and other guidelines when applicable. Reviews and approves all administrative, programmatic and financial documents.
Administrative Officer	Coordinate WAP services. Establish local accounts, prepares budgets, prepares FSRs and submits in PAGE, process requisitions/purchase orders and bid documents to GSA, and monitors and reconciles expenditures.
Maintenance Worker	Conducts energy assessments/audits, retrofits, and prepares units for final inspection. Sets up energy outreach booths at expo events. Inputs energy supplies installed into homes into the GEO database. Maintains all WAP tools and accessories.
Program Coordinator I	Conducts client intake process and provides energy outreach and education to clients. Assist in scheduling home energy assessment and appliance installations. Assist in quality control inspections on every weatherized unit. Assist in market research and procurement process for WAP materials and appliances. Inputs new client data and other WAP work information into the GEO database and assists the Planner in the inventory controls. Updates WAP documents, brochures, and outreach materials.

Direct Personnel Compensation:

<u>Position</u>	<u>Salary/Rate</u>	<u>Time</u>	<u>Direct Pay</u>
Planner IV	\$83,568.00	45.0000 % FT	\$37,605.60
Program Coordinator II	\$49,731.00	46.0000 % FT	\$22,876.26
Maintenance Leader	\$37,913.00	50.0000 % FT	\$18,956.50
Director	\$89,000.00	5.0000 % FT	\$4,450.00
Administrative Officer	\$52,523.00	15.0000 % FT	\$7,878.45
Maintenance Worker	\$32,355.00	15.0000 % FT	\$4,853.25
Program Coordinator I	\$41,372.00	25.0000 % FT	\$10,343.00
		Direct Pay Total	\$106,963.06

**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.

Fringe benefits are set by Government of Guam depending on the retirement, medical and dental plans selected including salary increments/meritorious bonus for permanent/classified employees, and salary adjustments for unclassified employees. Rates below are projected for FY2024 ranging from 23% to 37% depending on the benefits signed up by employees and the matching contribution by the government.

Retirement Deduction Benefit Plan - range from 22% to 39%

Retirement Define Contribution Plan - \$495 annum

Medicare 1.45% - range from \$385 to \$1,096

Life - \$187 annually

Medical - range from \$2,672 to \$8,128 annually

Dental,- range from \$273 - \$297 annually

Fringe Benefits Calculations

<u>Position</u>	<u>Direct Pay</u>	<u>Rate</u>	<u>Benefits</u>
Planner IV	\$37,605.60	22.9671 %	\$8,636.92
Program Coordinator II	\$22,876.26	28.9534 %	\$6,623.46
Maintenance Leader	\$18,956.50	29.9537 %	\$5,678.17
Director	\$4,450.00	24.6142 %	\$1,095.33
Administrative Officer	\$7,878.45	26.5709 %	\$2,093.38
Maintenance Worker	\$4,853.25	38.8061 %	\$1,883.36
Program Coordinator I	\$10,343.00	33.9688 %	\$3,513.39
		Fringe Benefits Total	\$29,524.01

**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>
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To attend NASCSP annual meetings and other technical trainings regarding energy efficiency products benefiting savings on houses, including attending health & safety training.	4	\$7,500.00	\$30,000.00
		Travel Total	\$30,000.00

- 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 of local transportation for field home visits to include monitoring & final inspection.  
 Off-island travel cost includes per diem (lodging and meals), airfare and registration based on State of Guam travel policy. GEO staff and management will attend conferences to participate in the discussions as well as network with other States to gain information/training on the program.

**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.

Equipment	Unit Cost	Number	Total Cost	Justification of Need
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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.

**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.

General Category	Cost	Justification of Need
Office Supplies and Materials	\$2,773.00	Copier paper for computers and copier machine, printer inks, etc. needed by staff to administer program
Various Health & Safety Supplies	\$8,497.00	Installation of smoke detectors and/or carbon monoxide detectors and other health and safety issues when arises.
Local Travel (mileage cost)	\$1,300.00	Cost of local transportation for field home visits to include monitoring and final inspection (100 trips @\$13 per trip)
Energy Efficient Measures & Appliances	\$146,826.00	Installation of energy efficient measures to include LEDs, low-flow faucet aerators & shower heads, weather strips, etc. and appliances such as window air conditioners, mini split ACs, and refrigerators.
Materials and Supplies Total	\$159,396.00	

- 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.

Office Supplies, materials, appliances, and health & safety supplies that fall under \$5,000 threshold.

**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>
Auto Detailing	\$800.00	To maintain the upkeep of WAP vehicles used on the field work.
WAP Advertising	\$1,266.00	WAP advertising to seek new applicants, public hearing notices, invitation to bids, etc.
WAP Training	\$4,000.00	Training relative to WAP work such as OSHA-10, LRRP, IAQ & combustion safety testing, radon, basic mold & moisture awareness training, etc.
Weatherization Readiness Fund	\$166,808.00	Procure a general contractor to conduct approved WRF related work that will address necessary repairs in at-risk dwellings units
Vehicle Maintenance	\$1,680.00	Preventive maintenance on vehicles used for WAP services, vehicle registration and other vehicle related services.
Appliance recovery/disposal	\$2,700.00	procure a vendor for the disposal and recovery of refrigerant from old refrigerators estimated at \$150/ea x 18 units
Contracts and Subgrants Total	\$177,254.00	

\*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>
Publications & Subscriptions	\$145.00	Energy-related and technical information for the program
Utilities	\$2,352.00	Power/Water/Telephone/Website/copier lease
Other Direct Costs Total	\$2,497.00	

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.

Annual membership for National Association for State Community Services Programs (NASCSPP), Women Chamber of Commerce, etc.

Cost of utilities and lease

Office Ops cost Total yr/cost 7% WAP cost share

Power \$9,600 \$672

Water \$2,400 \$168

Telephone \$8,400 \$588

Internet \$8,400 \$588

Copier Lease \$4,800 \$336

Long distance \$300 \$21

Utilities \$33,900 \$2,352

Vendors for printing costs are usually the lowest quote and are selected by GSA. All costs are based on historical data.

**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.

The Government of Guam's Indirect Cost Negotiation Agreement with the U.S. DOI dated July 12, 2023 has been determined for the Guam Energy Office to be 6.06%. Copy of the agreement has been uploaded into PAGE.

- 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: Lester Carlson Jr., Acting BBMR Director

Phone Number: 671475941212

Indirect costs calculations:

<b>Indirect Cost Account</b>	<b>Direct Total</b>	<b>Indirect Rate</b>	<b>Total Indirect</b>
Indirect Cost	\$106,963.00	6.0600 %	\$6,481.96
		Indirect Costs Total	\$6,481.96



**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. EE0009897		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address GUAM ENERGY OFFICE 548 N. Marine Corp. Drive Tamuning, GU 969130000		4. Program/Project Start Date 04/01/2024	5. Completion Date 03/31/2025

**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. DOE	81.042	\$ 218,074.00		\$ 294,042.00		\$ 512,116.00
2. STATE			\$ 0.00		\$ 0.00	\$ 0.00
3.						
4.						
5. TOTAL		\$ 218,074.00	\$ 0.00	\$ 294,042.00	\$ 0.00	\$ 512,116.00

**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) GRANTEE ADMINISTRATION	(2) GRANTEE T&TA	(3) PROGRAM OPERATIONS	(4) HEALTH AND SAFETY	
a. Personnel	\$ 12,340.00	\$ 33,159.00	\$ 61,464.00	\$ 0.00	\$ 106,963.00
b. Fringe Benefits	\$ 3,235.00	\$ 8,155.00	\$ 18,134.00	\$ 0.00	\$ 29,524.00
c. Travel	\$ 0.00	\$ 30,000.00	\$ 0.00	\$ 0.00	\$ 30,000.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 2,019.00	\$ 2,053.00	\$ 146,827.00	\$ 8,497.00	\$ 159,396.00
f. Contract	\$ 1,552.00	\$ 4,000.00	\$ 4,894.00	\$ 0.00	\$ 177,254.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other Direct Costs	\$ 2,159.00	\$ 338.00	\$ 0.00	\$ 0.00	\$ 2,497.00
i. Total Direct Charges	\$ 21,305.00	\$ 77,705.00	\$ 231,319.00	\$ 8,497.00	\$ 505,634.00
j. Indirect Costs	\$ 748.00	\$ 2,009.00	\$ 3,725.00	\$ 0.00	\$ 6,482.00
k. Totals	\$ 22,053.00	\$ 79,714.00	\$ 235,044.00	\$ 8,497.00	\$ 512,116.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. EE0009897	2. Program/Project Title Weatherization Assistance Program
3. Name and Address GUAM ENERGY OFFICE 548 N. Marine Corp. Drive Tamuning, GU 969130000	4. Program/Project Start Date 04/01/2024
	5. Completion Date 03/31/2025

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		\$ 218,074.00	\$ 0.00	\$ 294,042.00	\$ 0.00	\$ 512,116.00

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				\$ 106,963.00
b. Fringe Benefits	\$ 0.00				\$ 29,524.00
c. Travel	\$ 0.00				\$ 30,000.00
d. Equipment	\$ 0.00				\$ 0.00
e. Supplies	\$ 0.00				\$ 159,396.00
f. Contract	\$ 166,808.00				\$ 177,254.00
g. Construction	\$ 0.00				\$ 0.00
h. Other Direct Costs	\$ 0.00				\$ 2,497.00
i. Total Direct Charges	\$ 166,808.00				\$ 505,634.00
j. Indirect Costs	\$ 0.00				\$ 6,482.00
k. Totals	\$ 166,808.00				\$ 512,116.00
7. Program Income	\$ 0.00				\$ 0.00

U.S. Department of Energy  
**WEATHERIZATION ASSISTANCE PROGRAM**  
**SUBGRANTEE INFORMATION**  
State: GU Grant Number: EE0009897 Program Year: 2024

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Name: **Guam Energy Office**

Contact: Tina Mafnas

UEI: J91RM3DJ2KV1

DUNS: 855027991

Address: 548 Marine Corps Drive  
Tamuning, GU 96913-0000

Phone: (671) 646-4361

Fax: (671) 649-1215

Email: tina.mafnas@energy.guam.gov

Counties served: GUAM County

Tentative allocation: \$ 410,349.00

Planned units: 38

Type of organization:

Source of labor: Agency

Congressional districts served: CD  
GU-00

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**U.S. Department of Energy**  
Weatherization Assistance Program (WAP)  
**WEATHERIZATION ANNUAL FILE WORKSHEET**  
**Grant Number: EE0009897, State: GU, Program Year: 2024**  
**Recipient: GUAM ENERGY OFFICE**

**IV.1 Subgrantees**

Subgrantee (City)	Planned Funds/Units
Guam Energy Office (Tamuning)	\$410,349.00 38
<b>Total:</b>	<b>\$410,349.00</b> <b>38</b>

**IV.2 WAP Production Schedule**

Weatherization Plans	Units
Total Units (excluding reweatherized)	38
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	38
C Total Units Reweatherized	0
D Total Dwelling Units to be Weatherized and Reweatherized (B + C)	38
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	\$235,044.00
G Total Dwelling Units to be Weatherized and Reweatherized (from line D)	38
H Average Program Operations Costs per Unit (F divided by G)	\$6,185.37
I Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J Total Average Cost per Dwelling (H plus I)	\$6,185.37

**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	38	29.3	1113
	Prior Year Estimate	25	29.3	732
	Prior Year Actual	12	29.3	352
<b>Method used to calculate savings description:</b>				

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

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

**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 State Government
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**U.S. Department of Energy**  
Weatherization Assistance Program (WAP)  
**WEATHERIZATION ANNUAL FILE WORKSHEET**  
**Grant Number: EE0009897, State: GU, Program Year: 2024**  
**Recipient: GUAM ENERGY OFFICE**

Arthur San Agustin	Contact Name: Arthur U. San Agustin Phone: 6717357101 Email: <a href="mailto:arthur.sanagustin@dphss.guam.gov">arthur.sanagustin@dphss.guam.gov</a>
Carlos V. Camacho	Type of organization: Non-profit (not a financial institution) Contact Name: Carlos Camacho Phone: 6719697175 Email: <a href="mailto:ironwoodhousing@gmail.com">ironwoodhousing@gmail.com</a>
Edith Pangelinan	Type of organization: Unit of State Government Contact Name: Edith Pangelinan Phone: 6716474143 Email: <a href="mailto:edith.pangelinan@ghc.guam.gov">edith.pangelinan@ghc.guam.gov</a>
Elizabeth Napoli	Type of organization: Unit of State Government Contact Name: Elizabeth Napoli Phone: 6714751330 Email: <a href="mailto:efnapoli@ghura.org">efnapoli@ghura.org</a>
Phylliss Leon Guerrero	Type of organization: Unit of State Government Contact Name: Phylliss Leon Guerrero Phone: 6714754643 Email: <a href="mailto:phyllis.leonguerrero@disid.guam.gov">phyllis.leonguerrero@disid.guam.gov</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
01/08/2024	Advertisement of a notice to the public to comment on the proposed Guam Weatherization State Plan is set to be published on January 8, 2024, on the Guam Energy Office website. The notice will invite the public to attend a public hearing on January 25th at 10 a.m. at the Guam Energy Office. The proposed State Plan will be available for download on our website. The notice will be included with the SF-424 application form via PAGE.
01/19/2024	The Guam Energy Office has set a public hearing for the public to comment on the proposed Guam Weatherization State Plan for PY2024 scheduled for January 19, 2024 at 10 am at the Guam Energy Office. An official transcript will be included with the SF-424 application form via PAGE.
01/23/2024	The Guam WAP Review Committee members' meeting is scheduled for January 23, 2024, at 10:00 a.m. The members are to provide comments on the weatherization assistance program as well as the annual State Plan. The official transcript will be included with the SF-424 application form via PAGE.

**IV.7 Miscellaneous**

<p><b>The Recipient Business Officer and Recipient Principal Investigator is:</b></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: <a href="mailto:rebecca.respicio@energy.guam.gov">rebecca.respicio@energy.guam.gov</a></p> <p><b>Guam WAP Utility Rebate</b></p> <p>Guam WAP is partnering with Guam Power Authority (GPA) to obtain rebates for WAP purchased materials, including window A/C units and mini-splits air conditioners. Rebate funds associated with those purchases will be credited back against Guam's WAP program costs first and before submitting for draw request.</p> <p><b>Weatherization Readiness Fund (WRF)</b> - Refer to Master File Section V.1.2 under the deferral process.</p> <p><b>Deferral Process</b> - Refer to Master File Section V.1.2 under the deferral process.</p>
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**U.S. Department of Energy**  
Weatherization Assistance Program (WAP)  
STATE PLAN / MASTER FILE WORKSHEET  
**Grant Number:** EE0009897, **State:** GU, **Program Year:** 2024  
**Recipient:** GUAM ENERGY OFFICE

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; Pub. L. No. 88-452, 42 U.S.C. §2701 et seq; 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-month period 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.

(4) Under WPN 22-5 it extends categorical income eligibility to U.S. Department of Housing and Urban Development (HUD) means-tested programs. GEO may certify that applicants have met the income requirements of HUD means-tested programs through mechanisms including, but not limited to, applicant documentation, interagency lists of recipients, shared system databases, etc. The method of verification of eligibility must be included in the client files.

GEO has established written policies that set forth procedures to determine dwelling unit priority [440.16]. Written policies cover income eligibility, determination of rental property eligibility, and assurance of tenant benefit 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.

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**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 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

**Deferral Process**

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Guam has a detailed policy and clear procedures to follow when deferral is necessary (in the Guam Weatherization Program Manual). 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 the 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 the deferral of a unit. Additional information on deferrals is found in the Guam WAP Health and Safety Plan attached to the grant application. GEO will utilize its existing WAP database system to track any deferred clients.

**Weatherization Readiness Fund**

The Weatherization Readiness Fund (WRF) aims to reduce the frequency of deferred homes that require services outside the scope of weatherization before the weatherization services can commence. WRF will bring the dwelling into weatherization readiness by addressing structural, health, and safety issues.

The WRF maximum cost will not exceed \$25,000 per unit. The GEO staff must conduct a thorough inspection of the dwelling to identify all deferral issues to avoid multiple deferrals. GEO will prioritize households for WRF based on the complexity of the fix, the cost related to the issue, and must not pose a significant threat, endangerment, or create a significant health concern. The nature of the repairs may fall under the following categories:

- Roof Repair
- Wall Repair (Interior or Exterior)
- Ceiling Repair
- Door Repair
- Window Repair
- Floor Repair
- Exterior drainage repairs (e.g., gutters)
- Plumbing repairs
- Electrical repairs
- Cleanup or remediation beyond the typical scope of WAP
  - Lead Paint
  - Asbestos (confirmed or suspected, including vermiculite)
  - mold and/or moisture
  - Debris
  - Pests or feces removal

Any other possible issue or repair not mentioned above will be reviewed to determine by the grant manager prior to utilizing the WRF.

Restrictions: WRF will not be utilized for homes that exhibit dangerous conditions that may pose a significant threat, endangerment, or can create a significant health concern to the staff, contractors, and/or crews.

WRF cost per unit above \$25,000 will not be permitted.

Dwellings with issues or repairs that alter the value of a dwelling will not be permitted.

Monitoring: GEO will utilize its existing WAP database system to track the WRF services including measures and repairs and associated costs per client unit. Additionally, periodic visits to the units undergoing WRF work will be conducted, and a final walk-thru upon completion of WRF work.

**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.



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**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, high residential energy users, 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
70	232	209	250	280	312	308	301	289	283	290	283	272	3310

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*, [wrcc@dri.edu](mailto:wrcc@dri.edu)

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

**V.5.1 Technical Guides and Materials**

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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 consist of the Guam Energy Audit Procedures for Site-Built Single Family, Manufactured Housing & Low Rise Multifamily Housing for the WAP - Adopting Regional Priority List (USDOE approved January 2023), GEO Weatherization Field Guide (USDOE approved May 2021) aligned with SWS, and GEO Weatherization Program Policy & Procedures. GEO's field guide will be updated every 5 years and submitted to GEO's USDOE project officer for review and approval 6 months prior to the expiration date.

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 the vendor. GEO will provide its vendor with the field guide installation guidelines that relate 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 with 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 Jan. 9, 2023, U.S. DOE approved Guam's request to adopt the Regional Priority List - Guam Energy Audit Procedures for Site-Built Single Family, Manufacturing Housing, & Low Rise Multifamily Housing for WAP.
Approval Date: 1/9/2023

Audit Procedure: Manufactured Housing
Audit Name: Other (specify)
Not applicable.
Approval Date: 1/9/2023

Audit Procedure: Multi-Family
Audit Name: Other (specify)
On Jan. 9, 2023, USDOE approved small multi-family buildings three stories or less containing up to 5-24 units that are each individually heated (i.e., water heater) and cooled.
Approval Date: 1/9/2023

Comments

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**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 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 1) analyzing pre-billings prior to the start of the retrofit to determine best savings; 2) through the initial home visits, determining existing conditions of lighting fixtures, refrigerators, air conditioner units working conditions prior to the retrofits, and 3) review the 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 the quality of work.

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**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, 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 whole-house approach weatherization services that includes 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 to 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 that federal dollars are spent in accordance to local and federal requirements.

**Field Monitoring:** GEO's program manager will conduct its periodic field monitoring that includes spot checks and quality assurance inspections. Inspection will also include review of client files, weatherization materials, tool, 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.

Field inspector will conduct 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 field inspector, 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

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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 NASCSP 2025 Winter Conference (TBD), 2024 NASCSP Annual Training Conference (TBD), and Energy Outwest (EOW) 2024 on August 19-23, 2024 in Austin, TX. At the EOW 2024 conference, WAP staff will have the opportunity to obtain training that is not available in Guam including the required Lead Renovation, Repair & Painting certification. Additionally, 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 seek procurement training offered through the Guam Community College and 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.
- On-Site Training. GEO will seek local vendors to provide training for its field staff. Should GEO hire new field staff, GEO will provide mandatory training to include the 10-hour OSHA training. Furthermore, mandatory comprehensive training for all staff will be available online by Santa Fe Community College, EnergySmart School Academy (ESA), (IREC accredited). 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.

During PY24, GEO will work with Santa Fe Community College, ESA, to obtain online comprehensive training. Previously, the ESA assisted GEO with the development of its comprehensive training that was tailored to Guam based on its WAP priority list.

GEO will require WAP field staff to attend mandatory training and obtain certification for the EPA Lead Renovation, Repair & Painting (RRP) 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 energy usage habits. Before 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:	43.0

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

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Percent of budget allocated to Management/Financial trainings:

**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.